

You can access Blackboard Learn at UAFS in the following ways:

1. Log into <http://my.uafs.edu>
2. Click the Students tab or the Faculty tab.
3. Click the Log into Blackboard Learn link, on the "I would like to" channel.

You can also access Blackboard Learn by typing the following URL into your Web browser's address bar and pressing the  key on your keyboard:

<http://blackboard.uafs.edu>

Whichever of the methods you use to access Blackboard, you will log in via the

Once you log into Portalguard you will be directed to the Institution page, in the Blackboard Ultra Base Navigation.

When finishing work in Blackboard, be sure to click the Sign Out button, at the bottom of the Ultra Base Navigation menu/list.

Once you access Blackboard, you will need to be able to find and navigate your courses.

The menu on the left side of the initial Blackboard screen is called the

Once you are in the course, you can use the  
navigate to different pages.

on the left side of the page to

potential sources for the content. Be sure to cite your sources properly in your work, as citations will appear in the report.

You can find your course grades in the [My Grades](#) tool. My Grades lists your individual grades, with links to the submissions, along with any feedback from your instructor. Be sure to check your grade for feedback by clicking the links and icons for your submission. If the instructor used a rubric for your grade, you can see that as well, under View Rubric.



Class Collaborate is a service that allows you, your classmates, and your instructor to communicate in real time via video, audio, and shared content (files, screens, etc.)

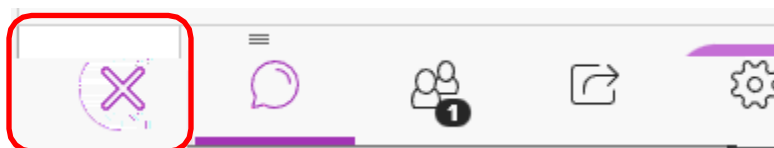
To access Collaborate from your PC:

1. Click the [Class Collaborate](#) link on the Course Menu.
2. Click the [Class Collaborate](#) you need to attend.
3. A sidebar will open on the right side of the page. Click Join session.
4. Make sure your [audio](#) and [video](#) are on in the session.

You can control your [audio](#) and [video](#) with the buttons on the bottom.



You can access chat in the session from the [chat icon](#) on the bottom right.





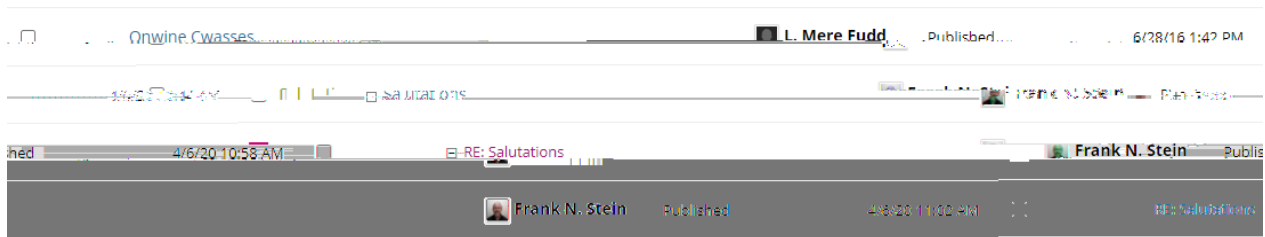
We advise that you do the following when taking tests in Blackboard:

- x Find a \_\_\_\_\_, private space, free from \_\_\_\_\_.
- x Use a computer with a \_\_\_\_\_ connection to the Internet. Wi-Fi connections can be inconsistent at times.
- x \_\_\_\_\_ all unnecessary applications on your computer.
- x \_\_\_\_\_ after \_\_\_\_\_
- x \_\_\_\_\_ that Blackboard is \_\_\_\_\_ your \_\_\_\_\_ as you take the test.
  - o Blackboard should do this automatically, but if it stops during the test that means you have been \_\_\_\_\_ from Blackboard and need to reconnect. Answers will not properly save during a disconnection.
- x If testing with a \_\_\_\_\_, like Examity, make sure the testing space is free of clutter and other potentially suspicious content (mobile devices, notes, books, etc.)
- x Remember to \_\_\_\_\_ the test.

Discussions allow you to post messages at any time of day and respond to your instructor's and your fellow students' posts that they left earlier.

You can include several different types of content in a discussion post, including images, math equations, and embedded video and audio (from YouTube and Panopto).

Discussion messages are organized in threads. A thread is made of an initial message and all of the responses to it. As participants respond to the original message \_\_\_\_\_ the other responses, the thread grows in size.



Students should contact their instructors with questions about the courses.

Students should contact the Service Desk for all technology support issues:

Phone:

E-mail: \_\_\_\_\_