

# Fast Facts about UTC Online (Blackboard)

for students

- Fact 1:** UTC's Online Course Delivery System uses Blackboard. The system is used by many instructors to organize course materials, lectures, assignments, discussions, etc. You should check with each instructor of your classes about her/his use of **UTC Online**. If an instructor is NOT using the system, then you should not see the class listed when you log in.
- Fact 2:** The system is available from both on campus and off campus. The URL for **UTC Online** is: <http://utconline.utc.edu/> Information to help you with the system functions is located at the same URL.
- Fact 3:** **UTC Online** system is secure and restricts access. Your user name is your UTC-ID (3 letters and 3 numbers). Your **UTC Online** user name and password are the same as your UTC e-mail user name and password and your user name and password to access the Lupton Library databases. If you change your password in any one of these systems, it will automatically change your password for ALL the UTC systems.
- Fact 4:** If you need to look up your UTC-ID or password, you can go to: <http://www.utc.edu> and click on the "Forgot Password" button.
- If you forget your password, you can also click on the "Forgot your password?" link on the **UTC Online** log in screen (<https://secure.utc.edu/pw/forgot.php>)
- Fact 5:** If you need help logging in to **UTC Online** system, call the UTC Help Desk at **425-4000**. For other questions about your **UTC Online** classes, talk with your instructor FIRST.
- Fact 6:** **UTC Online** uses ONLY your UTC e-mail address. You are required to check your UTC e-mail regularly for course-related and other University communications. (Log in at <http://www.utc.edu/>)
- Fact 7:** If you add a class, you will be automatically enrolled in the **UTC Online** class. However, you will only see or have access to that class if the instructor has opened it up to students.
- Fact 8:** If you drop a class, you are NOT automatically dropped from your **UTC Online** class. Contact the instructor to remove you from any classes that you drop.

