

FIU CONNECT

Quick Tips – User Guide

Handout
Blackboard (User Guide)



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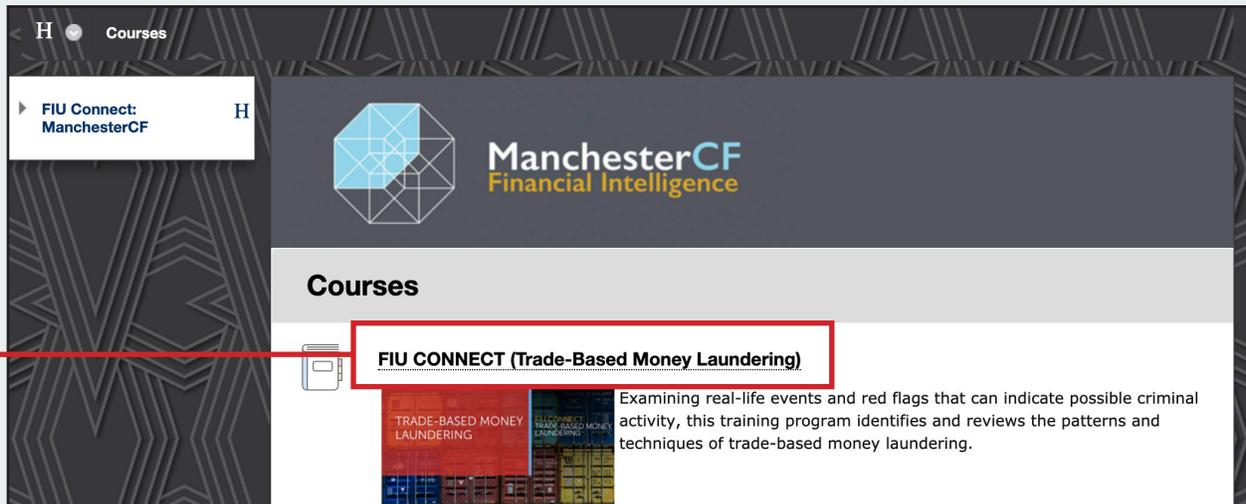
Logging In

Step one: Visit the link <https://manchestercf.blackboard.com/>.

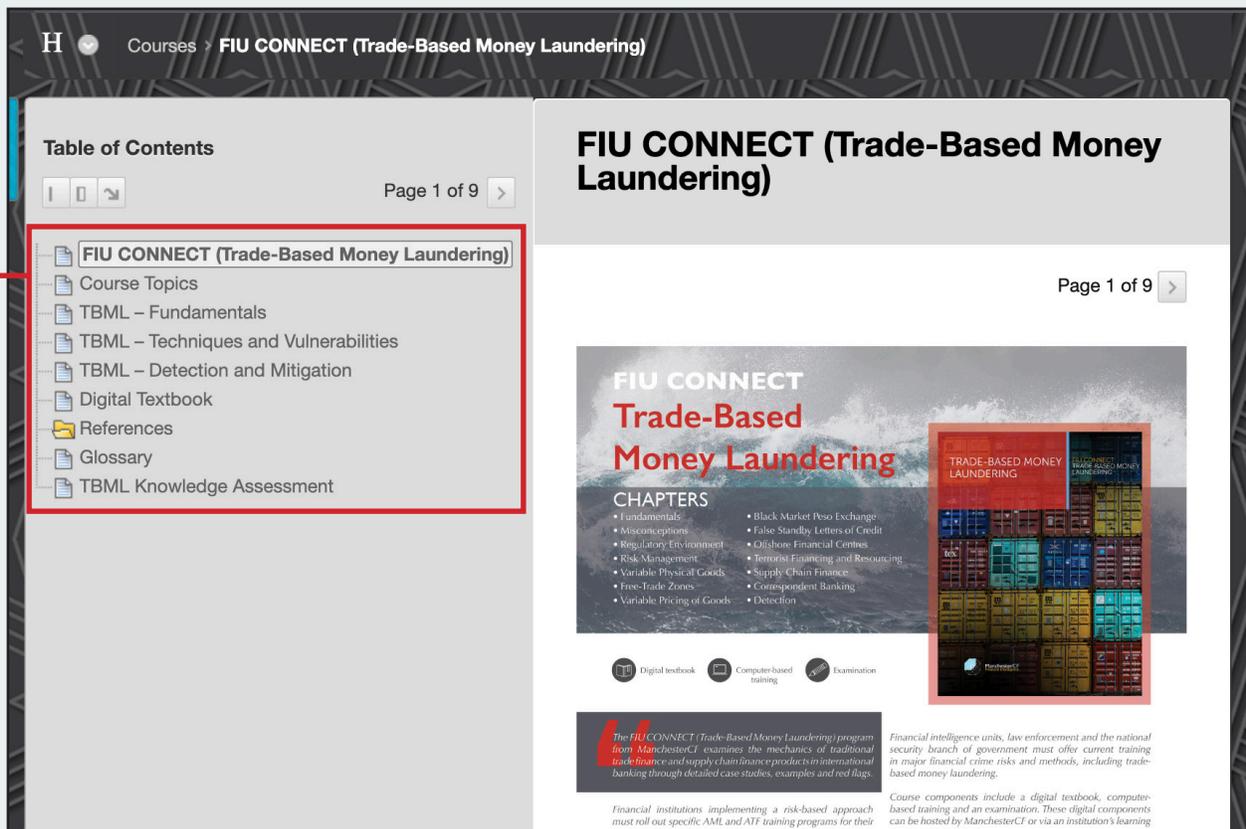
Step two: Fill in the *Username* and *Password* that was provided then hit enter or click *Login*.

Step three: Under *My Courses* click *FIU Connect: {Your institution's name}*.

Step four: Click the course name to explore the module.

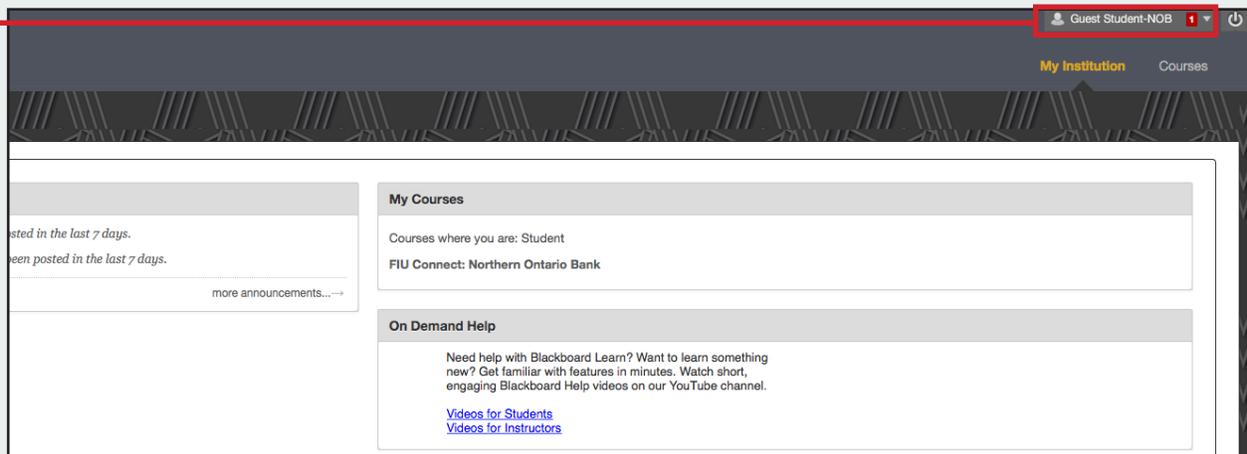


Step five: Use the *Table of Contents* to view the various learning methods available including: *Course Topics*, the computer-based training (CBT) module, the *Digital Textbook*, *References*, *Glossary* and the *Knowledge Assessment*.

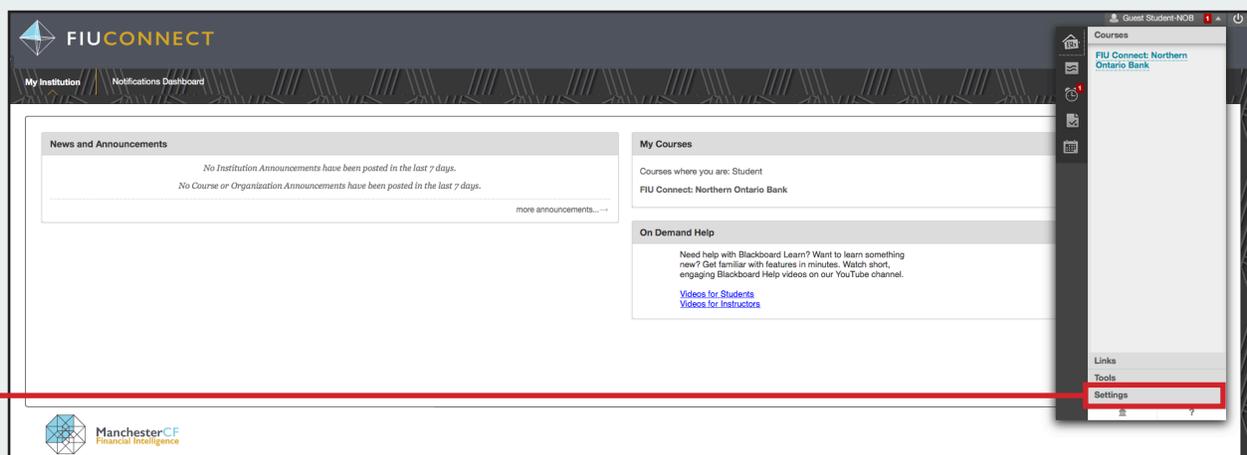


Resetting Your Password

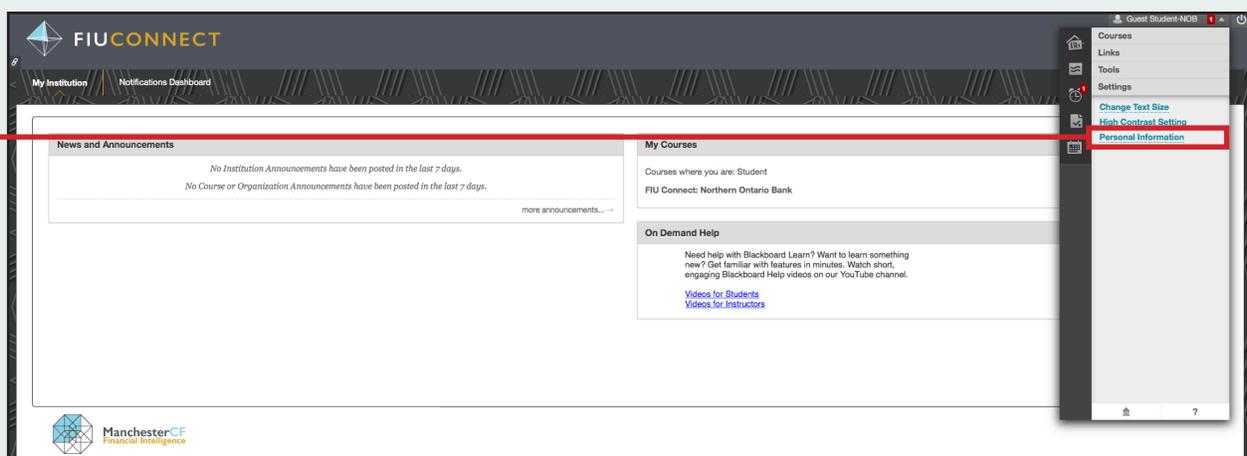
Step one: Click the drop-down menu in the top-right corner of the screen.



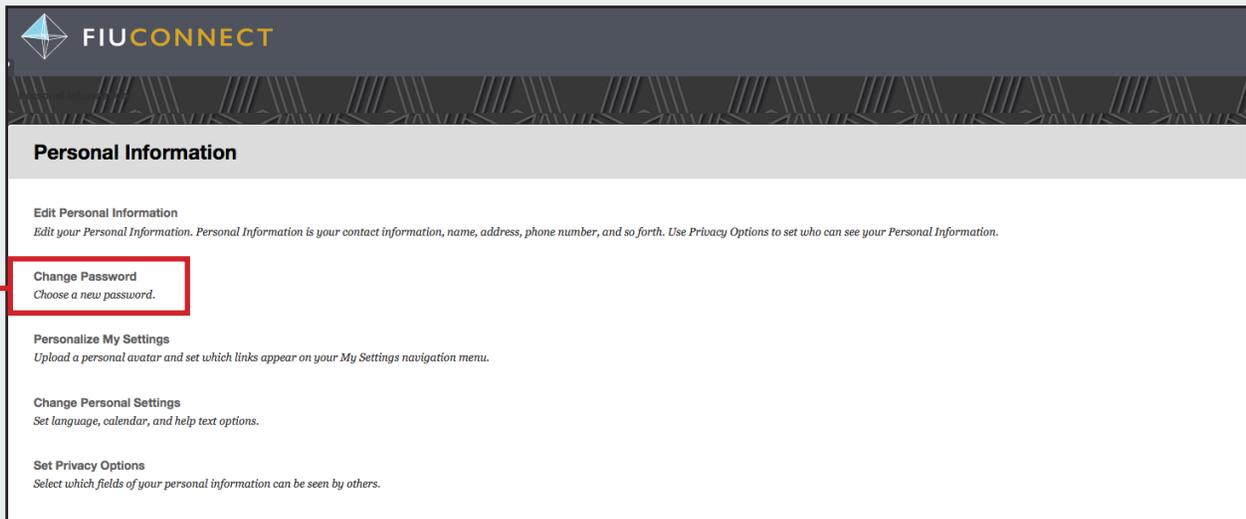
Step two: From the drop-down menu, click *Settings*.



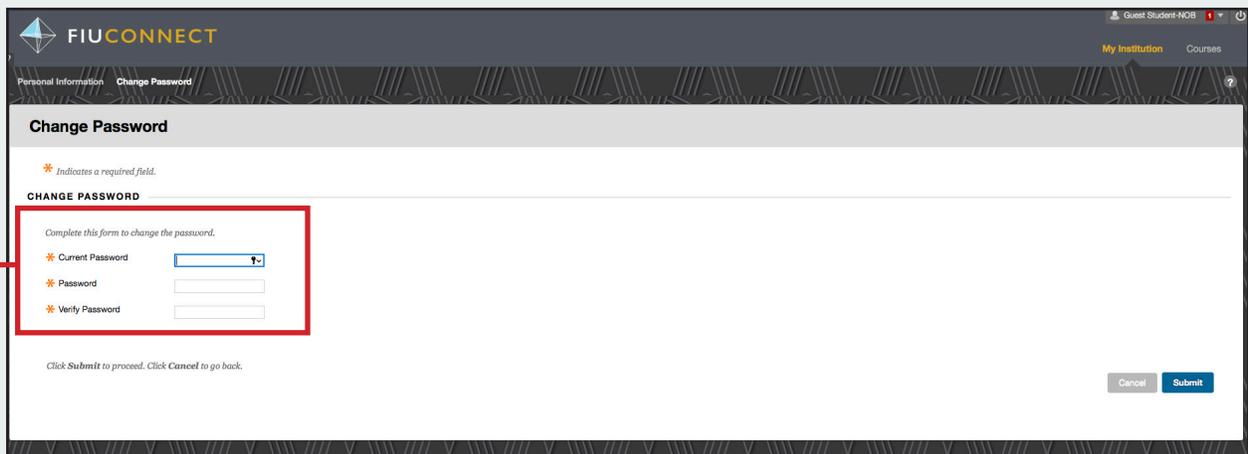
Step three: Within *Settings*, click *Personal Information*.



Step four: On the *Personal Information* page, click *Change Password*.

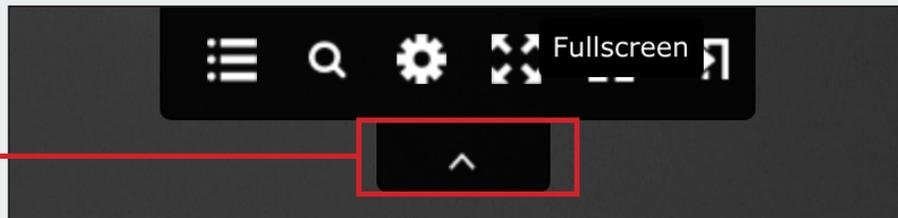


Step five: To change a password, fill in the required fields then click *Submit*.



Using the Digital Textbook

Toolbar: Access the toolbar by clicking the arrow at the top of the screen.



Contents



Search



Settings

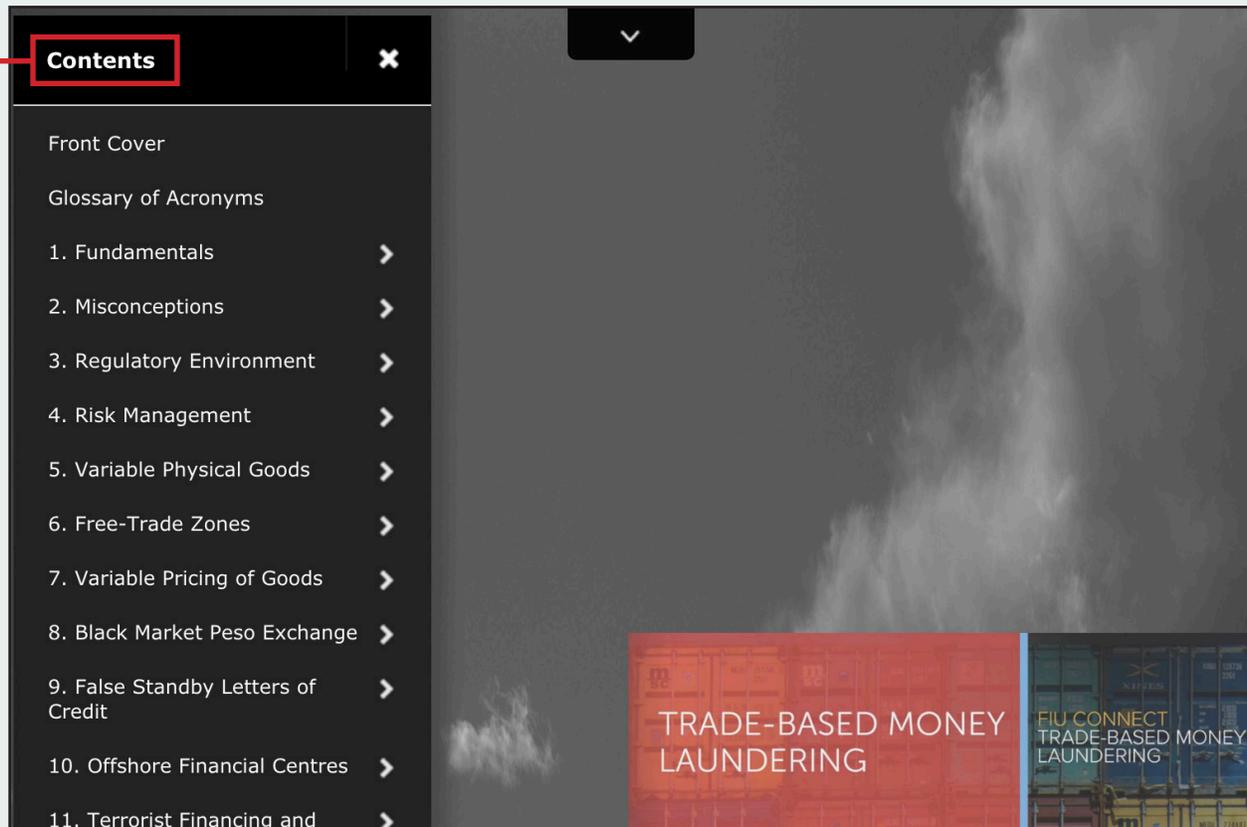


Thumbnails

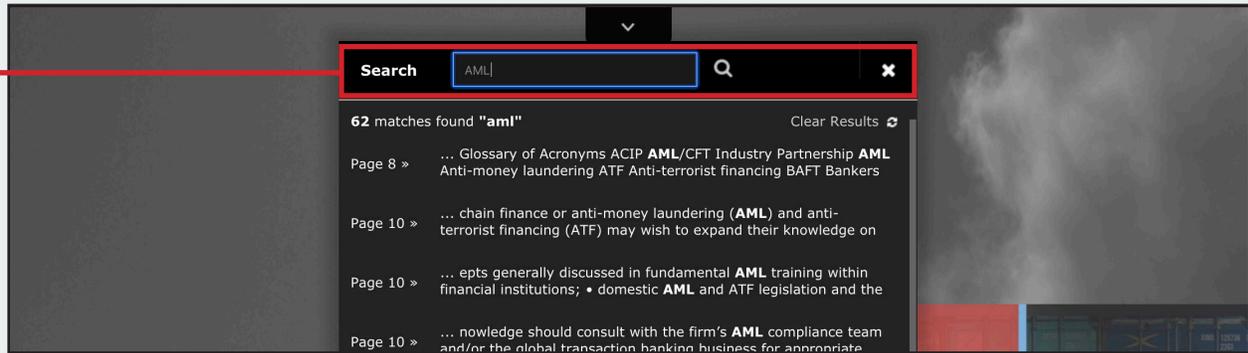


Exit

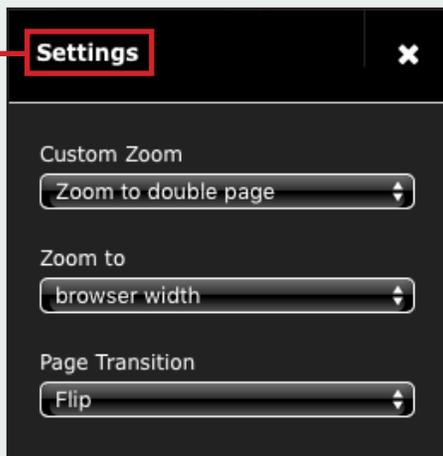
Contents: Access the chapters and subsections listed under *Contents*.



Search: Type a term into the *Search* field then click on the word or phrase to be taken to the page.



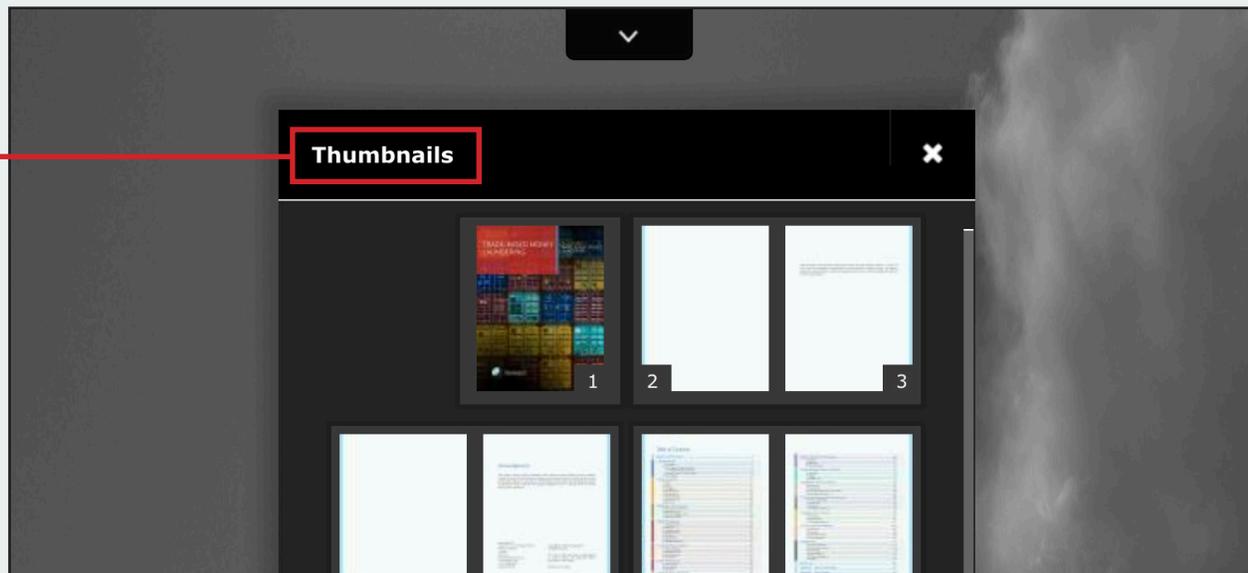
Settings: Select *Settings* to change your view preferences.

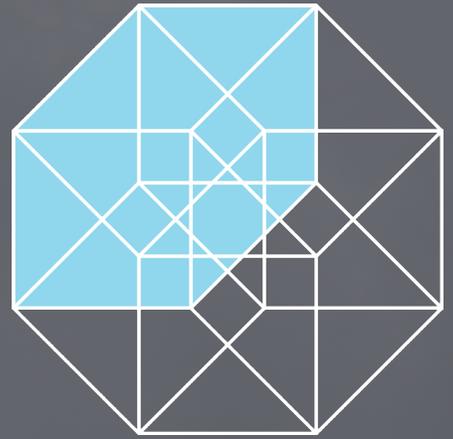


Zoom:

You can zoom in and out of the page by double clicking on the area you want to enlarge.

Thumbnails: Scan through the thumbnail images then click the page you wish to see.





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