

BlackBoard

BlackBoard is a course management software. It can be accessed at: <http://campus.fsu.edu> or from the College of Law web page under Academic Programs.

Once you are at the BlackBoard web page, enter your user name, which is usually your first initial and first seven letters of your last name, and then enter your password. In most cases a password will be created and sent to you in email.



Welcome to Florida State University Online!

If you have an FSU Computer Account (garnet or mailer), enter your username and password below and click the "Login" button. Otherwise, please use the preview button below...

ACNS USERNAME:

PASSWORD:

[Problem logging in?](#)

When you login you will see a screen that looks something like the one below. Under My Announcements you will see announcements for the classes you are teaching. If you haven't made any announcements this section will be blank. Students see announcements for all the classes for which they are registered.

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The courses you are teaching will be listed under My Courses.

Click on that link to enter your course BlackBoard.

Welcome, Jonathan Contents Layout

My Announcements

No system announcements have been posted today.

ANTITRUST SEM (LAW7930-02.sp05):

- [Syllabus](#)
- [First Assignment](#)

BUSINESS ASSOCIATION (LAW6060-01.sp05):

- [Syllabus](#)
- [First Assignment](#)

My Courses

Courses you are teaching:

Courses in which you are a TA

- [LAW7930-04.su04: International Human Rights \(LAW7930-04.su04\)](#)
- No Announcements.
- [LAW7760-01.su04: ACCOUNT & THE LAW \(LAW7760-01.su04\)](#)
- No Announcements.
- [LAW7760-01.su04: ACCOUNTING & THE](#)

If you need help with BlackBoard or would like me to post something to the BlackBoard for you, you can contact me at: jlutz@law.fsu.edu

Prepared by Jon Lutz

When you enter you course BlackBoard your display will look similar to this.

The screenshot shows a BlackBoard course page for 'ACCOUNTING & THE LAW (LAW7760-01.FA04)'. On the left is a dark red navigation menu with links: Announcements, Syllabus, Assignments, Staff Information, Course Library, Communication, Student Tools, Course Map, and Control Panel. The main content area has a breadcrumb trail 'COURSES > ACCOUNTING & THE LAW (LAW7760-01.FA04) > ANNOUNCEMENTS'. Below this are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. A date range 'November 30 - December 7, 2004' is displayed. An announcement is shown: 'Fri, Aug 06, 2004 -- First Assignment' with the text 'For the first class, please read Chapter One.' and 'A syllabus has been posted under syllabus.' A red box highlights the navigation menu, and a light blue box on the right explains that announcements are posted to the course and displayed here.

When students login to BlackBoard they see a similar display. They will be able to click on each of the links shown above to the left, such as: Announcements, Syllabus, Assignments, etc., to see what has been posted under those headings.

The one difference between a student BlackBoard and a faculty BlackBoard is Control Panel. Students do not have a Control Panel. Most BlackBoard features available to faculty are under Control Panel.

After clicking on Control Panel faculty can click on each of the links shown here to add content under that heading. The most frequently used are Announcements, Syllabus, and Course Library.

The screenshot shows the 'CONTROL PANEL' for a faculty member. The breadcrumb trail is 'COURSES > ACCOUNTING & THE LAW (LAW7760-01.FA04) > CONTROL PANEL'. The page title is 'LAW7760-01.FA04: ACCOUNTING & THE LAW (LAW7760-01.fA04) - J Assistant'. Under 'Content Areas', there are links for Syllabus, Assignments, and Course Library. Under 'Course Tools', there are links for Announcements, Course Calendar, Staff Information, Tasks, Discussion Boards, Send E-mail, and Collaboration. On the right side, there are links for Messages, Glossary Manager, Digital Drop Box, Advanced Group Management, Power User Enrollment, and Personal Response System Tools.

Announcements is designed for information you want students to be aware of as soon as possible. Announcements are posted on the main BlackBoard page and the Announcement title is listed on the students My BlackBoard region. This alerts students to the fact that an announcement has been posted.

To add an Announcement click on Announcements.

On the next screen click on Add Announcement.

The screenshot shows the 'ANNOUNCEMENTS' page. The breadcrumb trail is 'COURSES > ACCOUNTING & THE LAW (LAW7760-01.FA04) > CONTROL PANEL > ANNOUNCEMENTS'. The page title is 'Announcements'. Below the title is a button labeled 'Add Announcement'. At the bottom, there are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL', and a date range 'November 30 - December 7, 2004'. Arrows from the previous text blocks point to the 'Announcements' link and the 'Add Announcement' button.

Add Announcement

1 Announcement Information

Enter a subject line here.

*Subject:

Add the text of the message here.

Message:

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow Preview

2 Options

Important
I recommend checking Yes to always show this announcement on the course's main page.

Always show this announcement on the course's main page. Yes No

Restrict dates to show this announcement:

Display After

Dec 07 2004

11 25 AM

Display Until

Dec 08 2004

11 25 AM

If you want the announcement posted immediately you do not need to do anything here.

But if you want the announcement posted at a later time or you want it to expire on a certain date you can set that here.

When you are finished you need to scroll to the bottom of the screen and click Submit.

Cancel Submit

LAW7760-01.FA04: ACCOUNTING & THE LAW (LAW7760-01.fA04) - J Assistant

Content Areas

[Syllabus](#)

[Assignments](#)

[Course Library](#)

Course Tools

[Announcements](#)

[Course Calendar](#)

[Staff Information](#)

[Tasks](#)

[Discussion Boards](#)

[Send E-mail](#)

[Collaboration](#)

[Messages](#)

[Glossary Manager](#)

[Digital Drop Box](#)

[Advanced Group Management](#)

[Power User Enrollment](#)

[Personal Response System Tools](#)

To add material under another heading, go back to Control Panel.

Syllabus and Course Library are very similar in function. To add material under these headings click on the respective heading. For example to add material under Course Library, click on Course Library.

Course Library

Then click on Add Item.



Add Content

You can set a title for the material you are adding here.

1 Content Information

Name:
or specify your own name:
Choose Color of Name:

You can enter text here, but it is not required.

Text:

Smart Text Plain Text HTML

Most of the time class materials are attached as files. You can add word processing files, PDF files and PowerPoint files to BlackBoard. To do this click on Browse and find your document, double-click it or select and click ok. Then add a name which will display as the link to that file.

2 Content

Files may be attached to the above information. Click the Browse button to select the of the link to this file.

File to Attach:

Name of Link to File:

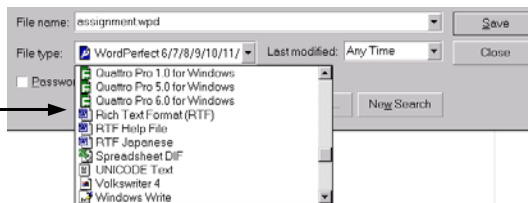
Special Action:

When you are done scroll to the bottom of the screen and click Submit. Your document will be uploaded to the BlackBoard server and available to students.

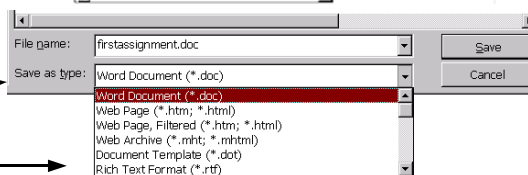


We recommend that word processing files, both Word and WordPerfect be saved as Rich Text Format.

To do this, in WordPerfect, when saving the file, choose Save As, then under File type, select Rich Text Format (RTF) and then click Save.



Follow the same procedure for Microsoft Word.



LAW7760-01.FA04: ACCOUNTING & THE LAW (LAW7760-01.fa04) - Jon Lutz (Assistant)

Content Areas

[Syllabus](#)

[Assignments](#)

[Course Library](#)

Course Tools

[Announcements](#)

[Course Calendar](#)

[Staff Information](#)

[Tasks](#)

[Discussion Boards](#)

[Send E-mail](#)

[Collaboration](#)

Messages

[Glossary Manager](#)

[Digital Drop Box](#)

[Advanced Group Management](#)

[Power User Enrollment](#)

[Personal Response System Tools](#)

You can send email to your entire class at one time through BlackBoard. To do this go back to Control Panel and click on Send E-mail.



 **Send E-mail**

Then click All Users.



▶ [All Users](#)

Send an e-mail message to all of the users in this course.

▶ [All Groups](#)

Send an e-mail message to all of the groups in this course.

▶ [All Teaching Assistants](#)

Send an e-mail message to all of the teaching assistants in this course.

▶ [All Instructors](#)

Add the text of the message here.



From: jlutz@fsu.edu

Subject: [LAW7760-01.fa04]

Message:

Note: A copy of this email will be sent to the sender.

You can add attachments by clicking here.



2 Add Attachments

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

When you are done click Submit.

