



## Getting Started (Students) Blackboard 8 CE

### Introduction

Jefferson State uses Blackboard 8 CE course management system for Internet and Web-based supported courses. For additional Distance Education resources, go to the following url:  
<http://www.jeffstateonline.com/DistanceEducation/Resources.aspx>.

### Logging in/Internet Courses

You can access Blackboard on the Internet through Pipeline. You will use your Pipeline User Name/ID and password. You may contact [help@jeffstateonline.com](mailto:help@jeffstateonline.com) if you do not know your login information.

The screenshot shows the Blackboard 8 CE login page for Jefferson State Community College. The page has a blue header with the college logo and navigation tabs: Future Students, Enrolled Students, Community & Corporate Students, and Services. A 'Pipeline' menu is on the left, listing options like Internet Class Login, Distance Education, Online Library, STARS, Advising Center, Contact Us, and Espanol. The main content area features a 'Secure Access Login' section with 'User Name' and 'Password' fields, 'Login', and 'Cancel' buttons. Below this is a 'Welcome to Jefferson State Community College' message and a 'What's Inside?' section with links for E-mail, Calendar, and Groups. At the bottom, there are sections for 'My JSCC', 'Personal Announcements', and 'Online Services'.

## The links on your 'MyBlackboard' homepage

When you have logged into Blackboard your 'MyBlackboard' homepage will display all the courses you have access to on the 'course list' panel. Click on a course title to access that course.

**IMPORTANT:** Changes/updates in Registration or Enrollment are automatically updated in Blackboard. If you are unable to view your registered Internet/Web Supported Courses (**after 24 hrs of any change through Registration**), please contact the **Instructor** of the course to make sure you are active in the course site.

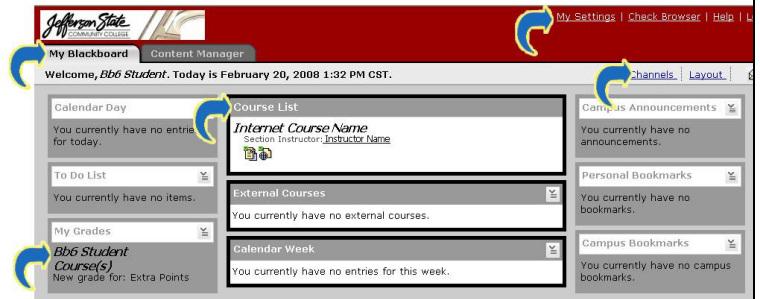
**myBlackboard:** This tab returns you to your 'myBlackboard' homepage. You can customize "channels/layout" and personal lists and bookmarks.

**My Settings:** Allows you to edit your profile and personalize your Blackboard experience.

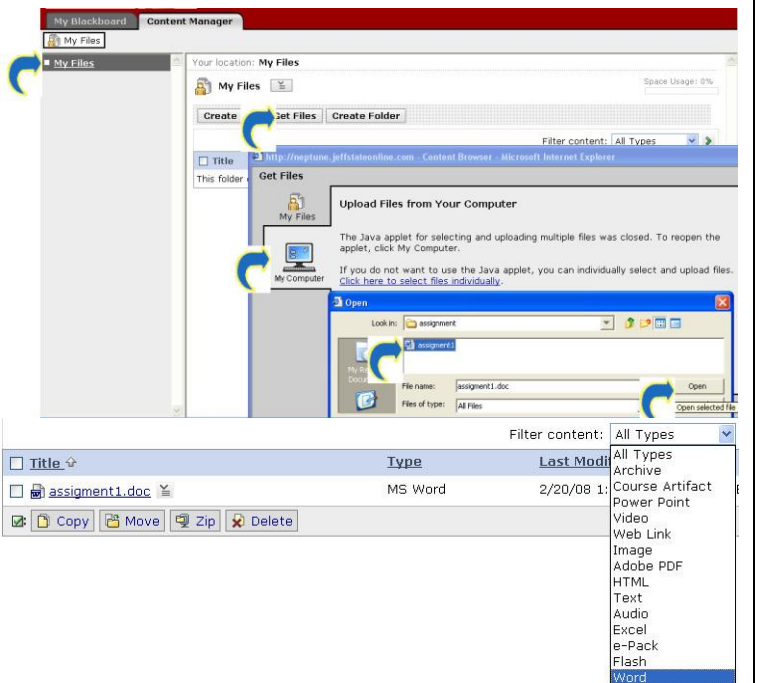
**Check Browser:** Allows you to check whether your browser is working effectively.

**Help:** Provides information about using the page or tool that you are viewing.

**Note:** Please view Blackboard Help available online at <http://www.jeffstateonline.com/DistanceEducation/Resources.aspx>.



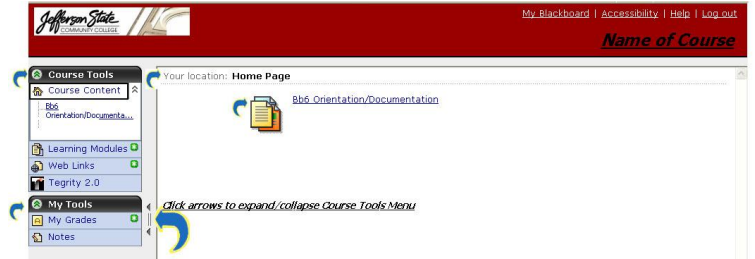
**Content Manager Tab:** You can use **My Files** to create and store your personal files. Each user has their own **My Files** that is always private and cannot be accessed by other users. Once uploaded, you can preview files, set the number of items listed on one page, sort by a column, or filter by file type.



## Navigation

- **Course Tools and My Grades** Menu Bar on the left side of the screen.
- **Course Content** (Home Page) icons displayed in 'folders' with sub links.

**Note:** Click on the arrows to expand/collapse the menu bar.



## Who to Contact for Help:

### For information concerning Pipeline Login/Password and/or Enrollment Services\* contact:

- Email [help@jeffstateonline.com](mailto:help@jeffstateonline.com)
- Call (205) 856-7704, (800) 239-5900 ext. 7704.
- You may also leave a message on our evening voice mail (205) 856-7775. *\*All questions during normal business hours will receive a response as soon as possible.*

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### For more information about Distance Education call:

- (205) 856-7824
- (205) 856-6055 fax

### For technical assistance contact

- [webcthelp@jeffstateonline.com](mailto:webcthelp@jeffstateonline.com)