

## Blackboard Learn Basic Training for Students

- **Log-in Information**

- OFTC now requires all faculty and students to access Blackboard, Banner, DegreeWorks, and other college platforms through an authentication service called Okta. Please access the [How to Login – Quick Start Guide](#) to set up your Okta account.
  - Your username will be your OFTC email account (example: tsmith5@student.oftc.edu)
  - Your password was provided during OFTC registration.
- Once your Okta account is successfully set up, click the Blackboard logo on the Okta landing page to access Blackboard.
- Click the course link on the Blackboard page to access a course.
- Follow your instructor's directions for indicating your enrollment in a course. Failure to complete the required submission at the beginning of the semester will result in being submitted as a "no show" for a course or courses.
- If an account is locked or password is forgotten, please email the IT Department at [itshelp@oftc.edu](mailto:itshelp@oftc.edu) or call them at 478-274-7873.

- **Home Page**

- The Home Page is the opening page of your Blackboard account. All of your courses can be found in the course list. You will click on a course to open the course.

- **Lessons**

- The Lessons tab contains all of the assignments for the student.
- The assignments are labeled by chapter, topic, or week. You will see presentations, assignments, links, etc., as well as assessments for the designated chapters.
- When you open an assignment, please make sure that you read all directions carefully.
- When submitting an assignment, please make sure that you choose the *Submit* button.
- If you are taking a test, please make sure that you choose the *Save* button at the end of a test.

- **Syllabus**

- Your course syllabus contains all of the course information and college procedures.
- Your grading scale and requirements for the course are also contained on the syllabus.

- **Calendar**

- Your instructor may use the calendar in Blackboard to post due dates, or a schedule may be posted as well.

- **Email**

- You will see an *Email* area in Blackboard. You may send an email from inside your Blackboard course to a class member or to your instructor. However, the response to that email will come back to your OFTC student email account. You will have to log-in to your student email account to see the response.
- Be sure to check your OFTC email regularly.

- **My Grades**

- If you want to see your progress in the course, you can click on *My Grades*. You will see all grades that the instructor has posted.
- If you have a question about your grades, please talk with your instructor.