

# Beginner's Guide to Blackboard

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Welcome to Blackboard. The Blackboard Content Management System is used by instructors at Cleveland Community College to teach online, hybrid and Web-assisted classes.

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## Tips for First Time Users

- Blackboard works best with Internet Explorer (IE) 6.0 or above.
  - If you are an AOL customer and you use the AOL browser, you may have difficulty using Blackboard for Internet courses. You may connect to the Internet with AOL, but you should then open Internet Explorer and use it to connect to Blackboard.
  - All library computers are Blackboard-ready and available any time the library is open.
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## Blackboard

- Open Internet Explorer.
  - <http://nclc.blackboard.com> or <http://www.clevelandcommunitycollege.edu> and click the Blackboard logo (  ) at the top right-hand side of the page.
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## Login

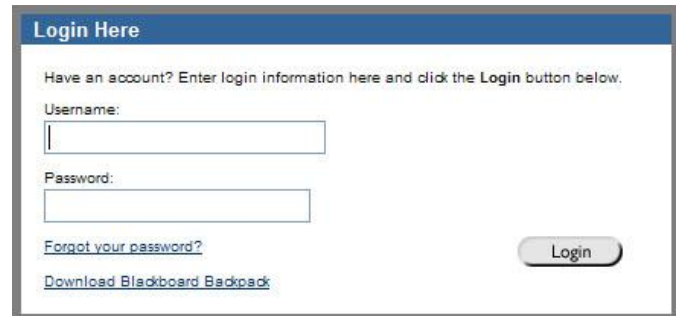
**Username:** **clev-** + First 8 characters of Lastname  
+ First Initial + the Last 3 digits of your Student ID  
**Example :** John Westinghouse  
**clev-westingh999**


### Returning Students:

Password: the same password you used last semester

### New Students:

Password: Student ID# (found at the top of your Registration Statement – shown below).



	Cleveland Community College 137 South Post Rd Shelby, NC 28152	Registration Statement		Statement Date
		Student ID	Student Name	
		1234999		
Course / Title	Cred	Days	Times	Room

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Courses listed under “My Courses:”

The screenshot shows the e-Cleveland portal for Cleveland Community College. At the top, there is a blue header with the college logo and name. Below the header are navigation tabs: e-Cleveland, Courses, Community, My Content, and Library@Cleveland. The main content area is titled "e-Cleveland" and is divided into two columns. The left column, titled "Tools", contains a list of links: Announcements, Calendar, Tasks, View Grades, Address Book, Personal Information, and Search. The right column, titled "My Courses", contains the following information: "Courses in which you are enrolled:" followed by two course listings: "clev.2009sp-CIS-110-OL1-2-3-4" and "clev.2009sp-CIS-110-OL3-Lab". Below the course listings, there are two sections of "Announcements": the first lists "SAM Assignments" and "Discussion Forum"; the second lists "Assignments Extended".

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Remember to logout when finished:

