# myCampus

**FLORIDA STATE UNIVERSITY**

For Students

## QUICK TOUR
Blackboard 9.1 October 2014

**Welcome to myCampus at Florida State University,** where you can access course materials at any time and from any computer with an Internet connection.

- FSU uses Blackboard Learn™ to create course sites for your instructors to upload the course syllabus, lecture materials, assignments, online discussions, and much more!

- Each course site is customized by your instructor. Most instructors provide an introduction to their Blackboard sites to help you navigate your virtual learning environment.

Read on to learn more about navigating the Blackboard menu, keeping up with important course dates, and checking your course grades
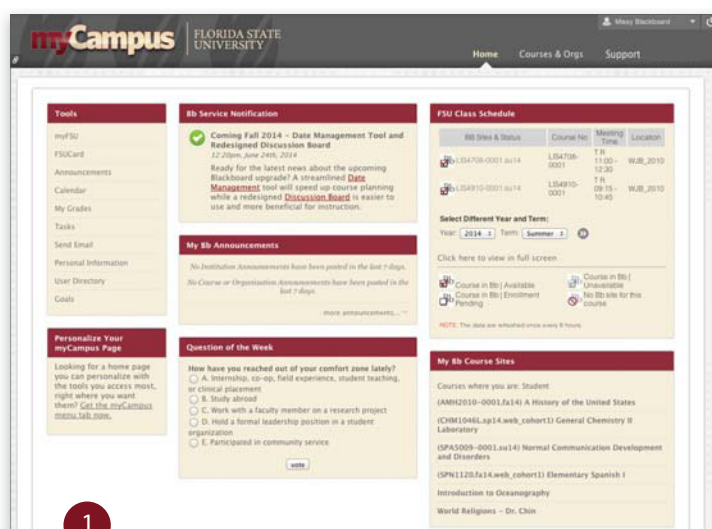
## 1  Home

**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. Remember, not all instructors use Blackboard course sites.

**QUESTION OF THE WEEK** – Join in the fun of learning more about what FSU has to offer!

**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.
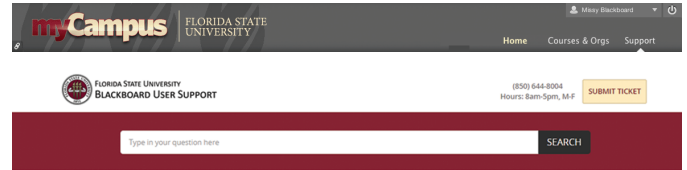
## 2  Courses & Orgs

**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.

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### 3   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.

### 4   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.
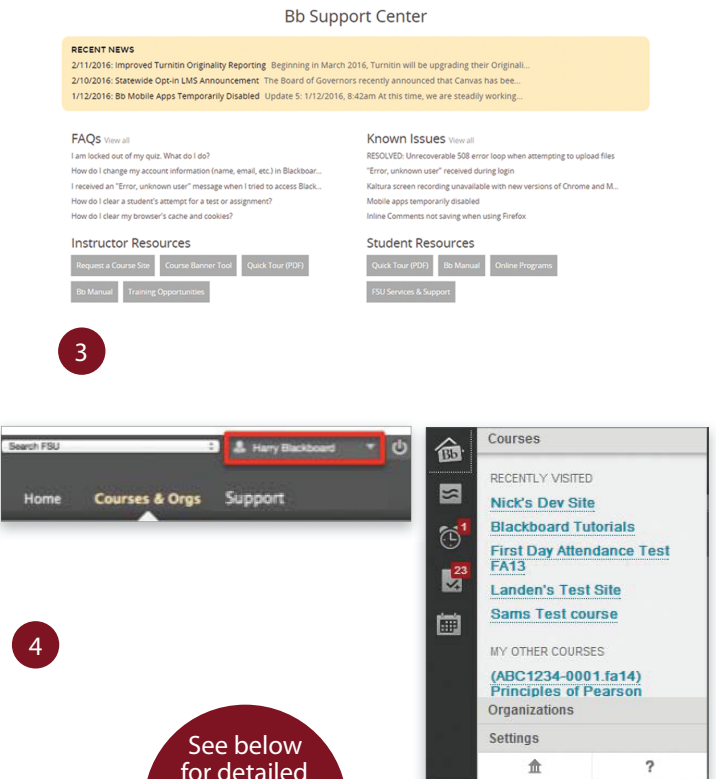
Use the Global Navigation Menu to:

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

EASILY CHECK ALL YOUR GRADES with one quick glance. You can also quickly locate your recently graded assignments across all your courses.

ACCESS the new fully integrated calendar.

QUICKLY FIND out if an instructor has made a test available or responded to your discussion board post by looking at the Updates and Posts tools.

See below for detailed Global Navigation Menu Descriptions

| MENU | DESCRIPTION |
|---|---|
| Bb HOME: | This tool gives you an overview of what items are due and what items have been recently graded. Move your mouse pointer over "View" to reveal your grade instantly from Global Navigation. Bb Home also displays upcoming calendar events plus the five most recent posts from peers and instructors. |
| 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. |
| MY GRADES: | This tool lets you view your totals in one place for all of your active courses, or drill down into any course's "My Grades" page within the menu. Other advanced features, such as the ability to view all recently graded items regardless of course, make finding your newest grades simple. |
| 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. |

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## 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 (especially while taking tests).

✔ Course instructors will let you know if there are additional technical requirements for individual courses.

## 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.