

QUICK TOUR

Blackboard 9.1 October 2014

Welcome to myCampus at Florida State University, home of FSU's online course sites and communities.

- FSU uses Blackboard Learn™ to create online course sites for anytime, anywhere access to course materials and assignments.
- It's easy to request a Blackboard course site and upload your content. Then you can begin customizing your course site with course materials, learning modules, assignments, assessments and much more!

Read on to learn more about navigating the Blackboard menu and how to find additional support materials to optimize your course content.

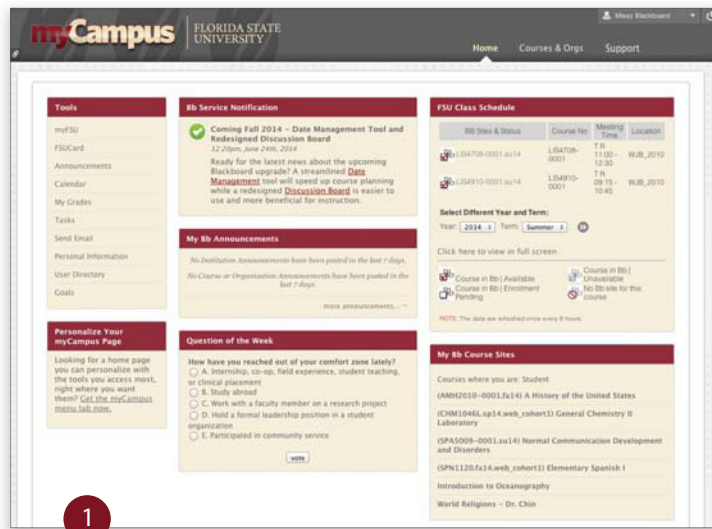
1 Home

TOOLS - Here you will find links to commonly used tools.

MY Bb ANNOUNCEMENTS - Check here for recent announcements posted on your course and organization sites.

MY Bb COURSE SITES - This section lists the course sites in which you are currently enrolled as an instructor. If you are also enrolled as a student, this module will list any courses you are taking that have Blackboard sites as well.

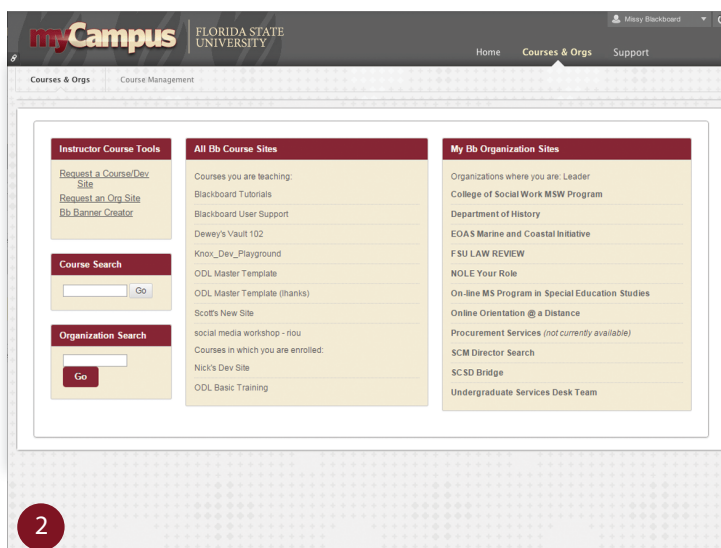
PERSONALIZE YOUR MYCAMPUS PAGE - If you want a personalized menu page with the tools you use most, click the link to add the myCampus tab.



2 Courses & Orgs

ALL Bb COURSE SITES - This lists all of your course sites, past and present.

MY Bb ORGANIZATION SITES - This lists the Blackboard organization sites to which you belong.



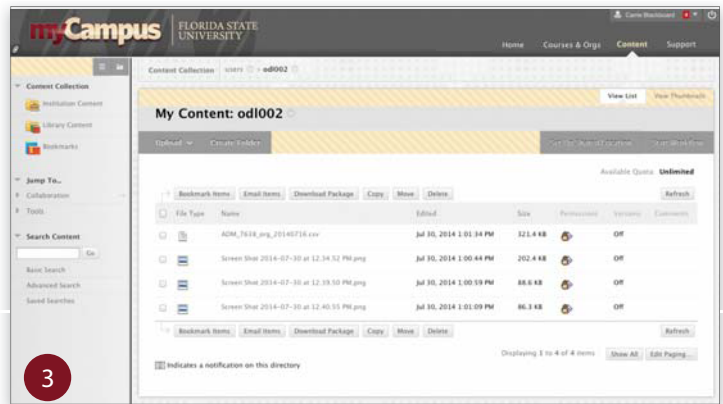
3 Content

The Content Tab is available to instructors for storing files on Blackboard's virtual hard drive.

Make Content Collection your central storage space for course and organization materials. Always accessible from any computer with an internet connection, your content is protected by your campus.fsu.edu login.

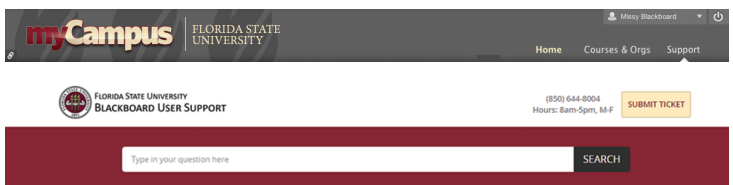
MANAGING MULTIPLE BLACKBOARD SITES?

Rather than uploading the same files into your Bb sites each semester, you can upload them into your Content Collection folder just once. Then create links from each site. You can also set permissions to allow sharing and collaboration with other users.



4 Support

Help is here! Click the Support tab to find FAQ's, support articles, and more from for FSU's Blackboard User Support help desk.



Bb Support Center

RECENT NEWS

2/11/2016: Improved Turnitin Originality Reporting Beginning in March 2016, Turnitin will be upgrading their Originality...
2/10/2016: Statewide Opt-in LMS Announcement The Board of Governors recently announced that Canvas has bee...
1/12/2016: Bb Mobile Apps Temporarily Disabled Update 5: 1/12/2016, 8:42am At this time, we are steadily working...

FAQs View all

I am locked out of my quiz. What do I do?
How do I change my account information (name, email, etc.) in Blackboard...
I received an "Error, unknown user" message when I tried to access Black...
How do I clear a student's attempt for a test or assignment?
How do I clear my browser's cache and cookies?

Known Issues View all

RESOLVED: Unrecoverable 508 error loop when attempting to upload files
"Error, unknown user" received during login
Kaltura screen recording unavailable with new versions of Chrome and M...
Mobile apps temporarily disabled
Inline Comments not saving when using Firefox

Instructor Resources

Request a Course Site Course Banner Tool Quick Tour (PDF)
Bb Manual Training Opportunities

Student Resources

Quick Tour (PDF) Bb Manual Online Programs
FSU Services & Support

4

5 Global Navigation Menu

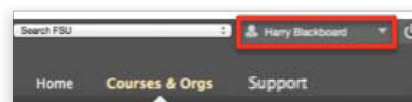
Access the Global Navigation Menu by clicking on the arrow next to your name at the top, right side of the Blackboard screen.

Use the Global Navigation Menu to:

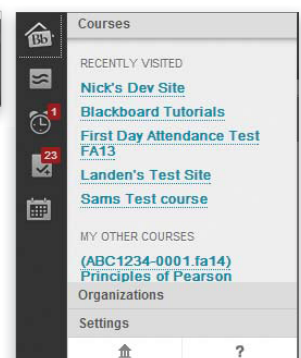
NAVIGATE straight to the course you want to work in by using the Course links.

ACCESS the new fully integrated calendar, which appears in this menu.






QUICKLY FIND out which students are falling behind. Also find all items ready for grading or discussion posts awaiting your response.



5



SEE BELOW FOR DETAILED GLOBAL NAVIGATION MENU DESCRIPTIONS

MENU	DESCRIPTION
	Bb HOME: This tool gives you an overview of due dates and items that need grading. Bb Home also displays upcoming calendar events plus the five most recent student posts.
	POSTS: This tool displays various kinds of posts (discussion boards, blogs, wikis, etc.) made recently in your courses and organizations. You may opt out of any sites you are not interested in.
	UPDATES: This tool allows you to review a list of notifications about recent events in your Blackboard sites.
	RETENTION CENTER: Blackboard compiles reports to alert you of any students who may be falling behind on their work. Blackboard analyzes information such as missed deadlines, poor grades, and most recent access dates to help you identify these students for each of your courses.
	CALENDAR: This new calendar is a powerful tool to help you stay on top of all deadlines and events. Working very similarly to Outlook and Google Calendar, Blackboard events are easy to manage and can even be imported dynamically into your phone, tablet, or computer. Global Navigation makes the calendar a cinch to find.

Helpful Hints

- ✓ If you're a PC User, we highly recommend using the latest, stable version of Mozilla Firefox or Google Chrome. If you're a Mac user, we highly recommend using the latest, stable version of Mozilla Firefox or Safari. We do not recommend using Internet Explorer because of compatibility issues with Blackboard.
- ✓ Please make sure you have a reliable Internet connection while you work in Blackboard.
- ✓ Please let your students know if there are additional technical requirements for individual courses.
- ✓ If you are just getting started, you will want to browse Blackboard's Help site for instructors, especially the Instructor Features article.
- ✓ Teaching a fully online course? Please access ODL's website for information about Instructional Strategies for distance learning.

Need Additional Help?



CONTACT BLACKBOARD USER SUPPORT
Ph. (850) 644-8004
Hours: 8am to 5pm, Weekdays,
excluding FSU Holidays

FSU's Blackboard Learn™ is supported by the Office of Distance Learning. Visit [ODL's Website](#) for more information about FSU's Distance Learning Programs.