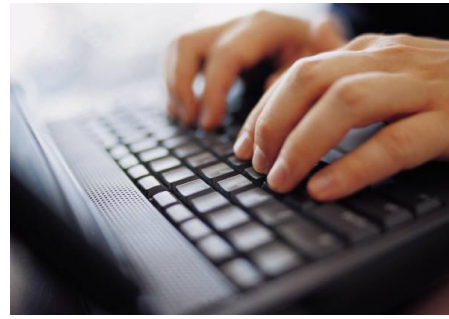




Welcome to Online Learning

Blackboardlearn⁺

simply.better.



Introduction to Blackboard Learn 9.1

Florida National University Online Courses Platform

**Created by the Online Learning Dept.
December, 2016**



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Blackboard System Requirements

Supported Internet Browsers & Operating Systems:



- MS Windows Vista/Windows 7, 8 and 10, Mac OS 10.5 or better
- Internet Explorer 11 or Internet Explorer 10 or 9 
- Safari 8 or higher from Apple 
- Mozilla Firefox 32 or better 
- Google Chrome 37 or higher (highly recommended) 
- JRE version 8 is the recommended version for features that depend on it. The JRE can be downloaded from:
<http://java.sun.com/javase/downloads/index.jsp> 
- Adobe Flash Player version 23 is the recommended version

<https://get.adobe.com/flashplayer/?fpchrome>





Blackboard System Requirements

High speed Internet strongly recommended for efficient use of all the applications

Blackboard disapproves the following browsers:

- **Safari 2.0, 3.x (or any version on Windows)**
- **Internet Explorer 6**
- **Firefox 1.x, 2.0, 3.0 and 3.5**
- **Mac OSX 10.4 "Tiger"**
- **Java 5**

It is recommended to keep your computer upgrade to the latest version of software for a better learning experience



Blackboard System Requirements

To check if the browser you are currently using is or isn't compatible with Blackboard, please click on the following link:

[Browser Checker](#)



Opening this page checks whether Blackboard Learn supports your browser and operating system.

Your browser is: ✓ **SUPPORTED**

Related pages

- [Browser Support](#)
- [Browser Support Policy](#)
- [Internet Explorer Security Zones and Compatibility View](#)

| | |
|-----------------------------------|---|
| Operating System | Windows 8.1 64-bit |
| Browser Language | en-US |
| Browser Version | ✓ Firefox 50.0 |
| Browser Security - Cookies | ✓ Enabled |
| Browser Security - Pop-up blocker | ✗ Pop-up blocker is enabled |
| JRE | |



Accessing Blackboard

- You can access Blackboard in the following ways:

- Using FNU Website: <http://www.fnu.edu>

Click on the “Online Learning” tab

The screenshot displays the Florida National University website. At the top, there is a navigation bar with links for 'Questions? Contact Us', 'MAP & DIRECTIONS', 'REQUEST INFO', 'BLOG', and 'MYFNU'. The main header features the FNU logo, the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE', a search bar, and social media icons for Facebook, Twitter, YouTube, and LinkedIn. Below the header, there are navigation tabs for 'Admissions & Financial Aid', 'Online Learning', 'Academics', 'Athletics', and 'About FNU'. The 'Online Learning' tab is highlighted, and a callout box with the text 'Click here' points to it. A dropdown menu is visible under 'Online Learning', containing links for 'Overview', 'Online Programs', 'Blackboard Login', 'Apply Now', and 'FAQ'. The main content area features a banner with the text 'University At Your Convenience Anytime Anywhere' and a background image of a graduation ceremony. Below the banner, there are four buttons: 'Apply', 'Request Info', 'Learn More', and 'Find a Program'. At the bottom, there are sections for 'Programs of Study' (listing Master Degrees and Bachelor of Arts) and 'Student Resources' (listing Library and Bookstore).



Accessing Blackboard

- Click on the “Blackboard Login “ link

The screenshot displays the Florida National University website. At the top, there is a dark red navigation bar with links for "Questions? Contact Us", "MAP & DIRECTIONS", "REQUEST INFO", "BLOG", and "MYFNU". Below this is the university's logo and name, "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE", along with a search bar and social media icons for Facebook, Twitter, YouTube, and LinkedIn. A secondary navigation bar includes "Prospective Students", "Current Students", and "US Military". The main navigation menu is green and includes "Admissions & Financial Aid", "Online Learning", "Academics", "Athletics", and "About FNU". The "Online Learning" menu is expanded, showing options for "Overview", "Online Programs", "Blackboard Login", "Apply Now", and "FAQ". A blue callout box with the text "Click here" points to the "Blackboard Login" link. Below the navigation is a large banner image of a graduation ceremony with the text "University At Your Convenience" and "Anytime Anywhere". At the bottom, there are four colored buttons: "Apply" (red), "Request Info" (green), "Learn More" (blue), and "Find a Program" (orange). The footer contains two sections: "Programs of Study" with links for "Master Degrees" and "Bachelor of Arts", and "Student Resources" with links for "Library" and "Bookstore".



Accessing Blackboard

- Blackboard login:
 - **Username:** your FNU student email address
 - **Password:** first letter of your first name CAPITALIZED + Zip Code of your home campus + last 4 digits of student ID number.
- Zip Codes: (Hialeah Campus – 33012, South Campus – 33175)

A screenshot of the Blackboard login page. The page has a light blue background. At the top left is the Blackboard logo, which says "Blackboard" in a large, dark font and "learn+" in a smaller, lighter font below it. Below the logo are two input fields: "USERNAME:" and "PASSWORD:". The "USERNAME:" field is highlighted with a blue border and contains a vertical cursor. A callout box points to this field with the text "jdoe1234@stu.fnu.edu". The "PASSWORD:" field is highlighted with a blue border and contains a vertical cursor. A callout box points to this field with the text "J330121234". Below the input fields is a blue "Login" button and a link that says "Forgot Your Password?". At the bottom of the page, there is a section titled "Useful Links" with several links: "Online Learning Page", "New Online Student Orientation", "Blackboard Tutorial", "Technical Requirements", and "Get Google Chrome or Mozilla Firefox". At the very bottom is the Florida National University logo, which includes the text "Florida National University", "SINCE 1982", and "OPENS DOORS TO THE FUTURE".

Example:
Student Name: John Doe
ID#: 1000001234
Home Campus: Hialeah



Accessing Blackboard

Please use this link to guide you in activating your student email address:

[FNU Student Email Activation Guide](#)

A screenshot of the Blackboard Learn login page. The page has a light teal background. At the top center, the text 'Blackboard learn+' is displayed, with 'Blackboard' in a dark grey font and 'learn+' in a lighter grey font with a small green plus sign. Below this, there are two input fields: 'USERNAME:' followed by a white rectangular box, and 'PASSWORD:' followed by another white rectangular box. To the left of the password box is a grey 'Login' button. To the right of the password box is a blue link that says 'Forgot Your Password?'. Below the login fields, there is a section titled 'Useful Links' in a bold, dark teal font. Underneath this title is a list of links: 'FNU Student email activation guide', 'Online Learning Page', 'New Online Student Orientation', 'Blackboard Tutorial', 'Technical Requirements', and 'Get Google Chrome or Mozilla Firefox'. A blue callout box with a white background and a dark blue border points to the 'FNU Student email activation guide' link. The callout box contains the text 'FNU Student Email Activation Guide' in a bold, dark blue font. At the bottom of the page, there is the FNU logo on the left and the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE' on the right.



Accessing Blackboard

You can also access Blackboard using:

<http://fnu.blackboard.com>

Blackboard
learn⁺


USERNAME:

PASSWORD:

Login [Forgot Your Password?](#)

Useful Links

- [Online Learning Page](#)
- [New Online Student Orientation](#)
- [Blackboard Tutorial](#)
- [Technical Requirements](#)
- [Get Google Chrome or Mozilla Firefox](#)

 **Florida National University**
SINCE 1982
OPENS DOORS TO THE FUTURE



Accessing Blackboard

If you are a first time user you will receive the following message:

(To close it click where it is indicated)

A screenshot of the Blackboard user interface. At the top, the Florida National University logo and name are visible, along with the user's name 'Sandra Lomena' and a notification icon. The main content area features a large 'Hi, Sandra' greeting. Below this is a welcome message: 'Welcome to the new Blackboard! Before you get started, we would like to show you the new features that we just added.' To the right, there is a 'Global navigation menu' with options like 'My Courses', 'Settings', and 'Posts'. A blue arrow points to a 'Close' button in the bottom right corner of the navigation menu, with a text box that says 'Click to close'.



Logging into Blackboard

- A quick look of your Blackboard environment/main page:

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

Blackboard Administrator 11

Your name

Florida National University My Courses System

Logout

Add Module Personalize Page

Tools

- Announcements
- Calendar
- My Results
- Personal Information
- Goals
- Enterprise Surveys

My Announcements

No Organization Announcements have been posted in the last 7 days.

Demo Course @ Florida National University
> Welcome to Florida National University

Juvenile Delinquency I
> Welcome

more announcements...→

Current Results

There are no available results.

Last Updated Aug 28, 2013 1:42 PM

My Courses

Courses where you are: Instructor

- AML 1010 - Survey of American Literature (not currently available)
- COLLEGE ALGEBRA I (not currently available)
- 12WB_MAC1105_Temp: COLLEGE ALGEBRA I (not currently available)
- 11SB_MAT098: COLLEGE PREPARATORY ALGEBRA (not currently available)
- Demo Course @ Florida National University
Announcements:
> Welcome to Florida National University
- FNU FACULTY LAIR
- General Psychology (not currently available)
- General Psychology (not currently available)
- Health Service Administration Capstone (not currently available)
- Juvenile Delinquency I
Announcements:
> Welcome
- 11WB_MEA2304C_Paz: Medical Office Management (not currently available)
- Organizational Behavior (not currently available)

Tools

- To view your grades – My Results
- To change your password - Personal Information



Global Navigation & My Blackboard

- Now all your academic information is organized in one place, providing a consistent quick and easy way to find everything.

The screenshot displays the Blackboard user interface for Florida National University. At the top, the header includes the FNU logo, the text "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE", and navigation links for "Florida National University", "My Courses", and "System Admin". The user is logged in as "Blackboard Administrator" with a notification count of "11".

The main content area is titled "Add Module" and features a "Global Navigation Panel" (indicated by a callout box). This panel is organized into three columns:

- Tools:** A vertical list of links including Announcements, Calendar, My Results, Personal Information, Goals, and Enterprise Surveys.
- My Announcements:** A section with a gear icon. It displays a message: "No Organization Announcements have been posted in the last 7 days." Below this, it lists two announcements: "Demo Course @ Florida National University" with a sub-link "> Welcome to Florida National University", and "Juvenile Delinquency I" with a sub-link "> Welcome". A "more announcements..." link is at the bottom.
- My Courses:** A section with a gear icon. It lists "Courses where you are: Instructor" and includes several course entries, all marked as "(not currently available)": "AML 1010 - Survey of American Literature", "COLLEGE ALGEBRA I", "12WB_MAC1105_Temp: COLLEGE ALGEBRA I", and "11SB_MAT098: COLLEGE PREPARATORY ALGEBRA". It also lists "Demo Course @ Florida National University" with an "Announcements:" section containing a link "> Welcome to Florida National University". Other visible course titles are "FNU FACULTY LAIR" and "General Psychology".

At the bottom, a "Current Results" section with a gear icon shows "There are no available results." and "Last Updated Aug 28, 2013 1:42 PM".



Global Navigation & My Blackboard

- The global navigation provides access to a **User** and **My Blackboard** menus.
- **User Menu:** provides access to your online courses, home and help links.

The screenshot displays the Blackboard user interface for Florida National University. The top navigation bar includes the university logo and name. The main content area is divided into several sections: Tools, My Announcements, My Courses, and Current Results. A red box highlights the 'My Courses' menu, which lists various courses such as General Psychology, Course Master, Ethics, Human Growth and Development, Business Law, COLLEGE ALGEBRA I, 12WB_MAC1105_Temp: COLLEGE ALGEBRA I, 11SB_MAT098: COLLEGE PREPARATORY ALGEBRA I, Course Master, Demo Course @ Florida National University, and FNU FACULTY LAIR. A blue callout box points to the 'My Courses' menu with the text 'Your online courses'. Another blue callout box points to the 'Home and Help links' at the bottom of the menu with the text 'Home and Help links'.



Global Navigation & My Blackboard

- **My Blackboard menu:** provides courses communications, due dates, and more.
- You can access discussion posts, updates to your courses, grades and the calendar

The screenshot displays the Blackboard user interface for Florida National University. The top navigation bar includes the university logo and name. The main content area is divided into several sections: Tools, My Announcements, and Current Results. A vertical menu on the right side, highlighted in red, contains icons for Home, Blackboard, Messages, Calendar, and a grid icon. A callout box points to this menu with the following items:

- Discussion Posts
- Updates
- Grades
- Calendar



Watch it: [Global Navigation & My Blackboard](#)



Changing Your Password

- You must change your password after you logged in the first time
- To change your Blackboard password: go under “**Tools**”, click “**Personal Information**”

The screenshot displays the Blackboard user interface for a user named 'Blackboard Administrator'. The top navigation bar includes the Florida National University logo and the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE'. The user is logged in as 'Blackboard Administrator' with a notification count of 11. The main content area is divided into several sections:

- Tools:** A list of tools including Announcements, Calendar, My Results, Personal Information (highlighted by a callout box), Goals, and Enterprise Surveys.
- My Courses:** A list of courses where the user is an instructor, including AML 1010 - Survey of American Literature, COLLEGE ALGEBRA I, 12WB_MAC1105_Temp: COLLEGE ALGEBRA I, 11SB_MAT098: COLLEGE PREPARATORY ALGEBRA, Demo Course @ Florida National University, and FNU FACULTY LAIR.
- Current Results:** A section indicating there are no available results, last updated on Aug 28, 2013 1:42 PM.

A callout box with a blue border and white background points to the 'Personal Information' link in the Tools menu, containing the text: "Under TOOLS, click on 'Personal Information'".



Changing Your Password

- Click on “Change Password”

A screenshot of the Blackboard Personal Information page. The page has an orange header with the Florida National University logo and navigation links. The main content area is titled 'Personal Information' and contains several links. The 'Change Password' link is circled in red, and a blue callout box points to it with the text 'Click on “Change Password”'.

Blackboard Administrator 11

Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE

Florida National University My Courses System Admin

Personal Information

Personal Information

[Edit Personal Information](#)
Edit your Personal Information. Personal Information includes your name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

[Change Password](#)
Choose a new password.

[Personalize My Settings](#)
Upload a personal avatar and set which links appear on your My Settings navigation menu.

[Change Personal Settings](#)
Change Personal Settings. From this page you can control Help, text, and language options.

[Set Privacy Options](#)
Select which fields of your personal information can be seen by others.



Changing Your Password

- Change your password and click “Submit”

The screenshot shows the Blackboard 'Change Password' interface. At the top, there is a navigation bar with the FNU logo, the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE', and links for 'Florida National University', 'My Courses', and 'System Admin'. Below this is a breadcrumb trail: 'Personal Information > Change Password'. The main content area is titled 'Change Password' and contains the following elements:

- A legend: ** Indicates a required field.*
- Section 1: **1. Change Password**
Complete this form to change the password.
Two required fields: *** Password** and *** Verify Password**. Both fields are highlighted with a red rectangular box. A blue callout bubble points to the 'Password' field with the text 'Enter your new password'.
- Section 2: **2. Submit**
Click Submit to proceed. Click Cancel to quit.
- Two 'Submit' buttons (teal) and 'Cancel' buttons (grey) are located at the top right and bottom right of the form area.

A second blue callout bubble points to the bottom 'Submit' button with the text 'Click "Submit"'. The user is identified as 'Blackboard Administrator' in the top right corner.



Watch it: [Changing your password](#)



Accessing Your Courses

- When you log into Blackboard, you are taken to the “**Florida National University**” tab
- Courses in which you are enrolled are shown on the right side under “**My Courses**”

A screenshot of the Blackboard user interface for Florida National University. The top navigation bar is orange and contains the university's logo, name, and tagline 'SINCE 1982 OPENS DOORS TO THE FUTURE'. On the right side of the navigation bar, there are links for 'Florida National University', 'My Courses', and 'System Admin'. Below the navigation bar, there is a dark grey bar with 'Add Module' on the left and 'Personalize Page' on the right. The main content area is divided into three columns. The left column contains a 'Tools' menu with links for 'Announcements', 'Calendar', 'My Results', 'Personal Information', 'Goals', and 'Enterprise Surveys'. The middle column contains 'My Announcements' and 'Current Results'. The right column contains 'My Courses', which is highlighted with a red circle. The 'My Courses' section lists several courses, including 'AML 1010 - Survey of American Literature', 'COLLEGE ALGEBRA I', '12WB_MAC1105_Temp: COLLEGE ALGEBRA I', '11SB_MAT098: COLLEGE PREPARATORY ALGEBRA', 'Demo Course @ Florida National University', 'FNU FACULTY LAIR', and 'General Psychology'. Each course entry includes a link to the course and a note indicating its availability status.



Accessing Your Courses

- You can also click on the arrow next to your name to access the “**Global Navigation Menu**” for a list of your online courses and more resources
- Click on a course name to access the selected course

The screenshot shows the Blackboard user interface for Florida National University. The top navigation bar includes the university logo and name. The main content area is divided into several sections: Tools, My Announcements, My Courses, and Course Catalog. The My Courses section is expanded, showing a list of courses. A red circle highlights the arrow next to the user's name 'Blackboard Administrator' in the top right corner. A blue callout box points to the course list with the text: 'List of your online course(s) Click to access a course'.



Accessing Your Courses

- Most of the online courses have the same format:
 - Announcements
 - Syllabus
 - Your Instructor
 - Lectures, Assignments, Discussion Board, etc.
- Click on each section to access its content

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

(Course is unavailable to students) > Announcements

little havana

CAFE Y POLITICA

BODEGA UNIV CITY

Announcements

No Announcements found.

Hispanic American Literature

- Announcements
- Syllabus/Calendar
- Your Instructor
- Lectures
- Assignments
- Discussion Board
- Web Links
- Textbooks
- Tools
- Student Resources

Click to access any section



Accessing Your Courses

- Inside your course you will find the following sections:

| | Section Description |
|-------------------|---|
| Announcements | Provides general information about the course |
| Syllabus/Calendar | Provides information contained in the syllabus |
| Your Instructor | Provides personal information about your instructor |
| Lectures | Provides information about academic subjects |
| Assignments | Provides information about your assignments |
| Discussion Board | Contains the forums available to communicate among students and the Instructor: Introduction, Questions & Concerns, and Class Cafe |
| Web Links | Provides information about useful additional material |
| Textbooks | Provides information about the textbook to be used |
| Tools | Provides information regarding your grades, also on how to send an email to your instructors, and other Blackboard tools |
| Student Resources | Provide access to a group of sections directly related to your academic life like Blackboard support, our Library and its services, Academic Advising, Textbook information, etc. |



Submitting Assignments

- Click on the “**Assignments**” section of your online course, where the assignment was posted.

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

Florida National University My Course

(Course is unavailable to students) > Announcements

Hispanic American Literature

- Announcements
- Syllabus/Calendar
- Your Instructor
- Lectures
- Assignments
- Discussion Board
- Web Links
- Textbooks
- Tools
- Student Resources

Click on “Assignments”

Announcements

***** Enrollment Verification Form - Important Message *****

Posted on: Thursday, August 29, 2013 12:00:00 AM EDT

“ Each semester, students enrolled in online courses must complete an enrollment verification form for each course. The purpose of this assignment is to verify your class enrollment. Please respond to this survey no later than **09/15/2013** in order to be considered participating in this course. Otherwise, you may be entered as a No Show (NS) for the course, may not be allowed to participate, and be dropped



Submitting Assignments

- Click on the link of the assignment you are submitting:

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

Florida National University

(Course is unavailable to students) > Assignments

Assignments

[Click here](#)

1st WEEK

Attached Files:

- A Rose for Emily Q&A.doc (38.5 KB)
- THE LOTTERY Q&A.doc (256.5 KB)
- House of Usher Q&A.doc (58.5 KB)
- A ROSE FOR EMILY.doc (43.5 KB)
- House of Usher.doc (67.5 KB)
- THE LOTTERY.doc (46.5 KB)

WEEK ONE

Read the information found in the LECTURES section of the course as it pertains to each week. You will be responsible on these documents.

You should know the following terms as they apply to Literature.

- Theme
- Plot
- Character
- Point of View

AML 1010 - Survey of American Literature

- Announcements
- Syllabus
- Your Instructor
- Course Documents
- Lectures
- Assignments
- Discussion Board
- Web Links
- Tools
- Textbooks
- Student Resources



Submitting Assignments

Assignment Information:

- All pertinent information that was entered when the assignment was created is displayed here for the student to see. If there is more than one file to be downloaded, then there will be a link for each file.

1. Exercise Information

| | |
|-----------------|---|
| Name | 1st WEEK |
| Instructions | <p><u>WEEK ONE</u></p> <p>Read the information found in the LECTURES section of the course as it pertains to each week. You will be responsible for all the information that is on these documents.</p> <p>You should know the following terms as they apply to Literature.</p> <ul style="list-style-type: none">• Theme• Plot• Character• Point of View <p>Read the following selections: (I have attached them for you to download for this week)</p> <p>Shirley Jackson - <i>The Lottery</i> William Faulkner - <i>A Rose for Emily</i> Edgar Allen Poe - <i>The Fall of the House of Usher</i></p> <p>ASSIGNMENT: I have provided you with the stories as an attachment as well as questions to be answered for each story for this week.</p> <p>Answer the questions in the documents provided for each story.</p> <p>Possible Points</p> <p>Send the questions and answers to me by Sunday (September 8)</p> <p>Make sure to answer the question</p> |
| Due Date | |
| Points Possible | 30 |
| Exercise Files | <p>A ROSE FOR EMILY.doc (A ROSE FOR EMILY.doc) THE LOTTERY.doc (THE LOTTERY.doc) House of Usher.doc (House of Usher.doc) A Rose for Emily Q&A.doc (A Rose for Emily Q&A.doc) THE LOTTERY Q&A.doc (THE LOTTERY Q&A.doc)</p> |

Assignment Name

Instructions

Due Date

Possible Points

Assignment Files



Submitting Assignments

Attaching Files:

- If the assignment requires that a file such as a Word document, PDF file or a Excel spreadsheet be submitted for grading, this is where the student will attach the file to the assignment

2. Exercise Submission

Attach File

Browse My Computer

Browse Course

▶ *Type Submission*

Click here to browse
for your file

3. Add Comments

Comments

ABC ✓

Character count: 0



Submitting Assignments

Browse for your file:

In the open window , select your file and click open to attach that file

The screenshot shows a Windows file explorer window titled "Choose File to Upload" open over a Blackboard Learn web interface. The file explorer is displaying the contents of the "Patriot (E:)" drive. A file named "Assignment for Online Course" is selected. A callout bubble points to the file name with the text "Click to select your file". Another callout bubble points to the "Open" button with the text "Click here to attach your file". The Blackboard Learn interface in the background shows the user is logged in as "Blackboard Administrator" and is viewing the "My Courses" page. The page title is "Florida National University" and there are links for "My Courses" and "System Admin".

| Name | Date modified | Type |
|--|----------------------|----------------------|
| Alejandra Lomena graph for surveys | 10/26/2010 11:18 ... | Microsoft Excel W... |
| Amanda | 10/1/2012 12:34 PM | JPG File |
| Analysis | 6/16/2010 11:32 PM | Microsoft Word 9... |
| ArchiveFile_CGS1820C_10_20100629095726 | 6/29/2010 10:11 AM | Compressed (zipp... |
| Assign 1 | 2/22/2012 9:48 PM | Microsoft Word 9... |
| Assign 2 | 2/13/2012 10:40 PM | Microsoft Word 9... |
| Assign 4.doc | 2/20/2012 10:07 PM | Adobe Acrobat D... |
| Assign 5 | 3/4/2012 8:53 AM | Microsoft Word D... |
| Assign 5_2 | 3/4/2012 9:16 AM | Microsoft Word D... |
| Assignment for Online Course | 2/7/2012 2:29 PM | Microsoft Word D... |
| Assignment No. 2_Diagram | 2/20/2012 9:38 AM | File |

File name: Assignment for Online Course All Files (*.*)

Open Cancel

3. Add Comments

Comments

Character count: 0



Submitting Assignments

Name of Link to File:

- The link can be given a name different from the file name. This is not necessary but makes it easier in some cases when students use their own naming scheme for files.

Suggestion: Please keep it as simple as possible.

- You can also add any comments in the “Add Comments” section

2. Exercise Submission

Attach File

Attached files

| File Name | Link Title | |
|--|--|--|
| <input type="checkbox"/> Assignment for Online Course.docx | <input type="text" value="Assignment for Online"/> | <input type="checkbox"/> Do not attach |

[▶ Type Submission](#)

Link Title

3. Add Comments

Comments

REC

Character count: 0

Comments



Submitting Assignments

Name of Link to File:

- **Suggestion:** Use the name of the assignment an underscore follow by your last name, ex: **Week1Assignment_Smith.**

2. Exercise Submission

Attach File

Browse My Computer

Browse Course

Attached files

File Name

Link Title

Assignment for Online Course.docx

Assignment for Online

Do not attach

Link Title

► *Type Submission*

3. Add Comments

Comments

REC ✓

Character count: 0

Warning! Do not use the following characters or symbols like “@”, “&”, “#”, “~” “>” etc.



Submitting Assignments

- Finally click the “**Submit**” button to send your assignment
- Unless multiple attempts are allowed you will not be allowed back into this assignment.

2. Exercise Submission

Attach File

Attached files

| File Name | Link Title | |
|-----------------------------------|-----------------------|---------------|
| Assignment for Online Course.docx | Assignment for Online | Do not attach |

▶ [Type Submission](#)

3. Add Comments

Comments

Character count: 0

4. Submit

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the exercise - your submission will not be saved.*

Click here

Warning!

When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.



Submitting Assignments

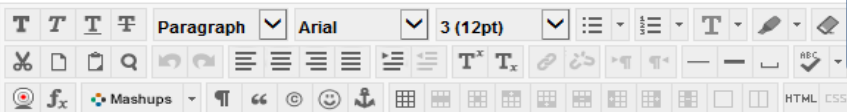
Assignments – *Type Submission* Section:

In the Submission box, students can enter text straight into the editing box if you are not allowed to attach a file. Images, hyper links, and equations can be imported into this area as well as text.

2. Exercise Submission

Attach File

Type Submission



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The font is set to Arial and the size is 12pt. The toolbar includes icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, and insert HTML/CSS.

If attaching a file is NOT requested, this area is for answering directly or copy and paste

Path: Words:0

3. Add Comments

Comments



Submitting Assignments

Confirmation Message:

Once you submit your assignment you will receive a confirmation message. You also have the option to start a new submission in case you want to attach another file or in case you clicked the “**Submit**” button without attaching your file.

A screenshot of a web application interface for reviewing submission history. At the top, a green banner reads "This exercise is complete. Review the Submission History." Below this, the page title is "Review Submission History: 1st WEEK". A blue callout box with a white border and a pointer to the green banner contains the text "Confirmation Message". The main content area is divided into two columns. The left column contains assignment details: "Assignment No. 2:" followed by a paragraph of text, "Unit 2-Assign 2:" followed by a paragraph, and "Unit 2-Assign 3" followed by a paragraph. The right column is a sidebar with a dark grey background. It has a "SUBMISSION" section with a light blue background, containing a document icon, the filename "Assignment for Online Course.docx", and a download icon. Above this, there are sections for "RESULT" (Last Evaluated Attempt) and "ATTEMPT" (8/29/13 11:47 AM). The interface includes navigation icons like search, back, and a "Comment" button.

Keep in mind the “Start New Submission” option will only show if your instructor has made it available. Otherwise, you will only be allowed one submission.



Submitting Assignments

How to Resubmit an Assignment:

- Your instructor may allow you to submit an assignment more than once for a variety of reasons.
- If your instructor has allowed you to submit an assignment more than once, you will see a Start New Submission function on the Review Submission History page.

A screenshot of a learning management system interface. The main content area displays assignment details for 'Assignment No. 2'. The assignment text includes instructions to research media types and create a comparison table, followed by three specific assignment questions. On the right side, a sidebar shows the submission history for this exercise. It includes a 'RESULT' section with the status 'Last Evaluated Attempt', an 'ATTEMPT' section with the date and time '8/29/13 11:47 AM', and a 'SUBMISSION' section with a file named 'Assignment for Online Course.docx'. At the bottom of the page, there are two buttons: 'OK' and 'Start New Submission'. A blue callout box with a speech bubble points to the 'Start New Submission' button, containing the text 'Click to start a new submission'.

Click to start a new submission



Submitting Assignments

Submission History:

- Once you click “Submit” you are returned to the Review Submission History page where your submission appears.
- View your past submission attempts by expanding the “Attempt” section.
- You will have records of your assignment submissions with the date, time and the attached file (s).

The screenshot shows the 'Review Submission History' page for the '1st WEEK'. The page has a green header with the text 'This exercise is complete. Review the Submission History.' Below the header, the title 'Review Submission History: 1st WEEK' is displayed. The page includes a toolbar with icons for search, comment, and other actions. The main content area is currently displaying 'Generating preview'. On the right side, there is a sidebar with 'Exercise Details' and a list of submission attempts. The list shows a 'RESULT' section for the 'Last Evaluated Attempt', followed by 'ATTEMPT 2' (8/29/13 2:36 PM), 'ATTEMPT 1' (8/29/13 11:47 AM), and another 'ATTEMPT 2' (8/29/13 2:36 PM). A callout box with the text 'Click to view past submission attempts' has two blue arrows pointing to the 'ATTEMPT 1' and 'ATTEMPT 2' entries in the list.



Watch it: [Submitting an Assignments](#)



Taking a Test in Blackboard

Before your start a Test:

- Check your computer settings like:
 - Internet connection
 - Disable popup blockers and/ or firewalls
 - Make sure your computer is free of viruses and/or spyware
- Close all other programs running on your computer before you start a Blackboard exam
- Do not take a test with other applications running in the background, such as movies, music, e-mail, or IM (instant messaging)





Taking a Test in Blackboard

- Be certain that you are ready to take the test and set aside time in which you will be free from interruptions **BEFORE** clicking on the link to the test



Warning!

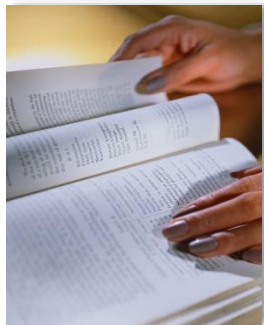
- *Do not enter any test or exam until you are ready to take it!*
- *Once you click "Begin" to enter a test, Blackboard counts this as an attempt at the test, even if you only look at the test and do not answer any questions*



Taking a Test in Blackboard

Before Taking a Blackboard Test: (Cont'd):

- Find out the dates that the test will be available in the course and take your test as soon as you are ready.
- Do not wait until the last day to take a test in Blackboard. If you have technical difficulties or lose your connection, there may not be enough time for you to solve the issue, and you may not be permitted to complete or re-take your exam



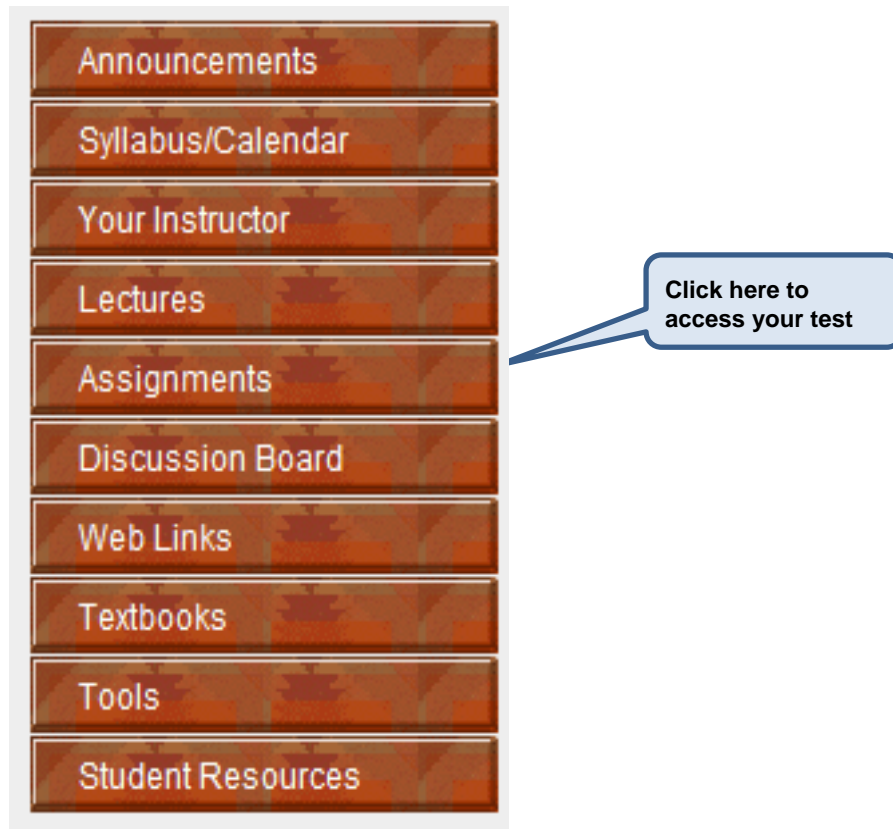
Important: *Your instructor is the only one who can clear an incomplete attempt from your record, so you must try to contact him/her immediately by sending an email. Go to TOOLS, then click on Send Email, select "All instructors Users" and send an email.*



Taking a Test in Blackboard

How to Start taking a test:

- All the assessments like quizzes, midterms and final exam are posted in the Assignment section





Taking a Test in Blackboard

- Click on the link to start taking the test

Assignments



Quiz 2

Quiz 2 will test your knowledge acquired from Chapters 6 and 7.
You have to answer 10 multiple choice questions in two (2) attempts of 2 hours.

Due: Sunday AUGUST 4th by midnight (end of the day)

Click here to start
taking the quiz

While You Are Taking a Blackboard Test

- Read the instructions for the test carefully: each Blackboard test may be set up differently by your instructors.
- The options for each test will be listed at the top in the **Instructions** area. It is very important that you read your instructor's directions carefully



Taking a Test in Blackboard

- Click on the link to start taking the test

Assignments



Quiz 2

Click here to start taking the quiz

Quiz 2 will test your knowledge acquired from Chapters 6 and 7.
You have to answer 10 multiple choice questions in two (2) attempts of 2 hours.

Due: Sunday AUGUST 4th by midnight (end of the day)

- Some tests may be taken more than once, while others can only be taken once. Your instructor will inform you if the test can be taken more than once.



Taking a Test in Blackboard

Remember:

- Once you begin taking the test, you are required to work until you finish it. As soon as you leave the test, whether or not you have actually clicked the “**Submit**” button, your attempt is recorded in your Grade book (Results Center) as completed
- If you leave the quiz without completing it, you will not be able to come back and finish it. If this happens, contact your Instructor via email
- All of the questions appear on one web page. Each question has a “**Save Answer**” button next to it, you can save each question as you go. Doing so should help protect you in case of technical difficulties



Taking a Test in Blackboard

- All the tests are timed : The instructor has set a time limit. The elapsed time appears at the top of the test, and you will receive a 1-minute warning when time is up
- You must finish the test before the time elapsed to prevent technical problems

The screenshot shows the Blackboard interface for 'Take Test: Quiz 1'. At the top, the title 'Take Test: Quiz 1' is displayed. Below the title, there is a section for 'Timed Test' with the text: 'This test has a time limit of 2 hours. You will be notified when time expires, and you may continue or submit. Warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain.' A callout bubble labeled 'Time limit' points to this text. Below this, it says 'Multiple Attempts Not allowed. This test can only be taken once.' A progress bar is shown with a callout bubble labeled 'Timer during the test' pointing to the text 'Remaining Time: 1 hour, 57 minutes, 27 seconds.' Below the progress bar, there is a section for 'Question Completion Status:' with a list of 10 question numbers (1-10) in small boxes. At the bottom right, there are two buttons: 'Save All Answers' and 'Save and Submit'. At the bottom left, it says 'Question 1'. At the bottom right, it says '10 points' and 'Save Answer'.

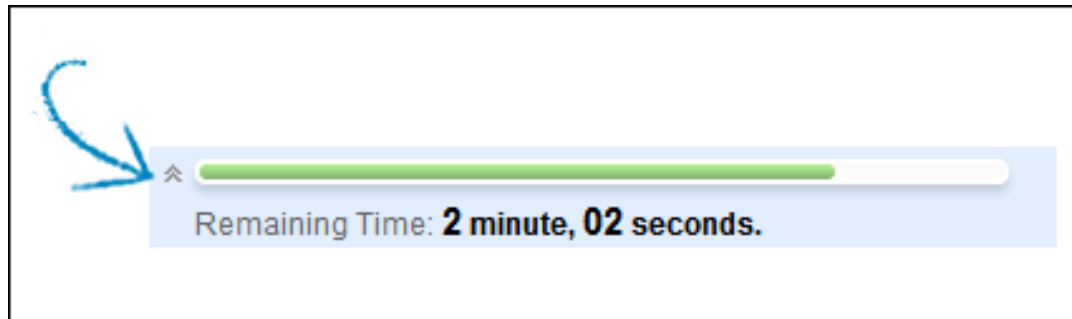


Taking a Test in Blackboard

Timed Tests:

- If your instructor chooses a timed test, the scheduled time is included in the instructions before you begin.
- The total time you spend on the test is recorded and available to the instructor when the test is submitted.
- If the auto-submit feature is selected, when the timer runs out, the test saves and submits and the Test Submitted page appears.

The remaining time appears on the test page. Click the chevron next to the timer to collapse or expand it.





Taking a Test in Blackboard

- Timer warnings appear when half the time, five minutes, one minute, and thirty seconds remain.
- When the remaining time reads 1 minute, 30 seconds, the status bar will turn yellow.
- At 1 minute, the warning will be red, and at 30 seconds, both the status bar and the warning are red. If the timer is collapsed, the color changes are not visible.

The screenshot displays five sequential timer warnings from the Blackboard system, each with a progress bar and a warning icon. The warnings are as follows:

- Remaining Time: **07 minute, 22 seconds.** ⌚ Less than half of the time remains.
- Remaining Time: **04 minute, 58 seconds.** ⌚ Less than five minutes remain.
- Remaining Time: **01 minute, 29 seconds.**
- Remaining Time: ⌚ **Less than one minute remains. Click Save and Submit to complete the test. 43 seconds.**
- Remaining Time: ⌚ **Less than 30 seconds remain. Click Save and Submit to complete the test. 28 seconds.**



Taking a Test in Blackboard

During the test remember this:



Do not resize or refresh the window during a test

Do not click anywhere *outside* the test area during an exam

Do not close the window of the test for any reason

Never click the “Back” button or the “Refresh” button on your web browser while you’re taking a test

You can:



■ Answer all the questions of the test

■ Stay active in the test window. The assessment feature in Blackboard is set to time out after a certain number of minutes of inactivity (20min). You must do more than just type or click answers to keep the test active.

■ Save individual questions periodically to reset the activity clock using the “**Save Answer**” next to each question

■ Review all of your answers before submitting

■ Make sure to click the “**Save and Submit**” (blue button) **ONLY ONCE** when you are done with the test. You will not get credit for your answers unless you have clicked “**Save and Submit**”



Taking a Test in Blackboard

- As you work, click **Save Answer** next to each question or **Save All Answers** at the top or bottom of the page as you work.

Preview Test: Quiz 2

Timed Test This test has a time limit of 2 hours. You will be notified when time expires, and you may continue or submit. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain. *[The timer does not appear when previewing this Test]*

Multiple Attempts This test allows 2 attempts. This is attempt number 1.

Force Completion This test can be saved and resumed later. The timer will continue to run if you leave the test.

Question Completion Status:

Save All Answers

Save and Submit

Click here when you finish taking your test

Click here to save all your answers

10 points Save Answer

Save individual questions periodically.

Question 1

Net income plus operating expenses is equal to cost of merchandise sold

- cost of merchandise sold
- cost of merchandise available for sale
- net sales
- gross profit

Question 2

Generally, the revenue account for a merchandising business is entitled

- Sales
- Net Sales
- Gross Sales
- Gross Profit

10 points Save Answer



Taking a Test in Blackboard

Question Completion Status

- The question completion status indicator provides an up-to-date look at complete or incomplete questions in a test.
- The status of which questions have been answered is displayed at the top of the page. Click the chevron next to the question completion status to collapse or expand it.

Preview Test: Quiz 2

Timed Test This test has a time limit of 2 hours. You will be notified when time expires, and you may continue or submit. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain. *[The timer does not appear when previewing this Test]*

Multiple Attempts This test allows 2 attempts. This is attempt number 1.

Force Completion This test can be saved and resumed later. The timer will continue to run if you leave the test.

✕ Question Completion Status:

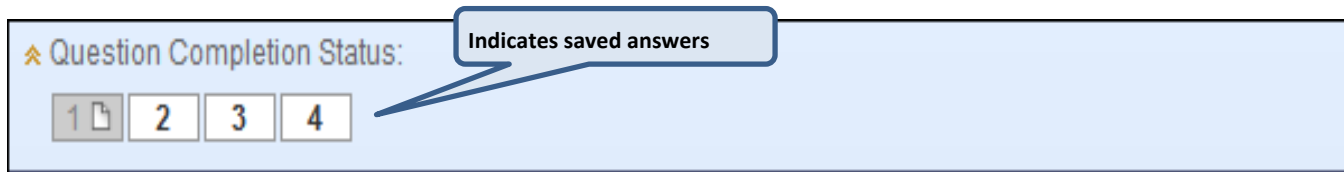
Click here to collapse or expand.
To see answered questions.



Taking a Test in Blackboard

Question Completion Status

- When you answer a question and move to the next question in a question-by-question test, the status box is edited on the next question to show that the previous question was answered.
- If you do not answer a question and move on to the next page in a question-by-question test, the status box will show on the next page that the previous question was not answered. Navigate between questions by clicking on the question number in the status indicator.





Taking a Test in Blackboard

Question Completion Status

- When you take an all-at-once test (a test where the questions all appear on the same page), click Save Answer to save a specific question without scrolling to the bottom of the page to save.
- Saving either a single question or all of the questions that have been answered (with the Save All Answers at the top or bottom of the page) changes the status indicator to show which questions have been completed.

The screenshot displays the Blackboard test interface. At the top, a grey header reads "Preview Test: Quiz 2". Below this, a table provides details about the test:

| | |
|-------------------|--|
| Timed Test | This test has a time limit of 2 hours. You will be notified when time expires, and you may continue or submit. Warnings appear when half the time, 5 minutes, 1 minute, and 30 seconds remain. <i>[The timer does not appear when previewing]</i> |
| Multiple Attempts | This test allows 2 attempts. This is attempt number 1. |
| Force Completion | This test can be saved and resumed later. The timer will continue to run if you leave the test. |

Below the table is a section titled "Question Completion Status:" with a dropdown arrow. To the right of this section, a blue callout bubble contains the text "Click to save all you answers". At the bottom right of the test preview area, there are two buttons: "Save All Answers" and "Save and Submit".

Below the test preview area, the first question is visible:

Question 1 10 points Save Answer


Net income plus operating expenses is equal to cost of merchandise sold

- cost of merchandise sold
- cost of merchandise available for sale
- ...



Taking a Test in Blackboard

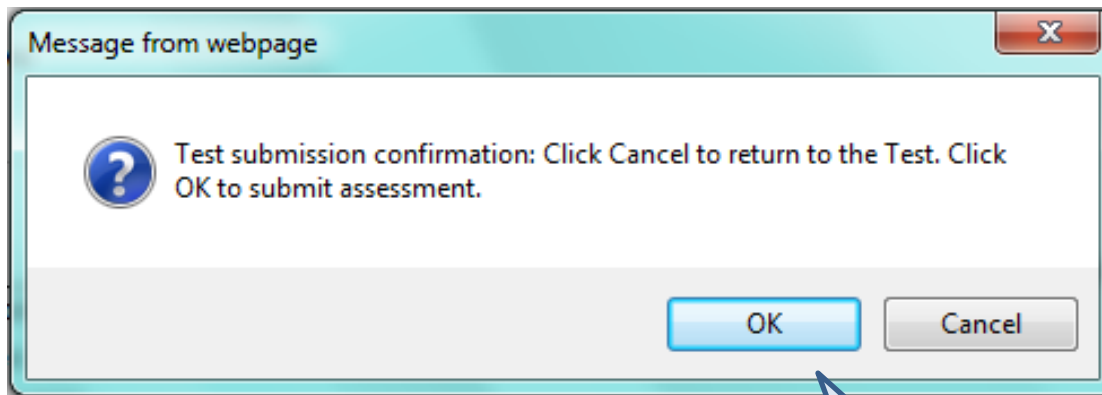
After Taking a Blackboard Test Confirmation of Test Submission

- After you click the “**Save and Submit**” button you should see a confirmation and/or feedback for the test results
- To check your test grade click the “**OK**” button you will see the following:
 - Your score for the exam (if enabled by your instructor) or
 - A “**Needs Grading**” icon  which means the test is submitted but not yet graded by the instructor (in case of an essay questions or fill the blank)



Taking a Test in Blackboard

- If you cannot confirm that your test has been successfully submitted, contact your instructor.
- If your instructor is not available contact the Online Learning Department for assistance.



Click OK to confirm and finish your test



Taking a Test in Blackboard

Feedback and Grades:

- After submitting a test you will receive a confirmation message
- Click OK to view your grade

Test Submitted: Quiz 2

Test saved and submitted.

Learner: Blackboard Administrator
Test: Quiz 2
Course: PRINCIPLES OF ACCOUNTING 1 (13SB_ACG2003_Estevez)
Started: 8/29/13 3:51 PM
Submitted: 8/29/13 4:41 PM
Time Used: 50 minutes out of 2 hours.

Click **OK** to review results.
Thursday, August 29, 2013 4:41:38 PM EDT

← OK

Click here to see the status and your score

The screenshot shows a confirmation message from Blackboard. At the top, it says "Test Submitted: Quiz 2". Below that, it states "Test saved and submitted." and provides details about the learner (Blackboard Administrator), the test (Quiz 2), the course (PRINCIPLES OF ACCOUNTING 1), the start and submission times (8/29/13 3:51 PM and 8/29/13 4:41 PM), and the time used (50 minutes out of 2 hours). It then instructs the user to "Click OK to review results." and shows the timestamp "Thursday, August 29, 2013 4:41:38 PM EDT". In the bottom right corner, there is a button labeled "← OK". A blue speech bubble points to this button with the text "Click here to see the status and your score".



Taking a Test in Blackboard

Feedback and Grades

- The majority of questions in tests are auto-graded.
- You may see your score immediately after completing the test if all questions are auto-graded and your instructor releases this information.
- Essay questions, file response, and short answer questions are not auto-graded. Your instructor must grade these questions manually. If a test contains these question types, the grade for the test is released after your instructor finishes grading.



Taking a Test in Blackboard

Feedback and Grades

- The performance results you receive after completing a test depend on the options selected by your instructor. Feedback includes one or more of the following: final score for the test, submitted answered, correct answers and feedback for the questions

A screenshot of the Blackboard 'Review Test Submission: Quiz 1' page. The page has a light gray header with the title 'Review Test Submission: Quiz 1'. Below the header is a table of submission details. The table has two columns: the first column lists the field name, and the second column lists the value. The fields include User (Sandra Lomena), Course (Hispanic American Literature), Test (Quiz 1), Started (9/25/13 12:09 PM), Submitted (9/25/13 12:19 PM), Due Date (6/30/13 11:59 PM), Status (Needs Evaluation), Attempt Score (50 out of 100 points), Time Elapsed (10 minutes out of 2 hours), and Instructions. Below the table are four questions, each with a question number, the question text, and the score. Question 1 is 'The vessel commanded by Cabeza de Vaca landed at' with a score of 0 out of 10 points. Question 2 is 'Cabeza de Vaca's book about his adventures, La Relación (The Account), was originally written after his return to Spain in 1537 as' with a score of 10 out of 10 points. Question 3 is 'Instead of killing the Spaniards, the native Karankawas made them' with a score of 10 out of 10 points. Question 4 is 'Cabeza de Vaca accepted his fate during his life between the indigenous' with a score of 10 out of 10 points.

| Field | Value |
|---------------|------------------------------|
| User | Sandra Lomena |
| Course | Hispanic American Literature |
| Test | Quiz 1 |
| Started | 9/25/13 12:09 PM |
| Submitted | 9/25/13 12:19 PM |
| Due Date | 6/30/13 11:59 PM |
| Status | Needs Evaluation |
| Attempt Score | 50 out of 100 points |
| Time Elapsed | 10 minutes out of 2 hours |
| Instructions | |

Question 1 0 out of 10 points

The vessel commanded by Cabeza de Vaca landed at

Question 2 10 out of 10 points

Cabeza de Vaca's book about his adventures, La Relación (The Account), was originally written after his return to Spain in 1537 as

Question 3 10 out of 10 points

Instead of killing the Spaniards, the native Karankawas made them

Question 4 10 out of 10 points

Cabeza de Vaca accepted his fate during his life between the indigenous



Watch it: [Taking a test Online](#)



Discussion Board

- Blackboard's Discussion Forums are the best way for instructors and students to communicate
- To access the Discussion Board, click the “**Discussion Board**” button, at your left side of your course menu

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

(Course is unavailable to students) > Announcements

Hispanic American Literature

- Announcements
- Syllabus/Calendar
- Your Instructor
- Lectures
- Assignments
- Discussion Board**
- Web Links
- Textbooks
- Tools
- Student Resources

Announcements

***** Enrollment Verification Form - Important Message *****

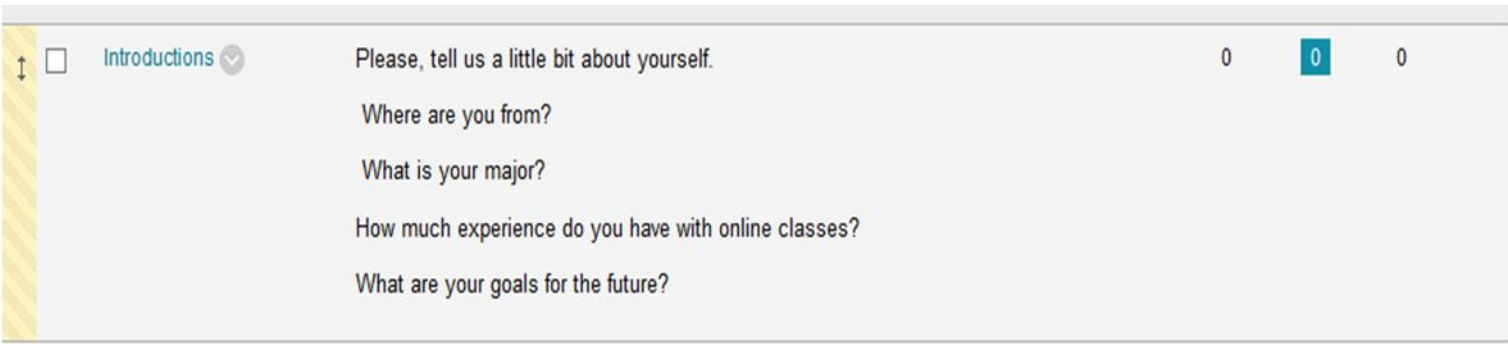
Posted on: Thursday, August 29, 2013 12:00:00 AM EDT

“ Each semester, students enrolled in online courses m each course. The purpose of this assignment is to veri survey no later then 09/15-2013 in order to be consid mav be entered as a No Show "NS" for the course. ma



Discussion Board

- You can use the discussion board to:
 - **Introduction:** to meet with your peers for collaboration and social interaction.
 - **Questions & Concerns:** to pose questions about homework assignments, readings, and course content.
 - **Class Café:** to communicate with your classmates
 - **Optional forums:** depend on the instructor needs and are used to demonstrate the understanding or application of course material. Usually these forum are graded.





Discussion Board

- Click on the forum title to view the messages.
- Forums containing unread posts appear in bold.
- View data on the number of posts and participants.
- Click the number in the Unread Posts column for one-click access to a forum's unread messages.

| | | | | | |
|--------------------------|----------------------|---|---|----------|---|
| <input type="checkbox"/> | Introductions | Please, tell us a little bit about yourself. Where are you from? What is your major? How much experience do you have with online classes? What are your goals for the future? | 0 | 0 | 0 |
| <input type="checkbox"/> | Questions & Concerns | You may add to the discussion board any concern about your learning process. You may ask me any pertinent questions | 0 | 0 | 0 |
| <input type="checkbox"/> | Class Cafe | Communicating with your classmates is an important part of online learning, and your course. You can use this forum to contact your classmates and interchange ideas and opinions. As a member of this community, you must follow a set of rules for online behavior called Netiquette: | 0 | 0 | 0 |

Click on the any forum's link to access it

Click unread posts to access unread messages



Discussion Board

- Inside a forum you can:
 - View other students thread
 - Post your own thread and reply to your classmates or instructor

Forum: Introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

| Create Thread | | | Search | Display ▾ | | |
|--------------------------|-----------------|--------------------------------|------------------|-----------|--------------|-------------|
| <input type="checkbox"/> | Date ▾ | Thread | Author | Status | Unread Posts | Total Posts |
| <input type="checkbox"/> | 5/6/13 8:29 PM | Intro | John Smith | Published | 1 | 1 |
| <input type="checkbox"/> | 5/5/13 4:55 PM | Hello | Michael Miranda | Published | 1 | 1 |
| <input type="checkbox"/> | 5/4/13 12:05 PM | Hello Everyone | Sandra Vasquez | Published | 2 | 2 |
| <input type="checkbox"/> | 5/3/13 9:13 AM | Eddy Guerrero | Alejandro Mendez | Published | 1 | 1 |

Click here to view other students thread



Discussion Board

How to Create Threads in a Forum:

- To create a post or new thread: click the “Create Thread” button

Forum: Introductions

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column headers. For more information, click on the help icon of each column. [More Help](#)

Click to write a thread

Create Thread

Search

Display ▾

Thread Actions ▾

Collect

Delete

| <input type="checkbox"/> | Date ▾ | Thread | Author | Status | Unread Posts | Total Posts |
|--------------------------|-----------------|--------------------------------|------------------|-----------|--------------|-------------|
| <input type="checkbox"/> | 5/6/13 8:29 PM | Intro | John Smith | Published | 1 | 1 |
| <input type="checkbox"/> | 5/5/13 4:55 PM | Hello | Michael Miranda | Published | 1 | 1 |
| <input type="checkbox"/> | 5/4/13 12:05 PM | Hello Everyone | Sandra Vasquez | Published | 2 | 2 |
| <input type="checkbox"/> | 5/3/13 9:13 AM | Eddy Guerrero | Alejandro Mendez | Published | 1 | 1 |



Discussion Board

- On the Create Thread page, you can view the forum description to refer as you write your response.

Create Thread

A Thread is a series of posts related to the same subject. Threads provide a departmental structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

* Indicates a required field.

Cancel

Save Draft

Submit

1. Forum Description

I would like to welcome each of you to your class.

- Please take a moment to respond to the following questions:
-
- What is your name?
-
- In what city do you live?
-
- What is your major?
-
- Have you taken an online course before?
-
- What is your expectation from this course?

Forum description



Discussion Board

- Type a Subject and Message.
- You can use the content editor functions to format the text and add files, images, web links and multimedia.
- Alternatively, in the Attachments section, attach a file by uploading a file from your computer, click **Browse My Computer**.

2. Message

✧ Subject

Your Subject

Editor functions

Message

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and more. The font is set to Arial and the size is 12pt. There are also options for inserting images, tables, and other elements.

Your Message

Path:

Attach your file

Words:0

3. Attachments

Attach File

Browse My Computer

Browse Course



Discussion Board

- Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.

A screenshot of a rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, and a 'REC' (record) button. Below the toolbar is a large, empty text area for composing the message. At the bottom of the text area, there is a 'Path:' label on the left and a 'Words:0' counter on the right.

3. Attachments

Attach File

Browse My Computer

Browse Course

4. Submit

*Click **Save** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.*

Cancel

Save Draft

Submit

Click on "Submit"



Watch it: [Creating a New Discussion Board Thread](#)
[Replying to a Discussion Board Thread](#)



Viewing Your Grades

- The My Results page shows the status of gradable items, such as tests, assignments, and discussion posts.
- The My Grades page may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, and your instructor's comments about the items.
- To access your grades for any of your online courses, click on the **“My Results”** under the **“Tools”** section

A screenshot of the Blackboard user interface. The top navigation bar is orange and contains the Florida National University logo, the text 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE', and links for 'Florida National University', 'My Courses', and 'System Admin'. Below the navigation bar is a dark grey header with 'Add Module' on the left and 'Personalize Page' with a dropdown arrow on the right. The main content area is divided into two columns. The left column is titled 'Tools' and contains a list of links: 'Announcements', 'Calendar', 'My Results', 'Personal Information', 'Goals', and 'Enterprise Surveys'. A blue callout box with a white border and a pointer pointing to the 'My Results' link contains the text 'Click on “My Results to view your grades”'. The right column is titled 'My Courses' and shows a list of courses, with 'AML 1010 - Survey of American Literature' selected. Below the course name, there is a list of announcements, including '*** Enrollment Verification Form - Important Message ***', 'Lectures Forum', 'General Ideas About the Course', 'Introduce Yourself', 'WEEK 1', 'Cheating and Plagiarism', 'Acrobat Reader', 'External Links', and 'Student Code of Ethics'. The bottom of the page shows 'Demo Course @ Florida National University'.



Viewing Your Grades

- Click on the course's name to access your grades
- All your grades' information is at your right. It will show all the graded items (assignments, quizzes, midterm and final exam, etc.)
- Your submission dates, grades and instructor's comment

The screenshot shows the Blackboard 'My Results' interface. On the left is a navigation sidebar with icons for home, search, clock, and calendar. The main content area is titled 'My Results' and shows 'Last Evaluated' and 'All Courses' tabs. Below this, a course card for 'Hispanic American Literature' is visible. To the right, the 'CALCULATED RESULTS' section shows a 'Total' result of '0.00/1,010'. Below that, the 'UPCOMING' section lists several assignments with their descriptions and due dates. Callout boxes with arrows point to various elements: 'Click to see all your courses' points to the 'All Courses' tab; 'Course Name' points to the course title; 'Click on the course's name to access your grades' points to the course card; 'Your grades' points to the 'Total' result; 'Your assignments' points to the 'UPCOMING' section; and 'Due dates' points to the due date of the first assignment.

| Description | Evaluation Criteria | Due dates |
|-------------|-----------------------------------|-------------------|
| - | | |
| - | Evaluation for Online Instruction | Due: Oct 3, 2007 |
| -/2.5 | Extra credit Week 1 (2.5 points) | Due: Jun 30, 2013 |
| -/2.5 | Extra credit week 2 (2.5 points) | |
| -/2.5 | Extra credit week 3 (2.5 points) | |
| -/2.5 | Extra Credit Week 5 (2.5 points) | |



Viewing Your Grades

- Another way to view your grades is through your online course, click on the “Tools” button in the course menu

Florida National University
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Florida National University My Courses

Announcements

Hispanic American Literature

Announcements
Syllabus/Calendar
Your Instructor
Lectures
Assignments
Discussion Board
Web Links
Textbooks
Tools
Student Resources

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EL MORRO MARKET

Announcements

Click on “Tools” to view your grades

Posted: Monday, September 6, 2013 6:37:55 PM EDT

Hello, my name is Karelia Castaneda, and I am pleased to be your instructor during this term. If you need to contact me personally, I can be reached at the Hialeah Campus on Thursdays from 12 noon to 1:00 P.M. in room 414, 4th floor.

To pass this class, students will have to score at least 600 points.

Posted by: Karelia Castañeda
Posted to: Hispanic American Literature

Sandra Lomena 8



Viewing Your Grades

- In Tools click on “My Results”

The screenshot displays the Blackboard LMS interface for Florida National University. The top navigation bar includes the university logo, name, and tagline "SINCE 1982 OPENS DOORS TO THE FUTURE". The user's name, Sandra Lomena, is visible in the top right corner. Below the navigation bar, the "Tools" section is active, showing a list of available tools. A callout box with a blue border and a speech bubble tail points to the "My Results" tool, with the text "Click on 'My Results'" inside. The "My Results" tool is described as "Displays detailed information about your results." Other tools listed include Announcements, Learner List, McGraw-Hill Higher Education, Partner Cloud Tools, Send Email, and WebAssign.

Tools

- Announcements**
Create and view Course Announcements.
- Learner List**
View a list of users enrolled in the Course.
- McGraw-Hill Higher Education**
Access and Manage McGraw-Hill products for this course through Blackboard.
- My Results**
Displays detailed information about your results.
- Partner Cloud Tools**
Access all Partner Cloud tools.
- Send Email**
Send email messages to different types of users, system constituencies, and groups.
- WebAssign**
WebAssign SSO

Hispanic American Literature

- Announcements
- Syllabus/Calendar
- Your Instructor
- Lectures
- Assignments
- Discussion Board
- Web Links
- Textbooks
- Tools
- Student Resources



Viewing Your Grades

- Blackboard's Results Center lists detailed information in spreadsheet format for every test or assignment in your course

The screenshot displays the Blackboard Results Center interface for a course titled "Hispanic American Literature". The top navigation bar includes the Florida National University logo and the text "SINCE 1982 OPENS DOORS TO THE FUTURE". The user's name, Sandra Lomera, is visible in the top right corner. The main content area is titled "My Results" and is divided into two sections: "CALCULATED RESULTS" and "UPCOMING".

CALCULATED RESULTS

| Total | |
|--------|--------------|
| Result | 0.00 / 1,010 |

UPCOMING

| Description | Due |
|---|-------------------|
| - Evaluation for Online Instruction | Due: Oct 3, 2007 |
| -.12.5 Extra credit Week 1 (2.5 points) | Due: Sep 15, 2013 |
| -.150 Midterm | Due: Sep 29, 2013 |
| -.150 Project about your identity | Due: Oct 13, 2013 |
| -.12.5 Extra credit week 2 (2.5 points) | |
| -.12.5 Extra credit week 3 (2.5 points) | |

Two callout boxes are present: one pointing to the "0.00" result with the text "Your total grade", and another pointing to the "UPCOMING" section with the text "Your Assignments, tests, Midterm and final".



Watch it: [Checking your Grades](#)



View Posted Documents

- To view a posted document, click on a content section where the document is located:
 - Lectures
 - Course Documents
 - Assignments

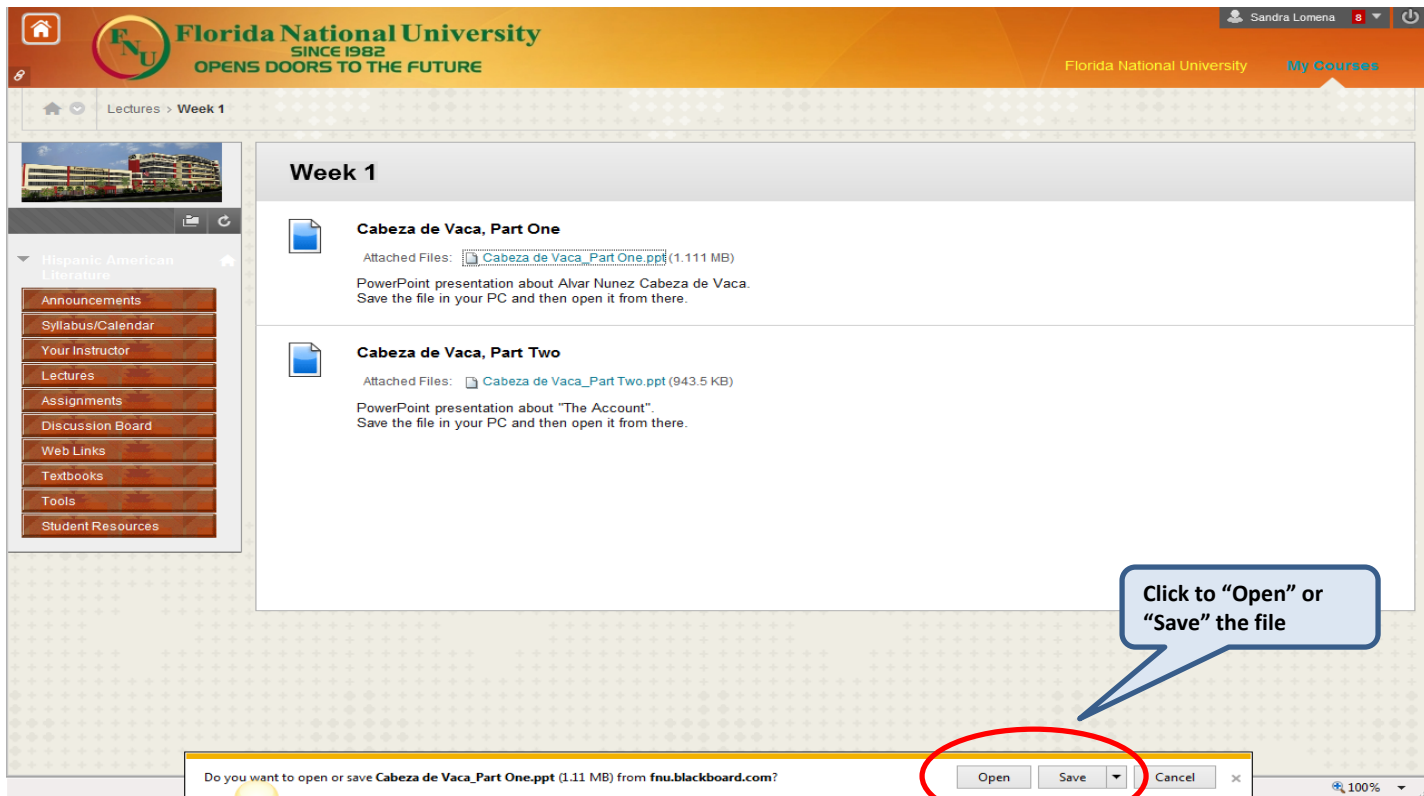
The screenshot shows the Florida National University LMS interface. The top navigation bar includes the university logo, name, and tagline 'SINCE 1982 OPENS DOORS TO THE FUTURE'. The user's name 'Sandra Lomena' is visible in the top right. The main content area is titled 'Lectures > Week 1'. On the left, a sidebar menu for 'Hispanic American Literature' includes options like 'Announcements', 'Syllabus/Calendar', 'Your Instructor', 'Lectures', 'Assignments', 'Discussion Board', 'Web Links', 'Textbooks', 'Tools', and 'Student Resources'. A callout box labeled '1' points to the 'Lectures' menu item. The main content area shows two PowerPoint presentations under the heading 'Week 1':

- Cabeza de Vaca, Part One**: Attached Files: [Cabeza de Vaca_Part One.ppt](#) (1.111 MB). PowerPoint presentation about Alvar Nunez Cabeza de Vaca. Save the file in your PC and then open it from there. A callout box labeled '2' points to this link.
- Cabeza de Vaca, Part Two**: Attached Files: [Cabeza de Vaca_Part Two.ppt](#) (943.5 kB). PowerPoint presentation about "The Account". Save the file in your PC and then open it from there.



View Posted Documents

- Content in Blackboard can be a Word Processor document, PDF, a PowerPoint presentation, a video or an image
- After you clicked on the desired link you will prompt to “Open” or “Save” the document in your computer

A screenshot of the Blackboard learning management system interface. The top navigation bar is orange and contains the Florida National University logo and name, along with the user's name 'Sandra Lomena' and a 'My Courses' link. Below the navigation bar, the main content area is titled 'Week 1' and displays two PowerPoint presentations: 'Cabeza de Vaca, Part One' and 'Cabeza de Vaca, Part Two'. Each presentation includes a file icon, the title, and a description of the content. At the bottom of the screen, a dialog box is open, asking the user to 'Do you want to open or save Cabeza de Vaca_Part One.ppt (1.11 MB) from fnu.blackboard.com?'. The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. A red circle highlights the 'Open' and 'Save' buttons, and a blue callout box with a white border points to them, containing the text 'Click to “Open” or “Save” the file'. The 'Save' button has a small downward arrow next to it, indicating a dropdown menu.



Document Types

- **Upload a document:**

Several document types can be uploaded to your course in Blackboard including:

- **Images:** .jpg, .gif, .png
- **Microsoft Office Documents:** .doc, .docx .rtf, .txt, .xls, .xlsx, .ppt,.pptx
- **Adobe® Acrobat Documents:** .pdf
- **Flash Player files:** .swf
- **Streaming video:** .wmv, .rm (users must have the appropriate media player installed on their computer to view these types of videos)
- **Web pages:** .htm, html (complete web sites must be packaged into a .zip file for use in Blackboard)

Note: File size is restricted to 3.5 Mb. This applies to instructors and students whether it is a document or an attachment in an e-mail or Discussion Board posting. Files larger than 3.5 Mb will either need to be split into parts or optimized to reduce file size



Sending E-mails

- You can send e-mails to anyone in your course through Blackboard
- It is another way of communication with the instructor
- E-mails can only be sent to those enrolled in your course. You
- cannot e-mail someone in a different course or send e-mails to an address outside of Blackboard (ex. A friend in Vancouver who uses a Yahoo e-mail address)





Sending E-mails

- To send e-mail to your instructor through Blackboard click on the “**Tools**” button in the course menu

A screenshot of a Blackboard course page. The page title is "Lectures > Week 1". On the left side, there is a course menu for "Hispanic American Literature" with several buttons: "Announcements", "Syllabus/Calendar", "Your instructor", "Lectures", "Assignments", "Discussion Board", "Web Links", "Textbooks", "Tools", and "Student Resources". The "Tools" button is highlighted with a blue callout box that says "Click on 'Tools'". The main content area shows "Week 1" with two items: "Cabeza de Vaca, Part One" (1.111 MB) and "Cabeza de Vaca, Part Two" (943.5 KB). Both items are described as PowerPoint presentations about Alvar Nunez Cabeza de Vaca.



Sending E-mails

- Click on “Send Email ” to start writing your email

The screenshot displays the Blackboard LMS interface for Florida National University. The top navigation bar includes the university logo, name, and tagline "SINCE 1982 OPENS DOORS TO THE FUTURE". The user's name, "Sandra Lomena", is visible in the top right corner. The main content area is titled "Tools" and lists various course management options:

- Announcements**: Create and view Course Announcements.
- Learner List**: View a list of users enrolled in the Course.
- Blackboard Help for Students**: Open Blackboard Help in a separate window.
- McGraw-Hill Higher Education**: Access and Manage McGraw-Hill products for this course through Blackboard.
- Blogs**: Create and manage blogs for Courses and Course Groups.
- My Results**: Displays detailed information about your results.
- Calendar**: Track important events and dates through the Calendar.
- Partner Cloud Tools**: Access all Partner Cloud tools.
- Collaboration**: Create and manage Virtual Classroom and Chat sessions.
- Send Email**: Send email messages to different types of users, system constituencies, and groups. A callout box with the text "Click here" points to this tool.
- Contacts**: Instructors can post contact information about themselves and others.

A left-hand sidebar menu is visible, listing various course resources such as Announcements, Syllabus/Calendar, Your Instructor, Lectures, Assignments, Discussion Board, Web Links, Textbooks, Tools, and Student Resources.



Sending E-mails

- To start writing your email click on “**All Instructor Users**” to select the recipient

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Learner Users
Send email to all of the Learner users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

Select Users
Select which users will receive the email.

Select Groups
Select which Groups will receive the email.

Click here to send email to your instructor



Sending E-mails

- Type the subject of your message into the “**Subject**” field
- Type your message into the “**Message**” field
- You will be able to use advanced text formatting tool like spelling check
- To send your message, click “**Submit**” button

A screenshot of an email composition interface titled "All Instructor Users". The interface includes a header with "Cancel" and "Submit" buttons. Below the header is a section titled "1. Email Information" with fields for "To" (Administrator, Blackboard), "From" (Sandra Lomena (slomena@slome001.fiu.edu)), and "Subject" (an empty text box). Below these fields is a "Message" section with a rich text editor toolbar and a large text area. Callout boxes with arrows point to various elements: "Instructor" points to the "To" field; "Your name and email" points to the "From" field; "Your subject" points to the "Subject" field; "Your Message" points to the message text area; and "Click submit to send your message" points to the "Submit" button. At the bottom of the interface, there is a "Path:" field and a "Words:0" counter. A note at the bottom states "A copy of this email will be sent to the sender." and there is an "Attachments" section with a link to "Attach a file".

Watch it: [Sending Email from Your Course](#)



Textbook

- On the textbook section our students can find information about the textbook required for a particular online course
- Click on the “**Textbook**” button to access this information

Florida National University
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Blackboard Administrator 65

Florida National University My Courses System Admin

Announcements Edit Mode is: OFF

Hispanic American Literature

Announcements
Syllabus/Calendar
Your Instructor
Lectures
Assignments
Discussion Board
Web Links
Textbooks
Tools
Student Resources

little havana

CAFE Y POLITICA

BODEGA UNION CITY

EL MORRO MARKET

Organization Course View All

Click here to check textbook information

Posted on: Friday, September 6, 2013 6:37:55 PM EDT

Hello, my name is Karela Castañeda, and I am pleased to be your instructor during this term. If you need to contact me personally, I can be reached at the Hialeah Campus on Thursdays from 12 noon to 1:00 P.M. in room 414, 4th floor.

To pass this class, students will have to score at least 600 points.


Posted by: Karela Castañeda
Posted to: Hispanic American Literature



Textbook

- In this section you will find information like:
 - Title
 - Author
 - ISBN
 - Publisher
 - Some other additional information

Textbooks

 **TEXTBOOK**

The book cover is dark red with gold lettering. The title 'HISPANIC AMERICAN LITERATURE' is at the top, followed by 'An Anthology' in smaller text. Below the title is a small illustration of a person in traditional attire. The author's name 'Rodolfo Cortina' is at the bottom.

Book's information

Cortina, Rodolfo. *Hispanic American Literature. An Anthology.*

Text: Hispanic American Literature: An Anthology
Author: Rodolfo Cortina
Publisher: NCT Publishing Group
ISBN: OLD ISBN: 978-0-8442-5730-3
Exclusive for FNU students: ISBN13: 978-1-121-10118-0 /// ISBN10: 1-121-10118-6

A wide range of Hispanic American authors is represented in this comprehensive anthology. Thematically structured, it presents a wide variety of literature, from the chronicles of early Spanish explorers, folklore, and corridos - literature of the oral tradition - to contemporary poetry, short stories, novel excerpts, and memoirs.

A Historical overview of Hispanic American literary traditions is given, explaining how Spanish came to the New World and how Hispanic American literature was formed.



Students Resources

- Inside your course there are several resources available for our students:
 - Library Resources
 - Academic Advising
 - Writing Lab

Florida National University
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Florida National University My Courses System Admin

Announcements Edit Mode is: OFF

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EL MORRO MARKET

Announcements

Click to access the Student Resources

6/16, 2013 6:37:55 PM EDT

Posted by: Karela Castañeda
Posted to: Hispanic American Literature

...my name is Karela Castaneda, and I am pleased to be your instructor during this term. If you need to contact me personally, I can be reached at the Hialeah Campus on Thursdays from 12 noon to 1:00 P.M. in room 414, 4th floor.

To pass this class, students will have to score at least 600 points.



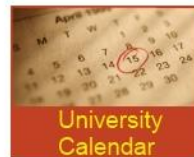
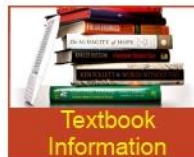
Students Resources

• Inside your course there are several resources available for our students:

- Library Resources
- Academic Advising
- Blackboard Support
- University Calendar
- Writing Lab
- Job Placement



Click to access any of the Student Resources





Bb Collaborate

- Meet with your instructor or classmates online using a completely web-based interface called Bb Collaborate Ultra:

Florida National University
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Blackboard Administrator 25

Florida National University My Courses System Admin

Announcements Edit Mode is: ON ?

Hispanic American Literature

- Announcements
- Syllabus/Calendar
- Your Instructor
- Course Documents
- Lectures
- Assignments
- Discussion Board
- Web Links
- Textbooks
- Tools
- Student Resources
- BB Collaborate

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

below this line

Distance Learning Survey

Posted by: Liber Gonzalez
Posted to: Hispanic American Literature

Click to access the Bb Collaborate



Bb Collaborate

- In order to meet with your instructor you will need to check his virtual office hours posted in **“Your Instructor”** section:

The screenshot shows the Blackboard Collaborate interface for a course titled "Hispanic American Literature". The top banner features the Florida National University logo and the text "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE". The navigation menu on the left includes options like "Announcements", "Syllabus/Calendar", "Your Instructor", "Course Documents", "Lectures", "Assignments", "Discussion Board", "Web Links", "Textbooks", "Tools", "Student Resources", and "BB Collaborate". The "Your Instructor" option is highlighted with a callout box that says "Click here to check virtual office hours". The main content area displays the course name, a "Join Room" button, and options for "Edit Room" and "Invite Guests". A callout box points to the "Join Room" button with the text "Click here to join the session and connect with your instructor". Below the main content area is a "RECORDINGS" section with a search filter for "Start Date" (01/13/2016) and "End Date" (02/11/2016). A message below the search filter states "No recordings are available in the selected timeframe."



Bb Collaborate

- Another way to join a session is through the “Tools” session

The screenshot shows the Blackboard interface for Florida National University. The top navigation bar includes the university logo, name, and 'SINCE 1982 OPENS DOORS TO THE FUTURE'. On the right, it shows 'Blackboard Administrator', 'Florida National University', 'My Courses', and 'System Admin'. Below the navigation bar, the 'Tools' section is active, displaying a grid of various tools. A callout bubble on the left points to the 'Tools' menu item in the left-hand navigation pane, with the text 'Click here'. Another callout bubble points to the 'Blackboard Collaborate' tool, with the text 'Click to join the session and connect with your instructor'. The 'Blackboard Collaborate' tool is described as: 'Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.'

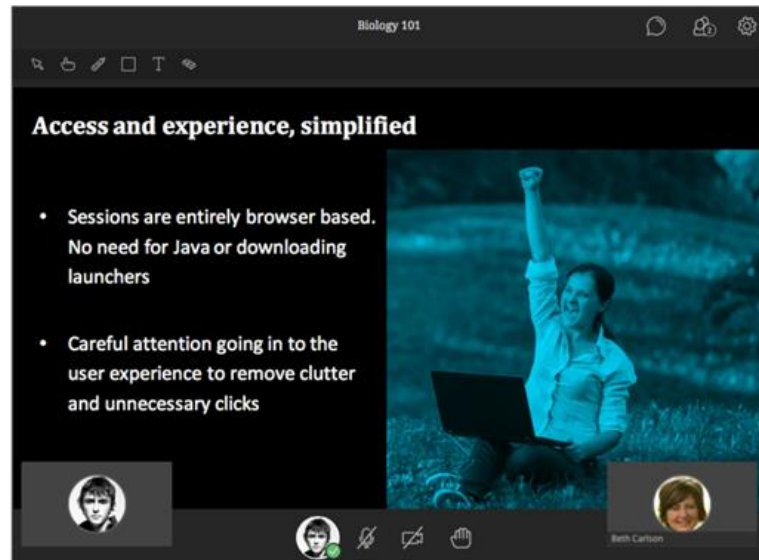
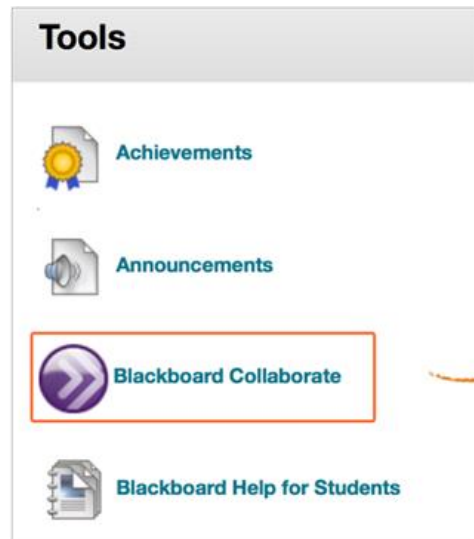
Tools

- Achievements** [Hide Link](#)
Achievements
- Announcements** [Hide Link](#)
Create and view Course Announcements.
- Blackboard Collaborate** [Hide Link](#)
Schedule and join Blackboard Collaborate web conferencing sessions and view recorded archives.
- Blackboard Help for Students** [Hide Link](#)
Open Blackboard Help in a separate window.
- Blogs** [Hide Link](#)
Create and manage blogs for Courses and Course Groups.
- Calendar** [Hide Link](#)
Track important events and dates through the Calendar.
- Collaboration** [Hide Link](#)
Create and manage Virtual Classroom and Chat sessions.
- Journals** [Hide Link](#)
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.
- Learner List** [Hide Link](#)
View a list of users enrolled in the Course.
- Lecture Capture** [Hide Link](#)
Experience ground-breaking lecture capture technology
- McGraw-Hill Higher Education** [Hide Link](#)
Access and Manage McGraw-Hill products for this course through Blackboard.
- My Results** [Hide Link](#)
Displays detailed information about your results.
- Send Email** [Hide Link](#)
Send email messages to different types of users, system constituencies, and groups.
- Tasks** [Hide Link](#)
Use tasks to keep track of work that must be completed. Each Task has a status and a due date.



Bb Collaborate

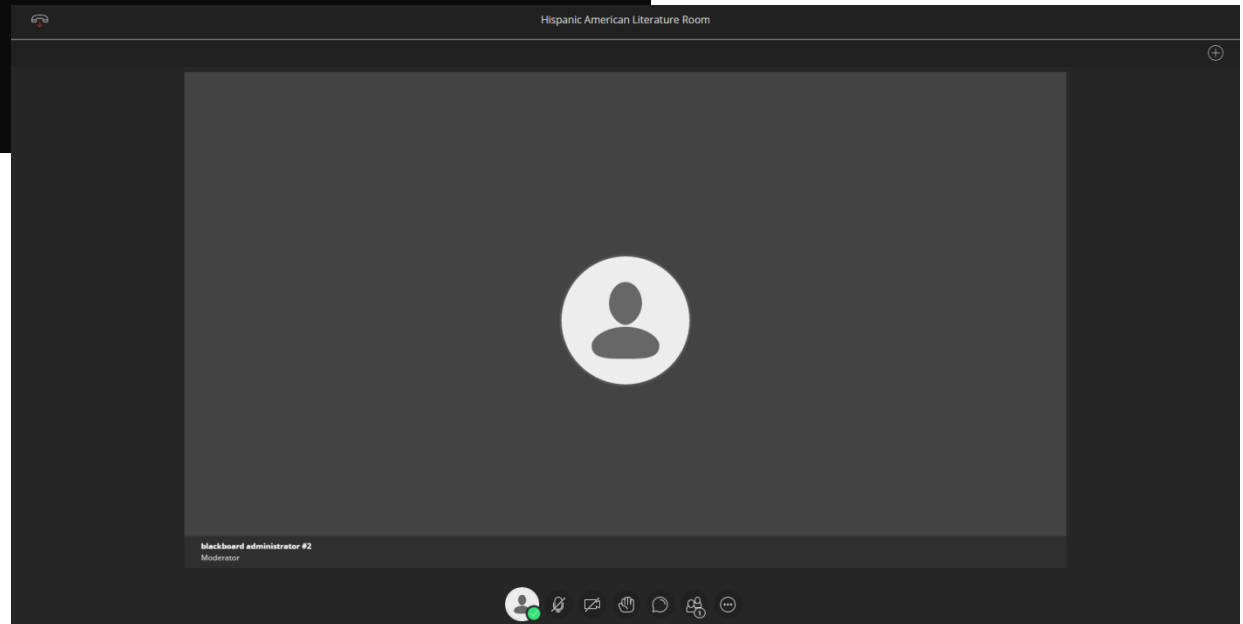
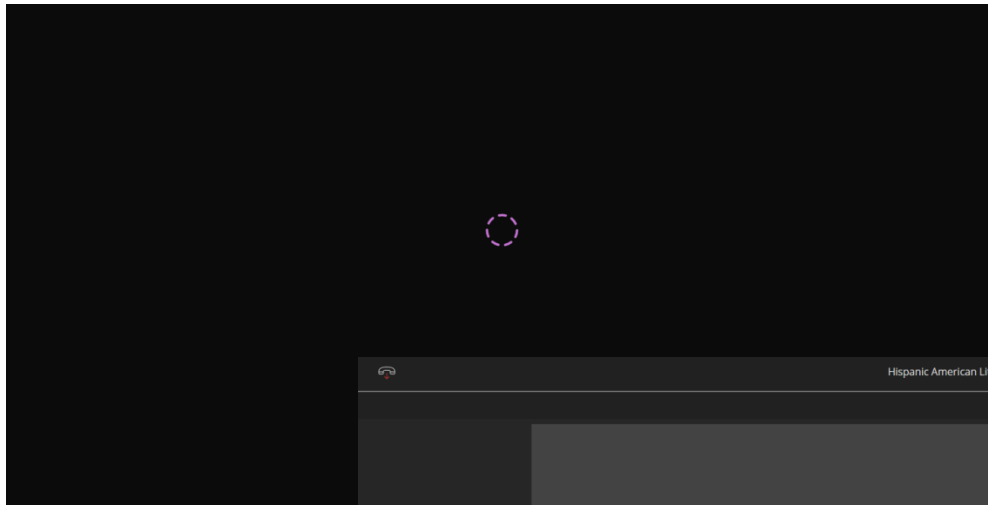
- When you join a room it opens in a new window or browser, depending on your browser settings.





Bb Collaborate

- While you're getting connected:

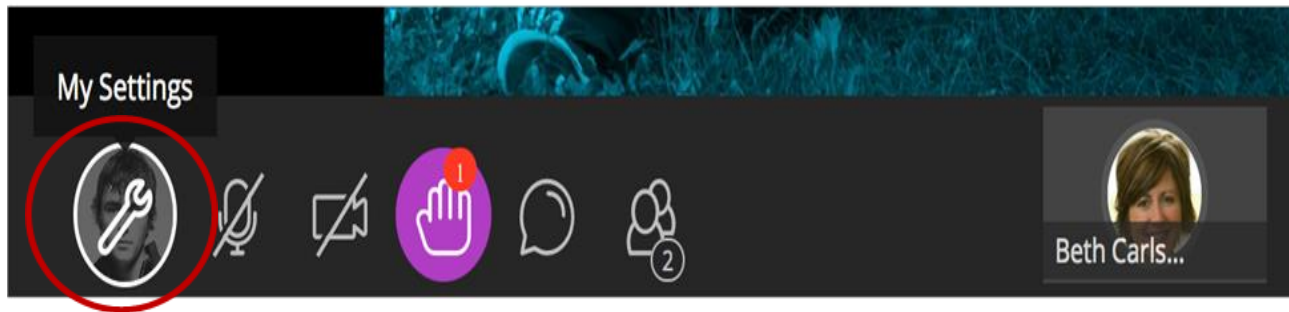




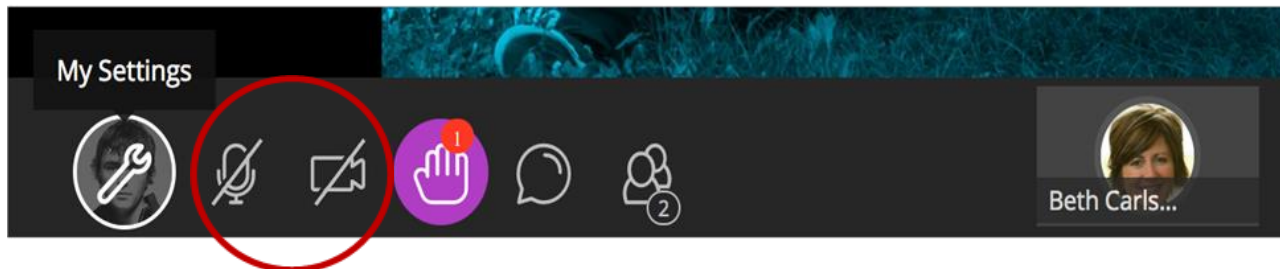
Bb Collaborate

- Know the tools available:

My Settings: Add a profile image, set up your audio and video, set your notifications, and get help. Point to your avatar to open My Settings.



Audio and video: Turn your audio and video on. A line through the microphone or camera icon means that they are off. Click Share Audio and Share Video to turn them on. It's up to the moderator if audio and video are available.



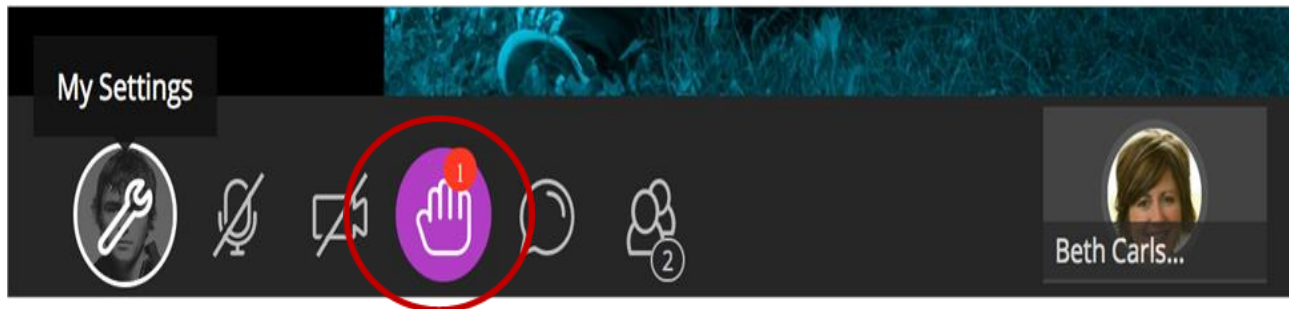
With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.



Bb Collaborate

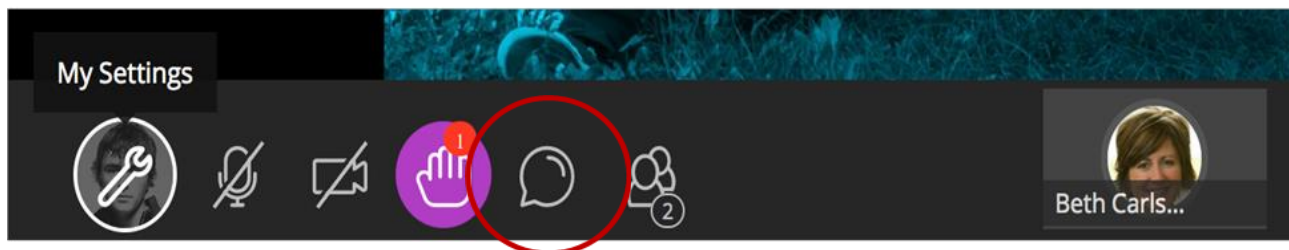
- Know the tools available:

Hand raise: Raise your hand to answer a question or get the moderator's attention. Click Raise Hand.



 *With your keyboard, press Alt + H.*

Chat: Chat with participants. Click Open Chat. It's up to the moderator if chat is available.

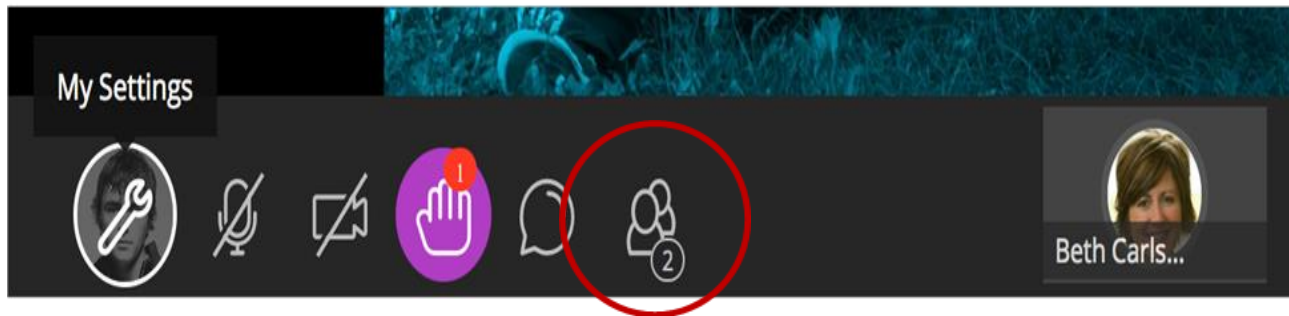




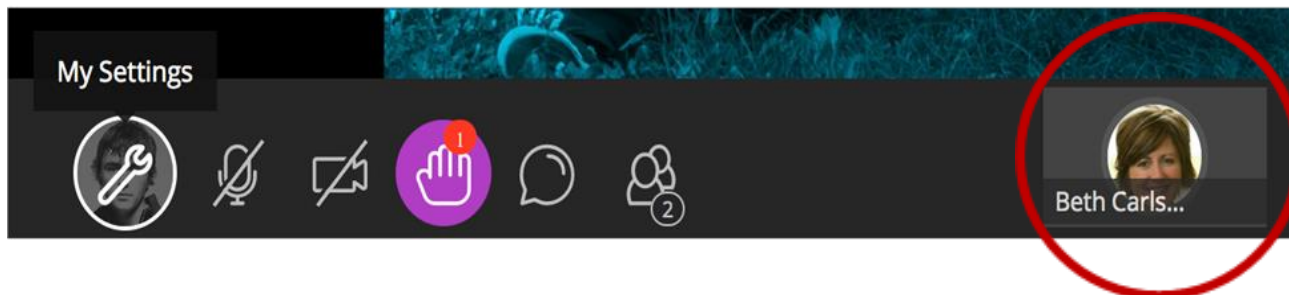
Bb Collaborate

- Know the tools available:

Participants' panel: View the list of participants. Click Open Participants List.



Picture-in-picture: Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Click the picture-in-picture to bring that content to your main screen.





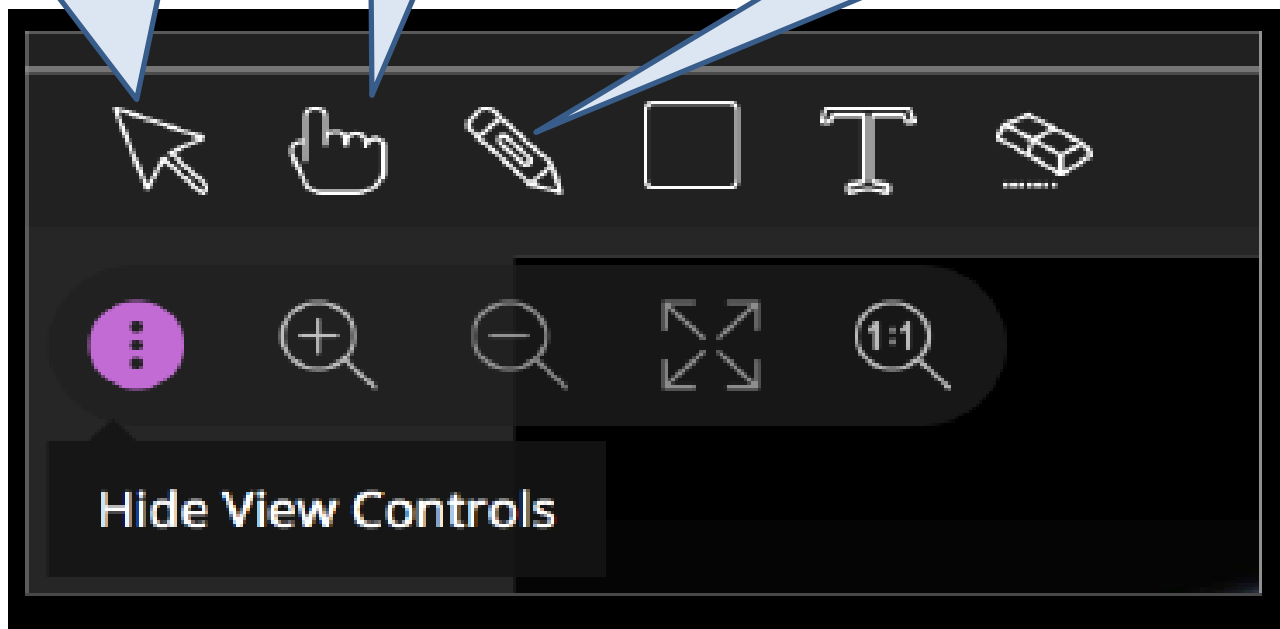
Bb Collaborate

- Know the tools available:

Select: Use the arrow to select an object on the whiteboard. After you select it you can resize, move, and delete it.

Pointer: Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.

Pencil: Use the pencil to draw free hand on the slide.





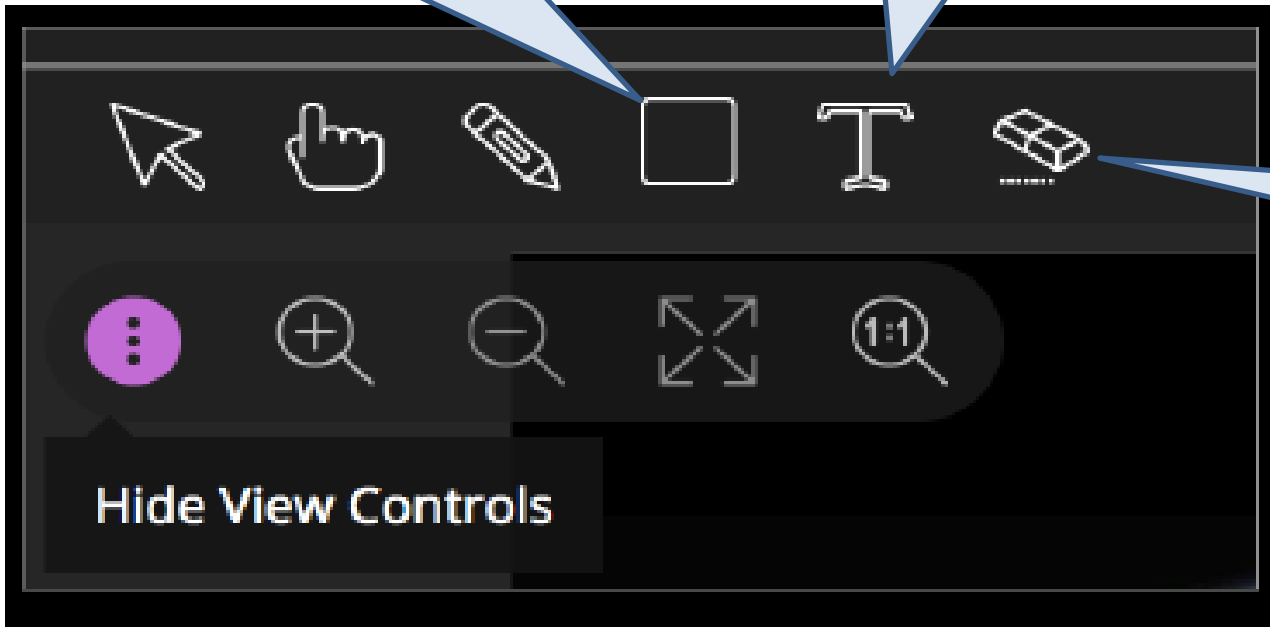
Bb Collaborate

- Know the tools available:

Square: Use the square to draw a rectangle, ellipse, or a straight line. Your choice.

Text: Type text on the slide with the "T".

Erase: Use the eraser to undo everything you added to the slide with one click.

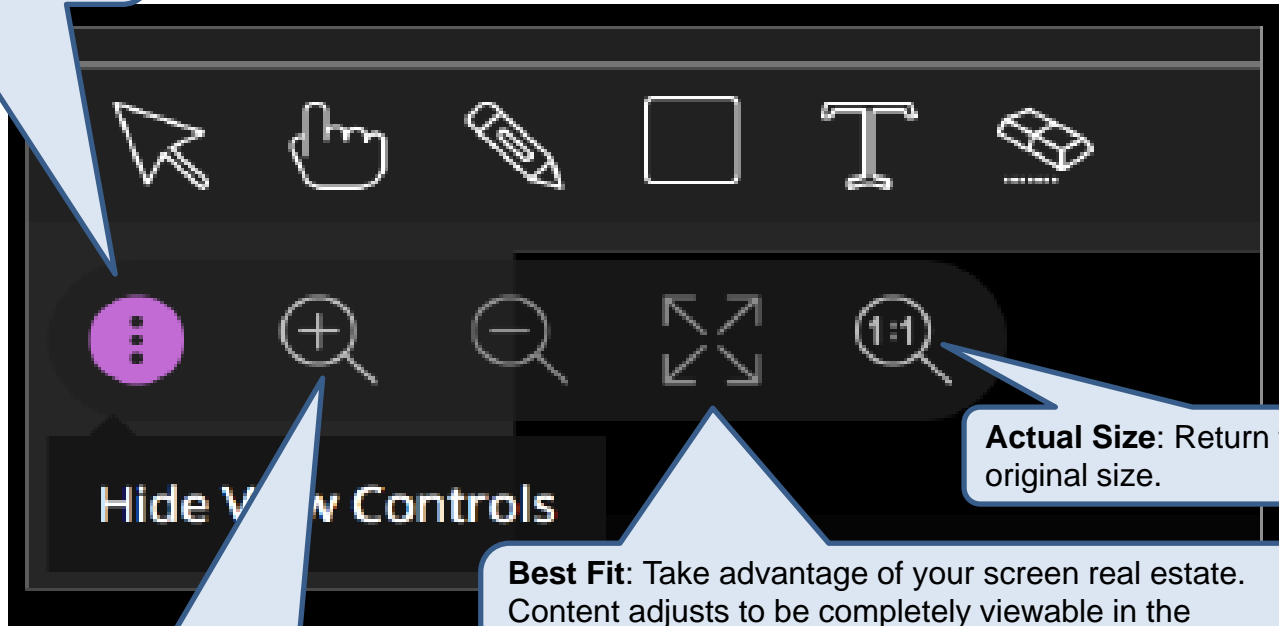




Bb Collaborate

- Know the tools available:

Show/Hide View Controls:
Show or hide your zoom, fit, and size controls.



Actual Size: Return the image to the original size.

Best Fit: Take advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.

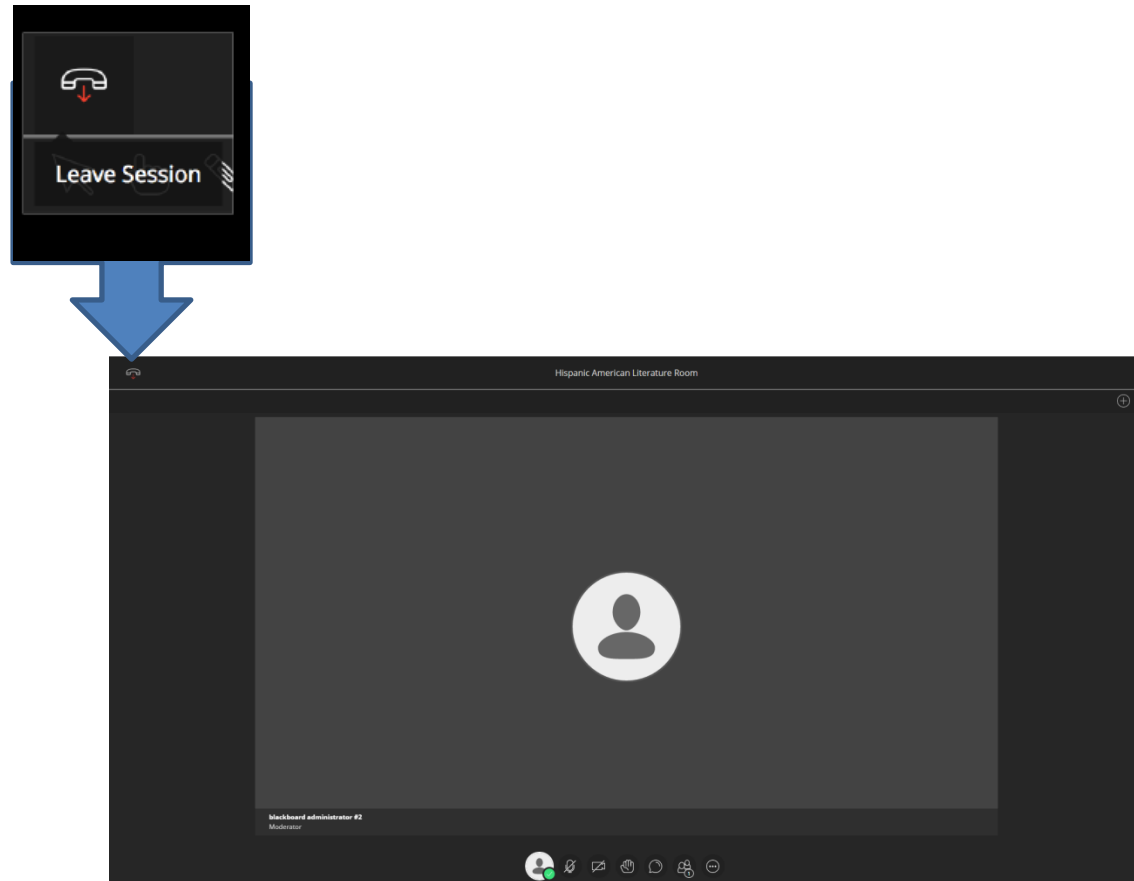
Zoom In: Make the content bigger. Move the content around to see everything.
Zoom Out: Make the content smaller.



Bb Collaborate

- Know the tools available:

Leave Session: Exit the session and complete a quick survey to tell us about your experience.





Bb Student



- An app designed just for you...students only!
- With Bb Student, you can view course content and participate in your courses on your mobile device.
- Stay on task with push notifications, a due date list, and activity stream updates.
- Take assignments, tests, and quizzes and review your submissions.
- View your course grades as well as individual test and assignment grades.
- Participate in discussions.
- Collaborate with your class through video conferencing.
- From your device, access the appropriate online store:



Click here





Getting Help

- There are several ways to get help from Online Learning's Support:
- You can visit us :

Hialeah Campus:

4425 W. Jose Regueiro (20th) Ave

Hialeah, FL 33012

Room 143

Monday to Friday

8:00AM to 9:00PM

South Campus:

11865 S.W 26th St. Unit H-3

Miami, FL 33175

Room 224

Monday, Tuesday & Thursday

8:00 AM to 1:00PM and

5:30 PM to 8:30PM





Getting Help

- Calling the Online Learning Department in both campus during business hours:

Hialeah Campus

(305) 821 – 3333

Ext 1047, 1049 & 1067

Monday to Friday

Hours 8:00AM to 9:00PM



South Campus

(305) 226-9999

Ext. 1345

Monday, Tuesday, and Thursday

Hours 8:00AM to 1:00PM

5:30PM to 8:30PM





Getting Help

- Send an e-mail to:
 - Manuel Garzon
Online Learning Student Support
mgarzon@fnu.edu
 - Enmanuel Garcia
Online Learning Student Support
egarcia@fnu.edu
 - Liber Gonzalez
Blackboard Administrator
lgonzalez@fnu.edu
 - Sandra Lomena
Online Learning Director
slomena@fnu.edu

