



# **BLACKBOARD ULTRA**

AND OTHER ONLINE INFORMATION FOR STUDENTS

OCONEE FALL LINE TECHNICAL COLLEGE

# WELCOME TO OCONEE FALL LINE TECHNICAL COLLEGE

Welcome to Oconee Fall Line Technical College! I hope you will have a great semester as an online student with us!

This document will give you information on a variety of topics that will help you become a successful online student at OFTC. As an online student, you have access to the same services that the college provides to all our face-to-face students. Please take time to review the OFTC website or the Campus Resources link in your Blackboard courses to become familiar with the services, policies, and procedures of the college. New Student Orientation information is available on the Student Resources tab on the website. If you are new to the college, please view this orientation.

Oconee Fall Line Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with educational programs and services that assist them in clarifying and attaining their career goals. Please read the Student Code of Conduct

section of the OFTC Handbook. The OFTC Handbook is available on the OFTC website.

OFTC cares about your success in our classes. During normal college operations, we have tutoring labs where you can receive **free** tutoring in your classes, or you can use a computer to complete your coursework. To see hours of each Tutoring Center location, please visit the OFTC website. You also have access to online resources by subject. Visit the [Online Resources](#) page of OFTC's website.

Communication with your instructors is also an important tool for student success. In each of your Blackboard courses, you will find contact information for your instructor. Please do not hesitate to email or call him or her whenever you have a question or concern.

If you have any questions about using Blackboard, please feel free to email Distance Education at [disted@oftc.edu](mailto:disted@oftc.edu) or call us directly at 478-240-5171.

Good luck with your courses this semester!

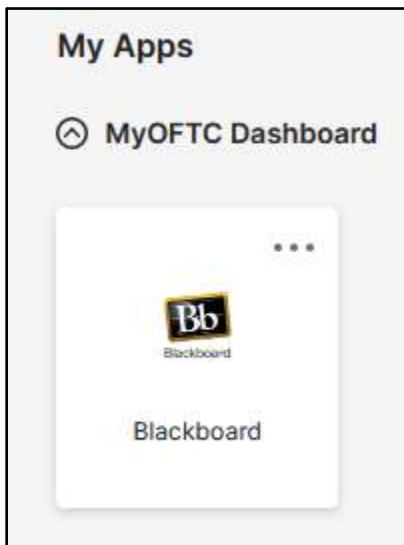
Sincerely,  
**Sherry Lewis Yearty**  
Director of Instruction

# BLACKBOARD

## *Login to Blackboard*

- Access the [OFTC website](#).
- Click the **MYOFTC DASHBOARD** link at the top of the screen.
- Click the **MyOFTC Dashboard Login** button.
- For new students, follow the on-screen prompts to set up your Okta profile. (For more information on Okta, see the [Quick Start Guide](#) on the website.
  - a. Your username is your full OFTC email address
  - b. Your password was provided in an email to your personal account
- If you already have your Okta profile set up, click the Blackboard square to access your courses in Blackboard.

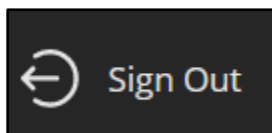
If you need password assistance, please contact the IT department at [ITS@oftc.edu](mailto:ITS@oftc.edu) or by calling 478-274-7873.



## *Log Out of Blackboard*

Always properly log out of Blackboard to avoid accessing issues in the future.

- Click the lavender **Xs** on your Blackboard screens to return to the initial login screen.
- Click **Sign Out** at the bottom of the left navigation pane.



## Find Your Course(s)

- Once you've logged in to Blackboard, click **Courses** on the left navigation pane.
- Click the desired course from the list showing on the Courses screen.
- You can also search for a specific course by using the search bar on the Courses screen.

<input type="text" value="Search your courses"/>	Terms All Terms ▾	Filters All courses ▾
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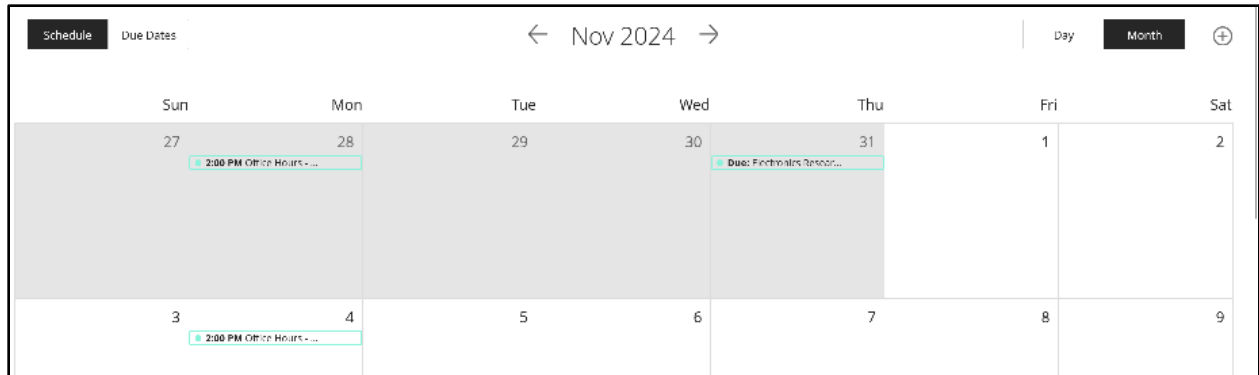
## Where to Begin?

- Each course will have a Start Here module with information on getting started in the course.
- Instructors will typically provide a welcome announcement as well with instructions on where to begin in the course. The Announcements tab is at the top of the Content screen.
- Additionally, each course will have a Course Information module available with textbook information, instructor contact information, course schedule, course syllabus, and other important course information. Click the module to access this content.
- Most instructors have organized course content into logical modules or folders.
- Clicking the modules or folders will give you access to this content.

The screenshot displays a Blackboard course content area with two modules. The top module is titled "Welcome!" and features a red circular icon with a hand pointing to the text "START HERE!". Below the icon, it says "Visible to students" and "Assignments that must be completed during the first 7 days of the semester are in this module." The bottom module is titled "Course Information" and features a yellow rounded rectangular icon with the word "INFORMATION". Below the icon, it says "Visible to students" and "Textbook information, course syllabus, course schedule, and other important course information are in this module." A plus sign is visible on the left side of the content area, indicating that more modules can be added.

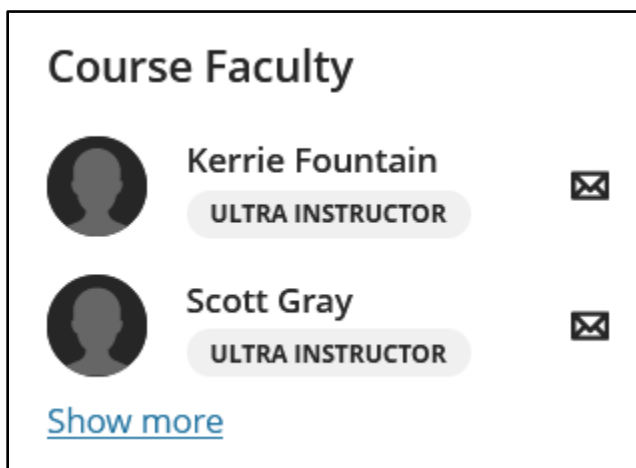
## Course Calendar

- If your instructors elect to use the Blackboard calendar feature, click the **Calendar** tab on the course menu at the top of the screen to access the calendar for all courses in which you are enrolled.
- The calendar is color coded for each course.
- Items with due dates will be shown in the calendar.
- If your instructor does not use this calendar feature, check for assignments and due dates posted elsewhere in Blackboard.



## Email

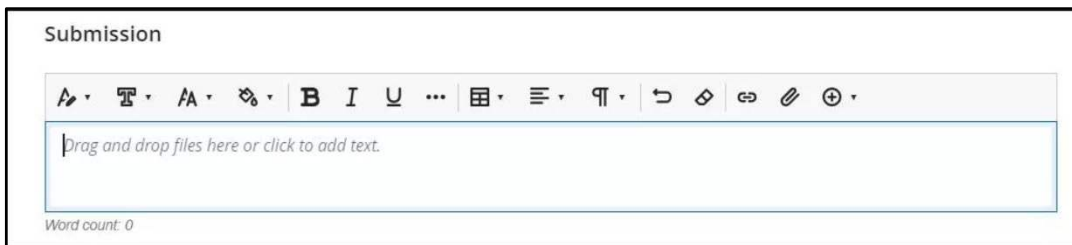
- Click the **email icon** located next to the instructor's name to send an email. Once an email has been sent, you can access that email in OFTC email; you cannot view emails in Blackboard.
- For email address information and login assistance, click the [MYOFTC](#) link at the top of the OFTC website.



## Submitting Assignments in a Drop Box

Your instructor may require that certain assignments be completed and submitted to Blackboard for grading. If so, a digital drop box will be available for this process. To submit to the drop box in Blackboard:

- Create and save your file to your computer.
- To upload the file, either drag and drop the file directly into the Submission box associated with the assignment.
- Or, select the paperclip icon from the tool bar and attach the file.
- If allowed by the instructor, the submission can be keyed directly into the Submission box as well.

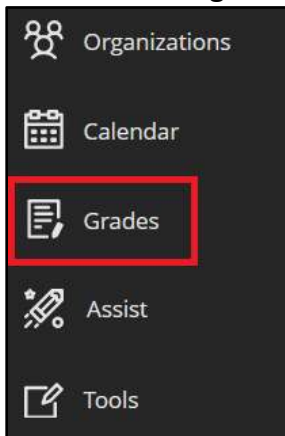


## Grades

Students can view grades in two ways:

- Before accessing a course, click the **Grades** tab on Blackboard navigation pane—this view allows you to see grades for ALL courses in which you are enrolled.
- After accessing a course, click **Gradebook** from the menu at the top of the screen—this view allows you to see grades for the one course in which you accessed.

Before accessing a course, click Grades on the navigation pane:



After accessing a course, click Gradebook from the menu:



## ***Blackboard Mobile App***

*Blackboard App*, the name of the Blackboard mobile app, gives students the ability to stay connected with course information anytime, anywhere.

- **Stream:** The activity Stream represents a “smart view” of prioritized events and actions and pushes content to you.
- **Courses:** The Courses option gives you access to all the Blackboard courses in which you are enrolled.
- **Calendar:** The Calendar option gives you access to your course schedules and due dates.
- **More:** Clicking the More option allows you to access grades, tools, settings, and more. The Log Out option is also found under More.

**Important note:** Testing options selected by your instructor may prevent testing on the mobile app. Always take exams in the most stable environment possible which may be a computer browser such as Chrome, Firefox, Safari, etc. Additionally, your instructor may require you to take exams using the Respondus Lockdown Browser which is not mobile compatible.

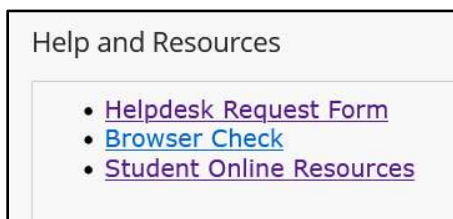
## ***Blackboard Help***

- For course specific questions, contact your instructor.
- For student technical difficulties, contact the Distance Education office:  
Email: [disted@oftc.edu](mailto:disted@oftc.edu)  
Phone: 478-240-5171  
Office Location: General Education Building, Room 401, South Campus
- Click the [Blackboard Help for Students](#) link on the Institution Page to receive help on Announcements, Assignments, Discussion Boards, Blogs, Email, Tests, FAQs, and more!

## ***Additional Blackboard Resources***

From the Institutional Page inside Blackboard, you can receive assistance in several ways:

- Helpdesk Request Form
- Browser Check
- Student Online Resources



## COLLEGE EMAIL

### ***Access Your OFTC Email***

Once you have been accepted for admission, you will receive an email (to your personal account) from the college containing your student ID, username and password. If you have set up your Okta profile, follow these steps to access your OFTC email:

- Access the [OFTC webpage](#).
- At the top of the page, click the link for **MYOFTC DASHBOARD**.
- Click the **MyOFTC Dashboard Login** button.
- Click the **Office 365 Mail** square.

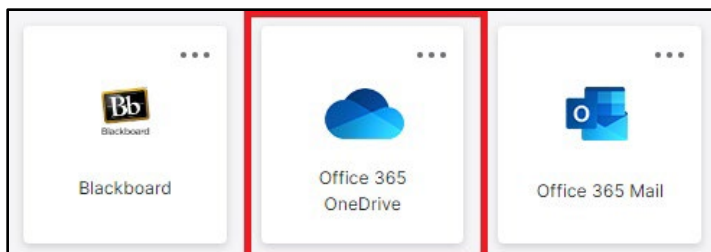
For complete information regarding your OFTC email account, visit the [Student Email](#) portion of the OFTC website.

## ONEDRIVE (File Storage Location)

OneDrive is your home for storing any school-related files that you are working on or saving. Every student has access to OneDrive.

### ***Access OneDrive***

- Go to the [OFTC website](#).
- Click the **MYOFTC DASHBOARD** link at the top of the screen.
- Click the **MyOFTC Dashboard Login** button.
- Click the **Office 365 OneDrive** square.



### ***Upload Files to OneDrive***

You can upload any file type to OneDrive, including images, documents, and videos. Files can be retrieved from anywhere, on any device.

- Sign in to the OFTC Dashboard.
- Click the **Office 365 OneDrive** square.
- Click the **Add new** button.
- Choose **Files upload**.
- Navigate to the file. Select the file, and click **Open**.
- Your file will begin to upload. Once the upload is complete, you will find your file on your main OneDrive page.



### ***Save a File to OneDrive***

When you save a document in OneDrive, your document is stored in a central location that you can access from nearly anywhere. You can work on your document whenever you have a connection to the Web. From the application (Word, Excel, PowerPoint, etc.):

- Click **File**.
- Click **Save As**.
- Enter the file name.
- Navigate to the file location where you want to save your file.
- Click **Save** button.

### **MICROSOFT 365 APPS (formerly Office 365)**

Microsoft 365 is a platform that gives you access to Microsoft Word, Excel, PowerPoint, and more! While a student at OFTC, you have access to this platform free, and it can be loaded on up to five devices. For instructions on downloading Microsoft 365 to your device(s), visit the [Online/Distance Education](#) portion of the OFTC website.

### **RESPONDUS LOCKDOWN BROWSER**

Respondus is a locked browser for taking tests in Blackboard. The browser prevents printing, copying, going to another URL, or accessing other applications during a test. If your instructor requires the use of Respondus during a test, you will need to download Respondus to your computer (if not taking in an OFTC lab). For instructions on downloading Respondus Lockdown Browser to your computer, visit the [Online/Distance Education](#) portion of the OFTC website.