

## Table of Contents

[How to access Blackboard](#)

[How to create discussion board threads](#)

[How to subscribe to a discussion board](#)

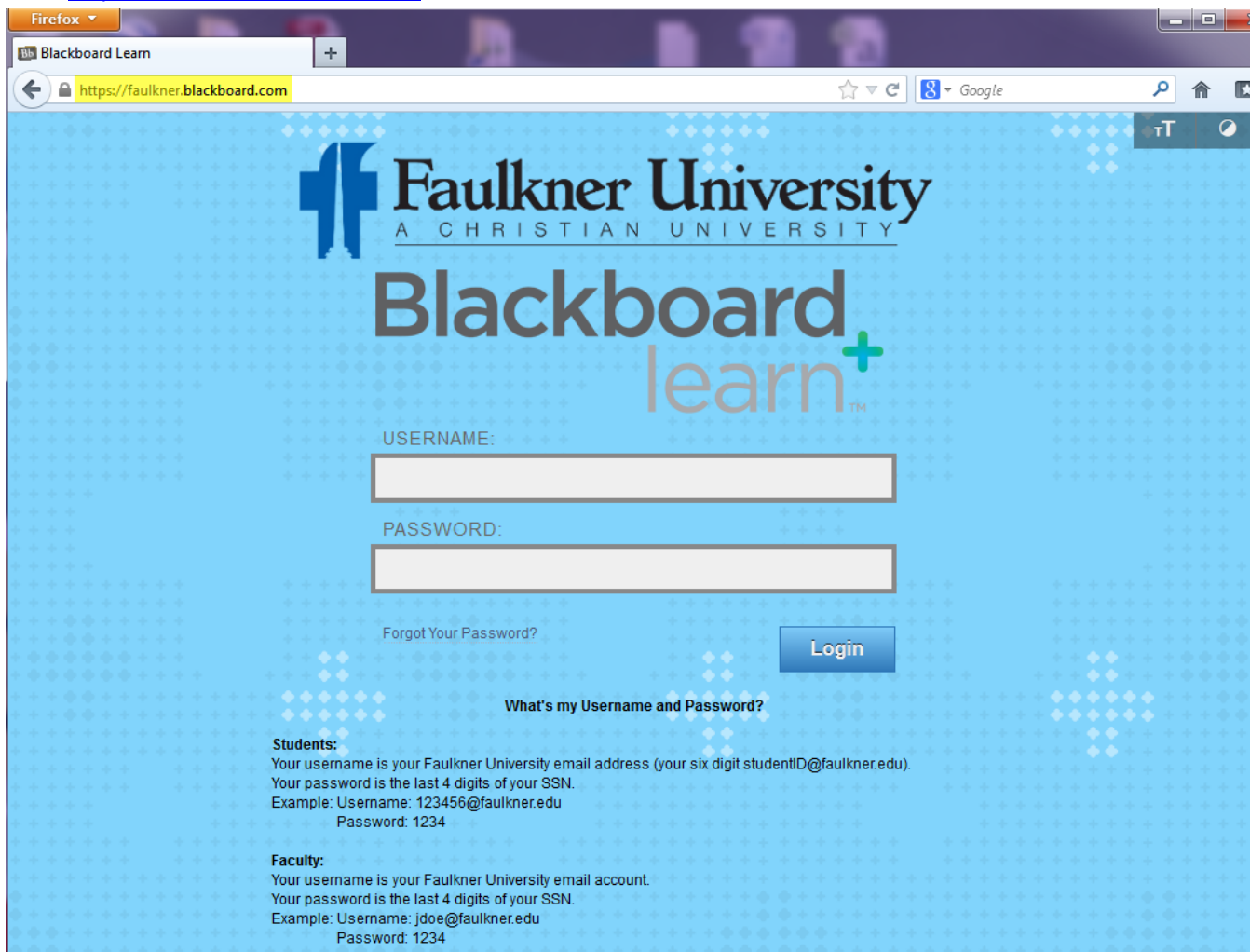
[How to reply to discussion board threads](#)

[How to enable notifications](#)

[How to submit assignments](#)

## 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/](http://www.mozilla.org/en-US/firefox/new/).
2. Enter <http://faulkner.blackboard.com> in the address bar.



Firefox

Blackboard Learn

<https://faulkner.blackboard.com>

 **Faulkner University**  
A CHRISTIAN UNIVERSITY

**Blackboard**  
learn<sup>+</sup>

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

What's my Username and Password?

**Students:**  
Your username is your Faulkner University email address (your six digit studentID@faulkner.edu).  
Your password is the last 4 digits of your SSN.  
Example: Username: 123456@faulkner.edu  
Password: 1234

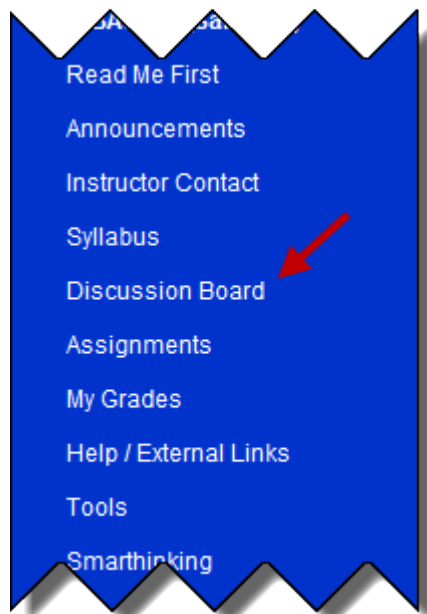
**Faculty:**  
Your username is your Faulkner University email account.  
Your password is the last 4 digits of your SSN.  
Example: Username: jdoe@faulkner.edu  
Password: 1234

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

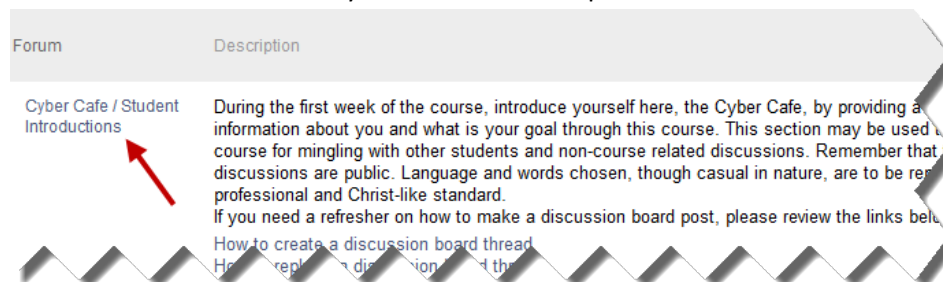
**NOTE:** If you are unable to access Blackboard, try resetting your password using the *Forgot Your Password* link. If that is unsuccessful, submit a ticket to <https://faulkner.jitbit.com>.

## How to create discussion board threads

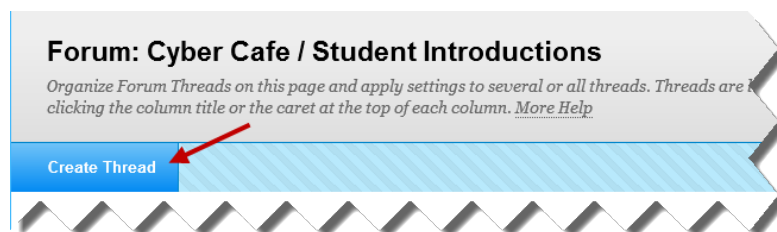
1. Click Discussion Board



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



3. Click Create Thread.



## Blackboard Handbook for Students

4. Enter your Subject and Message then click Submit.

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

### Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational 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.

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**1. Forum Description**

During the first week of the course, introduce yourself here, the Cyber Cafe, by providing a brief bio. Share information about you and what is your goal through this course. This section may be used throughout the course for mingling with other students and non-course related discussions. Remember that these discussions are public. Language and words chosen, though casual in nature, are to be representative of a professional and Christ-like standard. If you need a refresher on how to make a discussion board post, please review the links below.  
[How to create a discussion board thread](#)  
[How to reply to a discussion board thread](#)

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**2. Message**

\* Subject

**Enter the subject of your thread here.**

Message

**Typing your message here.**

Path: Words: 0

---

**3. Attachments**

Attach File

**If you need to attach a file, click Browse My Computer**

**When you are done, click Submit**

---

**4. Submit**

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

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

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/7/13 4:08 PM	Sample Thread	Caroline (Test Student) Barnes	Published	0	1

Sample posted thread:

Select: All None | Message Actions | Expand All | Collapse All

1 Posts in this Thread | 0 Unread

---

Caroline (Test Student) Barnes 2 minutes ago


**Sample 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.

Forum	Description	Total Posts	Unread Posts	Total Participants
 DB Demo 1	Discussion Board demo for the grade center webinar.	3	3	3

2. Click Subscribe

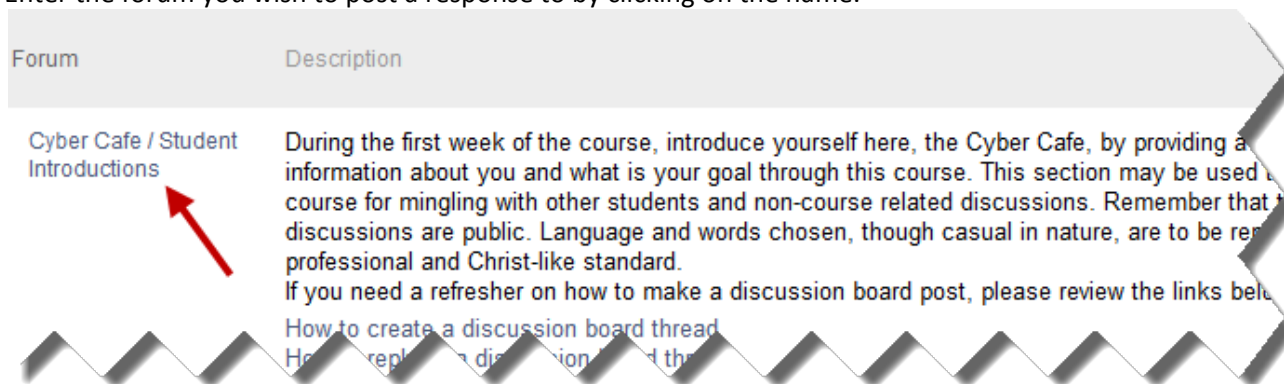


3. You can unsubscribe at anytime by clicking Unsubscribe.



## How to reply to discussion board threads

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



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

<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	8/7/13 4:08 PM	Sample Thread	Candance (Test Student) Barnes	Published	0	1

3. Click Reply



4. Enter your response then click Submit.

\* Indicates a required field.

Cancel Save Draft Submit

\* Subject RE: Sample Thread

Message

Paragraph Arial 3 (12pt)

Type your message here

Path:

Attach File Browse My Computer

Cancel Save Draft Submit

Select: All None Message Actions Expand All Collapse All

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

Success: Thread RE: Sample Thread created.

RE: Sample Thread

Sample response.

Reply Quote

0 minutes ago

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

### My Places

 [Change Text Size](#)

 [High Contrast Setting](#)

[My Preferences](#)

[Personal Information](#)

[Edit Notification Settings](#)

[Notifications Dashboard](#)

3. Under Bulk Edit Notification Settings, click Courses I am taking (this will allow you to change the setting for all of your courses)

### Edit Notification Settings

*\* indicates settings have been changed from default values*

#### Edit General Settings

Define general notification settings such as email format, deletion schedule, and reminder schedule for courses and organizations.

#### Edit Individual Course Settings

View the current notification settings for courses in which you are enrolled. Make changes to the notification settings for a specific course.

- [BB\\_Training](#)

#### Bulk Edit Notification Settings

Select the set of courses or organizations to update and change the notification settings for them in one step. Higher priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.

- [Courses I am taking](#)

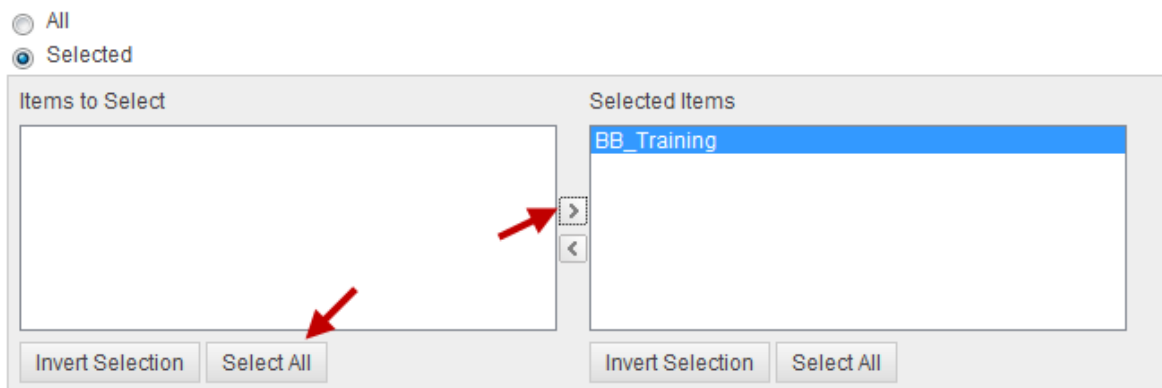
#### Edit Individual Organization Settings

View the current notification settings for organizations in which you are enrolled. Make changes to the notification settings for a specific organization.



4. Select All under Items to Select them move them to Selected Items

### 1. Select Course



5. Click the checkbox beside Email to receive email notifications

### 3. Settings

<input checked="" type="checkbox"/> On/Off	Notification	<input type="checkbox"/> Dashboard	<input type="checkbox"/> Mobile	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/>	Announcement Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Past Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assignment Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Blog Needs Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Content Item Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Course and Organization Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Forum Needs Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Discussion Board Thread Needs Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Item Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Item Graded	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Journal Needs Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Survey Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Survey Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Survey Overdue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Due	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Overdue	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Blog Posts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Discussion Board Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Unread Journal Entries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wiki Needs Grading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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**

### Upload Assignment: Week 1 Assignment

Cancel Save as Draft Submit

#### 1. Assignment Information

Name: Week 1 Assignment  
Instructions: Attach your word document with the chapter review responses from the textbook.  
Due Date:  
Points Possible: 75

#### 2. Assignment Materials

Submission

**If your instructor allows you to type your submission, enter it here.**

Path: Words:0

Attach File: Browse My Computer

**To attach a file, click Browse My Computer**

Comments: Character count: 0

#### 3. 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.

Cancel Save as Draft Submit

**Click Submit**

2. Once submitted, you can view your Submission History. Click the attached file(s) to make sure it contains your submission.

This assignment is complete. Review the Submission History.

**Review Submission History**

**You will receive this message after a successful submission.**

OK Start New Submission

### 1. Assignment Information

Name:	Week 1 Assignment
Instructions	Attach your word document with the chapter review responses from the textbook.
Due Date	
Points Possible	75
Student Name	Candance (Test Student) Barnes

### 2. Review Submission History

Submission ( August 8, 2013 10:34:37 AM CDT )

Submission Materials

Submission Field :

Student Comments :

Attached Files : HowtoaccessBlackboardStudents.docx

Instructor Feedback

Grade : Needs Grading

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

### 3. Finish

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

OK Start New Submission