

# Institution Page--Blackboard main page located at <http://blackboard.louisville.edu>

1. Log in using your UofL User Name and Password.
2. Click on "Courses" to access your course(s)

**UNIVERSITY OF LOUISVILLE**

Manish Sharma

Activity Stream

**Courses**

Organizations

Calendar

Messages

Grades

Tools

Sign Out

**UNIVERSITY OF LOUISVILLE**

University of Louisville

Bb News

\*\*\* MANY NEWS ITEMS, PLEASE SCROLL DOWN TO SEE THOSE RELEVANT TO YOU. \*\*\*

\*\*\* Weekly maintenance window: Fridays 10PM - 2AM EST | AWS Data Center maintenance: Tuesdays 3AM - 3:30AM \*\*\*

**ATTENTION: Möbius Users**

Möbius announced a restart of the service host machine will be performed during maintenance. Möbius service may be temporarily interrupted and unavailable for up to **10 minutes** on **Tuesday, September 24<sup>th</sup> 2019 between 9:00PM and 11:59PM Eastern Time.**

\*Please note this maintenance relates only to the host machine and will not affect any of your hosted data or content. Once the restart is completed, your service will resume as normal. 20190918

**ATTENTION: IPHONE USERS**

**At this time, we do not recommend that users update to iOS 13 until iOS 13.1 is generally available to the public on September 24th, 2019.**

With the release of iOS 13 Blackboard has identified multiple issues in both the Blackboard and Blackboard Instructor Apps related to:

Course Evaluations

Course Evaluations

My Surveys

## Listing of your courses.

This screen shows you an example of courses screen with two courses and their section numbers: ELFH 314-51 and SPAD 383-01.

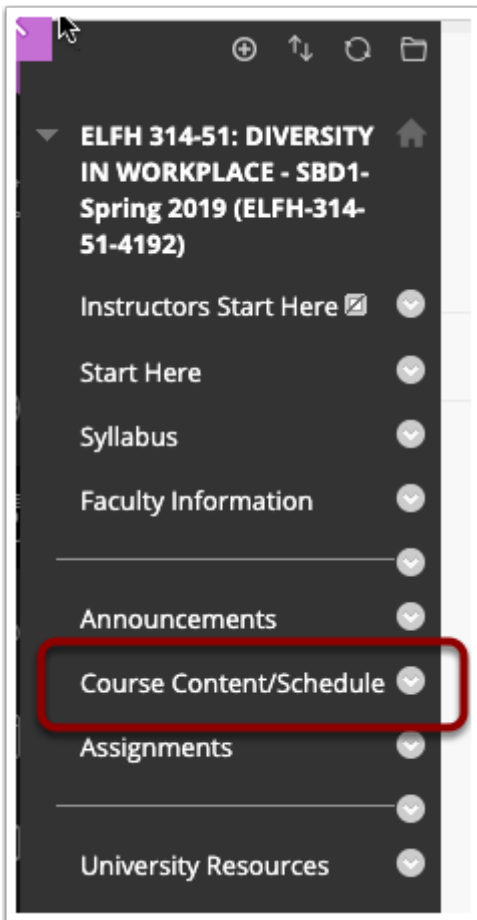
Click on the course where you would like to add the Foliotek SSO Link.

The screenshot displays the 'Courses' page for the University of Louisville. On the left is a navigation sidebar with options like 'Institution Page', 'Manish Sharma', 'Activity Stream', 'Courses', 'Organizations', 'Calendar', and 'Messages'. The main content area is titled 'Courses' and has a sub-header 'Current Courses'. Below this is a search bar with the text 'Search your courses', a 'Filter' dropdown set to 'All Courses', and a '25 items per page' selector. Under the heading 'Assorted Dates', two course entries are shown. The first entry, 'ELFH 314-51: DIVERSITY IN WORKPLACE - SBD1-Spring 2019', is highlighted with a red rectangular box. It includes a link for 'Multiple Instructors' and a 'More info' dropdown. The second entry is 'SPAD 383-01: SPORT MARKETING-Spring 2019' by T. Greenwell, also with a 'More info' dropdown. Each entry has a star icon and a three-dot menu icon to its right.

Course main window will look similar to the example below. Where the Course related links are on the left and the content shows on the right hand side.

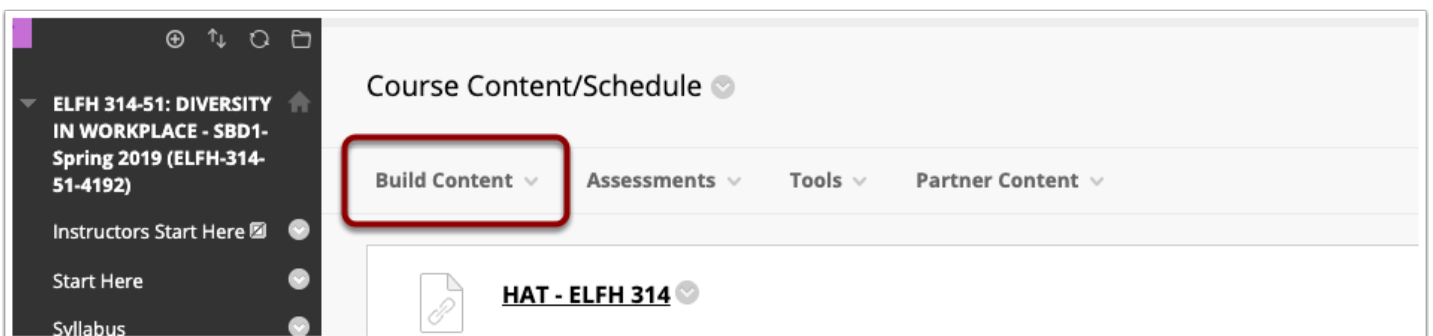
The screenshot shows the course main window for 'ELFH 314-51: DIVERSITY IN WORKPLACE - SBD1-Spring 2019'. The browser title bar shows 'ELFH 314-51: DIVERSITY IN WORKPLACE - SBD1-Spring 2019 ELFH-314-51-4192' and 'Announcements'. On the left is a sidebar with a close button and navigation links: 'Instructors Start Here', 'Start Here', 'Syllabus', 'Faculty Information', 'Announcements', and 'Course Content/Schedule'. The main content area is titled 'Announcements' and contains a paragraph of text: 'New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see reorder announcements.' Below this is a 'Create Announcement' button. A section titled 'New announcements appear below this line' is followed by a dashed line. At the bottom, there is an announcement titled 'Last Day of Class/ELFH 314 - Diversity in the Workplace/Announcements' with a checkmark icon. The page number 'P P' is visible in the bottom right corner.

Click on the "Course Content/Schedule" link to access the Foliotek SSO link.



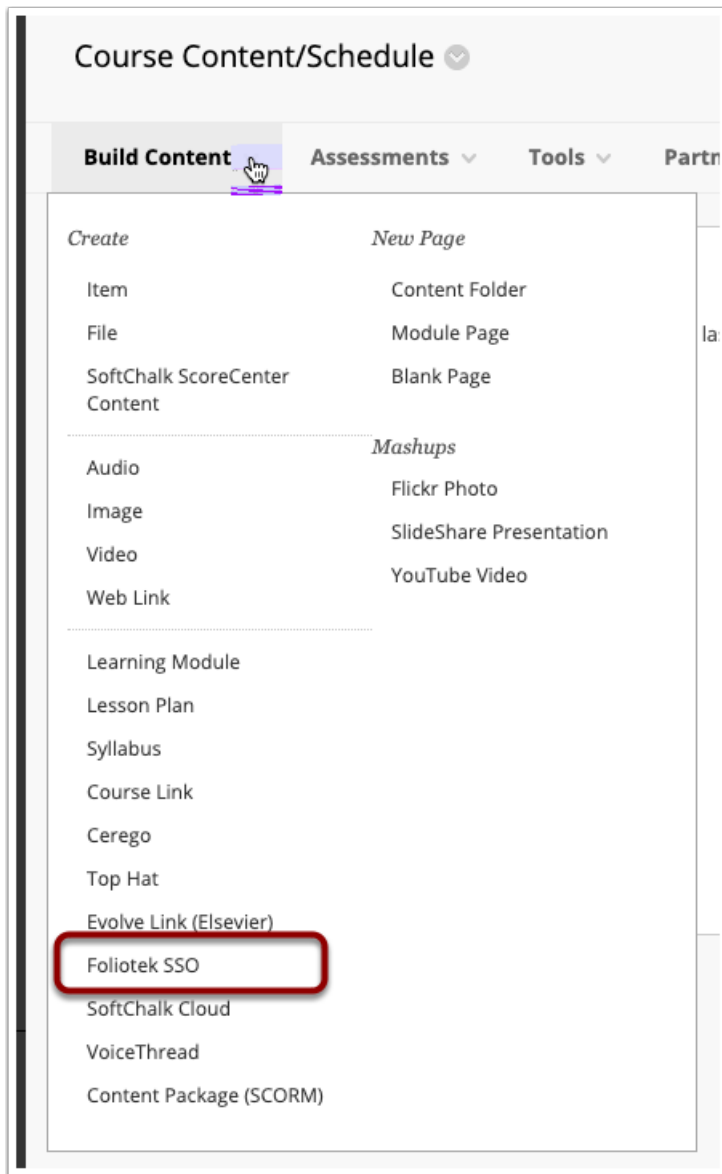
Next screen will look like this on top of the screen.

1. Click on arrow next to the "Build Content" link to see a drop down menu.



# Drop down Menu--Foliotek SSO

1. Scroll down and select "Foliotek SSO" to create the link.



## Creating Foliotek SSO Link

Name of the assessment after you select "Create Foliotek SSO" : "Course Number - Section Number Foliotek Assessment Link"

Example: ELFH 314-51 Foliotek Assessment Link

Sample text inside the box: (It is optional) You can modify it if needed.

Please click on the "Foliotek Assessment Link" above to access and upload your assessment. Once you click on the link, you will be taken to the foliotek site where you can review instructions for the assessment for this course. If there is a problem accessing Foliotek site, please send an email to [foliotek@louisville.edu](mailto:foliotek@louisville.edu).

The screenshot shows a course management interface. On the left is a dark sidebar with navigation options: ELFH 314-51: DIVERSITY IN WORKPLACE - SBD1-Spring 2019 (ELFH-314-51-4192), Instructors Start Here, Start Here, Syllabus, Faculty Information, Announcements, Course Content/Schedule, Assignments, University Resources, My Grades, and Tools. The main content area is titled "Create Foliotek SSO". It includes a legend for required fields, an "INFORMATION" section with a "Name" field containing "ELFH 314-51 Foliotek Assessment Link" and a "Color of Name" dropdown set to "Black". Below is a "Description" field with a rich text editor toolbar and the text: "Please click on the Foliotek Assessment Link above to access and upload your assessment. Once you click on the link, you will be taken to the foliotek site where you can review instructions for the assessment for this course. If there is a problem accessing Foliotek site, please send an email to [foliotek@louisville.edu](mailto:foliotek@louisville.edu)".

## Enter Display After and Display Until Dates

1. Scroll down to the "Options" area.
2. Fill out the two dates (and times if needed) and click the two boxes.
3. Once the click on Submit.

The screenshot shows the Blackboard course management interface. On the left is a navigation menu with categories like Tools, Library Research, Help from Blackboard, Panopto Recordings, Course Management, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area shows a text editor at the top with a message about a Foliotek site. Below that is an 'ATTACHMENTS' section with 'Attach File' and buttons for 'Browse My Computer' and 'Browse Content Collection'. The 'OPTIONS' section is highlighted with a red circle and arrow labeled '1'. It contains several settings: 'Permit Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' with 'Display After' and 'Display Until' options. Red arrows labeled '2' point to the date input fields for 'Display After' and 'Display Until'. A red callout box with a white background and red border contains the text: 'It is important that you fill these dates out correctly. Students will only be able to see the SSO link for the duration you set.' At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red circle and arrow labeled '3' pointing to the 'Submit' button. A 'Click **Submit** to proceed.' instruction is at the bottom left.

problem accessing Foliotek site, please send an email to [cehdaaue@louisville.edu](mailto:cehdaaue@louisville.edu).

Path: p Words:55

### ATTACHMENTS

Select **Do Not Attach** to remove a selected file.

Attach File

### OPTIONS

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Click **Submit** to proceed.

It is important that you fill these dates out correctly. Students will only be able to see the SSO link for the duration you set.

## Example Dates and Times Screenshot (See below)

Once the link is created, the faculty member can click on it to access Foliotek website and the assessment area. It is the same link the faculty will click to review and assess student submissions. (There is no need to sign in to Foliotek).

**OPTIONS** 1

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After 01/15/2020 11:59 PM

2 Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 05/15/2020 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

Cancel **Submit** 3

## Example Foliotek SSO link Screenshot

Feel free to email [foliotek@louisville.edu](mailto:foliotek@louisville.edu) or [manish.sharma@louisville.edu](mailto:manish.sharma@louisville.edu) if there are any problems. More info may be available on the CEHD Foliotek site: <http://louisville.edu/education/foliotek/foliotek/#>

ELFH 314-51: DIVERSITY IN WORKPLACE - SBD1-Spring 2019 (ELFH-314-51-4192)

Instructors Start Here

Start Here

Syllabus

Faculty Information

Course Content/Schedule

Build Content Assessments Tools Partner Content

**HAT - ELFH 314**

Availability: Item is hidden from students. It was last available on Apr 26, 2019 11:59 PM.

Enabled: Statistics Tracking

HAT ELFH 314