

## BLACKBOARD STEP BY STEP STUDENT GUIDE

A.	<b>BLACKBOARD @ UOS .....</b>	
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	ERROR! BOOKMARK NOT DEFINED.	
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## HOW TO ACCESS BLACKBOARD

1. Open the University website <http://www.sharjah.ac.ae>
2. Click **Quick Links** “MyUOS”

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

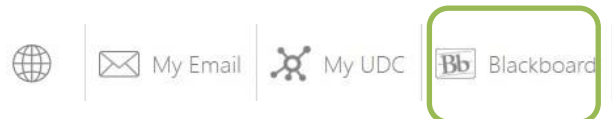
However, if you are accessing the portal from outside, you need to enter your username and password as follows:

**Username:** SHARJAH\Your University ID

**Password:** University Network password

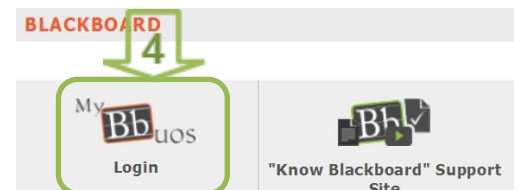


3. Click on **Blackboard**

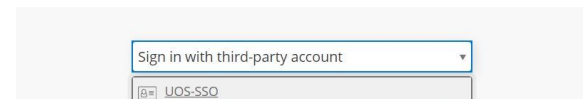


4. Click **Login**

You can also visit Blackboard site directly through below link:  
<https://elearning.sharjah.ac.ae>



5. Choose from the drop down “**UOS-SSO**”





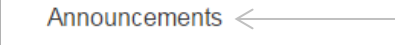
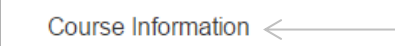
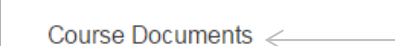
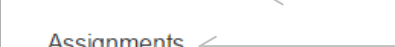
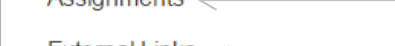



6. if you are connected in the university of Sharjah network, blackboard will open based on your PC Login username
7. If you are login from outside UoS network, a popup window will appear. Insert your username and password as follows:

**Username:** Sharjah\Your University ID

**Password:** University Network password

## About Course Menu

- The Course Menu is on the Left Hand Side of the course page [1]
- All content uploaded by your instructor on Blackboard course can be accessed through the course menu

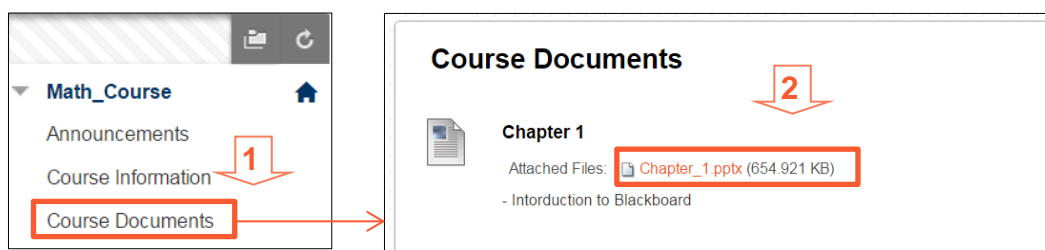
	Click the folder icon to display the course menu in a window with full content view
	
	To View Course announcements
	To View the Course Information (Syllabus, etc.)
	To View the Course Documents (Lectures, etc.)
	To View and Submit the Course Assignments
	To View the External Links (websites)
	To view your Grades
	To Access the Special Tools Available for Each Section (discussion boards, etc.)
	To View the Faculty or TA Information

### Notes:

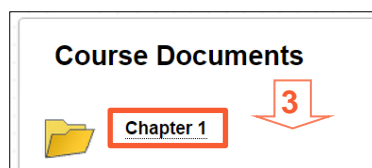
- The above menu is the default one but your instructor might choose different divisions in the course menu.
- When your instructor add a content to Blackboard, you will receive automatic email notification from [do-not-reply@sharjah.uos.edu](mailto:do-not-reply@sharjah.uos.edu) stating the content added and the course name. You can click on the link in the email to reach the content directly.

### A. How to View and Download the Course Lectures

- From the course menu, click on the content area where your instructor put the lectures (Course Documents) [1]
- Content uploaded on Blackboard look like [2]
- Under Attached Files, Click on the file link to open and save the file [2]



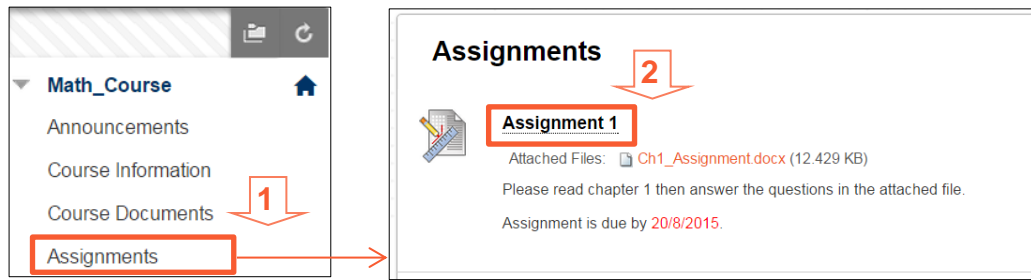
- Course Content might be structured in folders. If available, Click on folder icon to access them [3]



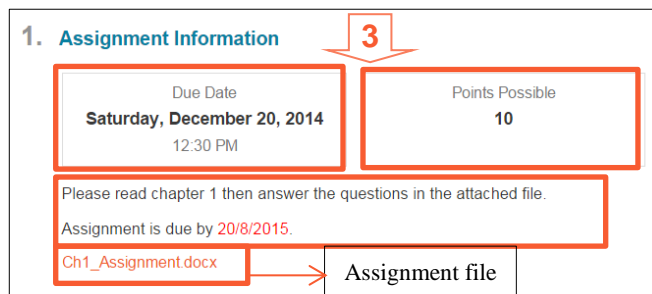
### B. How to View and Submit the Blackboard Assignment

- From the course menu, click on the content area where your instructor put the assignment (Assignments) [1]

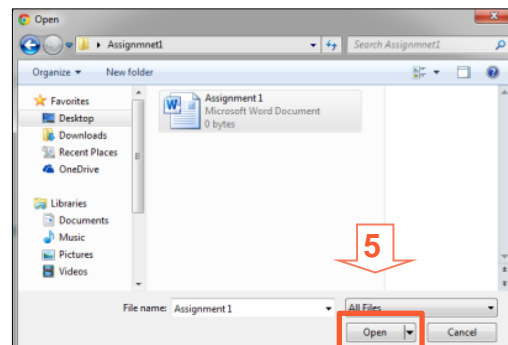
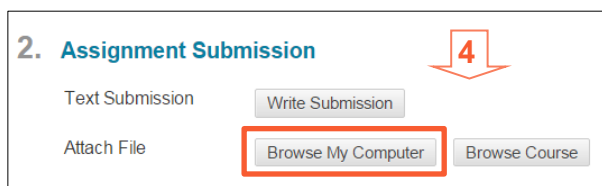
- Click on the name of the Required Assignment [2]



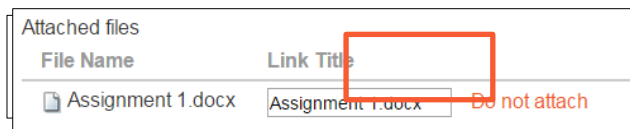
- Check **Due Date**, **Points possible** and read **instructions** carefully [3]
- Click on the assignment file (if available) to download it [3]



- Click "Browse My Computer" button to attach file for submission [4]
- Locate the file of solved assignment on your PC and click open [5]



- You can check attached forms under "Attached files" [6]
- Click **Submit** [7] (Note: "Save as Draft" button do not submit the assignment, it only save it for you if you need to come back and do changes then submit)



### **Plagiarism Detection:**

- If your instructor enables plagiarism detection, you will see under Assignment Information a message stating that "**Your assignment will be reviewed through SafeAssign**" [8]. This means that the submitted assignment will be checked against a large number of "plagiarism databases" and gives as a result a SafeAssign Originality report that highlights the content parts which appear as plagiarized and the matching % of plagiarism.
- SafeAssign accepts files in Microsoft Word (doc, docx)/ OpenOffice (odt)/ TXT / RTF / HTML / PDF only

**ASSIGNMENT INFORMATION**

<p>Due Date</p> <p><b>Wednesday, September 30, 2015</b></p> <p>2:34 PM</p>	<p>Points Possible</p> <p><b>10</b></p>
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By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

**Institution Release Statement**

Your assignment will be reviewed through SafeAssign

### Access Originality Reports:

- Optionally, instructors can allow students to view the generated SafeAssign report. If Enabled:
- Click the assignment link to access the Review Submission History page.
- A SafeAssign section appears in the grading sidebar [1].
- While the report is processing, the following statement appears: Report in progress...
- When the report is ready to view, a percentage appears in the grading sidebar.
- Expand the SafeAssign link and click **View Originality Report** to view the results in a new window [2].

**For Help:** Site [KNOW BLACKBOARD](#) | Email [helpdesk@sharjah.ac.ae](mailto:helpdesk@sharjah.ac.ae) | Tel. 06-5050111