

STEP 1

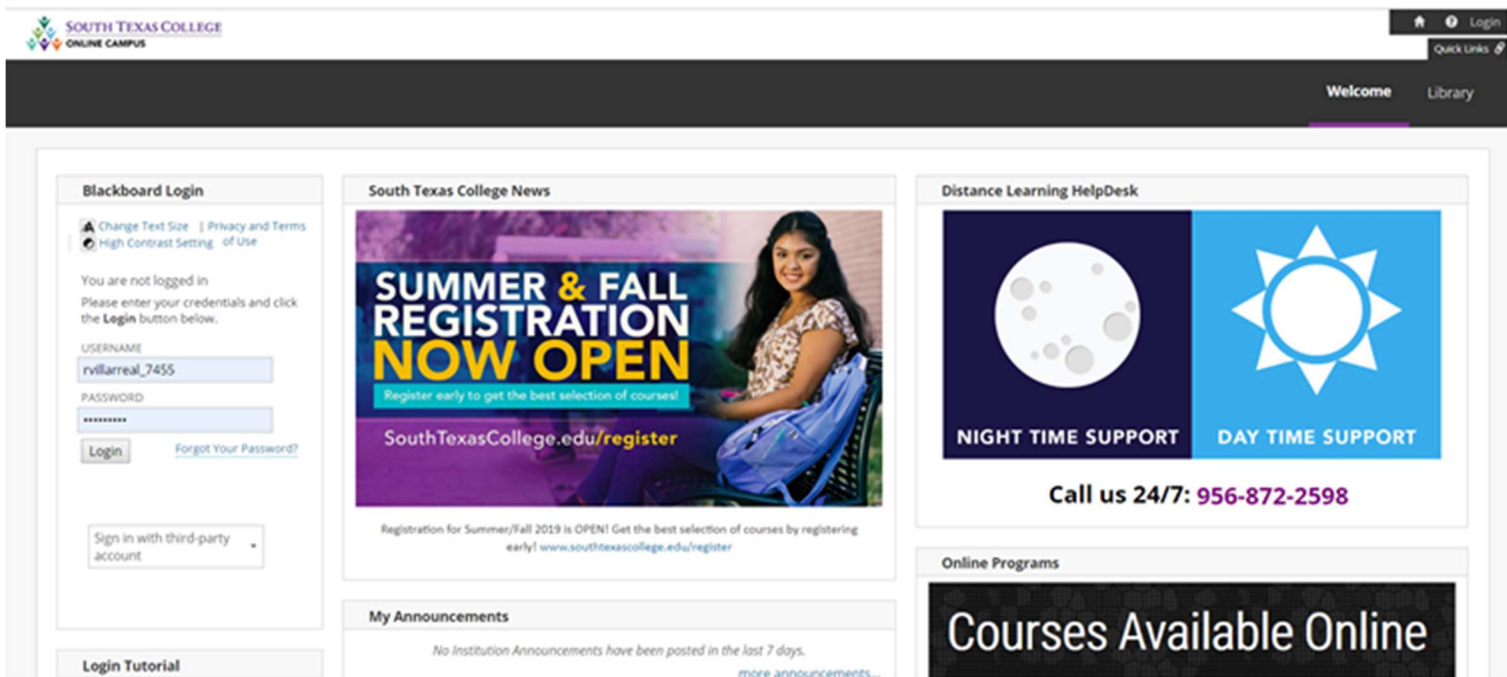
Log on to Blackboard via your preferred search engine at the following website link:

<https://southtexascollege.blackboard.com>

STEP 2 - Blackboard homepage

From the blackboard homepage, you have two options for logging in. The first option is located on the far-left hand side of the page. There is a section where you will enter in your assigned STC username and password. Once you have entered in your username and password, select the “login” button below. The second option for logging in is located on the upper right-hand side of the page where you will see the word “Login.” Once you click on the “Login” button, it will prompt you to enter in your username and password.

***Note:** If you do not know your username, please contact the admissions department at (956)872-9196.*



The screenshot shows the Blackboard homepage for South Texas College. At the top, there is a navigation bar with the college logo, "SOUTH TEXAS COLLEGE ONLINE CAMPUS", and links for "Login", "Quick Links", "Welcome", and "Library". The main content area is divided into several sections:

- Blackboard Login:** A section on the left with links for "Change Text Size", "Privacy and Terms", and "High Contrast Setting". It includes a message "You are not logged in. Please enter your credentials and click the Login button below." and fields for "USERNAME" (containing "rvillarreal_7455") and "PASSWORD". There is a "Login" button and a link for "Forgot Your Password?". Below this is a "Sign in with third-party account" button.
- South Texas College News:** A central banner for "SUMMER & FALL REGISTRATION NOW OPEN" with a photo of a student. It includes the text "Register early to get the best selection of courses!" and the URL "SouthTexasCollege.edu/register". Below the banner, it says "Registration for Summer/Fall 2019 is OPEN! Get the best selection of courses by registering early! www.southtexascollege.edu/register".
- Distance Learning HelpDesk:** A section on the right with two buttons: "NIGHT TIME SUPPORT" (with a moon icon) and "DAY TIME SUPPORT" (with a sun icon). Below these buttons is the text "Call us 24/7: 956-872-2598".
- My Announcements:** A section at the bottom left with the text "No Institution Announcements have been posted in the last 7 days." and a link for "more announcements...".
- Online Programs:** A section at the bottom right with the text "Courses Available Online".

STEP 3 – Course Selection

As soon as you are signed on to blackboard, you will notice that your name will appear on the upper right-hand corner of the screen and a list of the courses you are currently registered for will appear in the middle section of your screen. Next, you will want to select the course in which you will be participating in a class discussion assignment.

SOUTH TEXAS COLLEGE
ONLINE CAMPUS

Roxanne Arellano

Quick Links

My STC Courses Library Student

My Messages

Courses with Messages:

You have no new unread messages!

Last Updated: Friday, April 26, 2019 10:52:00 PM CDT

My Courses

Courses where you are: Student

27237.201920: 2019-Spring: BIOL-1406-V05-Biology for Science Majors I

Announcements:

- > Discussions Assignment- Case Study Reminder
- > Reminder: Test # 4
- > Lab Practical #2

11125.201920: 2019-Spring: ENGL-2311-V01-Technical and Business Writing

27269.201920: 2019-Spring: GOVT-2305-VF9-Federal Government

16468.201920: 2019-Spring: HIST-1301-V13-United States History I

Master - Standard Hospital Orientation

Instructor: Janelle Billings; Crystal Bird; Betty Chong Menard; Gwen Dalida; Raquel DeGuzman Esquerria; Jessica DL Staff; Ana R. DL Staff; Janie DL Staff; Maria Galvan; Arlene Garcia; Theresa Garza; Magdalena Handy; Gabriel Pena; Sharon Rice; Abigail Rodriguez; Irma Rodriguez; Felisa Saenz; Judith Sevilla Dela Cruz; Laura Singleterry;

Distance Learning HelpDesk

NIGHT TIME SUPPORT

DAY TIME SUPPORT

Call us 24/7: 956-872-2598

My Announcements

No Institution Announcements have been posted in the last 7 days.

2019-Spring: BIOL-1406-V05-Biology for Science Majors I

- > Discussions Assignment- Case Study Reminder
- > Reminder: Test # 4
- > Lab Practical #2

[more announcements...](#)

Tools

- Starfish
- Online Student Orientation
- South Texas College Portfolios

South Texas College News

SUMMER & FALL REGISTRATION

System Announcement

Weekly Scheduled Maintenance

Blackboard maintenance is scheduled for **Saturday mornings from 2am to 4am**. Blackboard may be unavailable during all or part of this time. We apologize for any

STEP 4 - Blackboard Class Menu Options

The next page will take you to your course homepage and the menu listed below will be located on the far left-hand side of your screen. This menu can vary per online course; however, all courses will include a “Discussions” option. Next, you will want to select “Discussions.”

▼ **2019-Spring: ENGL-2311-V01-Technical and Business Writing**

Main Page (Start Here)

Syllabus - Book Info

Brief Online Orientation from DL

Announcements

Discussions

Course Email

Assessments

My Grades

Course Evaluation

Tools

Blackboard Student Help

Calendar (we do not use this function)

STEP 5 – Blackboard Course Discussion Forum

Below are examples of two different course discussion forums. As you will notice, one course only has a single discussion assignment available and the second course has multiple discussions available. It is important to make sure you select the correct discussion assignment should your course have multiple discussion forums open/available. As soon as you find the correct assignment, you will want to click on the bolded blue lettering listed under “forum” to open the discussion.

Note: All discussions will have a “description” noted right next to the “forum” title. The description is where your Professor will include details of the discussion assignment for you to follow.

2019-Spring: GOVT-2305-VF9-Federal Government

Discussion Board

2019-Spring: GOVT-2305-VF9-Federal Government

Start Here

Course Content

Discussions

Announcements

Course Alerts

Bb Messages

Calendar

My Grades

Course Evaluation

Discussion Board

The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Search

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
DB# 10 - The Courts	There are different kinds of judicial philosophy in how to interpret the law. Explain the theories of judicial restraint and judicial activism. Discuss an example of the Supreme Court employing judicial activism. Which one do you agree the most?	17	16	0	14

Displaying 1 to 1 of 1 items

Show All

Edit Paging ...

Brief Online Orientation from DL

Announcements

Discussions

Course Email

Assessments

My Grades

Course Evaluation

Tools

Blackboard Student Help

Calendar (we do not use this function)

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Introduce Yourself!	This is a first class day activity, and as such, it is very important because that is how I will be able to count you as "present" or "absent" for the first class day rosters. Therefore, please post an initial posting letting the rest of us know a little bit about yourself. You can include where you're from, what you major is, what you like to do, what you want to do, or anything else that comes to mind.	69	68	0	26
Unit 1 - (un)Ethical Decisions	Although you get asked to do this a lot in all your classes, in online classes it can really become important because you can start replying to other people and truly get to know one another. That helps when you want to create virtual study groups or even to just ask a question to each other.	71	50	1	23
Unit 3 - Document Design		55	37	2	18
Why business grammar is important!	Here is an extra discussion topic/forum that can spur a good conversation among all of us about the importance of writing (technical), grammar, and spelling in the workplace.	1	1	0	1

Use this topic to ask each other questions. I will try not to interfere

STEP 6 – Entering a Discussion Forum Assignment

From this page you will select “Create Thread” located below the title of your Forum Assignment name.

The screenshot shows the Blackboard interface for a discussion forum. The top navigation bar includes 'My STC', 'Courses', 'Library', and 'Student'. The course title is '2019-Spring: GOVT-2305-VF9-Federal Government'. The forum title is 'Forum: DB# 10 - The Courts'. A sidebar on the left lists course content and discussions. The main area shows a table of threads with columns for Date, Thread, Author, Status, Unread Posts, Unread Replies to Me, and Total Posts.

DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
4/26/19 9:40 PM	Discussion 10	Andrea Lozano	Published	1	0	1
4/26/19 6:52 AM	Discussion 10- Courts	Moises Segovia	Published	1	0	1
4/25/19 11:50 PM	Discussion 10	Andrik Garcia	Published	1	0	1
4/25/19 11:06 PM	DB 10	Tania Sabatino	Published	1	0	1
4/25/19 10:56 PM	discussion	Miguel Garcia	Published	1	0	1

STEP 7 – Creating a Thread

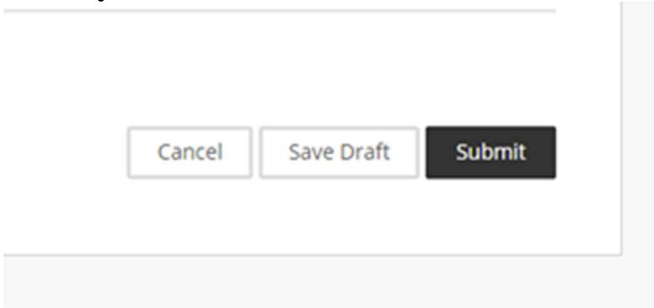
The next page is where you will be submitting your assignment. Always make sure you are in the correct forum/discussion assignment before you proceed. You will then enter a subject name and below is where you will enter your written assignment. The “message” portion here has a toolbar available for making changes to your font size, type, paragraphs, graph inserts, emojis, etc.

Note: You can complete your assignment on a word document and then cop and paste the completed assignment in the “message” box of the forum, this is solely an option but not necessary.

The screenshot shows the 'Create Thread' form. It includes a 'FORUM DESCRIPTION' section with a text area containing a paragraph about judicial philosophy. Below this is a 'MESSAGE' section with a 'Subject' field and a large text area for the message content. A rich text toolbar is visible above the message text area. At the bottom, there are buttons for 'Cancel', 'Save Draft', and 'Submit'.

STEP 8 – Submitting your assignment

Once you have completed your assignment, you are able to submit it by selecting the “submit” option that is located on the bottom right-hand corner of the page, or you are able to also save your work as a draft by selecting “save draft” option. The save draft option will allow you to save the work you have done without submitting it to your professor allowing you to work on it at a later time. Last option is the “cancel” option should you decided to delete or cancel out the work and exit the forum.



STEP 9 – Success!

You have now completed and submitted your assignment. Make sure to save or screenshot your assignment completion number that will appear in a purple ribbon at the top of your screen once your assignment has been submitted for your records.

Blackboard Discussion Forum F&Q's

- 1. If I am having technical difficulties with Blackboard after school hours or on weekends, who can I call for help?**
You are able to contact technical support 24/7 for any blackboard issues at (956) 872-2598
- 2. Where can I get my username if I forgot it?**
Contact the Admissions department at (956)872-9196
- 3. What can I do if I do not understand the discuss forum assignment my Professor posted on Blackboard?**
Refer to your course syllabus to find out the best way to contact your professor to ask them for clarification on your assignment. Some Professors do offer a forum option for questions where students are able to ask for clarification from each other on an assignment.
- 4. What if my course does not appear on my blackboard main page once I'm signed in?**
Make sure you check your class schedule as you may be registered for a minimester that starts at a later time and will not appear on your course list until the first day of your course. You may also contact the Admission Department at (956) 872-9196 or the IT Department at (956) 872-2598 as it may be a technical issue.
- 5. Is there assistance available should I need help navigating through Blackboard?**
Yes, there is always someone available to help you at the campus computer labs. Do not hesitate to walk in during regular lab/library hours for assistance.