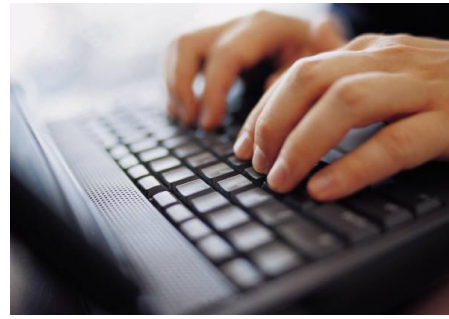# Welcome to Online Learning

Blackboard learn+

simply. better.

Introduction to Blackboard Learn 9.1

Florida National University Online Courses Platform

List of Content

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

Accessing Blackboard

- You can access Blackboard in the following ways:
  - Using FNU Website: **http://www.fnu.edu**

    Click on the "**Online Learning**" tab

Accessing Blackboard

- Click on the "**Blackboard Login** " link

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)

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

Accessing Blackboard

You can also access Blackboard using:

http://fnu.blackboard.com

Accessing Blackboard

If you are a fist time user you will receive the following message:
(To close it click where it is indicated)

Logging into Blackboard

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

Global Navigation & My Blackboard

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

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.

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

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"**

Changing Your Password

- Click on "**Change Password**"

Changing Your Password

- Change your password and click "**Submit**"

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**"

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

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

Click to access any section

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

(Course is unavailable to students) › Announcements

little havana

CAFE Y POLITICA

Hispanic American Literature

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

Announcements

No Announcements found.

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.

Click on "Assignments"

Submitting Assignments

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

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.

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

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

Submitting Assignments

Name of Link to File:

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

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   [Browse My Computer]   [Browse Course]

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

Click here

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.

[Cancel] [Save as Draft] [Submit]

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

Submitting Assignments
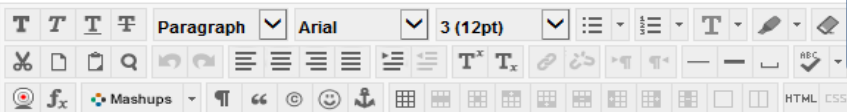
Assignments – *Type Submission* Section:

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.

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

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.

Keep in mind the "Start New Submission" option will **<u>only</u>** 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.

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).

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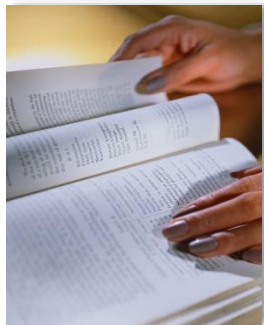
•**<u>Important:</u>** *Your instructor is the only one who can clear an incomplete attempt from your record, so you must try to contact him/her immediately by sending an email. Go to TOOLS, then click on Send Email, select "All instructors Users" and send an email.*

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
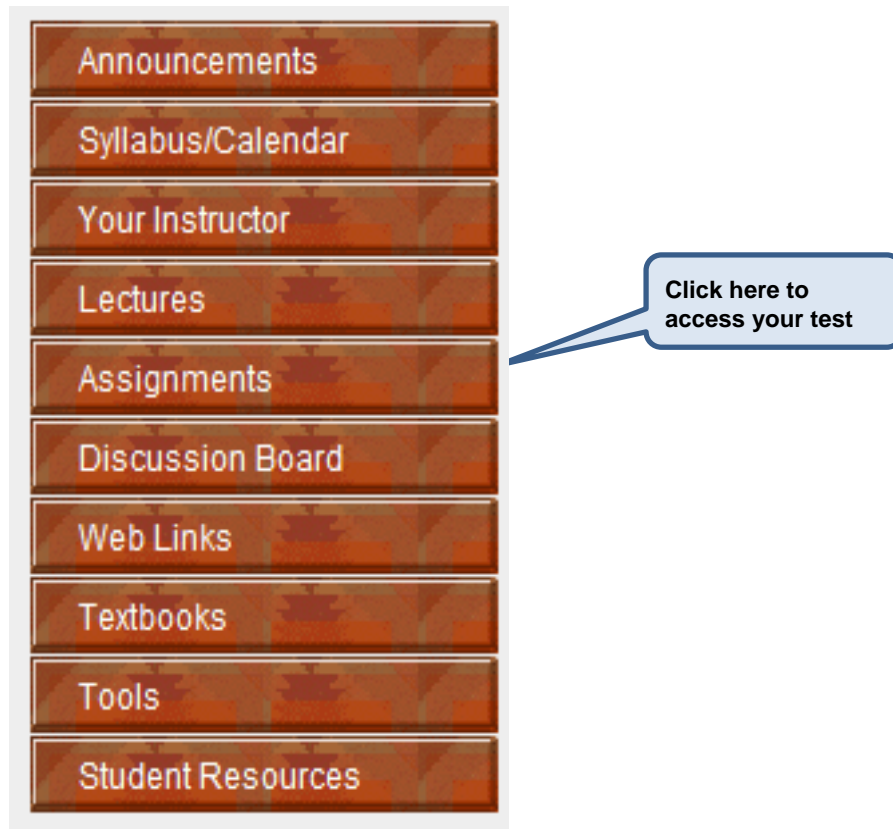
Announcements

Syllabus/Calendar

Your Instructor

Lectures

Assignments

Discussion Board

Web Links

Textbooks

Tools

Student Resources

Click here to access your test

Taking a Test in Blackboard

- Click on the link to start taking the test

Assignments

Click here to start taking the quiz

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)

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

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.

Remaining Time: **2 minute, 02 seconds.**
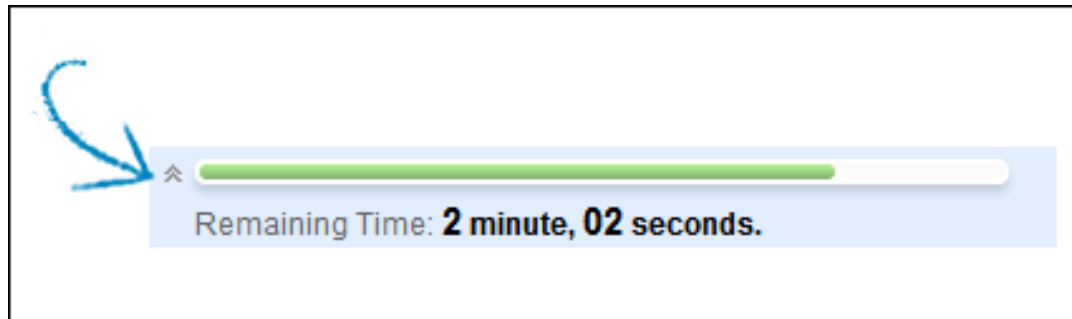
Taking a Test in Blackboard

- 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.

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:

Click here when you finish taking your test.

Save All Answers | Save and Submit

Click here to save all your answers

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

10 points Save Answer

Save individual questions periodically.

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.

Question Completion Status:

Indicates saved answers

| 1 | 2 | 3 | 4 |
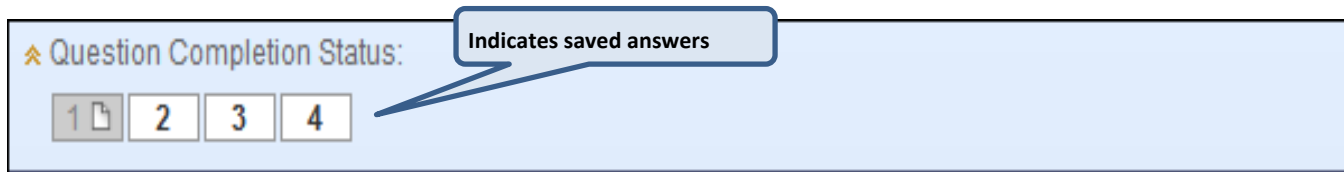
Taking a Test in Blackboard

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.

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 previewin...*
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.

Click to save all you answers

» Question Completion Status:

Save All Answers   **Save and Submit**

Question 1
Net income plus operating expenses is equal to cost of merchandise sold
- ○ cost of merchandise sold
- ○ cost of merchandise available for sale

10 points   Save Answer

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.

Message from webpage

Test submission confirmation: Click Cancel to return to the Test. Click OK to submit assessment.

OK   Cancel
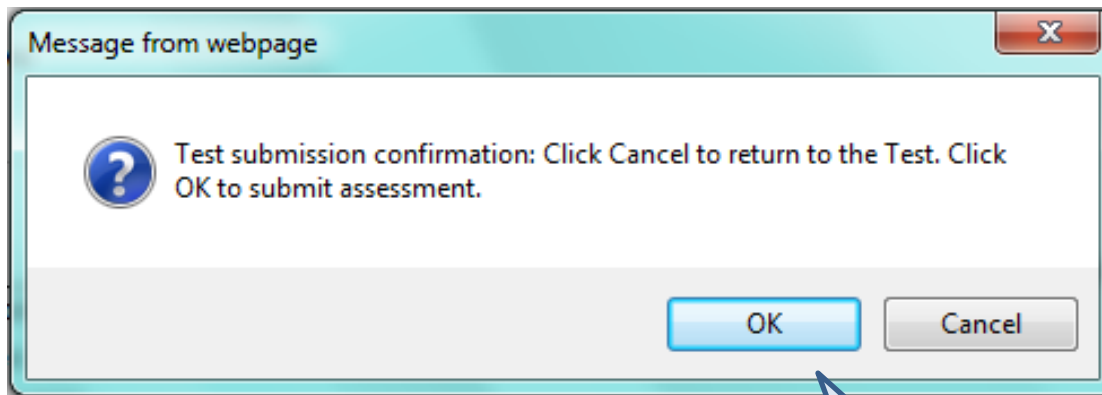
Click OK to confirm and finish your test

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

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

Review Test Submission: Quiz 1

User	Sandra Lomena
Course	Hispanic American Literature
Test	Quiz 1
Started	9/25/13 12:09 PM LATE
Submitted	9/25/13 12:19 PM LATE
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

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.

		Introductions	Please, tell us a little bit about yourself.	0	0	0
			Where are you from?			
			What is your major?			
			How much experience do you have with online classes?			
			What are your goals for the future?			
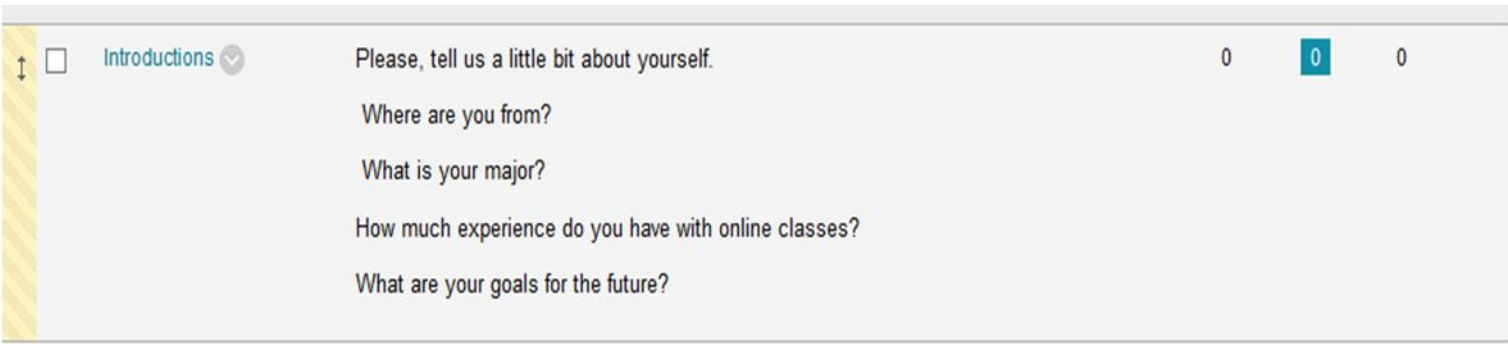
Discussion Board

- 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.

Discussion Board

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

Discussion Board

How to Create Threads in a Forum:
- To create a post or new thread: click the "**Create Thread**" button

Discussion Board

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

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**.

Discussion Board

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

Click on "Submit"

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

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

Viewing Your Grades

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

Click on "Tools" to view your grades

Viewing Your Grades

- In **Tools** click on "**My Results** "

Viewing Your Grades

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

Watch it: Checking your Grades

View Posted Documents

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

      - Lectures

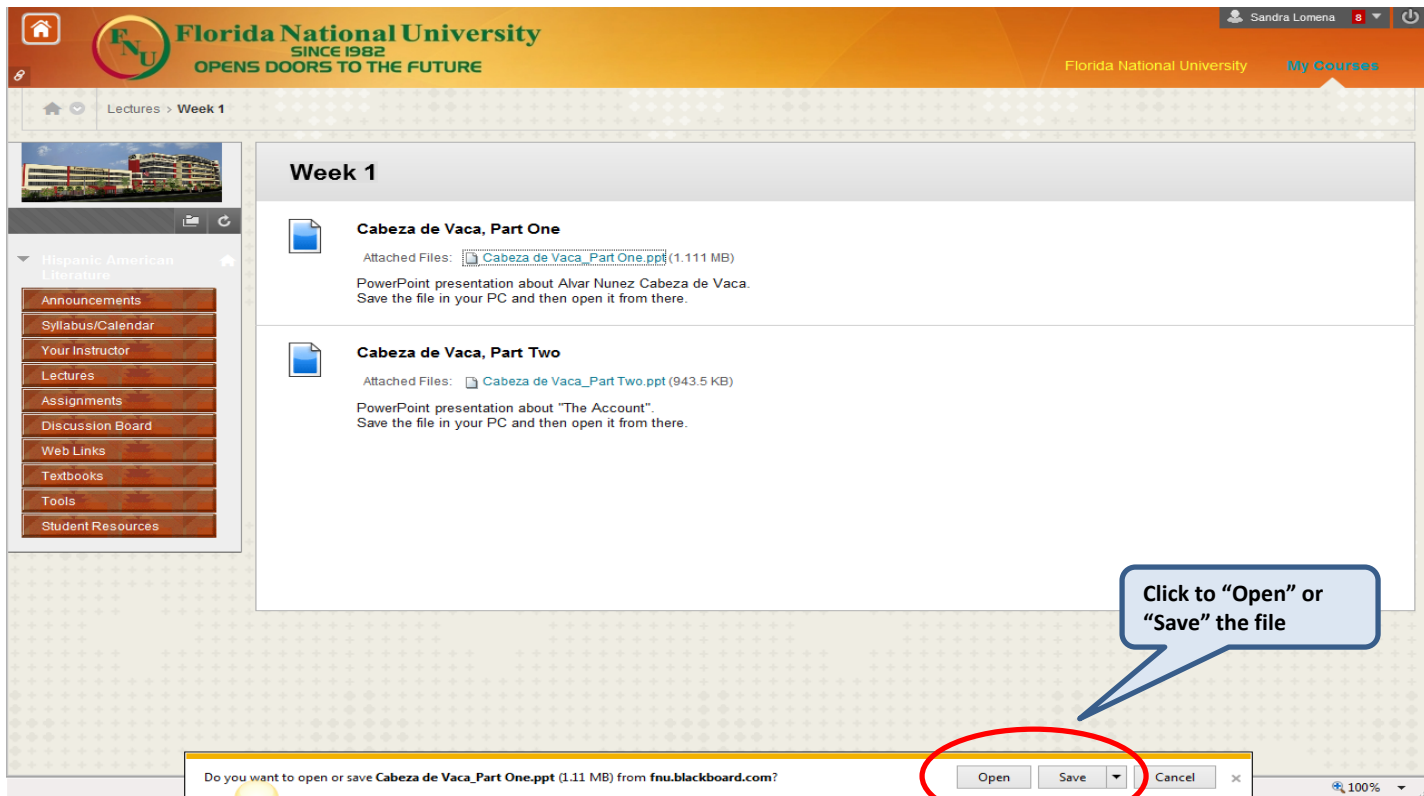   - Course Documents

      - Assignments

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

Click to "Open" or "Save" the file

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

Sending E-mails

- Click on "**Send Email** " to start writing your email

Sending E-mails

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

Sending E-mails

- Type the subject of your message into the "**Subjec**t" 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

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

Textbook

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

Textbooks

TEXTBOOK

Cortina, Rodolfo. Hispanic American Literature. An Anthology.

Book's information

Text: Hispanic American Literature: An Anthology
Author: Rodolfo Cortina
Publisher: NCT Publishing Group
ISBN: OLD ISBN: 978-0-8442-5730-3
Exclusive for FNC 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, form 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

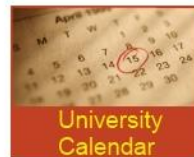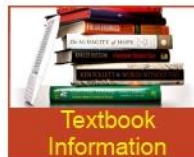# Students Resources

- 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:

Bb Collaborate

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

Bb Collaborate

- Another way to join a session is through the "**Tools**" session

Bb Collaborate

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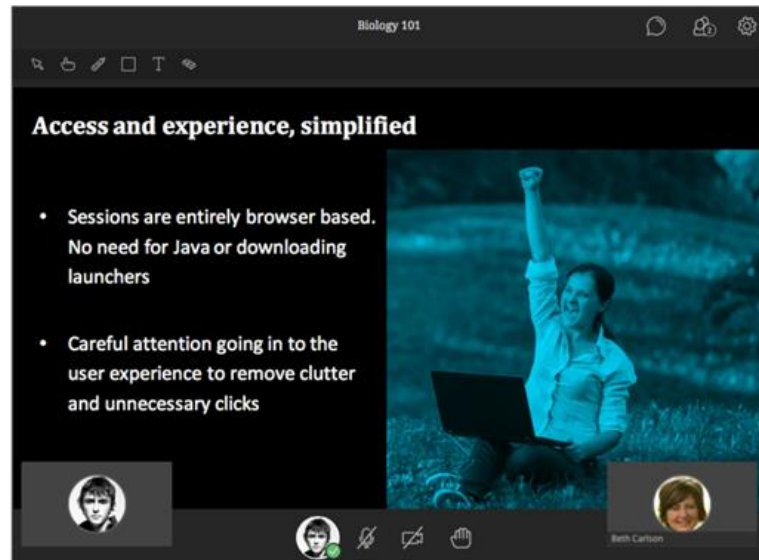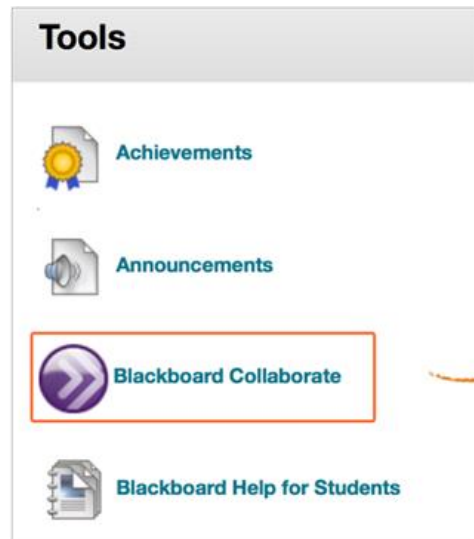
Bb Collaborate

- While you're getting connected:
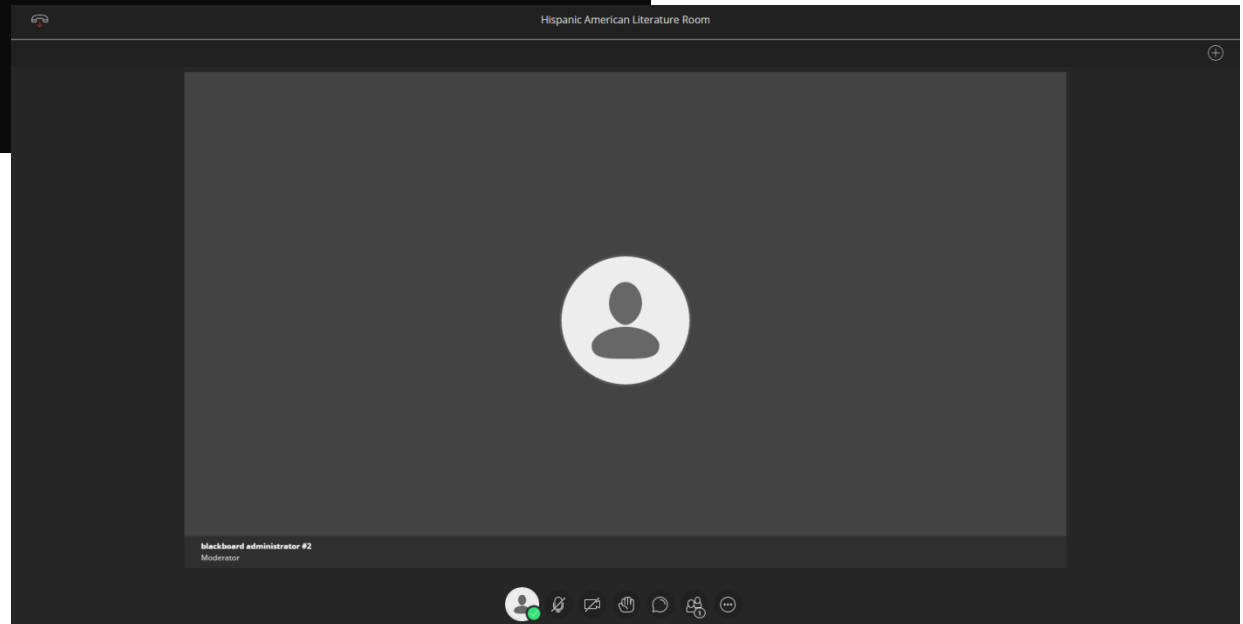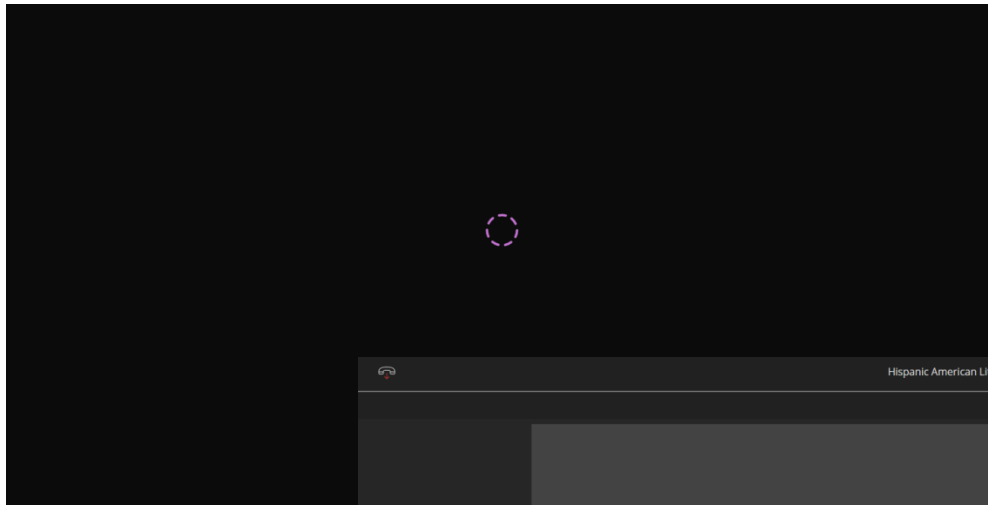
Bb Collaborate

- 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.
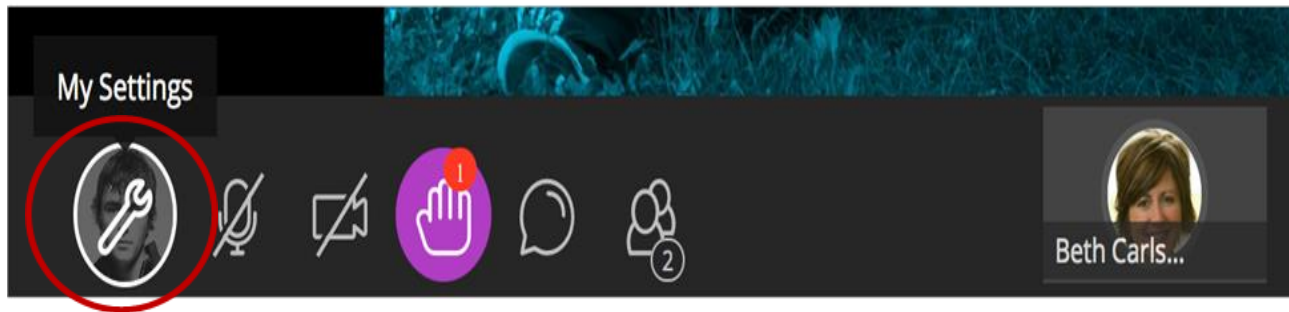
Audio and video: Turn your audio and video on. A line through the microphone or camera icon means that they are off. Click Share Audio and Share Video to turn them on. It's up to the moderator if audio and video are available.
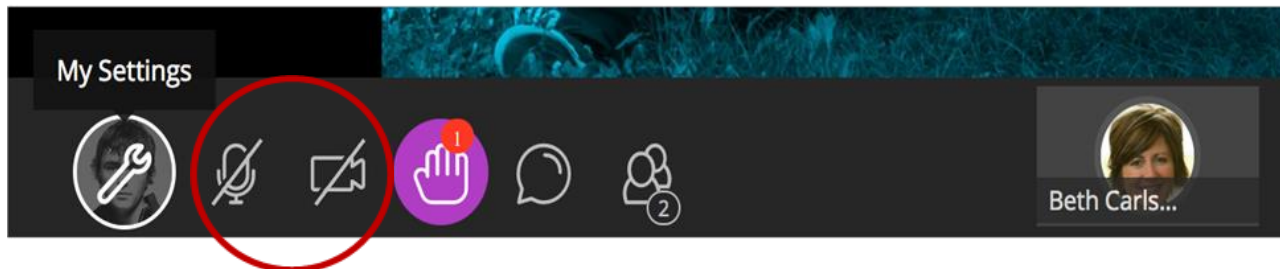
With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C for your camera.

Bb Collaborate

- Know the tools available:

  Hand raise: Raise your hand to answer a question or get the moderator's attention. Click Raise Hand.
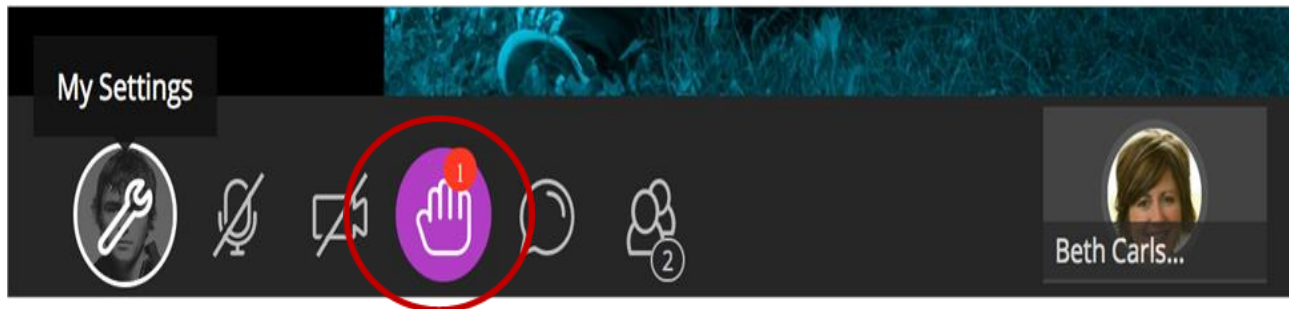
  With your keyboard, press Alt + H.

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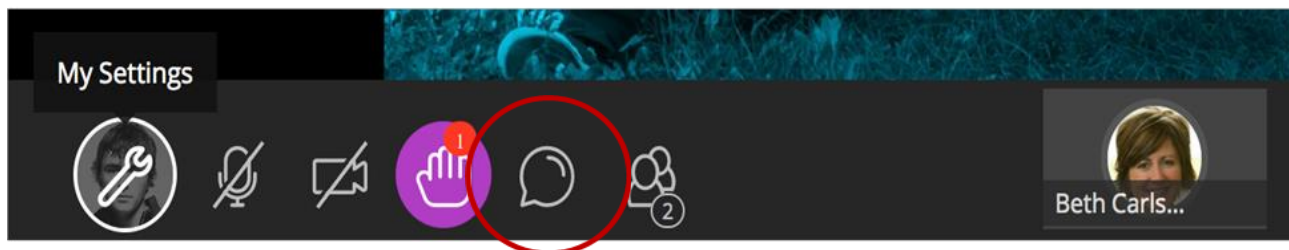
Bb Collaborate

- Know the tools available:

  Participants' panel: View the list of participants. Click Open Participants List.
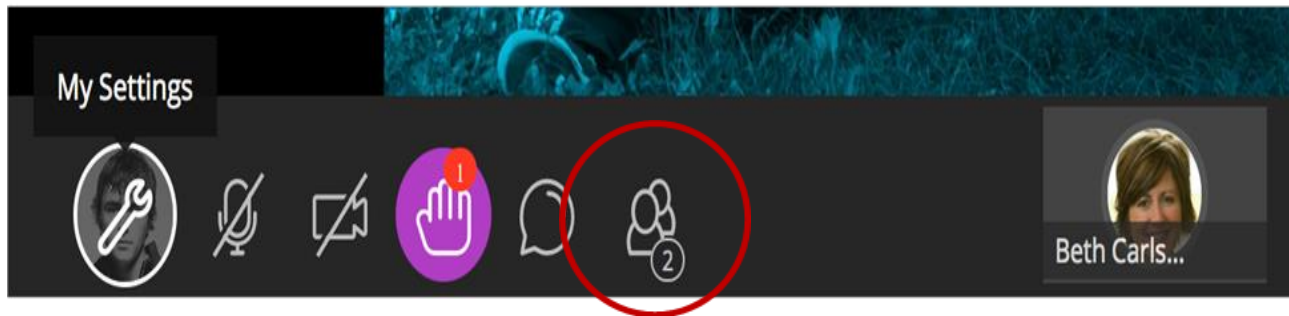
  Picture-in-picture: Change the focus of your screen. If shared content is on your main screen, switch to watching the speaker. Click the picture-in-picture to bring that content to your main screen.

Bb Collaborate

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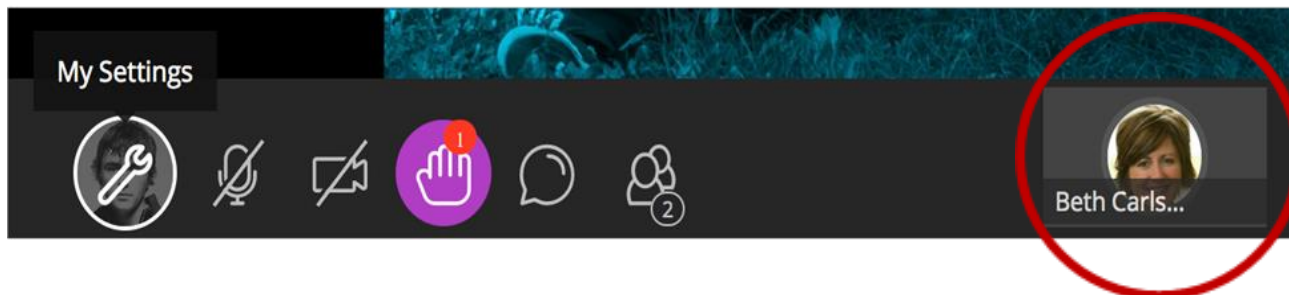
Pointer: Use the hand to point to different areas of the visible slide. Participants see wherever you are pointing on the slide.

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

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

Hide View Controls
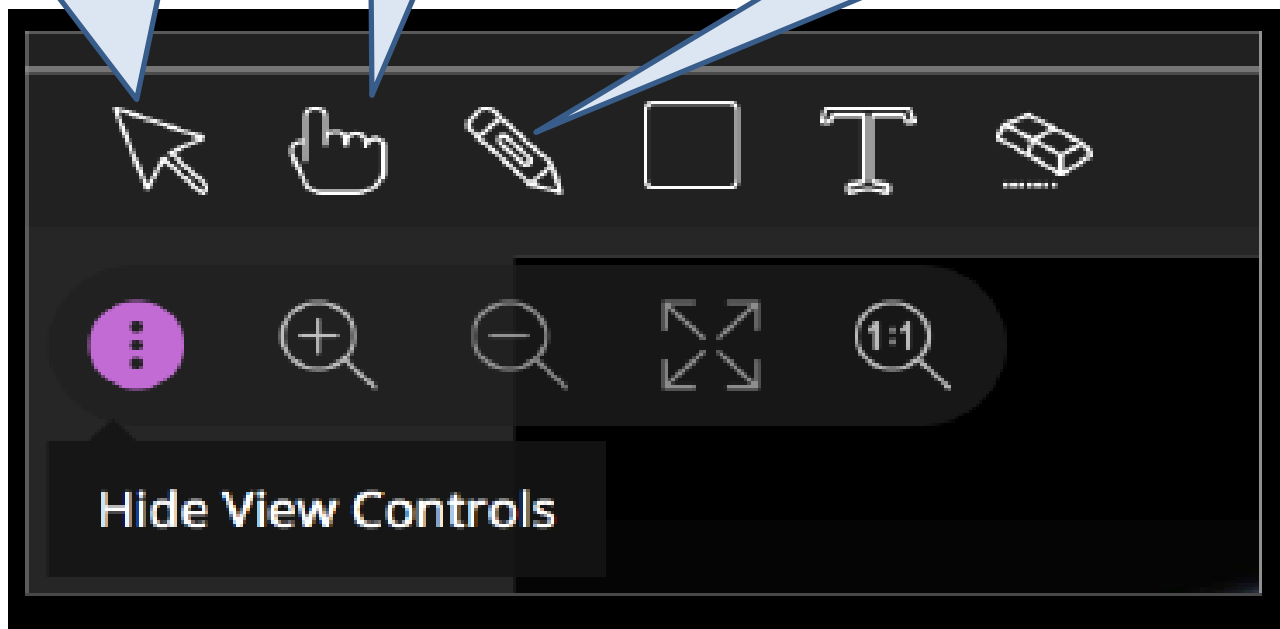
Bb Collaborate

- 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 everyt[...] you added to the slide with one click.
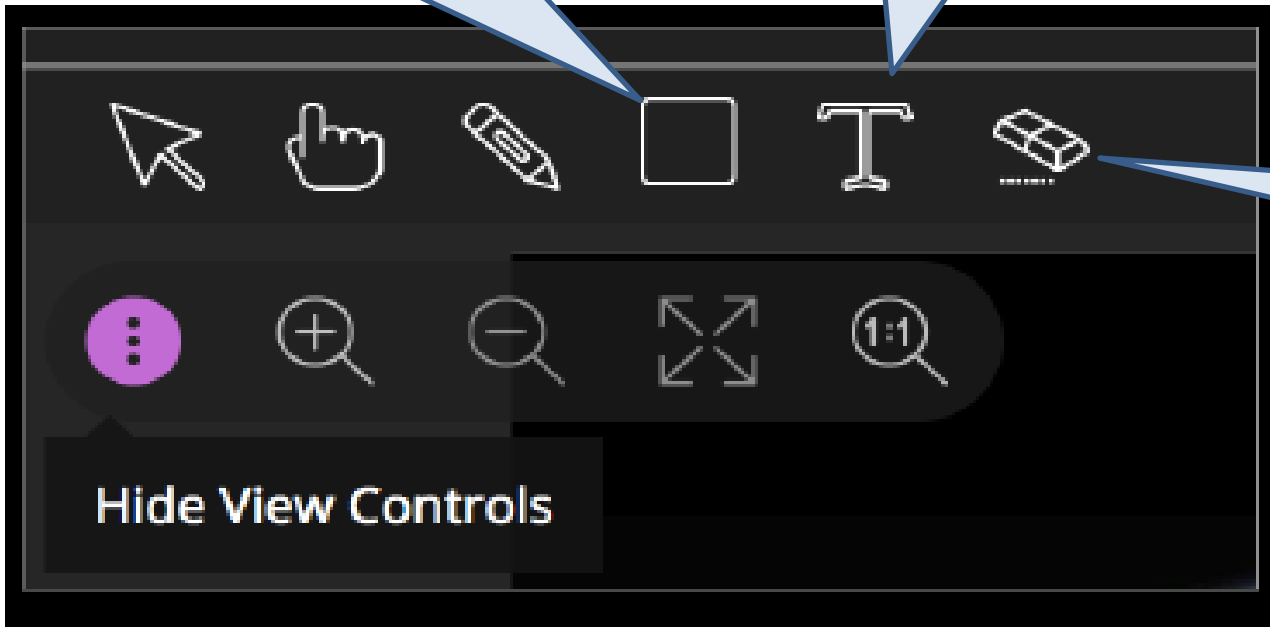
Hide View Controls

Bb Collaborate

- Know the tools available:

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

Hide View Controls
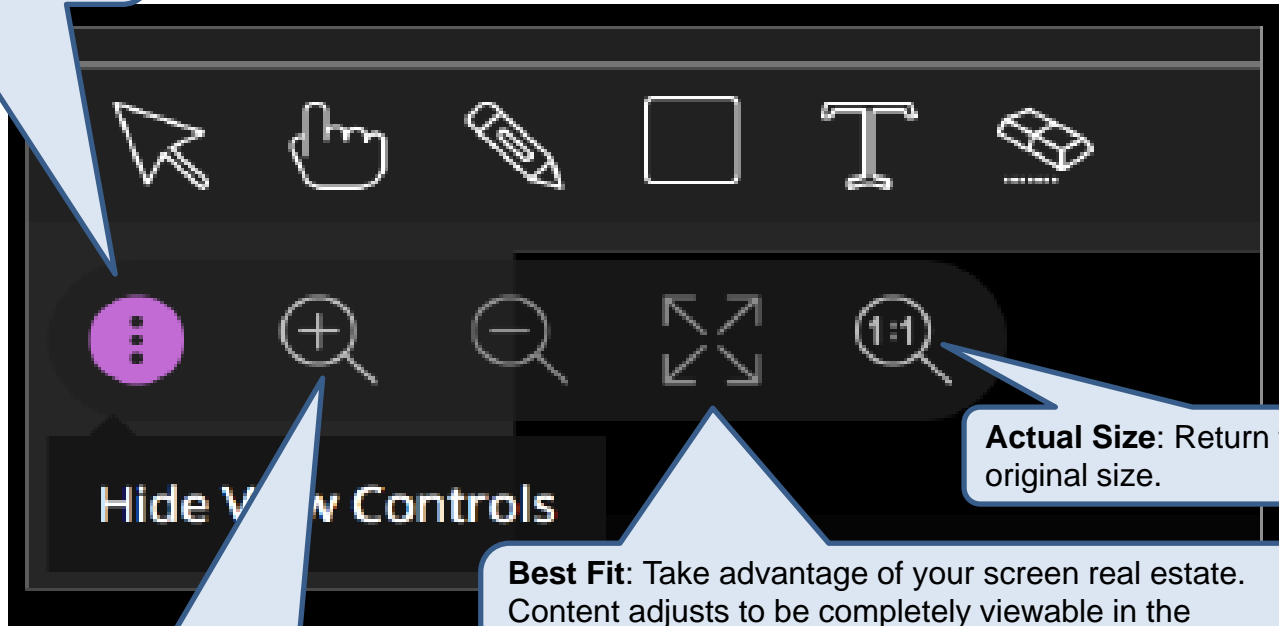
Actual Size: Return the image to the original size.

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.
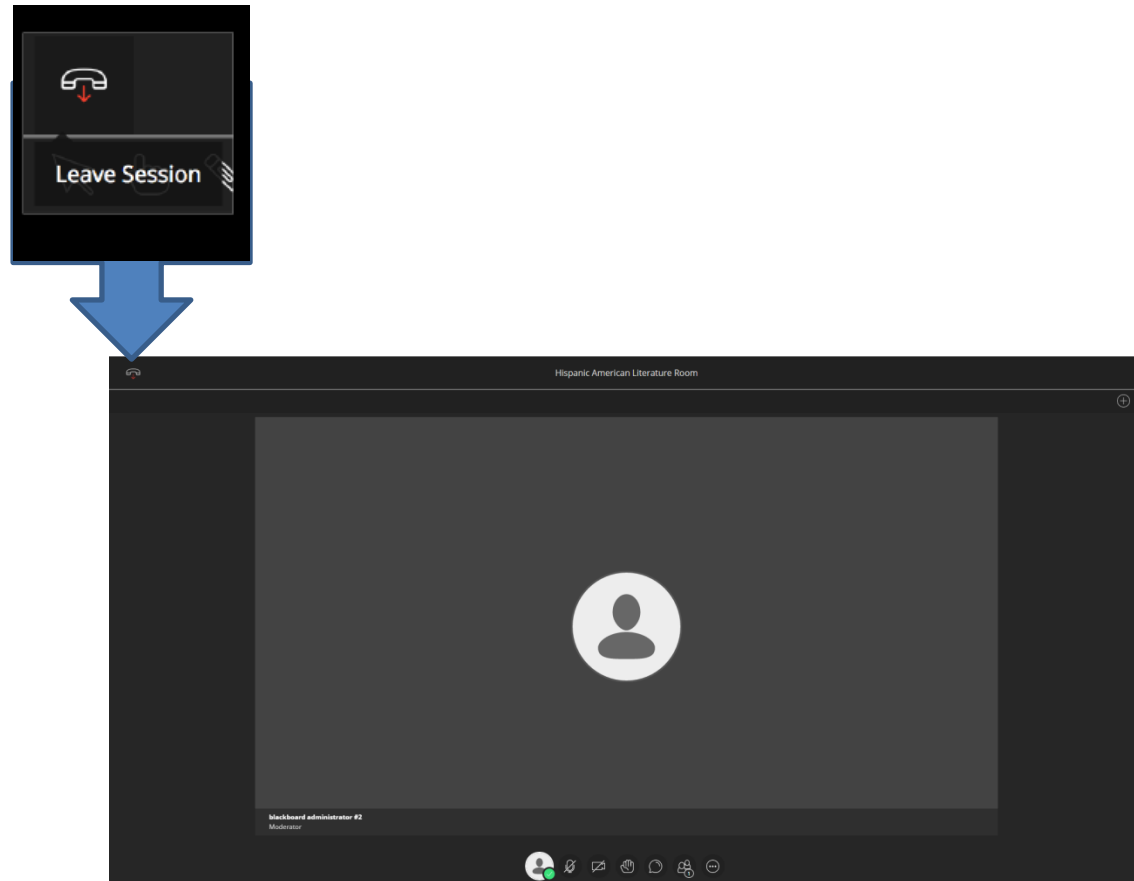
Bb Student

- 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:

Download on the App Store   Get it on Google play   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