



Login at <http://blackboard.highline.edu>

## Orientation: HCC Information

- **Procedures/Resources at Highline**
  - Building courses on Highline's server
  - Student accounts and course enrollment
  - Contact information for assistance
  - Logging in
  - Support modules at <http://flightline.highline.edu/blackboard>

## Procedures for Blackboard

### BlackBoard URL

- <http://blackboard.highline.edu> - Blackboard login (see "Logging in" below)

### Highline's BlackBoard Support Site URL

- <http://flightline.highline.edu/blackboard> - links to course request form; Highline resources; customizable student guide; support modules, and more.

### Building courses on Highline's server

- Faculty and staff need to complete an orientation to create courses/sites. Request at the Bb support site or directly from Instructional Design at [id@highline.edu](mailto:id@highline.edu).
- Student orientations are at the discretion of the instructor.
- Courses can be created one quarter before a class is taught and kept for one quarter after.
- The online form for submitting course requests can be found on the Bb support site at <http://flightline.highline.edu/blackboard>. Its direct URL is [http://bob.highline.edu/blackboard/index.php?opt=new\\_course](http://bob.highline.edu/blackboard/index.php?opt=new_course).

### Student accounts and course enrollment

- Registered students will be enrolled by Instructional Computing (IC) the day before the quarter starts, or within the week prior to the first day. You can make your course "Unavailable" so that students can't access them before the start of the quarter. For instructions, see <http://flightline.highline.edu/blackboard/howto/availability.html>.

- Updates will be made daily for the first two weeks of class. Contact ICHelp for updates after that period.
- Once a student has a Bb account, you can enroll/unenroll him or her using the Control Panel. Note that you must manually remove any student who drops. See <http://flightline.highline.edu/blackboard/howto/index.html> for how-tos.
- Student accounts will use the standard IC account and password formula (more information about this at <http://flightline.highline.edu/ic/ichelp/passwords.php>).

### Faculty Resources

For assistance with **student accounts**, contact the IC Help Desk at [ichelp@highline.edu](mailto:ichelp@highline.edu) or telephone extension 4880.

For assistance with building courses and using BlackBoard features, contact Instructional Design at [id@highline.edu](mailto:id@highline.edu) or telephone extension 3969.

**Bookmark this site-->** <http://flightline.highline.edu/blackboard>. You will find all the information you need to use BlackBoard at Highline, including:

- Course Request Form
- Workshop schedule
- Modules and How To guides
- Information about adding students
- Password Help
- Best Practices
- BlackBoard users group
- In-depth BlackBoard Manuals

### Student Resources

- IC web site has password and technical support information (<http://flightline.highline.edu/ic/ichelp.php>)
- IC Help Desk can help students with account and other problems ([ichelp@highline.edu](mailto:ichelp@highline.edu), 206-870-4880)

### Logging In

Go to the BlackBoard site at <http://blackboard.highline.edu>

Instructors have two different usernames for BlackBoard. One is for you as an instructor. The other is a "student" login, which allows you to see what your course looks like for your students.

#### *Instructor ID*

Your instructor ID is the same as your network logon at Highline. It will be the first letter of your first name, followed by the first seven letters of your last name. Use the "[Forgot Password](#)" feature (click on the link on the BlackBoard login screen to use this feature) at first login to set or reset your password.

#### *Student ID*

Your student ID allows you to see how your courses will look to students. The username follows the pattern that all student users follow. It will be the first seven letters of your first name, followed by the

first seven letters of your last name. Click on the "[Forgot Password](#)" link on the BlackBoard login screen to get your student password. Remember to *use your student username when filling out the Forgot Password form!*

For details, see the IC Help page at <http://flightline.highline.edu/ic/ichelp.phppasswords>.