



وكالة العمادة للشؤون الفنية



Getting Started With Course Delivery



Introduction

Introduce your self



Your Turn: Introduce Yourself

Please let us know the following about you:

- Name
- Position/Title
- Courses that you teach
- Experience using Blackboard

Agenda

- What Is the Blackboard System.
- How To Access the System.
- Course Layout.
- Assignments.
- Control Panel
- Tools:
 - Announcements.
 - Discussion Board.
 - Send Email.
 - Blackboard Collaborate Ultra.

Definition:

What is the Blackboard System?

Blackboard is a Web-based learning management system (LMS) designed to support ND manage online courses. Blackboard provides a variety of services, tools and features for enriching the learning experience.





How To Access Blackboard System

How To Access the Blackboard System

Login Information

- Blackboard Learn login page:
- <http://lms.mu.edu.sa>
- Choose (MU LOGIN) from (Sign in with third-party account) .
- Username – Your Email .
- Password – password for your Email .



Overview

Global Navigation Menu

- Courses.
- Settings.

The screenshot displays the Blackboard LMS interface. At the top, a navigation bar includes links for My Institution, Courses, Community, Services, System Admin, and Outcomes Assessment. Below this, a secondary navigation bar shows My Institution and Notifications Dashboard. The main content area is divided into several sections:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, and Personal Information.
- My Announcements:** A section with a message stating "No Institution Announcements have been posted today." and "No Course or Organization Announcements have been posted today." with a link to "more announcements...".
- My Organizations:** A section with a message stating "Organizations where you are: Leader" and a link to "Haf 101".
- My Courses:** A section with a message stating "Courses where you are: Instructor" and a list of courses: Haf 101, arab 103, eng 211, eng 415, ent 101, islm-101, and pssc 114.

Overlaid on the right side is the Global Navigation Menu, which is open. The menu items are: Courses (highlighted with a red box), Links, Settings, Change Text Size, and High Contrast Setting. Below these items is a user profile for "Mohammad Hussein" with a dropdown arrow. The menu also lists "RECENTLY VISITED" courses (Haf 101, salm 103, salm 102, salm 101, islm-101) and "MY OTHER COURSES" (arab 103, eng 211, eng 415, ent 101, pssc 114). At the bottom of the menu are sections for Organizations, Links, Tools, and Settings, along with a home icon and a help icon.

Main Page

- Tabs.
- Modules.

The screenshot displays a university dashboard with a gold header bar. The header includes a user profile for 'Mohammad Hussein' and a power icon. Below the header is a navigation menu with tabs: 'My Institution', 'Courses', 'Community', 'Services', 'System Admin', and 'Outcomes Assessment'. The main content area is divided into two tabs: 'My Institution' and 'Notifications Dashboard'. A banner at the top features logos for the Faculty of Education and Al-Madina University, along with images of a building and a hand on a keyboard. The dashboard is organized into three columns:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, and Personal Information.
- My Announcements:** A section with a gear icon containing the text: 'No Institution Announcements have been posted today.' and 'No Course or Organization Announcements have been posted today.' with a link for 'more announcements...'
- My Organizations:** A section with a gear icon containing the text: 'Organizations where you are: Leader' and 'Haf 101'.
- My Courses:** A section with a gear icon containing the text: 'Courses where you are: Instructor' and a list of course numbers: 'Haf 101', 'arab 103', 'eng 211', 'eng 415', 'ent 101', 'islm-101', and 'pssc 114'.

At the bottom of the dashboard, there is a button that says 'Download Blackboard's Student App Today'.

Course Layout

- Home Page.
- Course Menu.
- Control Panel.

The screenshot displays the Blackboard interface for a course titled 'Haf 101'. The browser address bar shows the URL: https://lms.mu.edu.sa/webapps/blackboard/execute/modulepage/view?course_id=_15. The page title is 'Haf 101 Home Page'. The interface is divided into several sections:

- Course Menu (Left Sidebar):** A vertical list of navigation options including Home Page, Information, Content, التصول الافتراضية, Discussions, Roster, Tools, Help, and الدرجات. This menu is highlighted with a red box.
- Control Panel (Left Sidebar):** A section for course management with options like Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. This section is also highlighted with a red box.
- Main Content Area (Right):** The 'Home Page' section contains several widgets:
 - My Announcements:** A widget showing 'No Course or Organization Announcements have been posted today.' with a link to 'more announcements...'.
 - What's New:** A widget showing 'No Notifications' and 'Last Updated: August 6, 2018 5:16 PM'.
 - To Do:** A widget with a 'What's Past Due' section (All Items (0)) and a 'What's Due' section. The 'What's Due' section includes a date selector set to '12/16/2018' and a 'Go' button. Below it, there are sections for 'Today (0)' (Nothing Due Today), 'Tomorrow (0)', 'This Week (0)', and 'Future (0)'. This entire widget area is highlighted with a red box.
 - Alerts:** A widget showing 'Past Due' (No Notifications) and 'Retention Center Alerts' (No Retention Alerts). It also includes 'Activity Alerts' (No Notifications) and 'Last Updated: August 6, 2018 5:16 PM'.

Home Page

- Customize Page.

The image shows a screenshot of the Blackboard Home Page customization interface. The browser address bar displays the URL: https://ms.mu.edu.sa/webapps/blackboard/execute/modulepage/view?course_id=.... The page title is "Haf 101 Home Page".

The interface is divided into several sections:

- Navigation Menu:** Located on the left, it includes links for Home Page, Information, Content, الصفحات الإلكترونية (e-pages), Discussions, Roster, Tools, Help, and الترتيبات (arrangements).
- Course Management:** A section below the navigation menu with a "Control Panel" and various options like Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help.
- Home Page Content:** The main area displays several widgets:
 - My Announcements:** Shows "No Course or Organization Announcements have been posted today." with a "more announcements..." link.
 - To Do:** A section for tasks, currently showing "Nothing Due Today".
 - What's Past Due:** A section for overdue items, currently showing "All Items (0)".
 - What's Due:** A section for upcoming due dates, currently showing "Nothing Due Today".
 - What's New:** A section for new content, currently showing "No Notifications".
 - Alerts:** A section for various alerts, currently showing "No Notifications".

Overlaid on the left side of the screenshot is a "Customize: Home Page" dialog box. It contains the following information:

- 1. Customize Theme:** A section with the instruction "Choose a color palette for all the elements on this page. Change the color palette." and a "Current Selection:" label.
- Color Palette Library:** A grid of color palette options, each with a preview of the page layout and a name below it:
 - (Restore to Default)
 - Desert
 - Fall
 - Forest
 - Lime
 - Mesa
 - Ocean

Home Page

- Add course Module.

The screenshot displays the Blackboard LMS interface for a course named 'Haf 101'. The 'Home Page' is selected in the left-hand navigation menu, and the 'Add Course Module' button is highlighted with a red box. The 'Add Module' dialog is open, showing a search bar and a list of modules. The 'Add' button is highlighted for each module.

Add Module
Modules are items that include content, links, or tools that can be added to search module titles and descriptions by keyword. Select a module *More* to appear on the page: Home Page

Search
Go

Browse by Category
All
My Blackboard
Toolbox
Other

BbStats - Activity Dashboard
System usage report (More)...
Add

Booksshelf by VitalSource
Displays Booksshelf by VitalSource Adopted... (More)...
Add

Calculator
Perform calculations. Add a calculator. (More)...
Add

Course Smart Analytics
Instructors enjoy complimentary access to analytical data. (More)...
Add

Course Smart Instant Access
Instructors enjoy complimentary access to evaluate and adopt eTextbooks and digital course materials. Students (More)...
Add

My Announcements
No Course or Organization Announcements have been posted today.
more announcements...

To Do
What's Past Due
All Items (0)
What's Due
Select Date: 12/16/2018
Today (0)
Nothing Due Today
Tomorrow (0)
This Week (0)
Future (0)

What's New
No Notifications
Last Updated: August 6, 2018 5:16 PM

Alerts
Past Due
No Notifications
Retention Center Alerts
No Retention Alerts
Activity Alerts
No Notifications
Last Updated: August 6, 2018 5:16 PM

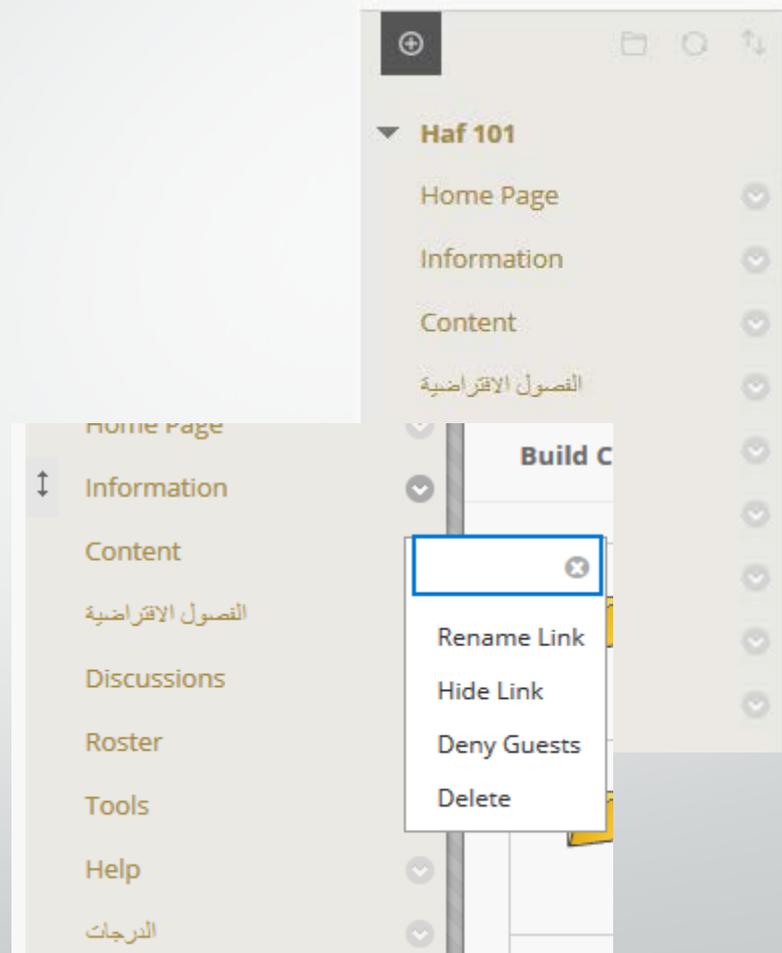


Your Turn: Add Modules to Home Page

1. In **Edit Mode**, access the **Home Page** from the menu.
2. Click **Add Course Module**.
3. Select the check box to **add a module**.
4. Click **Submit**.

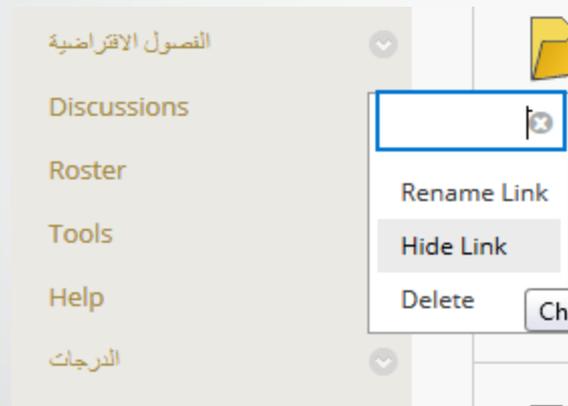
About the Course Menu

- The course menu appears on the left side of a course and contains links to materials and tools within your course.
- Customizations of the course menu can vary from course to course .
 - Add
 - Delete
 - Rename
 - Hide
 - Reorder

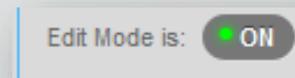


Hide & view content

- From the Course Menu.
- Instructor Resources **must** be hidden.



- Edit mode (on/off).





Your Turn: Course Menu Activity

- From your own course add a **Content Area** in your course menu
 - Name that Content Area based on your course style:
Week, Chapters, Course Materials
- Add the **My Grades Tool** to the **Course Menu**
- Add an **External Link** to your **Course Menu**
- <http://help.blackboard.com>
- Add a **Divider Line** to the **Course Menu**
- **Reorder** Menu items
- View the results from the student perspective

Build Content

The screenshot displays the Blackboard LMS interface. On the left is a navigation sidebar for course 'Haf 101', listing items like Home Page, Information, Content, and Discussions. The main area shows the 'Content' section with a 'Build Content' dropdown menu open. The menu is divided into two columns: 'Create' and 'New Page'. The 'Create' column includes options like 'Item' (highlighted with a blue box), 'File', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', 'Lesson Plan', 'Syllabus', 'Course Link', and 'Content Package (SCORM)'. The 'New Page' column includes 'Content Folder', 'Module Page', and 'Blank Page'. A 'Mashups' section is also visible, listing 'Flickr Photo', 'SlideShare Presentation', 'YouTube Video', and 'Blackboard Open Content'.

Content ▾

Build Content ▾ **Assessments** ▾ **Tools** ▾ **Partne**

<i>Create</i>	<i>New Page</i>
<input type="text" value="Item"/>	Content Folder
File	Module Page
<hr/>	
Audio	Blank Page
Image	<i>Mashups</i>
Video	Flickr Photo
Web Link	SlideShare Presentation
<hr/>	
Learning Module	YouTube Video
Lesson Plan	Blackboard Open Content
Syllabus	
Course Link	
Content Package (SCORM)	

Course Management

▾ **Control Panel**

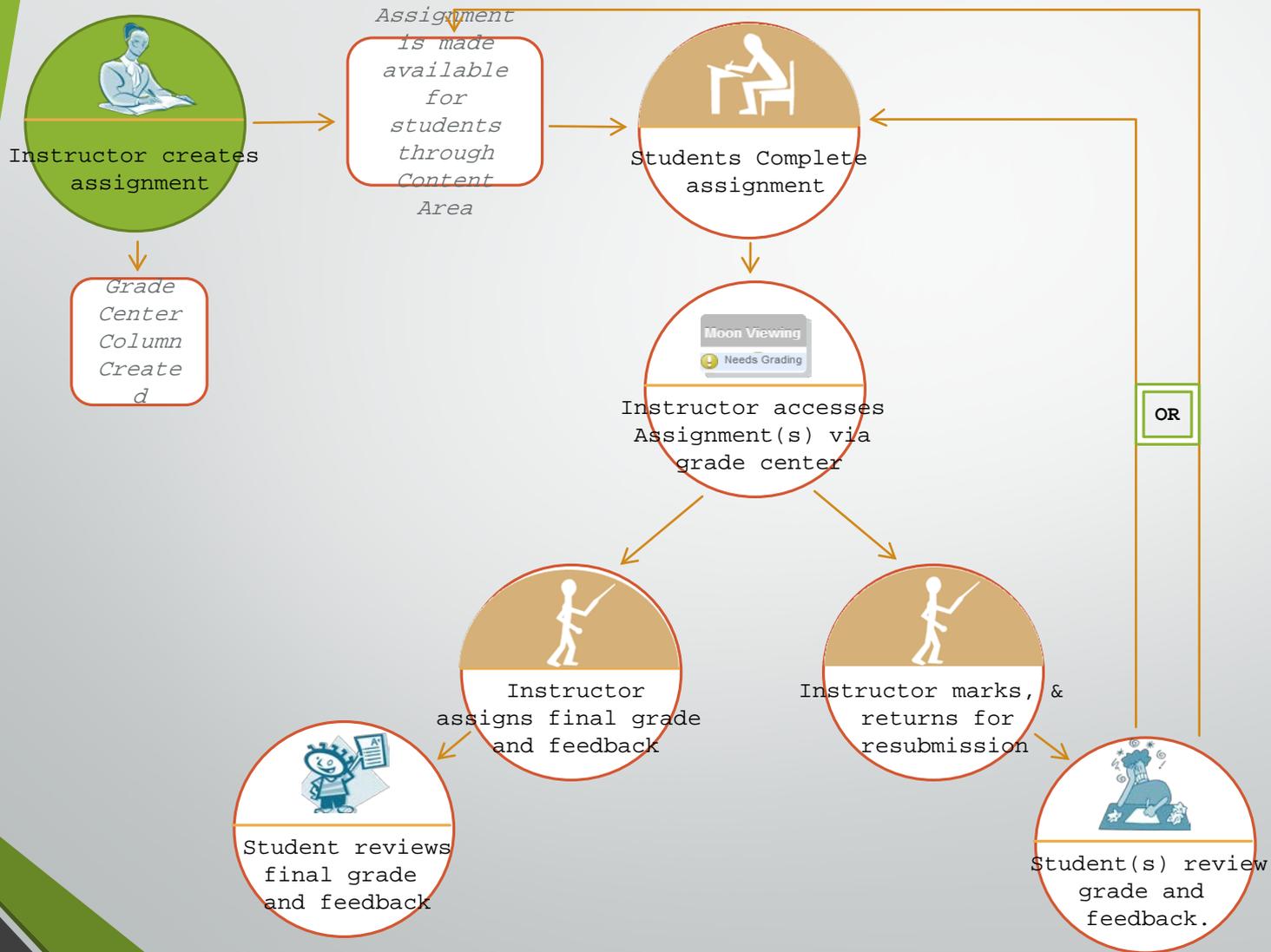
▶ Files

▶ Course Tools



**MANAGING ASSIGNMENTS
MORE EFFICIENTLY**

Bb Assignment Lifecycle



Creating Assignments

The screenshot shows a user interface for a learning management system. At the top, there is a navigation bar with the user's name 'Mohammad Hussein' and a power icon. Below this is a secondary navigation bar with links for 'My Institution', 'Courses', 'Community', 'Services', 'System Admin', and 'Outcomes Assessment'. The main content area is titled 'Content' and is in 'Edit Mode'. A sidebar on the left contains a list of course management options, including 'Home Page', 'Information', 'Content', 'Discussions', 'Roster', 'Tools', 'Help', and 'Course Management'. The 'Content' area has an action bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The 'Assessments' dropdown menu is open, showing a search box with 'Test' entered and a list of options: 'Survey', 'Assignment', 'Self and Peer Assessment', 'McGraw-Hill Assignment', and 'Mobile Compatible Test'. The 'Assignment' option is highlighted. Below the dropdown, there are several content items, each with a folder icon and a title in Arabic, such as 'المقرر', 'من هنا', 'برامج مساعدة', 'ارشادات لحضور الفصول الافتراضية', and 'استعراض ملفات المحتوى العلمي'. Each item has an 'Enabled' status and 'Statistics Tracking'.

1. In **Edit Mode**, access the **Content Area**.
2. On the Content Area's Action Bar, click **Assessment** .
3. On the drop-down list, select **Assignment**.

Creating Assignments

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Assignment Information

* Name and Color Black

Instructions

Rich text editor toolbar with options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font color, background color, bulleted and numbered lists, indent, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other editing tools.

Write a brief paragraph about yourself. Include:

- interesting tidbits about yourself
- your major course of study
- why you are enrolled in this course

Please use the assignment submission text box, rather than attach a file.

Path: p

2. Assignment Files

Attach File

Browse My Computer

Browse Content Collection

3. Due Dates

Submissions are accepted after this date, but are marked *Late*.

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

4. Grading

* Points Possible

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

5. 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

4. Grading

✖ Points Possible

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more

Assignment Type

- Individual Submission
 Group Submission
 Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to

Number of Attempts

Single Attempt ▼

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See Blackboard Help for
If SafeAssign is enabled with Anonym the "Allow students to view SafeAssign*

- Allow students to view SafeAssign
 Exclude submissions from the

Grading Options

*You can choose to hide student names from submission attempts during
review all the grades given to a submission and set the official grade*

- Enable Anonymous Grading
Student names are hidden during the grading process.

- Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Display of Grades

*Grades must be entered using the format selected for Primary display. Grades display in this format
Center and My Grades. The secondary display option is shown in the Grade Center only.*

Display grade as Primary and Secondary
(displayed in Grade Center only)

- Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are

- Show to students in My Grades

- Show Statistics (average and median) for this item to Students in My Grades

Creating Assignments

- Enter a **Name**.
- Add **Instructions**.
- **Attach** a file (Optional).
- Enter **Points Possible**.
- Select **Availability** and **Attempt*** options.
- *Note: Under **Availability**, if you allow more than one attempt, Grade Center uses the most recent attempt. A different attempt can be used for the score by editing the column in the Grade Center.
- Optionally, select a **Due Date**.
- Select the **radio node** by the intended Recipients.

Important About the Assignment

- Groups.
- Assignments are taken through Blackboard only
- Never take any assignment by Email or any other way.

Why?!



Your Turn: Create an Assignment

1. In **Edit Mode**, access the **Content Area**.
2. On the Content Area's Action Bar, click **Assessments**.
3. On the drop-down list, select **Create Assignment**.
4. On the **Create Assignment** page, enter a **Name**.
5. Add **Instructions** for the assignment, if desired. Format the text with the Text Editor, if desired.
6. Optionally, **Browse** for a file from your local computer or to link to from the **Content Collection**. Confirm your choice by clicking **Attach File**.
7. Enter **Points Possible**.
8. Select the checkbox to **Make the Assignment Available**. Select more options for **Availability**, if desired.
9. Optionally, select a **Due Date**.
10. Select the radio node by the intended **Recipients**.
11. Click **Submit**.

SafeAssignment

Dont do it,
it's plagiarism.
It's stealing.

Go ahead
and use it,
no one will know.



Safe Assignment

SafeAssign Is used to prevent plagiarism . It compares and shows how much of the student assignments matches other sources .



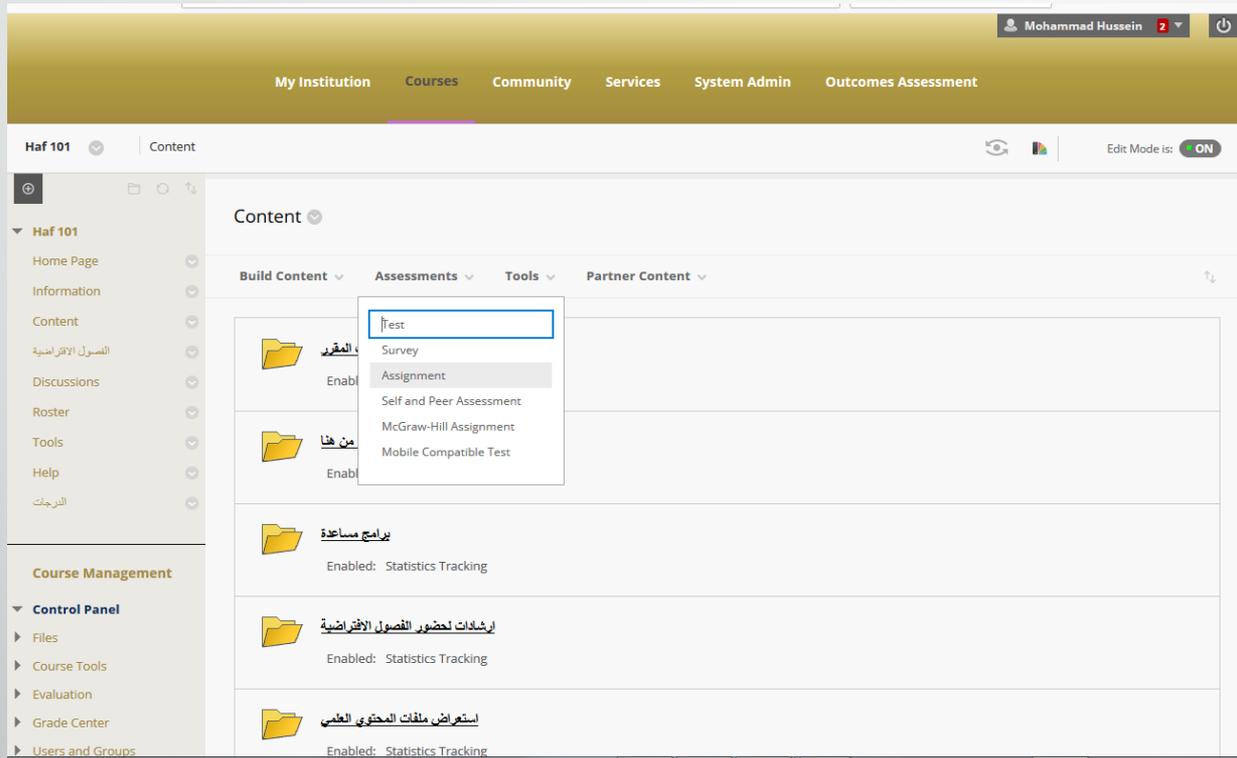


Assignment and SafeAssign

Benefits and Differences

- Review Submissions for Plagiarism Potential.
- Help students identify how to properly attribute sources rather than paraphrase.
- Compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works.

Creating SafeAssignment



1. In **Edit Mode**, access the **Content Area**.
2. On the **Content Area's Action Bar**, click **Assessments**.
3. On the drop-down list, select **Assignment**.

Creating SafeAssignment

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

1. Assignment Information

* Name and Color

Assignment 1

Instructions

Rich text editor toolbar with icons for Bold, Italic, Underline, Paragraph, Arial, Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Mashups.

Write a brief paragraph about yourself
--interesting tidbits about yourself
--your major course of study
--why you are enrolled in this course
Please use the assignment submission

Path: p

2. Assignment Files

Attach File

Browse My Computer

4. Grading

* Points Possible

5

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
 Group Submission
 Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Number of Attempts

Multiple attempts ▼

Maximum Attempts

2

Score attempts using

Last Graded Attempt ▼

Plagiarism Tools

- Check submissions for plagiarism using SafeAssign

SafeAssign only supports English-language submissions. See Blackboard Help for more details.

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.

- Allow students to view SafeAssign originality report for their attempts
 Exclude submissions from the Institutional and Global References Databases

Supported Files

- SafeAssign only supports file types that are convertible to plain text. This includes the following file types: **DOCX, DOC, PPT, PPTX, PDF, TXT, ODT, RTF, HTML, and HTM.**
- Spreadsheet files are not supported such as: **Excel.**
- SafeAssign also accepts **ZIP** files and processes files that match any of these file types.

Language Support in SafeAssign

- SafeAssign officially supports the English language, but due to similarities between English and other Latin-based languages, SafeAssign may provide sufficient or valuable results from other Latin-based languages.



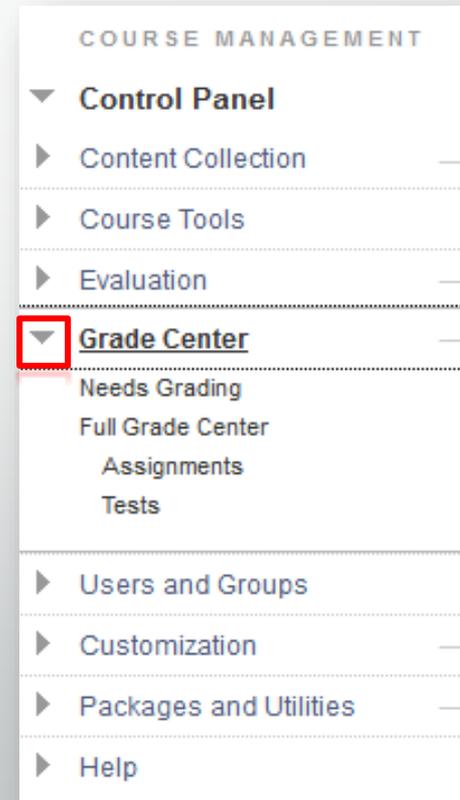


Best Practice of SafeAssignment

- Explain **plagiarism** to your students.
- Show students how to cite **sources**.
- Create **checkpoints** on assignments.
- **Avoid** using the same assignments in every class.
- Require your students to provide copies of their **references**.

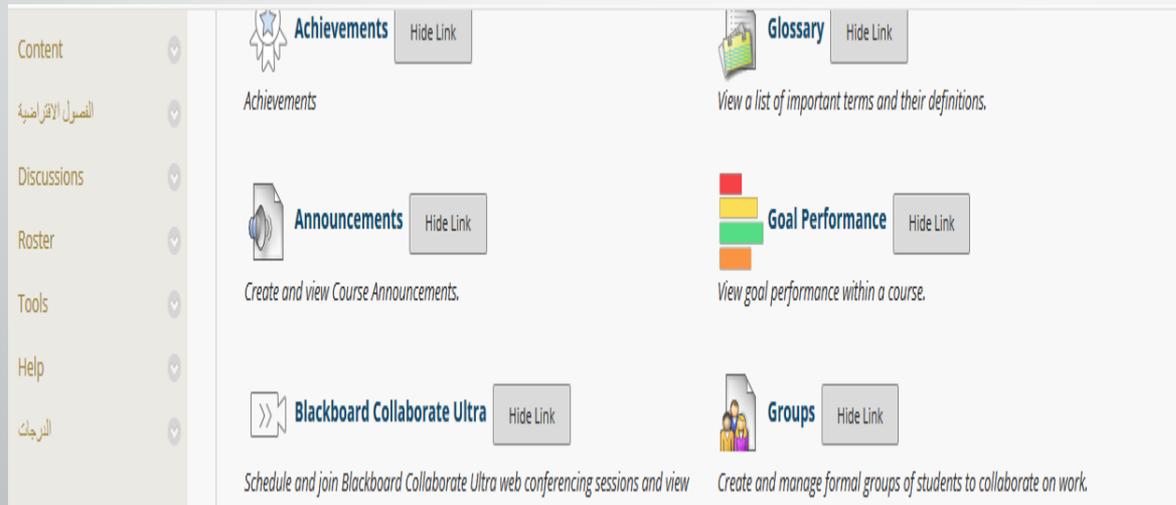
The Control Panel

- Expand each of the items on the **Control Panel** by clicking the Expand icon.



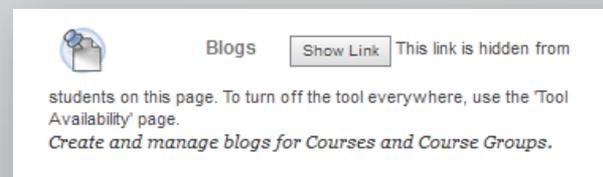
Tools

- Overview.
- Hide & show tools.
- About the E-books
 - Instructor activation.



The screenshot displays a sidebar on the left with navigation options: Content, الفصول الافتراضية, Discussions, Roster, Tools, Help, and الدرجات. The main area shows a grid of tool cards:

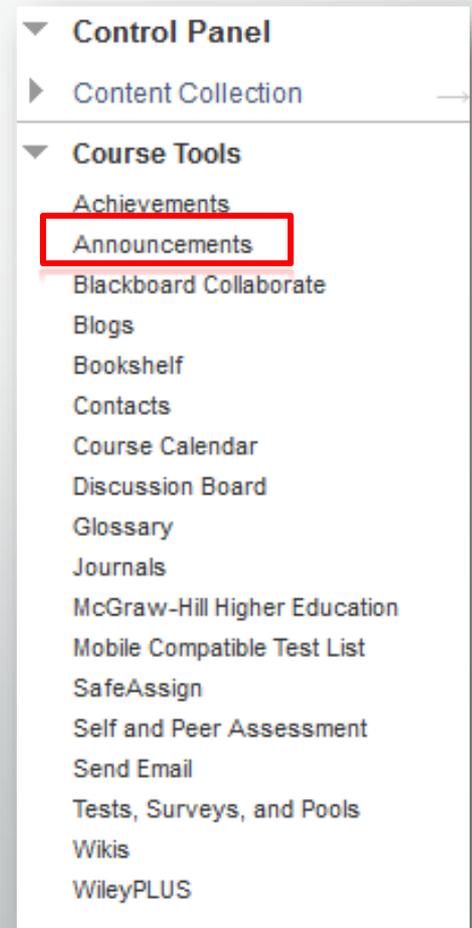
- Achievements**: View a list of important terms and their definitions. (Hide Link)
- Glossary**: View a list of important terms and their definitions. (Hide Link)
- Announcements**: Create and view Course Announcements. (Hide Link)
- Goal Performance**: View goal performance within a course. (Hide Link)
- Blackboard Collaborate Ultra**: Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view... (Hide Link)
- Groups**: Create and manage formal groups of students to collaborate on work. (Hide Link)



Blogs [Show Link](#) This link is hidden from students on this page. To turn off the tool everywhere, use the 'Tool Availability' page. Create and manage blogs for Courses and Course Groups.

Creating Announcements

- On the **Control Panel**, under **Course Tools**, select **Announcements**.
- Click **Create Announcement**.
- Enter the **Subject** and the **Message**.
- Choose to display permanently, or select **dates and times**.
- Click **Submit**.



Your Turn: Add an Announcement

- On the **Control Panel**, under **Course Tools**, select **Announcements**.
- Click **Create Announcement**.
- On the Create Announcement page, enter the **Subject** and the **Message**.
- Choose whether to display the announcement permanently, or select date check boxes and enter **dates and times**.
- Click **Submit**.

Discussion Board

Content

الفصول الافتراضية

Discussions

Roster

Tools

Help

الدرجات

Course Management

▼ **Control Panel**

► Files

▼ **Course Tools**

Achievements

Announcements

Attendance

Blackboard Collaborate Ultra

Blogs

Bookshelf

Contacts

Content Market Tools

Course Calendar

Course Messages

Discussion Board

Glossary

Goal Performance

Journals

McGraw-Hill Higher Education

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Ask a Question	Please use this forum to ask questions related to course content that do not "fit" into other forums. Subscription has been enabled for this forum if you wish to receive an email when a new post is made.	0	0	0
00. Start Here: Introduction	Please take a moment to introduce yourself to your fellow students who will be taking this course with you and share a bit about your institution's use of Blackboard.	23	2	12
Lesson 1: Let's Explore	Community Samples Often you can get an idea of what you might like to do or not do by looking at some examples. Let's compare some Community Engagement environments targeted to different types of users. Begin this activity by reviewing the examples in the bulleted list below. <ul style="list-style-type: none">University of Northern ColoradoIUOE (International Union of Operating Engineers)Bond UniversityColumbus City SchoolsMarine Corps College of Distance Education & Training Think About It What did you notice on each portal? What Tabs are used? What information is put into modules? Are there things about the environments that you like? That you don't like? Discussion Board Questions Now, think about your own environment. Consider some information that might be helpful for your users. On the discussion board, tell us a bit about yourself and your institution including:	15	0	11

Discussion Board

- Create Forum

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. [Create Forums to organize discussions.](#) [More Help](#)

Create Forum

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. [Create Forums to organize discussions.](#) [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Forum Information

* Name

Discussion 1

Description



About chapter one.

Path: p

2. Forum Availability

Available

Yes No

Enter Date and Time Restrictions

Display After

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

Display Until

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

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies

Standard View

Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Create and Edit

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Force Moderation of Posts

Additional Options

Allow Post Tagging

Allow Members to Rate Posts

Discussion Board

- Create Thread.

Forum: Discussion 1

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) [Subscribe](#) [Search](#) [Display](#) ▾

Forum: Discussion 1

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) [Subscribe](#) [Search](#) [Display](#) ▾

Thread Actions [Collect](#)

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	3/30/14 12:37 AM	My Institution	Suha	Published	0	2
<input type="checkbox"/>	3/30/14 12:27 AM	My Institution	Suha	Published	0	1
<input type="checkbox"/>	3/22/14 9:53 AM	portal	Alsalah	Published	0	1
<input type="checkbox"/>	3/22/14 8:27 AM	Institution specific brand	Abdullah	Published	0	1
<input type="checkbox"/>	3/19/14 1:05 PM	My institution portal	Maha	Published	0	1
<input type="checkbox"/>	3/19/14 10:50 AM	My Institution	Noral	Published	0	1
<input type="checkbox"/>	3/18/14 4:36 AM	portal page	Sarah	Published	0	1
<input type="checkbox"/>	3/18/14 1:54 AM	My institution	Haya	Published	0	1
<input type="checkbox"/>	3/17/14 7:15 AM	our Blackboard portal	Nugod	Published	0	1
<input type="checkbox"/>	3/16/14 4:47 AM	My Blackboard portal	Suhoor	Published	0	2
<input type="checkbox"/>	3/16/14 4:38 AM	Community Engagement Environments	Aram	Published	0	3

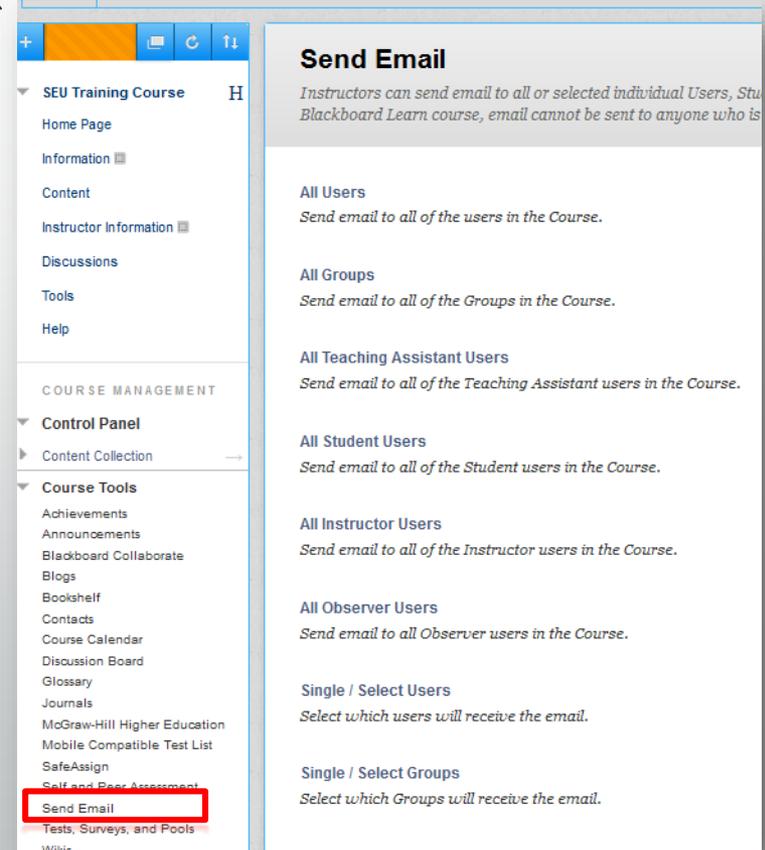
Using Blackboard Email

- Enables electronic communication to external email addresses of course members only
- Attachments, CC, BCC available
- Blackboard keeps no record of emails, but sends copy to sender
- Subject includes Course ID automatically



Sending Email

1. Access **Tools** and click **Send Email**.
2. On the **Send Email** page, click the link for the desired recipient group. A new page appears.



Send Email

Instructors can send email to all or selected individual Users, Student Users, or Groups in a Blackboard Learn course, email cannot be sent to anyone who is not in the course.

- All Users**
Send email to all of the users in the Course.
- All Groups**
Send email to all of the Groups in the Course.
- All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.
- All Student Users**
Send email to all of the Student users in the Course.
- All Instructor Users**
Send email to all of the Instructor users in the Course.
- All Observer Users**
Send email to all Observer users in the Course.
- Single / Select Users**
Select which users will receive the email.
- Single / Select Groups**
Select which Groups will receive the email.

Sending Email

1. Select **Users** and move them into the **Selected** box.
2. Enter the **Subject** and **Message**.
3. Optionally, **Attach** a file.
4. Click **Submit**.

The screenshot displays an email composition window titled "Single / Select Users". At the top right, there are "Cancel" and "Submit" buttons. A note indicates that an asterisk (*) denotes a required field.

1. Email Information

*** To**

The "To" field is divided into two panes: "Available to Select" and "Selected".

- Available to Select:** Lists "Alhadlaq, Aram", "Alqarzi, Nugod", and "Students, Manuals_update".
- Selected:** Lists "Alghalith, Suhel", "Alhuqail, Eiham", and "Almuhanna, Sarah".

Below each pane are "Invert Selection" and "Select All" buttons.

From: Aram Alhadlaq (a.alhadlaq@seu.edu.sa)

Subject: interested in a study group?

Message:

I've appreciated all the posts you all have made on the Discussion Board and wondered if anyone would like to have a few study sessions?

Path: p Words: 25

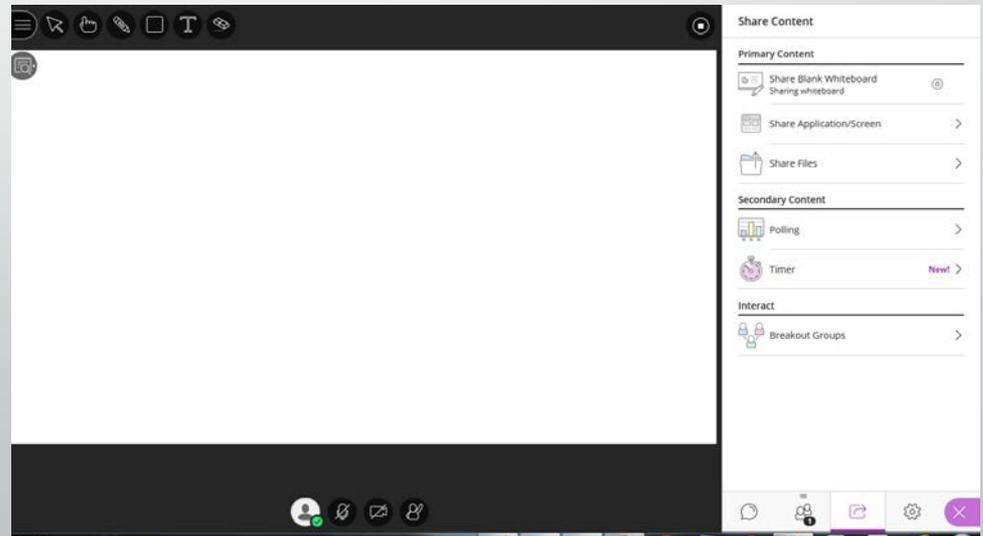
A copy of this email will be sent to the sender.

Return Receipt:

Attachments: Attach a file

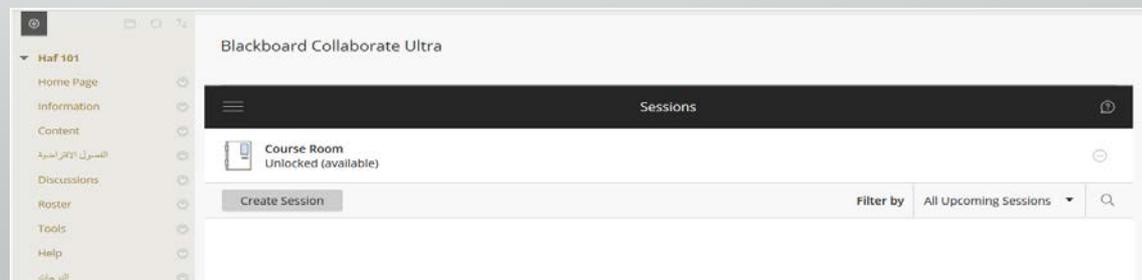
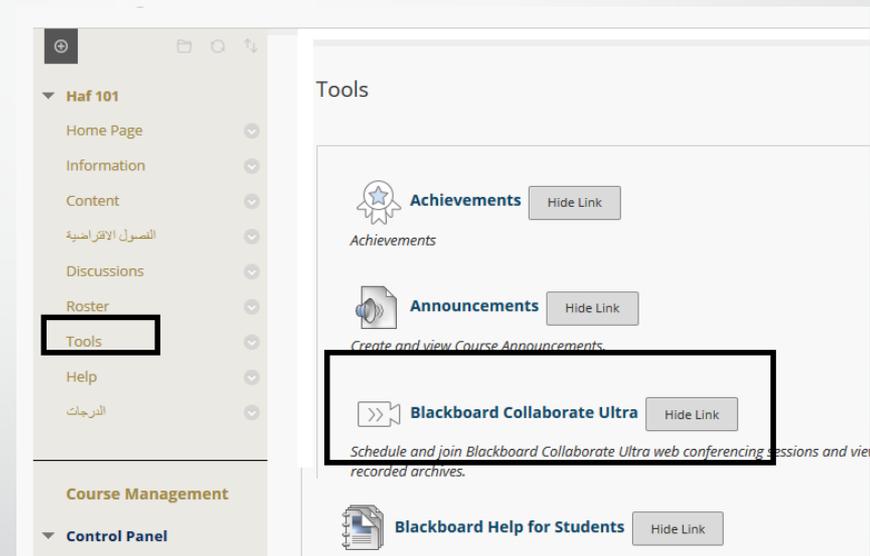
Blackboard Collaborate Ultra:

- Provides interactive chatting panel ,applications sharing and lectures recording .
- Includes Four main areas : Whiteboard, Audio & Video Panel , Participants Panel and Chat Panel .
- allows you to web conference using audio and video.
- Provides many tools that help you to manage your class .
- Before you start make sure you download the Java program .



Access to Blackboard Collaborate Ultra

- Select **Tools** from course menu, Then **Blackboard Collaborate**.
- There are three links:
 - Create session.
 - Scheduled session.
 - Recordings.



Create session

1. Click on create session.
2. Set the Session Information and Room Options .
3. Click submit .

Create Session

Session Information

Session Name

Start Time End Time

Repeat

Early session entry ⓘ

Room Options

Session Type

Course ⓘ

Shared ⓘ

Teleconference Options

Room Attributes

Recording Mode ⓘ

Max Simultaneous Talkers ⓘ

Max Cameras ⓘ

View Private Messages ⓘ

All Permissions ⓘ

Raise Hand on Entry ⓘ

Allow In-Session Invitations ⓘ

Hide Names in Recordings ⓘ

Preload Content ⓘ

Supported Extensions

WBD, WPD, ELP, ELPX, SWF, M4V, MP4, MPG, MPEG, MPE, MP3

Attach File

Grade Center Integration

Add a grade column? ⓘ

Edit Session

1. You can on the session by clicking the on the session name beside the title as shown.
2. Then select Edit session from the menu.

The screenshot displays a web interface for managing sessions. On the left, a sidebar shows a 'Course Room' (Unlocked) and a 'Create Session' button. Below this is a list of sessions, each with a folder icon and a title 'test'. The sessions are:

- test (Recurring: 12/18/18, 4:26 PM – 1/9/19, 5:26 PM)
- test (12/18/18, 4:26 PM – 12/18/18, 5:26 PM (not yet started))
- test (12/25/18, 4:26 PM – 12/25/18, 5:26 PM (not yet started))
- test (1/1/19, 4:26 PM – 1/1/19, 5:26 PM (not yet started))
- test (1/7/19, 4:26 AM – 1/9/19, 5:26 PM (not yet started))
- test (12/16/18, 12:54 PM – 12/16/18, 1:54 PM (in progress))

The right panel shows the details for the selected session 'test'. It includes a search bar with 'test' entered, a 'Join session' button, and sections for 'Anonymous dial in' (442033189610 PIN: 506 259 2333), 'Dial In', 'Guest access' (checked), 'Guest role' (Participant), and 'Guest link' (https://eu.bbcollab.cc). The 'Event Details' section shows the start time (12/16/18, 12:54 PM) and end time (12/16/18, 1:54 PM), with options for 'No end (open session)' and 'Repeat session'.

Scheduled sessions

1. By this icon you can review the sessions you created in future dates.
2. If you were searching for a session in a specific period, you would do the following:
 - A. Enter the start date that you are looking for.
 - B. Enter the end date.
 - C. Then Go.

Event Details

Start

<input type="text" value="12/16/18"/> 	<input type="text" value="12:54 PM"/> 
---	---

End

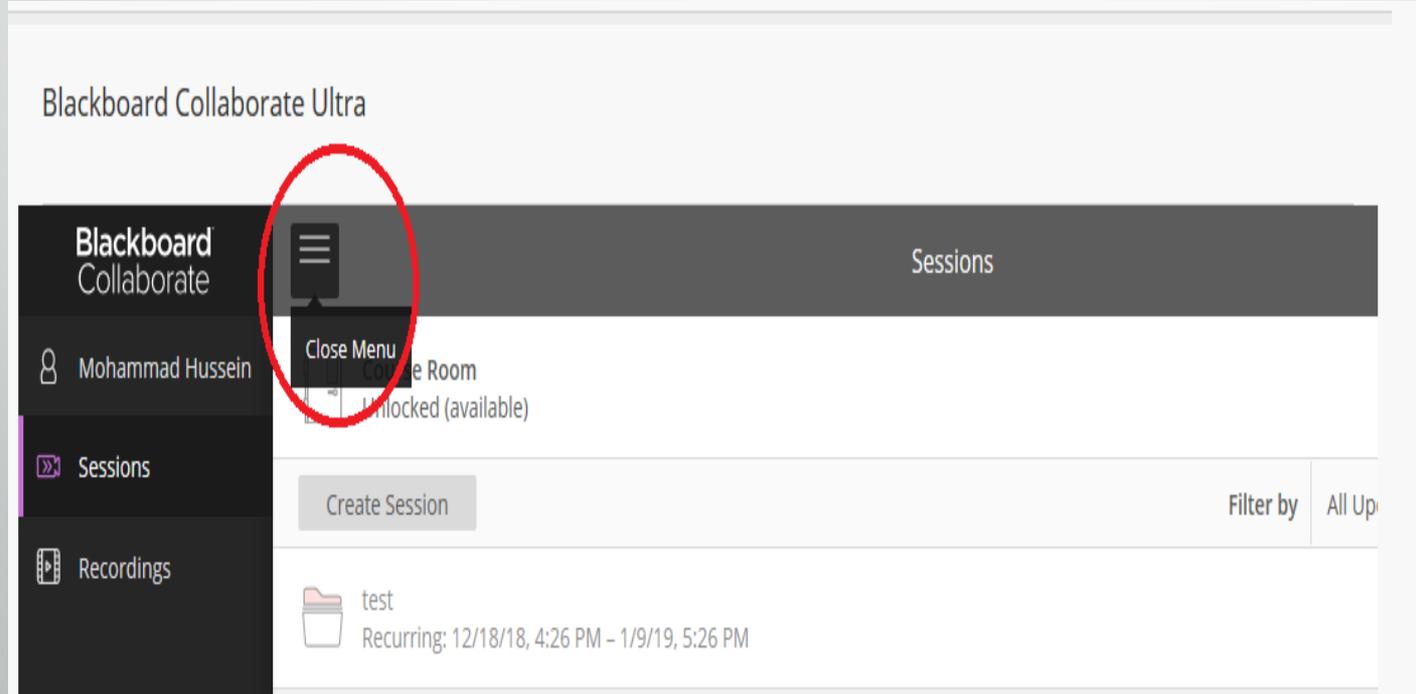
<input type="text" value="12/16/18"/> 	<input type="text" value="1:54 PM"/> 
---	--

No end (open session)

Recordings

- It displays the virtual sessions which were recorded.

Blackboard Collaborate Ultra



The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a dark sidebar with the following items: 'Blackboard Collaborate' (logo), 'Mohammad Hussein' (user profile), 'Sessions' (with a purple highlight), and 'Recordings' (with a video camera icon). The main content area has a dark header with 'Sessions' on the right and a hamburger menu icon on the left. A red circle highlights this hamburger menu icon. Below the header, the main area shows a 'Create Session' button, a 'Filter by' dropdown set to 'All Up', and a folder icon labeled 'test' with the text 'Recurring: 12/18/18, 4:26 PM - 1/9/19, 5:26 PM'. A 'Close Menu' tooltip is visible over the hamburger menu icon.

Your Turn: create a new session

1. Access **Tools** and click **Blackboard Collaborate ultra**.
2. Create a **new session** with the following options :
 - The session starts **Now** .
 - The session ends after half an hour .
 - Full permissions are not granted.
 - View private messages.
 - Click **save** .
3. Open the **session** .



Questions?



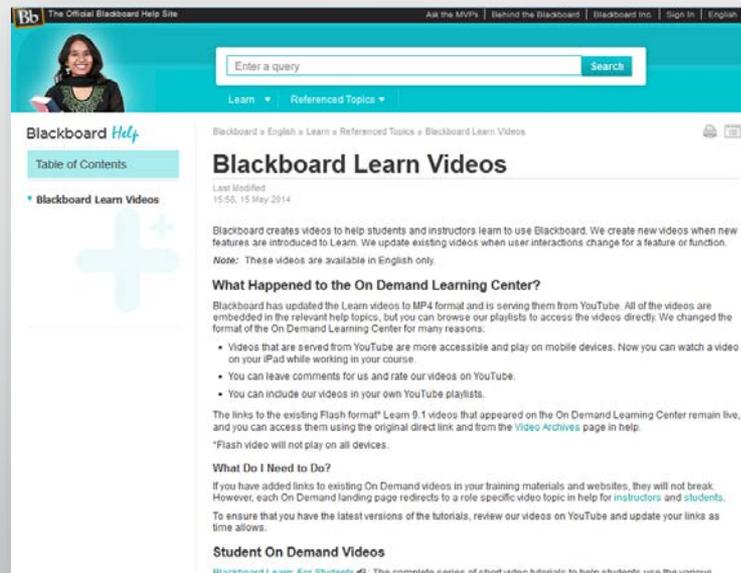
Resources

On Demand Learning Resources

Instructors & Students:

- Video Tutorials
- Client Shared Documents

<http://ondemand.blackboard.com/>



The screenshot displays the Blackboard Help Site interface. At the top, there is a navigation bar with the Blackboard logo, the text "The Official Blackboard Help Site", and links for "Ask the MVPs", "Behind the Blackboard", "Blackboard Inc.", "Sign In", and "English". Below this is a search bar with the placeholder text "Enter a query" and a "Search" button. A "Learn" dropdown menu is visible, with "Referenced Topics" selected. The main content area is titled "Blackboard Learn Videos" and includes a "Table of Contents" sidebar with a "Blackboard Learn Videos" link. The page content explains that Blackboard creates videos to help students and instructors learn to use Blackboard, and that the videos are now served from YouTube. It also provides information about the format of the videos and how to access them.

Blackboard Help

Table of Contents

- Blackboard Learn Videos

Blackboard » English » Learn » Referenced Topics » Blackboard Learn Videos

Blackboard Learn Videos

Last Modified: 15:58, 15 May 2014

Blackboard creates videos to help students and instructors learn to use Blackboard. We create new videos when new features are introduced to Learn. We update existing videos when user interactions change for a feature or function.

Note: These videos are available in English only.

What Happened to the On Demand Learning Center?

Blackboard has updated the Learn videos to MP4 format and is serving them from YouTube. All of the videos are embedded in the relevant help topics, but you can browse our playlists to access the videos directly. We changed the format of the On Demand Learning Center for many reasons:

- Videos that are served from YouTube are more accessible and play on mobile devices. Now you can watch a video on your iPad while working in your course.
- You can leave comments for us and rate our videos on YouTube.
- You can include our videos in your own YouTube playlists.

The links to the existing Flash format* Learn 9.1 videos that appeared on the On Demand Learning Center remain live, and you can access them using the original direct link and from the [Video Archives](#) page in help.

*Flash video will not play on all devices.

What Do I Need to Do?

If you have added links to existing On Demand videos in your training materials and websites, they will not break. However, each On Demand landing page redirects to a role specific video topic in help for [instructors](#) and [students](#). To ensure that you have the latest versions of the tutorials, review our videos on YouTube and update your links as time allows.

Student On Demand Videos

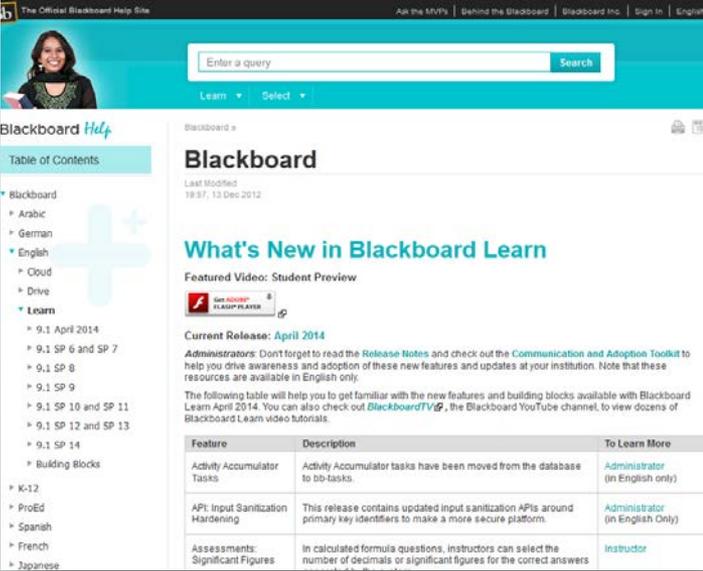
[Blackboard Learn For Students](#) - The complete series of short video tutorials to help students use the various

Blackboard Help

Instructors, Students and Admin:

- New Release Info
- Supported Browser Information
- Help Manual: Key Topics, Search, All Bb Learn Topic and Details

<https://help.blackboard.com/>



The screenshot shows the Blackboard Help website interface. At the top, there is a search bar with the text "Enter a query" and a "Search" button. Below the search bar, there is a navigation menu with options like "Learn" and "Select". The main content area is titled "Blackboard" and features a section for "What's New in Blackboard Learn". This section includes a "Featured Video: Student Preview" and a "Current Release: April 2014" announcement. Below the announcement, there is a table with three columns: "Feature", "Description", and "To Learn More".

Feature	Description	To Learn More
Activity Accumulator Tasks	Activity Accumulator tasks have been moved from the database to bb-tasks.	Administrator (in English only)
API: Input Sanitization Hardening	This release contains updated input sanitization APIs around primary key identifiers to make a more secure platform.	Administrator (in English Only)
Assessments: Significant Figures	In calculated formula questions, instructors can select the number of decimals or significant figures for the correct answers.	Instructor

Ask Dr. C

- **Ask Dr. C** is a free question-and-answer service moderated by a dedicated, international group of your peers, fellow Blackboard clients.

<http://discussions.blackboard.com>

The screenshot shows the Blackboard 'Ask The MVP' website. At the top left is the Blackboard logo. In the center is a large speech bubble containing the text 'ASK THE MVP' and the Blackboard logo. Below this are two columns of navigation links: 'Blackboard Learn' and 'Blackboard Collaborate'. The 'Blackboard Learn' column includes links for 'Educators and Designers', 'System Administrators (IT Pros)', and 'Students'. The 'Blackboard Collaborate' column includes links for 'Educators and Designers', 'System Administrators (IT Pros)', and 'Students'. Below these is an 'ANGEL' section with links for 'System Administrators (IT Pros)' and 'Educators and Designers'. A search bar is located on the right side of the page. Below the search bar is a section titled 'Who Are The MVPs?' which explains the service. Below that is a section titled 'Recent Ask the MVPs Posts?' which lists several recent posts with their titles and dates. At the bottom of the page, there are links for 'Policy Page' and 'Terms of Use'.

Search the Knowledge Base

A repository of articles with solutions to common problems

<http://kb.blackboard.com>

- **WikiKB**
A repository of Knowledge Base articles with solutions to common problems.
- **Maintenance Center**
Current technical information about products including known issues, release documentation and supported server and client configurations.
- **Back to School**
Resources and client best practices relating to routine system maintenance, upgrade planning and other aspects of preparing students and faculty for returning to school.



وكالة العمادة للشؤون الفنية



Thank you