

## Welcome to MyFBC!

MyFBC is the False Bay College official online learning management system. It houses content for different subjects (courses), videos, web links and tests which can be done online. Students can also engage with their lecturers and fellow students via this platform.

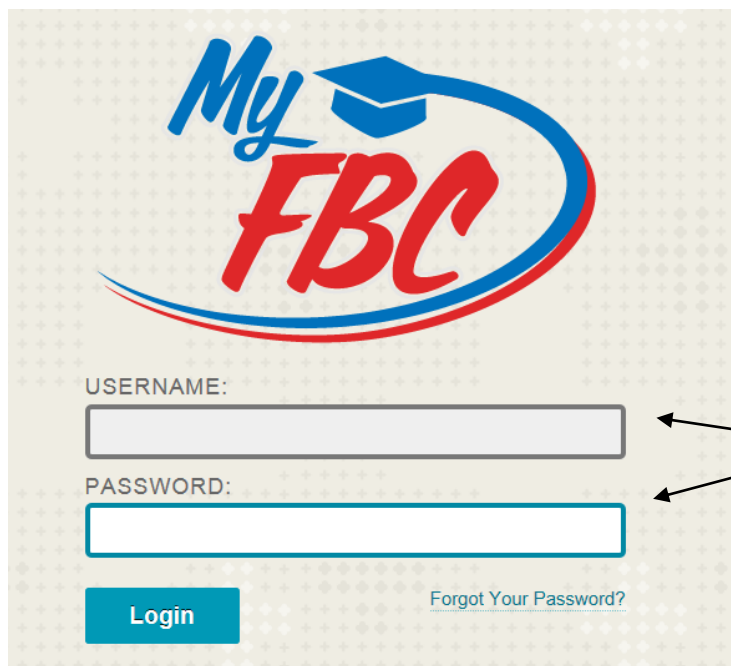
If you are a registered student, you can access your sites (subjects) by logging into the system by using your student number as username and password.

Getting started is easy. Simply follow the login instructions below and then begin exploring 'MyFBC' and your other sites. If you need further assistance contact the e-learning manager at [carol.dwyer@falsebay.org.za](mailto:carol.dwyer@falsebay.org.za). Distance learning enquiries can be directed to [marian.theron@falsebay.org.za](mailto:marian.theron@falsebay.org.za) (Distance learning manager).

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### Logging in

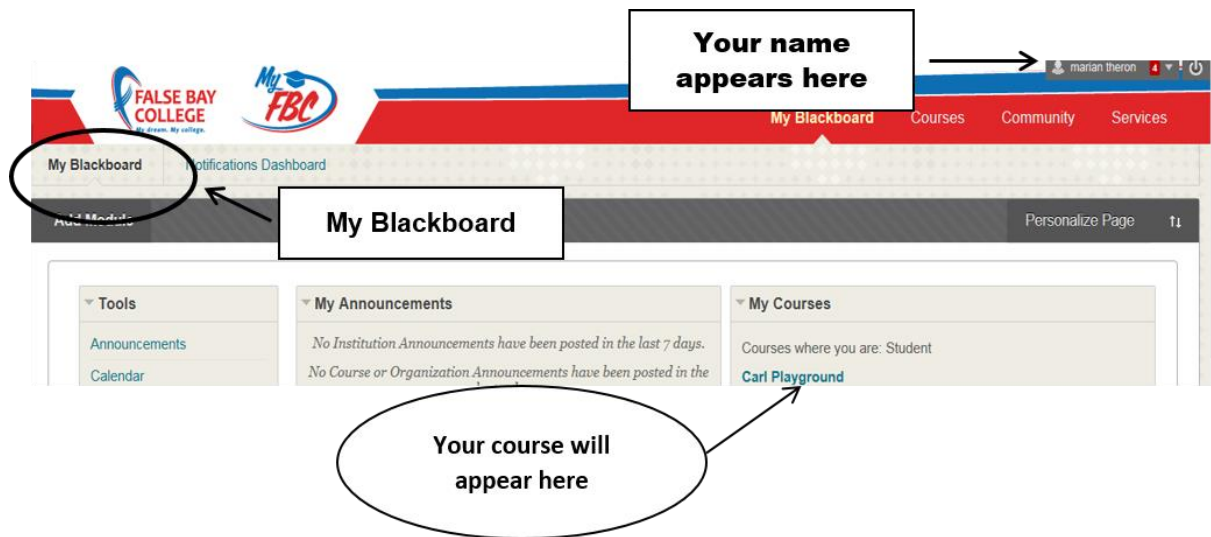
1. Open an internet browser and type <https://falsebay.bblearn.co.za> into the address bar. Alternatively, go to the False Bay College homepage at <http://www.falsebaycollege.co.za> and use the MyFBC quick link at the top right hand corner of the page.
2. If you are a registered student, login by entering your username and password in the spaces provided. Remember that your student number is both your username and password.



3. Click 'Login'
4. New users see a welcome page that invites them to create a profile. Before creating a profile, you must accept the Blackboard Profiles Terms of Service in the pop-up window. If you do not agree to the terms of service, you will not be granted access to some tools. You can choose to create a profile later.

## Navigating in MyFBC

- When you login you will find yourself on the **MyFBC page**. This is your own private site where you can manage your profile and preferences, store data, view consolidated calendar and announcement information and access your grades and track your performance.
- Along to the top of the screen you will see a series of **tabs**, beginning with 'MyFBC'. Click the site name to enter the sites. You can update your 'Personal Information' on the left menu at **update your details**.

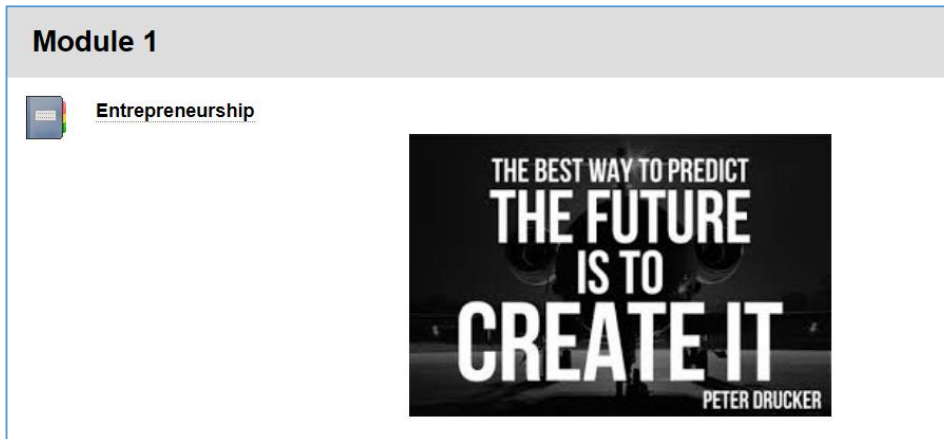


- On the right hand side of the page under a section titled **My Classes** you will see the courses (subjects) that you are enrolled in.
- Place the cursor on the course (subject) which you want to access – click ON THAT SUBJECT.
- This will open the course (subject) e.g. Mathematics N1 and the HOME page OF THAT COURSE will look like this.



- On the left hand side of the page is the **CONTENT MENU** with all the different Modules/chapters.
- You can select the module/chapter you would like to look at and open it by clicking on the link.

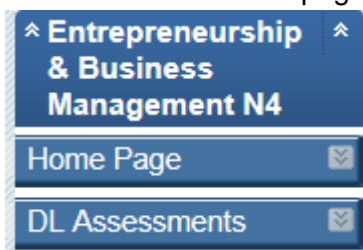
### 3. How to access an online test



- This will open the assessment for you

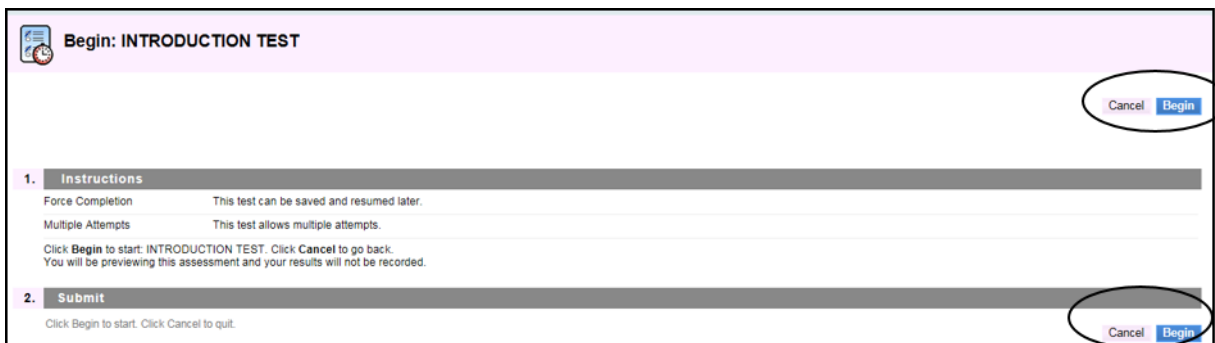
### 4. How to take an online test

- **PLEASE NOTE: YOU HAVE TO DO THE TEST IN ONE SITTING SO make sure to set enough time aside to do the test in one sitting.**
- Once the Assessment page has opened - Click on the test link

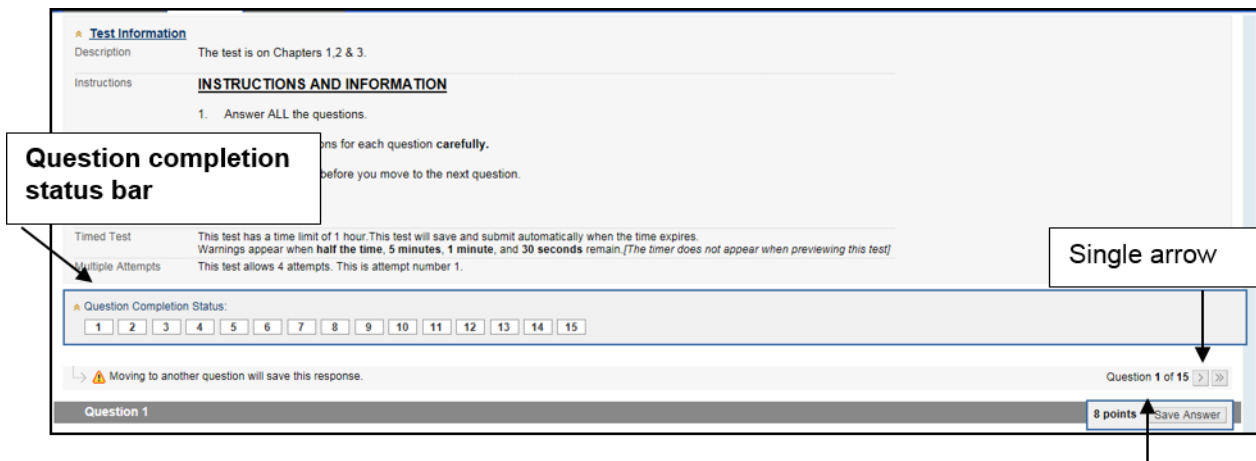


On the course menu on the left, click on **Assessments**

- Read the instructions before you start
- Click **BEGIN**

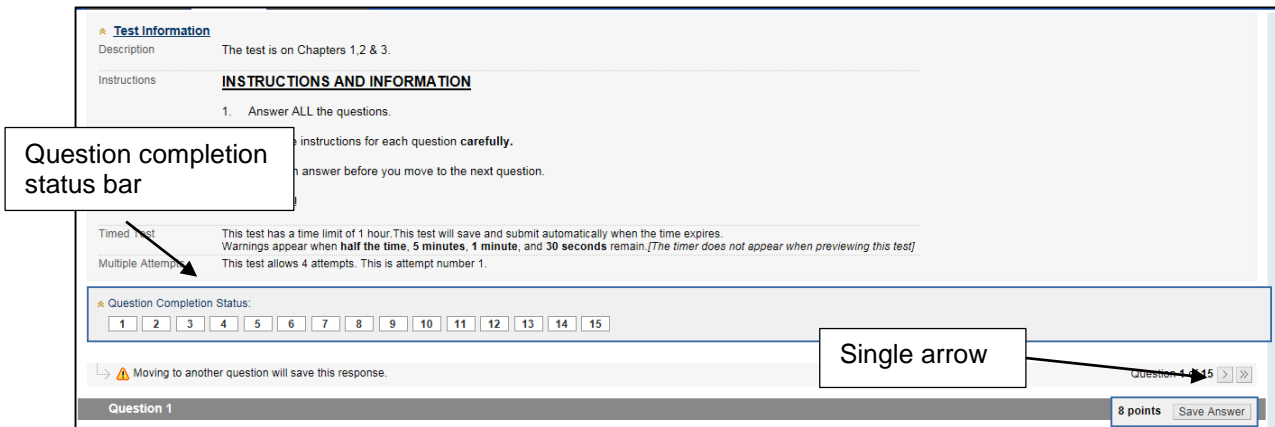


- The **question completion status** bar will show your progress. The answer blocks will become greyed out when you save an answer.
- Once you have answered a question, click **Save Answer** and click on the **single arrow** (above the Save Answer button) to move onto the next question. **NB:** You will not be able to move to the next question unless you have completed and saved the one you are busy with.
- If you accidentally click on the double arrow, it will take you to the end of the test. **In this instance do not click save and submit. Find the next unanswered question on the question status bar and continue with the test.**



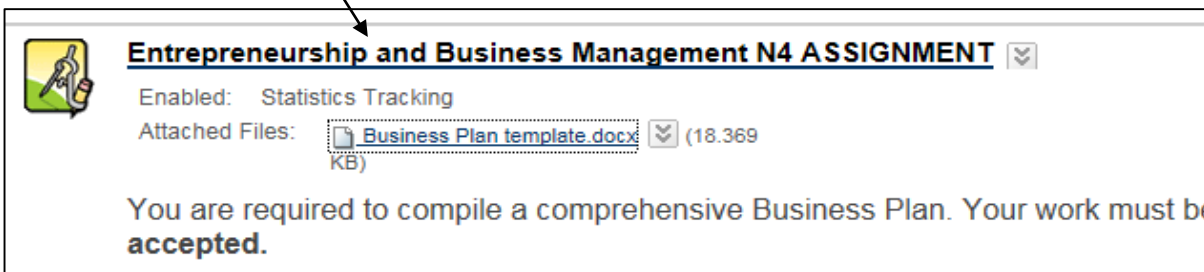
Save answer here

- When you save the last answer you will see this view.
- Make sure that all the blocks are **greyed** out before you click **Save and Submit**.



## 5. How to submit an assignment

- On the left hand side of the page, on the content menu, click on the **ASSIGNMENT** link. (DL'16: Assignment)
- In the course, click the name of the assignment



- On the **Upload Assignment page**, review the instructions, download any files provided and complete the assignment **USING ONE OR BOTH OF THE FOLLOWING methods**:

Business Plan template.docx ← Download file

**2. Assignment Submission**

Text Submission

Attach File

**3. Add Comments**

Comments

Character count: 0

**4. Submit**

When finished, make sure to click **Submit**.  
 Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.  
 You are previewing the assignment - your submission will not be saved.

- Click **Write Submission** to expand the **Assignment Submission** box where you can type your response. You can use the content editor to format text, add files, images and links.
- If your response to the assignment is in a separate file (you have typed it and saved it already onto your computer), click **Browse My Computer** select the file/document to attach. If you attach a file, type a Link Title. If the box is left blank, the file name becomes the link. Follow any instructions that your lecturer provided for naming your file.
- If you have selected the wrong file, you can remove it by clicking '**Do**' not attach. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history assignment (1).doc.
- If your lecturer is using a rubric and has made it available, click the **View Rubric** button to view grading criteria.
- Optionally, type comments to your lecturer in the **Comments box**.
- Click **Submit**. A success message appears, confirming the assignment submission.

This assignment is complete. Review the Submission History.

### 5.1 How to save an assignment as draft and submit later

Use the **Save as Draft** function if you need to return to your assignment at a later time. This function saves your comments and files on the page. You can resume your work where you left off when you return.

[Business Plan template.docx](#)

**2. Assignment Submission**

Text Submission

Attach File

**3. Add Comments**

Comments

REC

Character count: 0

**4. Submit**

When finished, make sure to click **Submit**.  
 Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.  
 You are previewing the assignment - your submission will not be saved.

- On the Upload Assignments page, click **Save as Draft** to save your changes and continue working later.
- Return to your assignment and click the **Assignment link**.
- On the **Review Submission History** page, click **Continue Current Submission**.
- On the **Upload Assignment page**, make your changes.
- Optionally, add comments in the Comments box.
- Click **Submit**. The Review Submission History page appears showing the information about your submitted assignment.

When you finish your assignment, you must click **Submit**. If you do not, your lecturer will not receive your completed assignment.

## 5.2 How to edit or resubmit an assignment

Your lecturer may allow you to submit an assignment more than once for a variety of reasons. For example, your lecturer can provide comments on your first draft so that you can try to improve your work. Your lecturer can choose to use either the highest graded attempt or the last graded attempt for your grade.

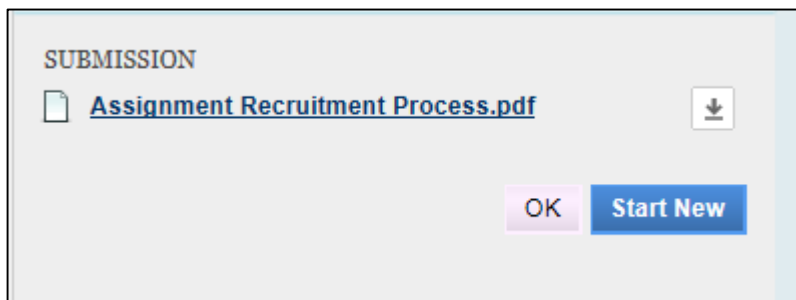
If your lecturer has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course.

- Return to your assignment.
- Click the assignment.
- On the **Review Submission History page**, view the details of your first submission.



**Review Submission History: ENTREPRENEURSHIP AND BUSINESS MANAGEMENT 5**


- Click **Start New Submission**.



- On the **Upload Assignment** page, make your changes to the new submission.
- Optionally, in the **Comments** box, type your comments.
- Click **Submit**. You are returned to the Review Submission History page where your submission appears.
- View your past submission attempts by expanding the Attempt section.

**NOTE: Sometimes an assignment can be in the form of a test. Refer to 4 for submission instructions.**

**How do I log out?**

Click the logout button  in the upper-right corner of the page.