

DACC ONLINE

Getting Started with Your Online Courses at DACC

Step 1. Retrieve Your Student User ID & Password via the Jaguar Spot

- Go to the DACC homepage at <https://www.dacc.edu>
- Click on the Jaguar Spot icon on the upper right-hand side of the screen (<https://www.dacc.edu/jaguarspot>)
- Click on the first link "User ID & Password Management" (<https://rapss.dacc.edu/react>)
- At the Selfserve screen, click on the "Instructions" button and follow steps provided in order to retrieve your student User ID & Password.

If you have problems retrieving your Student User ID and/or Password, contact the Computer and Network Services department at cns@dacc.edu or 217.443.8861 or 217-443-8871.

Step 2. Log in to Blackboard with the User ID & Password from Step 1.

Blackboard URL: <https://dacc.blackboard.com>

Please bookmark this address for easy access.



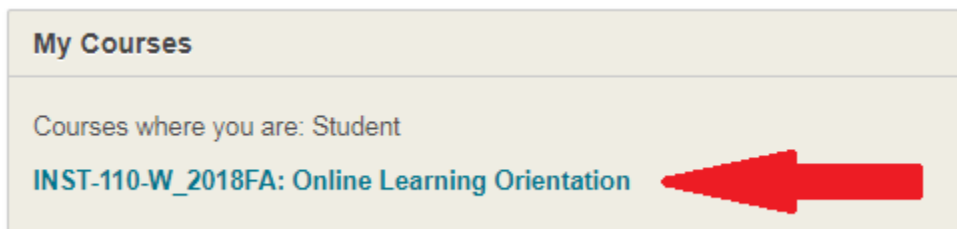
Step 3. Locate the My Courses module in Blackboard

Click on the "DACC Online" or "Courses" tab inside Blackboard. Your courses will be listed on the right side of the page under the "My Courses" module. This module contains a list of all of the courses for which you are registered (they will become available on the Friday before the first day of class). Please refer to your course schedule for individual course start/end dates. To enter your class, click on the course name/link. This will take you "inside" your class.

Step 4. Complete the Online Orientation (INST-110) module in Blackboard

(For students taking their first online course at DACC)

If a student has never taken an online course at DACC before, he or she is encouraged to access the Online Learning Orientation (INST-110) before participating in an online course. This is not a graded activity but will help familiarize you with Blackboard courses. Click on this link to open the tutorial. Follow instructions provided. Face-to-face (on campus) orientations are also offered. Please contact your academic advisor or call Registration at 217-443-8800 to sign up.



Step 5. Read carefully and follow your instructor's directions.

Once you log into your course(s), you should see some directions about what to do next, and how to begin working in the course. The instructor will probably have a course outline and other course information for you to read. To contact your instructor, use the internal course email/messages tool located on the left-hand course menu. If you do not see an email/messages tool in your Blackboard course, send an email to your instructor at the address he/she provides. Contact your instructor if there's something you don't understand!

Please note: online courses usually still require textbooks...be sure to check with the campus bookstore!

More information about getting started with your online course(s) at DACC may be found at this link:

<https://www.dacc.edu/online>

Support:

If you have course content questions, your first point of contact is your instructor.

For Blackboard technical support, please contact:

Maggie Hoover & Jung Ae Merrick at ols@dacc.edu or 217.443.8885 / 217.443.8723