User Guide to Black-board for faculty

Index

The content
of the Guide

This directory contains the steps for creating and implementing E-learning through Blackboard and meant to serve the faculty members.

The purpose
of the Guide

It will give the full flexibility to the faculty and will create access to electronic content anywhere and anytime during the semester.

Access to Blackboard

You can access Blackboard through the following link:

https://lms.nbu.edu.sa

Note: You can change your preferred language by clicking on the available languages. It is available on the top left corner of the login page where we enter our user-name and password for Blackboard.
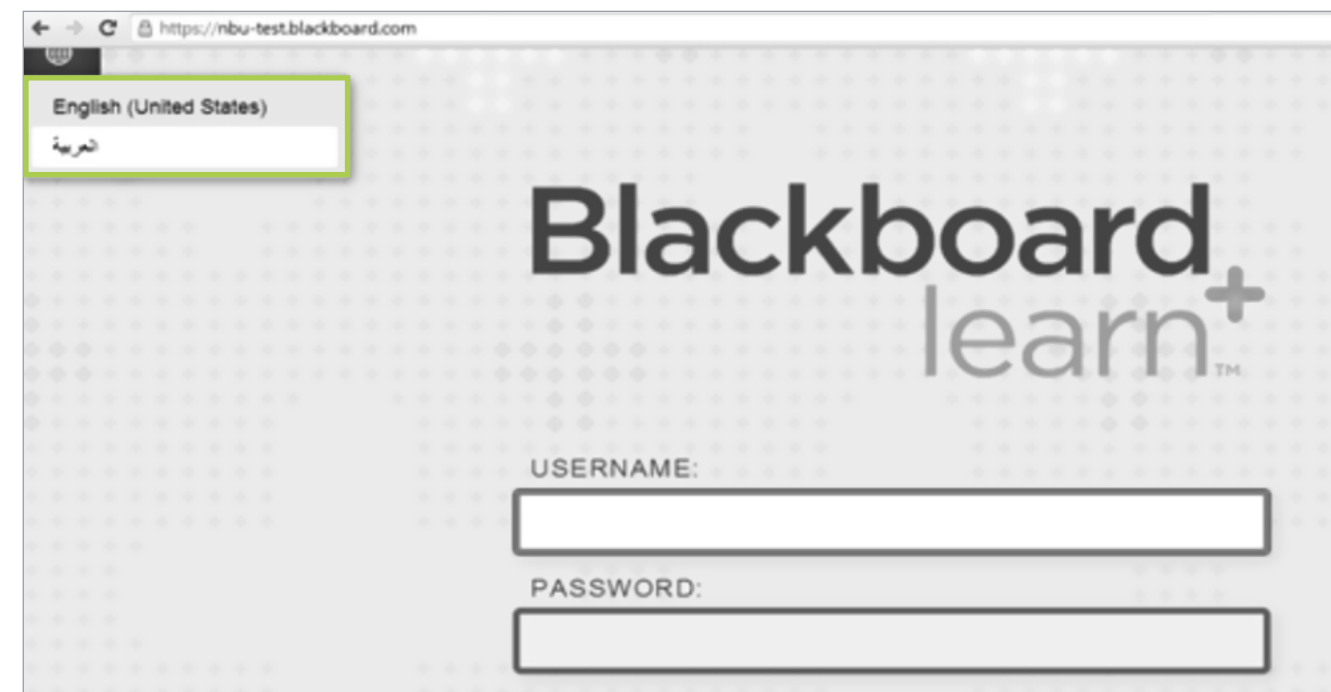
01

Personal data management

01.1. Personal data update
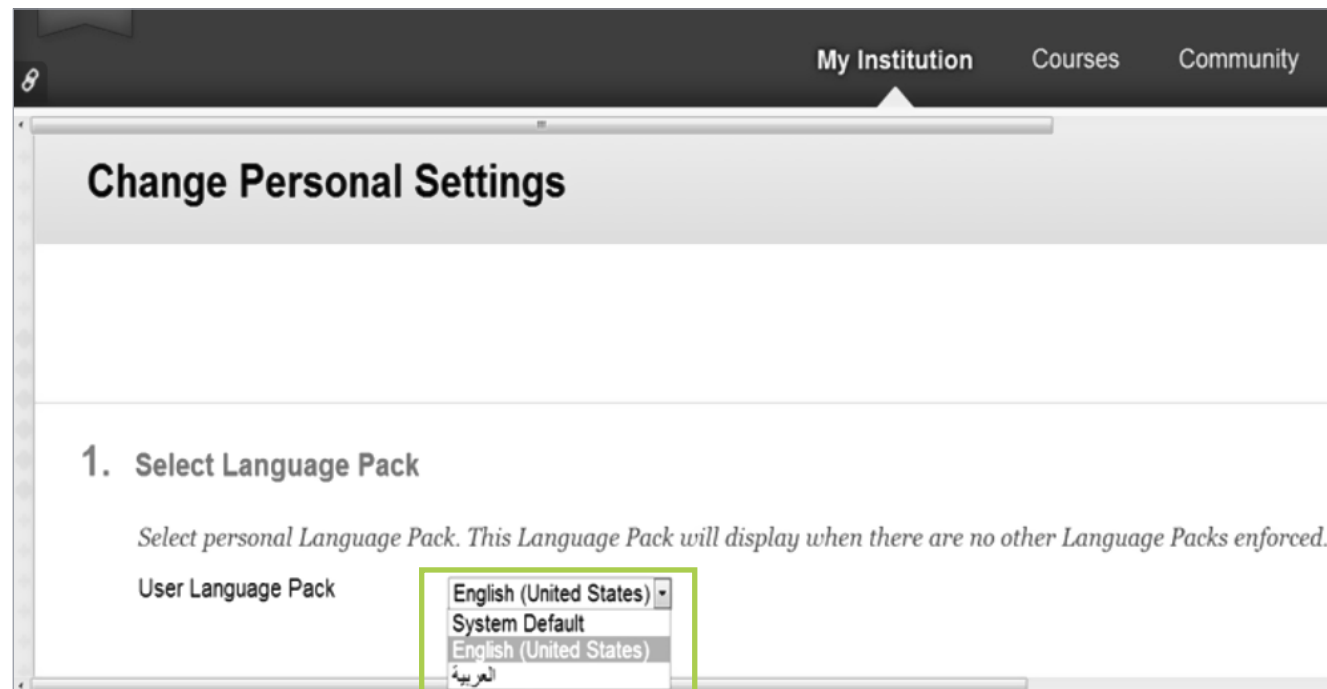
From the Tool menu (known as Global navigation Menu) choose personal information
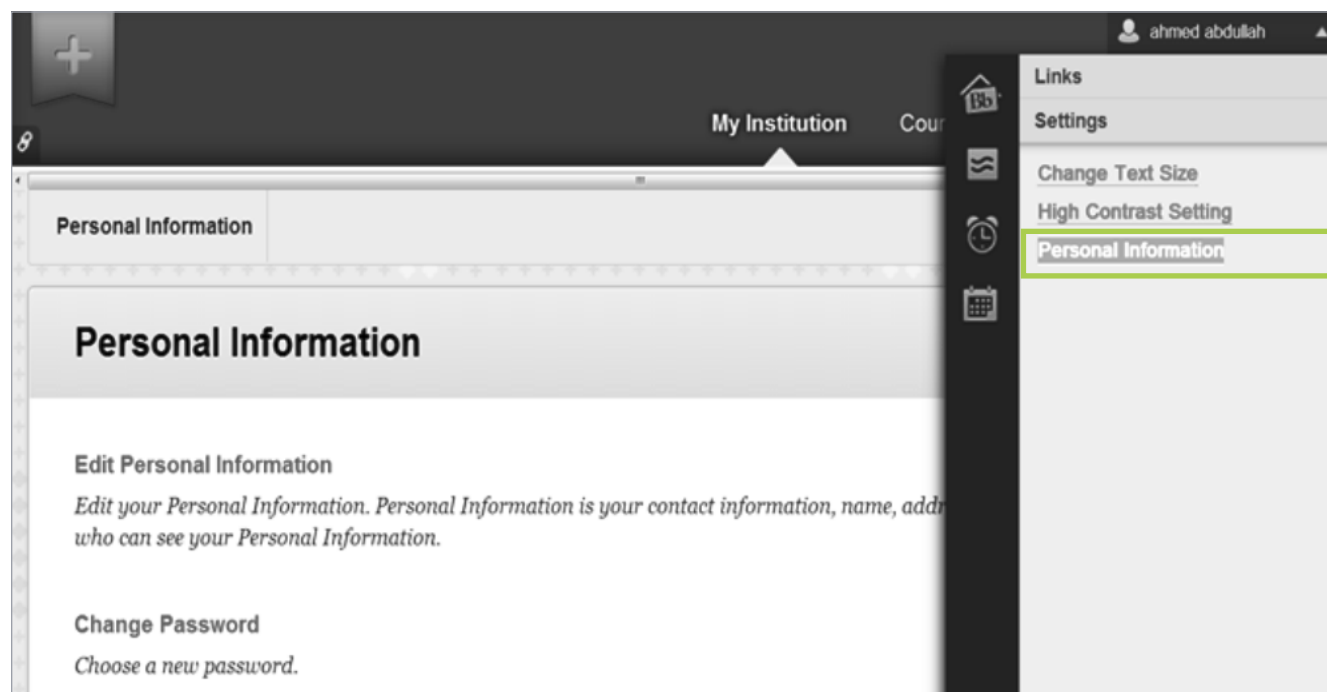
01.2. How to "change personal settings"
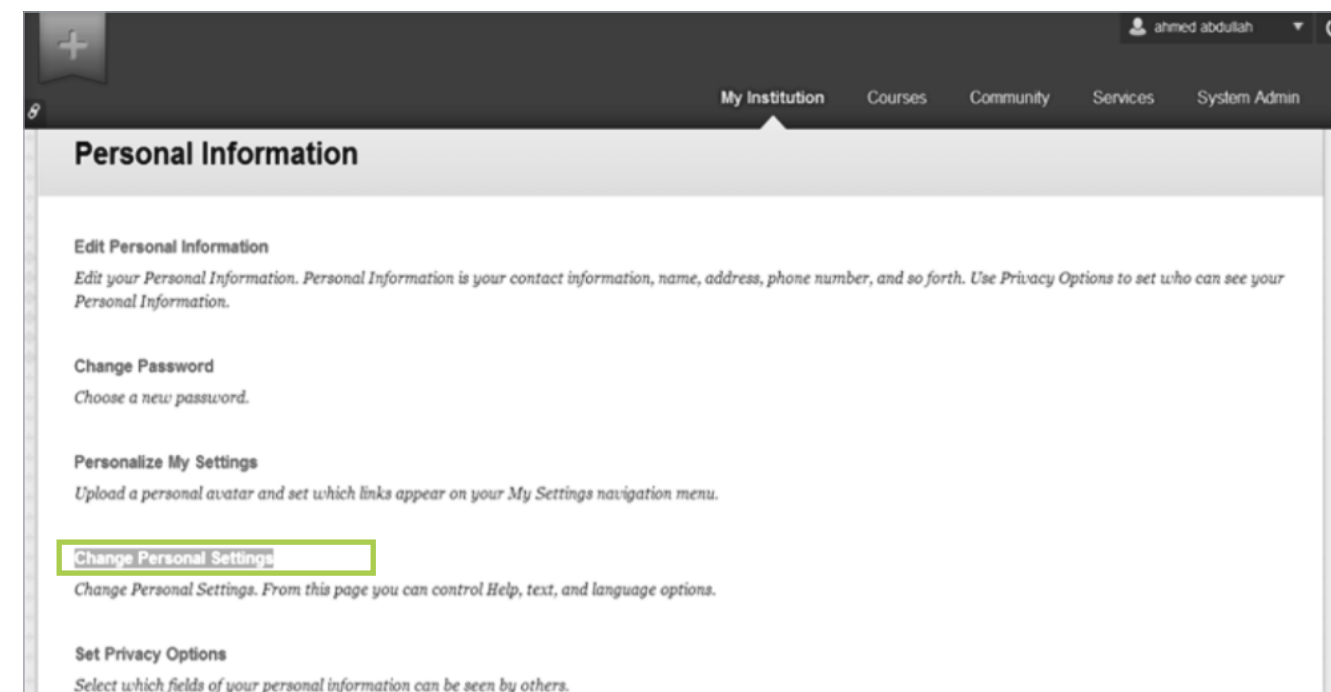
Select "Arabic / English" language from the "Select Language Pack" option.

Then press the "Submit" icon

01.3. How to reset password

From the option "change password" at the top of the page, Choose change password.

It will show you the page where you must enter your new password and then submit.

02

Course management

02.1. How to access course

From the list of available courses, choose the course by clicking it.
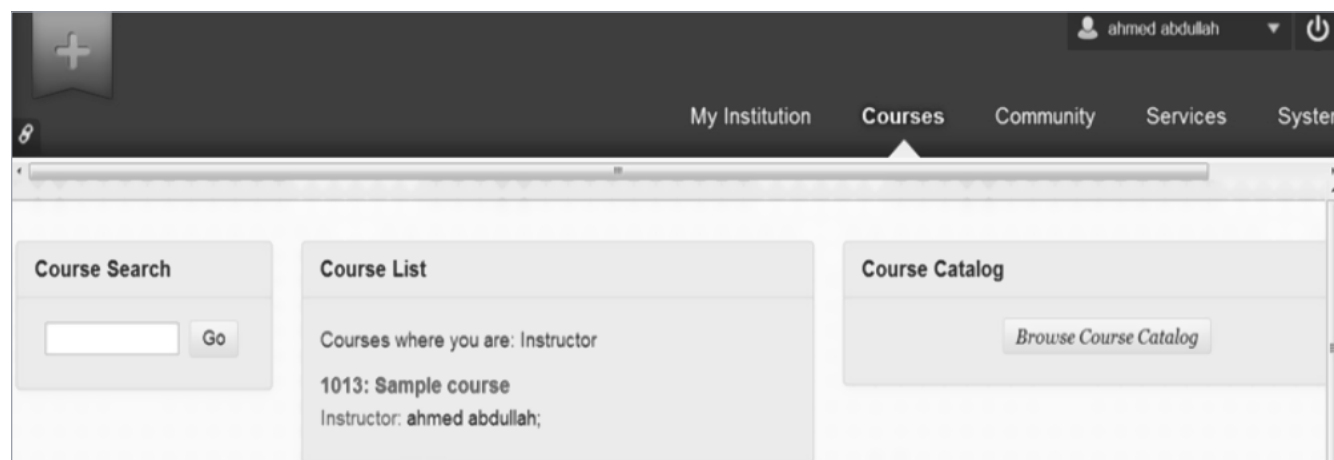
02.2. Home Page Modules

Home Page module is available in every course.

01 **The content frame:** displays the home page or content.

02 **Edit mode:** The edit mode is the operational mode where you can edit pages. If edit mode

is off then it will be in a student view mode (i.e How the display looks like for the student).

03 **Customize the page:** Reorder the menu to customize your home page.

04 **Control Panel:** the faculty can access the management functions of course. And enables the faculty to control and manage the courses and users.
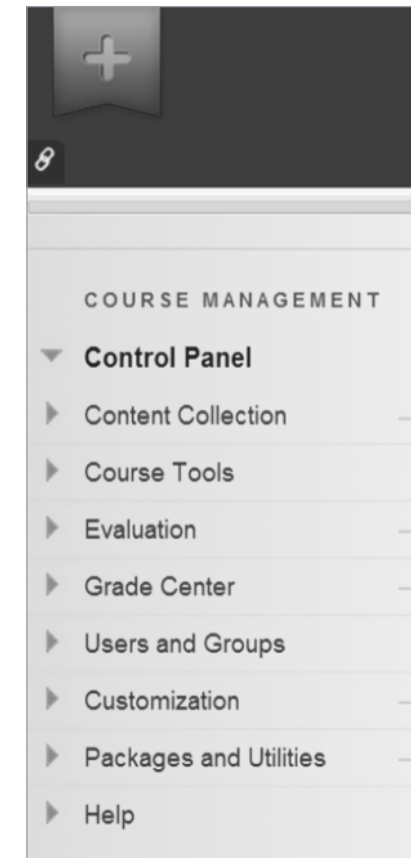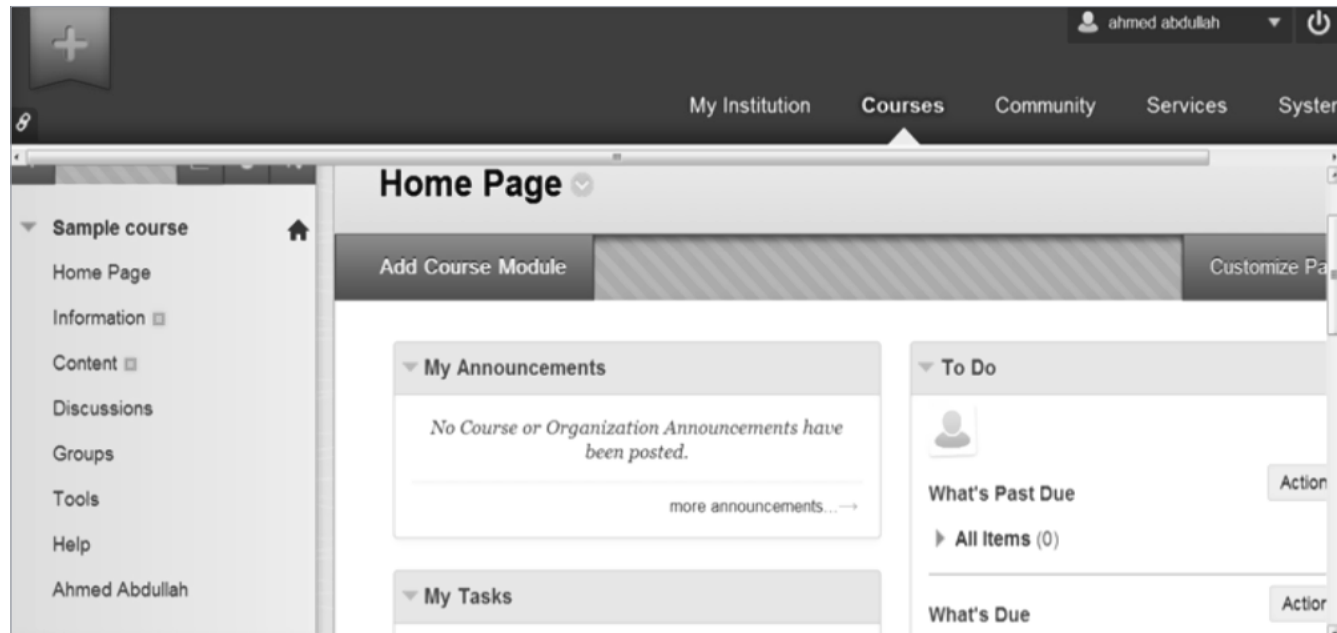
02.3. Create a new content Area

A content area contains a wide range of content including assessments, Tools, and other modules.

01   Click on "plus sign" at the top of the list of the course menu and select to create content area.

02   Type a name in the name box, and then check the box to make it available to user's i.e to make it visible to students and then press submit.
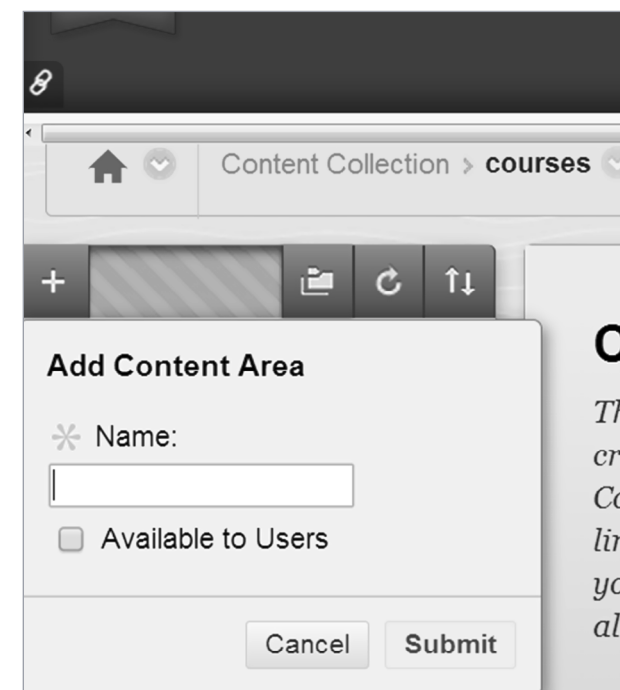
02.4.   **Tool Link**

You can add URL tool anywhere within the course, which provides access to the tools like course calendar and announcements and many more.

01   Click on the "plus sign" and then choose the link tool
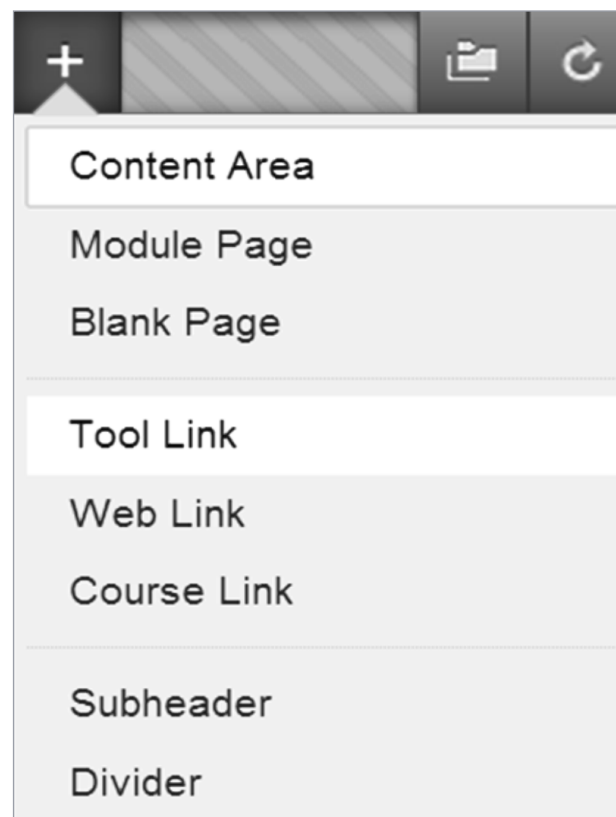
02   Write the name of the tool in the name box, and then choose the type of tool you would like to create. After doing so, you may check the box to make it available for the users and the press submit.
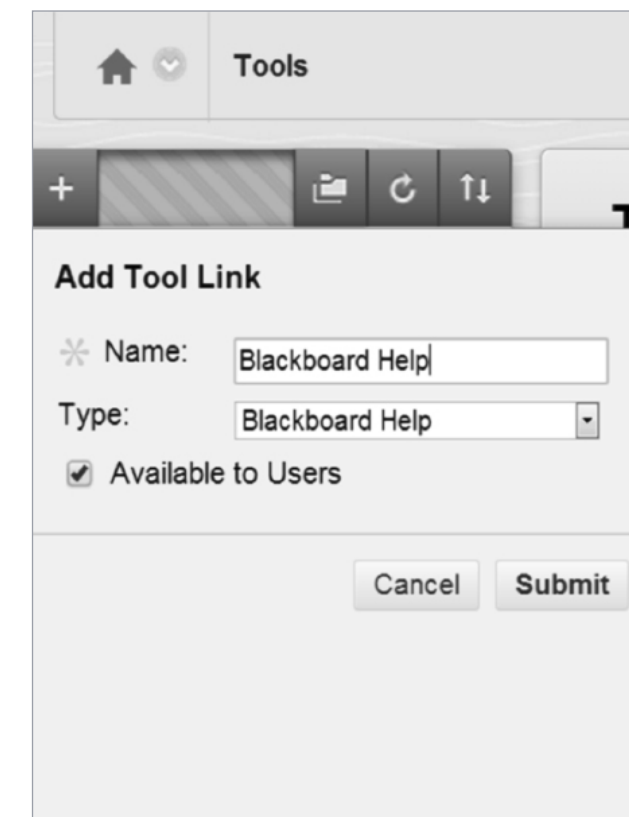
02.5. **Add Course Link**
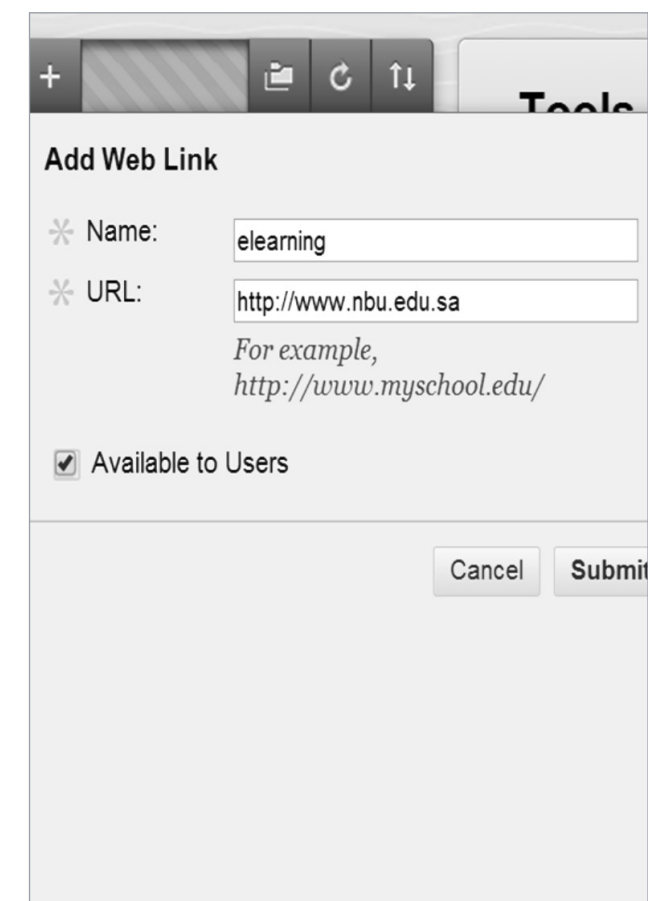
01 Click on the "plus sign", and then choose a course.

02 Put course name in the name box, and then browse to view the contents of your chosen course, and then choose the content you would like to link with the course.

03 After choosing the content, check the box "available to users", then press submit.
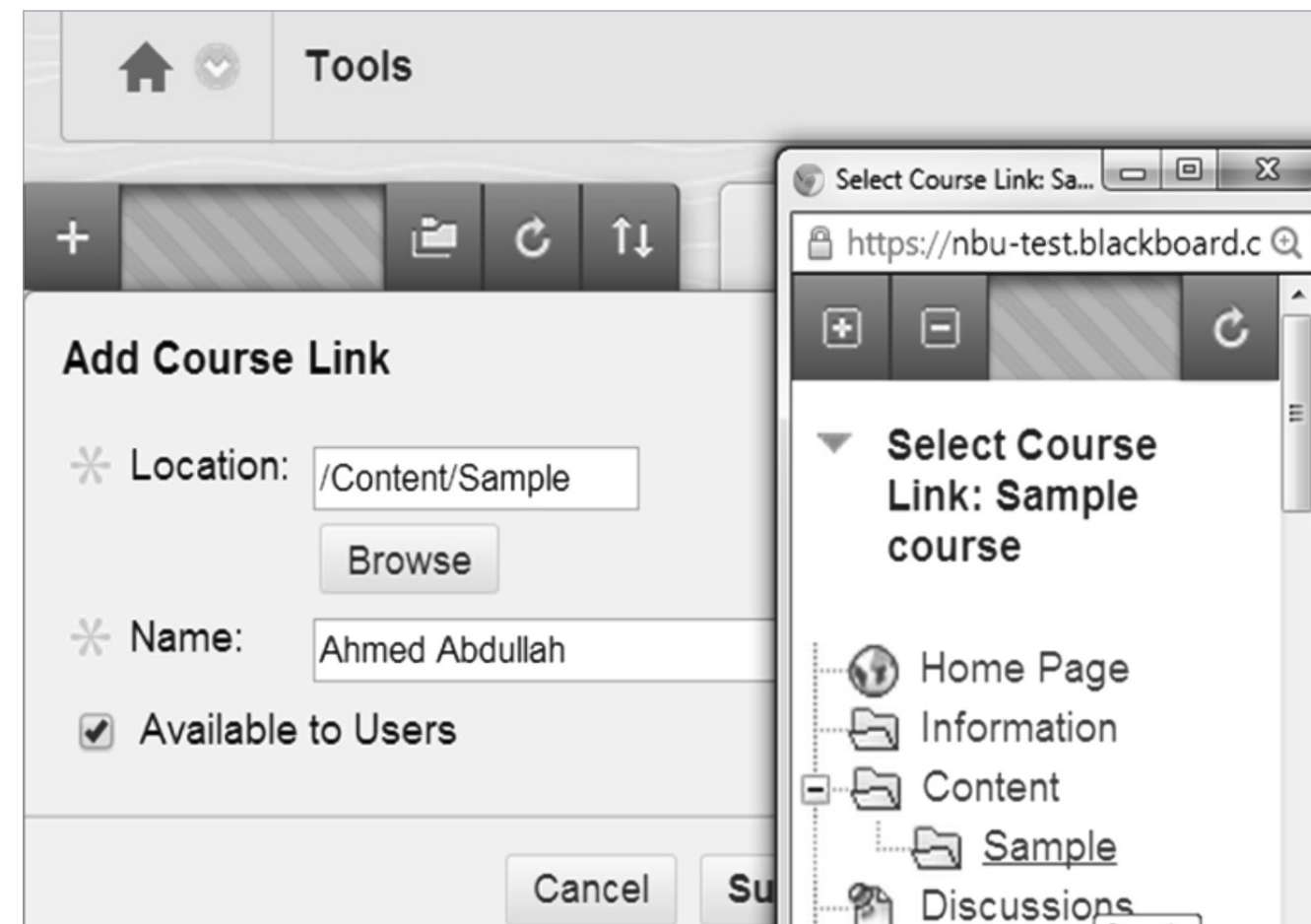
Create a Web Link
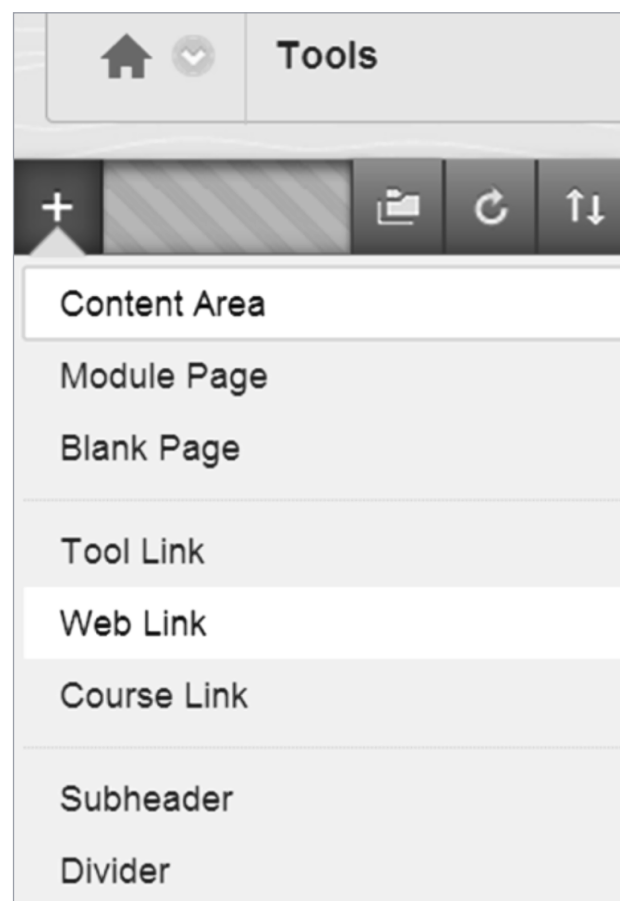
Enter the name and url of the link, and make it available to users and press submit.

03

Announce-ments management

03.1. # Create an announcement

This tool is used for making announcements which allows the faculty member to add any new information about the course and in what way is it helpful.

01 Under Course Management section we will find "course tools". After clicking on course tools we would be able to see list of available tools.

02 Now click on "Announcement" tool.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection

▼ **Course Tools**

Announcements
Blogs
Collaboration
Contacts
Course Calendar
Course Messages
Discussion Board
Glossary
Journals
McGraw-Hill Higher Education
Mobile Compatible Test List
Partner Cloud Tools
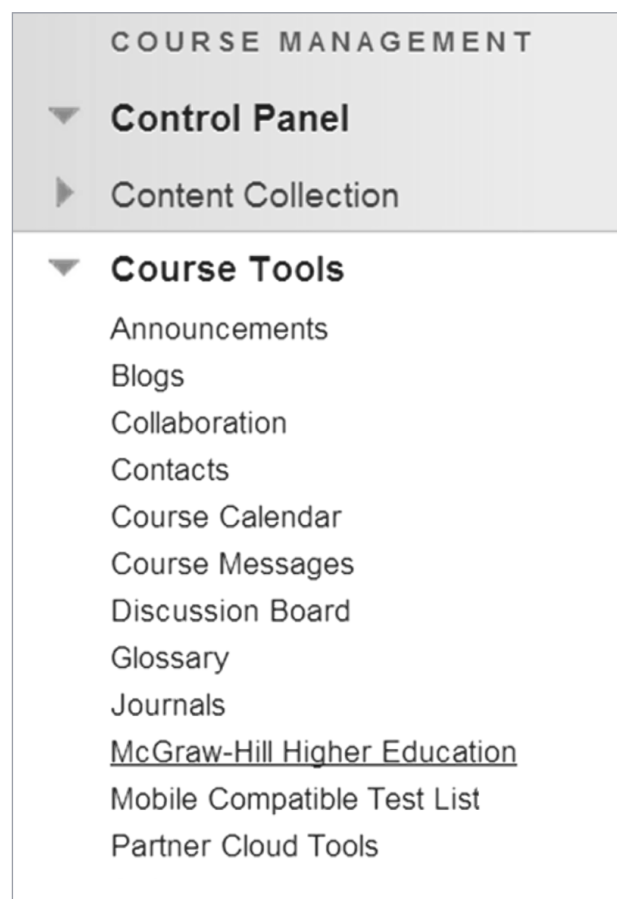
03 A new page will open where "create announcement" is displayed. Now you may create a new announcement and make it available for the students.

Announcements

New Announcements appear dire
repositionable bar to pin them to
Students do not see the bar and c

Create Announcement

New announcements appear belc

No Announcements found.

Sample course
Home Page
Information
Content
Discussions
Groups
Tools
Help
Ahmed Abdullah
Blackboard Help
Ahmed Abdullah
elearning
elearning

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Announcements

03.2. **Create an announcement**

You may also edit an existing announcement:

Blackboard offers multiple options for the faculty members as needed and are as follows:

01 **Duration:** We can choose this declaration to appear permanently, or restricted by date. If your choice it to be restricted by date then type the date and restrict it.

02 **Send e-mail announcement:** allow you to send electronic mail to all users including those who chose not to receive notifications by email announcements.

04

Content management

04.1. # How to create a folder within Blackboard

01   Choose any content page and then click on "Build Content"

02   Click on "New Folder" available inside the "New Page" Header.
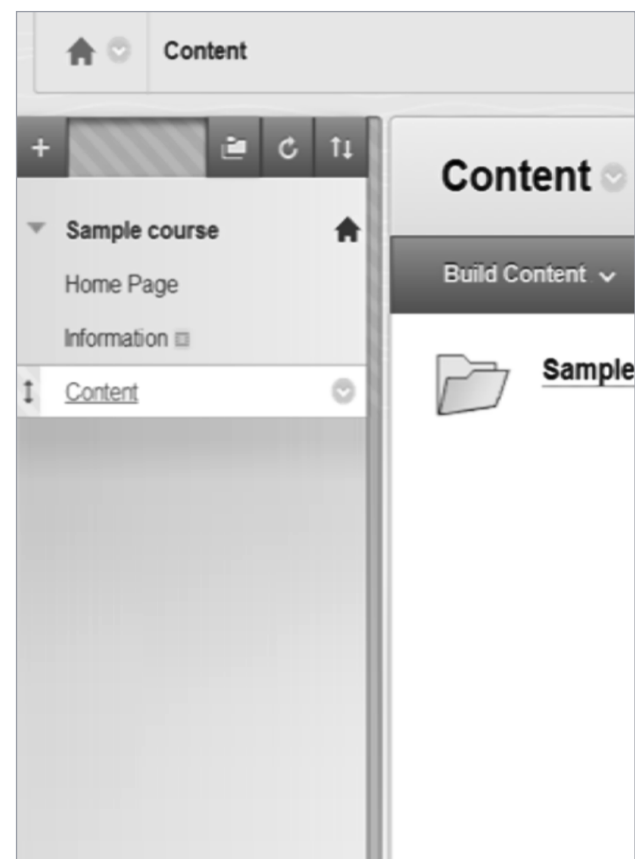
04.2. # How to create an item within Blackboard

01   Choose any content page and then click on "Build Content"

02   Click on "Item" available inside the "Create" Header.

03   Type the name of the item in the box.

04   Type the name in the text box, you can format the color, font, and many more.

05   Multiple formats are easily available. example: Add picture, add audio file, Etc.
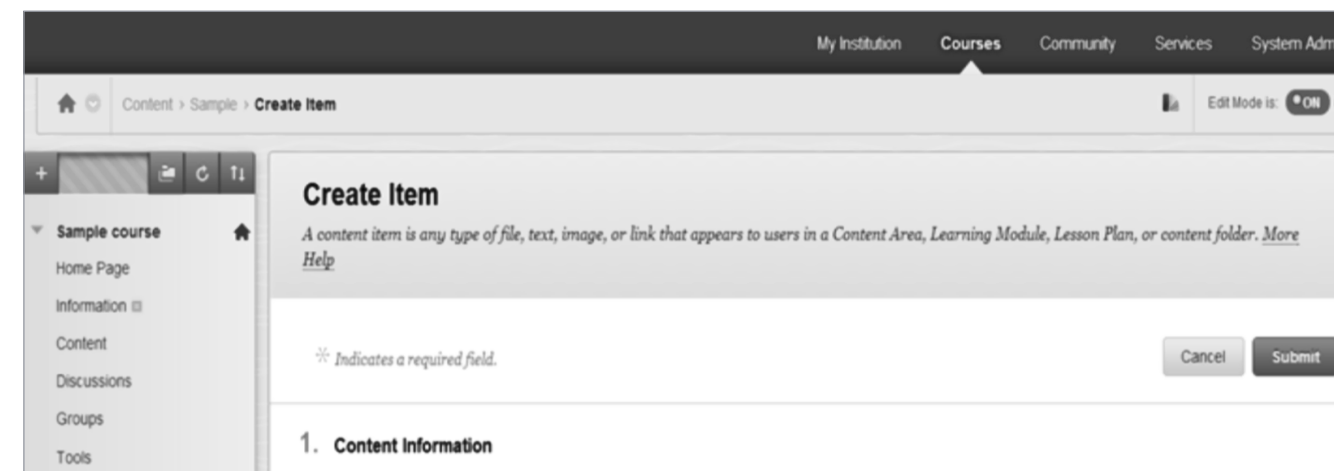
The options available for the item:

01   To allow the student to see your content item/Folder, select "Yes", if you choose "No", it will not appear to students.

02   Tracking number shows about how many times it's been opened by the student.

03   Select the "Date and Time Restrictions" to apply a specific time frame for the content to be displayed to the students.

05

Assignment management

05.1. # How to create an Assignment

01 To create an assignment for students on Blackboard Assessment module, please click on "assignment" in the provided list of content.
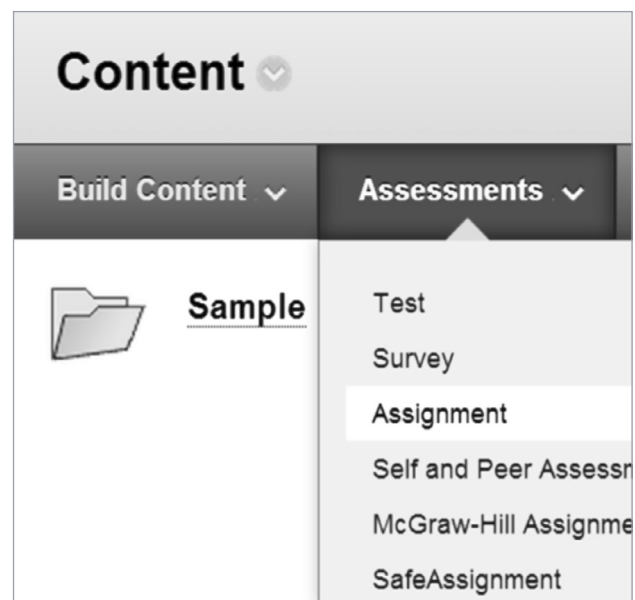
02 In the box, type the name of the assignment.

03 Type the instructions in the content editor.

File Attachment:

If we have an attachment available in a file and have to be uploaded, click "Browse My Computer" and select the file to be uploaded and click "attach a file".

Grading:

Grading estimates the level of the student.

2. **Assignment Files**

Attach File   [Browse My Computer] [Browse Course]

3. **Grading**

Points Possible   [ ]

4. **Availability**

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

Number of Attempts
   ⦿ Allow single attempt
   ○ Allow unlimited attempts
   ○ Number of attempts: [ ]

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.

01   Availability defines the time of appearance and disappearance.

02   From the due dates, select the date to deliver.

03   "Recipients" is used for Selecting recipients, either all or a group of them.

04   Click on submit

5. **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.

6. **Recipients**

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.

Recipients   ⦿ All Students Individually
         ○ Groups of Students

7. **Submit**

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

[Cancel] [Submit]

06

Tests
management

06.1.   Create test

To create a Test for students, open the Assessment module and click on "Test" in the list of available modules.

Follow the screen-shots for assistance.

Create Test

Creating a Test deploys the Test to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. More Help

Cancel   Submit

1. **Add Test**

   Create a new Test. There are no Tests to add.

   Create a New Test   Create

   Add an Existing Test   -- Select Test Below

Test Information

*Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. More Help*

✱ *Indicates a required field.*

Cancel   Submit

1. **Test Information**

   ✱ Name

   Description

   T T T   Arial   ▼   3 (12pt)   ▼   T ▼   :≡ ▼   ≣ ▼   ✓ ▼   🔗 🔗   🖥 i 🔀 ☟

06.2. How to create questions

01 After clicking on submit we can create questions for the exam.

02 By Clicking on the "create" we can find 17 different question types and choose the appropriate type of questions to be added:

For Example: If we select one question (true or false).

Then this type of question is the answer specific to yes or no.
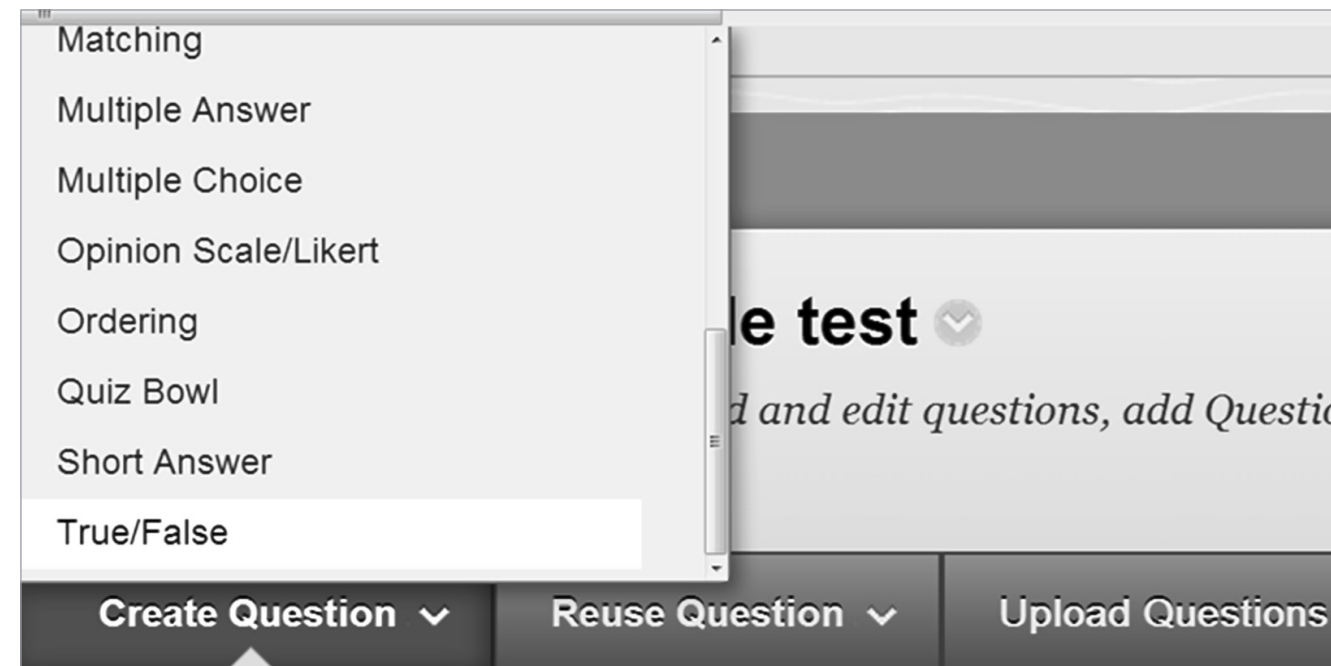
03 Then we edit question page that will display True / False option.

04 We'll start with a question by entering text in the box appears:

05 Choose the view of answer: vertical or horizontal.

06 And then submit.

Create/Edit True/False Question

A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. More Help

✳ *Indicates a required field.*

Cancel   Submit and Create Another   Submit

1. Question

Question Title

Question Text

T T T Arial ▼ 3 (12pt) ▼ T ▾ ⋮≡ ▾ ⋮≣ ▾ ✓ ▾ ⬗ ⬙

2. Options

Answer Orientation Horizontal ▼
Vertical
Horizontal

3. Answers

Answer   ● True
               ○ False

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

T T T Arial ▼ 3 (12pt) ▼ T ▾ ⋮≡ ▾ ⋮≣ ▾ ✓ ▾ ⬗ ⬙

06.3. Availability of test for students

How to deploy a test?

So far, the test is not available for students and to make it ready follow the steps:

01 We define the first section you wish to view the test.

02 From the menu choose assessment, and then choose test.
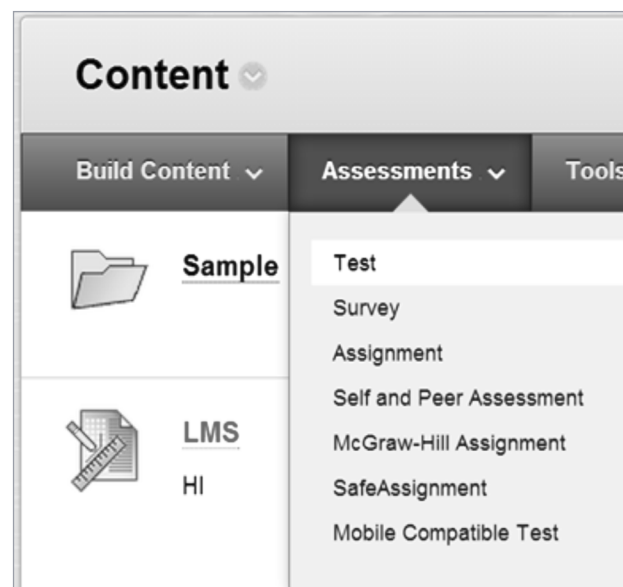
03 Then select the test you created earlier, and then press submit.
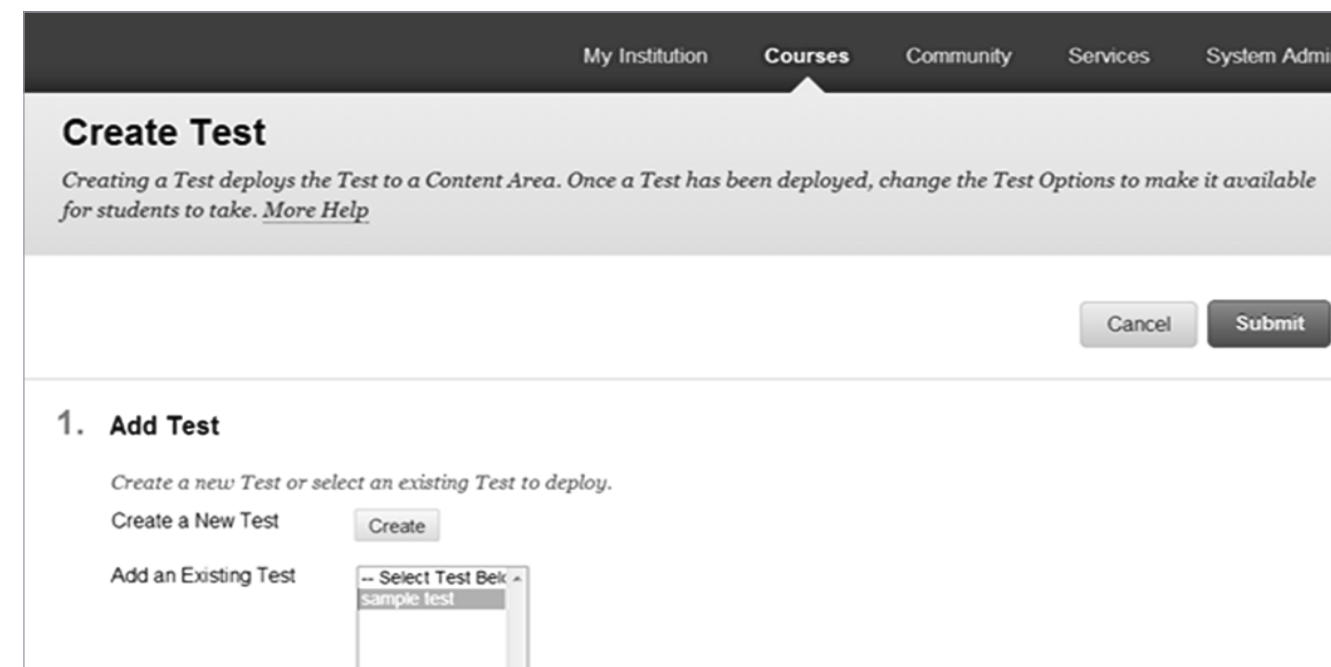
04 This will show us a screen inside the test and can be modified and opens a new window that provides the following options.

2. **Test Availability**

My Institution   **Courses**   Community   Services   System Admin

Make the Link Available   ○ Yes   ◉ No

Add a New Announcement   ○ Yes   ◉ No
for this Test

☐ Multiple Attempts
   ○ Allow Unlimited Attempts
   ○ Number of Attempts [   ]

☐ Force Completion
Once started, this test must be completed in one sitting.

☐ Set Timer
Set expected completion time. Selecting this option also records completion time for this Test. Students will see the timer option before they begin the Test.

Auto-Submit
   ◉ OFF   ○ ON
OFF: *The user is given the option to continue after time expires.*
**ON:** *Test will save and submit automatically when time expires.*

☐ Display After [11/25/2013] [📅] [01:22 PM] [🚫]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [11/25/2013] [📅] [01:23 PM] [🚫]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Password [   ]
Require a password to access this Test.

3. **Test Availability Exceptions**

Click **Add User or Group** *to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click* **Remove all Exceptions** *to delete all exceptions for the test.*

[Add User or Group]

4. **Due Date**

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

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.

05 To make sure that the test is available for students please choose "Yes".

06 If you wish to add new announcement for this test in Blackboard we choose "Yes ".

07 **Multiple attempts:** let the student to attempt a question more than once. We can choose between an unlimited number of attempts or a specified number of attempts.

08 **Imposition of completion:** indicates that the student must complete the test solution the first time you started the test. It will not allow him to complete it later.

09 **Set timer:** set the time expected to complete the test. Time will be shown at the top of the page.

10 **Display After:** Specifies the date and time of appearance of the test to the student.

11 **Display until:** Specifies the date and time of the appearance.

12 **Password:** you can specify a password to enter the test for no more than 15 characters.

13 **Due Date:** Displays the availability of the test on or after a specific Due Date/time to be   shown to the student.

In the self-assessment options we can select the test to be included in grade center. This will help in getting the results online for the students.

5. Self-assessment Options

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. Note: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

☑ Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

☐ Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

6. Show Test Results and Feedback to Students

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When ⓘ	Score ⓘ	Answers ⓘ	Feedback ⓘ	Show Incorrect Questions ⓘ
After Submission ▾	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
----Choose---- ▾	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

06.4. # How to publish the test

Select a view for testing the student:

01 **All at once:** display all questions on one page.

02 **One at a time:** display one question each time.

03 **Prohibit Backtracking:** If we use this option then the student is not allowed to go back and answer the questions once again.

04 **Random order of questions:** Multiple choice questions are arranged randomly to students which varies the order among the students.
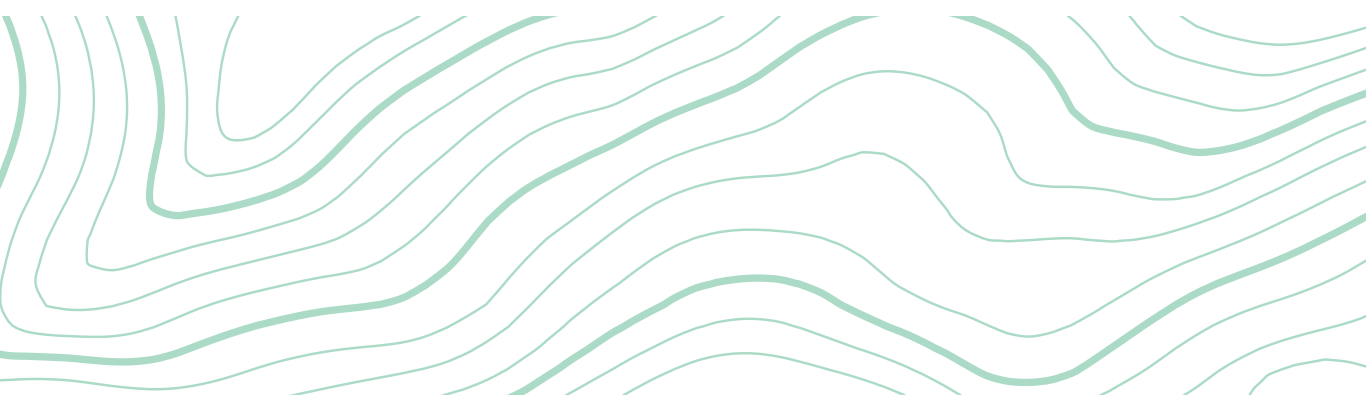
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7. **Test Presentation**

○ All at Once
  Present the entire Test on one screen.

○ One at a Time
  Present one question at a time.

☐ Prohibit Backtracking
  Prevent changing the answer to a question that has already been submitted.

☐ Randomize Questions
  Randomize questions for each Test attempt.

8. **Submit**

Click **Submit** to edit options for this Test. Click **Cancel** to quit.

Cancel   Submit