Blackboard Visual Quick Start Guide
Use this guide to quickly learn how to get your online/hybrid course up and running.

Logging in:
To login to Blackboard, go to: https://blackboard.fau.edu
Username: FAUnetID
Password: same as your MyFAU password

Browser Compatibility:

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Accessing your Course
After logging into Blackboard, look for the “My Courses Module” on the Welcome tab. This module will list all the courses you are enrolled in (as an instructor, TA, or student). Click on the course name to enter the course.
Quick Setup Guide:
The quick setup guide allows you to quickly set up your course. You can modify the course name and description, pick a course structure, and choose a theme.

- Course Structure—this new feature allows you to pick a premade menu style to help with the organization and flow of your course.
- Course Themes—this new feature allows you to “beautify” your course, using colors and styles.

- You can also edit the course theme by using the, “Change Course Theme” button (located next to the edit button).

Managing your Course:
Below are common buttons and menus that you will use when trying to manage your course.

The Edit Button
The Edit button allows you to toggle editing capabilities on and off.

- With Edit Mode ON, you can edit your course (to add content).
- With Edit Mode OFF you see what your students see and cannot modify your course.

Action Links:
The action links appear when you hover over items you wish to modify, manage, or remove

Move Arrows:
These arrows appear when you hover over items you wish to reorder (i.e., course menu or content items). Click on it to drag and drop to a new hierarchical position.
Course to Course Navigation:
By clicking the action link next to the home icon (located on the top right of the course, above the course menu) you can easily move from a task in one course to the same task in another.

The Control Panel:
The Control Panel is a series of buttons and drop menus located on the lower left-hand side of the screen.

The control panel is where you would do many of the “administrative” tasks in your course. Such as accessing course tools, course files, the Grade Center, enrolling users, managing groups, customizing your course, and importing/exporting course materials.

The Text Editor
In this version of Blackboard, the visual text editor has changed. This new editor supports the same editing capabilities as the old one, but it has some additions and improvements.

Additions:
- Text: Align Full, Find/Replace, Blockquote, CSS editing, insert non-breaking spaces, symbols, and emoticons
- Tables: Setting of row and cell properties, inserts and deletes of rows and cells, splitting and merging of cells.

Improvements: Include consolidation of media choices for inserting media under a single toolbar button, correct copy paste from word and automatic HTML validation.

The Math Editor: Now has a richer set of features, improved rendering, and now supports copy/paste of MathML formulae and equations directly in the editor.

Setting your Course Availability
*At the start of each semester, you must make your course available to the students. By default, your students will not be able to see your course until you do the following:*
- Go to your course.
- Go to the Control Panel and click on “Customization.”
- Choose “Properties.”
4. Scroll down to number 3, “Set Availability.”

5. Toggle the radio button to “Yes.”
6. Click “Submit.”

Creating an Announcement:
*The student will see the announcements in the announcement module on the course homepage.*

1. Go to the Control Panel and click on “Course Tools.”
2. Click on “Announcements.”
3. Make sure Edit Mode is “ON.”
4. Click on “Create Announcement.”

5. Fill out the announcement text.
6. Click “Submit.”

Sending Email:
To send an email to your students from within a course:

1. Click on “Course Tools” in the Control Panel and then select “Send Email” from the list.
2. Select to whom you wish to send the email.

3. Enter a subject in the Subject box.
4. Enter email text in the Message box.
5. Optional: Attach a file to your message.
6. Click “Submit.”
7. Click OK to confirm content receipt.
Adding Course Content:
1. Go to a content area in your course (e.g., Content).
2. Turn Edit Mode to “ON.”
3. Click on “Build Content.”
4. Choose from the options listed.
5. To create an “Item” (e.g., your syllabus) click on “Item” under “Create.”
6. On the next page, give your “Item” a name.
7. Optional: Type your text in the Text box (format as desired using the Visual Text Editor).
8. Optional: Attach a file. (Click on browse to locate your file, such as a Word document [.docx].)
9. Optional: Set date restrictions and track number of views.
10. Click “Submit.”

Adding Assignments and Tests:
In Blackboard 9 you are able to create tests, surveys, assignments, SafeAssignments, and TurnItIn Assignments by using the “Assessments” button within your course area (with Edit Mode on).
1. Go to a content area in your course (e.g., Course Work).
2. Click on “Assessments.”
3. Choose from the list provided.
4. If you would like more information about using any of these tools, please visit our tutorials page or attend training.

Getting Help:
Tutorials:

Training Calendar:
http://www.fau.edu/irm/training

Submit a Ticket:
Go to www.fau.edu/helpdesk or click “Submit a Ticket” from your Blackboard homepage. This allows us to keep track of issues that are occurring in Blackboard 9. It will also help us build our knowledge base of frequently asked questions.