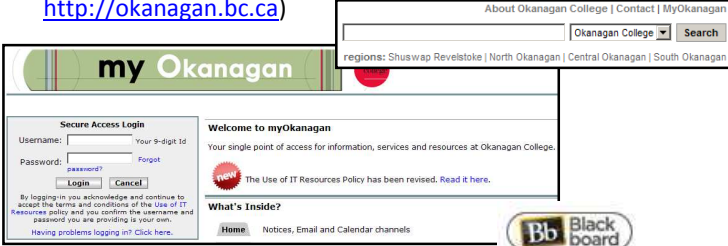


myCourses (Blackboard CE 8) at Okanagan College
- A Quick Guide for Students -

Logging in:

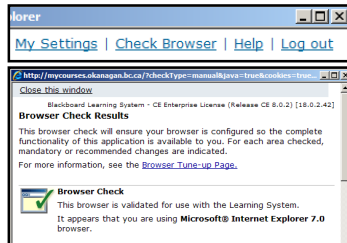
First log into MyOkanagan (top right on the OC home page at <http://okanagan.bc.ca>)



Once you're in myOkanagan click the Blackboard/My Courses button near the top right.

Check your Browser:

Click Check Browser at the top right. If you get an X instead of a checkmark, there will be a link that tells you how to correct that.



Cleaning up your Course List:

Click the pencil tool at the top right of your course list. You can hide courses you don't need to see right now by clicking Hide Link. You can rearrange the order in which the courses appear by selecting the course(s) with a checkmark, then clicking the above/below arrow at the far left of the line where you want to move your selection to.



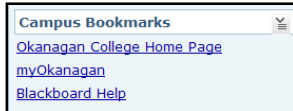
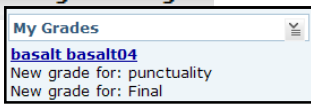
Move	Link	Term	Term Start Date	Term End Date	Visibility
<input type="checkbox"/>	<input type="checkbox"/>	Medieval Philosophy 1 - (Med...	--	--	Hide Link
<input type="checkbox"/>	<input type="checkbox"/>	Medieval Philosophy 2 - (Med... (Hidden)	--	--	Show Link
<input checked="" type="checkbox"/>	<input type="checkbox"/>	experimental philosophy - ex...	--	--	Hide Link

Click the myCourses at Okanagan College tab to get back to your Course List.

Other features on the home page::

Under My Grades at the left you can go directly to your grades for each course listed.

Under Campus Bookmarks at the right there's a link to Blackboard Help.

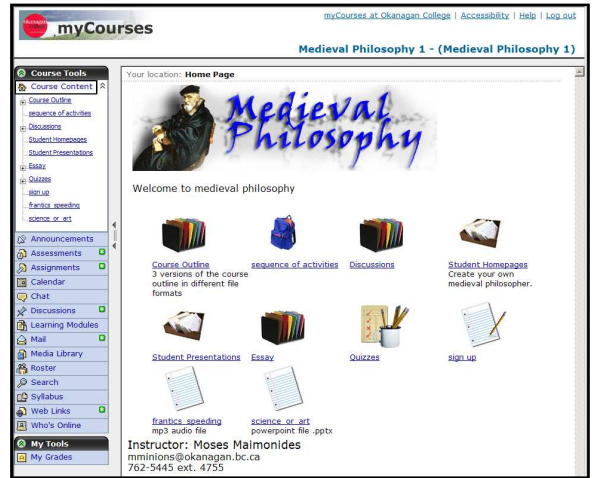


At the top right the envelope icon shows you mail for all your courses. The calendar icon shows you calendar entries for all your courses. Click on the name of a course in the Course List to go into that course.

Course Navigation:

Courses can be set up in many different ways. The main screen usually contains links to files, folders with more files, and instances of course tools like discussions, web links, or quizzes. At the left there's a list of Course Tools which also

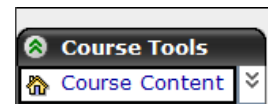
provides access to everything in the course. Not everything makes it to the main screen. Sometimes you have to wade through long lists in a particular course tool to find what you want.



As you click through various files and folders Blackboard will create a 'breadcrumb' trail of where you've been. This is useful since you lost the 'back' button on your browser when you logged in through myOkanagan.



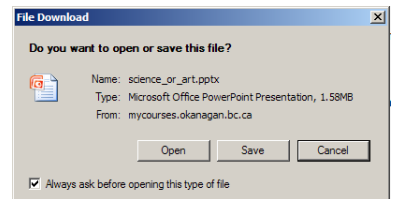
If you get lost the Course Content link with the house icon under Course Tools will always take you back to the course home page.



Do not be alarmed if each of your courses has a different set of course tools. Each instructor can choose which tools to include and where to put them.

Viewing Content:

Course content can be made available in various file formats including web pages (html), documents (pdf), MS Word (doc), Powerpoint (ppt), audio (mp3), video (wmv) and many others. Generally you just click on the link and the file will come up. Depending on your web browser and settings, some file types will appear within the browser while other will launch an appropriate application on your computer to handle that file type. You may also have the option of downloading the file to your computer, then using appropriate software to open it.



Printing from within Blackboard:

Since you lost your browser menu bar when you logged into Blackboard through myOkanagan you can't pull down File to Print. You can, however, right click in the middle of the screen and pull down to Print Preview, then choose 'Only the selected frame' and print from there.



