Blackboard Login Instructions

Please keep this document for future reference and read and follow instructions carefully and thoroughly.

Your online course through BeADisciple.com launches today. Please log in sometime today to begin with your peers. Although there is flexibility in posting your responses to each day's assignments, the experience will be much more fun and informative if you begin on time and keep up with it.

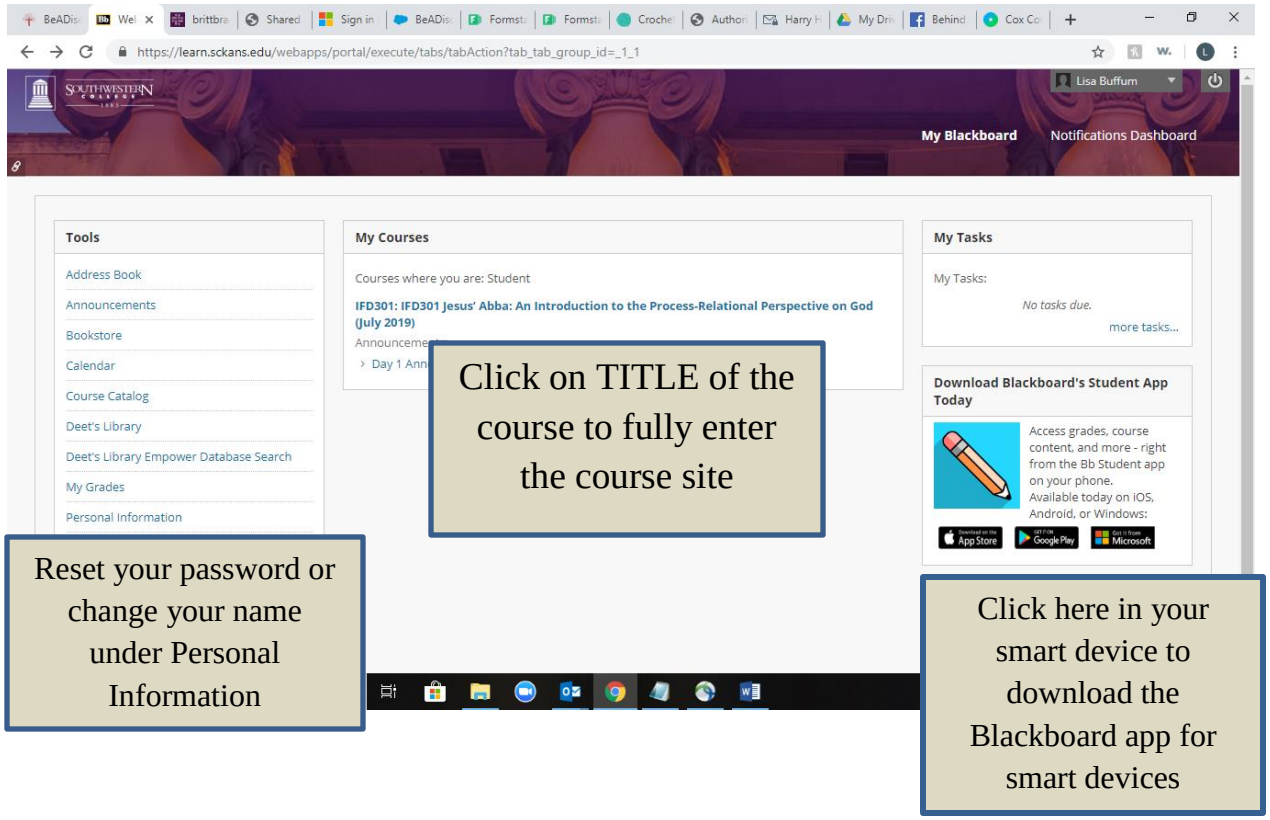
There are a couple of ways to access the course site:

- You may go to www.BeADisciple.com and click on "**Go to Blackboard**" on the tool bar near the right side of the screen

- Or you may use the direct link which is https://sckans-beadisciple.blackboard.com/ from this email.

- This will be the way you access the online course every time, so be sure to bookmark the page so it is easy for you to return to it. If BeADisciple.com is ever down, you'll still be able to access your course through this direct link.

You will login using **your full and complete email address** as your username and "**PASSWORD1"** (all capitals, no quotes, no space, number 1) as your password. Once logged in you will come to a screen that looks like the screen below. (If you have previously been enrolled in an IFD course, I might not have changed your password so you should try both, email me to reset if you can't login, or look for "Forget your password?" on the login page to reset it yourself.) You may reset the password to something of your own choice once you have logged in under Personal Information. Passwords are case and space sensitive, so be sure you type it in exactly the way you want it.

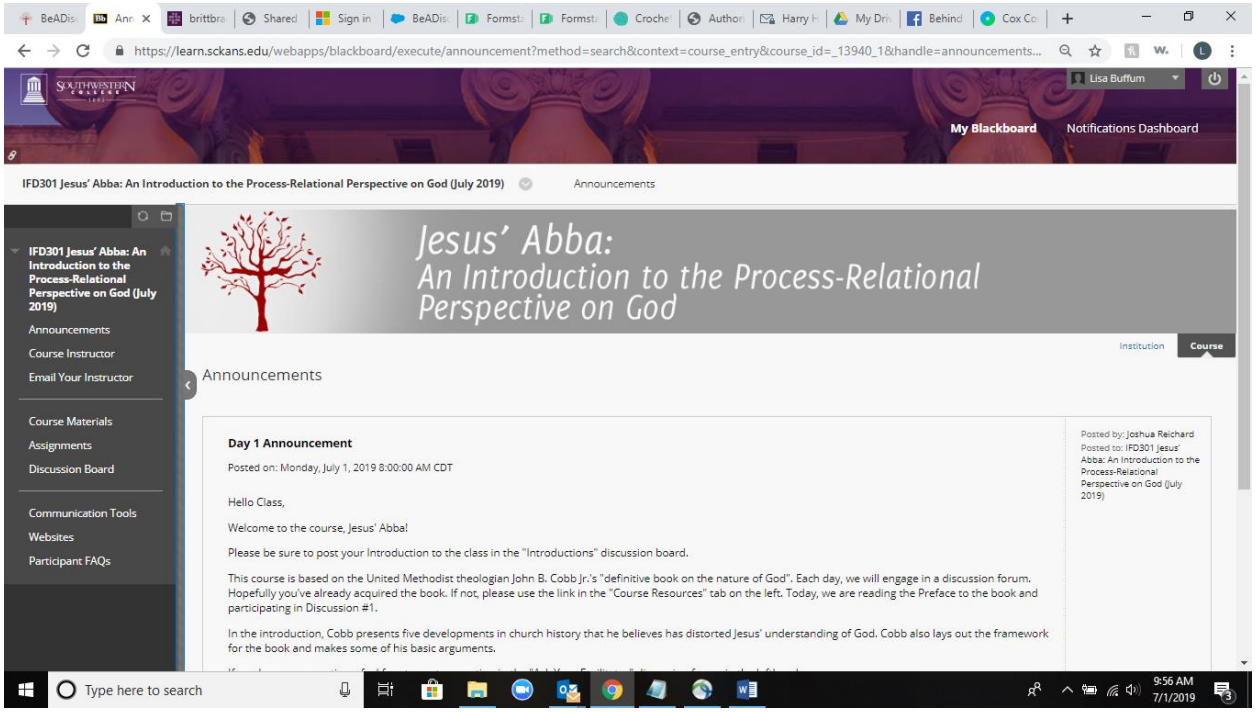


To enter the course site, click on the **title** of the course **in the center column** under the title "My Courses." If you click on any other text in this box, you will not fully enter the course site, so be sure you are clicking on the course title.

Known Blackboard issue: Sometimes when a learner does not logout at the end of a session, the learner will return for the next session and see a sentence similar to "*You are not currently enrolled in any courses*." This probably means you are not logged in. When you are logged in, you'll see your own name in the top right corner. If, in place of your name, you instead see "Login" then click on it to go back to the login page and login. The best way to avoid this annoyance is to always be sure to logout of Blackboard once you've finished working for the day.

Smart devices may be used for most of our courses. You'll want to search on your smart device for the free Blackboard Learn app which can be accessed through the course site. You'll search for the school Southwestern College in Kansas; then your username and password will work in the app. This is only necessary IF you are using a phone or other smart device to access the course. The app is not necessary on a computer. *The app may not be required on your smart device; it is a good idea to try navigating the course in your internet brower first. (I hear it works well in Safari.)*

PLEASE NOTE: Once inside the course site you will find an announcement with more instructions from your course instructor as well as a gray menu with white links on the left-hand side of the screen. You cannot hurt anything in the site, so please feel invited to click on these links and explore these content areas. The **Participant FAQs content area in the menu** contains information that may answer some of your questions before you even know you have them.



(If the gray menu is missing, look for a tiny > arrow along the left and click on it to return the tabs. If your screen is maximized above 100%, you may have to return the settings to 100% in order to open the tabs. You may make the text larger again once you find the tabs.)

Your instructor expects to greet you online today. I hope you will enjoy your online experience. For questions regarding the course content, please email your course instructor. There are several places in Blackboard to locate his/her email address. For technical assistance with the Blackboard software or your login information, please email me for assistance at beadisciple@sckans.edu. Please tell me which course you are enrolled in and then describe in detail what you've experienced and what error messages you receive.

Lisa Buffum
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