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How to access Blackboard

1. Open the internet using Firefox. If you do not have Firefox, you can download it at www.mozilla.org/en-US/firefox/new/.

2. Enter http://faulkner.blackboard.com in the address bar.

3. Enter your username and password.
   Your new username is your 6 digit studentID@faulkner.edu. Your password is the last 4 digits of your SSN.
   Example: username: 123456@faulkner.edu  
   password: 1234

   **NOTE: If you are unable to access Blackboard, try resetting your password using the Forgot Your Password link. If that is unsuccessful, submit a ticket to https://faulkner.jitbit.com.**
How to create discussion board threads

1. Click Discussion Board

2. Click the name of the forum you want to make a post in.

3. Click Create Thread.
4. Enter your Subject and Message then click Submit.

   Note: If you need attach a file, under Attachments click Browse My Computer.

5. To confirm that your thread was created and response is visible, click the thread with your name.

Sample posted thread:

   This a demo thread for training.
How to subscribe to a discussion board

*Note: The instructor must enable the subscribe function.*

1. Click the name of the forum you wish to subscribe to.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB Demo 1</td>
<td>Discussion Board demo for the grade center webinar</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

2. Click Subscribe

3. You can unsubscribe at anytime by clicking Unsubscribe.
How to reply to discussion board threads

1. Enter the forum you wish to post a response to by clicking on the name.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Cafe / Student</td>
<td>During the first week of the course, introduce yourself here, the Cyber Cafe, by providing some information about you and what is your goal through this course. This section may be used for mingling with other students and non-course related discussions. Remember that the discussions are public. Language and words chosen, though casual in nature, are to be kept professional and Christ-like standard. If you need a refresher on how to make a discussion board post, please review the links below.</td>
</tr>
<tr>
<td>Introductions</td>
<td>How to create a discussion board thread. How to reply to a discussion thread.</td>
</tr>
</tbody>
</table>

2. Click the name of the thread you wish to respond to.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thread</th>
<th>Author</th>
<th>Status</th>
<th>Unread Posts</th>
<th>Total Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/13 4:08 PM</td>
<td>Sample Thread</td>
<td>candance [Test Student] Barnes</td>
<td>Published</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

3. Click Reply

This a demo thread for training.

Reply
4. Enter your response then click Submit.

5. To confirm that the post was successful, you will temporarily see a green bar above the post. 

   ![Successful post notification]

   Note: If you don’t see the green bar, re-enter the thread you responded to then look for your thread.
How to enable notifications

1. After you log in, click on My Places

2. Click Edit Notification Settings

3. Under Bulk Edit Notification Settings, click Courses I am taking (this will allow you to change the setting for all of your courses)
4. Select All under Items to Select them move them to Selected Items

1. **Select Course**

   - **Select Course**
   - ![Image of Select Course interface]

5. Click the checkbox beside Email to receive email notifications

3. **Settings**

   - ![Image of Settings interface]

6. Click Submit
How to submit assignments

1. Click the name of the assignment.

*Week 1 Assignment*

Attach your word document with the chapter review responses from the textbook.

Depending on the assignment, you may copy and paste your text into the Submission text box. When you have completed the assignment, click Submit.

*YOU MUST FOLLOW THE INSTRUCTOR’S DIRECTIONS REGARDING SUBMISSIONS*
2. Once submitted, you can view your Submission History. Click the attached file(s) to make sure it contains your submission.

You will receive this message after a successful submission.

Your submission history is listed here. Be sure to click the attached file to ensure that it is viewable.

Click OK to go back. Click Start New Submission to start new submission.