

WCC BLACKBOARD ACCESS INFORMATION

Your login will be your WCC Student ID number _____ (not your social security number). If your student ID number begins with a zero, drop zero for log-in.

Online Courses will be available after 5:00 pm the day your course is scheduled to begin.

1. In order to remain enrolled in the online course, you must: Using your WCC Student ID number (without the zeros at the beginning), login to the WCC Blackboard course site.
2. Access the course site and complete initial assignments within 48 hours of the class start time.

BASICS FOR ONLINE COURSES:

1. Completed or tested out of RED 090 and any other prerequisites for the course.
2. Have a reliable Desktop or Laptop computer with PC (Windows 2000/XP/Vista) or Mac (10.2, 10.3, and 10.4).
3. Have a reliable Internet connection with at least a 56K modem.
4. Be able to use Campus Cruiser email. Online courses require composing, sending, and receiving email with attachments.
5. Have and are able to compose and save files using MS WORD.
6. Be able to use an Internet browser (IE or Firefox), conduct searches with various search engines, and download and/or upload files from the Internet.
7. If needed, obtain or download additional software required for the course.
8. Complete all coursework. In order to remain enrolled in the online course, you must maintain academic progression and attendance (logging in to class and turning in assignments). Students who have not logged in and/or participated in a course in a two week period may be dropped.

TO ACCESS YOUR ONLINE COURSE:

STEP 1: Go to www.waynecc.edu

- Click the Blackboard Login (Bb) in the top left corner.
- Your login is located at the top of this form. Drop the zeros and the beginning when logging in.
- Your password is the last four digits of your social security number.
- Once you have logged in, the screen should say "Welcome, (Your name)."

STEP 2: To enter your course: At the Welcome Page on the left side of the screen, your online course(s) will be listed in the My Courses Area. Click the blue title of the course(s). If you do not see the course(s) for which you have completed registration and paid tuition, please contact the admissions office.

STEP 3: Read the welcome announcements and follow instructions for meeting deadlines as listed above.

- For additional information, such as the WCC Distance Education Student Handbook and Orientation, please visit the WCC Distance Education Website at www.waynecc.edu/de/
- If you would like to preview a WCC Blackboard course site: Go to <http://blackboard.waynecc.edu> Click on the Login button on the left and type "wccguest" for the user name and "wccguest" for the password. *You will be directed to a guest "Welcome page." Under the My Courses area, click the title of the Sample Guest Course to enter the course. Begin reading the information and use the buttons on the left to navigate you through the course to read about each area.
- When you are ready to exit the site or leave the computer, be sure to click the "Logout" button.

If you need further assistance, please contact the Distance Education Office at 919-735-5151 EXT. 278 or 296, (Toll Free: 1-866-414-5064) EXT. 278 or 296. Or email wcc-de@waynecc.edu For technical assistance call 24/7 help desk 1-866-471-4258 or visit online support center: www.waynecc.edu/bbsupport