Below you will find some information and resources that will be useful when working off campus. If you have any questions or problems, reach out to Jeff Watson or the Helpdesk.

Helpful web addresses

- **Lewis and Clark Community College homepage** - https://www.lc.edu
- **Colleague** - https://colleagueui.lc.edu
- **Blackboard** - https://blackboard.lc.edu
- **Faculty / Staff email** - https://email.lc.edu
- **Blazernet** - https://www.lc.edu/blazernet
- **Self-Service** - https://selfservice.lc.edu
- **SARS Anywhere** - https://sars.lc.edu/SARSAnywhere/Login.aspx

Blackboard Learn and Blackboard Collaborate

Some general information about these tools can be found below. Check your email for a message from Mary Lou Watson with more information regarding these tools and how to use them, including training.

Blackboard Learn
Blackboard Learn is a tool available to all faculty. A majority of faculty are currently Blackboard users. Blackboard Learning Management System supports academic learning with the ability to communicate to students, deliver course content, facilitate discussion, administer assignments and tests, and track student grades. If you have lecture materials written or available, then you can make them available to students by uploading them to the Blackboard course. Blackboard is mobile friendly, so students can login and access content on their smart mobile device using the Blackboard app.

Blackboard Collaborate
This tool is available to all faculty and staff at Lewis and Clark Community College. It allows faculty to conduct a class in a virtual classroom, emulating a face-to-face experience. Students can connect to the Blackboard Collaborate using a computer or mobile device. Blackboard Collaborate can also be used to conduct a virtual meeting regardless of whether the invitees are affiliated with LC.

Office phone forwarding

How to forward your office calls to another phone (such as your cell phone):

- Pick up the handset of your office phone and make sure there is dial tone
- Dial #91
- Enter the number you want to forward your calls. Remember "9" (1+area code if needed)
- Press the # key to save the number
- Hang up
- Your office phone will be forwarded to the number you put in

To cancel call forwarding:

- Pick up the handset of your office phone and make sure there is dial tone
- Dial ##91
- Hang up

Helpdesk Hours

Utilize the Helpdesk for any technology questions and issues you have.

March 16 through March 20
8:00AM to 4:30PM

March 23 going forward
8:00AM to 8:00PM Monday through Thursday
8:00AM to 4:30PM Friday

For questions outside this time frame, feel free to email Jeff Watson, other IT managers (Ron Wall, Sean Copple) or the Helpdesk (helpdesk@lc.edu) and we will respond as quickly as we can.

For emergency IT situations outside Helpdesk hours, call the campus switchboard and they will contact an IT staff member. 618-468-2300.