How To Access Your Blackboard Learning System CE6 Course

Save this information – you will not receive any other printed information – all other information will be on your website

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<tr>
<th>Address</th>
<th><a href="http://www.kirkwood.edu/elearning">http://www.kirkwood.edu/elearning</a></th>
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<td>Blackboard CE6 Login</td>
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<td>Log In</td>
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<th>Log In</th>
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<tbody>
<tr>
<td>User name:</td>
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<td>Password:</td>
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<td>OK</td>
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Step 1 | Step 2 | Step 3 | Step 4 |

1. Open your Internet browser and go to http://www.kirkwood.edu/elearning
2. Select CE6 Login from the right menu (note: it is safe to agree to all security warnings on this site).
3. Click the Log In button (note: do not bookmark or add this page to favorites or your login will fail in the future).
4. Type in your User Name and Password (same as EagleNet).

Your ID (User Name) & Password

- Your CE6 User Name is the same as your EagleNet user ID. It is a seven digit number preceded by a lowercase letter k. Example: k0003750. The seven digit number is available through Enrollment Services (216 Kirkwood Hall, 319-398-5635 / 1-800-332-2055) or online at http://www.kirkwood.edu/knumber
- Your Password is the same password that you use for EagleNet. If you have not chosen a password yet, if you’ve forgotten your password, or a previous password no longer works, you should choose a new one. To do this, go to http://www.kirkwood.edu/password, and then choose Establish or Forgot My Password. You would then use the new password for both EagleNet and CE6.

System Requirements & Browser Settings

Browser Check
This browser is either non-validated by the Learning System.
It appears that you are using Firefox browser.
You can view the full list of supported

Before using CE6, make sure that you are using a supported browser and that your browser settings are correct. The automatic browser check on the CE6 login page is the best way to check. If you receive any warnings or red Xs, follow the directions for each before logging in.

Successful Log-in

You should see your personal My Kirkwood eLearning page with your name at the top. The titles of all CE6 courses you are registered for show in your course list.
Most courses will not appear until the first day of classes. Click on the course title to access the course. Once you are able to enter the course, carefully read the syllabus and be sure to check for any assignment and/or exam deadlines.

A helpful Student Orientation has recently been added to everyone’s course list. Tips and tutorials for online learners and all users of CE6 can be found within.

In order for Kirkwood’s Financial Aid office to release your financial aid payment, your instructor must verify your attendance during the first five days of class. Log into your course to view requirements of attendance verification or contact your instructor.

For more help with CE6 related problems, please see the reverse side.
Troubleshooting on the Web

http://www.kirkwood.edu/elearning

- Animated tutorials
- Troubleshooting login
- Attach a file to a mail message
- Upload and submit assignments

Blackboard CE6 Helpdesk Services

When you have technical questions that you need help with concerning CE6 you can call the Kirkwood eLearning Support Center.

1-800-505-5221 or 319-398-7621

elearning@kirkwood.edu

Available Monday through Friday, 7 a.m. to 7 p.m.

Need help during off hours? Visit www.kirkwood.edu/elearning for Web support, helpful tips, general information and more.

E-mail

Some instructors will request an e-mail address outside of CE6 at the beginning of class. You can set up your Kirkwood email account at http://www.kirkwood.edu/email. This will enable your instructor to contact you outside of CE6 if necessary. However, normal course communications should be sent through CE6 mail (unless your instructor gives you other instructions).

Advice for Online Students

- Make contact early and often. Actively participate on discussion boards.
- Read and reread all course information, the syllabus contains policies and crucial information.
- Click on every icon and link. Learn how to navigate your course from day one.
- Schedule time for your online class just like you would for a face-to-face course.
- Stick to the schedule! Whether it is required or suggested, just stick to it!
- Document problems thoroughly. Let instructors, test monitors, and classmates know if you have difficulties.

Anytime/Anywhere Contact Information

ataw@kirkwood.edu
210 Linn Hall
319-398-4958 / 1-800-332-2055 x4958