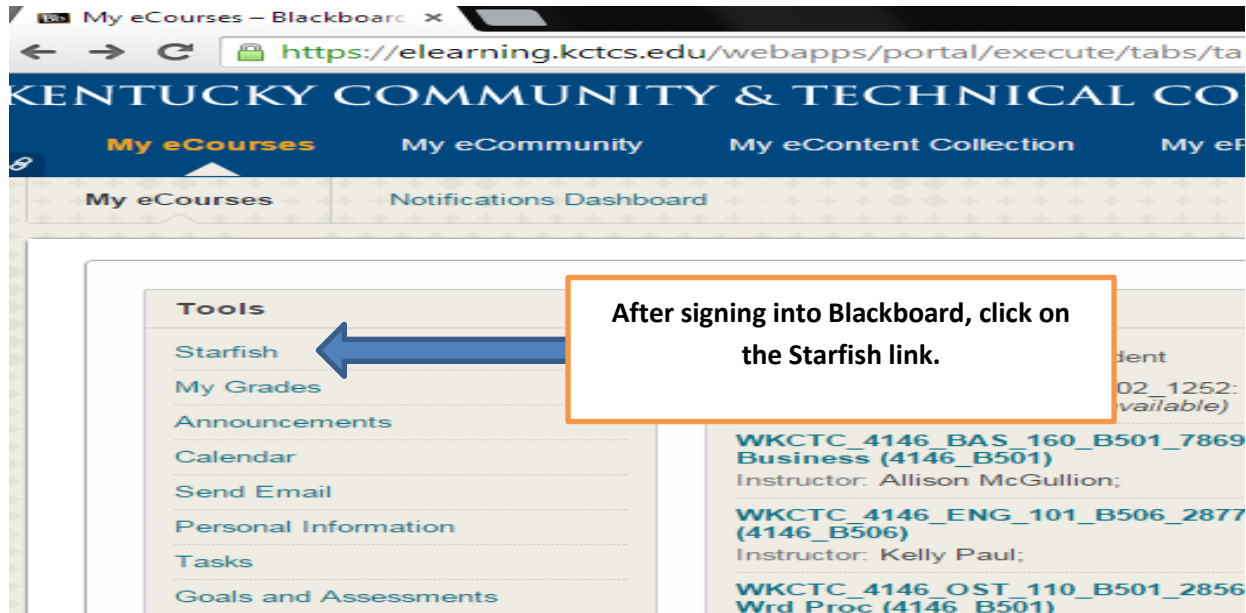


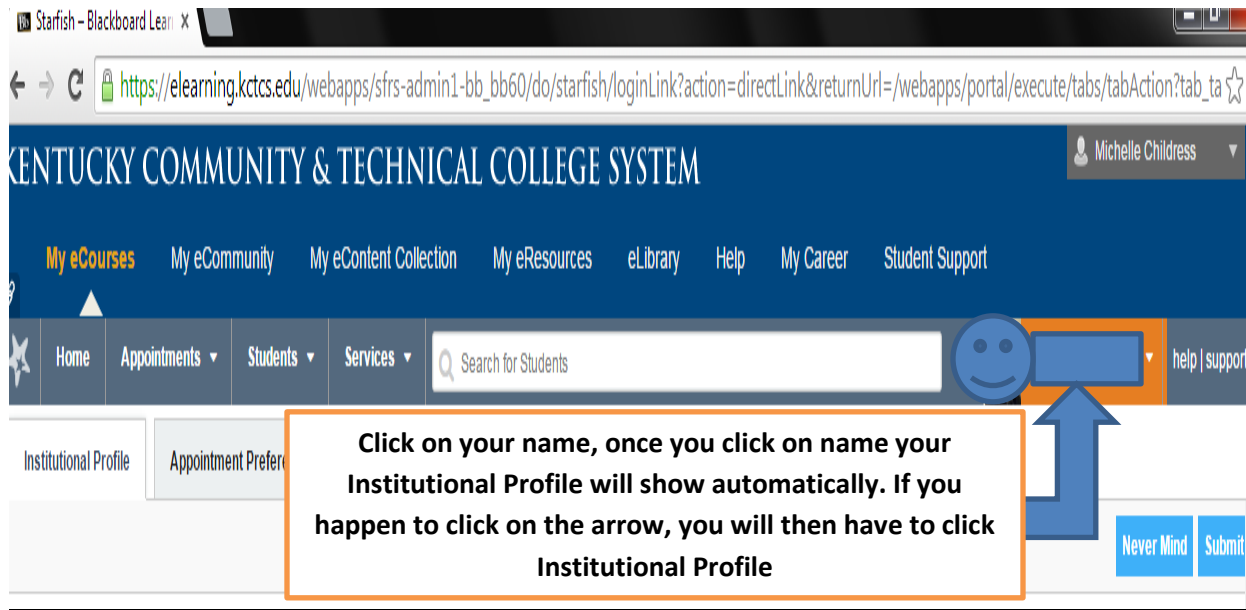
# How to Switch Time Zone to Central

## Step 1:



The screenshot shows the Blackboard interface. At the top, there is a navigation bar with "My eCourses" selected. Below it, a "Tools" menu is visible on the left side. A blue arrow points from a callout box to the "Starfish" link in the Tools menu. The callout box contains the text: "After signing into Blackboard, click on the Starfish link." To the right of the Tools menu, there are course listings for WKCTC, including "Business (4146\_B501)" and "Wrd Proc (4146\_B501)".

## Step 2:



The screenshot shows the Starfish login page. At the top, there is a navigation bar with "My eCourses" selected. Below it, there is a search bar and a user name dropdown menu. A blue arrow points from a callout box to the user name dropdown menu. The callout box contains the text: "Click on your name, once you click on name your Institutional Profile will show automatically. If you happen to click on the arrow, you will then have to click Institutional Profile". Below the callout box, there are buttons for "Never Mind" and "Submit".

## Step 3:

The screenshot shows the Blackboard Learning System interface. At the top, there is a navigation bar with links for Home, Appointments, Students, and Services. Below this is a search bar and tabs for Institutional Profile, Appointment Preferences, and Email Notifications. The main content area contains a profile form with fields for Cell Phone, Video Phone, and Time zone. A blue smiley face icon is overlaid on the profile picture area. An orange box highlights the Time zone dropdown menu, with a blue arrow pointing to the down arrow on the right side of the menu. Below the form is a section titled "General Overview".

Please fill out as much of your profile as possible; students will see this information.

Click the down arrow to the right hand side of time zone, the drop down box will appear.

Cell Phone

Video Phone

Time zone (GMT-06:00) Central Time

Display all time zones

**General Overview**

## Step 4:

The screenshot shows the Blackboard Learning System profile page with the Time zone dropdown menu open. The menu lists several time zones, and the "(GMT-06:00) Central Time" option is highlighted with a blue arrow. An orange box highlights the highlighted option, with a blue arrow pointing to it. Below the form is a section titled "General Overview" with a text area containing "Office Assistant". At the bottom, there is a section titled "My Biography".

Video Phone

Time zone (GMT-06:00) Central Time

Display all time zones

(GMT-10:00) Hawaii Time

(GMT-09:00) Alaska Time

(GMT-08:00) Pacific Time

(GMT-07:00) Mountain Time

(GMT-07:00) Mountain Time - Arizona

(GMT-06:00) Central Time

(GMT-05:00) Eastern Time

**General Overview**

A general message should go here. Tell people how you would like to be contacted.

Office Assistant

**My Biography**

In the drop down box, click (GMT-06:00) Central Time.

**Step 5:**

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h and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they

Never Mind Submit

Never Mind Submit

**After you have selected Central Time Zone, click Submit on one of the Submit buttons.**