**Student Checklist for Taking Courses in Blackboard**

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| **Task** | **Resource(s)** |
| **View videos on using Blackboard****Each resource offers a playlist of short videos introducing Blackboard and then topics such as using the calendar and messages, reviewing assignment feedback, checking grades, and understanding adaptive release.** | <https://www.youtube.com/watch?v=tnKhpDoU7dM&list=PLontYaReEU1th3bHYy_JWWkyZCW0ZM3r0> <https://www.youtube.com/playlist?list=PLontYaReEU1vndBOA5qA-u_Gwyh9xk8U3> |
| **Other Blackboard on-demand help. Each resource provides text and screenshots on various topics as well as some videos. Check out the categories under Explore All.** | <https://help.blackboard.com/Learn/Student/Original><https://help.blackboard.com/Learn/Student/Ultra>  |
| **Have the required hardware and software** | <https://online.ctcd.edu/tech_requirements.cfm> <https://www.ctcd.edu/students/student-it-services/it-hardware-software-links/>  |
| **Download and use MSOffice** | Acquire for free at <https://www.microsoft.com/en-us/education/products/office>Installation support at <https://support.microsoft.com/en-us/office/download-and-install-or-reinstall-microsoft-365-or-office-2021-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>Assisted links on some of the applications at <https://support.microsoft.com/en-us/office/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e> |
| **Know how to communicate with your instructor** | <https://help.blackboard.com/Learn/Student/Original/Interact/Messages><https://help.blackboard.com/Learn/Student/Ultra/Interact/Messages>  |
| **Enroll and validate BioSig-ID****(Once you enroll in BioSig-ID any CTC Blackboard course, additional BioSig-ID instances/entries will be validations where you enter the password you created.** | <https://help.biosig-id.com/portal/en/kb/articles/step-by-step-enrollment-instructions> <https://help.biosig-id.com/portal/en/kb/articles/how-to-reset-a-biosig-id-password-video>  |
| **Be polite in your virtual conversations and posts—the term is netiquette.** | <https://www.youtube.com/watch?v=CWbtbycHZok> |
| **Blackboard and BioSig/BioSight help** | <https://online.ctcd.edu/contact.cfm>  |
| **IT help (Eagle Self-Service, Eagle Mail, Etrieve)** | <https://www.ctcd.edu/students/student-it-services/>  |

**Note that on or around May 2024, courses will be in Blackboard Ultra View. Until that time, most courses are in Blackboard Original View. Explore All explains the difference between the two views: <https://help.blackboard.com/Learn/Student>.**