DISTANCE EDUCATION
Accessing Blackboard Classes

As an Online Student, the following tasks are YOUR responsibility:

Task	When?
Access your college email account Please note: there is up to a 1-hour delay after you are admitted to the college before you will have access to your college email. If you are new to the college, you will not be able to access Blackboard until 24 hours after registering for a class. Need help?	Before start of semester/course
Visit the CGTC Distance Education website to learn more about the CGTC Distance Education program and Blackboard.	Before start of semester/course
If you are NEW TO BLACKBOARD, the Academic Success Center (ASC) offers in-person and virtual Blackboard Orientation sessions. Drop-ins welcome or schedule in advance. Also available: Blackboard Getting Started Guide for Students and a Blackboard Tour. A self-guided Online Orientation will be available once you login to Blackboard.	Before start of semester/course
Obtain the books, software, and/or other materials required for your course. Prior to purchasing materials anywhere other than the CGTC Bookstore, contact your course instructor to verify requirements. *If you are unable to obtain the books, software, and/or other materials required for class, please contact your instructor.*	Before start of semester/course
Blackboard Login Directions: **If this if your first time logging into a CGTC resource,** you will need to reset your password before proceeding. This password will be used for all CGTC resources including email, Student Portal, BannerWeb, Blackboard, campus computers. **If you have not completed the initial setup of CGTC Single Sign On**, please follow the new Single Sign On Setup directions. You will only need to complete this setup once. Once you complete the CGTC Single Sign On Setup, **follow the directions below to login to Blackboard.** • Login to CGTC Single Sign On • Select the Blackboard app If you still cannot login, please contact our Customer Communications Center at 478-988-6800 (Press 1).	Before start of semester/course

Task	When?
Please note: ▪ You will not see your courses until the first day of the course. You can check course start dates in [BannerWeb](). Not all courses start on Day 1 of the semester. ▪ If you do <u>not</u> see one (or more) of your courses, please verify your course schedule using [BannerWeb]() or through your advisor, then contact your advisor and the instructor for the course. If you need additional assistance, please contact the Customer Communications Center at 478-988-6800 (Press 0).	
Check your [student email]() -> Microsoft 365 Mail ▪ Your instructor will send a course welcome message to your CGTC account *the first day of the course*.	First day of course (and often during semester)
Access your course(s) and review the course site, including the syllabus and schedule.	By midnight, the 7th day of the semester
Access your course(s) and **complete the required first assignment** (in each course) to remain on the roster. Students who do <u>not</u> complete the first assignment *by the due date* **will be removed from the course roster**.	By midnight, the 7th day of the semester
Complete activities and assignments as required in the course.	Ongoing

If you have *any* trouble with Blackboard or your course before or during the semester, please contact your [course instructor]().