Welcome to Online Introductory Biology 101
Clackamas Community College

- Welcome to an exciting way to learn Biology- online and at home.

- The attached sheet gives you the steps for getting started or "enrolled" into the course through Blackboard (course management software we use at CCC). You will do all your online work for Introductory Biology through Blackboard.
• You will do most, if not all, of your Biology work in smaller collaborative groups. Within 24 hrs of enrolling, I will be placing you into these smaller groups. Your Group will be the underlined group that appears on your Blackboard screen. Other groups will appear, but will not be underlined.

• You will be able to pick-up your Biology lab kit from the CCC Bookstore starting a week before class begins. You may request it be mailed directly to your home for a shipping fee. Visit the CCC Bookstore at [http://www.cccbookstore.com](http://www.cccbookstore.com) or contact them at 503 657-6958 x2248.

• As your instructor, I am here to help you be successful! Once again, WELCOME! I'll see you online.

IMPORTANT – READ and FOLLOW THE DIRECTIONS ON THE FOLLOWING PAGES.
Required Books


PLUS

Required (one of these two selections):


OR choose the textbook plus access code option:

Biology: The Unity and Diversity of Life, 11th Ed. 2006, textbook package plus Biology Engage Access Codes for the online text by Starr & Taggart, Brooks/Cole-Thomson Learning ISBN: 0-495-397660 (Recommended Option)
How to Get Started in Online Introductory Biology 101

Step 1: In your web browser, go to http://clackamas.blackboard.com

This will take you to the login page for Blackboard.

Step 2: If you already have a Blackboard account, click on the “Login” button, provide your username and password, and skip to STEP 5.

Step 3: If you do not have a Blackboard account from a prior course, click on the “Create Account” button. You will only need to create an account one time.
Fill in the information requested and click on the “Submit” button at the bottom of the page. Note: You **MUST** provide an accurate email address when you create your Blackboard account. This is the email address that will go into my file so I can contact you during the course of the term.
Step 4: Click “OK” on the next screen.

You should now have a Blackboard Account. Log in each time at http://clackamas.blackboard.com using this username & password.
Step 5: Click on the "Courses" tab near the top of the screen.

Step 6: On the right side of the screen under “Course Catalog”, click on the appropriate term for this course. Click on Science: Biology or search for your course by title or number in the “Course Search” box on the left of the screen. The title is “BI-101, ONLINE General Biology” and the number is BI101-30.
Step 7: After you've browsed the categories for: Science: Biology or conducted a search, a list of courses will appear. Choose **Bi101-30 ONLINE General Biology**. Click on the gray “Enroll” button to the right of the course’s name.
Step 8: Click on the “Submit” button at the bottom of the next page. This will enroll you in the course and take you to the Announcements page under the Courses tab.
When you log in again, you will see a link to the course under “My CCC” at the top of the screen. Log out and log back at http://clackamas.blackboard.com/ to see this screen now.
Step 10: When you click on the course name you will automatically go to an "Announcement" page. Here you will find instructions to complete the online orientation.
Step 11: Click on "Getting Started" to the left of the screen. This material will walk you through the online Orientation.

Complete the online orientation PRIOR to the first day of class so you’ll be ready to start on the course work the first day of the term. The class will be available starting the Friday before the term begins. Students must login on the first day of the term or you may be dropped from the class.
Follow the links in each of the topics listed under Getting Started. Follow these directions. It is a good idea to print these pages so that you can refer to them in the future.

**Step 12: Starting the Course Work**

You must stay on schedule if you are to finish the course. If you fall more than two weeks behind it is highly likely that you will NOT finish the course. Falling behind is not a reason to be issued an incomplete for the class.

The unit assignment pages are found in the Assignments file. The button to the Assignments is in the left frame of the screen when you first log into the course on Blackboard.

There is a link to each Unit’s work in the Weekly file folders. We will be doing 1 unit each week.
Click here!
Weekly assignments

Each Unit’s assignments are listed as a printable pdf file and again as individual links for quick online access. Click on the underlined text to view each assignment. **Work in the Order Listed.**
Step 13: Remember I am only an email away (pollys@clackamas.edu) and am here to help you.

Step 14: Ready? Set? Go!

12/16/06 revision