Blackboard Quick Start Guide

1. Log-in for Blackboard Users
- Blackboard is located at:
https://faytechcc.blackboard.com/
-In the web browser, click on the word Login in the right corner (under the Address area) for the Bb login page.
-**Username:** The first seven characters of your last name, the first letter of your first name and last four digits of your Student ID#
-**Password:** 8-digit birth date as mmddyyyy
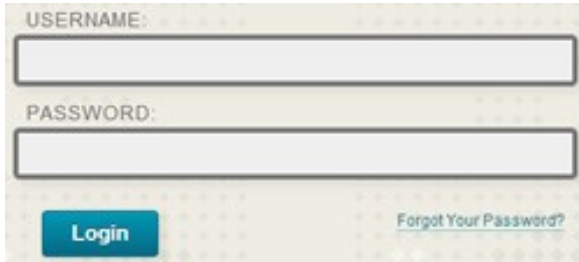
Note: If you cannot log in, contact the Online Support Center at 1.866.829.9660. *Curriculum classes are available to students at 12:01 a.m. the first day of class.*

2. Course List Layout
Announcements will be listed in the center column of the Blackboard Interface.

Your course(s) are listed in the My Courses. Click the name of course to enter. Course designs may be different, but the Blackboard components work the same way for all courses (Discussion Boards, Tests, etc).
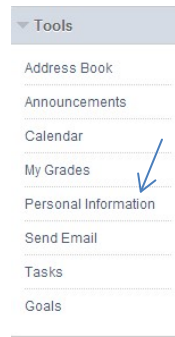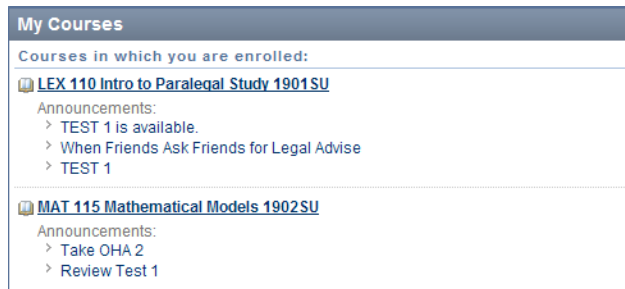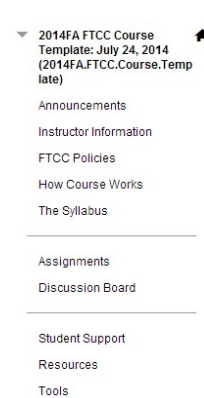
3. Personal Information
- Change your password after logging in.
- Select "Personal Information" from the Tools module on the Blackboard Desktop.
- Click Reset Password Request
- Key your new password in the boxes provided
- Next time you login use your new password

4. Activities in an Online Course
There will be a variety of online activities and resources inside your online learning environment. There may be additional activities not listed in this guide.

Announcements - Alerts and Notices
Assessments - Exams, Quizzes, or Surveys
Assignments - Activities for a Week, Unit or Topic
Discussion Boards - Compose and Reply in a Forum
Help - Blackboard Help Guide
Multimedia - Video Clips, Animations and Audio Files
Tools - Additional Items Linked to the Course
Web Links - Web Site Resources

5. Navigating Within a Course
On the left hand side you will see a course menu. There may be a variety of communication tools such as Email, Virtual Office, Chat, and a Discussion Board to communicate inside the online class with your instructor and fellow classmates. Make sure to explore and locate important getting started information to ensure success in the class.
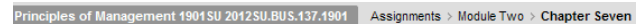
6. Breadcrumbs
As you explore your online class you may notice a list of "breadcrumbs" building at the top of your display. Each "breadcrumb" represents a screen you moved through. It is recommended to use the breadcrumbs and Course Tools navigation bar rather than the "Back" button on your Browser.

7. Submitting Assignments

These are 3 common types of assignments in your online class.

a. Offline - Performing activities outside of the Blackboard, such as an observational activity.

b. Online - Typing in a response in the "Assignment Materials" text box in the Student Assignment area before a due date.


c. Uploading a file - Creating a file in a Word processing application and submit by uploading or attaching (these word definitions are used interchangeably) to the designated area.

8. Save as an RTF (Rich Text Format, unless another format is required for your course)

First save your document as an .RTF format using the "**Save as type:**" drop down menu and scroll down to locate the "Rich Text Format" option.
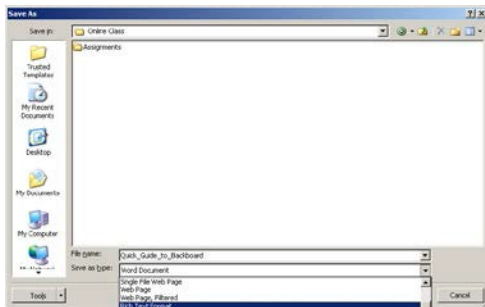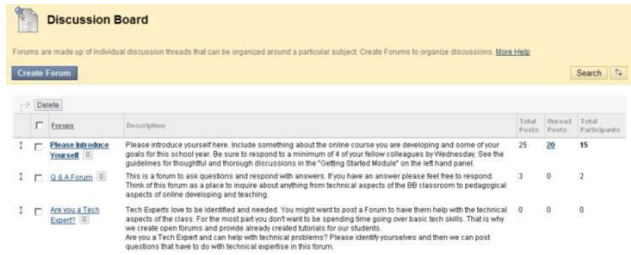

To upload or attach the .rtf file to the Assignment Materials box, click on the "Browse My Computer" button to locate and select the file from your computer.
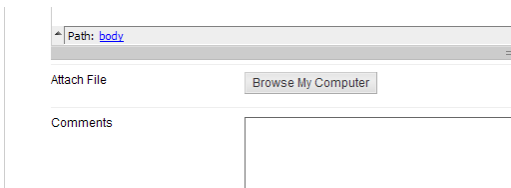
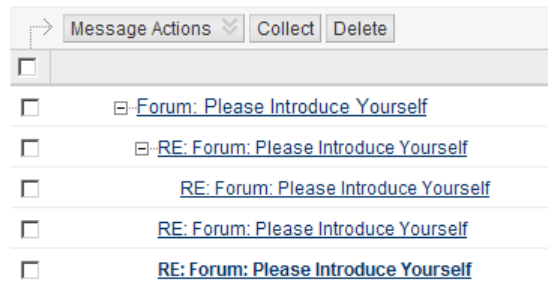## 9. Threaded Discussion Forum Participation

Threaded Discussion Forums are listed by the time of entry and messages are usually available to all participants inside the online course to read and reply to.

Once you have clicked inside a forum, always start with a new message for your *initial* posting. Click "Create Thread" to begin your new discussion contribution. This will present your message as its own topic.

Then use "Reply" to reply to any existing discussion topics. It is important to include a descriptive subject line.

Each topic (thread) in a forum list contains a conversation. By clicking on the subject of the topic you can see the conversation. Using the nested format, the replies appear indented from the message to which they reply to.

Always use good etiquette and proper spelling with good grammar when participating in the threaded discussion forums. There may be rubrics and guidelines to read over from your instructor before getting started.

10. System Time Out

The Blackboard system times out after 60 minutes of inactivity. You will then be required to log back in. When you are writing directly in a threaded discussion forum or an assignment submission text box the Blackboard system considers this inactivity and will end the session after 60 minutes. You can lose your items on the screen.

FTCC's learning management system is Blackboard is v9.1.20140.160373. Each student has a unique username for Blackboard which is also used for campus computer access, student email and WebAdvisor.

Blackboard Assistance: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8406

Blackboard Student Videos: https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos

FTCC Academic Calendars: http://www.faytechcc.edu/academics/academic-calendar/