

Royal Commission in Jubail Colleges and Institutes Sector E- Learning Project



Blackboard Guide for Faculty Members

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First: Preview

What is Blackboard?

Blackboard is a Web-based learning management system designed to provide online courses. Blackboard provides many types of tools and features to facilitate the online learning experience.

You can access black board from the Log in from the organization website (JIC/JUC/JTI). It will show with log in and access instructions.

What can I use Blackboard for?

Blackboard helps the instructor to organize and build a course online as well as use different assessment tools. Blackboard offers many assessment tools to enable instructors to create online tests. As an instructor, you will be able to monitor and assess your students' performance. In addition, Blackboard offers communication tools to enhance interaction.

SECOND: ACCESSING BLACKBOARD AND FINDING YOUR COURSE

How can I access my blackboard account?

You can access the link for your respective institution:

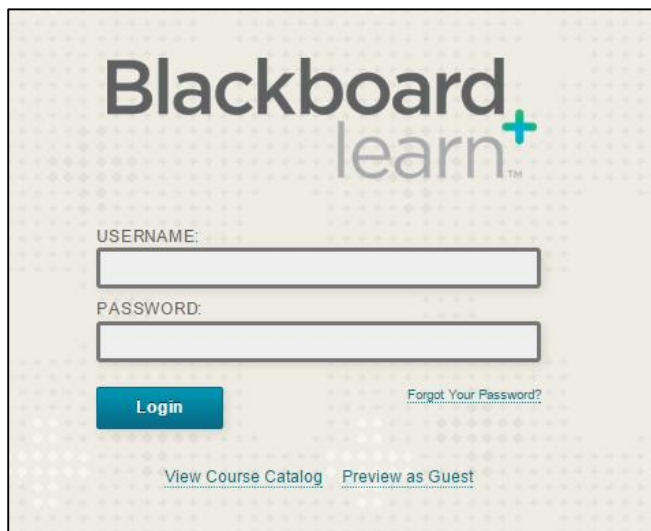
JTI: <http://www.jti.edu.sa/en/academics/e-Learning/Pages/default.aspx>

JUC: <http://www.ucj.edu.sa/en/academics/e-Learning/Pages/default.aspx>

JIC: <http://www.jic.edu.sa/en/academics/e-learning/Pages/default.aspx>



Enter your log in information. Note that your User name and password are the same as the user name and password used to access your SIS account.

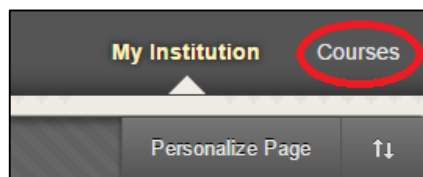
The image shows the Blackboard Learn login interface. At the top, the "Blackboard learn" logo is displayed, with "Blackboard" in a large, bold, dark grey font and "learn" in a smaller, lighter grey font, followed by a green plus sign and a trademark symbol. Below the logo, there are two input fields. The first is labeled "USERNAME:" and the second is labeled "PASSWORD:". Both labels are in a small, dark grey font. Below the password field, there is a blue "Login" button. To the right of the "Login" button, there is a link that says "Forgot Your Password?". At the bottom of the form, there are two links: "View Course Catalog" and "Preview as Guest". The entire form is set against a light beige background with a subtle pattern of small dots.



1. **Global Navigation Menu:** You can access it by clicking the arrow next to your name. It is a quick way to find information regarding your institution, courses and students.
2. **My Institution:** Includes all the information on institutional level.
3. **Courses:** Includes your courses.
4. **My Announcements:** Includes institution and courses announcements.
5. **My Courses:** Includes your courses as an instructor.

If you want to access your courses:

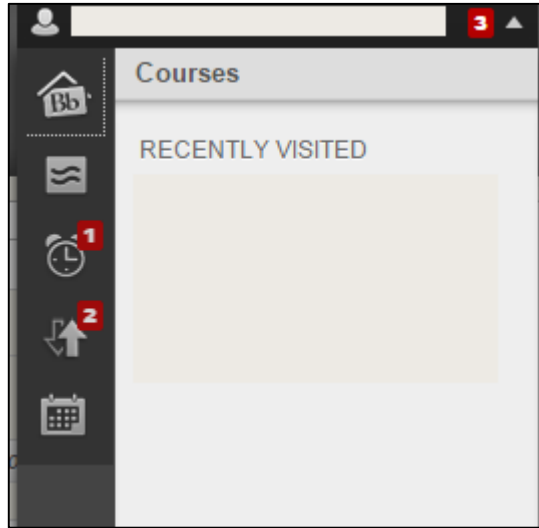
Log in → Courses → Course List



THIRD: GLOBAL NAVIGATION MENU

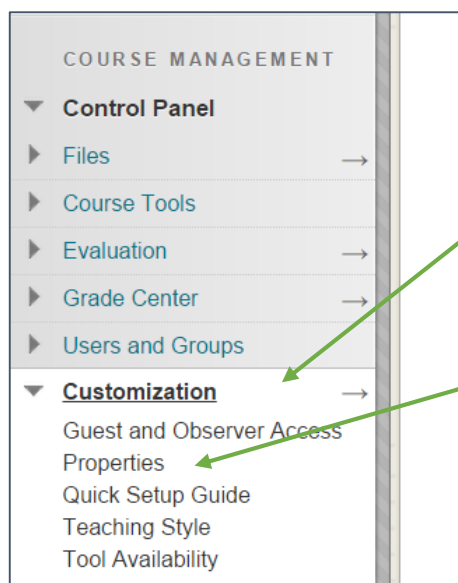
The notifications alert you when something occurs in your course. For instance, when an assignment needs grading, or if you have unread discussions or updates.

There are five tools in the Global Navigation Menu which provide quick access to: Home, Calendar, Posts, Updates, My grades.



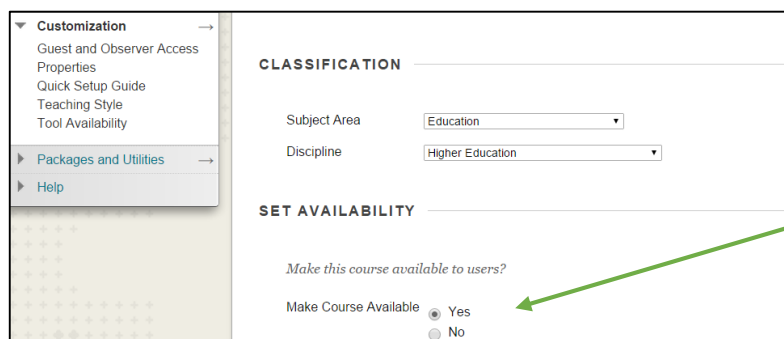
FOURTH: MAKING YOUR COURSE AVAILABLE

All course sites are created unavailable by default at the beginning of each semester. Until a course is made available by the instructor, it cannot be viewed by students or visitors. Courses that have not yet been made available on the system will have the (unavailable) label appear next to the course in the My Courses module. To make a course available:



1- In the Control Panel area, click the Customization link

2- In the submenu click on Properties link to open the Properties page on the right



3- In the Set Availability section, select the “Yes” radio button and click Submit when done

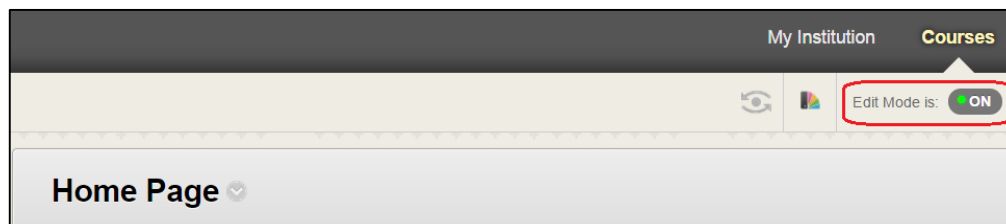
4- Blackboard page will open with the Home tab active. Courses you are teaching are displayed in the My Courses module

BLACKBOARD ON DEMAND MOVIE Watch it

http://ondemand.blackboard.com/r91/movies/bb91_course_customization_set_course_availability.htm

FIFTH: EDIT MODE

Turn the Edit Mode ON to add or edit course content or to modify the layout of the course menu



Note: In order for you to follow these short tutorials you should have Edit Mode on.

SIXTH: ADD A CONTENT AREA

Content areas in the course are places where you can put course content. They are displayed in the course menu on the left of the course page. You may want to add other content areas that you think will be helpful to the teaching process.

Adding a Content Area (Course Menu) to a Course

The screenshot illustrates the process of adding a content area to a course. The interface includes a top navigation bar with 'My Institution' and 'Courses' links, and an 'Edit Mode' toggle set to 'ON'. A left sidebar contains a 'Home Page' link and a 'Course Management' section with a 'Control Panel' and 'Files' link. The main content area displays 'Home Page' with sections for 'My Announcements', 'My Tasks', and 'To Do'.

1- Turn the Edit Mode ON

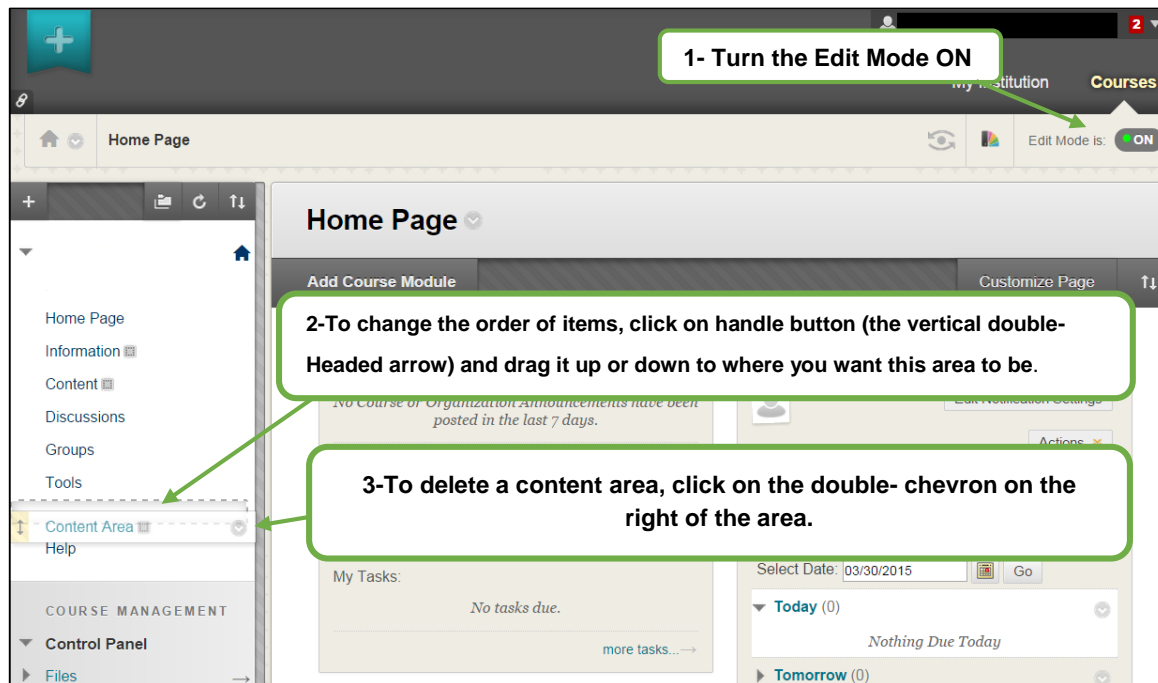
2- From the Course menu, hover your mouse over the "Plus" button and in the list that appears, click on Create Content Area item

3-Type the name of the content

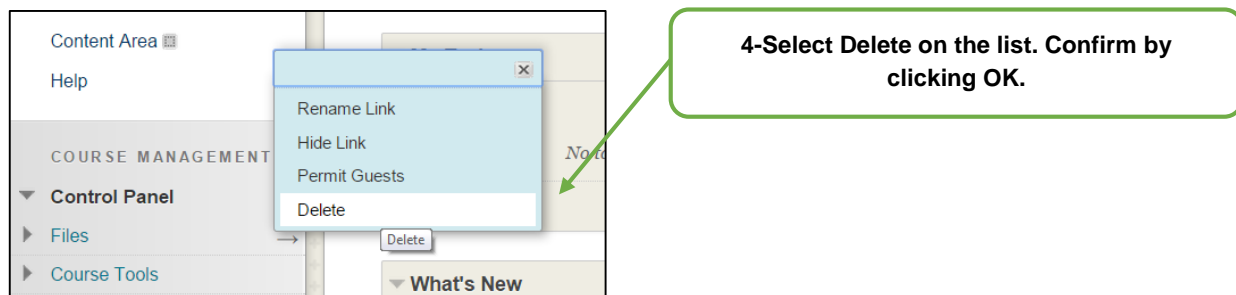
4- Set the availability by checking the box below area, and click Submit

The 'Add Content Area' dialog box is shown, featuring a 'Name' field, an 'Available to Users' checkbox (checked), and 'Cancel' and 'Submit' buttons.

Deleting and changing the Content Area display order



Note: A small dotted rectangle next to the name of the content area/course menu shows that the content area is empty



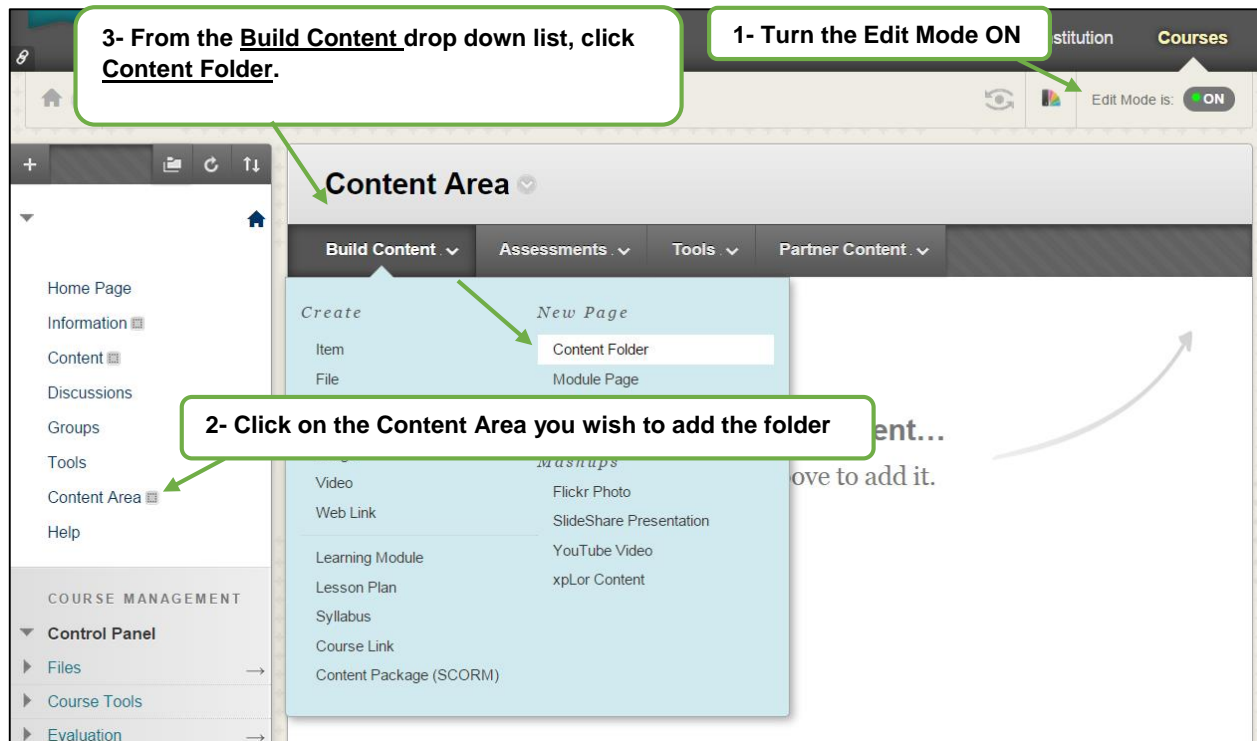
BLACKBOARD ON DEMAND MOVIE Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Course_Environment_Edit_Course_Menu.htm

SEVENTH: CREATING A FOLDER

Folders are useful for organizing and structuring content in a Content Area. For example, instructors may add folders for each week of the course to a Content Area, or organize the Content Area by topic.

Once a folder is created, content and additional subfolders may be added to it. Follow the steps below to learn how to create a folder



4- Type a Name for the folder and enter text in the text box, too.

Groups
Tools
Content Area
Help

COURSE MANAGEMENT

Control Panel

- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

* Name

Color of Name Black

Text

Path: p Words: 0

STANDARD 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

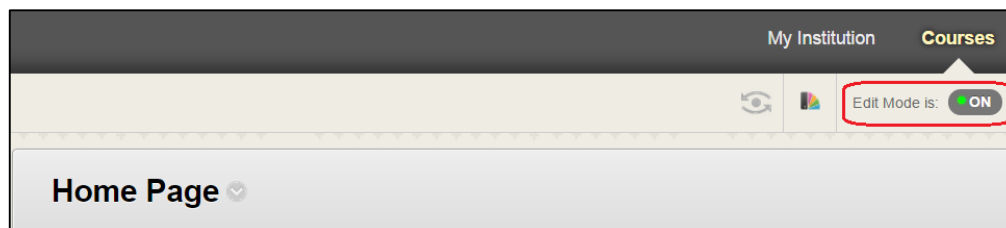
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5- Set any date, time, availability options you need, when finished, click Submit.

EIGHTH: ADDING SYLLABUS AND OTHER DOCUMENTS

To upload a syllabus or any other types of document (such as: Word, PDF, PowerPoint, Spreadsheet or image) do the following:

1- Turn the Edit Mode ON



2- Click on the Content Area to which you wish to add the file.

3- Hover your mouse over Build Content action link.

4- Click the Item link

5- Complete the content information fields.

6- In the Attachments section, click Browse My Computer to locate the file you need to upload.

6- Click Submit.

7- Set any date, time, availability options you need

STANDARD OPTIONS

BLACKBOARD ON DEMAND MOVIE

Watch it

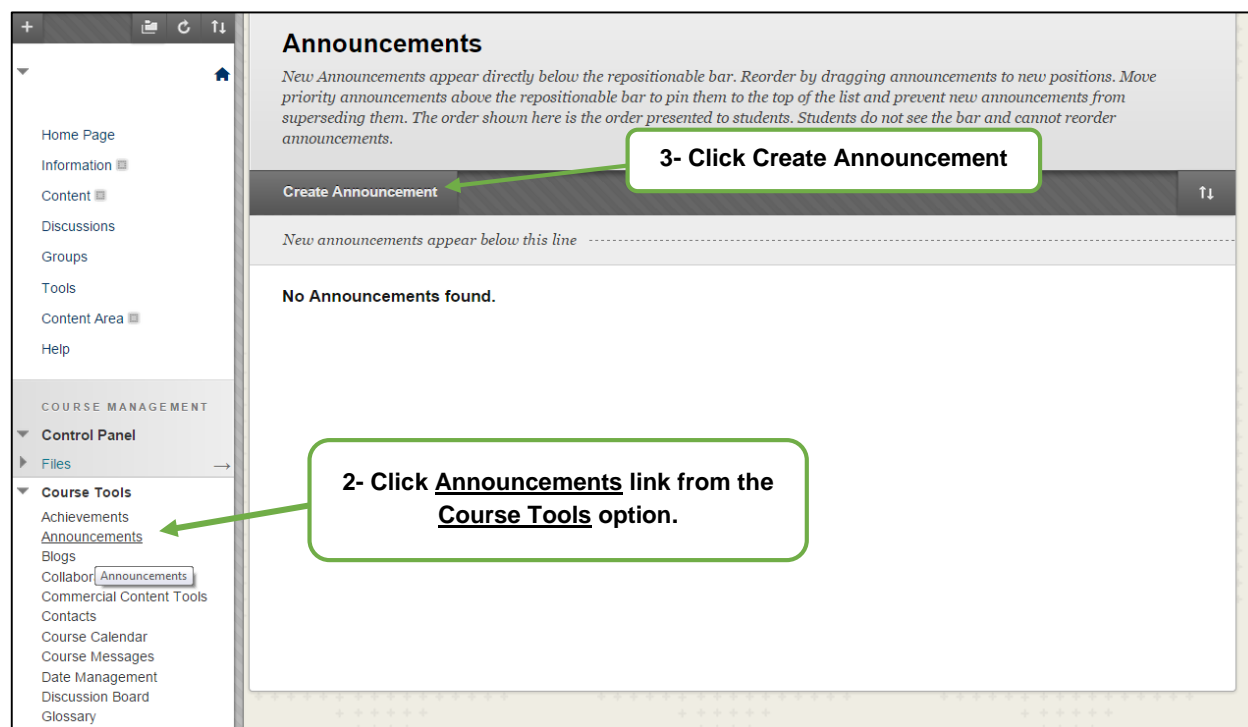
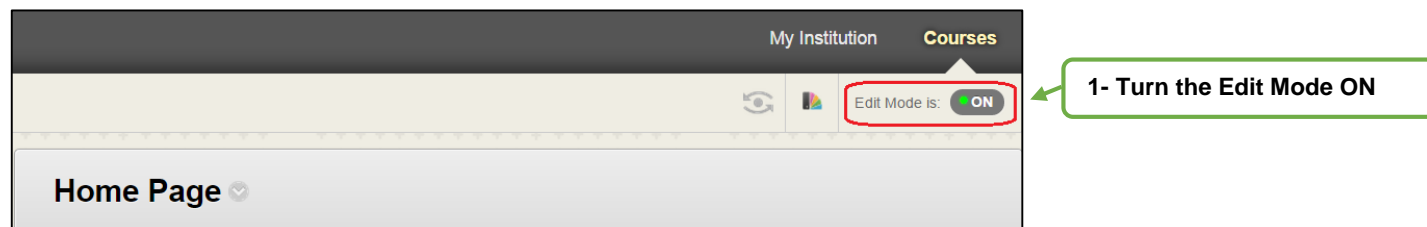
http://ondemand.blackboard.com/r9/movies/Bb9_Course_Content_Add_Content_Area_Item.htm

NINTH: ADDING ANNOUNCEMENTS

The Announcement is a very useful tool in communicating with your students. Announcements appear not only in the Announcement page inside the course, but also in the Blackboard Home tab.

To add an announcement

Go to: *Course Menu* → *Course Tools* → *Announcements* → *Create Announcement*



3- Enter the title and the text of the announcement.

4- Set any date, time, availability options you need

6- Click Submit.

Optional: You can send the announcement as an email to all users in the course by checking the box in the Email Announcement section

BLACKBOARD ON DEMAND MOVIE Watch it

http://ondemand.blackboard.com/r9/movies/Bb9_Communications_Tools_Creating_Announcements.htm

TENTH: SENDING EMAIL TO STUDENTS

Instructors can use the Blackboard course site to communicate with students in the course by using the Send Email feature.

To send an email

1- Click the Tools content area

2- Select the Send Email link.

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. An email cannot be sent to anyone who is not a member of the course.

From [All Student Users](#) option, you can send an email to all the student users in the course. However, if you wish to send an email to a single or a selected number of users, you can do that by clicking [Single/Select Users](#) option.

Follow these steps after choosing the recipient(s) of your email:

1. Type the subject of your email. Note that your message will not be sent without a subject.
2. Type the message.
3. Optionally, you can attach a file to your email from your computer. Note that the option for attaching another file will only appear after you upload the first the file.
4. Click **Submit**.

ELEVENTH: LIST/MODIFY USERS

A course user can be a teacher, guest, teacher assistant, or a student. If you create a user in a particular course, that user is automatically added to the course.

Creating users

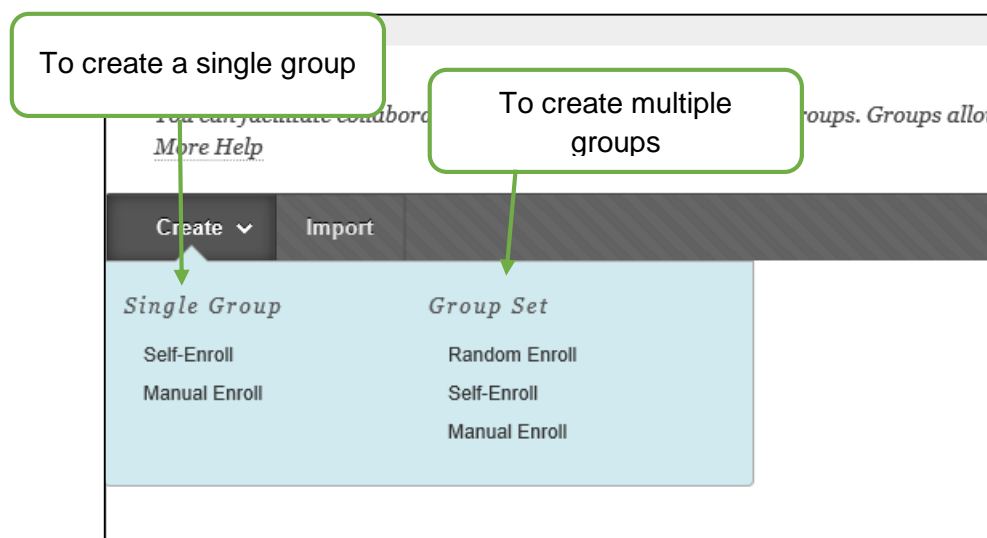
Users of a course are automatically added to the course by the Bb administrator.

TWELVTH: ADDING GROUPS

Course Menu → Users and Groups → Groups

Groups allow students to establish a virtual relationship with members of the class.

Enrolling Students in a Group



Creating a Single Group

To enroll students in a single group, you have two options:

- Self-Enroll
- Manual Enroll

1. Groups → Create → self-enroll

Self-Enroll allows students to add themselves to a group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page.

NAME OF SIGN-UP SHEET

Sign-up Sheet Instructions

Path

Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

☐ Show Members

The sign-up sheet can appear on the groups listing page or be added as a link to the content page link, which provides the ability to limit the availability of the sheet.

☒ Allow students to sign-up from the groups listing page.

GROUP OPTIONS

You can set up a sign-up sheet by scrolling down after clicking the Self Enrolment option.

Fill the mandatory and necessary fields that appear on the screen

2. Groups → Create → Manual enroll

Manual Enroll enables you to select the students you want in a group. You can create groups of students to collaborate on a task.

MEMBERSHIP

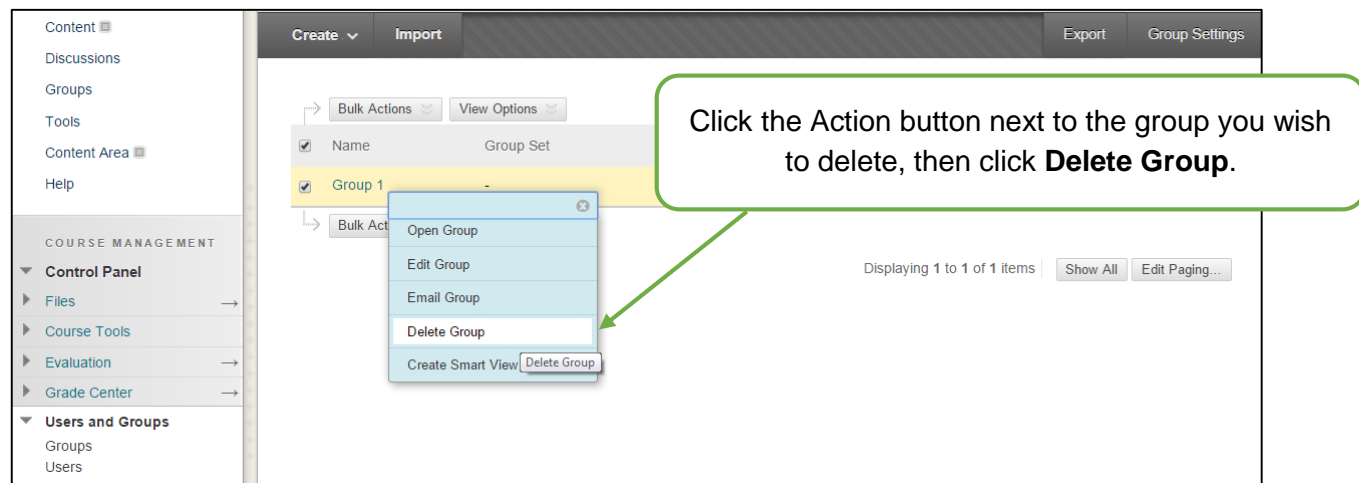
Add Users

No users have been added.

Click **Submit** to proceed. Click **Cancel** to go back.

You can add members to a group from the Membership option below.

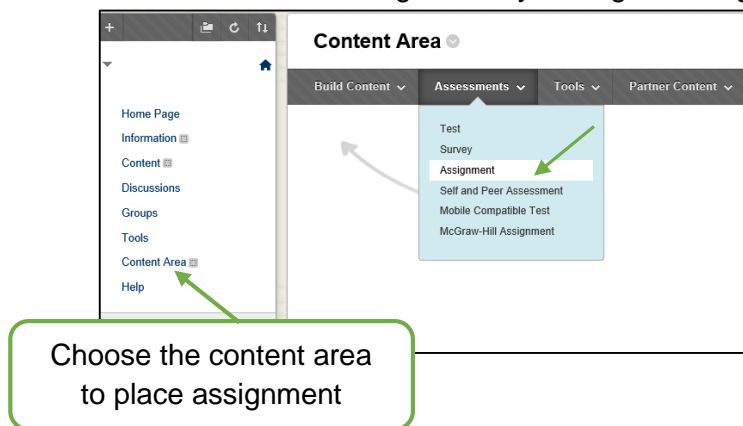
Deleting a group



The screenshot shows the 'Groups' management interface. On the left is a sidebar with 'Content Area' selected. The main area has a 'Create' and 'Import' header. Below it, a table lists groups, with 'Group 1' selected. A context menu is open over 'Group 1', showing options: 'Open Group', 'Edit Group', 'Email Group', 'Delete Group', and 'Create Smart View'. A green callout box with an arrow pointing to the 'Delete Group' option contains the text: 'Click the Action button next to the group you wish to delete, then click **Delete Group**.' The bottom right of the interface shows 'Displaying 1 to 1 of 1 items' and 'Show All' and 'Edit Paging...' buttons.

THIRTEENTH: CREATING ASSIGNMENTS

You can create an assignment by finding the assignment option under **Assessments**.



The screenshot shows the 'Content Area' interface. On the left is a sidebar with 'Content Area' selected. The main area has a 'Build Content' header. Below it, a menu is open showing options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', 'Mobile Compatible Test', and 'McGraw-Hill Assignment'. A green callout box with an arrow pointing to the 'Assignment' option contains the text: 'Choose the content area to place assignment'. The bottom right of the interface shows 'Displaying 1 to 1 of 1 items' and 'Show All' and 'Edit Paging...' buttons.

1. Make sure the **EDIT MODE** is **ON**.
2. Find the content area in which you want to add your Assignment.
3. From the assessment option choose **Assessment**, then find **Assignment**.
4. Type the Assignment information: Name and Instructions.

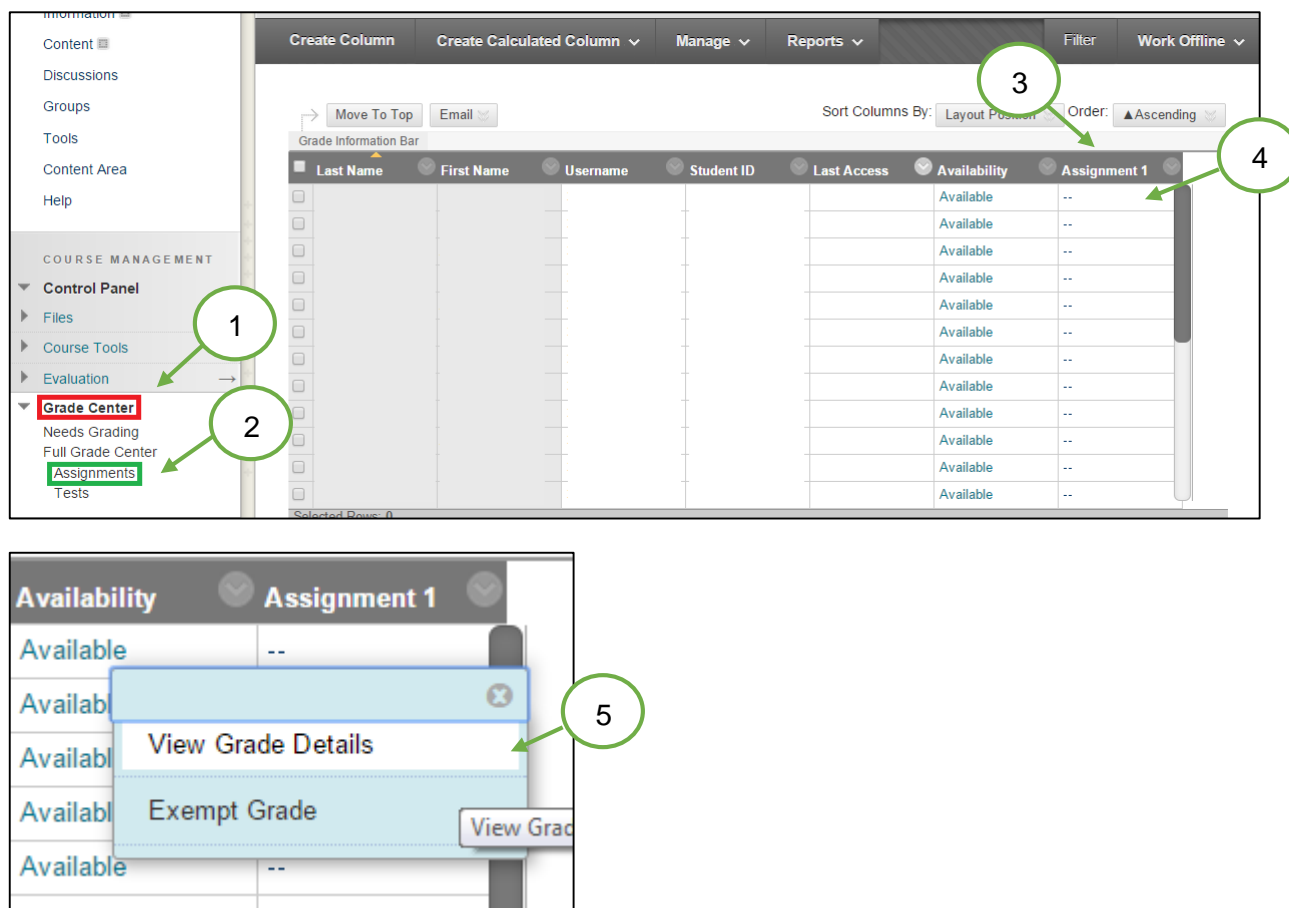
The screenshot shows the 'ASSIGNMENT FILES' section with an 'Attach File' label and two buttons: 'Browse My Computer' and 'Browse Course'. A green callout box points to the 'Browse My Computer' button with the text: '5- You can attach a file by clicking **Browse My Computer**.' Below this is the 'DUE DATES' section, which includes a note: 'Submissions are accepted after this date, but are marked **Late**.' It features a 'Due Date' label, a date input field with a calendar icon, and a time input field with a clock icon. A note below the fields says: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The 'GRADING' section has a label '* Points Possible' followed by a text input field. A green callout box points to this field with the text: '6- You can also decide on a due date, possible points, grading options and other available options.' Below the grading section are three expandable panels: 'Submission Details', 'Grading Options', and 'Display of Grades'.

7- Click **Submit**.

Note: make sure you make the assignment available; otherwise, your students won't be able to access it.

Finding students' assignments

1. Go to **Grade Center**.
2. Find **Assignments**.
3. Locate the column of your assignment (It has the name you entered when you created the assignment)
4. Hover the mouse over the cell where the column matches the student.
5. Click the Action link (the arrow button), then click **View Grade Details**.
6. A window will appear where you can find the file. Click the file's link.
7. Click the **View Attempt** button.



BLACKBOARD ON DEMAND MOVIE

Watch it

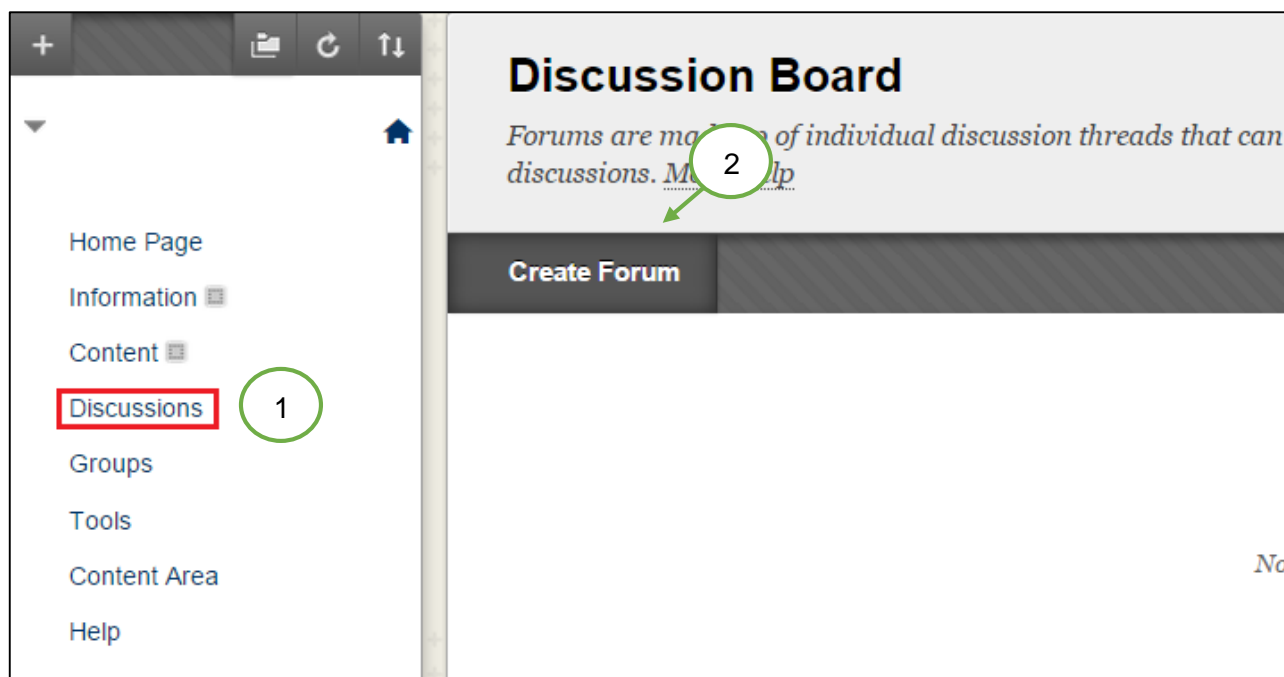
http://ondemand.blackboard.com/r91/movies/bb91_grade_center_viewing_grade_details.htm

FOURTEENTH: ADD A DISCUSSION FORUM

Discussion Board forum is the place where the conversation happens online. A forum usually poses a question to the class.

To create a forum, follow these steps:

1. In the course menu, click **Discussions**.
2. Click the **Create Forum** option.
3. Enter the Forum name and instructions.
4. Select the appropriate options for availability and settings.
5. Click **Submit**.



BLACKBOARD ON DEMAND MOVIE

Watch it

<http://ondemand.blackboard.com/r9/movies/Bb9_Discussion_Board_Creating_a_Forum.htm>

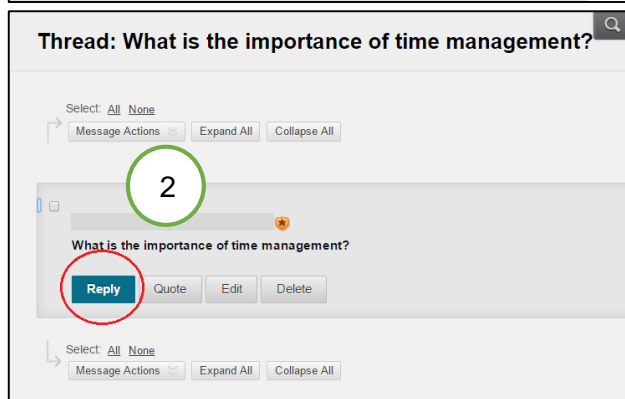
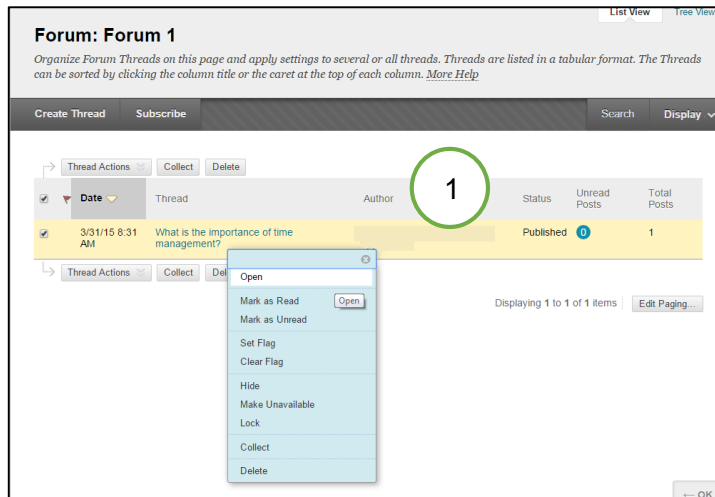
Creating Threads

Students answer the questions by creating *threads*. Students click the forum's link and once inside, they click on **Create Thread** to type in their answer.

Control Panel → Discussions → choose the forum → Create thread.

Replying to Threads

1. To read and reply to a thread, you need to access the forum and click the thread's title/name.
2. Click the **Reply** (or **Quote**) button to reply to the thread.
3. Type the response in the **Message** box to attach it.
4. Click **Browse My Computer** to locate the file you need to upload.
5. Click Submit.



FIFTEENTH: COURSE COPY

1. In the Control Panel, click **Packages and Utilities**, and in the submenu click **Course Copy**.
2. Select **Copy Course Materials into an Existing Course**.
3. Click **Browse** to find the destination course.
4. In the new window, find the course you wish to copy materials into, select the radio button and then click Submit.
5. Select all boxes you wish to copy into the new course.
6. **DO NOT select Enrollments.**
7. Click **Submit**.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

Cancel Submit

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course ▼

SELECT COPY OPTIONS

* Destination Course ID Browse...

Select Course Materials

Select All Unselect All

☐ Content Areas

☐ Home Page

☐ Information

☐ Content

☐ Content Area

☐ Adaptive Release Rules for Content

User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

☐ Announcements

☐ Blogs

☐ Calendar

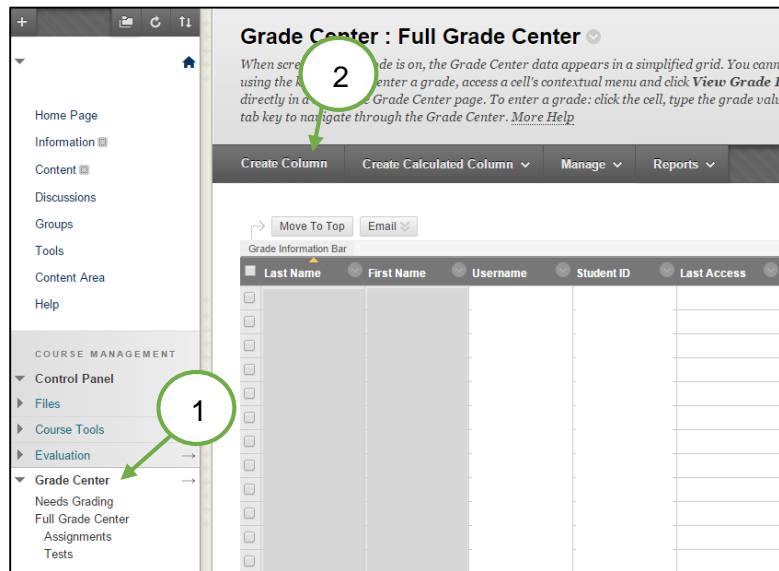
SIXTEENTH: GRADE CENTER

All gradable items created for a Course through Blackboard automatically generate columns in the Course's **Grade Center**.

Creating Grade Center Columns Manually

To create a column in the **Grade Center**, follow these steps from the **Grade Center** page:

1. In the Control Panel area click **Grade Center**, and then **Full Grade Center**.
2. Click **Create Column** button.
3. Enter a **Column Name**. This is a formal name for the column.
4. Enter a **Description**. A description will help instructors identify the column.
5. Select a **Primary Display** and a **Secondary Display** from the drop-down menu.
6. Enter **Points possible** (mandatory field).
7. Choose if you want to include this column in the **Grade Center** calculation column (Weighted Total). Make this column visible to students, or show statistics (average and median) for this column in students' "My Grades" section so that they can compare their results with the class average.
8. Click **Submit**.



This screenshot shows the 'COLUMN INFORMATION' form in Blackboard. The form is divided into several sections: 'COLUMN INFORMATION', 'DATES', and 'OPTIONS'. In the 'COLUMN INFORMATION' section, there are fields for 'Column Name' (labeled with a green circle '3'), 'Grade Center Name', and a rich text editor for 'Description' (labeled with a green circle '4'). Below these are dropdown menus for 'Primary Display' (labeled with a green circle '5'), 'Secondary Display', and 'Category'. There is also a 'Points Possible' field (labeled with a green circle '6'). The 'DATES' section includes 'Date Created' and 'Due Date' fields. The 'OPTIONS' section contains three radio button options: 'Include this Column in Grade Center Calculations', 'Show this Column to Students', and 'Show Statistics (average and median) for this column to Students in My Grades'. The first option is labeled with a green circle '7'.

BLACKBOARD ON DEMAND MOVIE

Watch it

<http://www.blackboard.com/quicktutorial/s/9_GradeCenter_create_column.htm