

## FSCS Quick Reference

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The screenshot shows the FSCS interface for course CHP 420/520. The header includes the Old Dominion University logo and the system name. The main content area displays the course number, a welcome message, and instructions. Below this are links for submitting messages, viewing announcements, messages to me, and my submissions. A yellow callout box labeled 'Main Menu' is positioned to the right of the 'View:' section.

Course number, your name, and date display → CHP 420/520  
Welcome Your Name, 08/09/2005

From this page you can view all communication from your instructor, submit your assignments or messages, and also look at your earlier submissions. Please click on the appropriate link below.

Submit:  
Assignment/Message to Instructor

View:  
Announcements

Messages to Me

My Submissions

Use this option to submit messages to the instructor. →

Optional Announcements Refer to Blackboard announcements →

Use this option to view messages from the instructor. →

Use this option to view messages previously sent to the instructor. →

**Main Menu**

# FSCS / FACULTY STUDENT COMMUNICATION SYSTEM

CHP 420/520  
Submission Form

**Name:** Your Name  
**Date:** 08/09/2005 10:05 AM  
**Title:**

**Site Name:**

**Brief Message:**

**Submit Message**

**Attachments:** Click Browse and select a file. If you do not see a "Browse" button, your browser does not support attachments. Your browser may default to browse for HTML files, please select "All Files" for Files of Type.

**Upload File:** [BROWSE]  
**Upload File:** [BROWSE]  
**Upload File:** [BROWSE]  
**Upload File:** [BROWSE]

Submit Message/Assignment

Your name and date/time stamp automatically display.  
  
Enter a required Title (subject) for your message. The subject should be informative and descriptive.

Select your location from the drop-down menu

Type (or copy) your message in sentence and paragraph form using correct spelling and appropriate punctuation.

Optional File Attachments. Use the Browse button to locate files.

Proofread your message, then click the submit button to send the message to the instructor.

Old Dominion UNIVERSITY

**FSCS / FACULTY STUDENT COMMUNICATION SYSTEM**

Messages to Me

Main Menu

[Previous](#) [Next](#) [Expand All](#) [Collapse All](#)

06/06/2005 04:22 PM [RE: Unit 1 Assignment: Graded Media Paper](#)

06/06/2005 04:24 PM [RE: Unit 2 Assignment: Review of Project Draft 1](#)

Messages to Me displays messages from the instructor.

Use Main Menu to return to the FSCS homepage.

Use Previous and Next to move between pages of messages.

Use Expand All and Collapse All to control views.

Click the subject to view the message content.

**Messages to Me**

# FSCS / FACULTY STUDENT COMMUNICATION SYSTEM

My Submissions displays messages to the instructor.

Use Main Menu to return to the FSCS homepage.  
 Use Previous and Next to move between pages of messages.  
 Use Expand All and Collapse All to control views.

My Submissions

[Main Menu](#)

[Previous](#)   [Next](#)   [Expand All](#)   [Collapse All](#)

Date/Time	Topic	Read by Instructor
05/12/2005 10:26 AM	<a href="#">Hello Personal Profile</a>	✓
05/20/2005 12:19 PM	<a href="#">Unit 1 Assignment: Media Paper</a>	✓
05/20/2005 04:04 PM	<a href="#">Unit 2 Assignment: Project Draft 1</a>	

Click the subject to view the message content.

A check mark indicates the message has been opened.  
  
 No check mark indicates the message has been delivered but not opened by the instructor.

**My Submissions**



# FSCS / FACULTY STUDENT COMMUNICATION SYSTEM

[Announcements](#)

[Main Menu](#)

[Previous](#) [Next](#) [Expand All](#) [Collapse All](#)

**No documents found**

	<b>Announcements</b>	
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Follow your instructor's guidance regarding announcements.

If your instructor uses Blackboard, it is common to view announcements from the course site instead of FSCS.