Dear Online/Hybrid Students:

There will be a general orientation for online and hybrid students on **Saturday, January 17th at 10:00a.m. in Bogel Hall 152** for Spring 2015. You will be given an overview of how to use Blackboard Learn, Blackboard Collaborate, and general Hilbert College resources. You will also have a chance to login and get hands-on experience with an instructor nearby. You will be using Blackboard to access all course content. Directions and a campus map are available on our website.

If you are unable to attend the orientation on campus, you can also **join live (virtually) through Blackboard Collaborate.** (See information below.) In addition, the session will be recorded and posted on Blackboard to view at your convenience.

**About Blackboard:**
You can access Blackboard by going to the following website: https://blackboard.hilbert.edu. Your username and password for Blackboard is the same as your Hilbert computer account. If you do not have a username or password, please contact the Hilbert IT Help Desk. Additionally, you can contact them during the semester if you have any technical problems.

The following topics will be covered at the orientation:
- Navigating your course content in Blackboard Learn (lectures, PowerPoint’s, documents, discussion forums, and other course content)
- Blackboard Collaborate – used for class lectures
- Communicating with your professor (Blackboard and Hilbert email)
- Overview of Hilbert email account
- Computer account (computer access on campus, profiles, printing)
- Wireless access on campus
- Technical help – contacting the IT Help Desk

**If you need additional information regarding Blackboard, here is a list of helpful resources:**
- **Blackboard Learn: For Students – YouTube Channel**
- **The Official Blackboard Help Site**
- **Blackboard Collaborate**
- **Hilbert College IT Help Desk Contact Information**
You must RSVP to the orientation by Friday, January 16th. Please see my contact information below.

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<thead>
<tr>
<th>Schedule for the Online/Hybrid Orientation – Saturday, January 17th:</th>
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<tbody>
<tr>
<td><strong>9:00a.m. – 12:00p.m.</strong></td>
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<td><strong>10:00a.m. – 11:00a.m.</strong></td>
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<td><strong>11:00a.m. – 12:00p.m.</strong></td>
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Please RSVP to:
Jenna Dulak
Director of Web Services and Online Technology
Information Services
jdulak@hilbert.edu
(716) 926-8894
Bogel Hall 156

IT Help Desk Contact Info:
helpdesk@hilbert.edu
(716) 649-7900 x121
Bogel Hall 156
www.hilbert.edu/academics/helpdesk