



First Time Bb User's Checklist

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Instructions: Entering Bb and finding your course

- _____ 1. **Open** Browser (Internet Explorer 5.5 or higher)
- _____ 2. In the address bar, **type** the URL: **http://tvs.esc4.net**
- _____ 3. You are now on Bb's **Welcome Page**
- _____ 4. **Click** on the  button
- _____ 5. You have now reached the **"Have an Account? Login Here"** page.
- _____ 6. **Enter** your **USERNAME** and **PASSWORD**
(See Login Information, all lower case)
- _____ 7. **Click** on the  button. This will lead you to your **TVS Home** page
- _____ 8. **Look** for **"Courses Quickview"** (located under your name in the center of the page)
- _____ 9. **Click** the **underlined link** to open your course listed under "Courses in which you are enrolled"

Instructions: Opening Syllabus and Overview

- _____ 1. You should now be **viewing** the **"Default or Opening Page"** for your course.
- _____ 2. On the Tool Bar (left side), **click** on the **"Syllabus"** button.
- _____ 3. The **"Course Overview "** page should now be open.
- _____ 4. **Review** the **"Course Overview" materials** and become familiar with them for future reference.

Instructions: Locating Instructor Contact Information

_____1. On the left tool bar, **click** on the "**Facilitators**" button.

_____2. **Click** the underline link of the teacher(s) whose contact information you want to locate.

Instructions: Accessing Course Materials

_____1. **Click** on the "**Lecture Material**" button on the left tool bar.

_____2. On the right screen, **click** on the name of your course module's **underlined link**.

_____3. A screen will open providing you with links to your module's lecture, activities, and weekly checklist.

For technical assistance, call Linda Gillis at 1-800-992-9397, or email her at lgillis@esc4.net
