

**BLACKBOARD FACULTY SHORT GUIDE**

<b>I. HOW TO ACCESS BLACKBOARD</b>	<b>2</b>
<b>II. VISIT YOUR COURSES</b>	<b>3</b>
<b>III. GROUP BLACKBOARD COURSES BY TEACHING TERM</b>	<b>3</b>
<b>IV. COURSE MENU</b>	<b>4</b>
<b>V. VIEW STUDENTS LIST</b>	<b>5</b>
<b>VI. BUILD YOUR COURSE</b>	<b>6</b>
<b>1) ADD COURSE INFORMATION TO YOUR COURSE</b>	<b>6</b>
<b>2) ADD AN ANNOUNCEMENT</b>	<b>7</b>
<b>3) ADD CONTENT</b>	<b>8</b>
<b>4) ADD REGULAR OR SAFEASSIGN ASSIGNMENTS</b>	<b>10</b>
<b>5) ADD CONTACTS</b>	<b>12</b>
<b>VII. FOR HELP</b>	<b>12</b>

## I. HOW TO ACCESS BLACKBOARD

1. Open the University website <http://www.sharjah.ac.ae>
2. Click **MyUOS Portal** link

If you are connected to the University "SHARJAH" Network Domain, you will be directly logged in

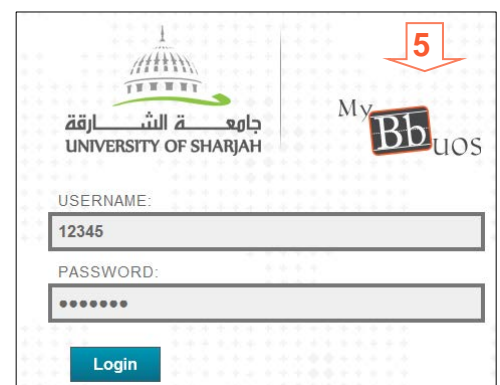
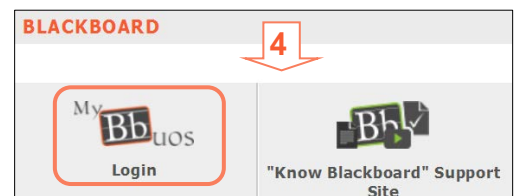
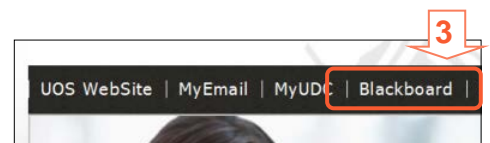
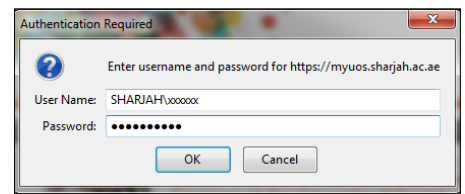
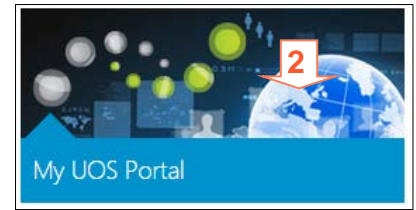
However, if you are accessing the portal from outside, you need to enter your username and password as follows:

**Username:** SHARJAH\Your University ID

**Password:** University Network password

3. Click on **Blackboard**
4. Click **Login**
5. Enter your username and password in the Blackboard login form

**Note:** Type your username as your **university ID** only.  
(don't type Sharjah\)



## II. VISIT YOUR COURSES

- Access your course from the **Course List** Module found in the **My Courses** Tab [1]
- Click the **Course Name** to Visit the Course [2]

The screenshot shows the 'My Courses' page with a user profile 'test student' and '47' notifications. The 'My Courses' tab is active, and the 'Notifications Dashboard' is visible. The 'My Announcements' section states: 'No Institution Announcements have been posted in the last 7 days.' Below it, a 'Blackboard Course' announcement is listed: '> This is to test new BB release October 2014 (2)'. The 'Course List | قائمة المساقات' module is highlighted with a red box labeled '1'. It shows 'Courses where you are: Student' and a list of courses. The first course, 'BB\_2014\_10: Blackboard Course', is highlighted with a red box labeled '2'. Its instructor is listed as 'Blackboard Support \*; Blackboard Administrator \*;'. A gear icon is visible in the top right corner of the Course List module.

## III. GROUP BLACKBOARD COURSES BY TEACHING TERM

- From the Course List, Access the Module Settings by clicking on the gear icon at the top right [1]

The screenshot shows the 'My Courses' page with the 'Course List | قائمة المساقات' module. The user role is now 'Instructor'. The course list includes: 'BB\_Training\_En\_S2015: CourseCopy English', 'BB\_Training\_Ar\_S2015: تدريب بالكمبيوتر', 'CASTO: Practical Training', and 'CASTO\_Ar: التدريب العملي'. A red box labeled '1' points to the gear icon in the top right corner of the Course List module.

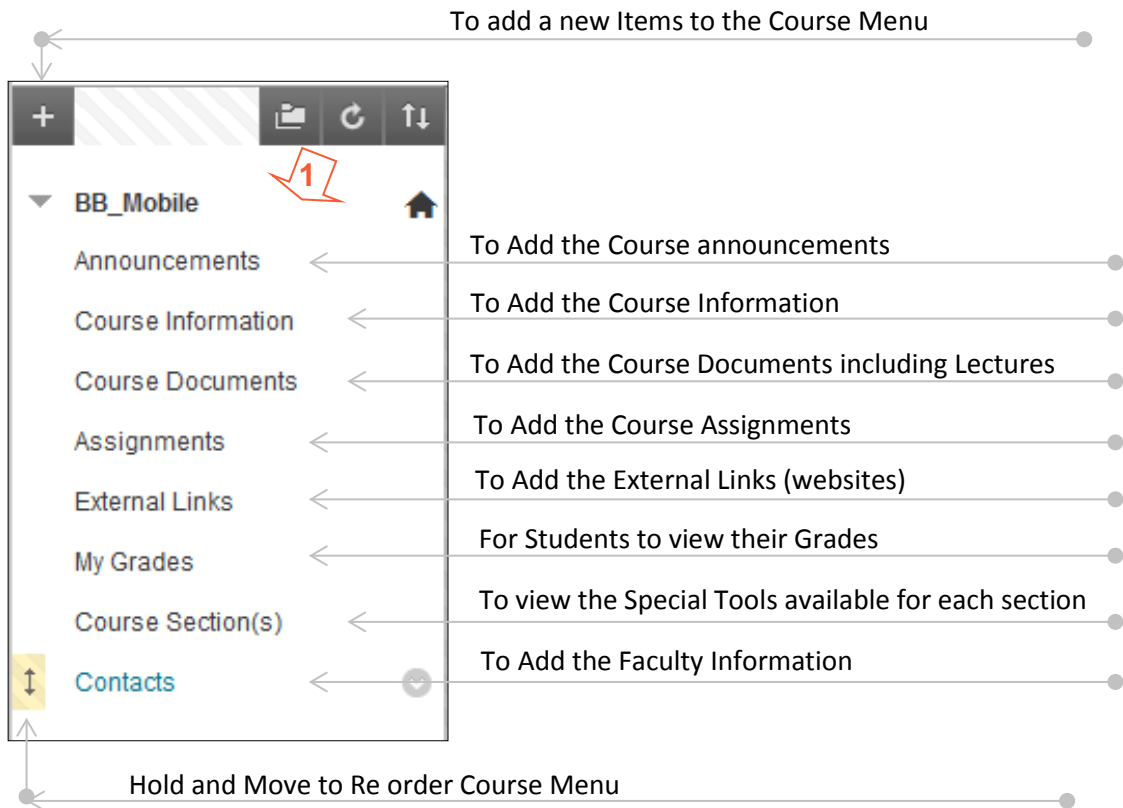
- Check **Group By Term** [2]
- Click **Submit** [3]. Course will be grouped as per the teaching term.

The screenshot shows the 'TERMS' settings dialog box. At the top right, there are 'Cancel' and 'Submit' buttons. A red box labeled '3' points to the 'Submit' button. Below the buttons, the text reads: 'You may optionally group your courses within their respective terms. Once this grouping is selected you may then further filter your displayed courses by hiding or collapsing terms by default. A hidden term will not show up in the module page. A collapsed term will show up but in a collapsed state. You can expand or collapse terms either from this page or from within the module page itself.' A red box labeled '2' points to the 'Group by Term' checkbox, which is checked. Below this is a table with columns: 'Term Name', 'Term Duration', 'Show Term', and 'Expand Term'. The table lists two terms: 'Spr2015' and 'Sum2015', both with 'Continuous' duration and 'Show Term' checked. A 'Select All/Unselect All' checkbox is also present.

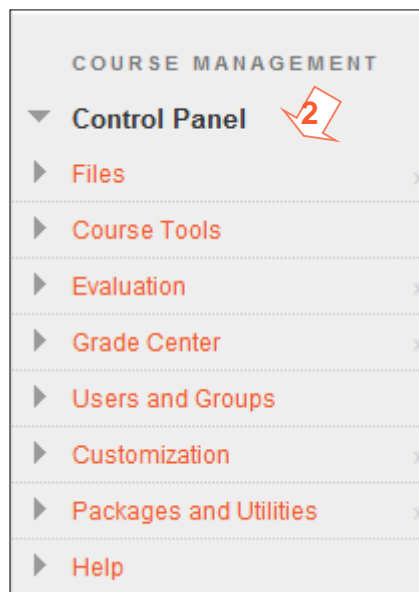
↑↓	Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
	<input type="checkbox"/>	Spr2015	Continuous	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Sum2015	Continuous	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## IV. COURSE MENU

- The Course Menu is on the Left Hand Side of the course page [1]



- At the Bottom-Left Hand Side you can see the **Control Panel [2]** for the course. The Control Panel is the Faculty Control Region and can't be viewed by students.

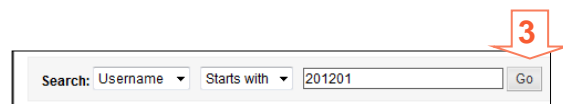
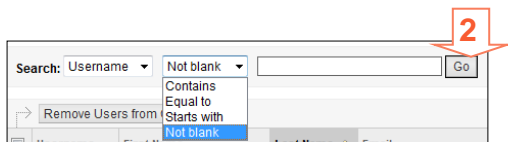
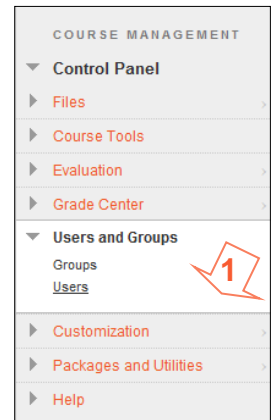


## V. VIEW STUDENTS LIST

Instructor can view the list of all students (in all sections) that are enrolled in the course. Instructor can also view the sections of the course that he/she is teaching and list of students per each section.

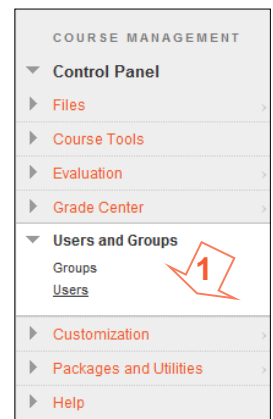
### To view the Students List:

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click **Users and Groups** under **Control Panel**
- Click **Users [1]**
- To list all students, select **Not Blank** from the drop down menu then click **Go [2]**
- To search for a specific student Enter a Last Name, Username or Email then click **Go [3]**

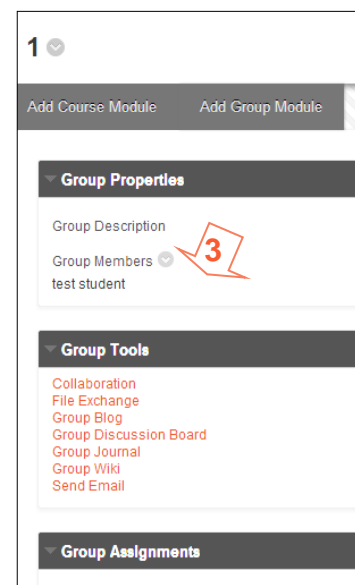


### To view Students by Sections (Groups):

- Open the course from the **Course List** Module found in the **My Courses** Tab
- Click **Users and Groups** under **Control Panel**
- Click **Groups [1]**
- Select a specific section [2]
- Students are listed under the Group Members [3]



<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	1	-	1	No	Yes
<input type="checkbox"/>	2	-	1	No	Yes



## VI. BUILD YOUR COURSE

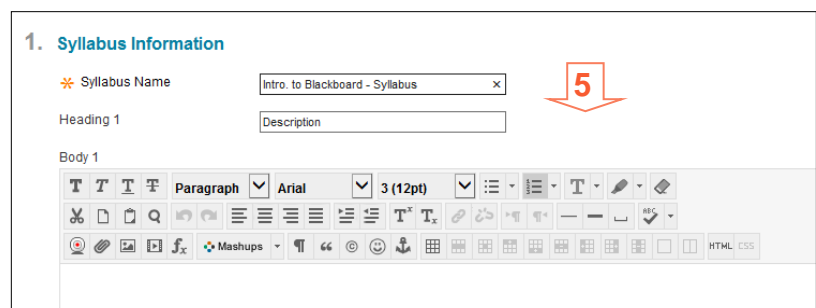
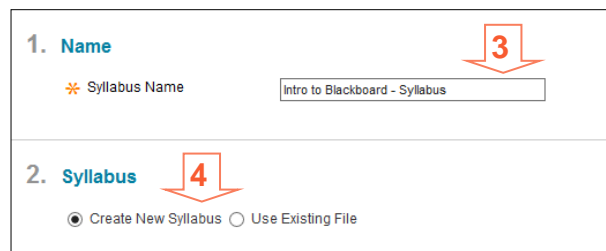
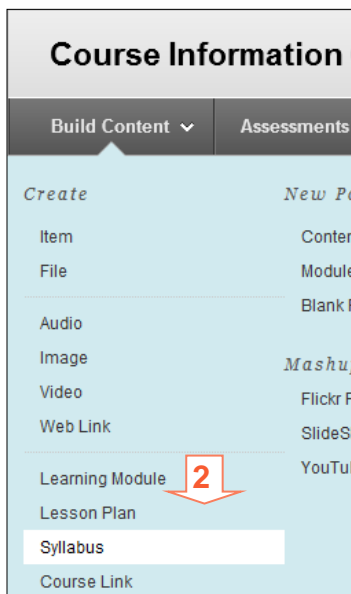
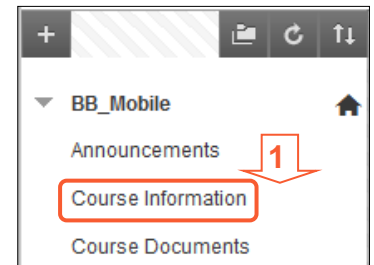
To Add or Edit the course content, always make sure to set the **Edit Mode** to **ON** from the top right of the course window.



### 1) ADD COURSE INFORMATION TO YOUR COURSE

You can create a syllabus in two ways. You can upload an existing file or use the Blackboard Learn **Syllabus Builder**.

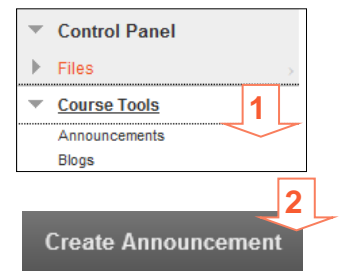
- Click the content area such as **Course Information** in the course Menu [1]
- On the Action Bar, point to **Build Content** then Select **Syllabus** [2]
- Type a **Name** for the item [3]
- Select the **Create New Syllabus** option [4] then click Submit
- Type instructions or a description for each heading [5]
- Click **Submit**



## 2) ADD AN ANNOUNCEMENT

Instructors can use Announcements tool to make an announcement to students. It is always useful also to use Announcements tool to post about time-sensitive material such as: When Assignments are due, Corrections/clarifications of materials or Exam schedules.

- Open the course from the **Course List** Module found in the **My Courses** Tab
- In the **Course Tools** area of the **Control Panel**, click **Announcements [1]**. You can also access Announcements from the course menu directly.
- Click Create **Announcement. [2]**
- Enter a **Subject** and **Message. [3]**
- Select **Date Restricted** to limit the announcement's visibility by date and time. **[4]**
- Select the **Display After** and/or **Display Until** check boxes and type or select the dates and times.
- Select **Send a copy of announcement immediately** to send students an email containing the announcement **[5]**. The email will be sent with your email address as the sender. If this option is not selected, students are still notified of this announcements but the sender email address will be the Blackboard system.



- Optionally, link to a course area, tool, or item using the **Browse** button **[6]**
- Click **Submit**.

### 3) ADD CONTENT

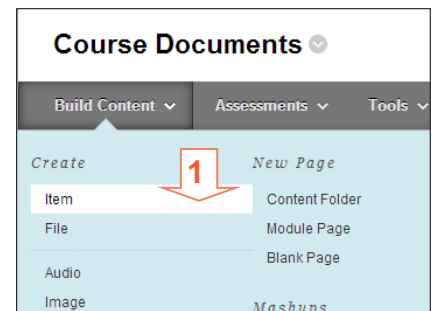
Different type of Content can be ceated inside a content area such as:

- Items and Files
- Audios, Images, Videos and Links to websites
- [Learning Modules](#)
- [Lesson Plan](#)
- [Mashups](#)

#### Add an Item

Item is a general piece of content, such as a (word, PDF) file, image, text, or link which a description and other items can be attached.

- Click the content area such as **Course Documents** in the course Menu
- On the Action Bar, point to **Build Content** then Select **Item** [1]
- Type a **Name** for the item [2]
- Type instructions, a description, or a question in the **Text** box [3]
- Under **Attachments**, attach a file using one of the following options: [4]
  - To upload a file from your computer, click **Browse My Computer**
  - To upload a file from the course's storage repository, click **Browse Course**
- Under **Standard Options** for the item: [5]
  - Select **Yes** to **Permit Users to View this Content**
  - Select **Yes** to **Track Number of Views**
  - For **Enter Date and Time Restrictions**, you can set items to display on a specific date and time
- Click **Submit**



1. **Content Information**

Name

Color of Name

Text

**3**

This chapter is an introductory to Blackboard Learning Management System.

2. **Attachments**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the Attach File*

3. **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

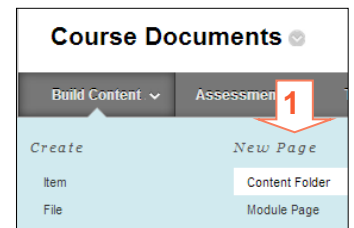
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*



## Add Content Folder

Content Folder is a course area that contains content items. Folders allow content to be categorized.

- Click the content area such as **Course Documents** in the course Menu
- On the Action Bar, point to **Build Content** then Select **Content Folder** [1]
- Type a **Name** for the Folder [2]
- Type instructions or description in the **Text** box [3]
- Select **Yes** to **Permit Users to View this Content** [4]
- Select **Yes** to **Track Number of Views** [4]
- For **Enter Date and Time Restrictions**, you can set items to display on a specific date and time or leave them unselected for unrestricted time [4]



1. Content Folder Information

Name: Lectures

Color of Name: Black

Text: This folder include all course lectures

Path: /

2. Standard Options

Permit Users to View this Content:  Yes  No

Track Number of Views:  Yes  No

Select Date and Time Restrictions:  Display After 08/15/2014 11:59 PM  Display Until

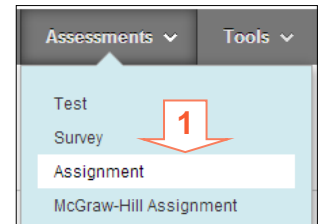
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

#### 4) ADD REGULAR OR SAFEASSIGN ASSIGNMENTS

Assignments allow Instructors to create coursework and manage the grades and feedback for each Student separately.

- Click **Assignment** in the course Menu
- On the Action Bar, point to **Assessment** then Select **Assignment** [1]
- Type a **Name** and **instructions** [2]
- Optionally, attach a file using **Browse My Computer** or **Browse Course** [3]
- Select a **Due Date** [4], Due dates are used to organize and assign gradable items to grading periods in the Grade Center
- Type **Points Possible** [5]
- **Assignment Type:** Select **Individual Submission** to send the assignment to all students or select **Group submission** for group assignment [6]
- Select the option for **Number of Attempts** [7] (*Multiple Attempts allow students to submit work for an Assignment more than once and receive comments and a grade for each submission.*)
- **Plagiarism Tools** [8]:
  - Select **Check submissions for plagiarism using SafeAssign** to enable plagiarism detection through SafeAssign
  - Select **Allow students to view SafeAssign originality report for their attempts** if desired
  - For draft submission of assignment (ex. Progress report), select **Exclude submissions from the Institutional and Global References Databases**. This is to have students submit papers for checking against SafeAssign sources, but not include the student papers in the Institutional Database. This way when a student re-submits a (presumably) revised version of the paper, SafeAssign does not flag the paper as matching against the previous "draft" submission.
  - *For more information on using SafeAssign, see the online guide [use SafeAssign](#)*



**ASSIGNMENT INFORMATION**

Name and Color  Black

Instructions

Path: p Words: 0

**ASSIGNMENT FILES**

Attach File

**DUE DATES**

Submissions are accepted after  but are marked Late.

Due Date

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

**GRADING**

Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
<p><b>Submission Details</b></p> <p><i>If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt of this assignment. It may be necessary to provide these students with an overall grade for the assignment.</i></p> <p>Assignment Type <input checked="" type="radio"/> Individual Submission <input type="radio"/> Group Submission</p> <p>Number of Attempts <input type="text" value="Single Attempt"/></p> <p>Plagiarism Tools</p> <p><input checked="" type="checkbox"/> Check submissions for plagiarism using SafeAssign</p> <p><small>SafeAssign only supports English-language submissions. See Blackboard Help for more details.</small></p> <p><small>If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Instructors until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality Reports depending on the state of the "Allow students to view SafeAssign originality report for their attempts" setting.</small></p> <p><input checked="" type="checkbox"/> Allow students to view SafeAssign originality report for their attempts</p> <p><input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases</p>			

- Select **Make the Assignment Available** [9]
- Use the **Display After** and **Display Until** date and time fields to limit the availability of the Assignment [10]
- Click **Submit**

**9**

**10**

**AVAILABILITY**

Make the Assignment Available  
*This assignment cannot be made available until it is assigned to an individual or group of students.*

Limit Availability

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.*

Track Number of Views

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

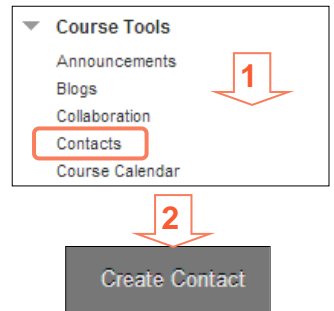
Cancel Submit

For more details please see the Assignment guide in the [know Blackboard](#) site

## 5) ADD CONTACTS

“Contacts” is a place where you can add profile information about yourself and other staff that is distributed to students. This is a good place to add officer hours, phone numbers, and other links to help students identify people who have a role in the course.

- In the **Course Tools** area of the **Control Panel**, click **Contacts [1]**. You can also access Contacts from the course menu directly
- Click **Create Contact [2]**
- Provide the necessary **Profile Information [3]**
- Select **Yes** to **Make the Contact Available** to students **[4]**
- Click **Browse** to **Attach Image**. (**Note:** The image size should be 150 x 150 pixels) **[5]**
- Type the web address (URL) for the contact’s personal site or blog **[6]**
- Click **Submit**



**1. Profile Information**

*Provide an email address and a title, first name, or last name.*

Title

First Name

Last Name

\* Email

Work Phone

Office Location

REC

M11 - xxx

**2. Options**

Make the Profile Available  Yes  No

*Attach an image. For best results, the image size should be 150x150 pixels.*

Current Image None

Attach Image

Personal Link

## VII. FOR HELP

