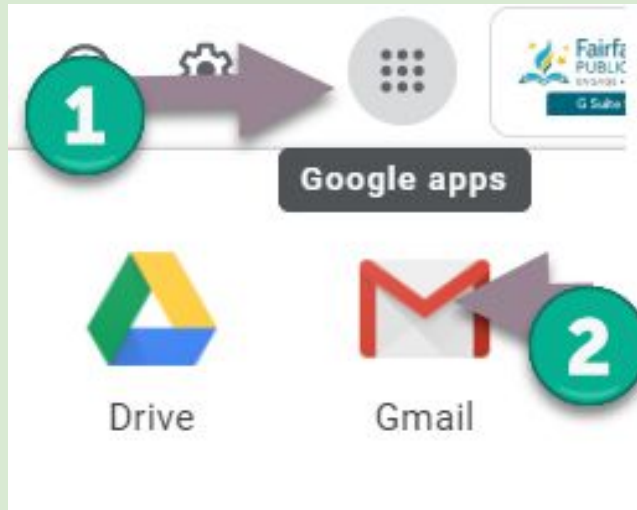


# How to Access BBCU Links Via your fcpsschools.net Gmail (for students)

1. Open Chrome and go to your Google Drive. Log on if prompted



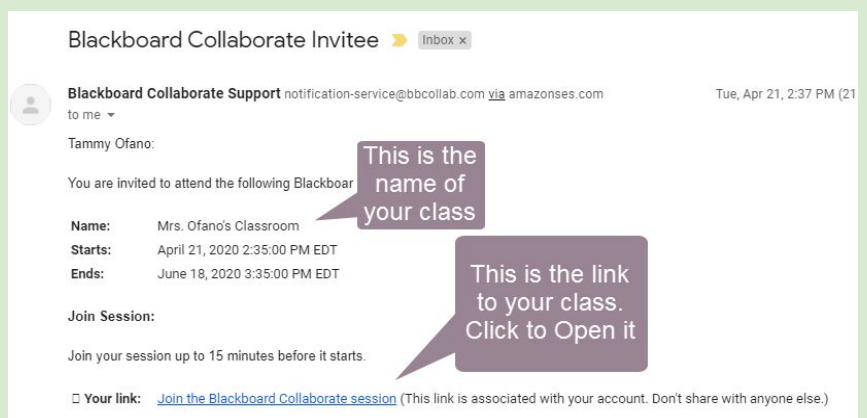
2. Go to the Google Apps Menu and Select the Gmail Icon



3. Look for the mail message from Blackboard Collaborate. Click the Star so you can come back to it easily if necessary.

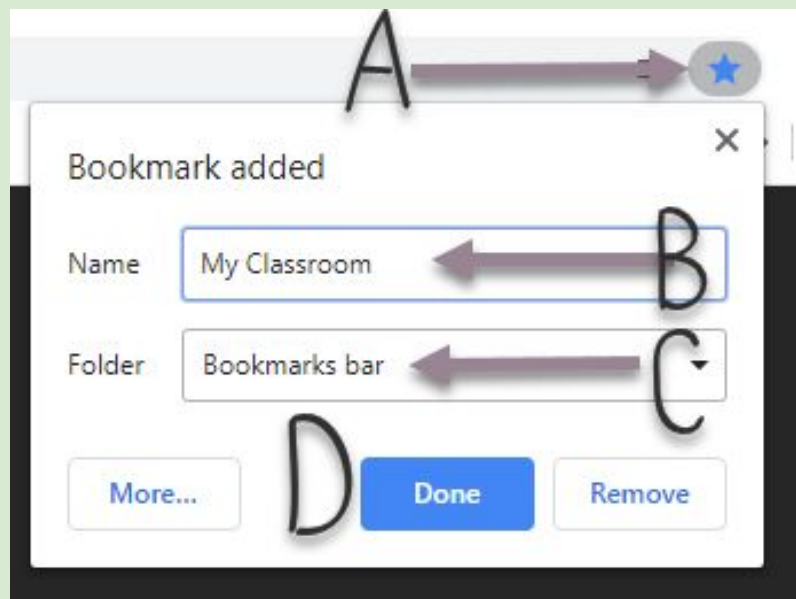


4. Open the email from Blackboard. It will include the name of the class and your PRIVATE link to the class. DO NOT share this email with anyone. The link is associated with your email, when you enter the class your name will automatically be displayed.



5. Click the link to go to your class. If you see this screen you know you're in! Wait for your teacher's directions.

6. Bookmark this page so you can come back to it easily.
- Click the Star in the address bar to turn it blue
  - Give your Bookmark a logical name
  - Make sure it is going to the Bookmarks bar
  - Click done to add it to your Bookmarks bar



7. The next time you use your Bookmark you will get his message. Simply click the **Reconnect** button to connect

8. If you don't see your Bookmarks bar, click the 3 dots menu (the Chrome menu) in the top right corner, click on Bookmarks, choose Show Bookmarks bar

9. If you have more than one class that you need to bookmark you can make a folder on your Bookmarks bar to keep them organized.

- Right click on your Bookmarks bar
- Select New Folder
- Give it a name
- You can drag and drop your bookmarks into your new folder.

