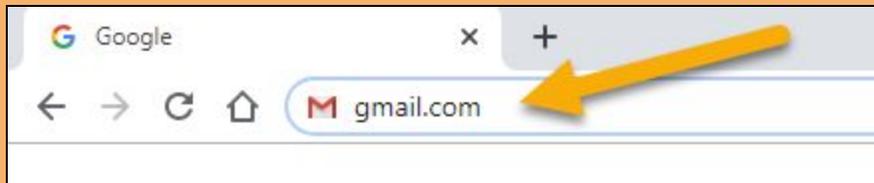


## How to access BBCU Links via fcpsschools.net Gmail (Student Directions)

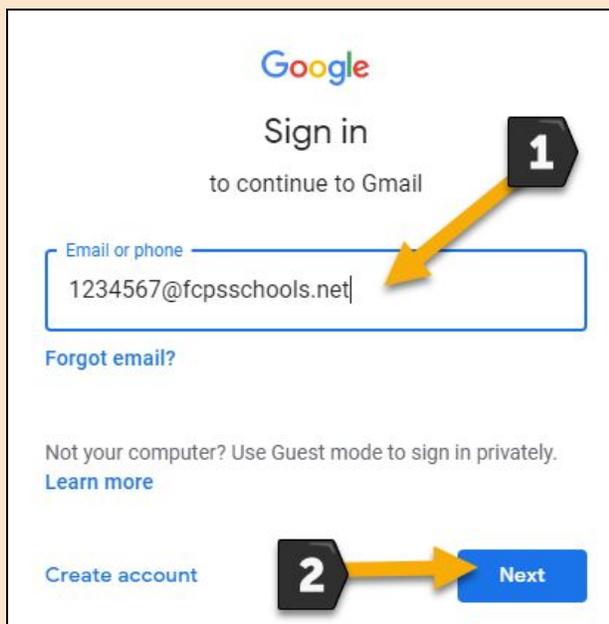
1. Open Google Chrome.



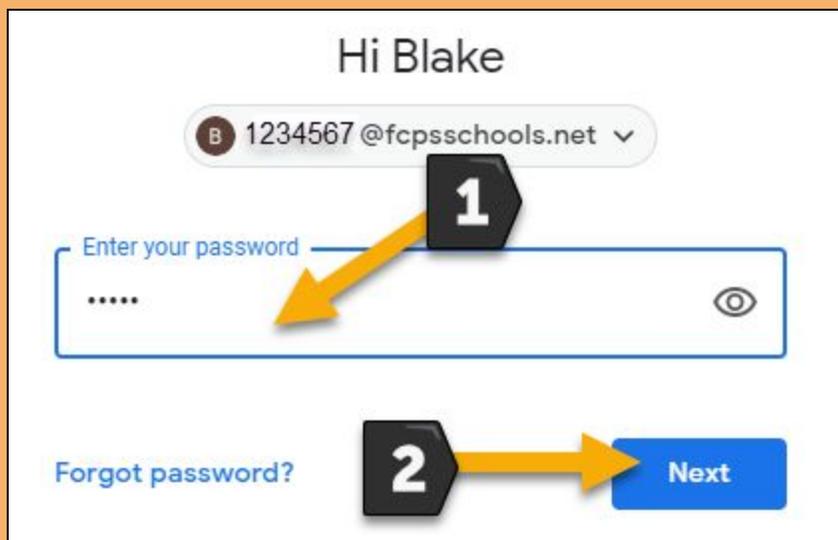
2. In the address bar (where websites go) type in gmail.com.



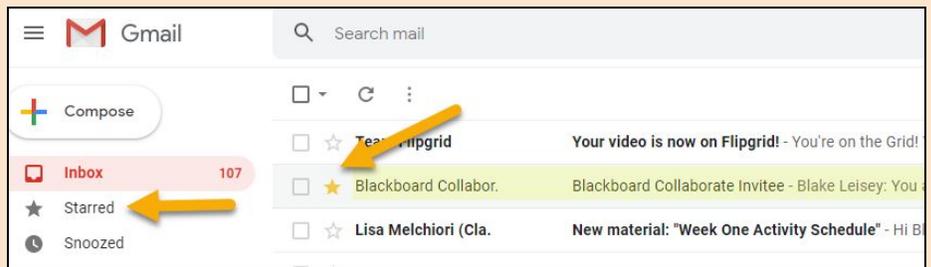
3. Sign in using your username@fcpsschools.net account, then click Next.



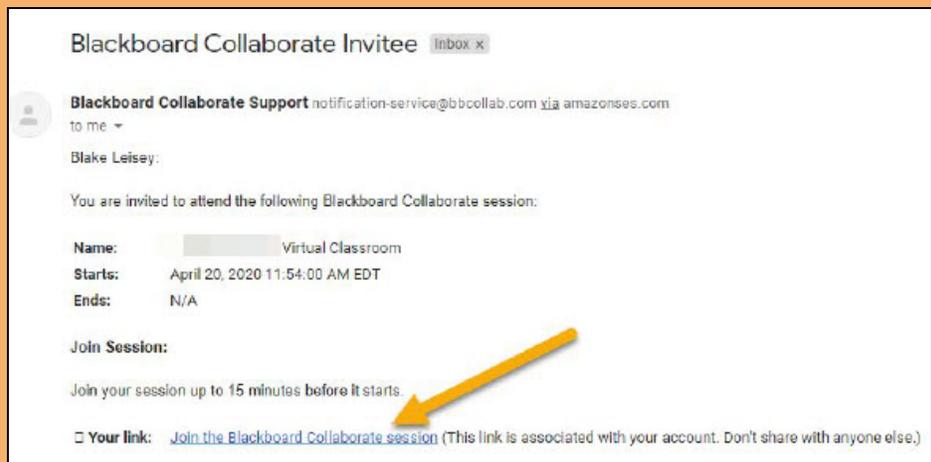
4. Type in your password, then click Next.



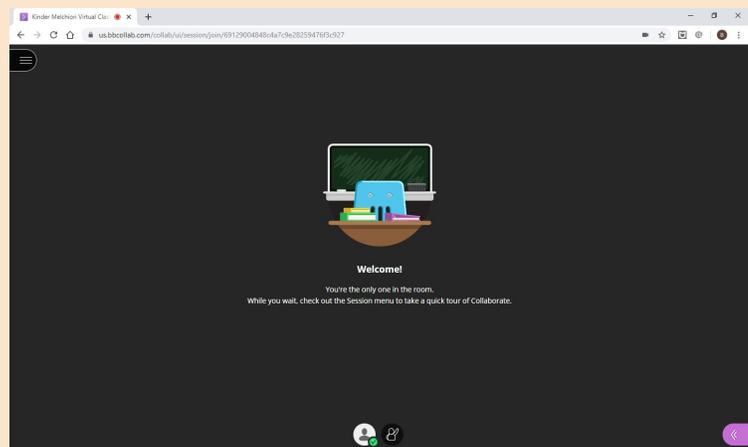
5. Look for the email entitled **Blackboard Collaborate Invitee**. Click the star next to this email so you can access it easily later from Starred.



6. Click on **“Your link”** from the email.



7. When you see this screen you know you’re in! Wait for your teacher’s directions.



**IDEA:** Save all your course links in one location using the Student Schedule Template. If you have filled out this document already, please update the links with those received after 4/22/2020

Click here for your copy of the Student Schedule Template

**Distance Learning Schedule: Example**

In order to create your own personal distance learning schedule, you will have to remember your class schedule for the current semester. Forgotten your schedule already? You can always refresh your memory by checking SIS

Original Schedule		Distance Learning - Wednesday			Distance Learning - Friday		
Class Period	Subject	Class Period	Time	Subject	Class Period	Time	Subject
1		1	9:15-10:00		2	9:15-10:00	
2		3	10:30-11:15		4	10:30-11:15	
3							