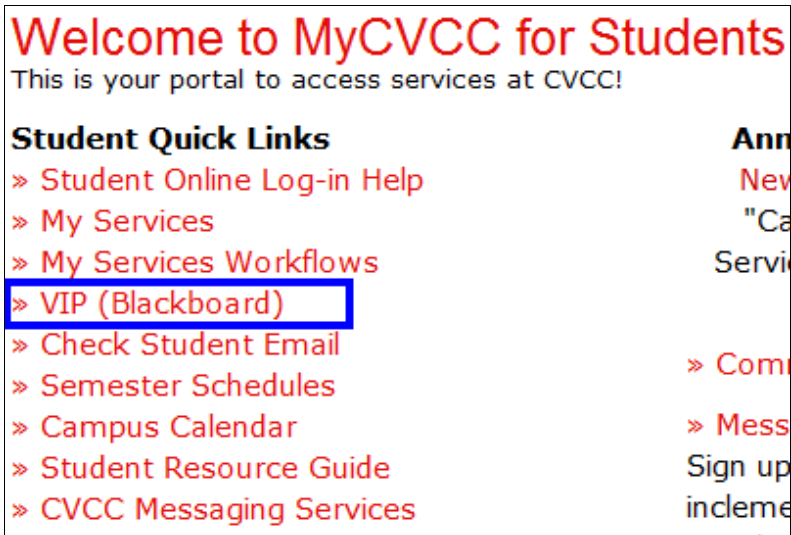
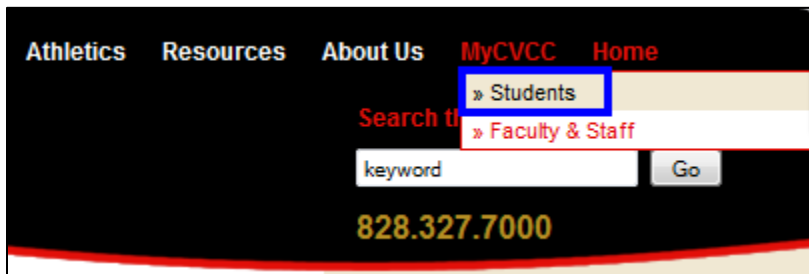
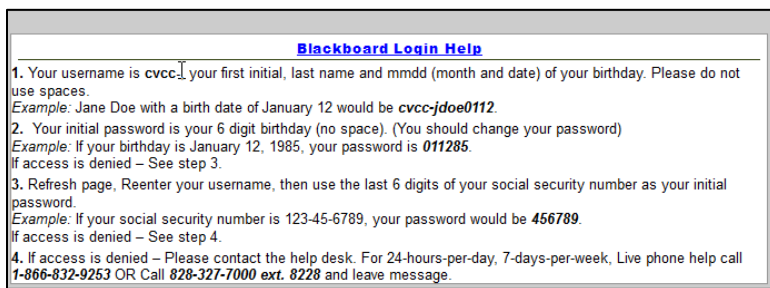
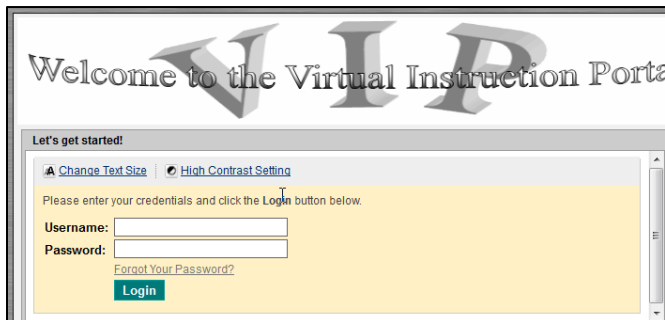


# Navigating Blackboard

There are two easy ways to access Blackboard. One is to go directly to the Web site by keying <http://cvcc.blackboard.com/> into the address line of your Web browser. The other is to go to the school Web site: <http://www.cvcc.edu/>. Click on the “MyCVCC” at the top of the page, then “Students”, and then “VIP (Blackboard)”.



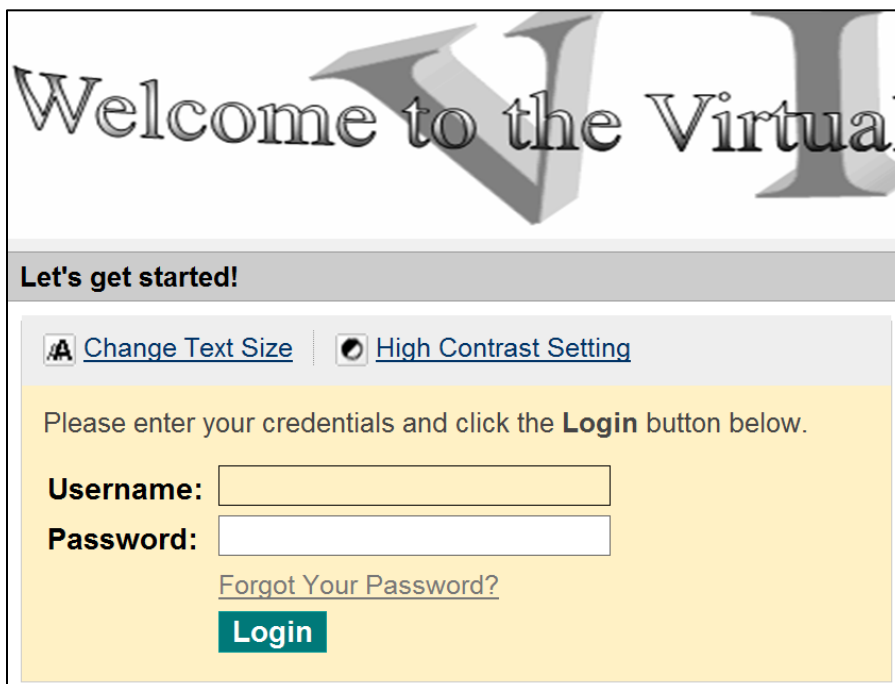
You will be directed to the log in page for VIP Blackboard.



[Blackboard Login Help](#)

1. Your username is cvcc- your first initial, last name and mmdd (month and date) of your birthday. Please do not use spaces.  
*Example:* Jane Doe with a birth date of January 12 would be **cvcc-jdoe0112**.
2. Your initial password is your 6 digit birthday (no space). (You should change your password)  
*Example:* If your birthday is January 12, 1985, your password is **011285**.  
If access is denied – See step 3.
3. Refresh page, Reenter your username, then use the last 6 digits of your social security number as your initial password.  
*Example:* If your social security number is 123-45-6789, your password would be **456789**.  
If access is denied – See step 4.
4. If access is denied – Please contact the help desk. For 24-hours-per-day, 7-days-per-week, Live phone help call **1-866-832-9253** OR Call **828-327-7000 ext. 8228** and leave message.

Enter in your Username and Password (ex. cvcc-jdoe0112, 011285). Then click “Login”.



Be sure to check out the “CVCC Announcements” and “CVCC Blackboard Tutorial Links” below the Blackboard Login Help box.

**CVCC Announcements:**  
Sign up for CVCC Messaging Service & receive texts, email and/or voicemail about weather delays and emergencies.  
[http://www.cvcc.edu/My\\_CVCC/Messaging\\_Sign\\_Up.cfm](http://www.cvcc.edu/My_CVCC/Messaging_Sign_Up.cfm)

**Blackboard Login Help**

1. Your username is **cvcc-**, your first initial, last name and mmdd (month and date) of your birthday. Please do not use spaces.  
*Example:* Jane Doe with a birth date of January 12 would be **cvcc-jdoe0112**.
2. Your initial password is your 6 digit birthday (no space). (You should change your password)  
*Example:* If your birthday is January 12, 1985, your password is **011285**.  
If access is denied – See step 3.
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*Example:* If your social security number is 123-45-6789, your password would be **456789**.  
If access is denied – See step 4.
4. If access is denied – Please contact the help desk. For 24-hours-per-day, 7-days-per-week, Live phone help call **1-866-832-9253** OR Call **828-327-7000 ext. 4444** and leave message.

**Need Help with Blackboard?**  
A Blackboard Help Desk is available to Students and Faculty. This 24-hours-per-day, 7-days-per-week service is available to provide assistance to users who have questions about using Blackboard, the software used to create and operate Internet courses. [Online Blackboard Help Desk](#) Note: Course specific questions (such as those about assignments, tests, grades, and course content) should be directed to the instructor only.

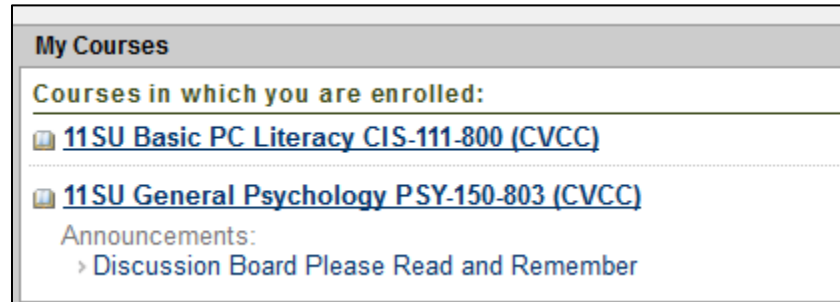
**CVCC Blackboard Tutorial Links**

- [Login Help for MyCVCC Student Online Services.](#)
- [How to navigate around in Blackboard.](#)
- [How to do an assignment in Blackboard.](#)
- [How to download files from Blackboard.](#)

When you login you will see three tabs at the top of the page. You should be in the “My Courses” tab.



The list of courses you are taking will be in the center area. To access your course simply click on the course name.



Once you are in your course, be sure to navigate around to see where everything is. Make note of due dates and special requirements. Be sure you know where the assignments and tests are located. Familiarize yourself with the syllabus and know what your instructor’s expectations are.

**IF YOU ARE NOT USING YOUR PERSONAL COMPUTER, PLEASE REMEMBER TO CLICK THE LOGOUT LINK AT THE TOP OF THE PAGE!!**