

Blackboard at RPCC

What is Blackboard and why do I have to use it?

- Blackboard provides an online course management site for your instructors to post announcements, assignments, handouts, tests, the course syllabus, other electronic files, and send emails that support your learning and the course objectives.
- Many instructors supplement their classroom lecture with materials they post on Blackboard. You must access your Blackboard account regularly or you may miss important information about your courses. Some instructors require assignments to be submitted to them via Blackboard.
- RPCC also posts general announcements, tutorials, and information from the administrative departments (Financial Aid, Student Services, the Business Office, the Library, etc.) which may be helpful to you as a student.

How do I access and login to Blackboard?

- Access your Blackboard account from the RPCC homepage (www.rpcc.edu).
- Click on the Blackboard link in the left vertical menu. This will take you to the RPCC Blackboard Help Page which provides tutorials, information, and help with setting your computer up for optimal access to Blackboard and files stored on Blackboard.
- Click on the link to the Blackboard Login site at the top of the RPCC Blackboard Help Page in order to access your Blackboard account via the Blackboard login page.

What is my username and password to login to Blackboard?

- rp + [your first initial] + [your last name] + [last 4 digits of your Social Security Number]
- Example: John Smith (SS# 123456789) – Username = rpjsmith6789
- Your password is [rpcc] + {last 4 digits of your SS#} the first time you log in. Ex.: rpcc6789
- NOTE: Do not use hyphens, spaces, periods, or suffixes in your user ID.
- Contact Blackboard Admin at blackboard@rpcc.edu for Blackboard questions.

What should I do after I log into Blackboard?

- Change your password! Go to “Personal Information” under the “Tools” menu on the left side of the page and change your password to something only you will know.
- Check your email address (also found in “Personal Information”). Your default email address is your RPCC student email account. Your instructor will contact you via the email address listed in Blackboard, so make sure it is the one you want to use or change it to a personal account which you access often!

The screenshot shows the Blackboard interface for Louisiana Community & Technical College System (LCTCS). The browser address bar shows <http://lctcs.blackboard.com/>. The page features a blue header with the LCTCS logo and navigation links for Home, Help, and Logout. Below the header, there are buttons for MyLCTCS and Courses. The main content area is divided into several sections: a Welcome message, a Tools menu (circled in red), My Announcements, My Calendar, and My Courses. The Tools menu includes links for Personal Information, Announcements, Calendar, View Grades, Tasks, Send E-mail, User Directory, and Address Book. The My Announcements section displays a message about system announcements and a specific announcement for the course rpBIOL_2500_D01_Sp08. The My Calendar section shows no events. The My Courses section lists courses in which the user is enrolled, including 2010 TEST, Bb Training Sandbox A, and several other courses.

Student Email Login Instructions

How do I access my RPCC student email account?

- From the RPCC homepage (www.rpcc.edu), click on “Campus Email” in the left vertical menu.

What is your username and password to log into your student email account?

- rp + [your first initial] + [your last name] + [last 4 digits of your Social Security Number]@students.rpcc.edu
- Example: If you are John Smith (SS# 123456789), you’re your student email address is rpjsmith6789@students.rpcc.edu
- Your password is [rpcc] + {last 4 digits of your SS#} the first time you log in. Ex.: rpcc6789
- NOTE: Do not use hyphens, spaces, periods, or suffixes in your user ID.

The screenshot shows the RPCC website homepage. The top navigation bar includes links for About Us, Academics, Admissions, Financial Aid, RPCC A-Z, and Contact Us. The main content area is titled 'Campus Email' and contains two primary sections: 'FACULTY & STAFF LOGON' and 'STUDENTS LOGON'. The 'STUDENTS LOGON' section includes links for 'Off Campus Click Here' and 'On Campus Click Here'. A red arrow highlights the 'STUDENTS LOGON' heading. The 'STUDENTS LOGON' section also provides login information: 'Student Info' with username = blackboard logon id and Password = rpcc + last 4 digits of SS# (Example: rpcc6789). The 'FACULTY & STAFF LOGON' section provides 'Faculty Info' with username = computer Logon ID and Password = computer logon password. A 'HELP DOCUMENTS' section is also visible at the bottom.

What should I do after I log into my student email account?

- Change your password to something only you will know.
- Contact Tim Sullivan at itc@rpcc.edu if you have any student email questions.

Tips for Success in Your Courses

- Attend class regularly! If you are in an online class, access the course site often!
- Check your Blackboard account regularly!
- If you miss class, contact your instructor immediately for information about making up or accessing any missed assignments.