

What I Need to Know to be an Online Learner

The Quick Guide to starting your online education at Coastal Carolina Community College!

The next few pages make up a quick tutorial on how to get around in your online class and to introduce you to the Blackboard courseware.

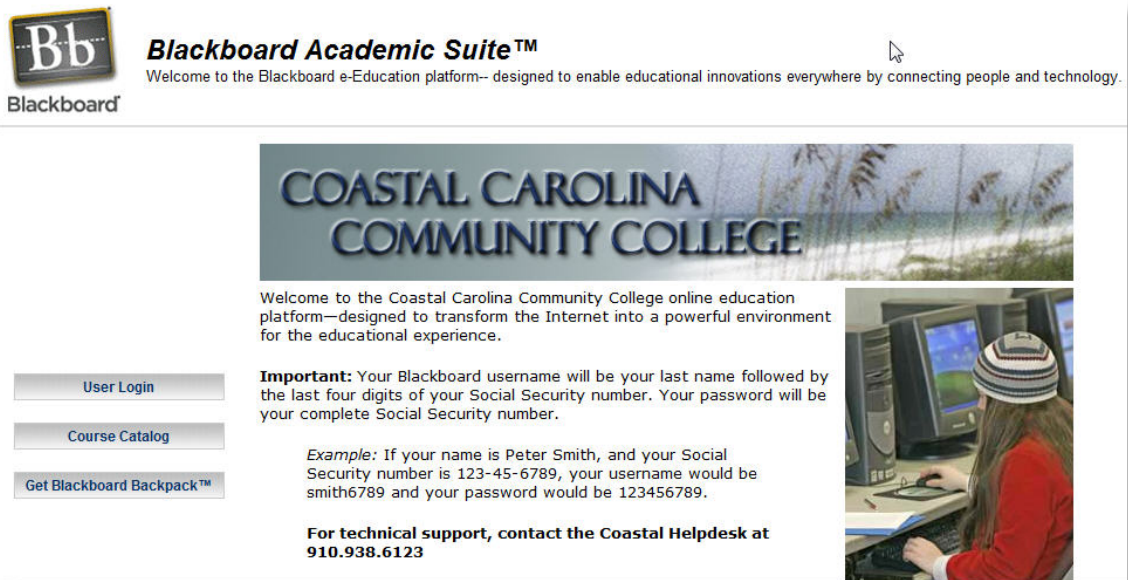
1. Where is my online class, how do I get to where I'm going, and what is the URL?

To get to your class you need to open your web browser, and in the address box type coastalcarolina.blackboard.com, then press Enter or click the go button.

You can also get there through the college website. Set your browser to www.coastalcarolina.edu and click on the Blackboard link.

2. What am I supposed to do now?

You'll wind up here



The screenshot shows the Blackboard Academic Suite interface. At the top left is the Blackboard logo. To its right is the text "Blackboard Academic Suite™" and a welcome message: "Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology." Below this is a large banner for "COASTAL CAROLINA COMMUNITY COLLEGE" with a background image of a beach. Under the banner, there is a welcome message: "Welcome to the Coastal Carolina Community College online education platform—designed to transform the Internet into a powerful environment for the educational experience." To the left of this message are three buttons: "User Login", "Course Catalog", and "Get Blackboard Backpack™". To the right of the welcome message is an "Important" notice: "Important: Your Blackboard username will be your last name followed by the last four digits of your Social Security number. Your password will be your complete Social Security number." Below this is an example: "Example: If your name is Peter Smith, and your Social Security number is 123-45-6789, your username would be smith6789 and your password would be 123456789." At the bottom right, there is a photo of a student wearing a hat and a red jacket, sitting at a computer workstation. Below the photo is the text: "For technical support, contact the Coastal Helpdesk at 910.938.6123".

Click on the User Login button and from there you'll be here.



Welcome to **Blackboard Academic Suite**. Enter your username and password to access the system.

Click the **Preview** button below to access as a guest.

[Preview](#)

Click the **Download** button below to try a free copy of Blackboard Backpack.

[Download](#)

Have an Account? Login Here.

Enter login information here and click the Login button below.

Username:

Password:

[Forgot password?](#)

[Download Blackboard Backpack](#)

Login

Enter your Username and Password, and click on Login.

❖ Your username will be your first and last name followed by the last three digits of your Student ID number, without any spaces (ex. marysmith789).

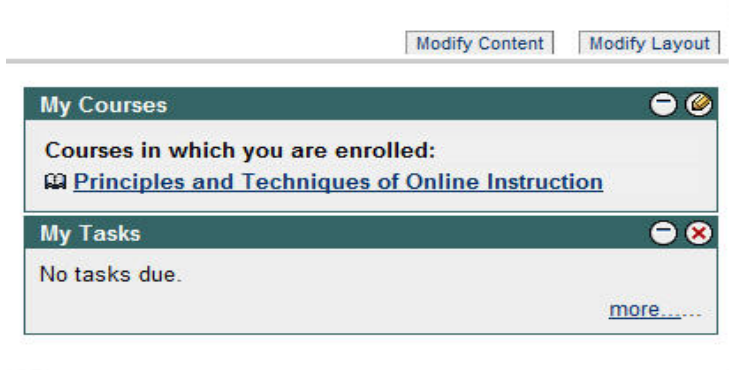
❖ Your password will be the word “coastal” followed by the last three digits of your Student ID number (ex. coastal789). If for some reason you are experiencing difficulty up to this point, call the helpdesk at (910) 938-6123.

3. **Ok, I've got this cool looking screen, now what?**

If everything has gone right up to this point, you should now be looking at a screen similar to this one.

A screenshot of the Blackboard user interface. At the top, there is a blue header with the Coastal Carolina Community College logo on the left and navigation icons (Home, Help, Logout) on the right. Below the header, there are two tabs: 'My Blackboard' and 'My Coastal Classes'. The main content area is titled 'Welcome, Online' and includes two buttons: 'Modify Content' and 'Modify Layout'. On the left, there is a 'Tools' sidebar with links for Announcements, Calendar, Tasks, View Grades, Send E-mail, User Directory, Address Book, and Personal Information. The main area contains several panels: 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events in the last 7 days), 'Courses: Quick View' (showing 'Principles and Techniques of Online Instruction'), 'My Courses' (showing 'Principles and Techniques of Online Instruction'), and 'My Tasks' (no tasks due).


On the Tools menu to the left you'll see eight links. If you need help with the use of any of their functions, click on the help button at the top of the screen. Click on the *Personal Information* link to change your password or update any other personal information. To enter your online class, click on the link under My Courses. Depending on how many online classes you're enrolled in, you may see more than one listed here, in this example, "*Principles and Techniques of Online Instruction.*"



Note: On your front page you may see announcements and bits of information from **your instructor**. **Make sure you read these! There may be some information from your instructor about upcoming assignments and tests.**

Your next step is to e-mail your instructor and let them know that you made it to class! This should be done on the first day of the semester, after 12:00 noon.

To log into Campus Cruiser, enter the following address into your web browser:

1. <http://prod.campuscruiser.com/coastalcarolina>
 2. Click .
- The Login tab appears.

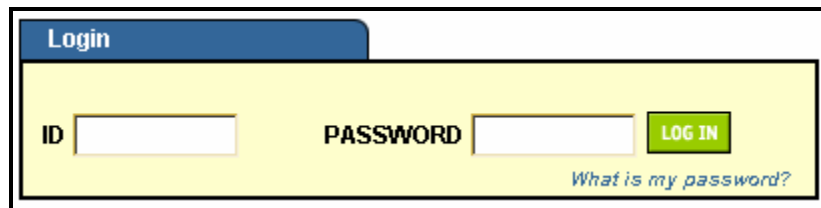



Figure 1: Login Tab

3. Type your login ID in the **ID** field.
4. Type your password in the **PASSWORD** field.
5. Click  or press **Enter**.
 - If you were unsuccessful, CampusCruiser will displays the following message in red text: “Invalid Login.” Proceed from step 2 to try again.

-OR-

Use the “What is my password?” feature. (See section: Using the What is my Password? Feature)

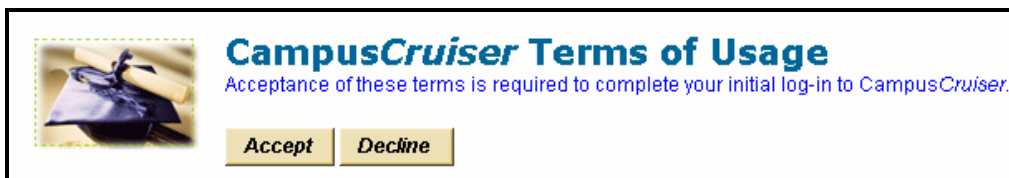


Figure 2: CampusCruiser Terms of Usage Page

Following a successful login, you must accept the CampusCruiser Terms of Usage before being able to start using your CampusCruiser account. You will only have to do this the first time you log in.

6. Click **Accept**.
 - The Change Password page appears.

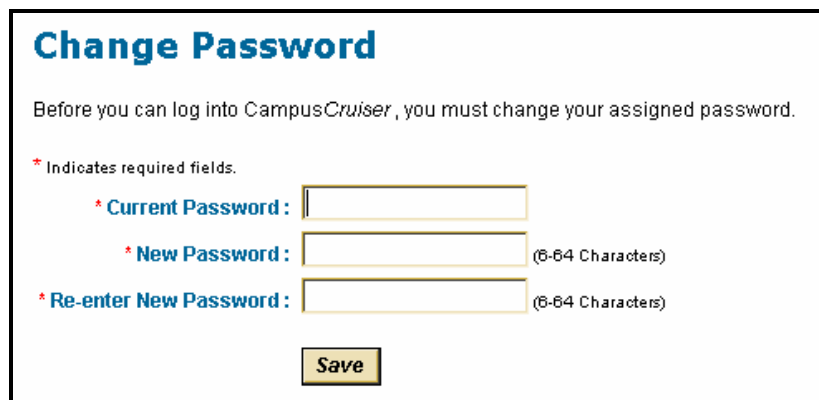




Figure 3: Change Password Page

7. Complete the following fields.

Field	Action
Current Password	Type the password you were issued.
New Password	Type the new password.
Re-enter New Password	Type the new password again.

8. Click **Save**.

Note:

If you have logged into your account successfully but have remained inactive for thirty minutes, your *CampusCruiser* session will time out. But before it does, you are given two warnings. The first warning alerts you that your session will time out in 2 minutes. The next warning will alert you that your session will time out in a few seconds. If your session remains idle through these two warnings, a dialog box will appear with the following message: “Your *CampusCruiser* session has expired. Please log in to regain access to your *CampusCruiser* account.” Click **Close**, then . Then click  and log in again.

Using the What is my Password? Feature

If you have set a password hint, you can use the What is my Password? feature. This procedure details the steps you must follow to use the Forget Password? feature.

1. On the Login tab, click “**What is my password?**”
 - The Forgotten Password page appears.

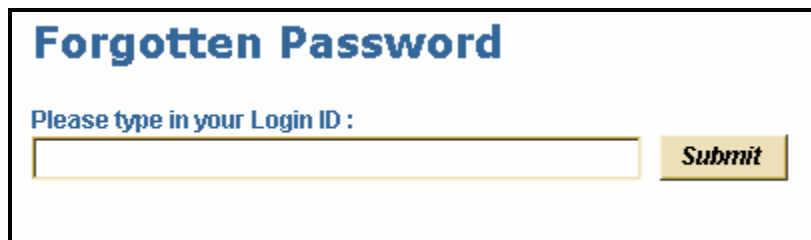
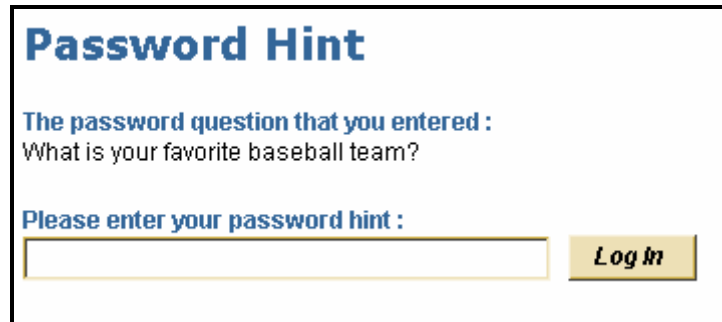


Figure 4: Forgotten Password Page

2. In the **Please type in your Login ID** field, type your Login ID.

3. Click **Submit**.

- CampusCruiser displays your password hint question.



Password Hint

The password question that you entered :
What is your favorite baseball team?

Please enter your password hint :

Figure 5: Password Hint Page

4. In the Please enter your password hint field, type the answer to the password hint question.



Warning: Remember that the answer to your question is case sensitive.

5. Click **Log In**.

- If you entered the correct answer, CampusCruiser will log you into your account.



Revised 12/04/2007