1. How To Access Blackboard
   - From my.francis.edu use the quick link for Blackboard or type the direct web address
     https://courses.francis.edu/.
   - Your username and password is the same for SFU email, my.francis.edu, and Blackboard.
   - Use an approved web browser such as Firefox or Google Chrome. Avoid using Internet Explorer.

2. How To Request a Blackboard Course
   - Each semester email Theresa Wilson, twilson@francis.edu, with the following information for each course:
     Information for completing a Blackboard request:
     Instructor(s): Include the principle instructor and ALL co-instructors.
     Username(s): Include the SFU username for all who are to have access.
     Course ID: Include course code and number with section letter(s). (Include all sections and cross-listings, if any)
     Course Title: The name for the course as listed in the catalog and/or schedule without abbreviations.
     Course Format: Indicate F2F (Face-to-face), HY (Hybrid), FO (Fully Online). Also, if taught in an accelerated format, indicate months offered.  (Ex: Aug-Oct or Oct-Dec)
     Course Status: New or to be copied from a previous version. If copied, which specific occurrence of the course should be used and from which semester?
     
     Model of Completed Blackboard Request:
     Instructor(s): Ms. Theresa L. Wilson
     Username(s): tlwfa1
     Course ID: MBA 496 A and B
     Course Title: Computer Applications for Managers
     Course Format: FO (Fully Online) Oct-Dec
     Course Status: Copy from FA 2012 Version

3. How to Build the Course Menu
   - The course menu is a set of links students use to navigate the course.
   - Click + Content Area to add a blank page such as Start Here, Content.
   - Click + Tool Link to add a built in tool such as Discussion Board, My Grades. Give it a name and select it from the type list.
   - Click + Divider to add a horizontal line.
   - Icons:
     i. An empty square means that content area is blank.
     ii. A square with a line means that link is hidden from students.
   - To edit a link move your mouse over the title, click the drop down arrow and select Rename, Hide/Show, or Delete.

4. How to Post an Announcement
   - An announcement is sent from the instructor to the entire class.
   - Click Announcements in the course menu.
   - Click Create Announcement.
   - Type a subject and message.
   - Select options such as Not Date Restricted or Display After a certain date.
   - You can send a copy of the announcement via email. (You will know the email has sent if you get a copy in your SFU email inbox.)
5. How to Build Content
   - Go to the content area you wish to add text, a document, a web link, etc.
   - Click Build Content
     i. Item: add text or upload a document
     ii. Web link: paste the URL of the website, set it to open in a new window
     iii. Content Folder: add a folder to organize similar materials
     iv. YouTube Video: find a public video from YouTube

6. How to Edit Content
   - Move your mouse over the title of the item. Click the drop down arrow. Select Edit.

7. How to Create Assignments
   - An assignment creates a place for students to submit text or a document back to the instructor for grading. It also creates a column in the grade center.
   - Go to the area you wish to add the assignment.
   - Click Assessments > Assignment.
   - Name it, type instructions, and type points possible. All other features are optional.

8. How to Get Help
   - In the course control panel, click help from the menu on the left. You can read written directions or watch video tutorials.
   - The CETL provides help sheets and newsletters on our website at info.francis.edu/cetl.
   - Contact Briana Taylor at btaylor@francis.edu or Theresa Wilson at twilson@francis.edu.