❱ NAVIGATING BLACKBOARD

Blackboard is the virtual classroom and instructional hub of information for your Dual Enrollment course(s) at FMU. It is important to know that each instructor has the ability to set up Blackboard and present their course materials in the way that works best for them, so your assignments and materials may not be in the same location for all of your courses.

It is vital that students explore their courses in Blackboard to become familiar with how their instructor has organized their course so that they know how to locate key information, including the course syllabus, and instructor contact information, assignments, instructor feedback, and grades. There are currently two versions of Blackboard in use and instructions for both versions (labeled *old* and *new*) are provided below to help students navigate the basics of Blackboard.

Please note the following is a general guide: Your course may be setup differently. Students should contact their instructor if they have specific questions about a course or course material in Blackboard. Students should only be logging into Blackboard through their Patriot Portal account by using their Multi-Factor Authentication app. For login issues for either the Patriot Portal or Blackboard, please contact Campus Technology at 843-661-1111 or the Dual Enrollment Office at 843-374-4215.

FINDING ASSIGNMENTS

1 - Start on the Blackboard homepage. The homepage will show you all of the courses you are currently enrolled in.
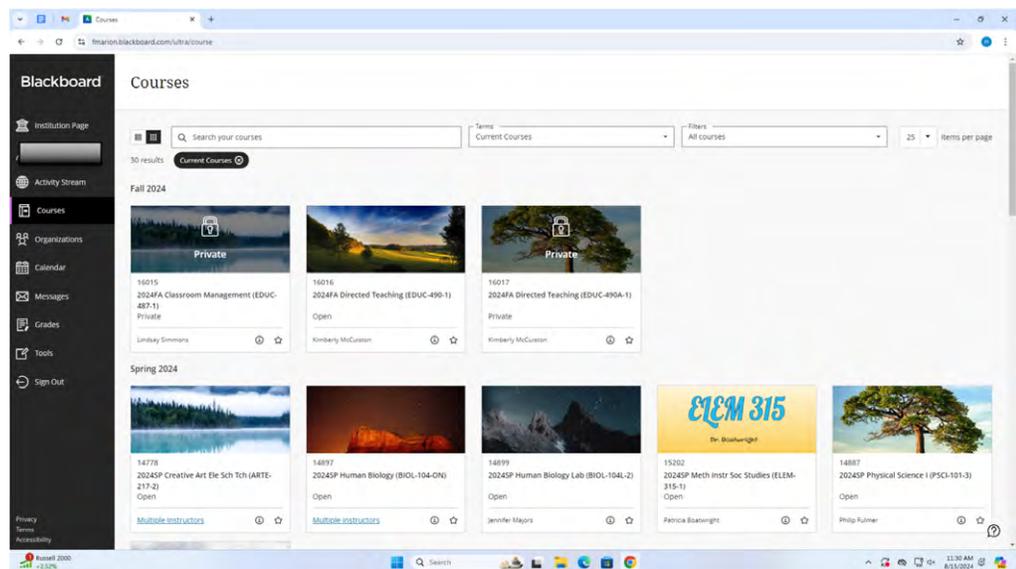
2 - Click on the course you need to access. This is what it will look like:
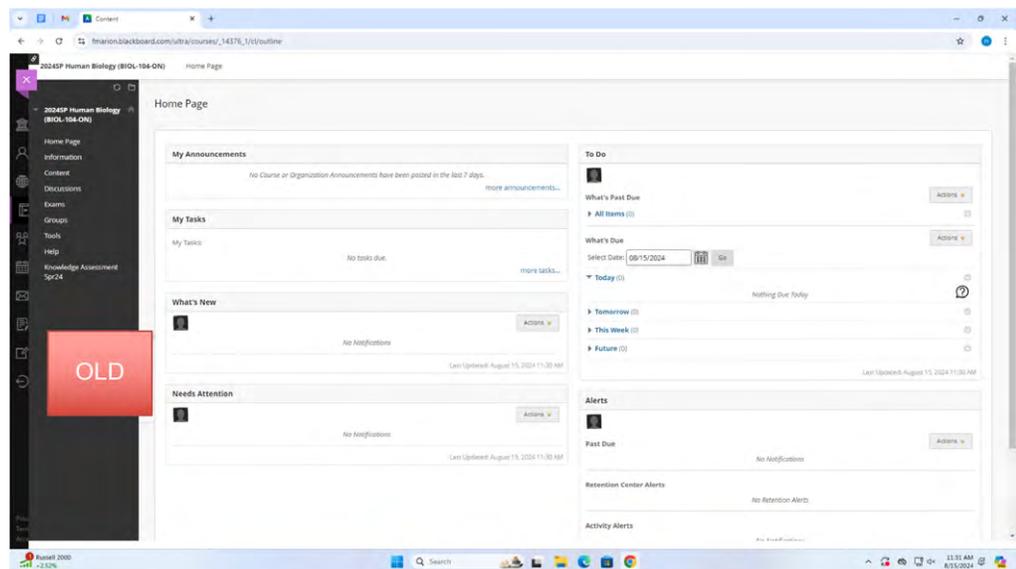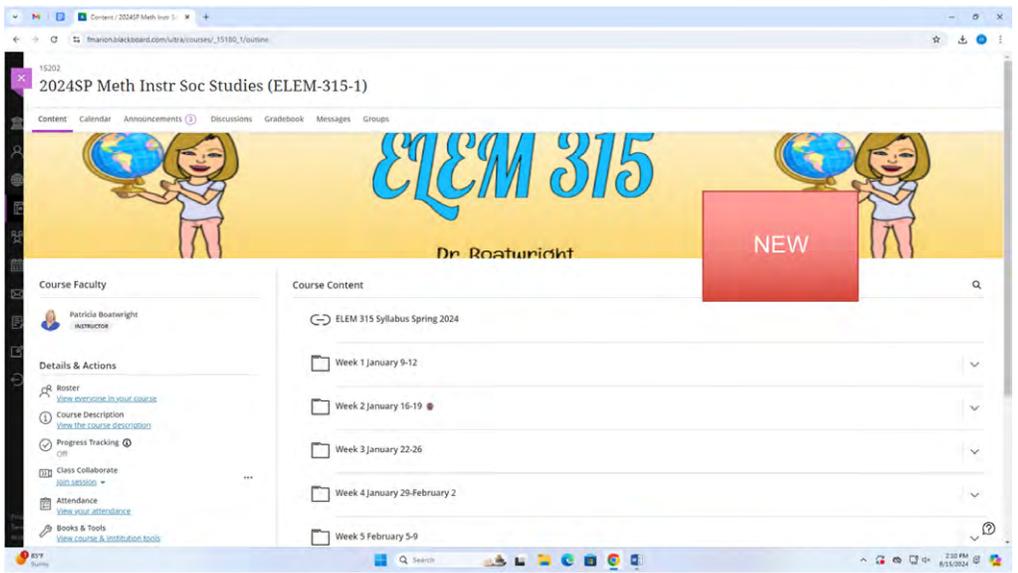
3 - After opening the course, you will see different folders. Some professors will already have a folder titled "Assignments." If not, you are likely to find your assignments in the folder labeled "Content."
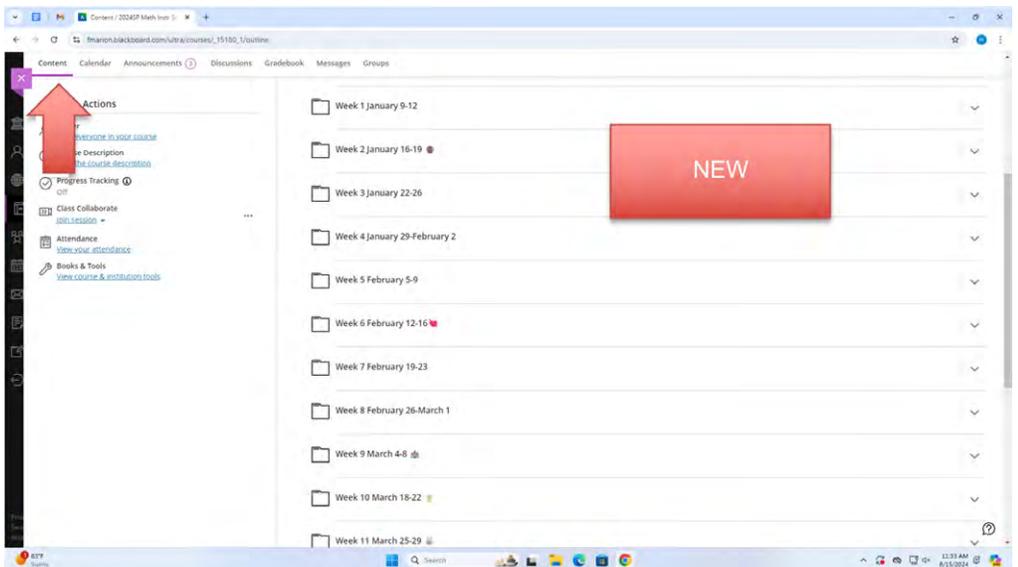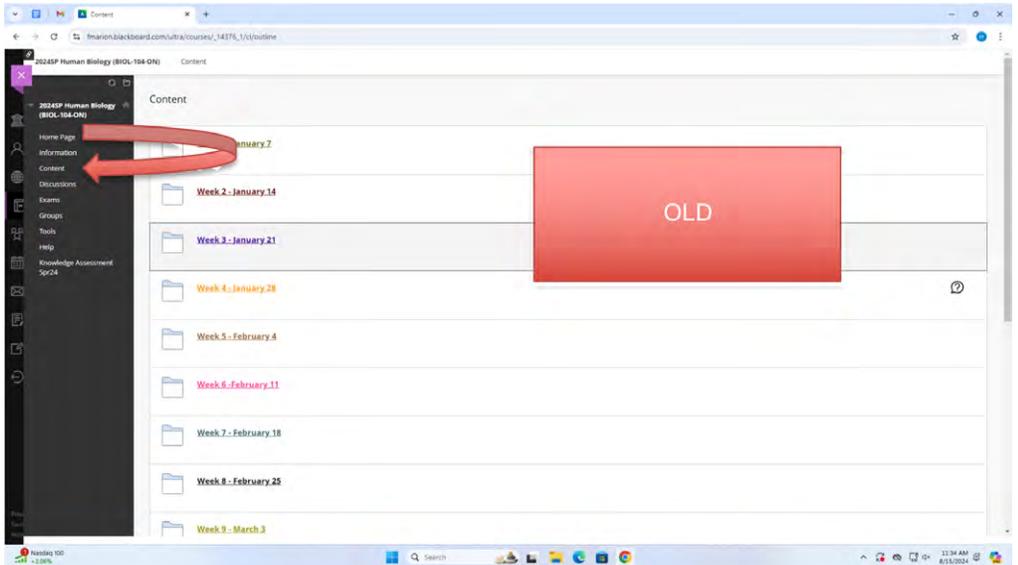
4 - After opening the content folder, you will either see all of your assignments open and you can find what you need OR your professor will have separated the assignments into folders, usually done by week.

Find the folder you need click it, to access your assignment.
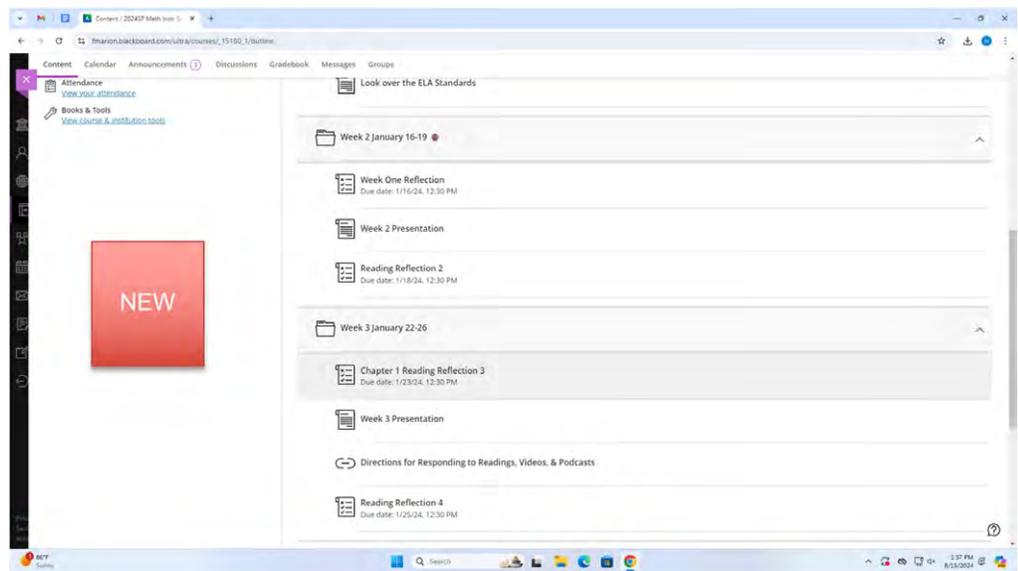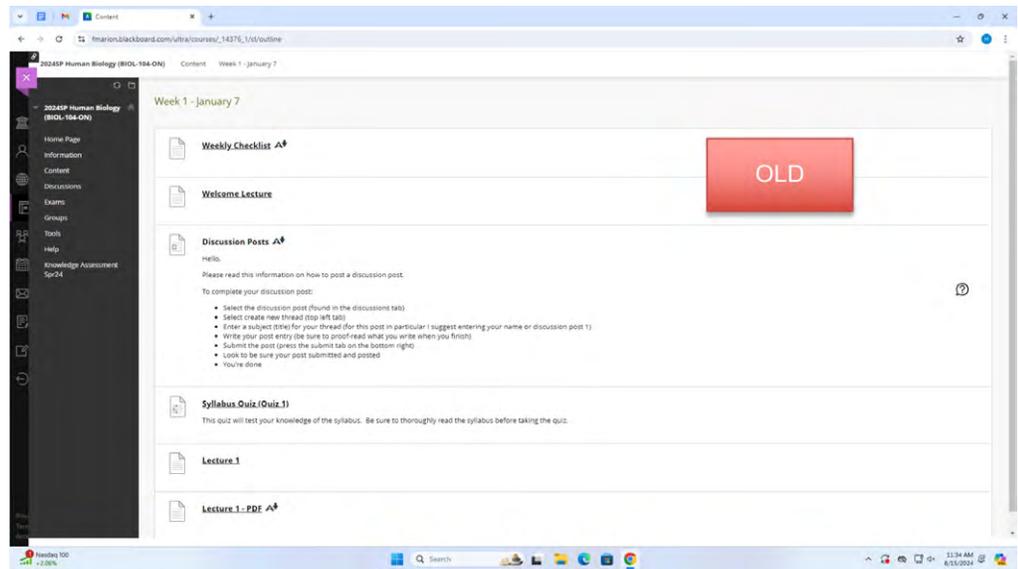
SUBMITTING ASSIGNMENTS

1 - Follow the instructions for finding assignments in Blackboard. Find the specific assignment that you need to submit. There are three options for submitting the assignment depending upon what is required of you.

A - Text box/Create Submission
1. The textbox submission feature is where you are able to type your response. This tool is helpful when your professor has given you a task that requires you to answer very few questions.
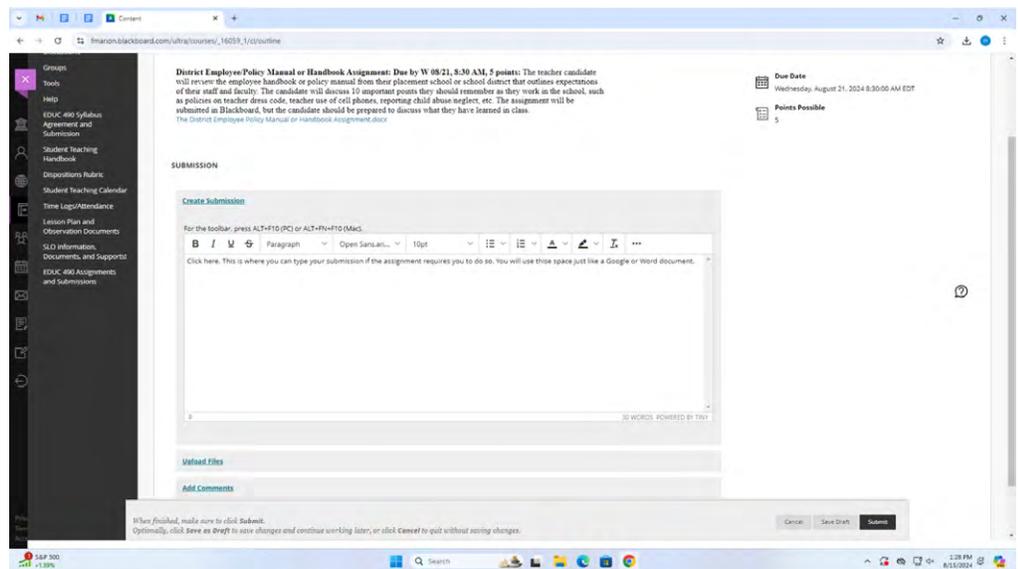
B - Insert Link
   1. The Insert Link feature gives you the option to copy and paste a link into your submission box.

   This is helpful when your professor may need a Google Document submitted that they can then edit or comment on.
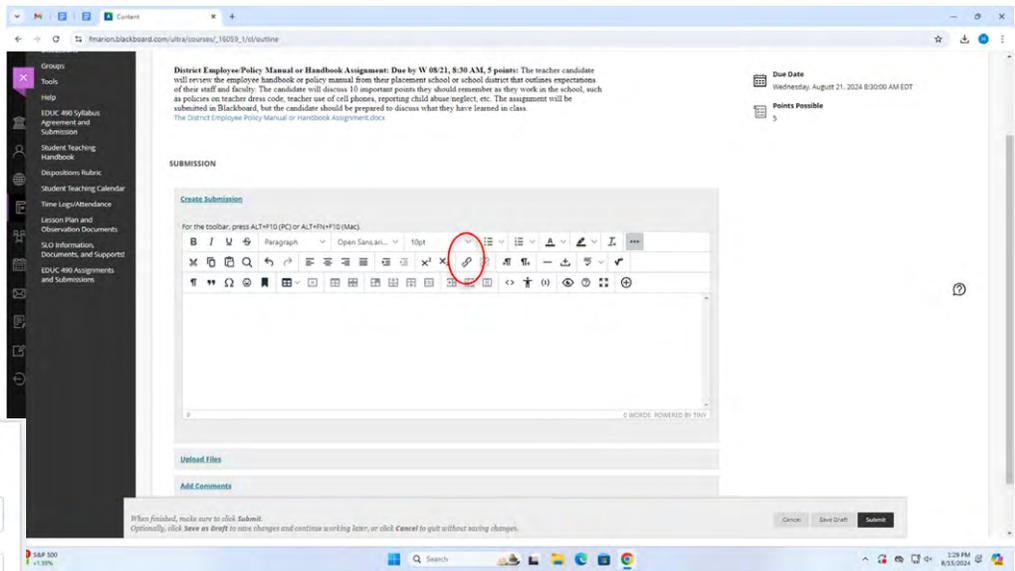
C - Upload Files
   1. The Upload File submission feature allows you to upload files from your computer. This is helpful when your professor requires a PDF, a photo, a Word document or anything else that is not a Google document or a typed response.
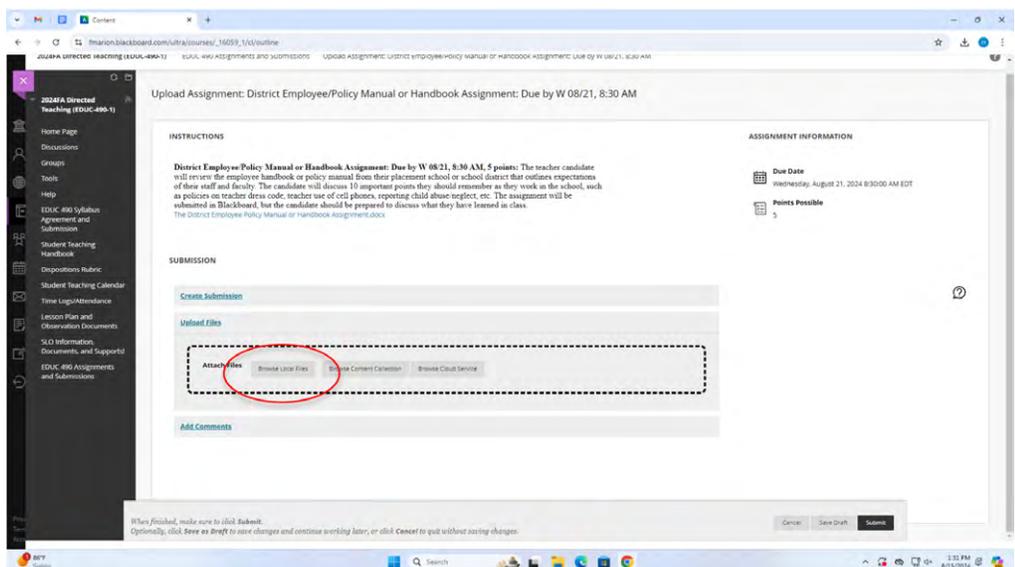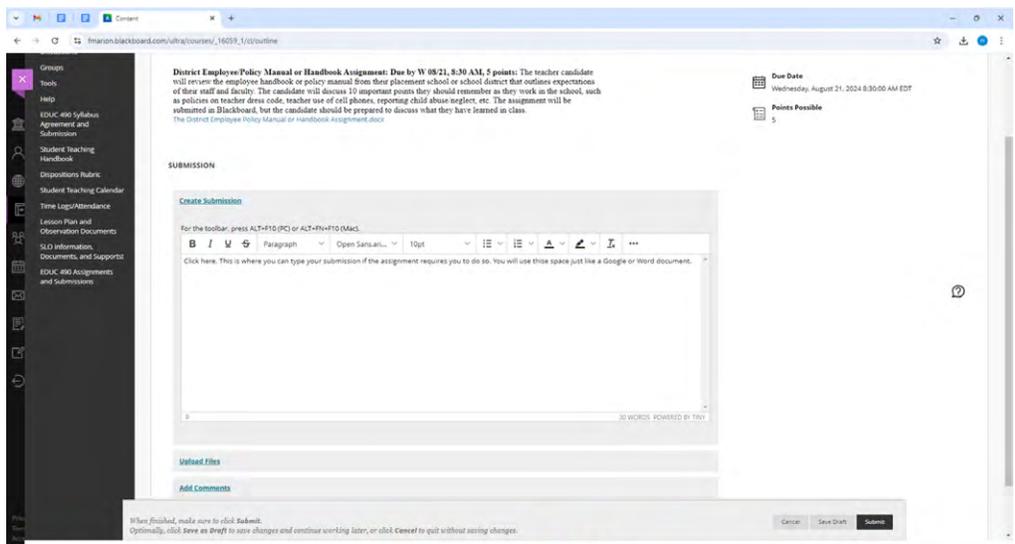
FINDING GRADES

1 - Start on the Blackboard home page. From here, you will click on the "Grades" button on the left side.
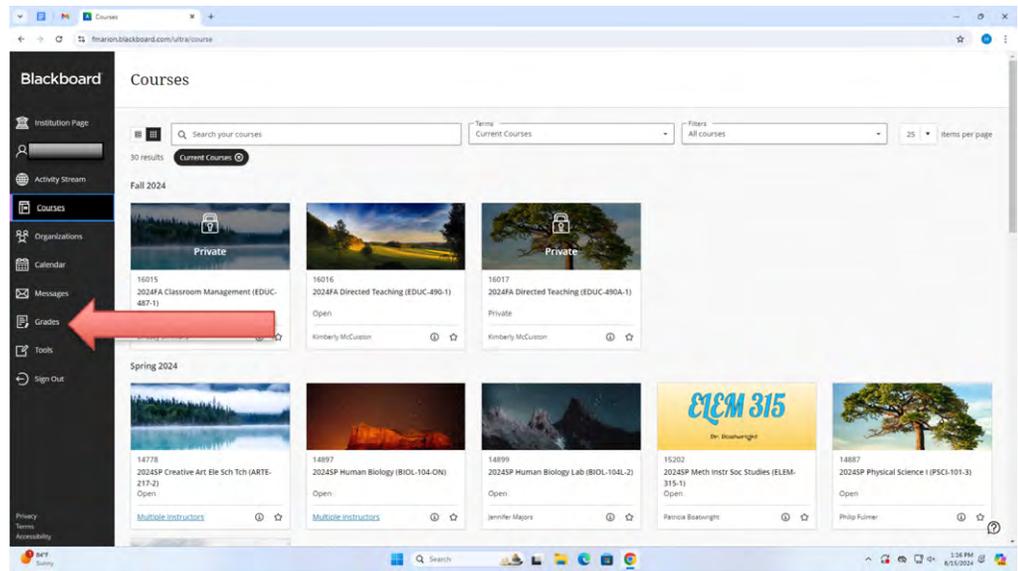
2 - From there, you will see all of your courses and the overall grade for each course.
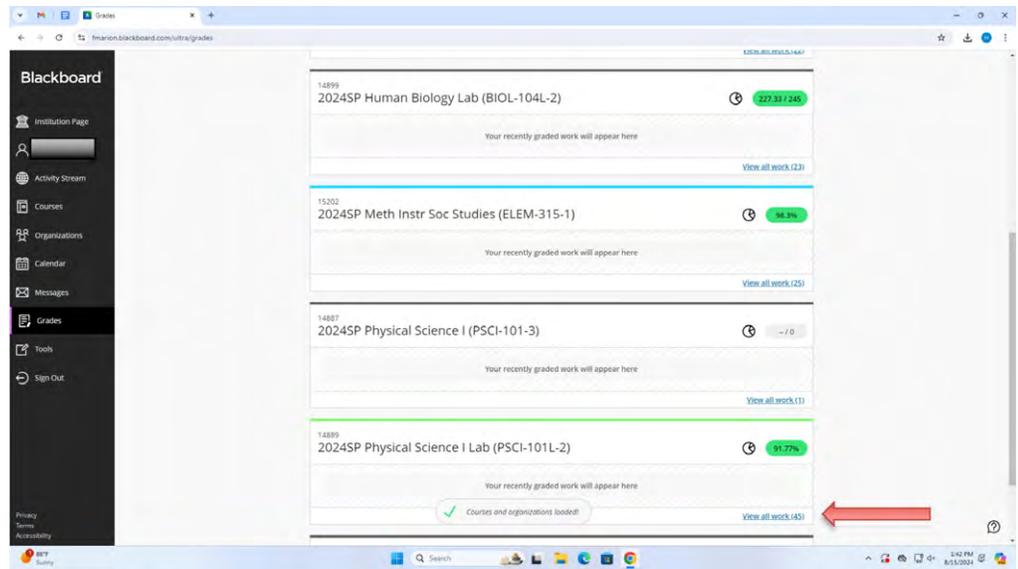
3 - Click "View All Work" for a look at your individual assignment grades for each course.
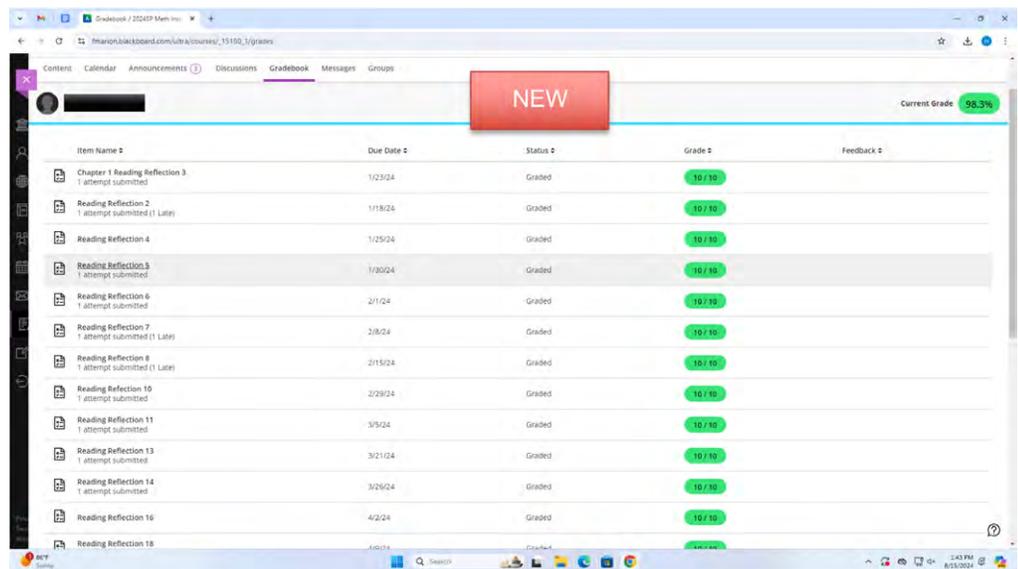
FINDING ASSIGNMENT FEEDBACK

1 - First, follow the instructions above for finding grades.
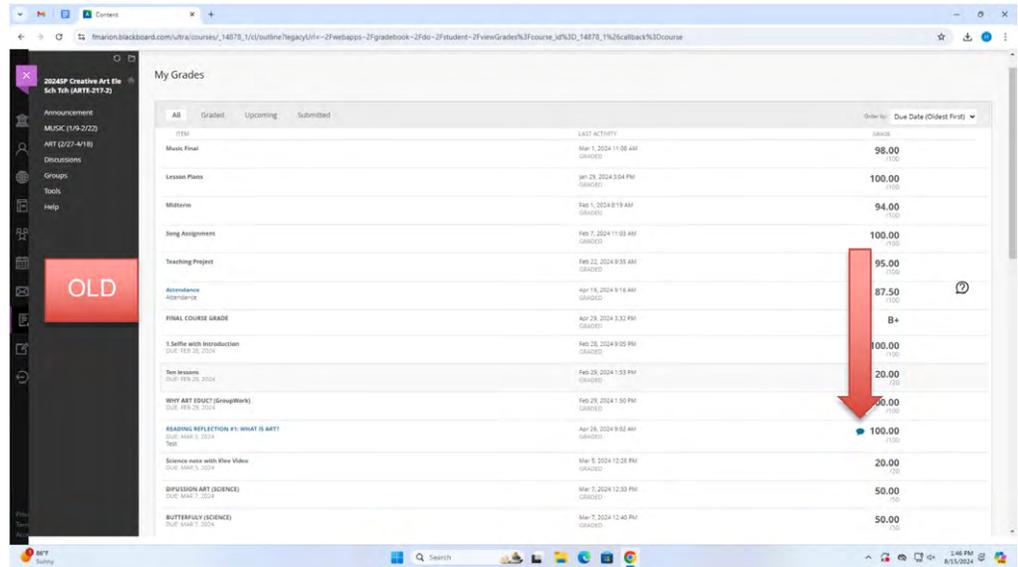
2 - Assignments that have been given feedback will show a comment box to the side. Click this comment box and your feedback will appear.
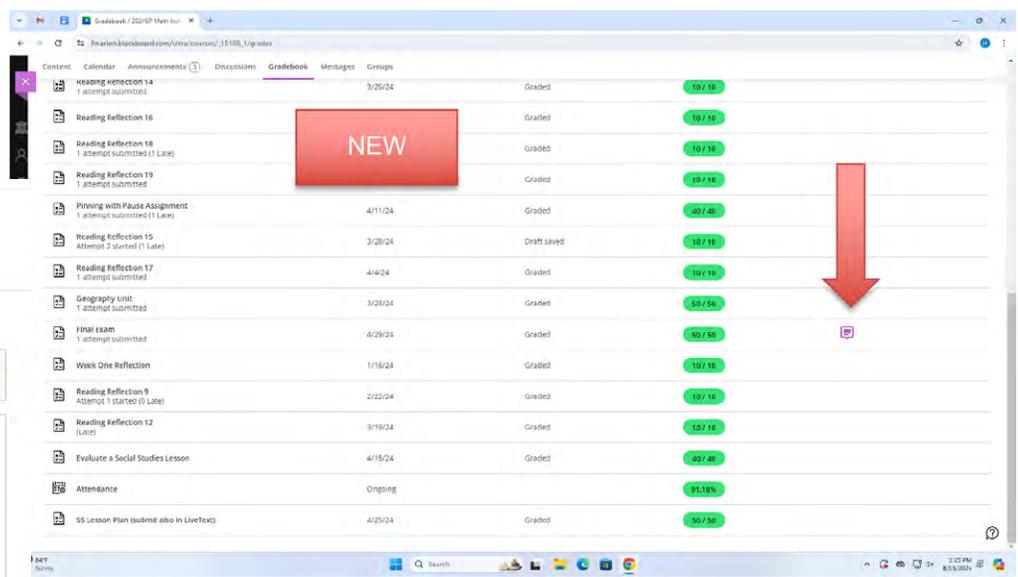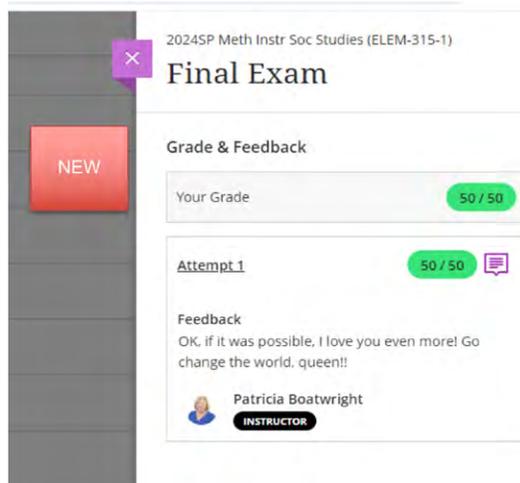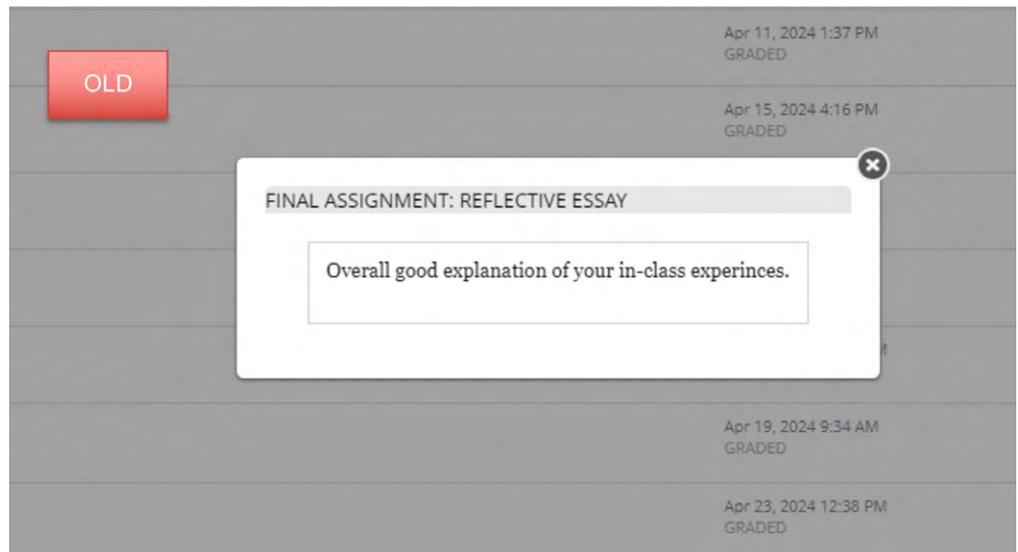
USING THE ACTIVITY STREAM

1 - You'll begin on the Blackboard home page and choose "Activity Stream" on the left side.
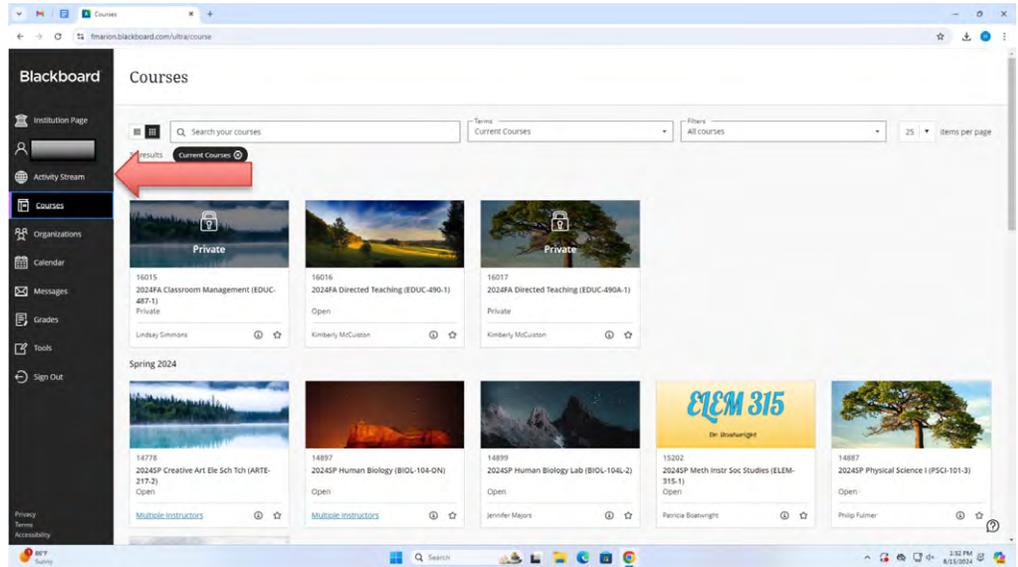
2 - Your activity stream will look like this no matter what version of Blackboard a professor is using. The activity stream will show you what assignments have been posted, when they are due, and what class they are from. It will also show you when an assignment is almost overdue or past due.
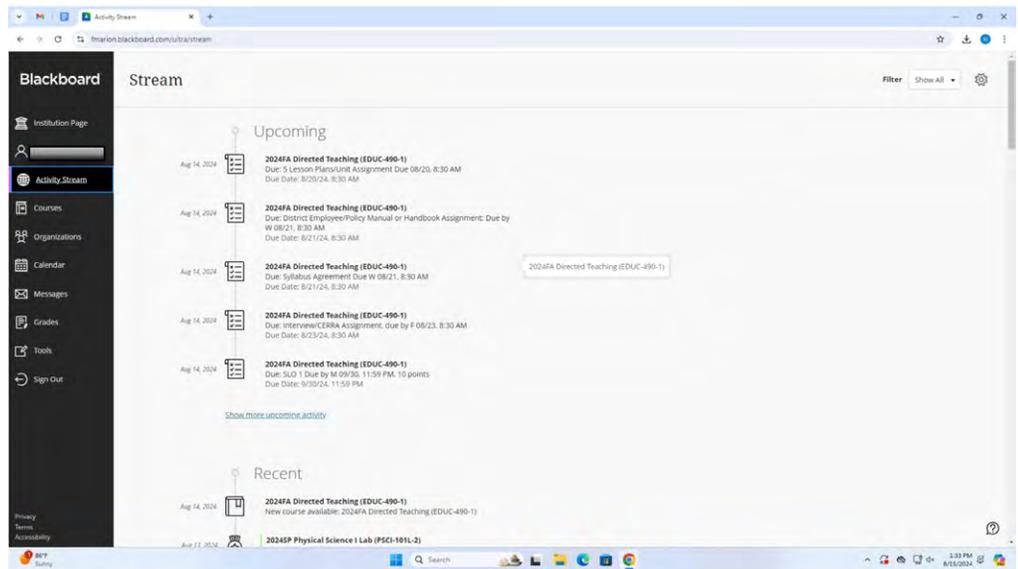
3 - You are also able to see when a grade for an assignment was posted and can view that grade for each assignment.