

# Student Orientation

Cougar Den/Blackboard/O365

# Cougar Den



Cougar Den | Library | Blackboard | O365 | Chat

Search

- Future Students
- Current Students
- High School
- Programs
- Distance Learning
- Faculty & Staff
- Continuing Ed
- COVID-19
- Athletics

Coastal Bend COLLEGE

NEW EVENTS EVERY THURSDAY IN FEBRUARY

**BLACK HISTORY MONTH**

Click for details!

1 2 3 4 5 6 7 8 9

The banner features the Coastal Bend College logo, a central graphic of three raised fists in red, green, and yellow, and a decorative ribbon. The text promotes new events every Thursday in February for Black History Month.

BLACK HISTORY MONTH  
[more](#)

## News [view all](#)

- [Course Offerings](#)
- [APPLYTEXAS.ORG](#)
- [Academic Calendars](#)
- [Catalog and Student Handbook](#)
- [Effective Tax Rate](#)
- [House Bill 2840 - Public Comments](#)
- [CARES Reporting](#)
- [Request for Proposals](#)

## Events [view all](#)

- TITLE IX
- MENTAL HEALTH SERVICES
- BUSINESS OFFICE
- CBC ADMIN
- CBC BOARD
- CBC FOUNDATION
- PUBLIC SAFETY
- EMPLOYMENT OPPORTUNITIES
- PUBLICATIONS & MARKETING
- MEDIA CENTER
- EVENTS CALENDAR

Go to [www.coastalbend.edu](http://www.coastalbend.edu) and click on Cougar Den located at the top right corner of the page.

# Sign-in Page

- You will enter your credentials here.
- If you do not know your credentials, please contact Student Services to [studentsuccess@coastalbend.edu](mailto:studentsuccess@coastalbend.edu) or the Helpdesk to [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu) or 361-354-2508.



Sign in to your account

LET'S NAVIGATE THROUGH  
COUGAR DEN.

# This is your Cougar Den Portal Page



MENU

SHARE FOLLOW 0 Notifications

Students

Search this site

Home

## Campus Announcements

There were no announcements found.

## My Week

FEBRUARY 2021

February Wednesday 10 - Friday 12

### Wednesday, February 10th

**Ryan's Out**  
8:00 AM - 5:00 PM  
All sites

### Thursday, February 11th

**Ryan's out**  
8:00 AM - 5:00 PM  
All Sites

### Friday, February 12th

**Jonathan out**  
All Day

**Campus Tour for Josh and JP**  
9:00 AM - 12:00 PM

**Canceled: POLYCOM B: QEP Meeting**  
10:00 AM - 12:00 PM  
E110, A103, K119, P140

## Start Here

- ✓ [TITLE](#)  
Video Tutorial - How to Register for Classes
- [TITLE](#)  
Instructional Guide - How To Register for Classes

## Campus Applications

[Self-Service](#)

## Unread Messages

You Have 0 Unread Messages

0 Office 365

## My Classes

[Click here to access My Blackboard](#)

## Student Form Links

[Add/Drop Form](#)

[Transcript Request Form](#)

# Start Here Tab:

You have a video and Instructional Guide on "How to Register for Classes"

The screenshot displays a web application interface. At the top, there is a dark blue navigation bar with a 'MENU' button on the left and 'SHARE', 'FOLLOW', and 'Notifications' (0) on the right. Below this is a blue header bar with a 'Students' link and a search box labeled 'Search this site'. The main content area features a 'Campus Announcements' section with the message 'There were no announcements found.' and a 'My Week' section. On the right, a 'Start Here' tab is active, showing a list of resources:

- ✓ [TITLE](#)
- Video Tutorial - How to Register for Classes
- Instructional Guide - How To Register for Classes

# Cougar Den Portal Menu:

Click on every link to learn more about it.


The image shows a screenshot of the Cougar Den Portal. On the left, a dark blue sidebar menu is open, listing various navigation options. The menu items are: Coastal Bend Portal, Staff, Students, Academic and Workforce Programs, Administration (with a right-pointing triangle), Admissions and Registrar (with a right-pointing triangle and a tooltip that says 'Administration'), Cougar Life (with a downward-pointing triangle), Cougar Life Home, Athletics, Campus Events, Housing, and Student Clubs and Organizations. At the top of the sidebar is a 'MENU' button with a hamburger icon. To the right of the sidebar is a search bar with a magnifying glass icon and the word 'Search'. The main content area on the right shows a 'Home' button with a house icon, a 'Campus' section with the text 'There we', a 'My Week' section with a calendar icon and the text 'FE', and a 'Wednesday' section with a red square icon and the text '8:00 A' and '5:00 P'. Below that is a 'Thursday' section with a red square icon and the text '8:00 A'. The URL at the bottom of the browser is <https://portal.ec.coastalbend.edu/students/Pages/default.aspx#>.

Self-Service  
Link:

You will click here to register for classes, view your grades, financial aid status, make payment online, view your schedule, and view your unofficial transcript.

 SHARE

 FOLLOW

 SYNC



0

Notifications

## Campus Applications

[Self-Service](#)

## My Classes

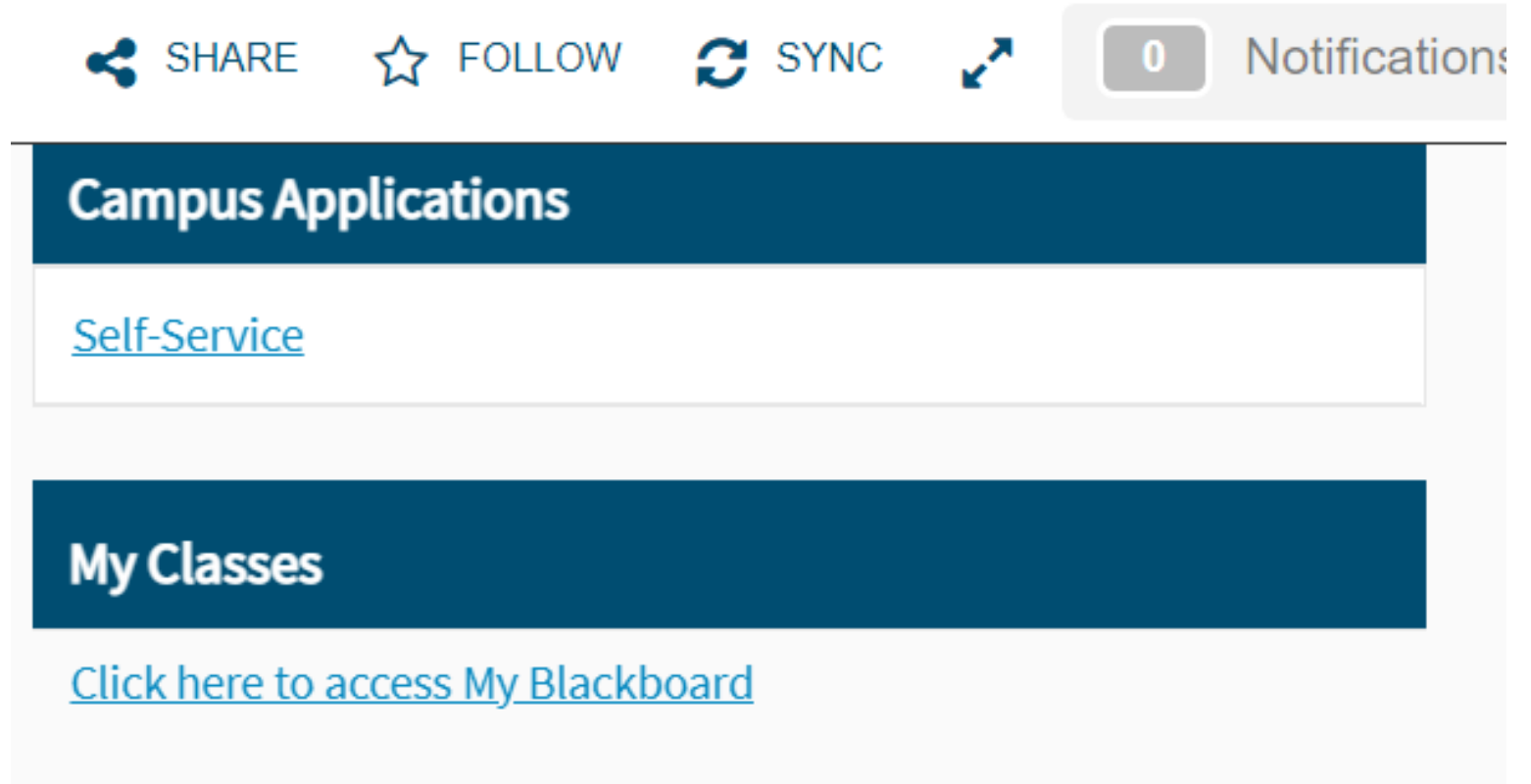
[Click here to access My Blackboard](#)



# My Classes Blackboard Link:

This link will take you to your Blackboard Courses as a Single Sign-On. **PLEASE NOTE!** *If you are not registered for classes, you will not have access to Blackboard.*

We will get into Blackboard a little further into the Orientation.

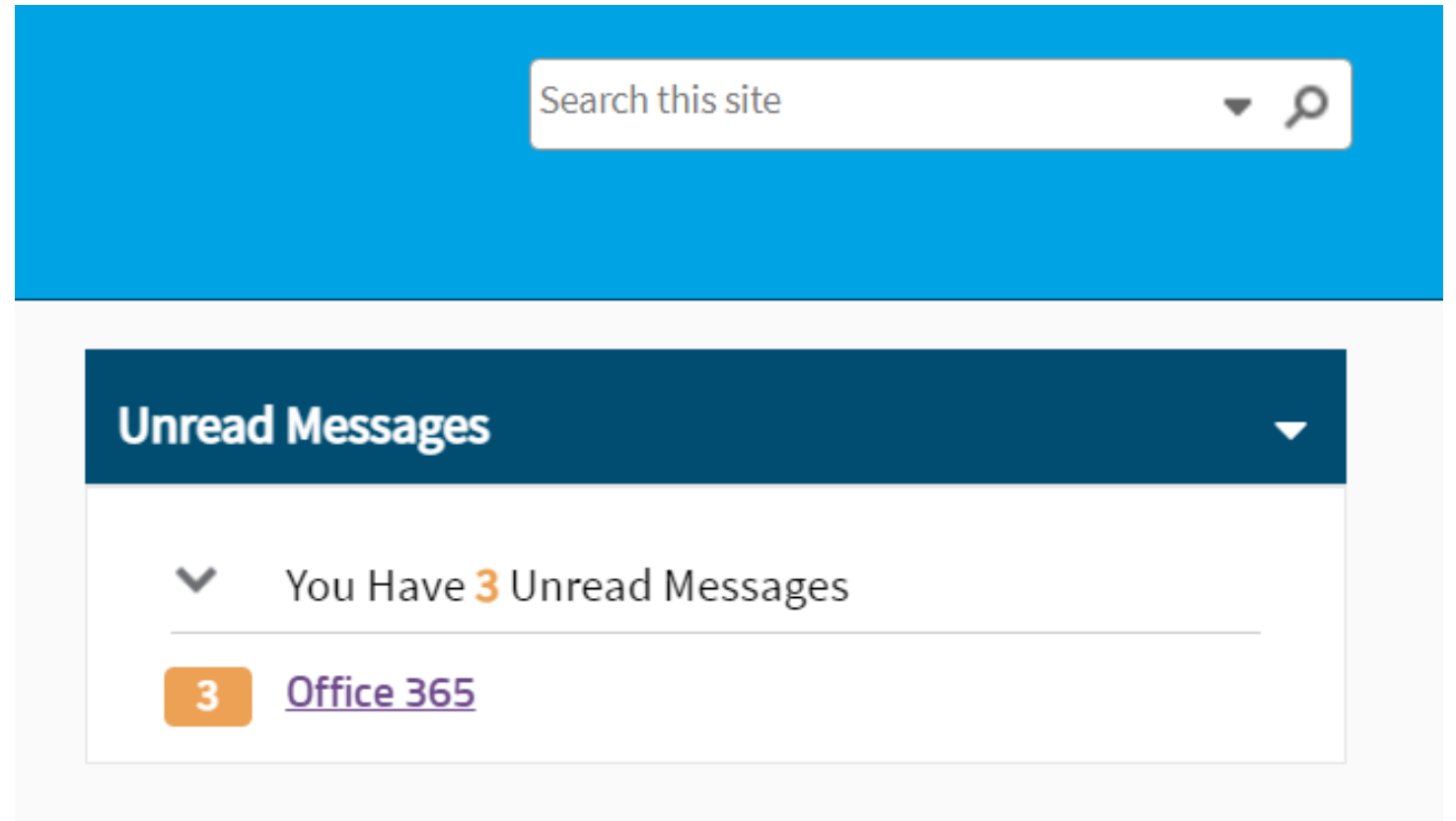


The screenshot shows a user interface with a navigation bar at the top. On the left, there are icons for 'SHARE', 'FOLLOW', and 'SYNC'. On the right, there is a notification bell icon with the number '0' and the text 'Notifications'. Below the navigation bar, there are two main sections. The first section is titled 'Campus Applications' and contains a link labeled 'Self-Service'. The second section is titled 'My Classes' and contains a link labeled 'Click here to access My Blackboard'.

# Unread Messages Link: Office 365

This link will take you to your O365 login Page.  
Your email will be your username for Cougar  
Den/Blackboard followed by  
@study.coastalbend.edu and your password will  
be your CBC Student ID #.

We will get into O365 a little more into  
the Orientation.

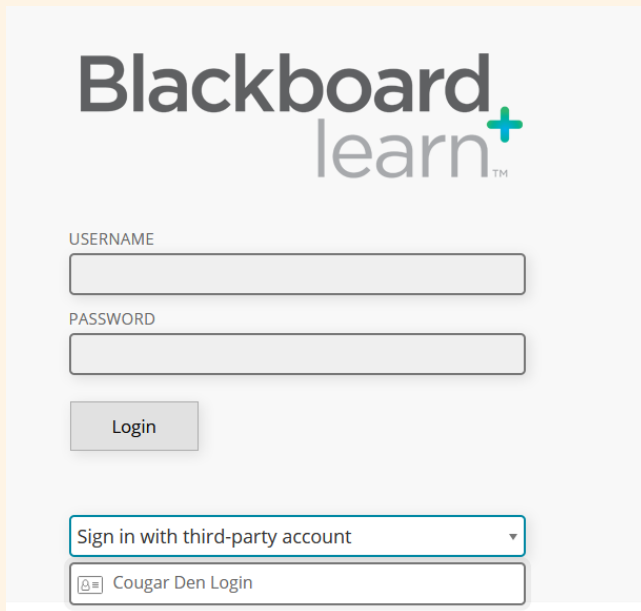


The image shows a screenshot of a website interface. At the top, there is a blue header bar containing a search box with the text "Search this site" and a magnifying glass icon. Below the header, there is a dark blue navigation bar with the text "Unread Messages" and a downward-pointing triangle. Underneath this, a white notification box displays a downward-pointing triangle, the text "You Have 3 Unread Messages", a horizontal line, and a notification card. The card features an orange square with the number "3" and a purple link labeled "Office 365".

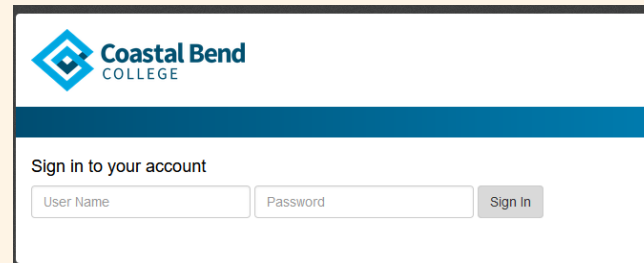
Please click on every link within  
Cougar Den to familiarize yourself  
with the system.

# Blackboard and Blackboard Mobile App:

- There are 2 login screens, please be sure to login correctly to each screen.
- If you see this Blackboard Learn Login Screen, please click on Sign in with third-party account and click on Cougar Den Login. It will take you to the Coastal Bend College Login Page.
- On the Coastal Bend College Login Page, sign into your account with your credentials.



The image shows the Blackboard Learn login interface. At the top, the logo reads "Blackboard learn+™". Below the logo are two input fields: "USERNAME" and "PASSWORD". A "Login" button is positioned below the password field. At the bottom, there is a dropdown menu with the text "Sign in with third-party account" and a "Cougar Den Login" button.



The image shows the Coastal Bend College login page. At the top left is the "Coastal Bend COLLEGE" logo. Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. There are two input fields: "User Name" and "Password", followed by a "Sign In" button.

# Blackboard Mobile App:

- This video will give you information on how helpful the App is. Please be sure to go to your app store to install now.
- [BB App Tour](#)



# Supported Browsers and Operating Systems:



Google Chrome

Please Note: *Students are responsible for making sure their personal computer works with Blackboard.*

***NOTE: Internet Explorer/Safari do NOT work well with Blackboard...please do not use Internet Explorer/Safari especially when taking exams.***





# Blackboard Navigation

# Blackboard Access

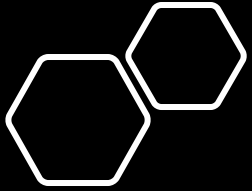


If you have not yet registered for courses, you will not have access to Blackboard.



Please get with a Success Coach for assistance with registration.

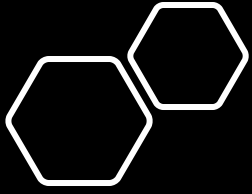




# Blackboard Courses:

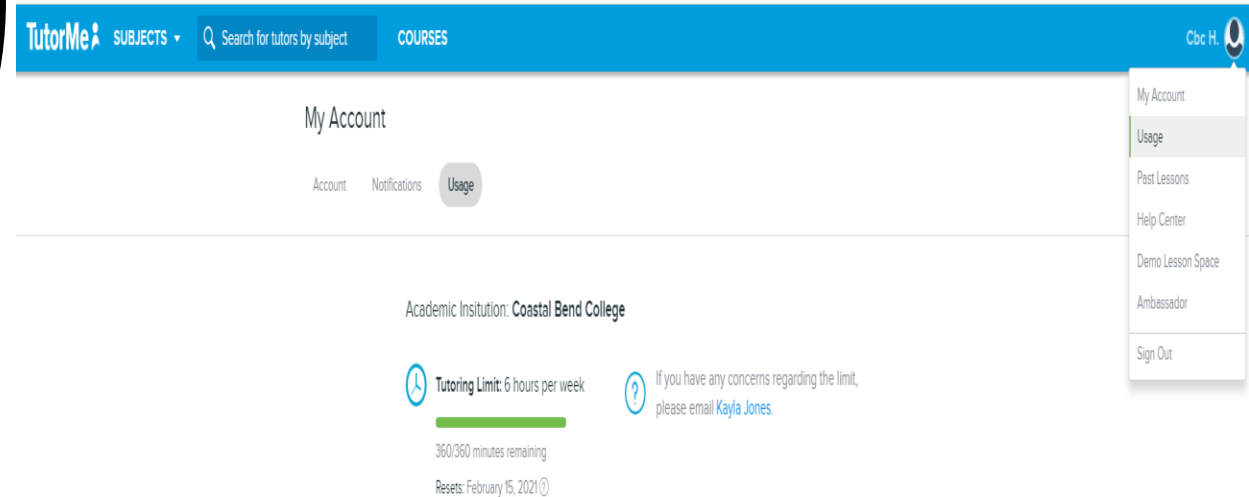
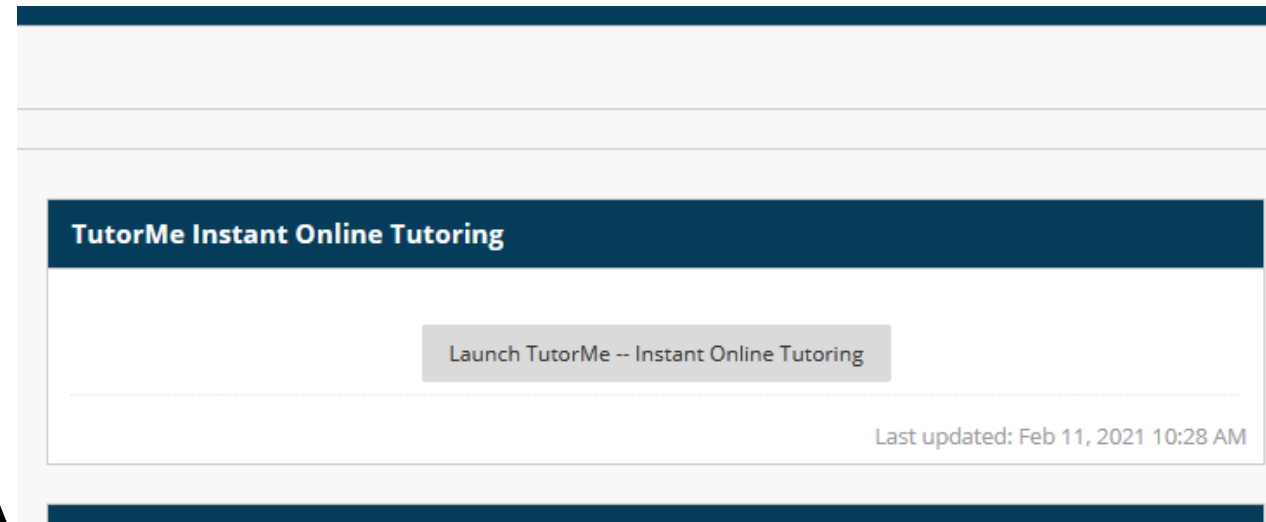
Your classes are listed under the My Courses tab.

The screenshot displays the Blackboard user interface. At the top, a dark blue navigation bar contains the text "My Blackboard", "Content Collection", and "Services". In the top right corner, a user profile dropdown shows "Test Student Test Student" and the number "38". Below the navigation bar, the main content area is divided into two sections. The first section, titled "My Courses", has a dark blue header and contains the text "Courses where you are: Student" followed by a blue link "Blackboard Orientation". The second section, titled "My Tasks", also has a dark blue header and contains the text "My Tasks:" followed by the message "No tasks due." and a blue link "more tasks..." in the bottom right corner.



# Tutoring Available:

- Click on the TutorMe Instant Online Tutoring with single sign-on access.
- You do have TutorMe available to you 24/7, but with limited time.
- You will only have 360 minutes available to you for tutoring (6 hours a week).
- You can click on your profile icon to the top right and click on usage to see how many hours you have been on and remain.
- Contact Dean Jones with concerns regarding the limit.



# Announcements:

## My Announcements

SPRING GRADUATION PLEASE READ!!

ATTENTION!! All Students, Faculty & Staff:

THIS IS YOUR CHANCE TO WIN SOME SWAG!! PLEASE READ!!

SPRING 2021 STUDENT SUCCESS WORKSHOP

*No Course or Organization Announcements have been posted in the last 7 days.*

[more announcements...](#)

Please be sure to look at the Announcements that are posted in your Blackboard. There is always important information that is being added to your Announcements tab.

# On Demand Help:

—  
These are very helpful links for student guidance with Blackboard.

My Blackboard

Notifications Dashboard

## On Demand Help

### Help for Students

[Visit Blackboard Help for students](#)

[Learn about the Blackboard app](#)

[Watch helpful how-to videos for students](#)

### Help for Instructors

[Visit Blackboard Help for instructors](#)

[Explore online teaching strategies and best practices](#)

[Learn about the Blackboard Instructor app](#)

[Watch helpful how-to videos for instructors](#)

## Tools

2020-2021 Academic Calendar

Announcements

CBC Catalog and Student Handbook

CBC O365 Email

Respondus LockDown Browser

Calendar

Tasks

My Grades

User Directory

Online Student Workshops

Student Health 101 Newsletter

Send Email

Goals

Personal Information

Address Book

Application Authorization

Application Authorization

# Tools:

In the Tools area, you have some links you may use and some you may not. The ones crossed out in red are those that you will not be using.

Blackboard Orientation



▼ Blackboard Orientation



Course Information

Course Content

Announcements

Mail

My Grades

Communication Tools

Student Support

# Blackboard Course Menu:

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# Course Information:

## This page will contain the following:

Your Instructor's contact information.

Link to your Syllabus

Instructor Policies

Course Policies


Attendance Policies

Course Schedule (Due Dates for assignments)



# Course Content:

This page will contain:

- Reading assignments
  - PowerPoint Lectures
  - Assignments
  - Exams/Assessments
  - Discussion Board
  - Etc..
- 



# Where do I find my Assignment?:



Where do I find my assignments?



Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content. Ask your instructor if you have questions about how your course is organized.



Your instructor may make some assignments available after a certain date or after you complete a certain task. For example, you might have to mark a lecture as reviewed before you may access an assignment. Contact your instructor if you don't see an assignment you think you should.



If you submit after the due date, your submission is marked LATE and penalties may apply.

# How to Submit an Assignment:

- Open the assignment. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.
- Select Write Submission to expand the area where you can type your submission. You can use the [options in the editor](#) to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.
- Select Browse My Computer to upload a file from your computer.
- If your instructor hasn't allowed multiple attempts, you may submit your assignment only once. Before you select Submit, be sure that you have attached any required files.
- When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.

Upload Assignment: Week 1 Study Guide Questions

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**ASSIGNMENT INFORMATION**

Due Date <b>Wednesday, October 5, 2016</b> 3:00 PM	Points Possible <b>30</b> <a href="#">View Rubric</a>
--	---

Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide. You're allowed one attempt.

---

**ASSIGNMENT SUBMISSION**

Text Submission [Write Submission](#)

Path: p

Attach Files [Browse My Computer](#) [Browse Content Collection](#) [Browse Cloud Storage](#)

File Name	Link Title	
study_guide_sspooner.doc	study_guide_sspooner.doc	<a href="#">Do not attach</a>

**ADD COMMENTS**

Comments

Add comments that only your instructor sees.


Character count: 46

[Cancel](#) [Save Draft](#) [Submit](#)

A large circle with a gradient from blue to orange. In the top left, there is a plus sign (+) and a small circle (o). In the bottom right, there is a small solid circle (●).

# Save an Assignment as Draft:

On the Upload Assignment page, select Save Draft to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

- Return to your assignment and select the assignment title.
  - On the Review Submission History page, select Continue.
  - On the Upload Assignment page, make your changes.
  - Optionally, type Comments about your submission.
  - Select Submit. The Review Submission History page appears with information about your submitted assignment.
- 
- A vertical line on the right side of the page, colored blue and orange.



# Resubmitting an Assignment:

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- Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor may provide comments on your first draft so that you can try to improve your work.
- You may realize you made an error after you've submitted your assignment. However, you may not be allowed to resubmit the assignment. Contact your instructor to ask for the opportunity to resubmit the assignment.
- If you may make another attempt, select the assignment link in your course. Start New appears on the Review Submission History page.

# Review your Submission:

Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission.

Review Submission History: Week 1 Study Guide Questions

Assignment Instructions ^	Assignment Details v
Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide.	<b>GRADE</b> LAST GRADED ATTEMPT
You're allowed one attempt.	<b>ATTEMPT</b> 9/14/16 4:52 PM
	Submission <a href="#">study_guide_pdurand.c</a>

The Review Submission History page appears with information about your submitted assignment and a success message with a confirmation number. Copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.

# Announcements:



Announcements communicate important, time-sensitive information.



You can easily view the institution and course announcements your institution and instructors have posted.



## Mail:

With the course email tool, you can send messages from your course-to-course members' external email accounts without the need to switch to your email provider, such as Gmail or Yahoo. You can send emails to individual users or to groups of users.

# My Grades:

This is where you will see your Submitted Grades, and Upcoming Assignments.

Blackboard Orientation My Grades

My Grades

All Graded Upcoming Submitted Order by: Course Order

ITEM	LAST ACTIVITY	GRADE
<b>What Makes a Successful Student: 40 Characteristics</b> Assignment	UPCOMING	- /100
<b>Test Your Knowledge -- Library and Resources</b> Test	UPCOMING	- /100
<b>Exam</b> Test	UPCOMING	- /100
<b>Final Class Grade</b> <a href="#">Grading Criteria</a>		-
<b>Course Evaluation</b> Survey	UPCOMING	-
<b>Self Introductions</b> Discussion	UPCOMING	-



# Communication Tools:



If your Instructor decides to use this page, you can find the following:



Links to Virtual Meeting Rooms (TEAMS, LifeSize)



Discussion Boards



Anything that has to do with Communications.

# Student Support:






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On this page, you will find different student resource links.

Blackboard Orientation

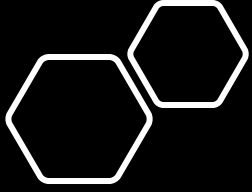
- Course Information
- Course Content
- Announcements
- Mail
- My Grades
- Communication Tools
- Student Support

## Student Support

-  [\*\*Blackboard Guide for Students\*\*](#)
-  [\*\*Chat with CBC Representatives\*\*](#)
-  [\*\*Tutoring Services Web Page\*\*](#)
-  [\*\*CBC Library Resources\*\*](#)
-  [\*\*Essay Writing Resources\*\*](#)



# Microsoft Office 365 Navigation



# Login Screen

Your CBC Student email will be your username for Cougar Den followed by @study.coastalbend.edu and your password will be your CBC Student ID#.



## Sign in

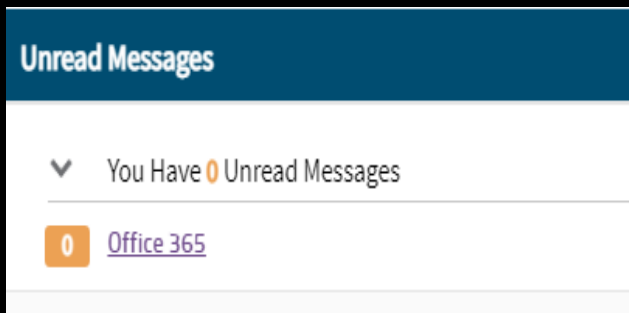
|Email, phone, or Skype

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No account? [Create one!](#)

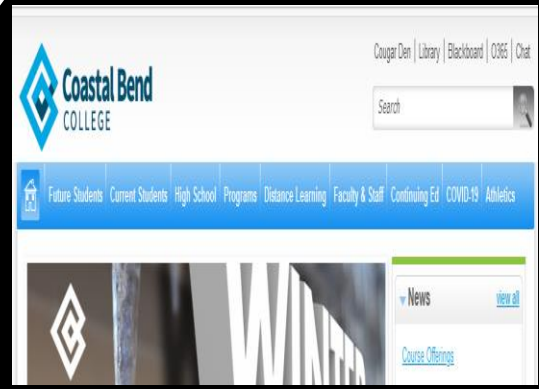
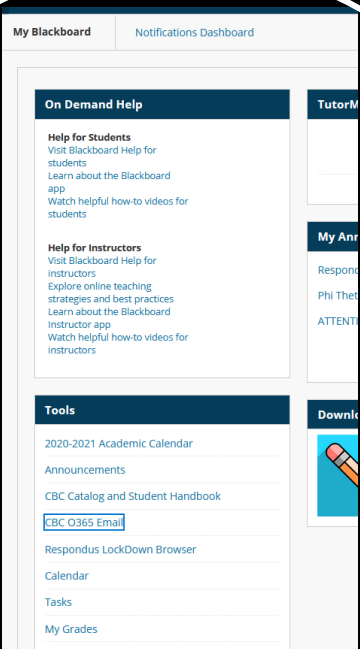
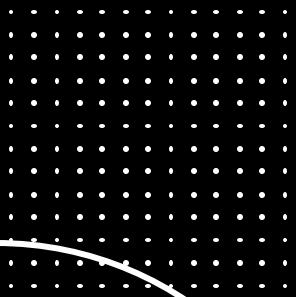
[Can't access your account?](#)

Next

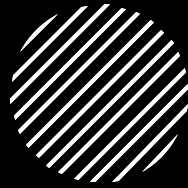


# O365 CBC Student Email Navigation:

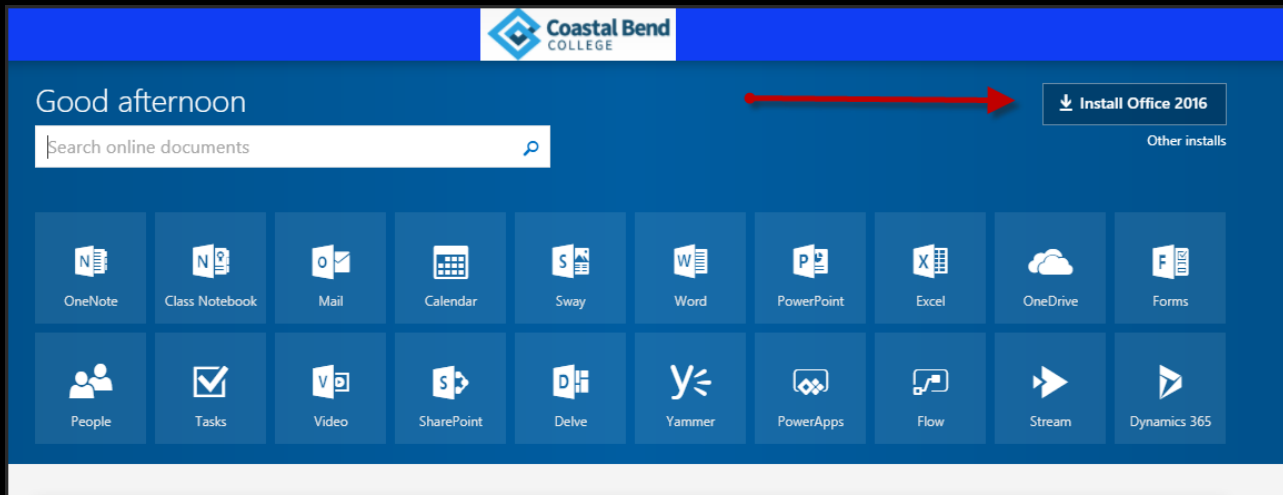
3 ways to access your Student Email.



# Let's Install Office



- As a CBC student, you have access to download and install the full version of Microsoft Office 2016 onto 6 of your personal devices. This is part of the Office 365 program. Simply login to O365 and click the Install Office 2016 Option to download the program. CBC uses Microsoft Word as a standardized program for essays, research papers, reports, etc. and it is the student's responsibility to ensure their assignments are typed using the standardized program to ensure that instructors are able to view these documents.
- To login to O365, access our CBC Webpage at <http://www.coastalbend.edu>
- Click on the O365 link located at the top right of the page
- Enter your username and password
- Username - (your username for Cougar Den) followed by @study.coastalbend.edu
- Password -- your CBC Student ID number
- Once you have logged in, click the Install Office 2016 button located at the top right.
- Follow the prompts for installation.



# Your Free Apps with O365



Word



Excel



PowerPoint



Outlook



OneNote



Publisher (PC only)

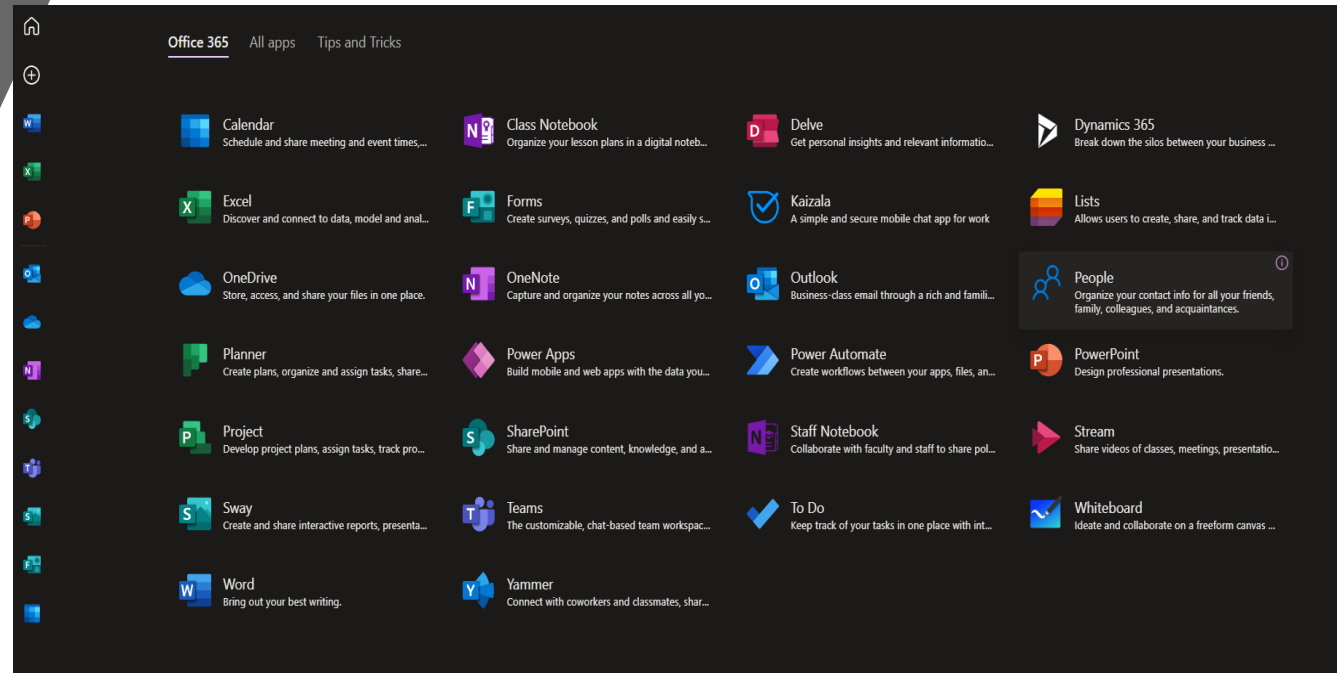
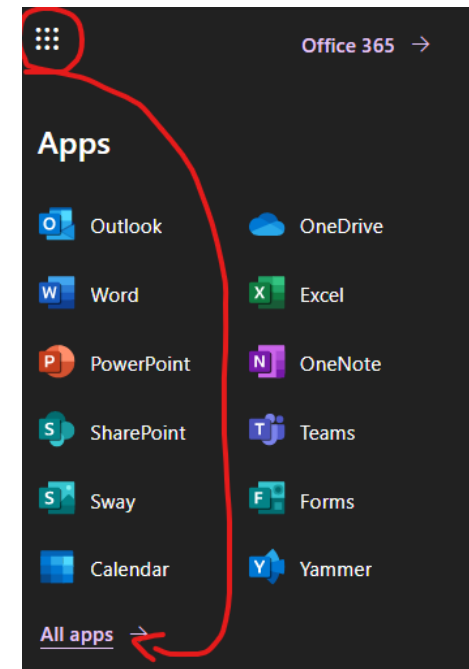


Access (PC only)

These are just a few apps that you get with the O365 Install.

# Please Explore All Apps

Please click on each app to see what you can benefit from it.





Do Not Forget To Install The Outlook App On  
Your Phone



Play Store



Please Contact IT for  
Technical Issues.



[HELPDESK@COASTALBEND.EDU](mailto:HELPDESK@COASTALBEND.EDU)



[IT@COASTALBEND.EDU](mailto:IT@COASTALBEND.EDU)

*That's all Folks!*



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