



## English Nursing TEAS Review Workshop: Registration Guidelines

To enroll in the English Nursing TEAS Review Workshop, please follow the comprehensive steps outlined below for a seamless registration process.

**Step 1:** Navigate to the Kingsborough Community College authentication portal via the following link: <https://kingsboroughcc.okta.com/>

**Step 2:** Input your username and password, which are identical to the credentials used for your Kingsborough College email account.

**Step 3:** Upon successful login, locate and click on the icon labeled "KCC TracCloud."

**Step 4:** Click on the icon that indicates "Schedule an Appointment."

**Step 5:** In the "Schedule an Appointment" dialog box, perform the following actions:

- Opt for "Choose Date and Center" from the available options.
- Specify the class for which you seek tutoring as "TEAS Workshop- English TEAS Review."
- Indicate the purpose of the appointment as "General Tutoring."
- Click "Search" to proceed.

**Step 6:** The "Schedule Appointment" page will populate. In the section labeled "Do you have a preference for which center," select "Nursing TEAS Workshop," then click "Search."

**Step 7:** The schedule appointment interface will reload, presenting you with a drop-down menu of available tutoring times. You have the flexibility to register for multiple workshops each week, with each session covering a distinct topic.

## How to Participate in the TEAS Workshop via Blackboard

**Step 1:** Open your preferred web browser and log in to your Blackboard account using your credentials.

**Step 2:** Navigate to the Course: On your dashboard, locate and click on the course titled "Nursing TEAS Workshop," listed under "My Courses."

**Step 3:** On the left-hand sidebar, click on the "Course Tools" option.

**Step 4:** From the dropdown menu, choose "Blackboard Collaborate Ultra."

**Step 5:** Scroll down to the bottom of the page and find the session corresponding to the date 10/10/23.

**Step 6:** Click on the date to reveal the "Join Session" button. Click on it, and the virtual classroom should automatically load.

**Step 7:** The live sessions will follow the schedule provided on the flyer. Please ensure you join at the times listed.

## How to Access Recorded TEAS Workshop Sessions

**Step 1:** If not already logged in, access your Blackboard account.

**Step 2:** Locate and click on the course titled "Nursing TEAS Workshop," listed under "My Courses."

**Step 3:** On the left-hand sidebar, click on "Course Tools."

**Step 4:** Choose "Blackboard Collaborate Ultra" from the dropdown menu.

**Step 5:** On the central screen, locate the word "Sessions." To the left of this word, you'll see three vertically-aligned small grey lines. Click on this icon.

**Step 6:** A list of recorded sessions will appear, each labeled with the date it was conducted. Select the session of interest to view it.

**FOR QUESTIONS**

**Call (718) 368-5405 or (718) 368-5118**  
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