



## Welcome to **JCPSeSchool!**

We hope that you enjoy taking our online courses.

To begin, you will need to go to our website at <https://jcpseschool.blackboard.com>  
Your username and password will be the same. You will use **all capital letters**.  
It will contain the first letter of your first name, up to eight letters of your last name, along with your six-digit birthdate.

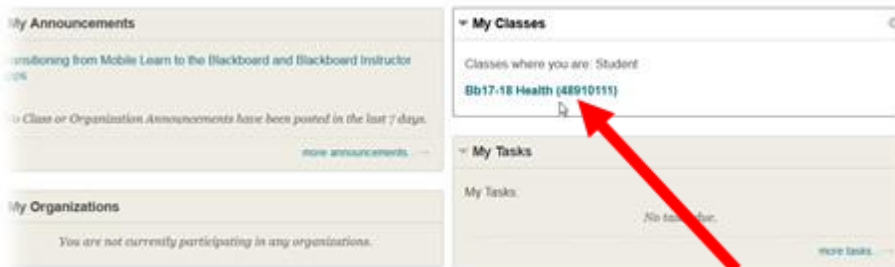
Example: Sally Klingsmith birthdate 08/08/2002

**Username:** SKLINGLES080802

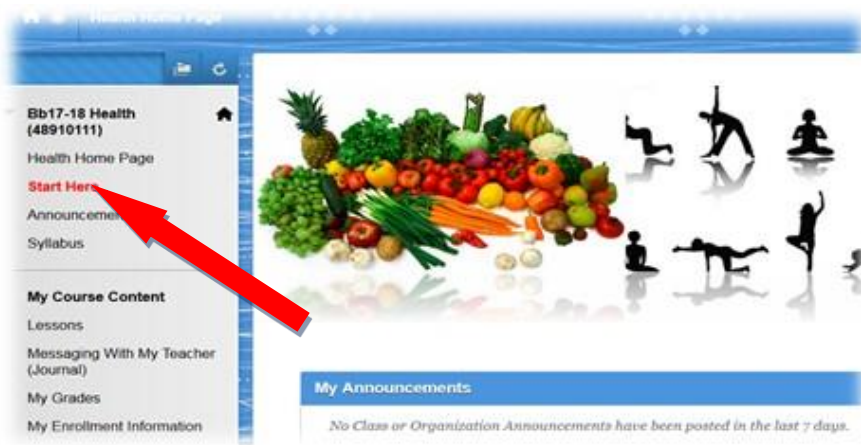
**Password:** SKLINGLES080802

Log in to your account

Click on your class, listed under **My Classes**



Next, you will need to complete the **Start Here** Unit. It is located on the left side menu.

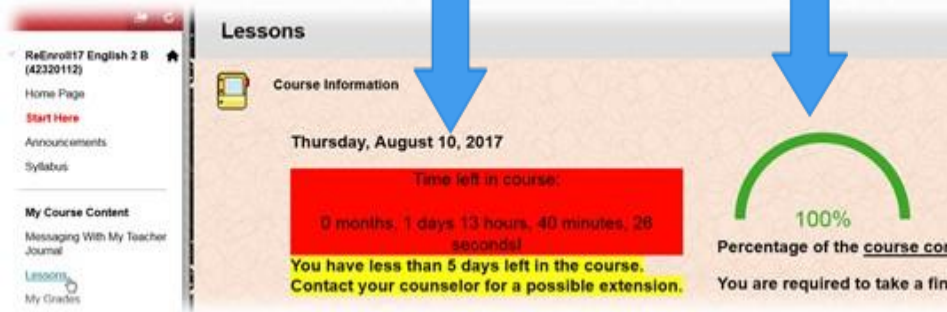


Content **will not** appear under **Lessons** until the **Start Here** unit is complete.  
This includes obtaining a **100%** on the **Policies and Procedures Quiz**.

We have a countdown timer in the courses, located under **Lessons**.

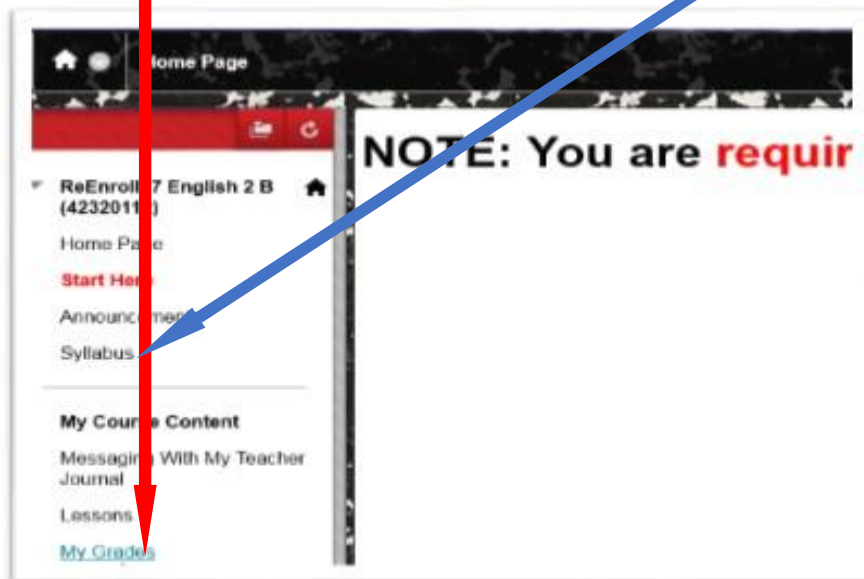
This is a tool to let you know when the course is expiring.

A progress meter is also listed in the course **Lessons** to let you know what percentage of the course has been completed.



Grades can always be checked under **My Grades**.

Course expectations are listed in the **Syllabus**.



If you have any additional questions, please contact your teacher through the **Messaging With My Teacher Journal** or email [amber.merrifield@jefferson.kyschools.us](mailto:amber.merrifield@jefferson.kyschools.us).