How to **ACCESS** and **LOG-IN** to your: Blackboard Online Classroom
Accessing your Online Classroom

KPORG/MESSAGE CENTER
SECTION 1-3

BOOKINGS EMAIL
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FINDING YOUR LINK
SECTION 5
Log-in to your KP.org account

Visit www.kp.org and log in to your Kaiser Member account.

Need assistance?
- Unlocking your account
- Resetting your password
- Resetting your user ID

Please call Member Services: 1-800-464-4000
TO: Test Patient

Test Patient, We look forward to having you join our live online class. Below is the information you'll need to attend from your computer, tablet, or smartphone.
Please read the instructions in its entirety

- You will be provided with a link that will direct you to the Positive Choice bookshelf online.

- Once you are directed to the bookshelf, find your program and click on the name to access your online classroom link.

Please reference the Finding Your Link page in this help guide for more support.
Bookings Email

For patients who register for a program using the self-booking platform.

When you complete your booking, you will receive an email confirmation to the email account you provide.

Please read the email confirmation in its entirety.

You will be provided with a link to your access your online classroom.
Finding Your Link

The link you were provided in either your KP.org message or Bookings Email Confirmation, is the link that will take you directly to the positive choice bookshelf page.

If for any reason you are not able to locate this message, you can find your online classroom link by visiting the positive choice bookshelf directly: www.positivechoice.org/bookshelf

Find your program and click on the name to access your online classroom link.

PLEASE NOTE: If you registered for a program using the self-booking system and cannot locate your email confirmation to join your online classroom, please call 858-616-5270.
Logging-in to your Online Classroom

WEB BROWSER  PERMISSIONS  JOIN
1. Open preferred Web Browser

Please use Google Chrome, Safari, or Mozilla Firefox to ensure a positive experience.

- Please type in your **FULL NAME**, as this is how you will be checked in by the educator.

- Click on **Join Session**, when ready.

**Reminder:** Please log in 15 minutes prior to your class start time, to ensure a successful log-in.
Upon signing in, your web browser will ask for permission to use your microphone and camera.

Depending on the program you are participating in, it will determine if you utilize your audio and video.

- **For Microphone**: please ensure the purple sound bar is moving. This will mean that your microphone is working. Once your audio test is complete, click “Yes – It’s working” to continue.

- **For Video**: a video test will confirm your camera is working. As I mentioned before, depending on the program you are participating in, you may or may not be sharing your video. To move forward with logging in, please click “Yes – It’s working” to join the session.
3 Joining the Virtual Classroom

Once the Microphone/Video tests are complete, you will have entered the room successfully.

A mini tutorial will pop up for you to become familiar with the important tools available to you. Please click on “start tutorial”

Once the tutorial is complete, you are all set to join your program.
Depending on the program you have registered for, will determine if you utilize your microphone and video.

**Please note:** Participants may be muted and video sharing turned off, upon entering the virtual classroom.

1. Locating your microphone and video buttons
2. How to turn MUTE/UNMUTE your microphone
3. How to turn your video on & off
4. Using your phone for audio
Locating your microphone & video buttons

The microphone & video buttons are located at the bottom of your screen. Your educator will have either turned these functions on/off prior to class or during class.

Microphone and video **TURNED ON**

Microphone and video **TURNED OFF**
How to mute/unmute microphone

If your microphone feature is turned on, please be sure you mute yourself when not in use. This will ensure a positive audio experience.

Microphone **MUTED = Grey**

Microphone **UNMUTED = Green**
How to turn video ON/OFF

If video sharing is turned on, please be sure the background is clean and appropriate.

Video sharing **TURNED ON** = Blue

Video sharing **TURNED OFF** = Grey
Audio Issues? Dial in by phone!

1. Click the menu icon at the top left corner

2. Click “use your phone for audio”

3. Dial the number and enter the pin when prompted.

You can now hear the presentation through your phone!
In the event you are muted upon entering the virtual Classroom, you can communicate with your educator/group via the *CHAT BOX*

1. Accessing the “Everyone” chat box  
2. Sending a message to “Everyone”  
3. Private chat with your educator  
4. Returning to the “Everyone” chat box
1. Accessing the “Everyone” chat box

2. Click the arrow next to “Everyone” to ask questions and chat with the group and educator.
**Sending a message to “Everyone”**

1. In the “Everyone” tab

2. Hit the enter key to send response

Type your message here
Private chat with your educator

1. Click the left arrow to go back

2. Click the right arrow to access private chat

3. Type your message here
Returning to the “Everyone” chat box

1. Click the left arrow to go back

2. Click the right arrow to access “everyone” chat
Extra Features

1. Status Bar
2. Raise your hand button
3. Presentation view
1 Status Bar

Share feedback with your educator

Check your connectivity experience

Leave the Virtual Class once it is over
Raise your hand

If you have a question at any time during the class, raise your hand to notify the educator.
During your class, your educator may be sharing their video and a presentation at the same time.

In the event this happens, you will be able to swap back and forth between your educator’s video and the presentation.

By clicking on the screen, will make that screen your primary view.