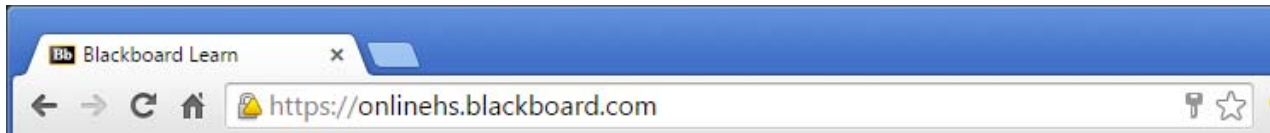


How To Access Your Orientation: A Detailed Guide

Step 1: Use your internet-connected computer's web browser to go to:
<http://www.onlinehs.blackboard.com>



Step 2: Log-in to the Blackboard Learning Management System (LMS)

- **UserName:** *your 6-digit student ID #*
- **Password:** *your 6-digit student ID #*

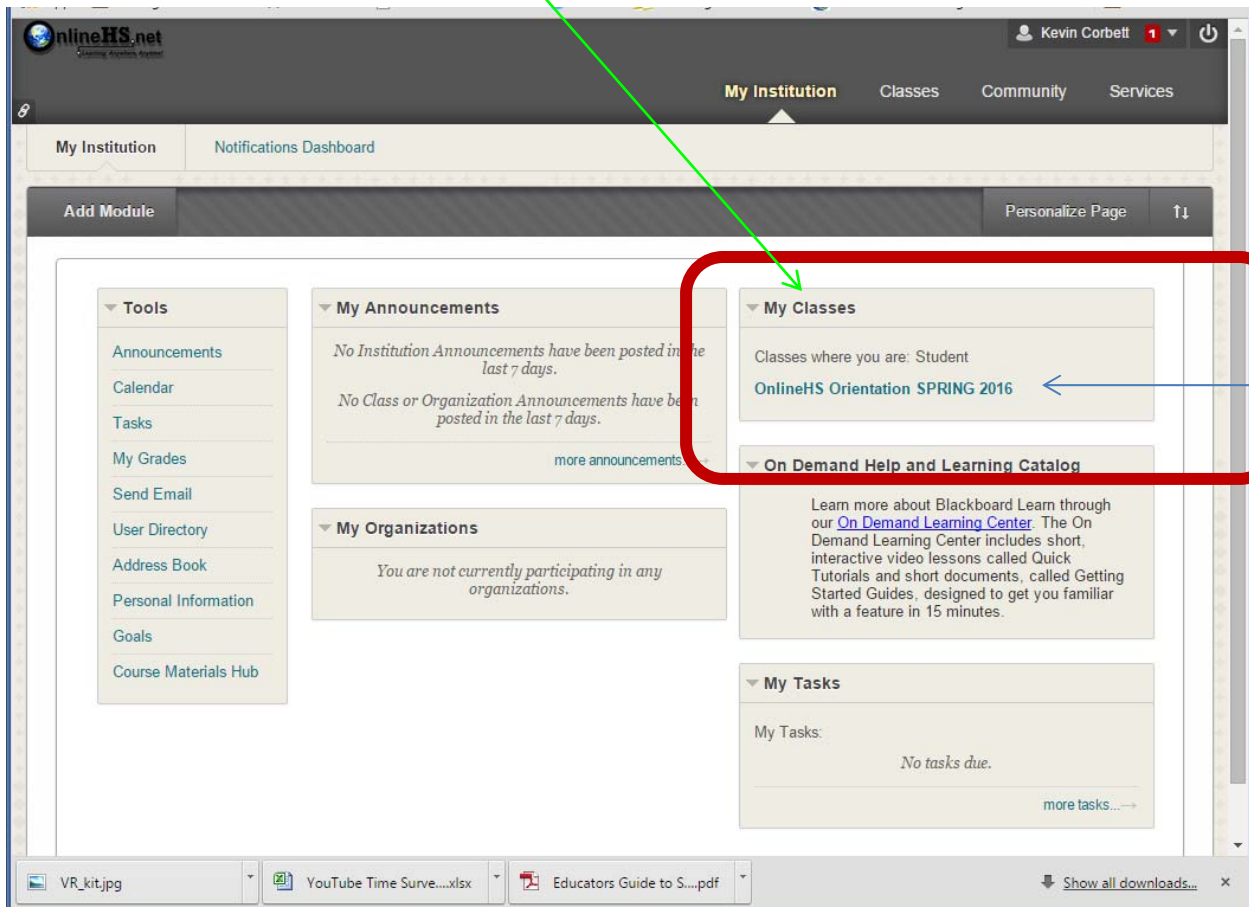
A screenshot of the Blackboard Learn login page. The page has a yellow background with a pattern of small white dots. The "Blackboard learn+" logo is at the top. Below the logo are two input fields: "USERNAME:" and "PASSWORD:". A red arrow points from the "PASSWORD:" label in the instructions above to the "PASSWORD:" input field. Below the input fields is a blue "Login" button and a link for "Forgot Your Password?". At the bottom, there is a logo for "OnlineHS.net" with the tagline "Learning: Anywhere, Anytime!". Below the logo is a footer with the text "Visit the OnlineHS.net HomePage | Email Us! OnlineHS@EverettSD.org". At the very bottom, there is a white banner with the text "Welcome Back to OnlineHS for the 2015-2016 school year" and "(Wednesday, September 9, 2015)".

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Step 3: Welcome to the Blackboard portal

This is the student's individualized and personalized portal page.

1. Look for the **My Classes** box
2. Click on the hypertext link for the name of your course.
3. NOTE: As you add more OnlineHS classes, they will appear in this box as a list of courses. Click the name to enter the course



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Step 4: Start Working!

- Use the main-menu in the left hand margin – Click on each item, which is **hypertext link**.
 - Clicking in the left margin will open the material in the right window pane
 - Start at the top and proceed IN ORDER: 1 – 8 + Wrap-up

The screenshot displays a Learning Management System (LMS) interface. On the left, a navigation menu is highlighted with a red box. The menu items are: OnlineHS Orientation SPRING 2016, Welcome to OnlineHS, Intro. to Orientation, Unit 1. Intro to OnlineHS, U2. Enrolled Correctly?, U3. Communication, U4. Digital Citizenship, U5. YouTube, U6. Academic Honesty, U7. How to be Successful, U8. External Tasks, Wrap-up...What's Next?, Discussion Board, and Gradebook. Below these are sections for CLASS MANAGEMENT (Control Panel) and a Quick Unenroll button. The main content area on the right shows an announcement titled 'Welcome to OnlineHS's Orientation Course'. The announcement text includes instructions on how announcements are displayed and a video player titled 'Orientation Introduction' with the text 'Get Started'. The video player shows a man in a black t-shirt with 'OnlineHS.net' on it. The announcement is posted by Kevin Corbett on Monday, September 28, 2015 3:11:18 PM PDT. A purple arrow points from the text 'Clicking in the left margin will open the material in the right window pane' to the announcement content.

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IMPORTANT

- Read the information and materials in each unit *AND watch the videos.*
- **TAKE NOTES**—*You'll need them!*
- Follow Directions
- Complete the tasks as directed
(double check that you've followed each step)

The Orientation **can** be completed in 4-7 hours.

- **Successfully** passing the Orientation requires :
 - Completing EIGHT (8) separate learning units
 - Learning the material in the units AND successfully demonstrating understanding of that information by earning a 70% or greater on six quizzes, is required to successfully pass the Orientation
 - NOTE: Students can (automatically) re-take quizzes as many times as needed to pass.
 - Completing four other assignments (these are **manually** graded by human instructions and do NOT automatically get graded and appear in the student's grade book).
 - HINT: Unit 5: YouTube, is the longest & most difficult unit. Taking special attention, taking notes, & reviewing them is critical.
69% of all students taking the Orientation self-reported that it took them an hour or less for this unit.

Need Assistance?? Email us—We're happy to help!

OnlineHS@EverettSD.org