

Career and College Promise Orientation

Rowan-Cabarrus Accounts

College email, Blackboard and WebAdvisor accounts are assigned to students and employees. The **College email account is used for all written communication** to students and employees, including notices, special events, registration, end of semester activities, and updates. Instructors utilize College email and Blackboard for communicating to their students.

Username and Password (IMPORTANT: *The accounts use the same User ID, but different passwords.*)

User IDs for student email, Blackboard, and WebAdvisor follow the pattern below:

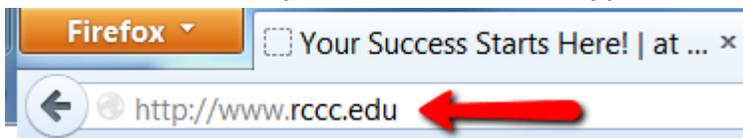
- {first 10 letters of your last name}.{first initial of first name}.{last 5 digits of your RCCC Student ID}

Example: student James Stephanopolis with the ID number 0087654 would have the following user ID:

- *stephanopo.j.87654*

How to Access your RCCC Email Account

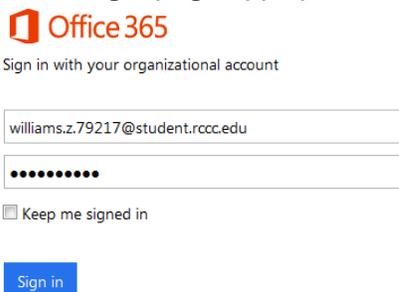
1. In the address bar of your Internet browser type <http://www.rccc.edu>



2. On the RCCC homepage, in the upper right-hand corner of the screen, click **STUDENT EMAIL**.



3. You will see login instructions. Note that you will need to enter your full email address as your username (your userID@student.rccc.edu). Click **Continue to Student Email Login** page.
4. On the login page, type your **full email address** and **Password**, and click **Sign In**.

A screenshot of the Office 365 login page. The page title is "Office 365" and the subtitle is "Sign in with your organizational account". The username field contains "williams.z.79217@student.rccc.edu" and the password field is masked with dots. There is a "Keep me signed in" checkbox and a "Sign in" button.

Note: First time users will have to set their time zone.

5. You have now accessed your email account.

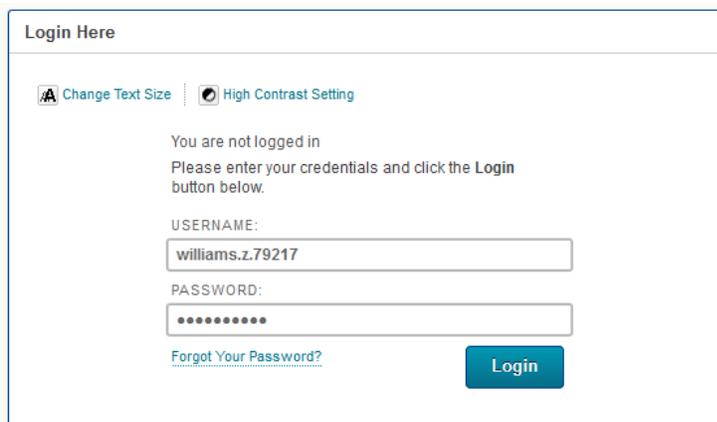
How to Access your Blackboard Course(s)

1. On the Rowan-Cabarrus homepage, in the upper right-hand corner of the screen, click **BLACKBOARD**.

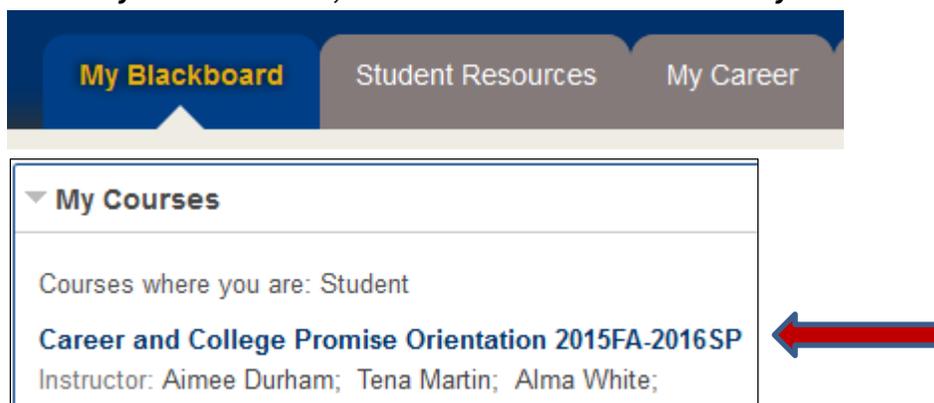


2. On the log in page, type your **User Name and Password**. Click **Login**.

NOTE: Your initial Password last 5 digits of your Student ID@rccc (ex: 79217@rccc)

The image shows the Blackboard login page. At the top, it says "Login Here". Below that, there are two links: "Change Text Size" and "High Contrast Setting". The main text reads: "You are not logged in. Please enter your credentials and click the Login button below." There are two input fields: "USERNAME:" with the text "williams.z.79217" and "PASSWORD:" with a masked password of "*****". Below the password field is a link "Forgot Your Password?". A blue "Login" button is located at the bottom right of the form.

3. On the **My Blackboard** tab, click on the desired course in the **My Courses** module.

The image shows the Blackboard navigation bar with three tabs: "My Blackboard" (highlighted in blue), "Student Resources", and "My Career". Below the navigation bar is a "My Courses" module. It has a dropdown arrow and the text "My Courses". Underneath, it says "Courses where you are: Student". The first course listed is "Career and College Promise Orientation 2015FA-2016SP" with the instructor "Aimee Durham; Tena Martin; Alma White;". A red arrow points to this course title.

Required: Enrollment Verification Assignment (EVA)

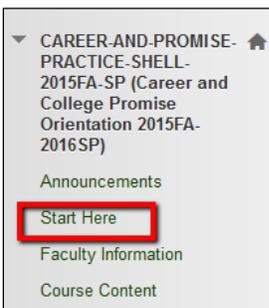
Are you taking an Internet or Hybrid course? These courses contain an **Enrollment Verification Assignment (EVA)**, located in the Start Here area of the Blackboard course site. **To maintain enrollment in the course, complete the EVA on the first day of the semester.** Additional content may not be accessed until the EVA has been completed.

Regardless of any other activity you may have completed, not completing the EVA by the due date will:

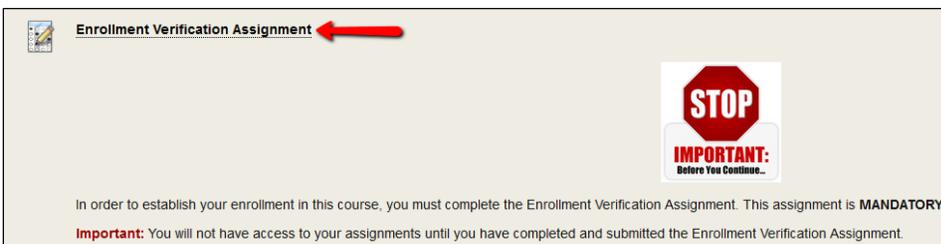
- **Result in your being administratively withdrawn from the course.**
- **Make you ineligible for a refund.** If receiving financial aid, you may be required to reimburse tuition and fees.
- **Must complete the EVA for each course.** If you are enrolled in multiple course, you must complete the EVA in each course to remain enrolled.

1. Access your Internet and/or Hybrid course(s) in Blackboard.

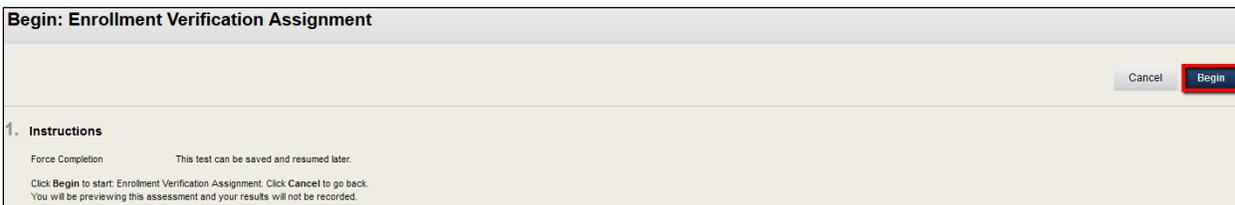
2. On the course menu, click **Start Here**.



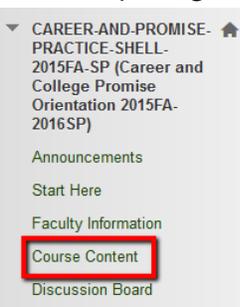
3. Click **Enrollment Verification Assignment**.



4. In the **Begin: Enrollment Verification Assignment** window read the instructions and click **Begin**.



5. After completing the Enrollment Verification Assignment, click **Course Content** on the course menu.



- Now you should see additional content. In the example below, Module 1 is now available for you to access.



Password Troubleshooting

If you have never logged into your student email account before, follow these steps to access your email.

- Go to the password reset page at <https://www.rccc.edu/itsanswers/password-reset/>
- Enter your user ID and your student number.
- Click the Sign In button.
- Use your user ID and new password to login to your student email at <http://email.rccc.edu>

If you continue to have trouble logging in, contact the ITS Help Desk at 704-216-7200, submit a Help Desk ticket by emailing helpdesk@rccc.edu, or visit <https://www.rccc.edu/itsanswers/>.

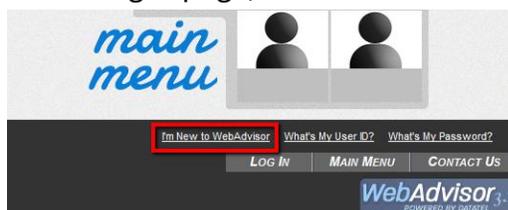
Using WebAdvisor

WebAdvisor is an online tool used to search course offerings, register for class sections, drop/add classes sections, make tuition or fee payments, view/print your current schedule, make an address and/or phone number change, view grades at the end of each semester, print your unofficial transcript, and much more.

- On the Rowan-Cabarrus homepage, in the upper right-hand corner of the screen, click **WEBADVISOR**.

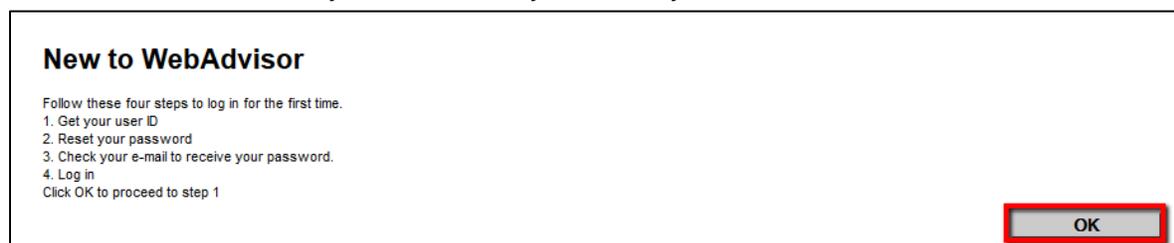


- On the log in page, click **I'm New to WebAdvisor**.

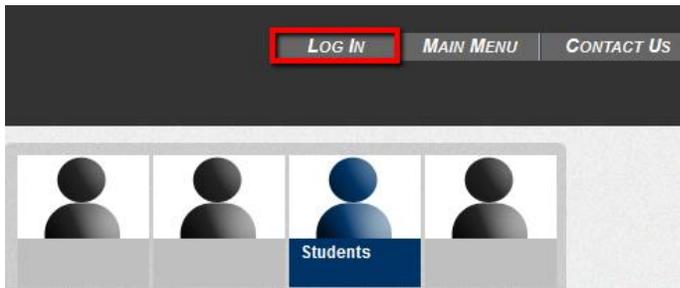


- Read the **New to WebAdvisor** page. Click **OK** and complete each step.

Note: You will need to know your social security number or your student ID number to continue.



4. After receiving your user ID and password, click **Log In** on the WebAdvisor homepage.



5. Type your **User ID and Password**. Click **Submit**.

6. You are now logged into the WebAdvisor Student Menu.

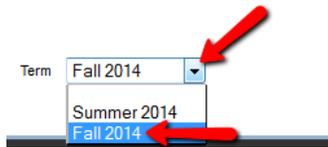
How to Check your Final Grades and Class Schedules in WebAdvisor

Note: For grades during a course, review the Blackboard Grade Center and/or feedback from your instructor.

1. To check your final grades (once the course concludes), click **Grades** under Academic Profile.

2. To check your course schedule, click **My Course Schedule** under Academic Profile.

- a) In the **My Course Schedule** window, select the **Term** (Summer, Fall or Spring) for the schedule you would like to view. Click **SUBMIT**.



- b) The Schedule window will open with a list of your current courses. After reviewing your schedule, click **OK**.

Payment Options

There are multiple ways to make a payment, including online in WebAdvisor. Please visit <https://www.rccc.edu/onestop/402/payment-options-for-tuition-and-fees/> to review all payment options.

Student Support

- Within all Blackboard course sites, there is a link to a variety of academic and technical support resources available to all students. Click **Student Support** in the course menu.
- Need help with your logins (email, Blackboard and/or WebAdvisor)? Visit the ITS Helpdesk website at <https://www.rccc.edu/itsanswers/>. You can also contact ITS at 704-216-7200 or email helpdesk@rccc.edu.
- Need technical support for Blackboard features? Call 1-800-808-0489 (available 24/7/365).
- Student Email Support
 - On the school's home page (www.rccc.edu) hover over "**Help**"
 - Click **ITS Technology Answers & Help Desk**
 - Under **Find Articles by Category**, click **Student Email Support**
- Online technology tutorials are available through Atomic Learning and Blackboard Help for Students (linked within your Blackboard course sites). Dozens of applications and topics are available.
- Need tutoring in a specific subject or course? The Tutoring Center has on-campus and online assistance available to all students. Within your Blackboard course, click **Tutoring Resources** in the course menu.
- To contact your instructor, in your Blackboard course site, click **Faculty Information** in the course menu and/or review the instructor information in **Syllabus** (in the Start Here area).
- Other questions about College services? Contact the Navigation Station at 704-216-7222

What Makes A Successful Student?

- **Learning Space:** Find a learning space that is free from distractions.
- **Technical requirements:** Before your course begins, make sure you have access to the technology tools necessary to complete the assignments.
- **Time management:** Whether taking on-campus or online classes, plan to spend at least 2 hours on coursework for every credit hour of the class(es). Students are expected to be aware of deadlines and might not receive reminders. It is easy to fall behind or procrastinate. Here are a few suggestions:
 - Set up and stick to a study and assignment schedule. If you miss too many, adjust your plan.
 - Note all due dates in a calendar and set reminders.
 - Set goals and deadlines for yourself.
 - Complete and submit assignments on time.
- **Actively Participate:** Access and review your Blackboard course and College email often (preferably at least once a day) for updates, announcements, and new content.
 - Reply to classmate postings in Blackboard, initiate discussions, join study groups, etc.
 - Contact your instructor regularly (and before the due dates), especially when you have questions.
 - Be positive and professional in your communications.
- **Seek Assistance:** Utilize tutoring and other resources offered by the College if you need assistance in mastering course content.

Tips for a Successful Semester

- **Log in and be counted:** Log into your Blackboard course(s) on the first day of the semester/term. You will be expected to log into the Blackboard course at least twice a week. If you are unsure, please contact your instructor to learn their expectations for the course.
- **Complete the EVA:** If you are enrolled in an Internet or Hybrid course, you will need to complete the EVA assignment as soon as possible. The completion of this assignment establishes membership in the course. If you fail to complete the EVA assignment by the deadline, you will be dropped from the course.
- **Read the Course Syllabus:** The course Syllabus will lists the meeting dates & times, if applicable, as well as the course description, outcomes, necessary materials, policies & procedures for attendance, grading and standards to name a few. You may revisit the Syllabus at any time throughout the semester by clicking the link in the Start Here area of your Blackboard course.
- **Don't be afraid to communicate:** Check your RCCC email account regularly as all communication through the college will be sent to your RCCC email address. You are also required to use that account when emailing your instructor(s). The moment you have an issue, you need to contact the instructor. Do not be afraid to use another delivery method if your instructor does not respond to the first type of communication.
- **Know your grades:** Be sure to check the My Grades course tool. Your instructor might make this one of the links in the navigation on the left-hand side or you may need to click the Course Tool link. You may need to refer to the Course Syllabus to fully understand your grade.
- **Pay attention to Blackboard notices:** Do you see a number with a red background beside your name in the top-right corner of Blackboard? This means that you have a Blackboard notice, which could be a new course announcement, your grades and the calendar.