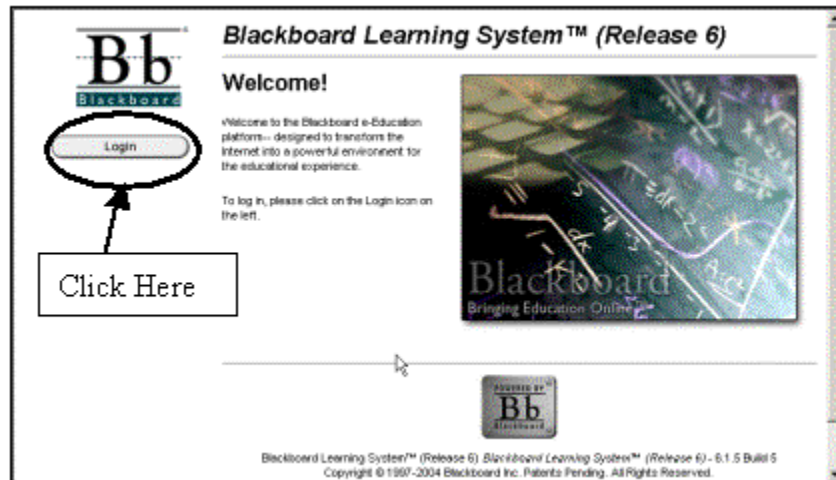


Logging In

- 1) Start Netscape, Internet Explorer or Firefox web browser and enter the web address: **class.sjcnyc.edu**
(If you are an AOL user, please connect to the Internet using AOL and then minimize this browser and use one of the browsers listed above.)



- 2) Press the **Enter** key and click on the **Login** button.



- 3) Enter your **Username** and **Password**.

Usernames: Please log in to Blackboard using your WebAdvisor ID

NOTE: If you do not know your WebAdvisor ID please visit <http://webadvisor.sjcnyc.edu>

Click the "Account Information" link and then the "What's My User ID?" link. Complete the required fields and click the Submit button. Your WebAdvisor ID will be displayed.

Passwords: If you previously had a Blackboard account, continue to use the password you were using. If you are *new* to Blackboard, please use the last 6 digits of your social security number.

NOTE: If you do not know your password, select the Forgot your password link.

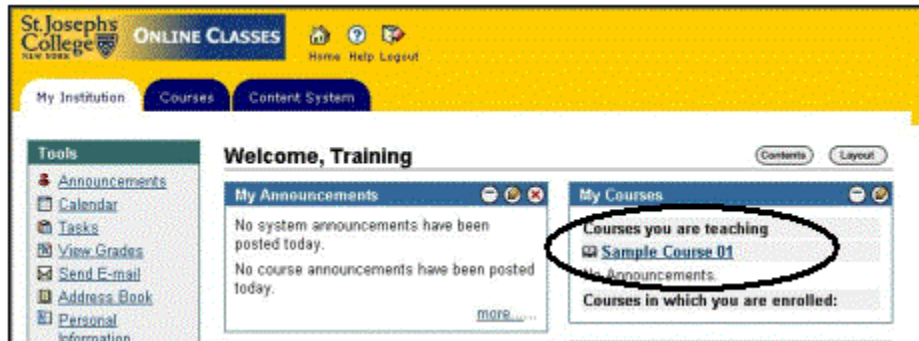
- 4) Click on the **Login** button.

You will be brought to the My Institution tab.

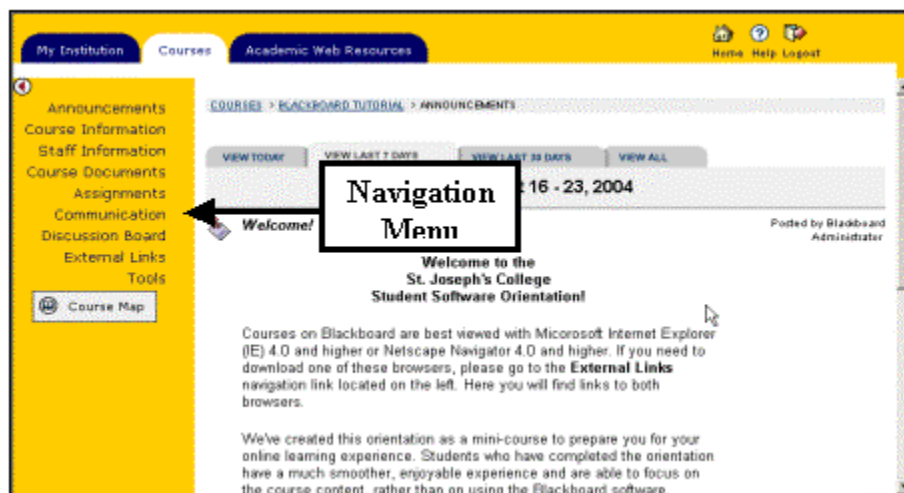
Locating Courses

You need to access your course site to begin. Courses you are teaching will be listed in the My Courses Module under Courses you are teaching.

Click once on your course link located on the right side of the screen under the **My Courses** box.



Your course will look like the following:



To Navigate through your course, use the **Navigation Menu** located on the left side of the screen.

Online Instructor Manual

For additional help on using all the features of your course, there is an instructor manual located in the Control Panel area of your course.

- 1) Click once on the **Control Panel** link located on the Navigation Menu.
- 2) Click once on the **Manual** link located in the Help module.



Logging Out of Blackboard

When you are done accessing your course, logout of Blackboard by clicking on the Logout button located at the top of the screen.



Trouble Logging In

If at any time you have trouble logging in, please contact one of the trainers on the technology staff.