



## Navigation Essentials for AIFD Online Education

### Logging in to Blackboard

1. Go to <http://aifd.blackboard.com>
2. Click on the "User Login" button
3. Enter your Blackboard Username and Password

Your **Username** is all in lower case with the prefix "cfd." in front of your first name and last name along with a unique user number that AIFD will assign to you. Example John Doe = cfd.johndoe865912

Your **Password** is the same as the one you used when you registered for the course on the AIFD website.

Both your username and password will be emailed to you on the day before the start of your class. Please keep this information in a safe place. If you lose this information, please contact AIFD headquarters at 410-752-3318 or [aifd@assnhqtrs.com](mailto:aifd@assnhqtrs.com)

### Course Navigation

When you first login, you will see a screen that has four boxes. 1. The first box is the "Tools" box which may have several items listed, such as "view scores", "calendar", etc. These will be used mostly after you have logged in to a specific course later. 2. The second box is the "My Courses" box which will contain the course title for the class that you are currently registered for (or list if registered for more than one). 3. The third box is the "Announcements" box which will list any new and/or permanent announcements from your instructors. 4. The fourth box is the "Report Card" box that will have any grades from quizzes or exams.

To enter a course, you must click on the title of the course listed in "My Courses". You will then be taken to that specific course's **Announcement** page. Instructors use this area to post messages related to the course. Please take time to review these announcements each time you enter the course.

There are three ways to navigate (move around) within this course. First, the menu links to the upper left of the page are available at all times and may be clicked on to return to or forward to that primary topic.

Second, you may also navigate within a course by using the "breadcrumb trail," which is a string of links located near the top of the screen under the course title. Your most current page will be the last of this string and will not be underlined. You may go back to any previous page by clicking on any of the underlined links in this breadcrumb trail.

Third, the "Back" button on the browser window may be used to go back to the previous screen.

### Password Changes

After logging in to your course on the AIFD Blackboard site, you can change your password by clicking the **TOOLS** link in the upper left of the page. Then click on **PERSONAL INFORMATION** and follow the instructions on the screen.

### Course Content

All of the course content for this course will be found in **Course Documents**. Access this content by clicking on the Course Document link in the list on the upper left of the page.

- Items in Course Documents may include course syllabus, outlines, lessons, required readings, homework assignments, videos and other presentations.
- Items can be a single document or in many cases a content folder will be used to organize several related documents together by topic. Be sure to review all course documents.
- Sometimes an item will be completely viewable on the screen and other times you will need to click on a link to view the file. Some commonly-used file formats are Microsoft Word and Adobe Reader PDF documents, Microsoft PowerPoint slide shows, Flash player, QuickTime video, or Java-enhanced PowerPoints with audio narration. **Be sure your computer has the correct version of the viewer (or full program) installed.** *Links to the installers for these software packages are located under **External Links**.*

## Communication Tools

- The **Private E-mail** function allows you to write and send messages, and an attachment if necessary, to your instructor or fellow students. Access Private E-mail tool by clicking on the E-mail link listed in the upper left of the screen. Then click on **Send Email**. Choose to whom you wish to send an email to from the list, i.e. instructor, all students, selected students, etc. and click on that link. Then follow the screen prompts to complete the email process.
- The **Discussion Board** is an asynchronous (not real-time) tool which allows you to read and post messages.
  - The basic unit of a Discussion Board is called a Message. A Message and all the related replies to that message are collectively called a Thread. Groups of threads related to a particular topic are stored in the Topic areas.
  - Each message is listed by name, author, and date created. Messages that have not been read appear in **bold** type with a yellow-colored unopened envelope icon to the left of the subject. Messages that have been read appear in non-bolded normal type with a white-colored opened envelope icon to the left of the subject. A post that is in reply to a previous message appears indented in the list.
  - The **Compose Message** button is used to create new discussion topics within a Forum. This option is usually not used since many of your instructors will start topics with their own prompt message and you will be replying to their original message.
  - You can view and organize messages in many ways. You should by default view messages through the Display options with **All** and **Threaded** on as this will be the easiest way to display your course's discussions.

## Assessment Tools

In addition to delivering content, instructors may also use **Online Assessments** that include quizzes, exams, or surveys.

- An exam, quiz, or survey may include true/false, multiple choice, multiple answer, short answer, matching, and essay questions.
- Once submitted, a quiz or exam is graded and recorded in the **My Grades** (which is under the **Tools** link) after the availability period for the quiz/test is completed. A survey is recorded only as completed or not completed.
- Depending how an assessment was setup, you may also be provided with correct answers and appropriate feedback.

## Help or Technical Support

- Click on the Help link in the upper right corner of the page. Technical support is available 24/7.
- If you still need help, contact the instructor for your course or AIFD Headquarters at (410) 752-3318.