

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

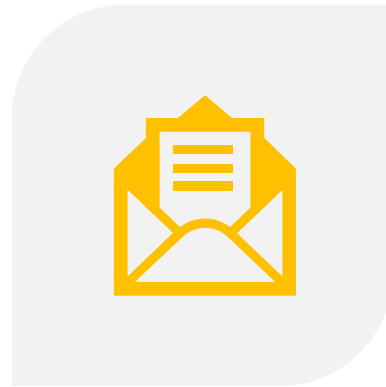


# Accessing your Online Classroom



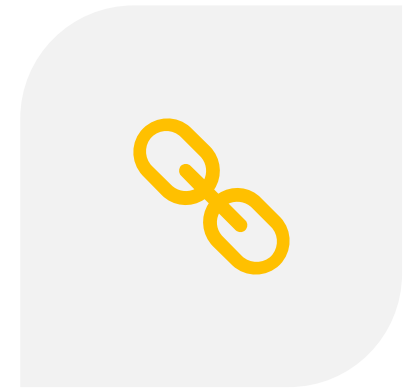
**KP.ORG/MESSAGE CENTER**

SECTION 1-3



**BOOKINGS EMAIL**

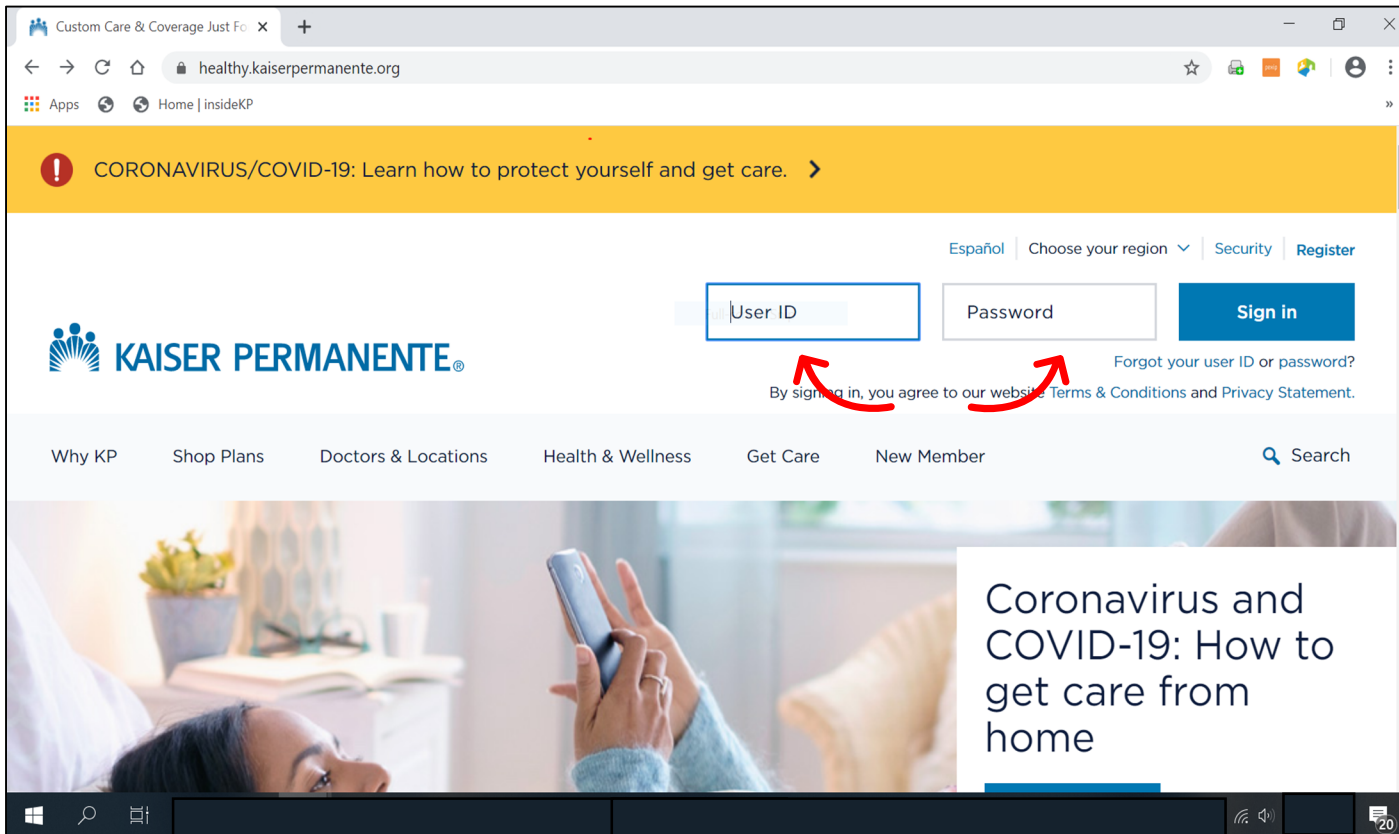
SECTION 4



**FINDING YOUR LINK**

SECTION 5

# 1 Log-in to your KP.org account



Visit [www.kp.org](https://www.kp.org) and log in-to your Kaiser Member account.

## Need assistance?

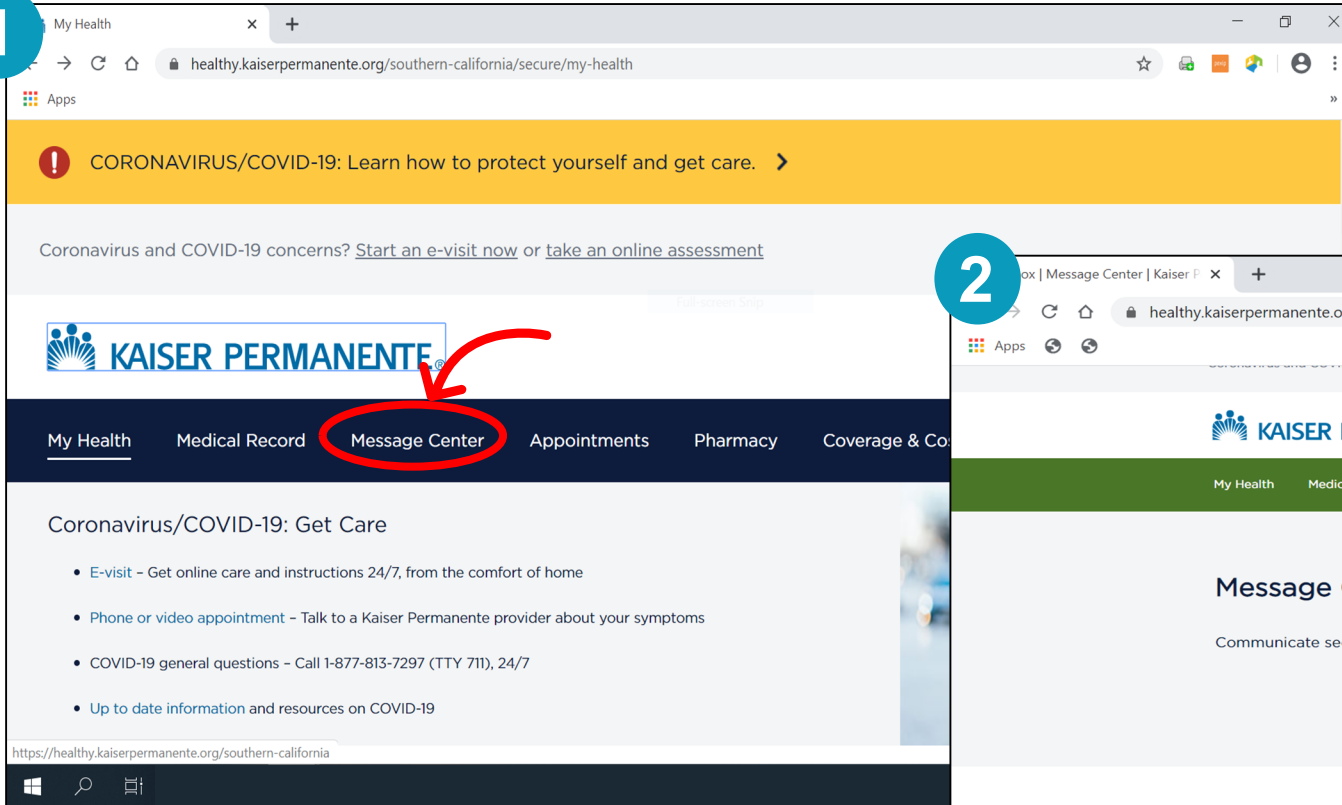
- Unlocking your account
- Resetting your password
- Resetting your user ID

Please call Member Services:  
1-800-464-4000

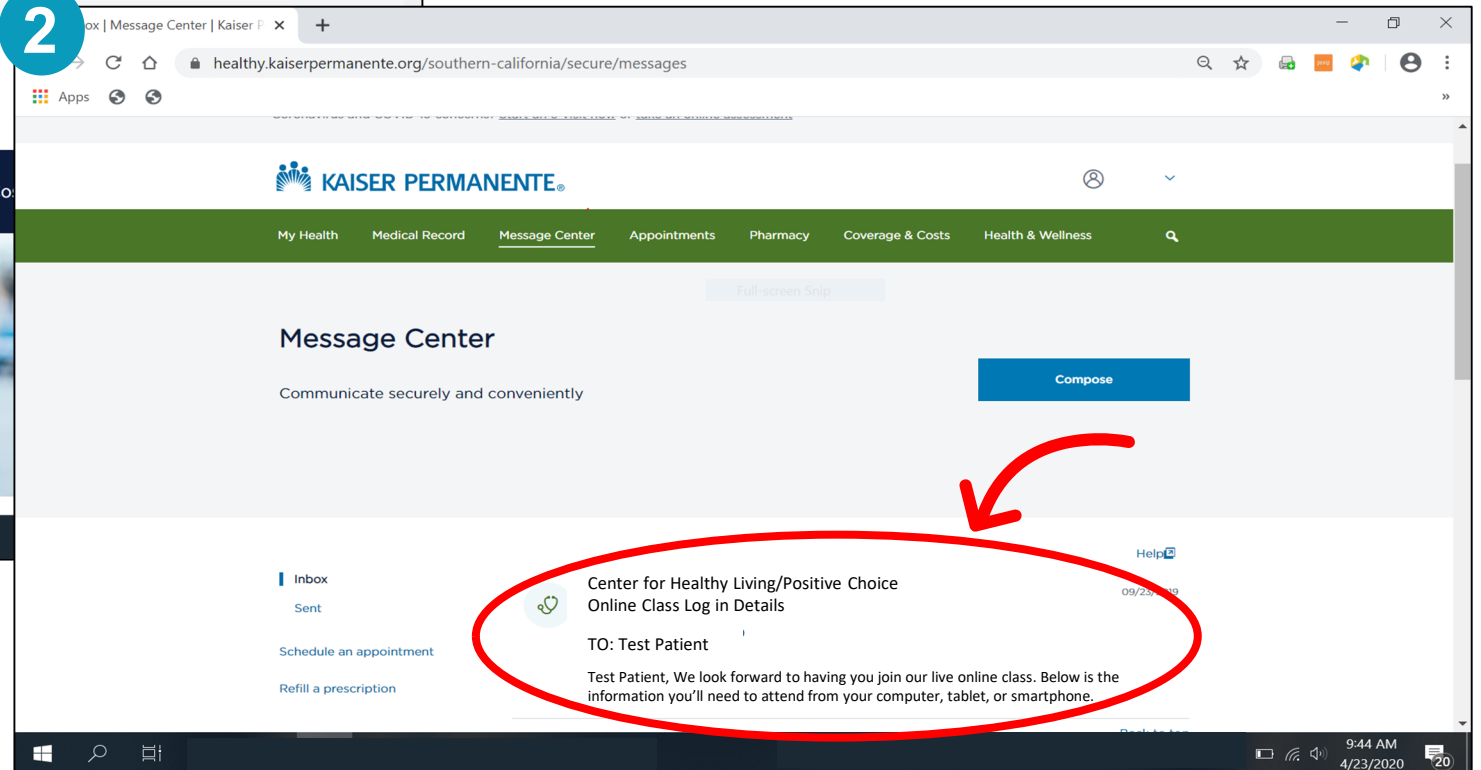
# 2

## Locate the Message Center

### 1



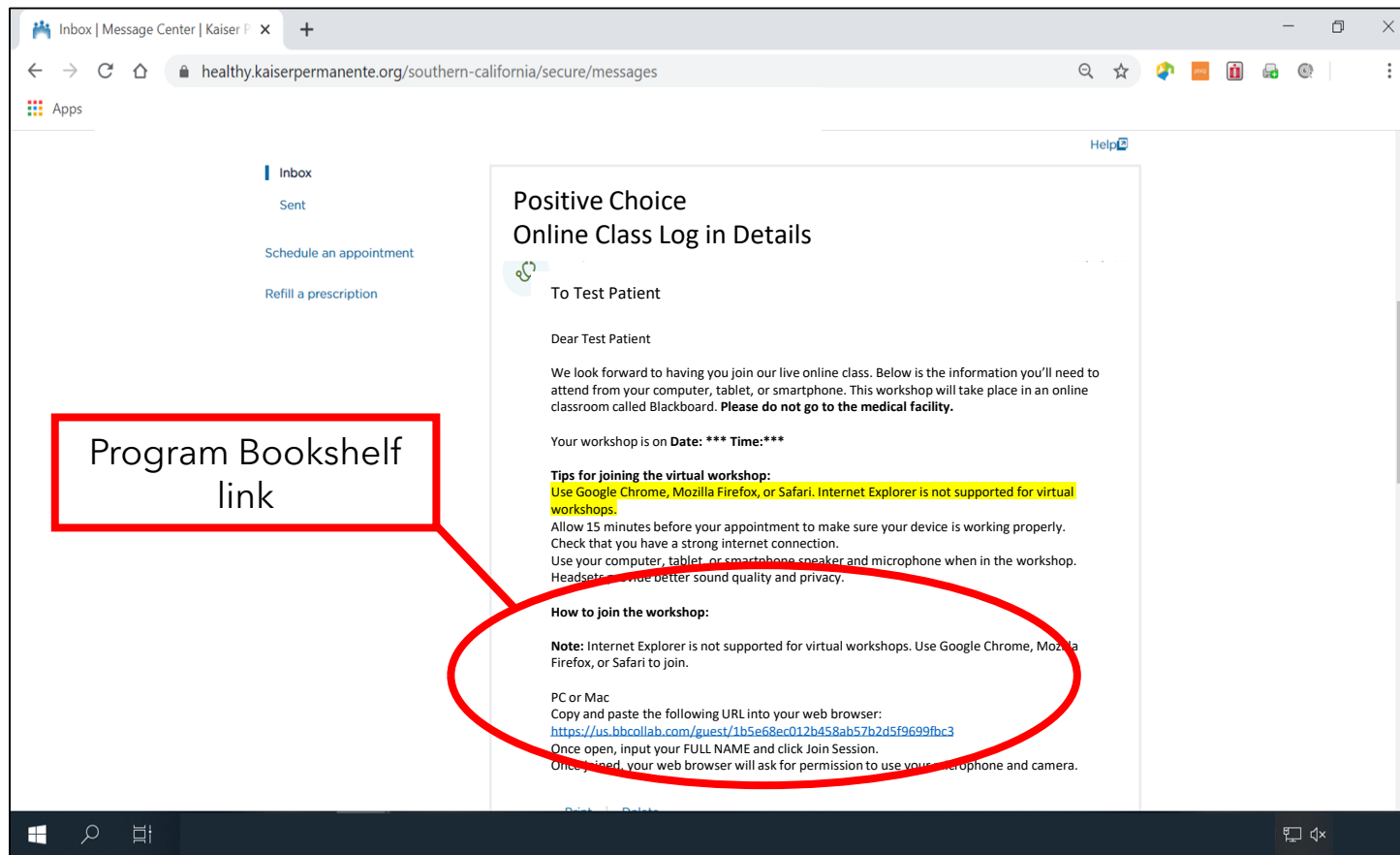
### 2





## 3

# Viewing the Message



Please read the instructions in its entirety

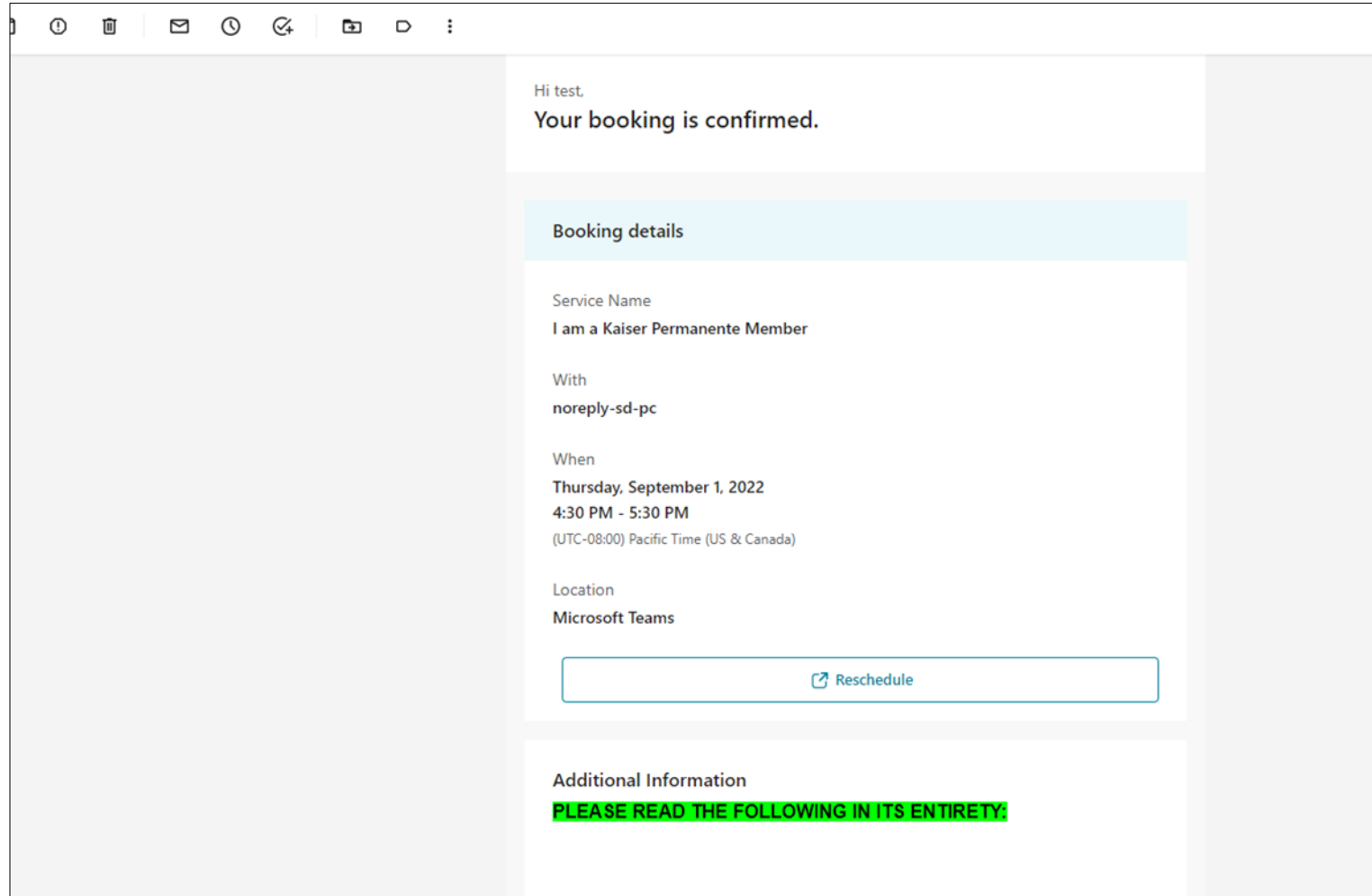
- You will be provided with a link that will direct you to the Positive Choice bookshelf online.
- **Once you are directed to the bookshelf, find your program and click on the name to access your online classroom link.**

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

# 4

## 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.

# 5

## 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](http://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.



The screenshot shows the website for the Positive Choice Integrative Wellness Center. The header includes the organization's name, a 'thrive' logo for San Diego, CA, and a 'Bookshelf' button with social media icons and a phone number (858-616-5600). A navigation bar lists: Home, Weight Loss, Integrative Medicine, Nutrition & Fitness, Center 4 Healthy Living, Calendar, and Contact. Below this is a breadcrumb trail: Home > Program Materials & Classroom Links >. The main heading is 'Program Materials & Classroom Links'. A note states: 'Click on your program name to access your program material and online classroom link. You must be actively enrolled to be admitted to class.' The first program listed is 'HEALTHY BALANCE', which includes a 'FULL/MODIFIED Meal Replacement Program'. Under this program, there are three bullet points: 'San Diego Program', 'Riverside Program', and 'Sign-up Forms for Meal Replacement Programs'. Below this is a 'MAINTENANCE for Full/Modified Program' section with three bullet points: 'ORIENTATION (1-session)', 'PROGRAM (10-sessions)', and 'BOOSTERS (Long-term ongoing support)'. At the bottom, there are links for 'PARTIAL Meal Replacement Program' and 'SOLUTIONS Help for Food Addiction'. On the right side of the page, there is a promotional box for 'Help KP be GREEN' with the text 'Bring in your product bag each week. When you do, you are part of saving our planet! Thank You' and an image of a blue and black reusable bag.

Bookshelf 858-616-5600

POSITIVE CHOICE  
INTEGRATIVE  
WELLNESS CENTER

thrive  
SAN DIEGO, CA

Weight Program Details  
and Free Download (PDF)  
DOWNLOAD NOW

Home Weight Loss Integrative Medicine Nutrition & Fitness Center 4 Healthy Living Calendar Contact

Home > Program Materials & Classroom Links >

### Program Materials & Classroom Links

Click on your program name to access your program material and online classroom link. You must be actively enrolled to be admitted to class.

#### HEALTHY BALANCE

##### FULL/MODIFIED Meal Replacement Program

- San Diego Program
- Riverside Program
- Sign-up Forms for Meal Replacement Programs

##### MAINTENANCE for Full/Modified Program

- ORIENTATION (1-session)
- PROGRAM (10-sessions)
- BOOSTERS (Long-term ongoing support)

##### PARTIAL Meal Replacement Program

##### SOLUTIONS Help for Food Addiction

Help KP be **GREEN**  
Bring in your product  
bag each week.  
When you do, you  
are part of saving  
our planet!  
Thank You



# Logging-in to your Online Classroom



**WEB BROWSER**

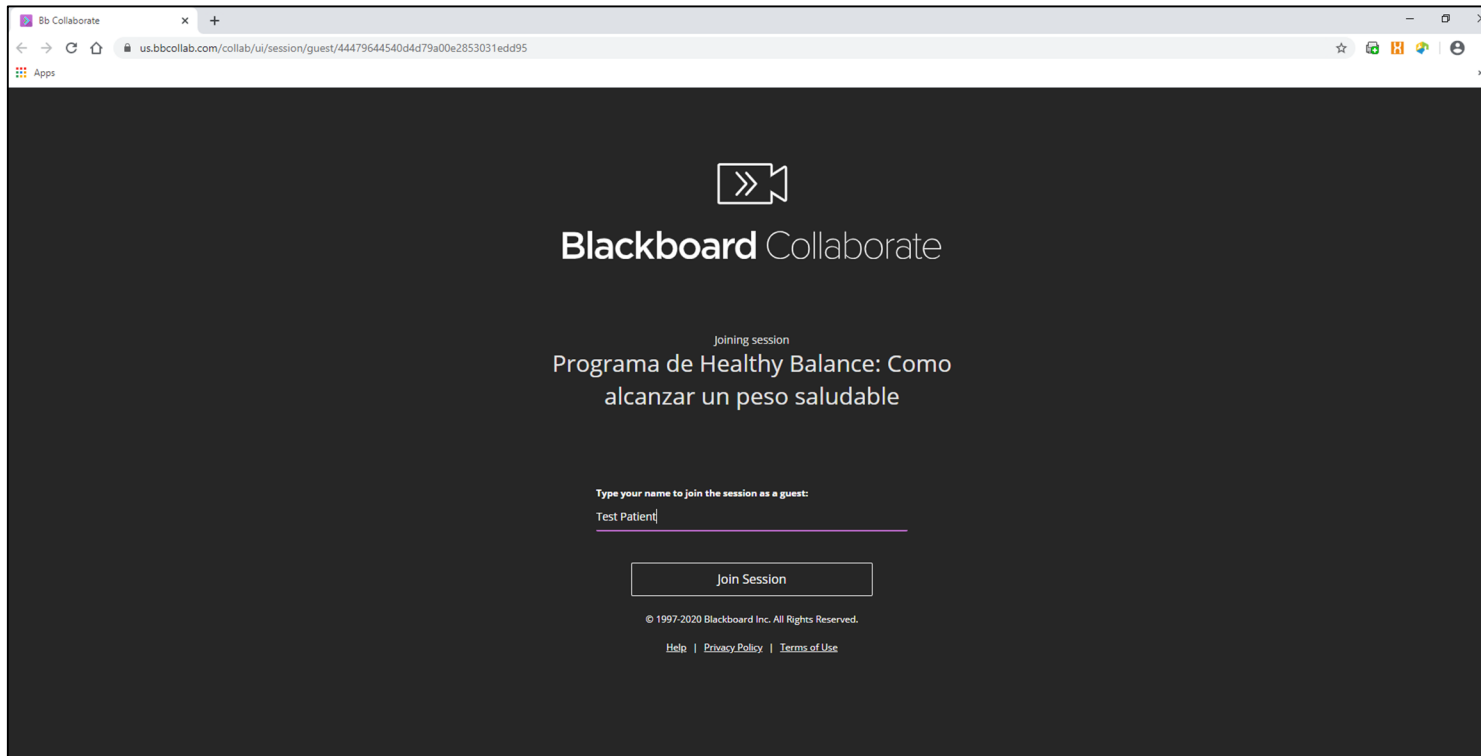


**PERMISSIONS**



**JOIN**

# 1 Open preferred Web Browser



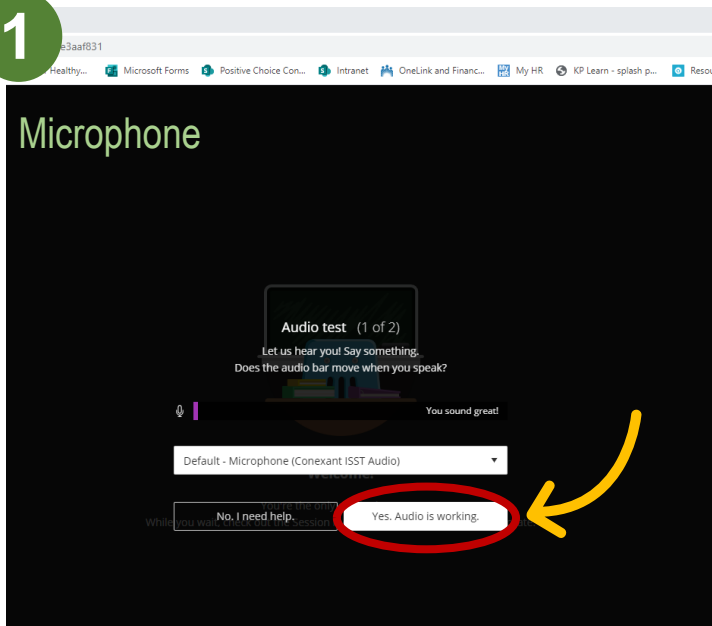
Please use Google Chrome, Safari, or Mozilla Firefox to ensure a positive experience

- Please type in your **FULL NAME**, as this is how you will be checked in by the educator
- Click on *Join Session*, when ready

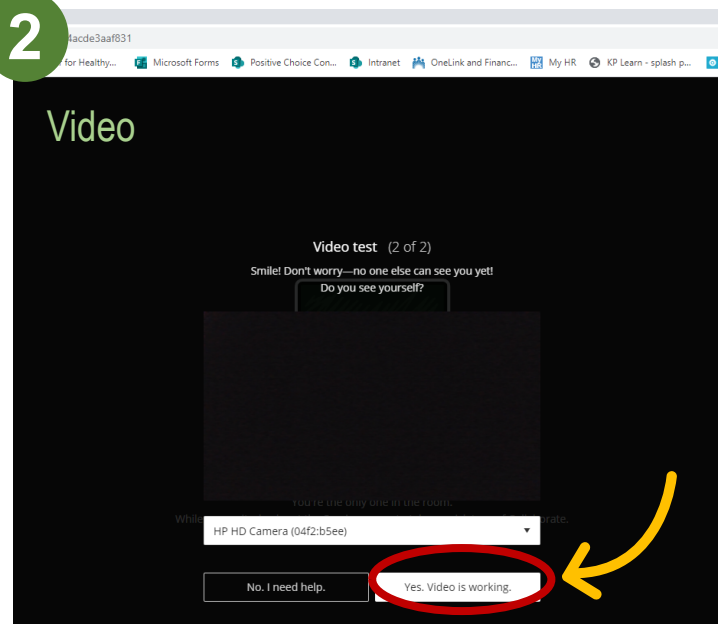
**Reminder:** please log in 15 minutes prior to your class start time, to ensure a successful log-in

## 2 Microphone & Video Permissions

1



2



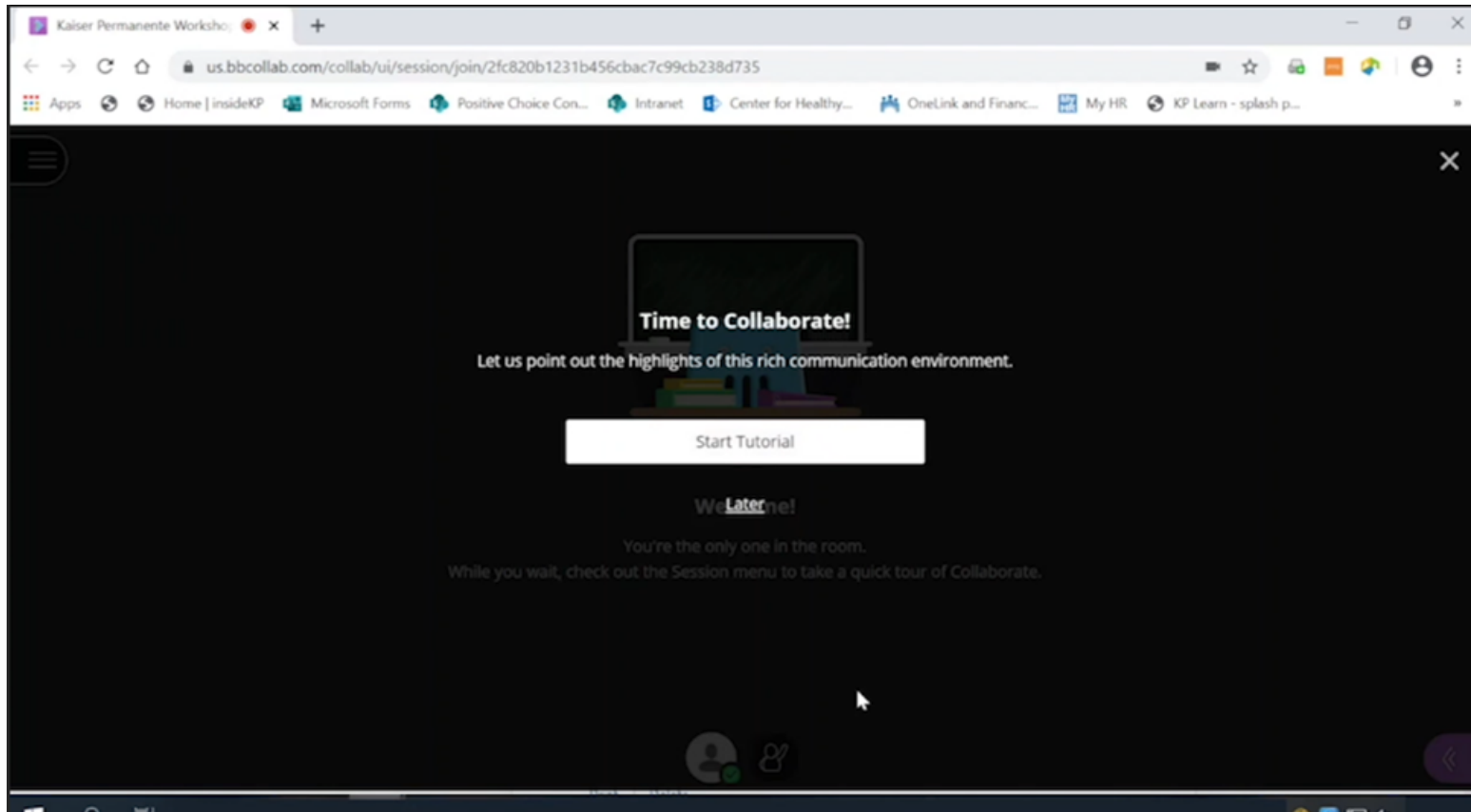
Upon signing in, your web browser will ask for permission to use your microphone and camera.

Depending on the program you are participating in, 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



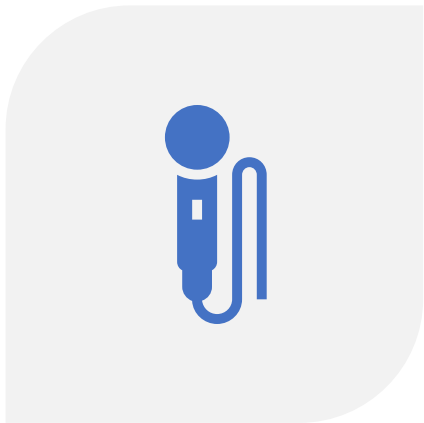
Once the Microphone/Video tests are complete, you will have entered the room successfully.

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.**



# Blackboard Features



MICROPHONE &  
VIDEO



CHAT BOX



EXTRAS



# Microphone Video

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



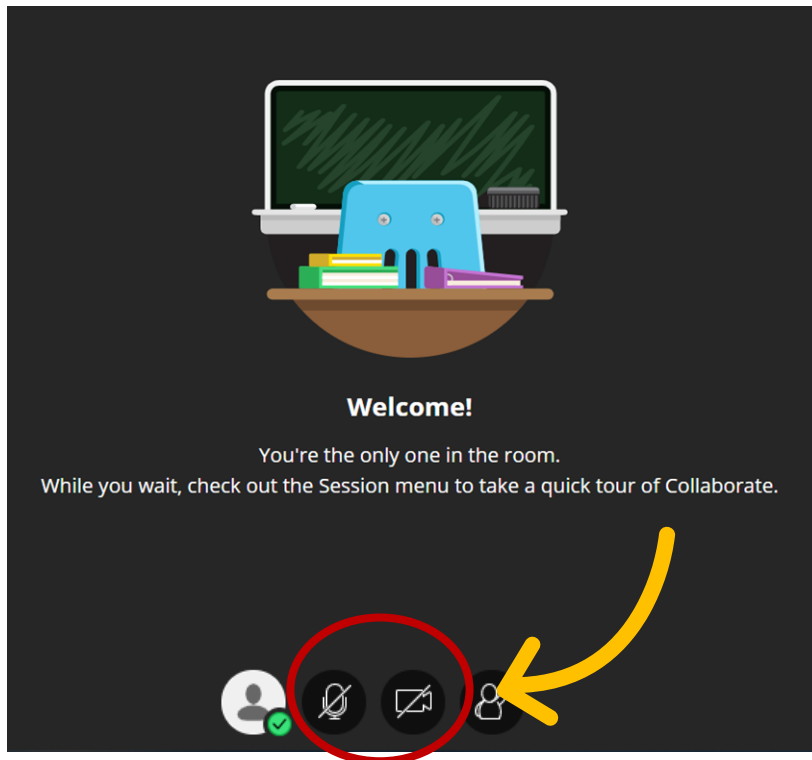
# 1

## Locating your microphone & video buttons

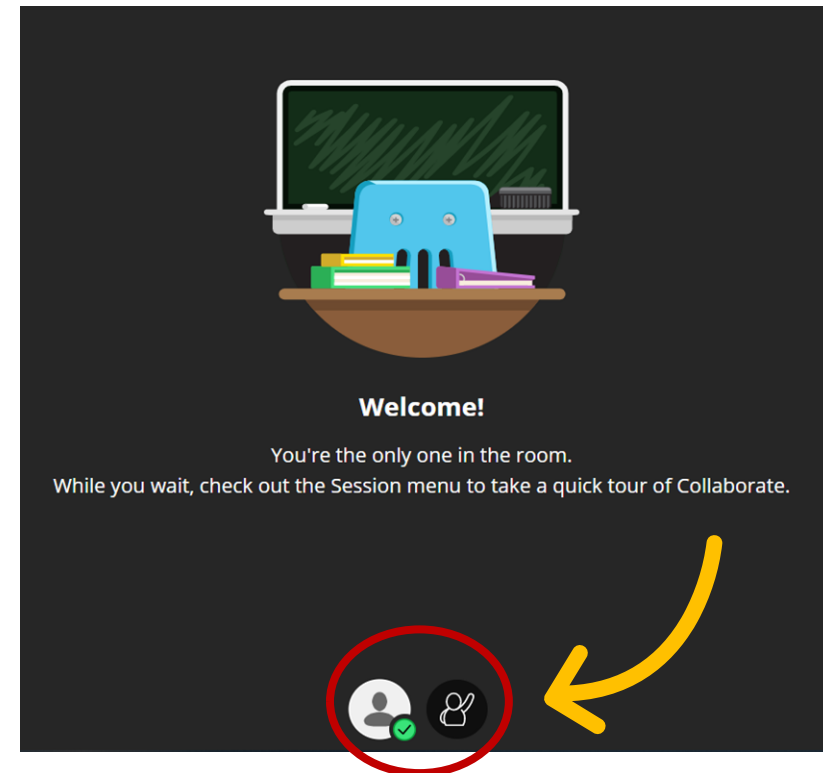
The microphone & video buttons are located at the bottom of your screen.

Your educator will have either turned these functions on/off prior to class or during class

Microphone and video **TURNED ON**



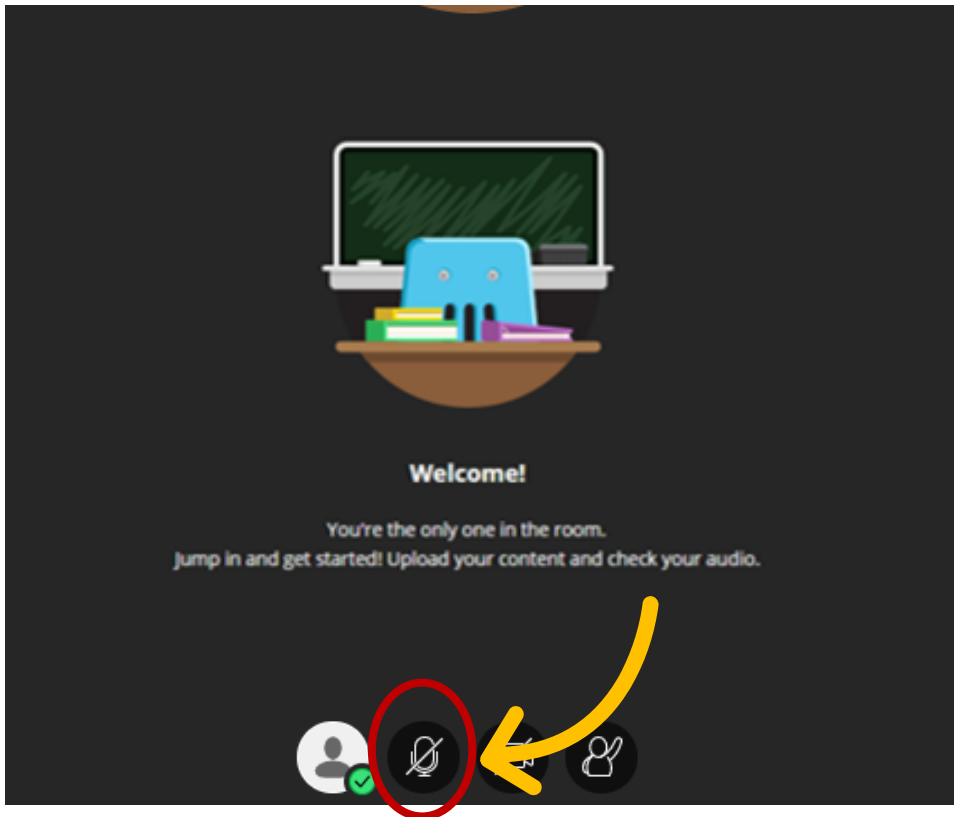
Microphone and video **TURNED OFF**



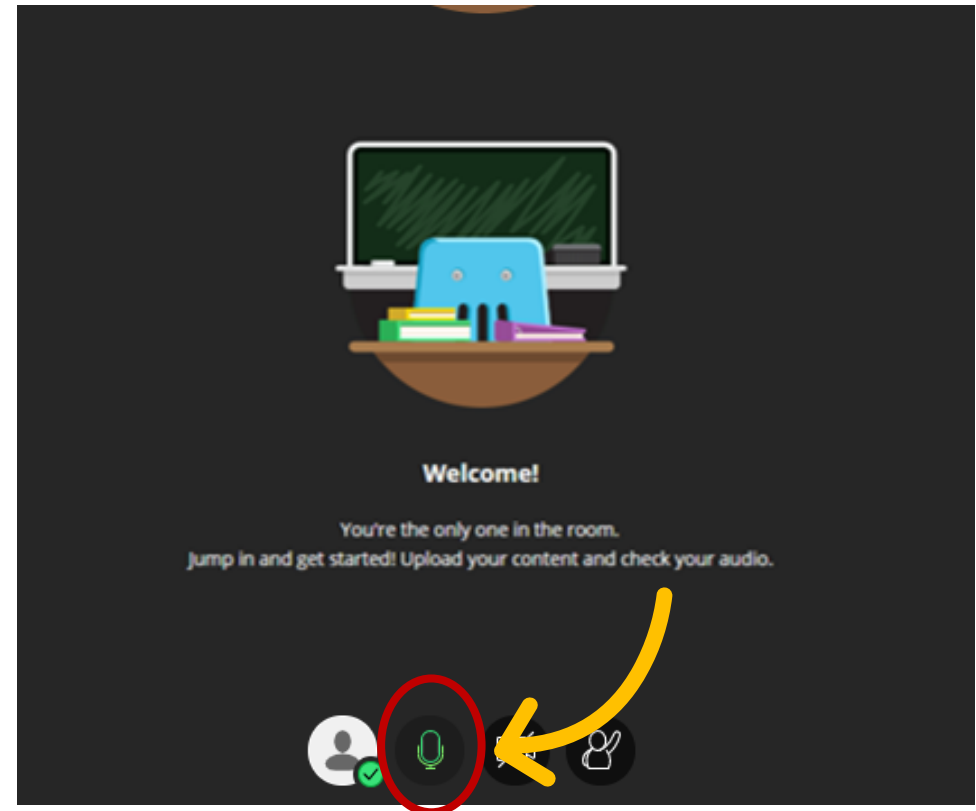
## 2 How to mute/unmute microphone

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**

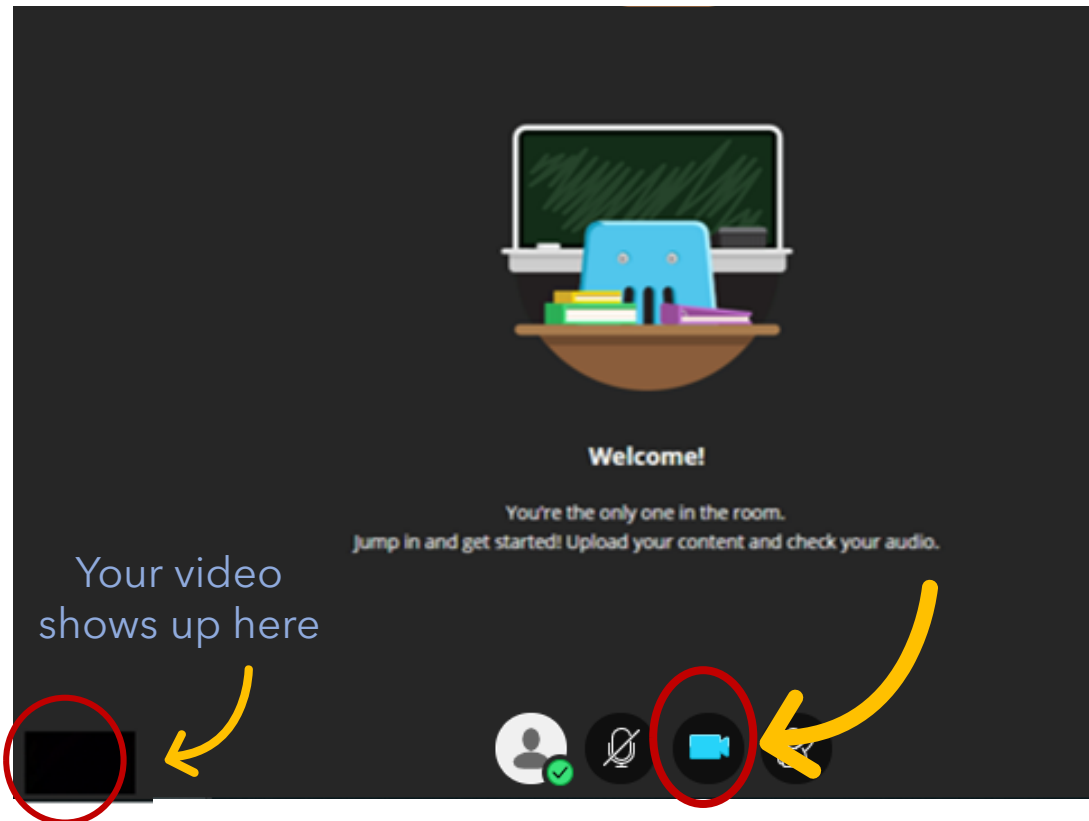


### 3

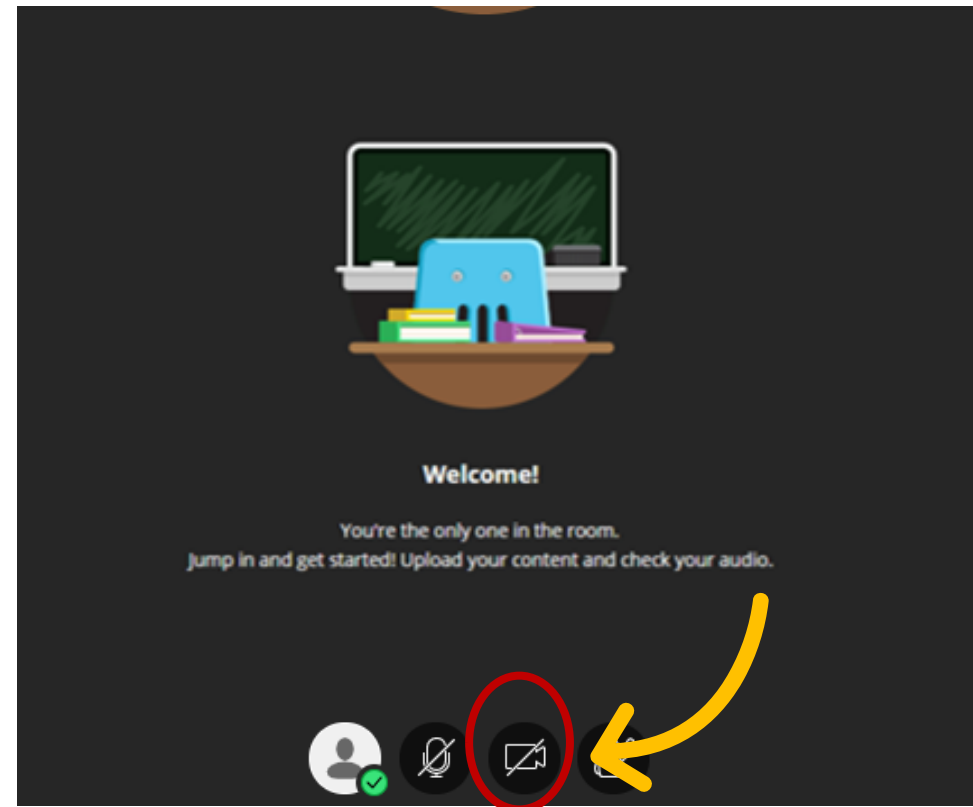
## How to turn video ON/OFF

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

Video sharing **TURNED ON = Blue**

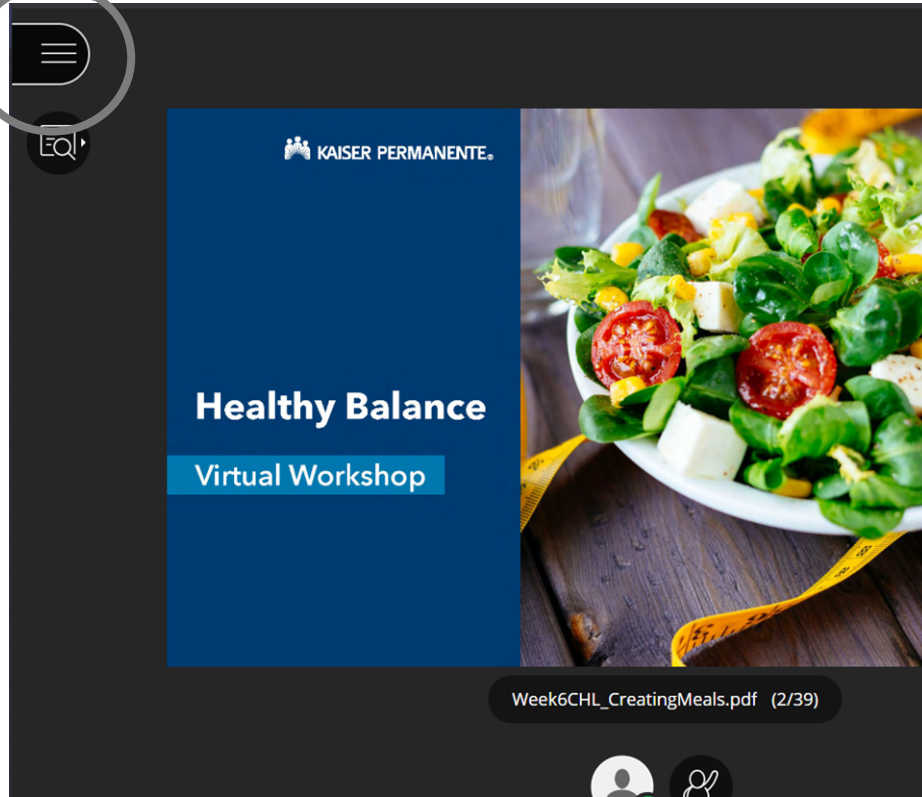


Video sharing **TURNED OFF = Grey**

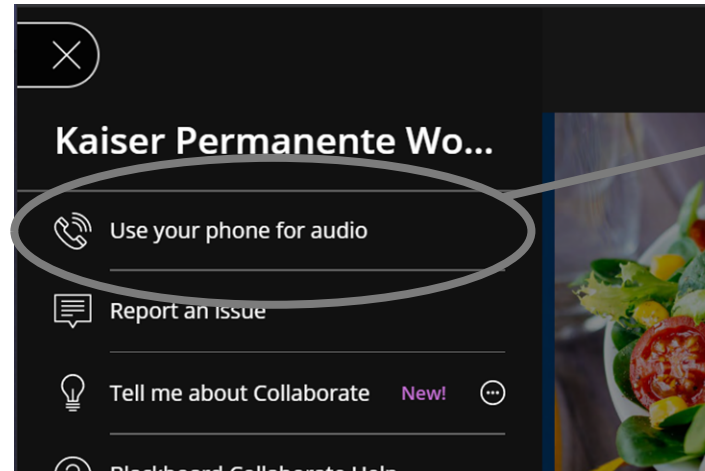


# 4 Audio Issues? Dial in by phone!

1 Click the menu icon at the top left corner

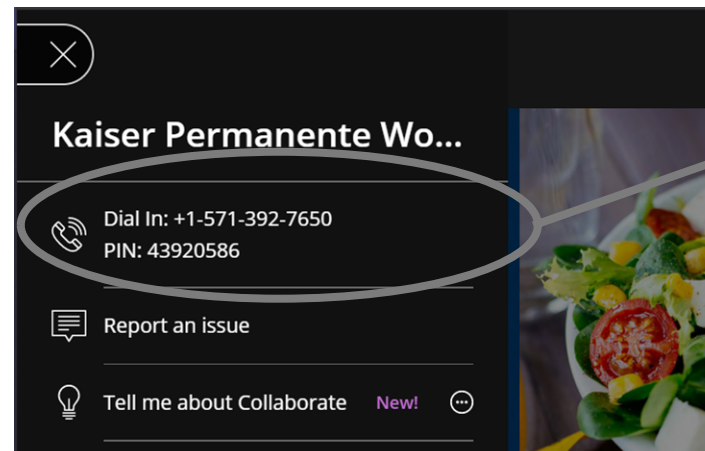


2 Click "use your phone for audio"



3 Dial the number and enter the pin when prompted.

You can now hear the presentation through your phone!



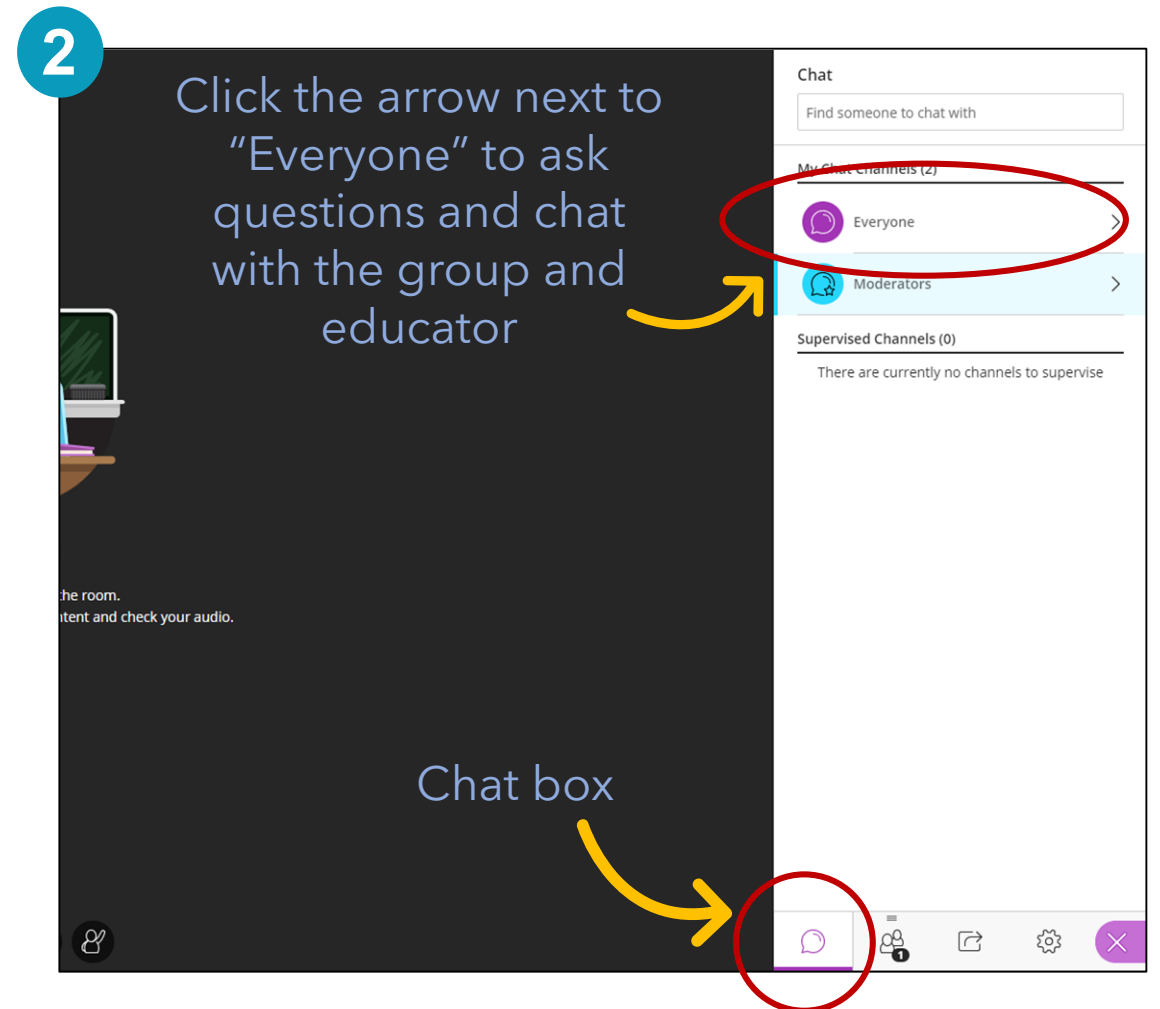
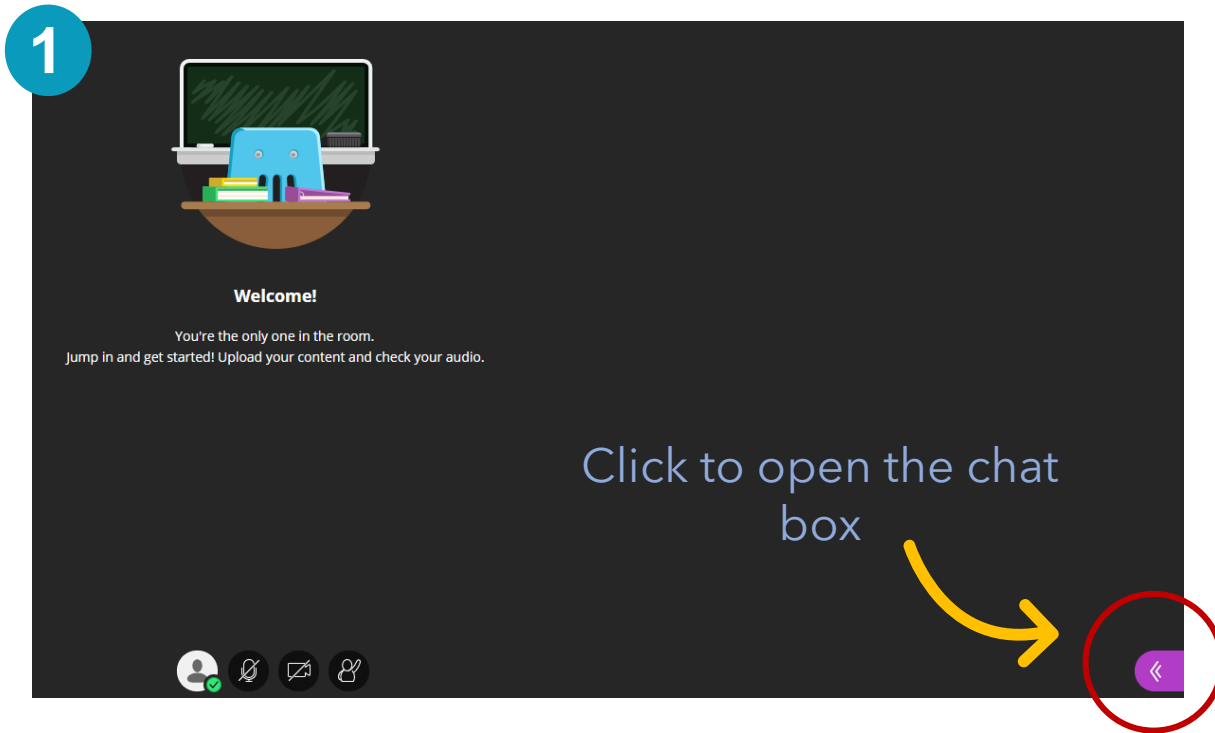
# Chat Box

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



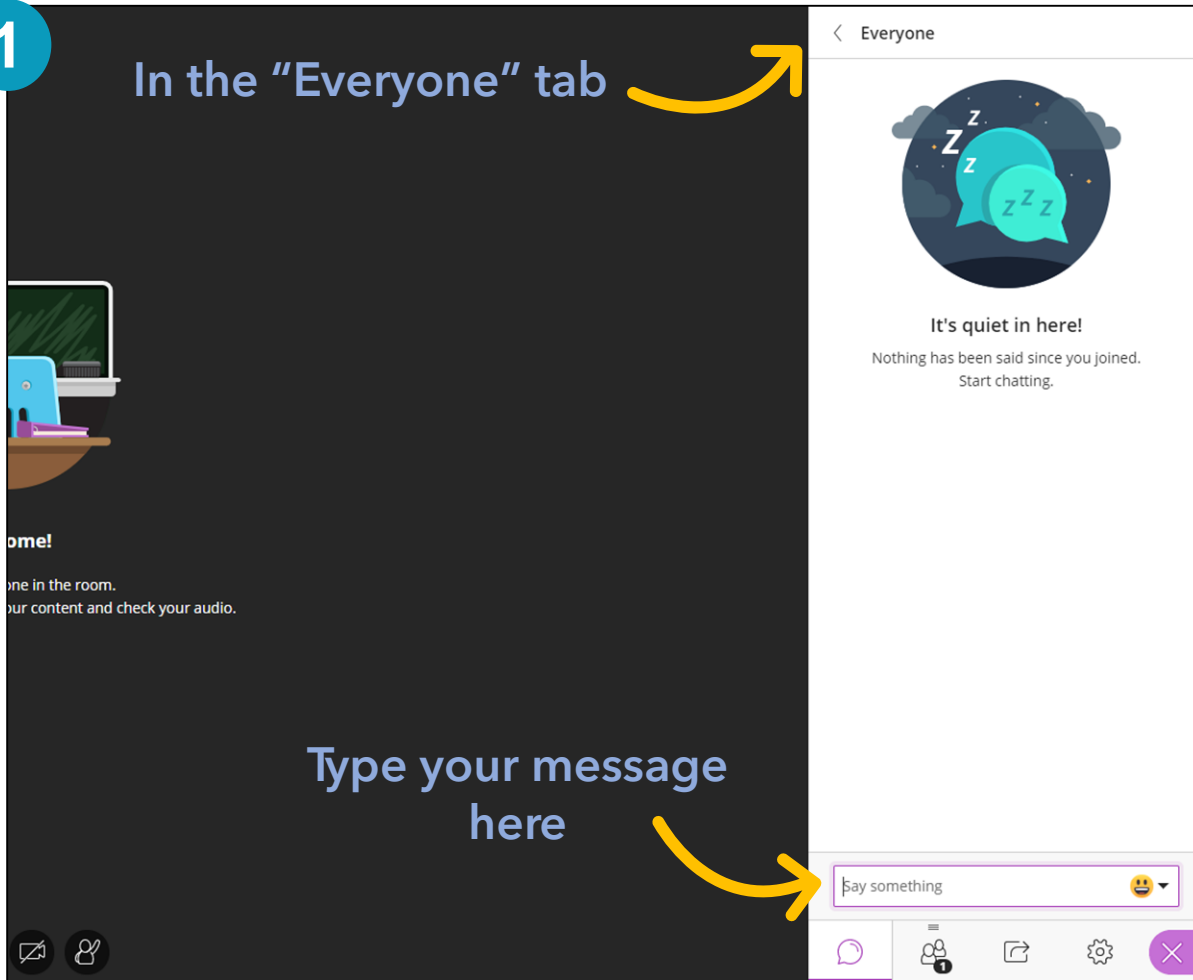
# 1 Accessing the "Everyone" chat box



## 2 Sending a message to "Everyone"

1

In the "Everyone" tab



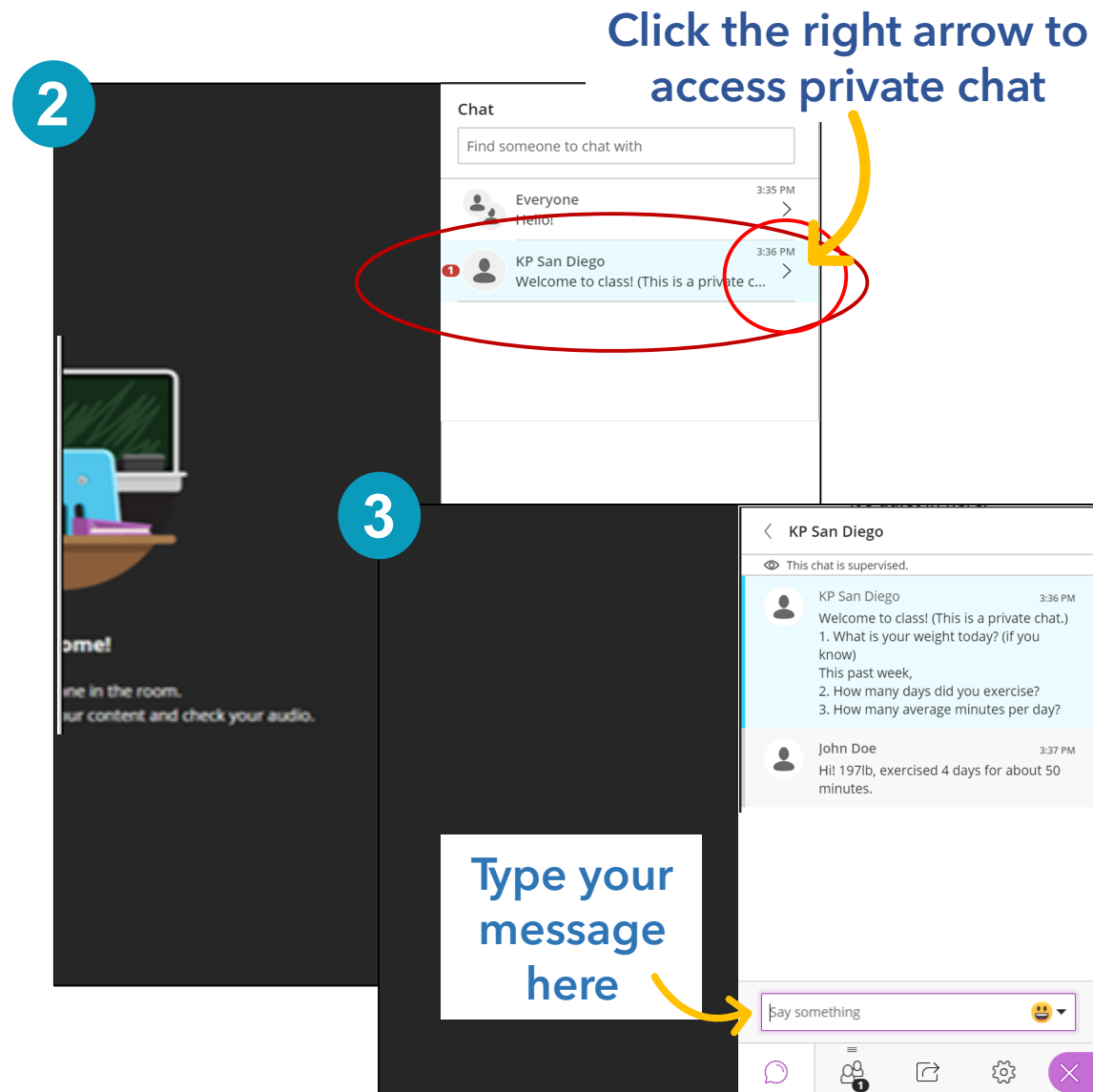
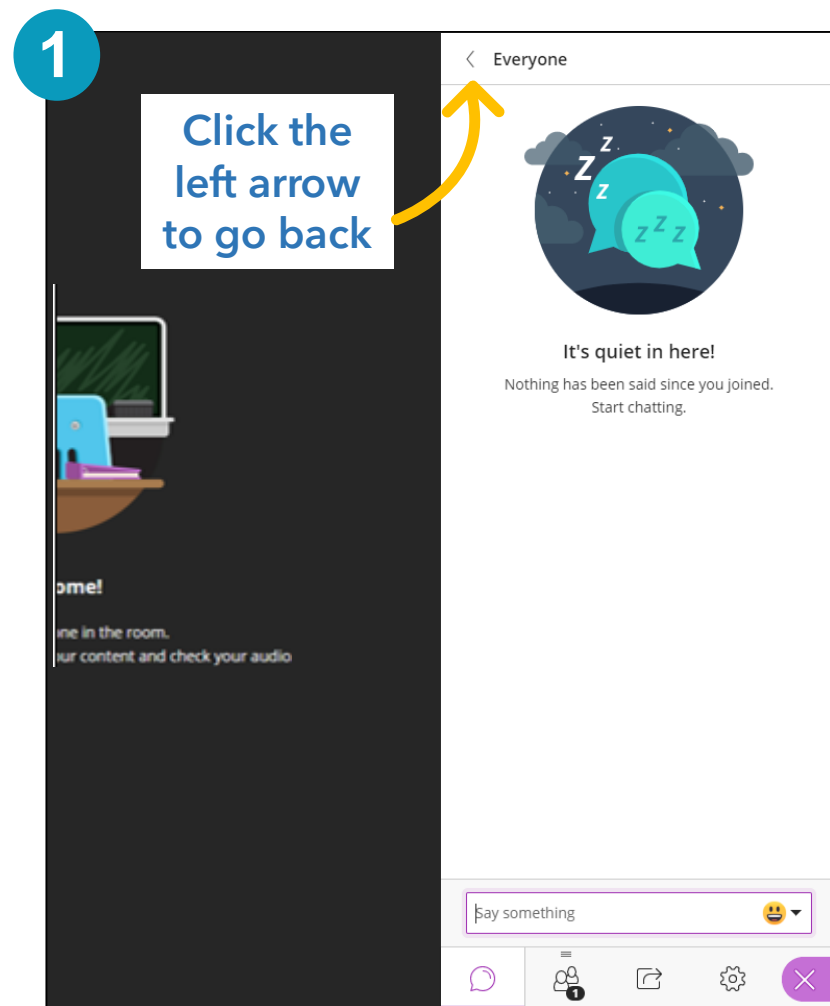
2

Hit the enter key to send response



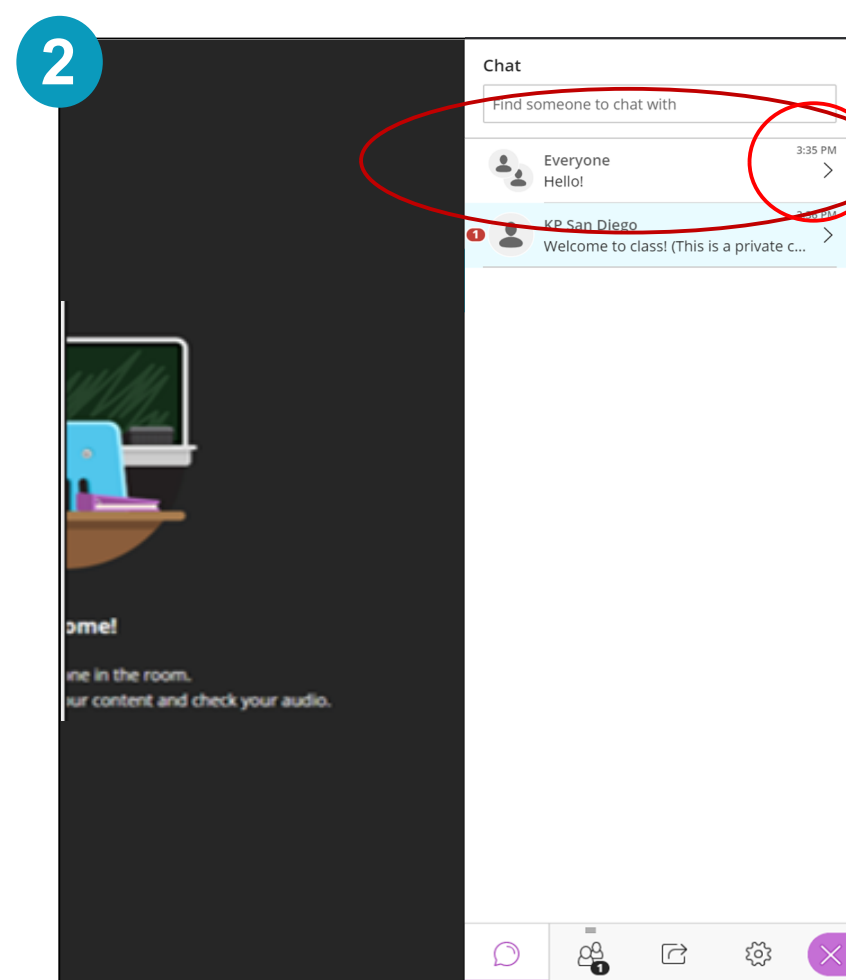
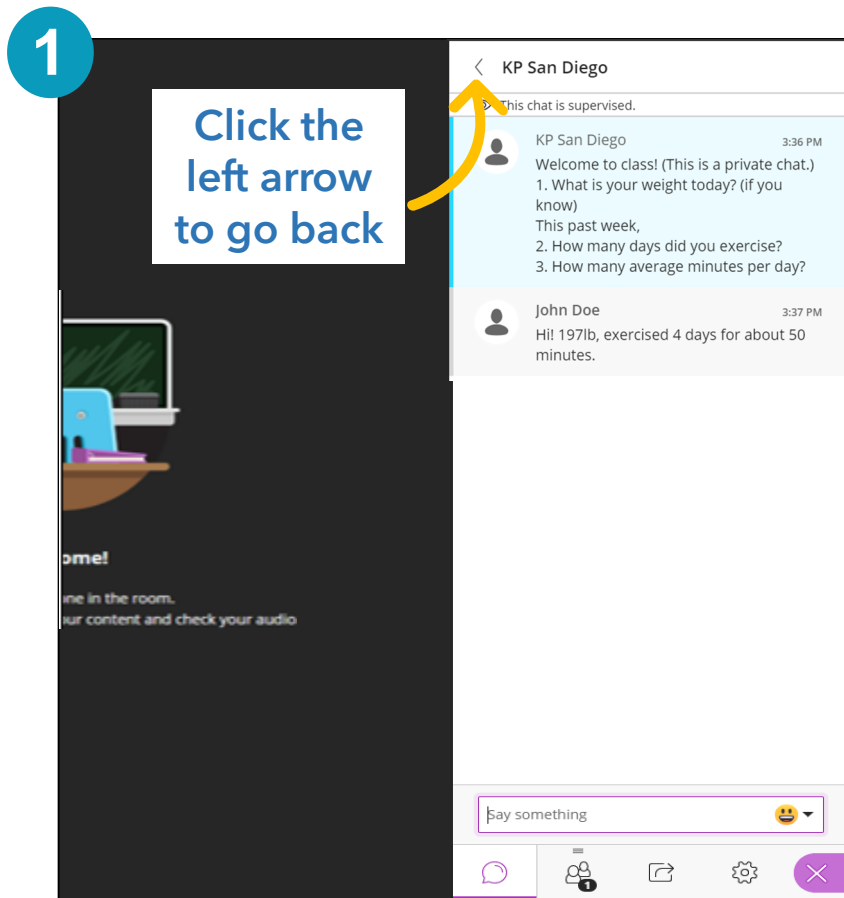


# 3 Private chat with your educator



# 4 Returning to the "Everyone" chat box

Click the right arrow to access "everyone" chat





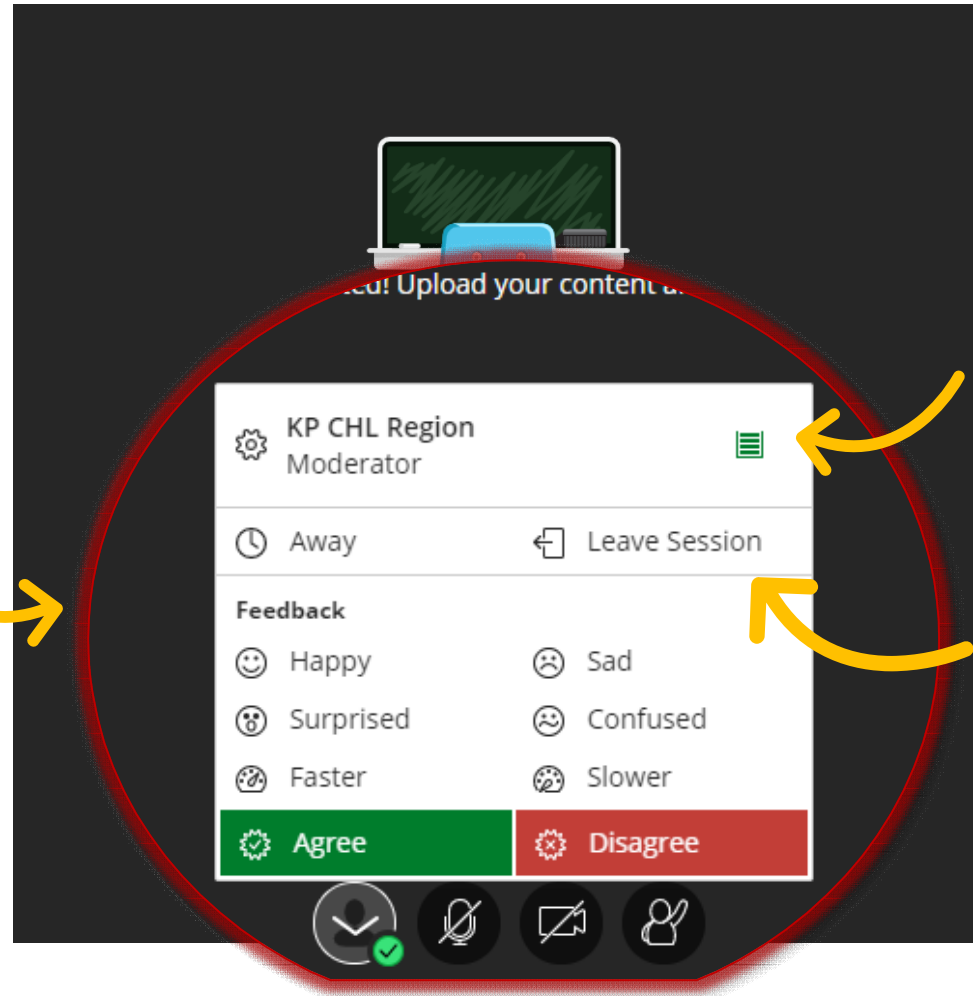
# Extra Features

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

1

# Status Bar

Share feedback  
with your  
educator



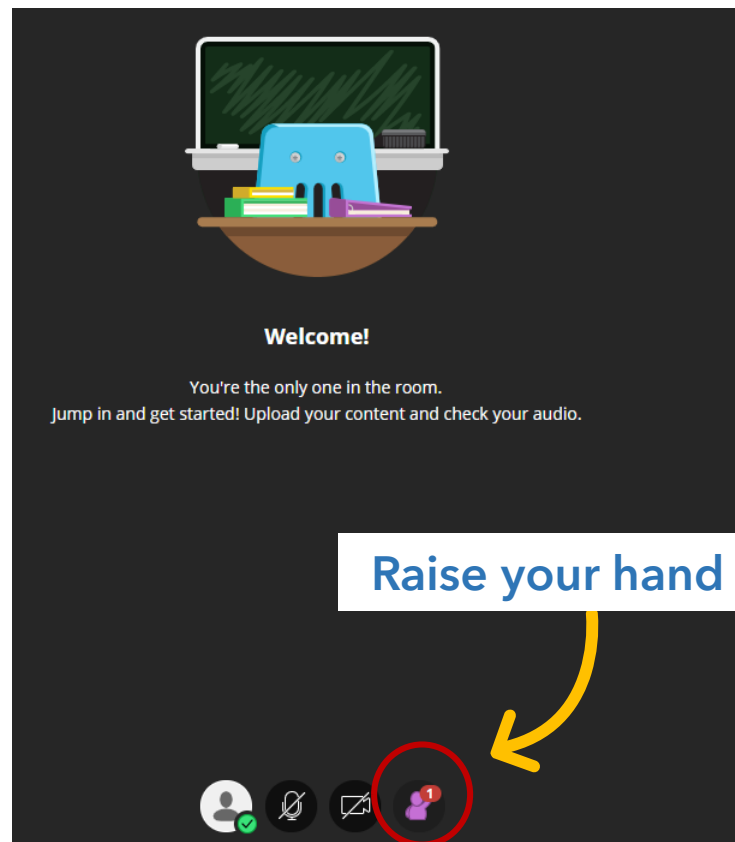
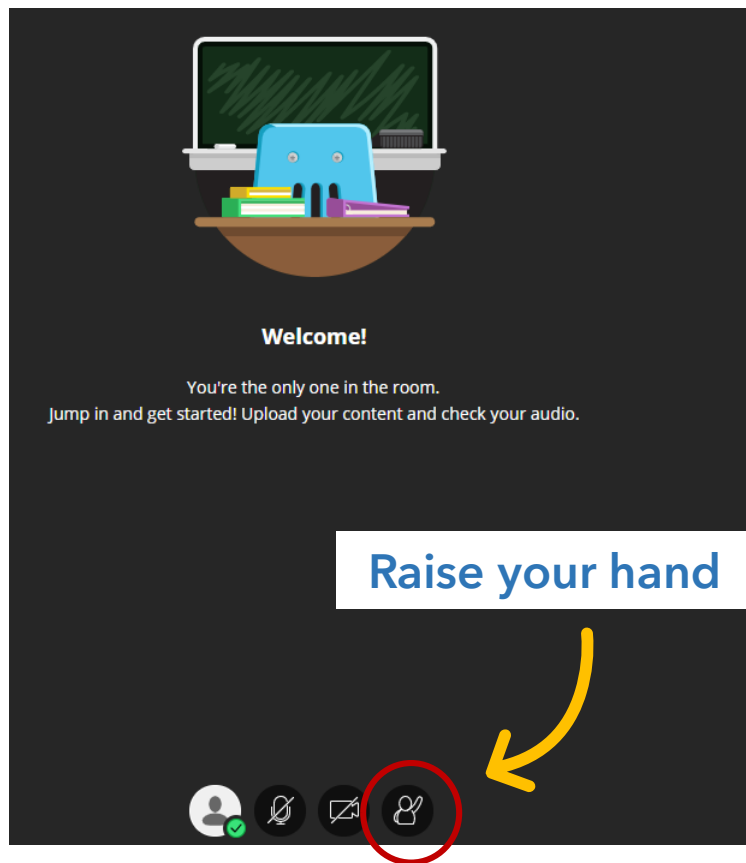
Check your  
connectivity  
experience

Leave the Virtual Class  
once it is over

## 2

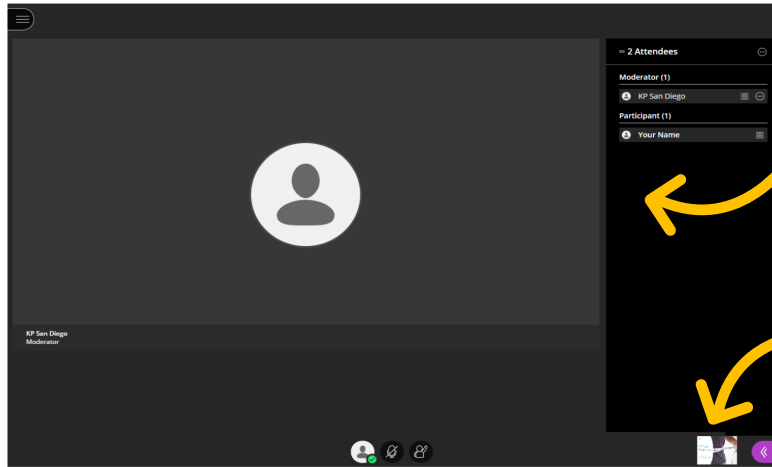
# Raise your hand

If you have a question at any time during the class, raise your hand to notify the educator



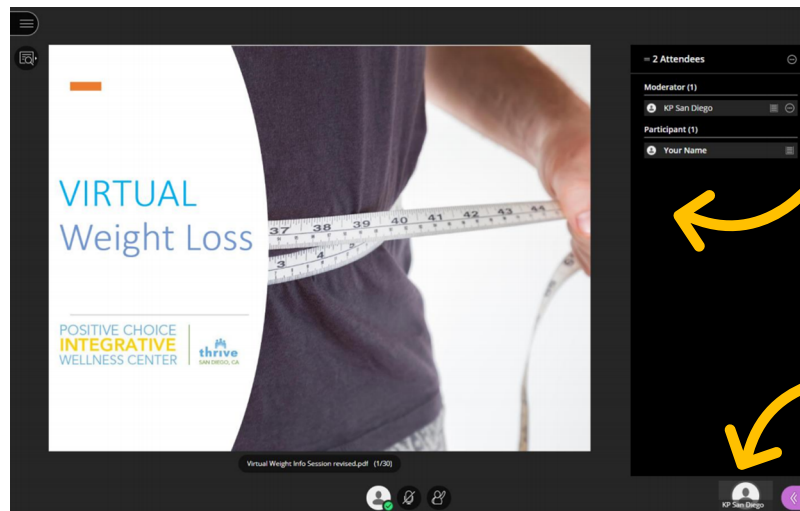
# 3

## Presentation view



Educator video

Presentation



Presentation

Educator video

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