



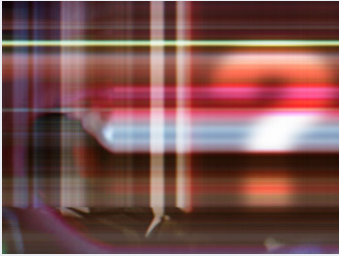
Online at FT

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"I'm more comfortable asking questions most of the time because, as some [of] you know already, I only believe half of what I'm saying - and that's only 50% of the time."

~ Evan Maloney ~



Blackboard Tips:

1. Rolling the cursor over the grade shown for an item in the Grade book displays the student's name.
2. If you'd like to copy or download the instructor manual for Blackboard 7, you can go to the [Blackboard Library](#). (This link has the URL.)

Frequently Asked Questions from Bb Students

Now that the new year has begun, your instructors may already be fielding common questions from their students about Blackboard. This issue discusses the most common questions that students ask instructors about Blackboard

How do I access Blackboard?

Students need to open the Internet Explorer browser on their computer by clicking the Internet Explorer icon. (If a student is working from home and using a different Web browser, such as Firefox, there is no guarantee that Bb and the curriculum will be 100% compatible.) Then the student needs to open the bb.francistuttle.com Web page, where he can type in the Username and Password that has been assigned to him.

What is my Blackboard Username?

Every student at Francis Tuttle that has a Blackboard Username is given that name following a set standard. That standard uses the students two initials (first name and last name) followed by his or her seven-digit FT student number (from Colleague). An instructor can find a student's Bb Username by going into the Bb course in which the student is enrolled, opening the Control Panel, choosing *List/Modify Users*, the "LIST ALL" tab, and then the *List All* button. That will display all students enrolled in the course along with their Username and email.

Why can't I see my Blackboard course?

Not all Blackboard courses are available by default for the student to see. The instructor must make the course available by going into the Control Panel for the course, choosing *Settings*, choosing the *Course Availability* item, setting the "Make Course Available" option to YES, and then clicking the **Submit** button.

If some students can see the course but others cannot, the issue is more likely due to the student not being enrolled in the course rather than to the course not being available. To correct that issue, if the course is an integrated course, the instructor must check with the instructional secretary to see that the student is enrolled in the course in Colleague. If it is a non-integrated course, the instructor is responsible for enrolling the student into the course.

Can I access my Blackboard course from home?

Yes. Students and instructors can access Francis Tuttle Blackboard courses from any computer anywhere as long as they have Internet access.