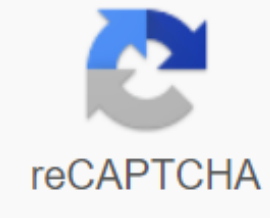




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Bctc blackboard learn

Quickly is a whiteboard building block that allows users to insert content into multiple whiteboard course shells from one place. Now users can deploy a test, post notification, send an email and more to all their classes with a few short clicks. Access Quickly from your Blackboard eCourses Page. Once you are logged on the whiteboard, find Quickly (you may need to click the arrow on the left to see the menu). Quickly settings can be accessed by clicking the gear icon. Under Settings, you can change which classes appear in the Quickly menu. Uncheck items under Show app if you don't want the tool to appear in the Quickly menu. Items that are not marked under Show unavailable courses will not show courses that you have not made available to the student. Clicking on the menu item in this case post announcement will allow you to send the same notification to multiple classes. Place the checks next to the course you want to send, and type the subject and message in the box. You can also set the posting date, time, and expiration date. Select the E-mail notification check box if you want the copy to be sent by e-mail to the student. When you're ready to publish the notification, click Submit. Additional guidance is available from KCTCS eLearning. (PDF) *TIP* Click the settings icon (upper right corner) to enable MS OneDrive for Business. This will give you access to your OneDrive content. Follow these steps to test a student's access to the whiteboard... From the Bb Course Management Menu, select Evaluation/Performance Dashboard: It will provide access to a variety of reports, including: - Days since last access- Last Discussion Forum Post Detailed, individual student reports can be run from Evaluation/Course Reports. If you can't open the whiteboard site, review the following suggestions: If you can access the whiteboard but can't find a specific class, please review the tips for troubleshooting course shell issues. Check the whiteboard link Make sure you're using the correct link to the whiteboard. * NOTE * Students sometimes bookmark outdated links. Switching web browsers Sometimes your web browser doesn't work correctly. It is good practice that there are at least two different Web browsers available to you. If you haven't already, download and install Mozilla Firefox and Google Chrome. Both are free. Reboot Computer We understand that you may have chosen to take a face-to-face class because you prefer this type of instruction in an online classroom. Unfortunately, due to the undermeration of changing status and response to COVID-19, we need to make some changes to ensure a safe and healthy society on campus. We provide information below to help with our work online until further notice. Your instructor and BCTC Online Learning is here for you. Introduction to the Get Help whiteboard Downloading Microsoft Office applications All KCTCS students who are currently enrolled Course is suitable for installing the full version of Office 365 Pro Plus on up to 5 devices for free. This applies to PCs, Macs, Apple tablets and phones, as well as Android tablets and phones. The software will continue to work as long as you are enrolled in at least one class at KCTCS College. Download Microsoft Office Install Office on your PC or Mac, sign in to your KCTCS

student's email using outlook.com Click the waffle icon in the upper-left corner of the screen (that's the 3x3-point grid), then choose Office 365 -- > Click the Install button in the upper-right corner and select the Office 365 application File will be downloaded to the computer To install Office after installing Office, if prompted to log in, use your KCTCS email address and password to install Office on an Apple or Android device Downloading an Office Mobile app from the app store Open the app and sign in with your KCTCS student email and password Troubleshooting BlackboardNeed Help troubleshooting blackboard problems? For answers to some common problems, see our student manual on the board. If you still have questions, contact the Bluegrass Online Training Office below. NEED TO CONTACT US? Bluegrass Online Learning Email: BL_DistanceLearning@kctcs.eduPhone: 859-246-6716 KCTCS Support Phone: 855-346-4828Bluegras Student Service Center Blue Contactgrass Online Learning or IT support for further assistance. This guide is designed to help you navigate some of the technical problems you may have because your college shifts from personal courses offered remotely through whiteboards. This guide is not designed to cover every topic, but to help you get someone familiar with help resources if you find things don't go the way you expect them to. There are three ways to access the KCTCS whiteboard site. Explore the Whiteboard course and find your content in the Find curriculum - this is the most important document in the course and is usually located close to the top of the course shell or in the left menu. Look for a tab or folder called Learning Program or Start Here. Faculty can add this anywhere they choose, but these are the most logical places to find a document. Find a Collaboration area – Depending on what type of whiteboard course your instructor uses, it might be in some places. Normally you will see an item in the left menu called Blackboard Collaborate, although the faculty can name this something they choose. Look for something that points to Collaboration or Live Sessions. Click on Other Tabs and Folders - Again, Blackboard can be designed in several ways, so it's hard to explain exactly how the courses you'll take are going to work out. The best way to where everything is located is to click around to find things. Also review any messages sent by your instructor (either e-mail address). They may have given you some instructions on how to start the course. Get Comfortable Working Online Blackboard has developed a lot of content and tutorials to help you learn how to use the tools and resources of your courses. Start with the help of the students1S awake KCTCS Whiteboard courses are designed in the format of the scholes on the board. Currently, some courses use Blackboard Ultra. For most courses, review the instructions on the Learn Original board and not on the Ultra., containing a list of frequently asked questions and links to videos that will help you learn how to proceed, for example: Submit tasks Take quizzes and exams Use the whiteboard Collaboration Message instructor and classmates Check marks Participate in discussion board conversations Access documents in alternative formats (e.g. Braille, audio, translated, etc.) 1 Most KCTCS Whiteboard courses are designed for Black Learnboard Original format. Currently, some courses use Blackboard Ultra. For most courses, review the learn original instructions on the board instead of the Ultra whiteboard. Get help Sometimes you need to ask for help. Below is a list of resources you can call if you find that you are ever stuck on the process. The BCTC and Barnes and Noble have come together to help our students with textbooks, school supplies, school spirit clothing, and much more! For many of our classes, you need to access the whiteboard of our online learning platform. See the table below to see a list of browsers that can be used to access the system. There is an orientation to online learning available to all students on the whiteboard. After you log on, open the Courses tab and use the drop-down function to choose Orientation. It's a great resource for you to learn how to use it, and once you've finished the orientation, you'll get a certificate of completion. Questions or questions? Visit the student support on the board. e-reserve – Post materials (PDF, Powerpoint, internet links, etc.) through the library website that is available to your students. Blogs – Set-up blog where you can contact students for Surveys & Surveys – Use Qualtrics to create and manage them. Don't forget to add or update your email address on the board. You can add or update your email address on the board by following the instructions in the link below: How to add or update your email address on the board: The whiteboard only accepts official CUNY email addresses from one of cury's universities. (i.e. @baruchmail.cuny.edu/@baruch.cuny.edu) Updated 9/22//2020 Make your course available at the beginning of each semester, whiteboard courses are not available to students, and instructors must manually enable courses. Please do courses available to students to access them. Instructions on how to make your course available can be found by clicking on the link below: How to Make a Course Available on the Whiteboard Updated 08/27/2020 Blackboard by Working Time to support students and faculty by pressing the whiteboard question can be called on the whiteboard for help. Call 1-646-664-2024 to be associated with a whiteboard support agent! After-hours whiteboard support is available on weekly evenings and weekends in the following hours: - Weeknights - From 8:00 and 8:00 the next morning - Weekends – All day and night on Saturdays and Sundays you can access the whiteboard After-work time support by calling the number above or after the link below: Whiteboard by office support Updated 08/24/2020 Adding Teaching Assistants or Observers to the Whiteboard The first thing you will need is an EMPL ID (also known as CUNY First ID) from the person you want to add to your courseboard. Once you have that, it's a quick process! Click the link below for instructions on how someone can find their EMPL ID on the whiteboard: How to find your EMPL ID on the board Instructions on how to add users to the whiteboard can be found here: How to add TA's, faculty, or students to Blackboard Updated 07/23/2020 Use Firefox blackIt it is highly recommended that students, faculty, and employees use when working with the Board in any capacity. Updated 06/25/2020 Whiteboard – Course Data Limit IncreaseThe default data limit for course materials whiteboard is 750MB per course. It can be upgraded to 1.5GB and 3GB after approval. To apply for an increase in the course data limit, please fill out the following form: Blackboard rate increase request form Then open the training technology team ticket by calling the helpdesk at 646-312-1010. Please provide them with a completed form. In order to effectively manage the size of the board courses, the CUNY Central Board Steering Committee has implemented a course size limit policy. For more information, click the following link: Updated 04/22/2020 If you need immediate help, please contact the Baruch Helpdesk at 646.312.1010 (x1010) (x1010)

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