

FIU CONNECT

QUICK TIPS

Blackboard (User Guide)

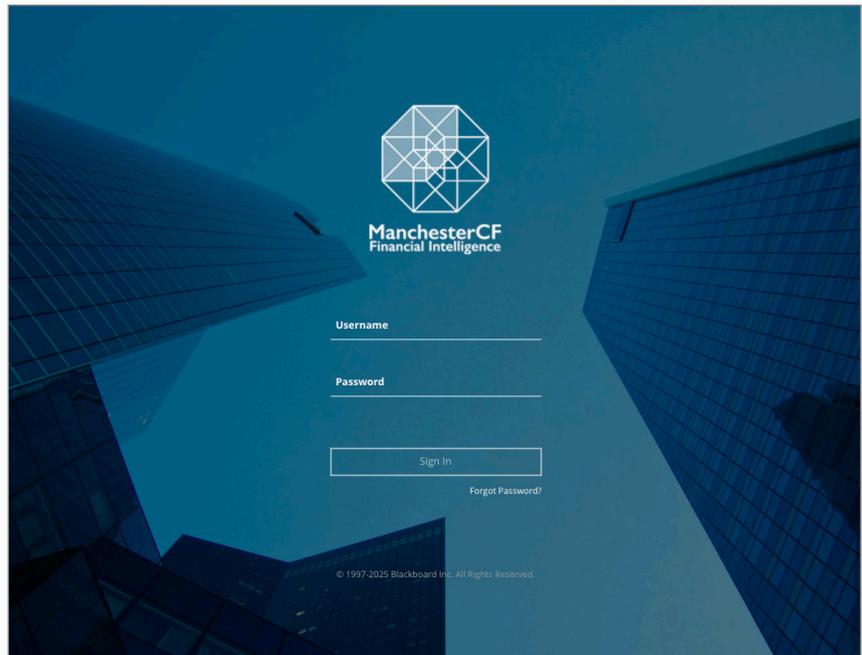


ManchesterCF
Financial Intelligence

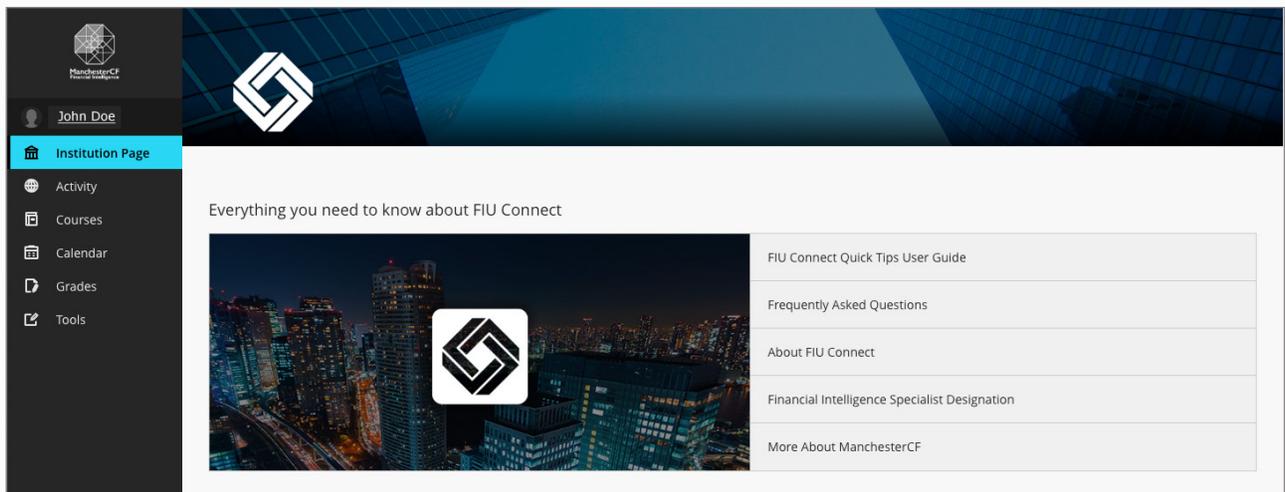
1. LOGGING IN

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 *Sign in*.



Step three: The default page is the Institution Page where you will find news about the FIU Connect platform and announcements about courses.



2. CHANGING YOUR PASSWORD

Step one: From the left navigation menu, select your profile name then click on *Change Password*.

The screenshot shows the user profile page for John Doe. The left navigation menu includes: John Doe, Institution Page, Activity, Courses, Calendar, Grades, and Tools. The main content area displays the user's name, email (john.doe@training.edu), and two sections: Basic Information and System Settings. The Basic Information section contains fields for Full Name (John Doe), Email Address (John.Doe@training.edu), Student ID (John.Doe@training.edu), and Password (Change password). The System Settings section contains fields for Language (English (Canada)), Privacy Settings (Only instructors can view my profile information), and Global Notification Settings (Stream notifications, Email notifications).

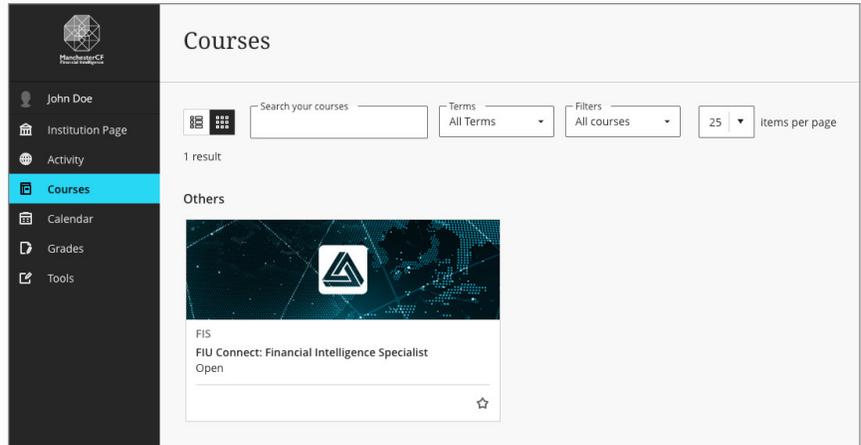
Step two: Create a new password then click *Save*.

The screenshot shows the user profile page with the 'Change Password' dialog box open. The dialog box has a title bar with a close button (X) and the text 'Profile Settings Change Password'. The main content of the dialog box includes:

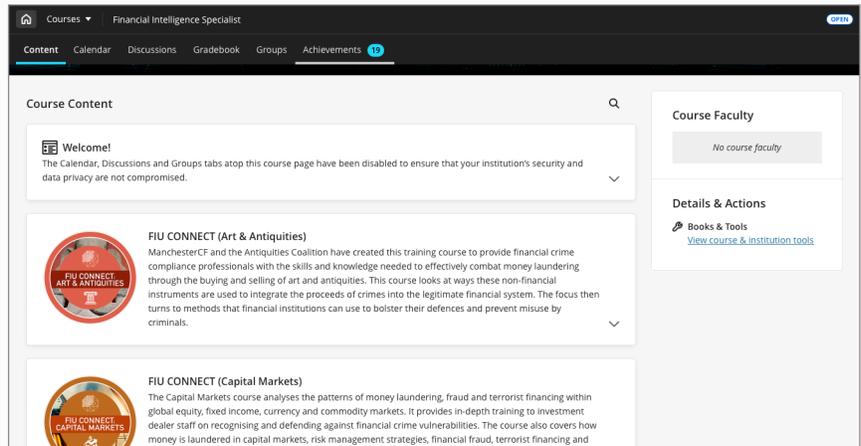
- You can change your Blackboard Learn system password here.
- Your password is case sensitive and must meet the requirements listed below.
- * Old Password: [input field]
- * New Password: [input field]
- New Password must:
 - Ⓛ Be Between 8 - 100 characters
 - Ⓛ Contain at least one special character (-!@#\$%^&*._+= ' | 00[];""<>.,/?)
 - Ⓛ Contain at least one number (0-9)
 - Not match common profile fields
- Buttons: Cancel, Save

3. ACCESSING COURSES

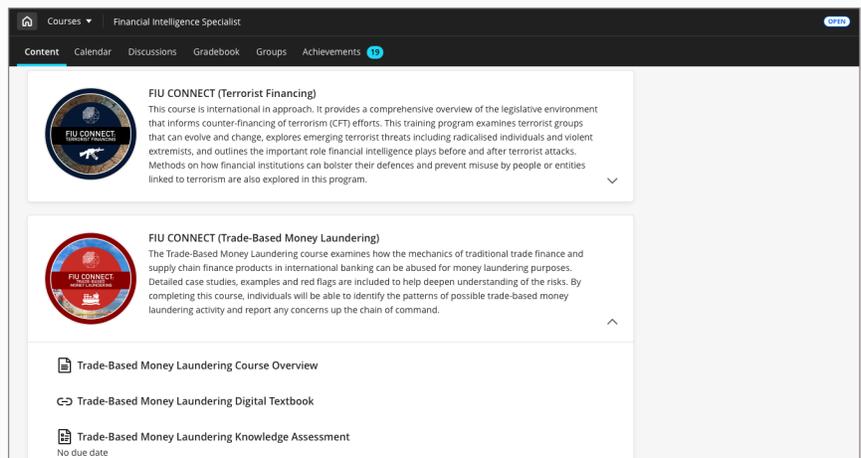
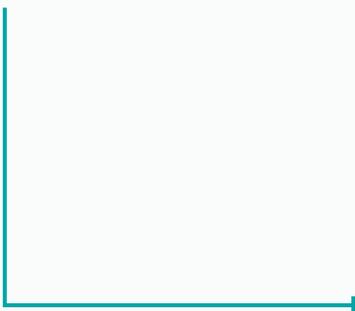
Step one: Select **Courses** from the left navigation menu.



Step two: Scroll down to explore the FIU Connect courses.



Step three: Click on an individual course to view the following options:

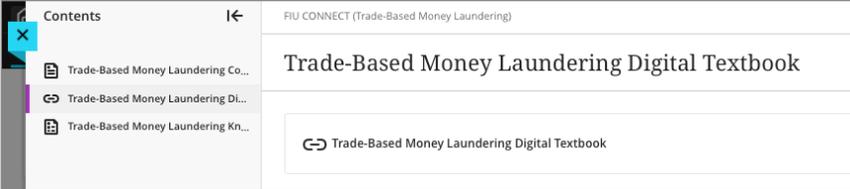


4. COURSE COMPONENTS

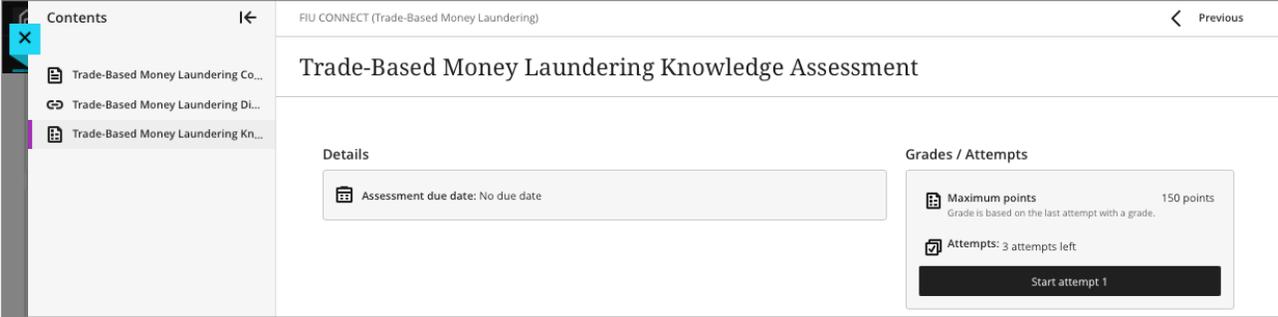
Beneath the course title and description, each course has an overview sheet outlining the topics that are covered in the course.



The digital textbook opens in a new tab and provides the learning component on which the knowledge assessment is based. See more details on pages 6 and 7.

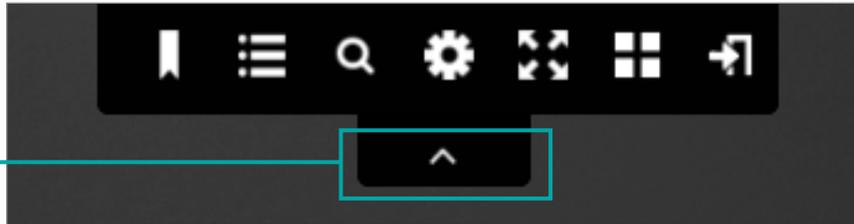


The knowledge assessment is series of 15 multiple choices questions, displayed one at a time. See more details on page 8.



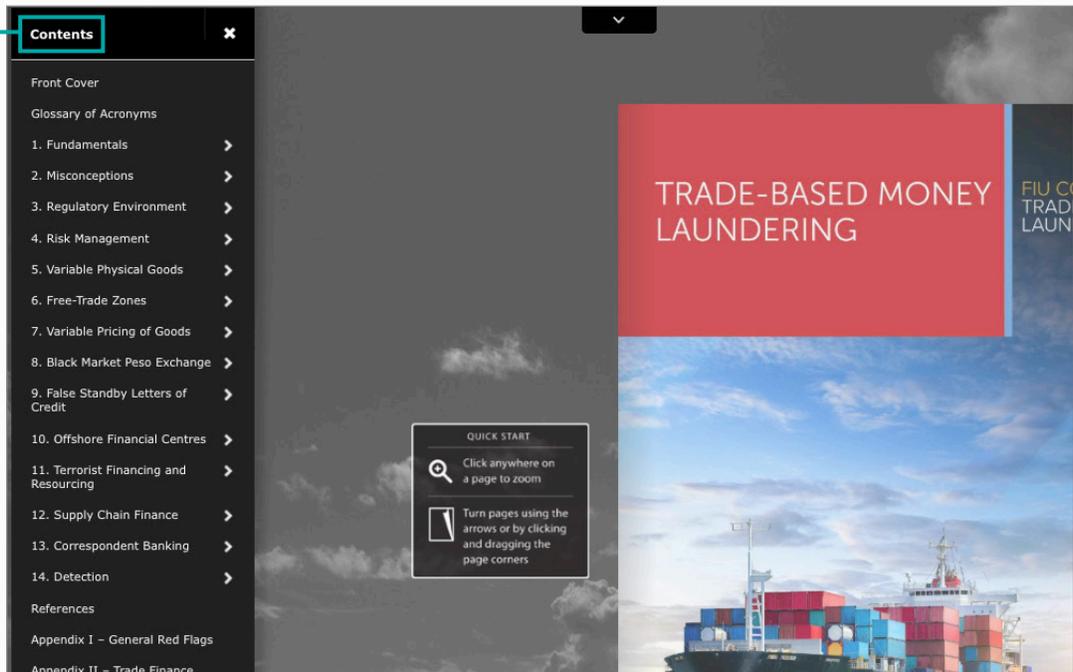
5. USING THE DIGITAL TEXTBOOK

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

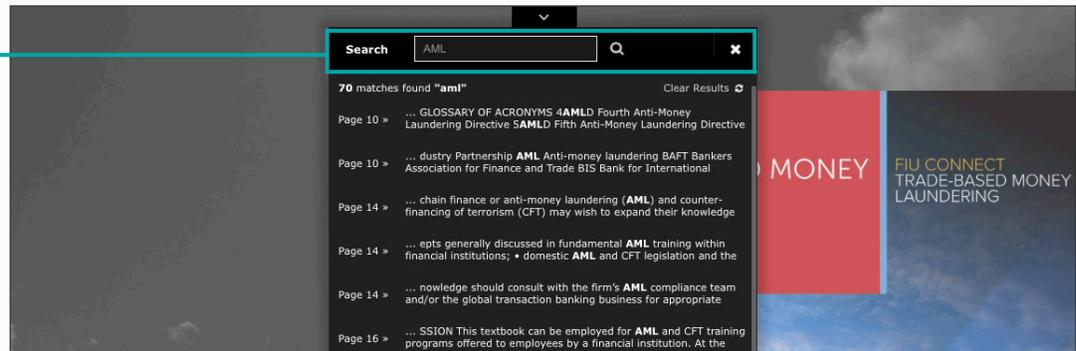


- | | | | | | |
|---|----------|---|------------|---|------|
|  | Bookmark |  | Settings |  | Exit |
|  | Contents |  | Fullscreen | | |
|  | Search |  | Thumbnails | | |

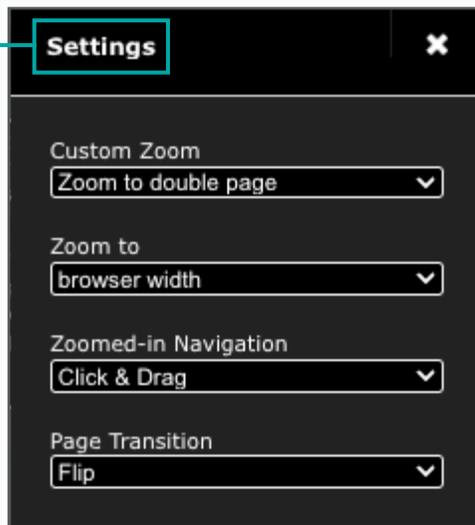
Contents: Access the chapters and subsections listed under *Contents*.



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

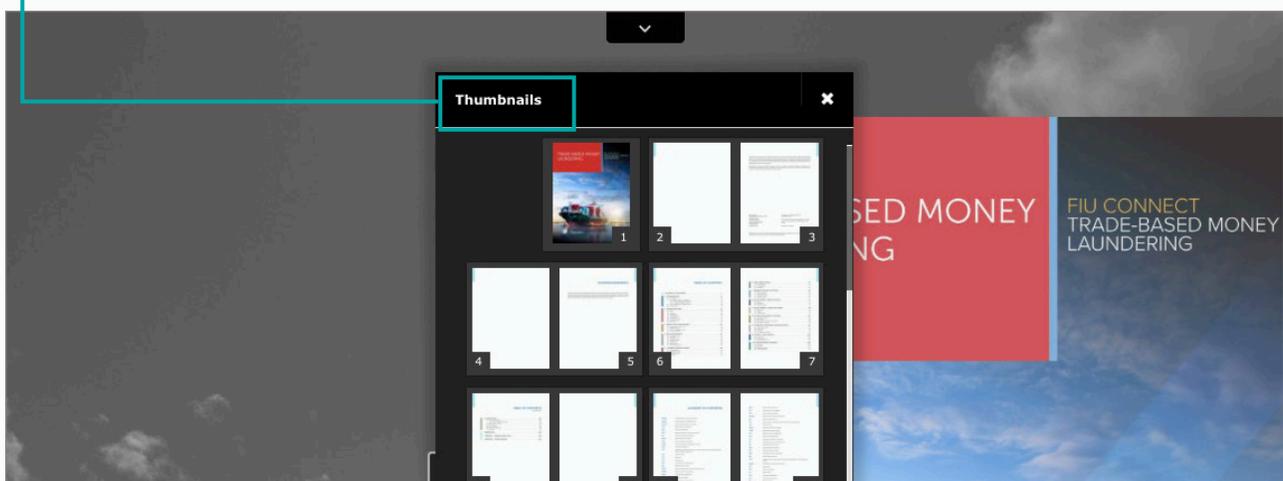


Settings: Select *Settings* to change your view preferences.



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.



6. KNOWLEDGE ASSESSMENTS

The Knowledge Assessment for the course will determine your grade and this can be found at the end of each course.

This screenshot shows the overview page for the 'Trade-Based Money Laundering Knowledge Assessment' in the FIU CONNECT system. The page includes a left-hand navigation menu with 'Contents' and a list of related documents. The main content area is divided into two sections: 'Details' and 'Grades / Attempts'. The 'Details' section shows the assessment has no due date. The 'Grades / Attempts' section indicates a maximum of 150 points, with the grade based on the last attempt, and 3 attempts remaining. A 'Start attempt 1' button is prominently displayed.

This screenshot displays the question interface for the 'Trade-Based Money Laundering Knowledge Assessment'. At the top, a light blue banner contains a warning icon and the text: 'This assessment contains questions that allow partial and negative credit.' Below this, a progress bar indicates '15 OF 15 QUESTIONS REMAINING'. The question is titled 'Question 1' and is worth 10 points. The question text reads: 'According to the Financial Action Task Force (FATF), trade-based money laundering (TBML) is easier to perpetrate in free-trade zones (FTZs) due to:'. There are four radio button options: 'lack of transparency', 'relaxed oversight', 'absence of trade data and systems integration', and 'all of the above'. A 'Clear selection' link is located below the options. A 'Continue' button is positioned at the bottom right of the question area. On the right side, a 'Details & Information' panel shows 'Assessment due date: No due date', 'Attempts: 3 attempts left', and 'Grading: Maximum points: 150 points'. A 'Dismiss' button is located in the top right corner of the warning banner. At the bottom of the page, a footer message states: 'You're not able to go back to the previous page in this assessment', and there are 'Save and Close' and 'Submit' buttons.

7. GRADES AND ACHIEVEMENTS

Once you have completed a knowledge assessment, grades are recorded and can be viewed by clicking on the **Gradebook** tab.

Item Name	Due Date	Status	Grade	Results
Trade-Based Money Laundering Knowledge Assessment		Graded	80%	View
Art & Antiquities Knowledge Assessment 3 attempts possible		Unopened	Not graded	
Capital Markets Knowledge Assessment 3 attempts possible		Unopened	Not graded	

If you have achieved 80% or higher in a course, you will also be able to see a digital badge for that course by clicking on the **Achievements** tab.

Earned Badges
Congratulations! You have earned this badge.

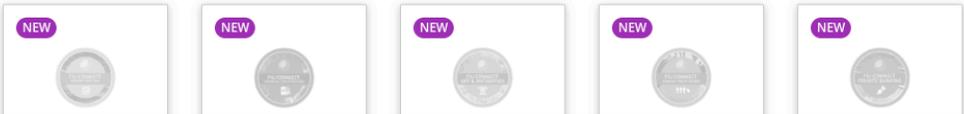
NEW



FIU CONNECT
(Trade-Based...)
March 4, 2026

Badges to Earn

NEW



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