



BLACKBOARD ESSENTIAL'S FOR FACULTY

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Learning Outcomes

By the end of this session you should:

- ✓ Be aware of what Blackboard Learn is;
- ✓ Be able to access your course/module areas within Blackboard Learn;
- ✓ Be able to build course content;
- ✓ Be able to create, submit and grade assignments;
- ✓ Know how to use course tools like Discussions, **BB Collaborate**, Groups etc

What is Blackboard Learn ?

Blackboard Learn is the University of Hafr Al Batin (UHB) **Virtual Learning Environment (VLE)**.

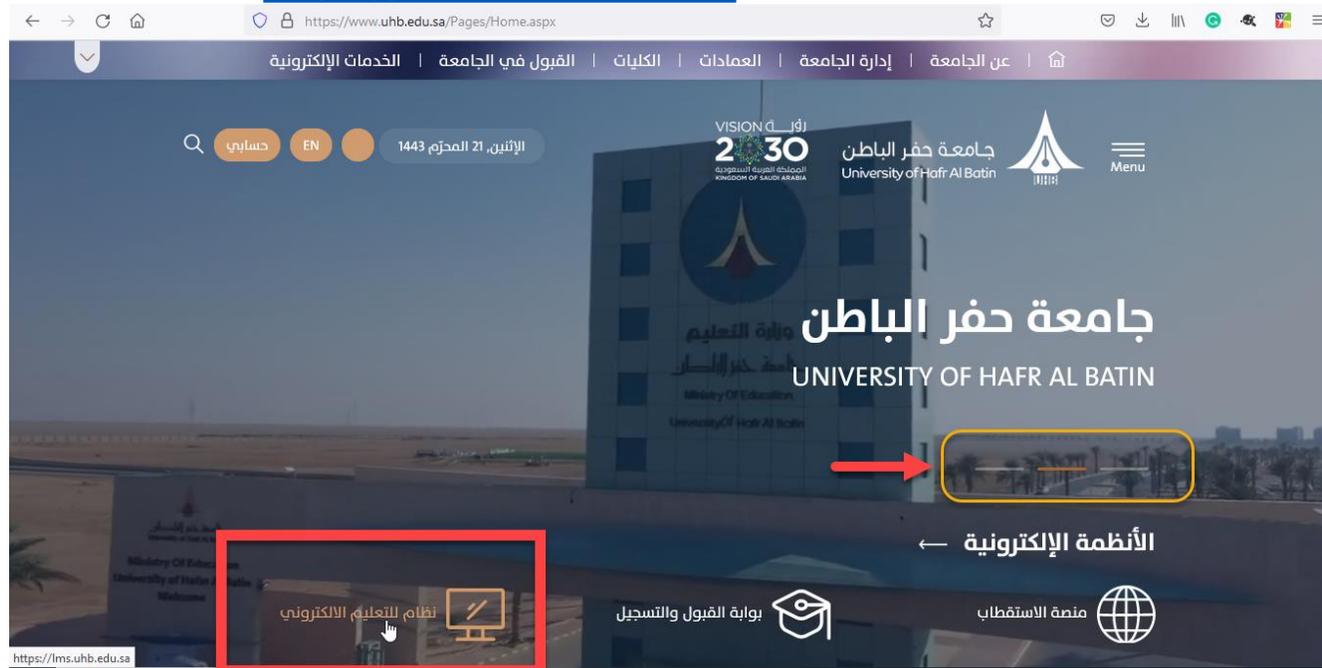
It is an **Learning Management System(LMS)** that supports students learning, allows to access course materials online, Assessment's, Video conferences and many more.

How to access Blackboard Learn ?

Two ways to access Blackboard Learn via your desktop:

1. Through the University Portal

- Link from University Website
- <https://www.uhb.edu.sa>



2. Through the UoHB Blackboard URL

- <https://lms.uhb.edu.sa>

Blackboard Learn

https://lms.uhb.edu.sa

90%

https://LMS.UHB.EDU.SA

** لا تشمل المستخدمين الذين قاموا بتغيير كلمات المرور مسبقاً **

جامعة حفر الباطن
University of Hafr Al Batin

USERNAME:
رقم الهوية الوطنية/ رقم الإقامة

PASSWORD:
رقم الهوية الوطنية/ رقم الإقامة@uhb

Login

Forgot Your Password?

View Course Catalog | Preview as Guest | Privacy and Terms of Use

Blackboard

© 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent Nos. 7,481,596 and 7,552,353. Additional Patents Pending.
Accessibility information

Type here to search

11:23 PM
8/18/2020

Log in details

Username: **National Id or Iqama No.**

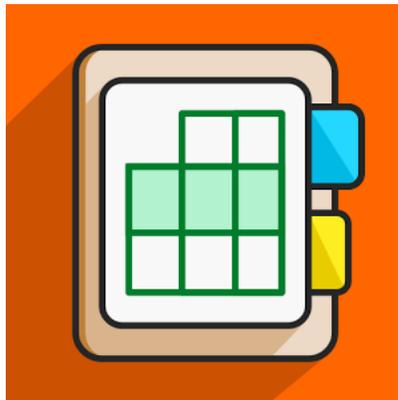
Password: **username@uhb**

Note: Change your password for security reasons.

ملحوظة: يجب تغيير كلمة المرور بعد عملية الدخول

Mobile Access

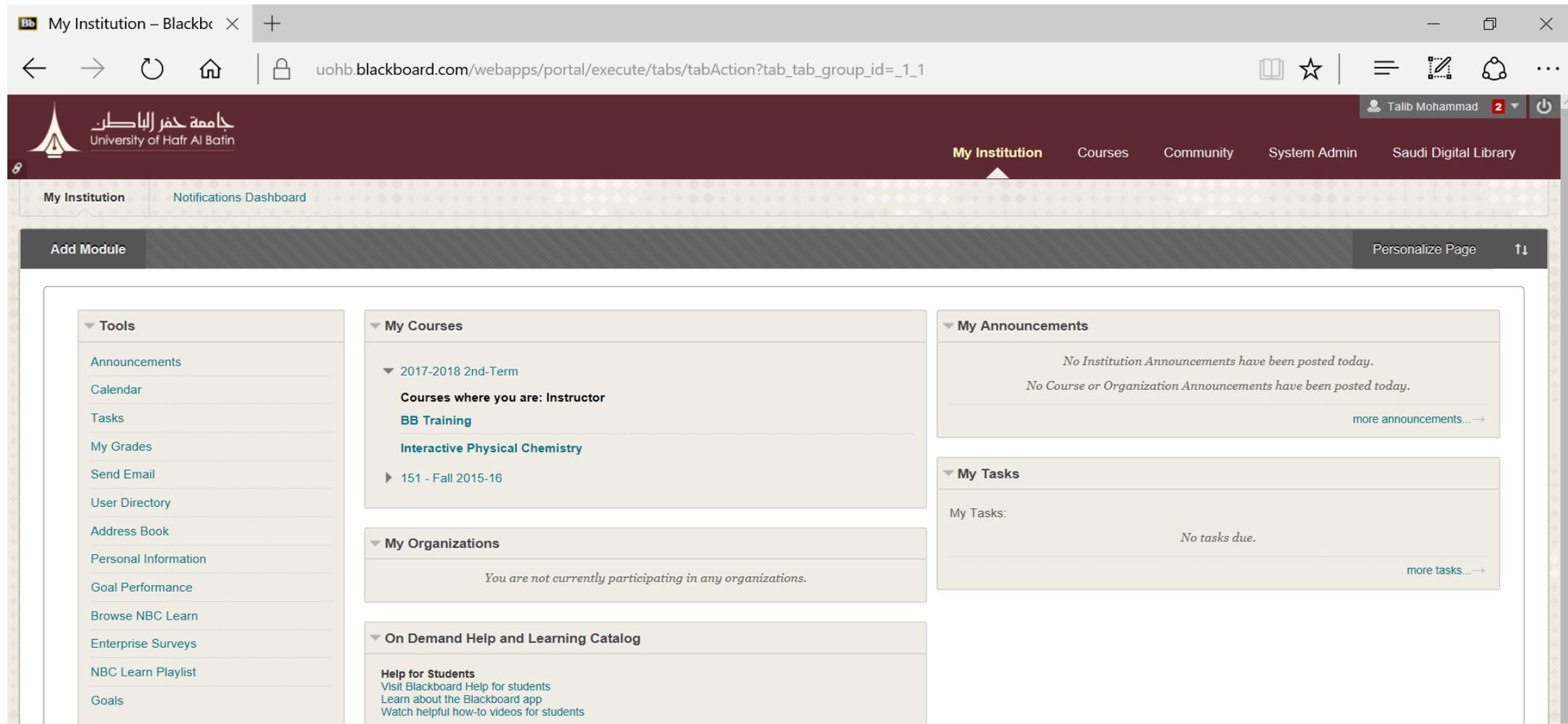
Access your courses via your smartphone*



- Download the free app – search for **'Blackboard Instructor'**
- In the **Search for your School** text box enter **'Hafr Al Batin University'**
- Log in with your **Blackboard Username** and **Password**.

*Including iPhone, iPod touch, iPad, Android, Blackberry and Palm smartphones.

Blackboard Home page under “My Institution” Tab

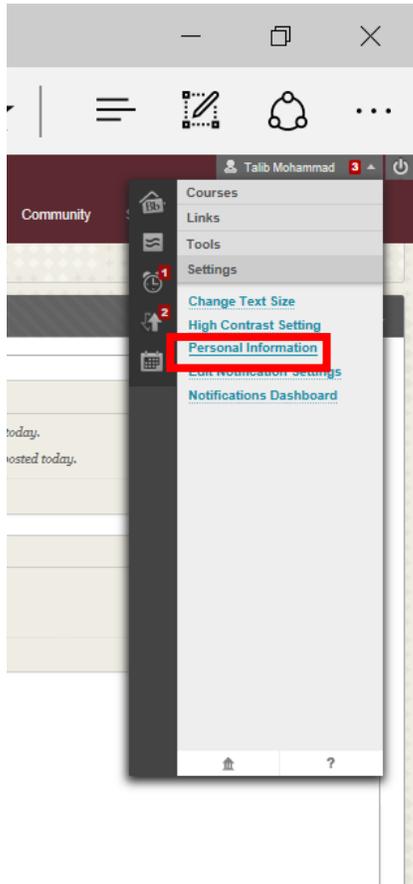


The screenshot shows the Blackboard Home page under the "My Institution" tab. The browser address bar displays the URL: `uohb.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1`. The user is logged in as Talib Mohammad. The navigation menu includes "My Institution", "Courses", "Community", "System Admin", and "Saudi Digital Library". The "My Institution" tab is active, showing a "Notifications Dashboard" and an "Add Module" button. The main content area is divided into several sections:

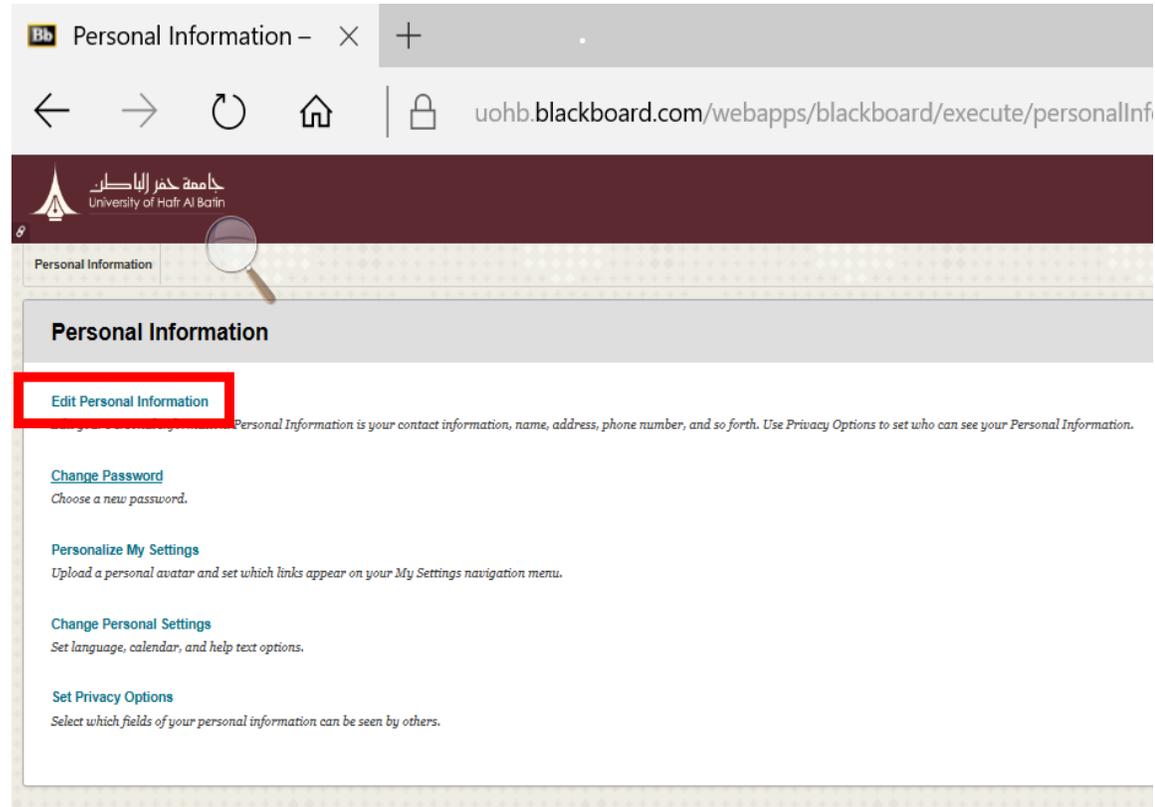
- Tools:** A list of utility links including Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goal Performance, Browse NBC Learn, Enterprise Surveys, NBC Learn Playlist, and Goals.
- My Courses:** Displays the current term (2017-2018 2nd-Term) and lists courses where the user is an instructor, including "BB Training" and "Interactive Physical Chemistry". It also shows a course from the previous term: "151 - Fall 2015-16".
- My Organizations:** A message stating, "You are not currently participating in any organizations."
- On Demand Help and Learning Catalog:** Provides links for "Help for Students", including "Visit Blackboard Help for students", "Learn about the Blackboard app", and "Watch helpful how-to videos for students".
- My Announcements:** A message stating, "No Institution Announcements have been posted today. No Course or Organization Announcements have been posted today." with a "more announcements..." link.
- My Tasks:** A message stating, "No tasks due." with a "more tasks..." link.

Edit & Enter Personal Information:

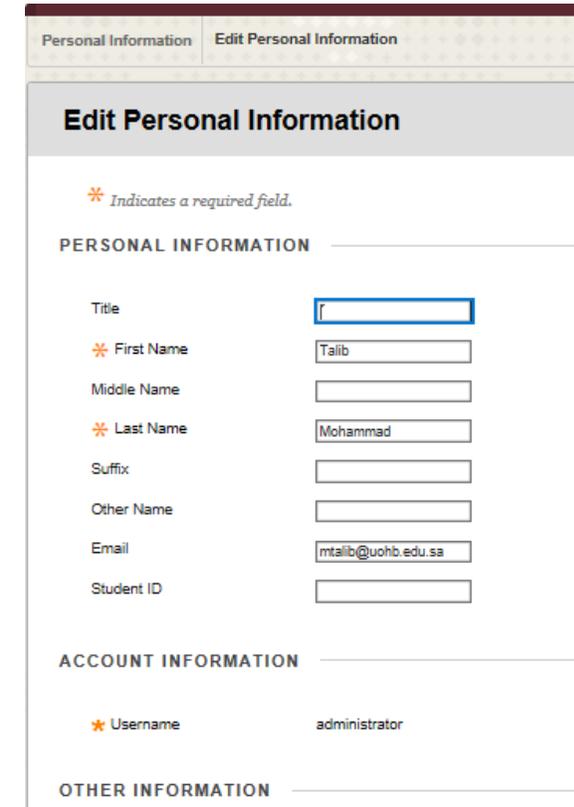
1



2



3



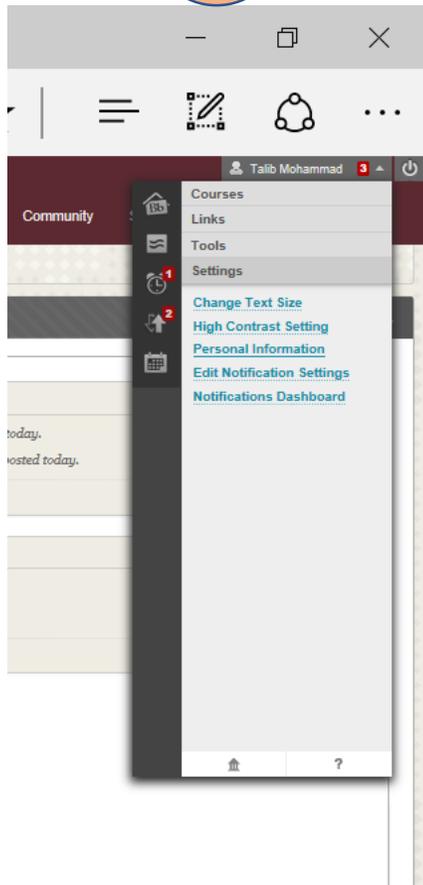
A screenshot of the Blackboard 'Edit Personal Information' form. The form is titled 'Edit Personal Information' and contains several sections: 'PERSONAL INFORMATION', 'ACCOUNT INFORMATION', and 'OTHER INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for Title, First Name (Talib), Middle Name, Last Name (Mohammad), Suffix, Other Name, Email (mtalib@uohb.edu.sa), and Student ID. The 'ACCOUNT INFORMATION' section includes a Username field (administrator). The 'OTHER INFORMATION' section is currently empty. A legend indicates that an asterisk (*) indicates a required field.

4

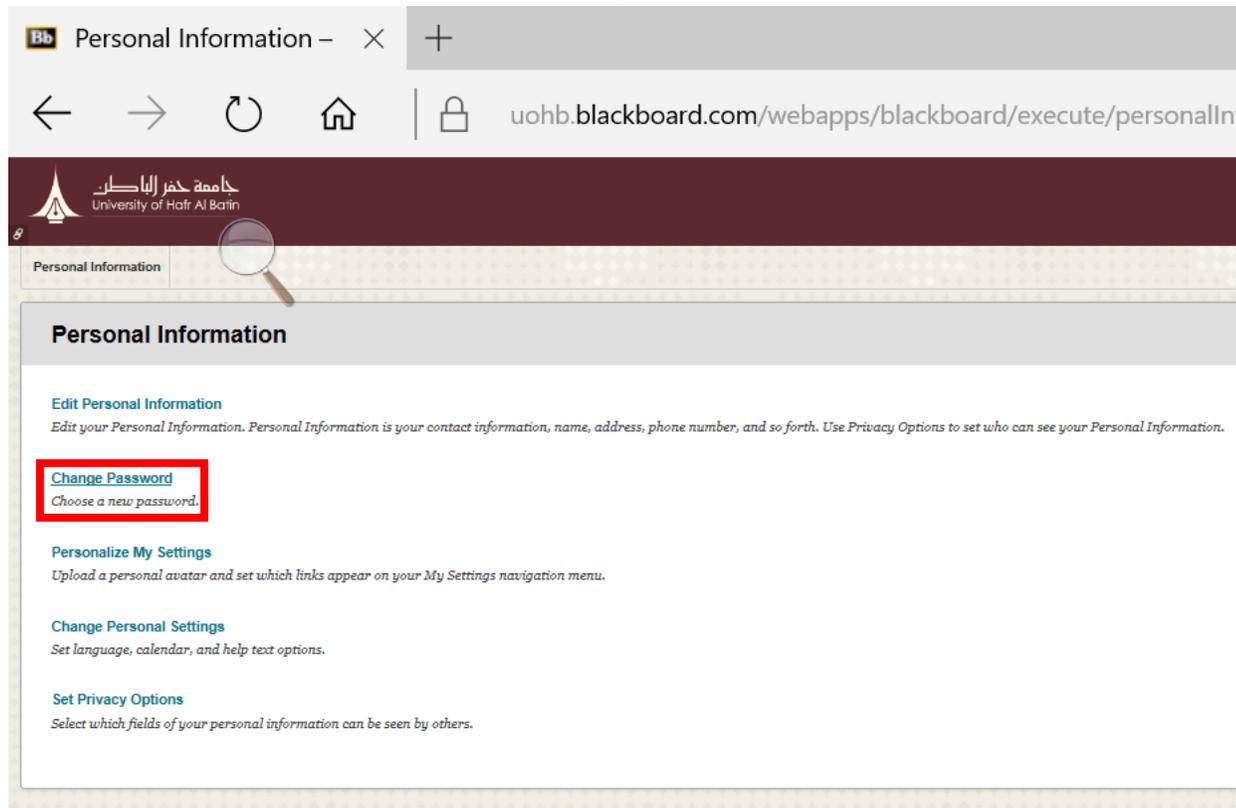
Cancel Submit

To Change Password:

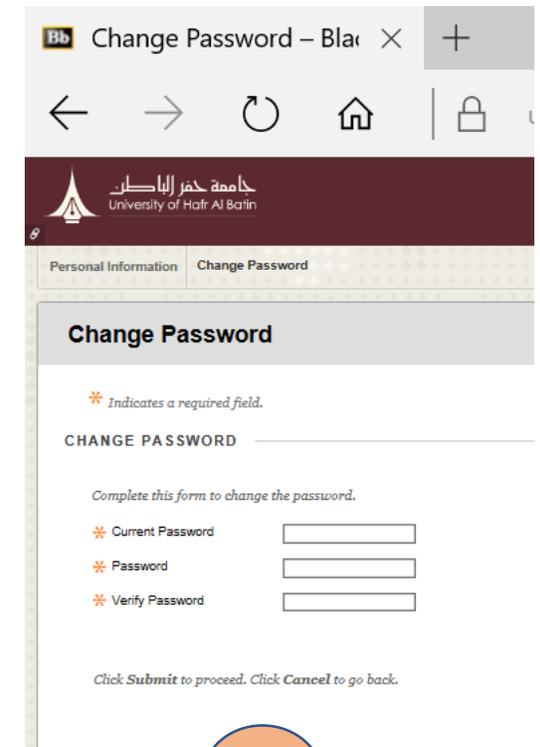
1



2



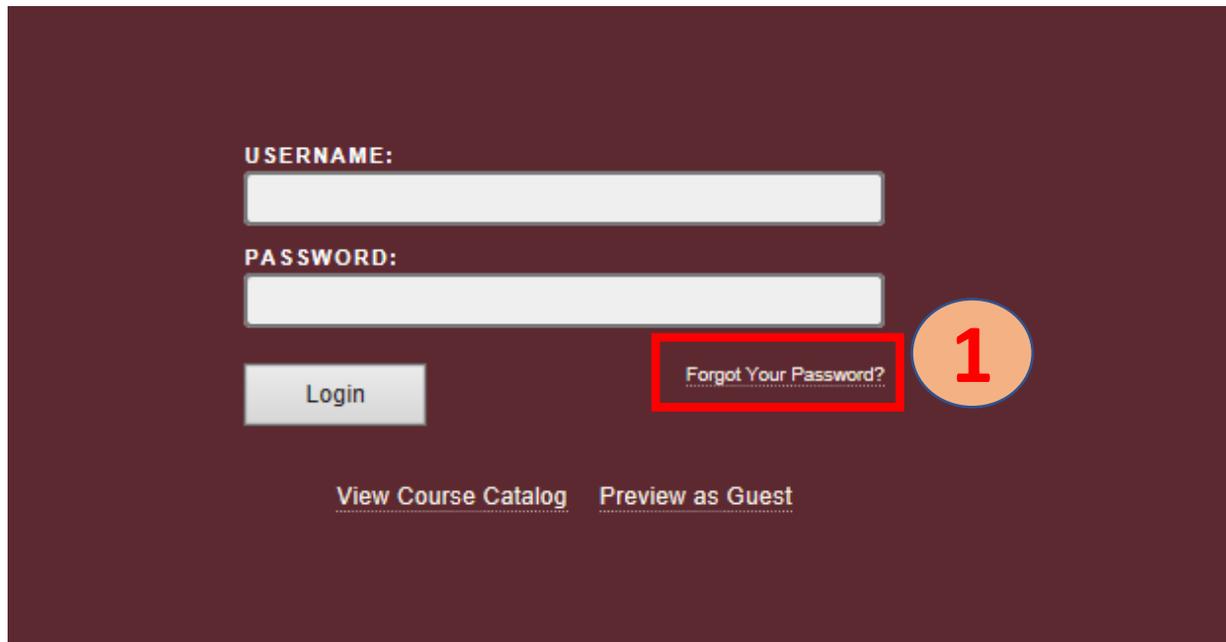
3



4

Cancel Submit

How to retrieve password ?



USERNAME:

PASSWORD:

Login **Forgot Your Password?**

[View Course Catalog](#) [Preview as Guest](#)

USERNAME OPTION

To change your password, type your **First Name, Last Name, and Username**

First Name

Last Name

Username

2

EMAIL ADDRESS OPTION

Enter your **First Name, Last Name, and Email Address** to change the password.

First Name

Last Name

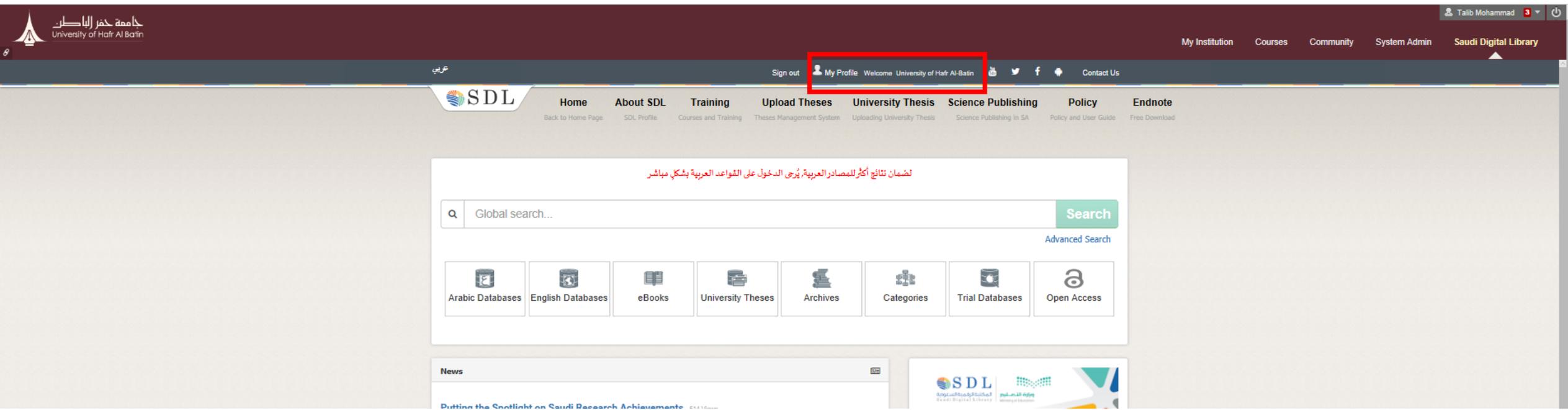
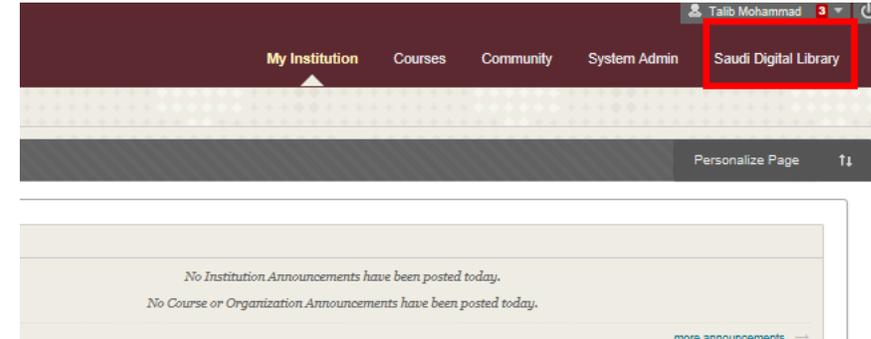
Email

3

Cancel Submit

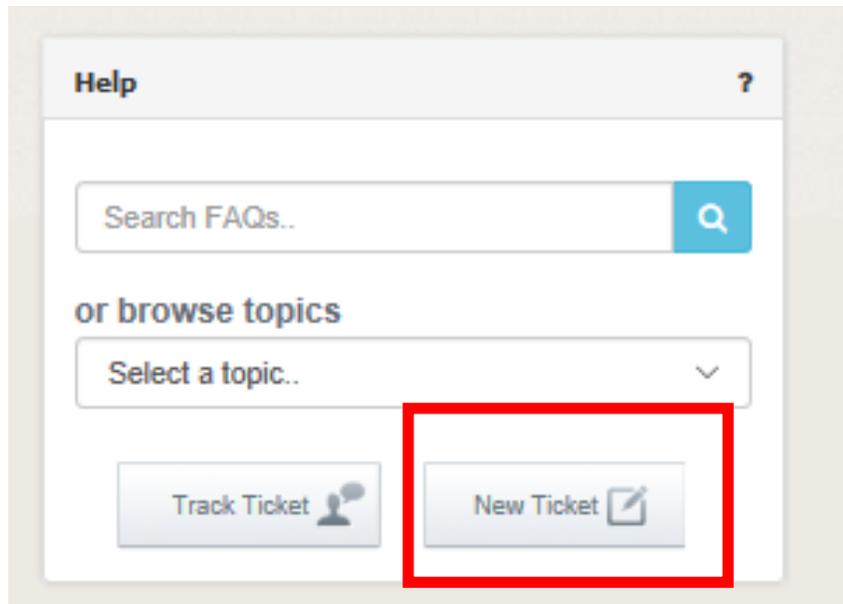
How to access Saudi Digital Library ?

Click on "Saudi Digital Library" Tab



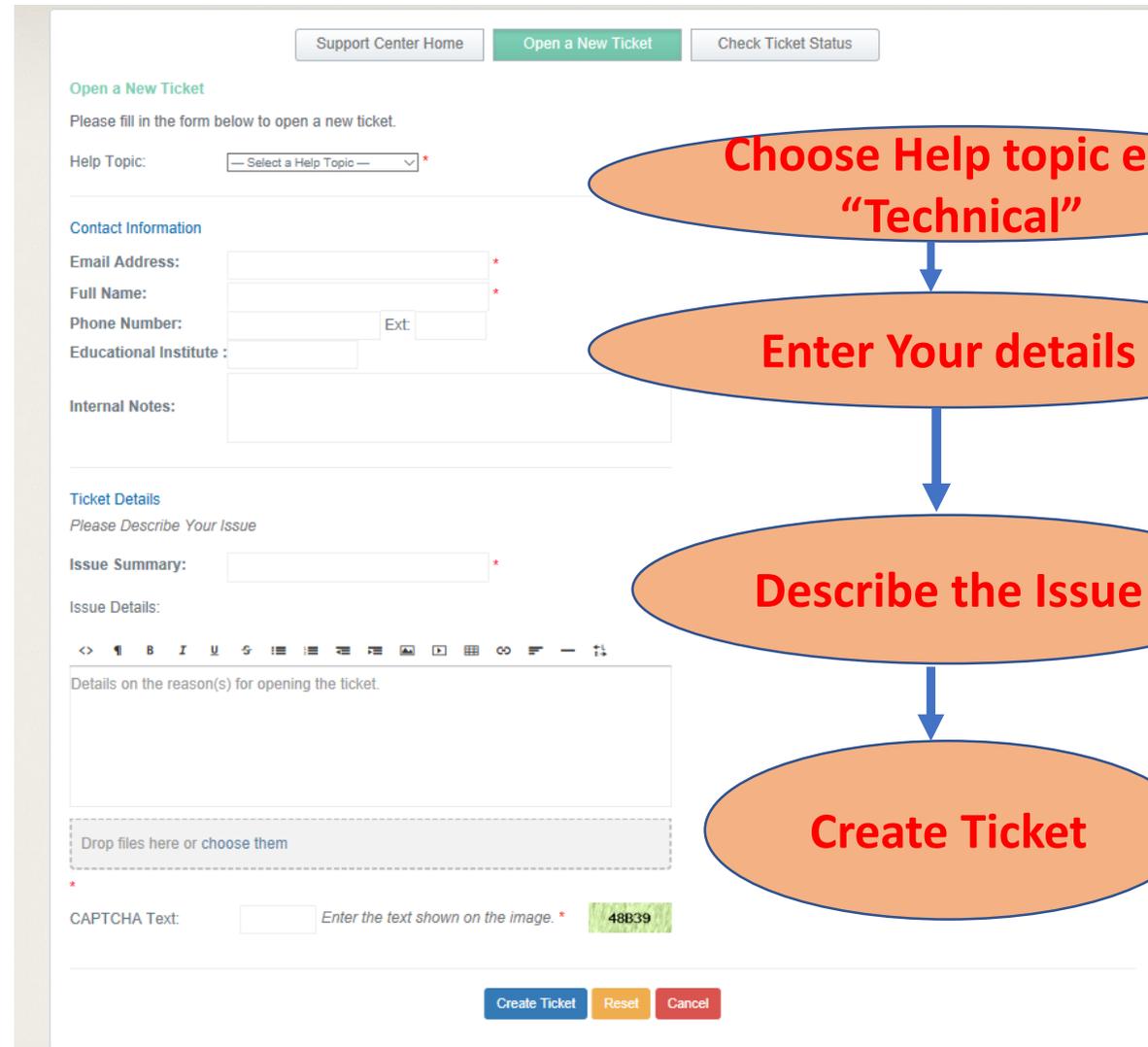
Creating a ticket on SDL:

1



The screenshot shows a 'Help' menu with a search bar for FAQs and a 'Select a topic..' dropdown. Below these are two buttons: 'Track Ticket' and 'New Ticket'. The 'New Ticket' button is highlighted with a red rectangular box.

2



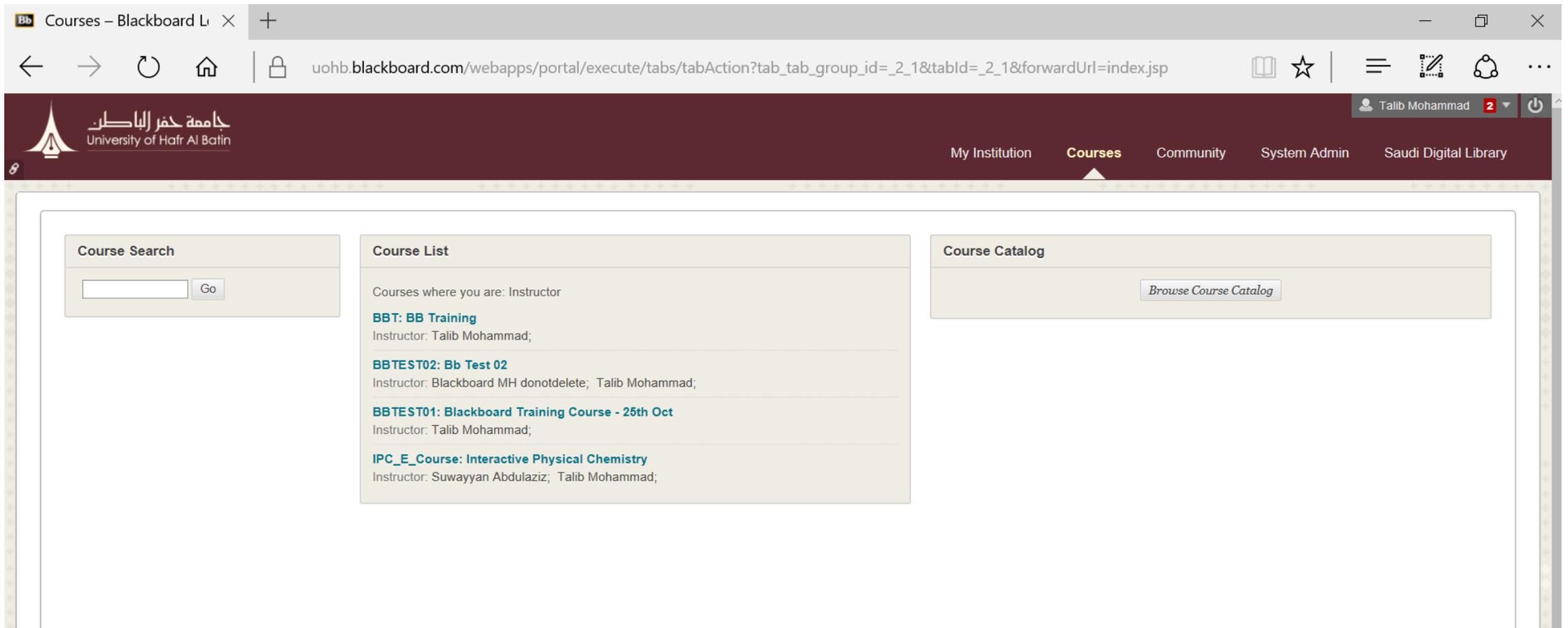
The screenshot shows the 'Open a New Ticket' form with the following fields and sections:

- Buttons: Support Center Home, Open a New Ticket, Check Ticket Status
- Section: Open a New Ticket
- Text: Please fill in the form below to open a new ticket.
- Field: Help Topic: (dropdown menu)
- Section: Contact Information
- Fields: Email Address, Full Name, Phone Number, Educational Institute
- Field: Internal Notes
- Section: Ticket Details
- Text: Please Describe Your Issue
- Field: Issue Summary
- Section: Issue Details
- Text: Details on the reason(s) for opening the ticket.
- Field: Drop files here or choose them
- Field: CAPTCHA Text: (with image and text '48839')
- Buttons: Create Ticket, Reset, Cancel

A vertical flowchart on the right side of the form consists of four orange ovals connected by downward-pointing blue arrows:

- Choose Help topic e.g. "Technical"
- Enter Your details
- Describe the Issue
- Create Ticket

Courses Tab:



The screenshot shows a web browser window displaying the Blackboard Courses Tab. The browser's address bar shows the URL: `uohb.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1&tabId=_2_1&forwardUrl=index.jsp`. The page header includes the University of Hafr Al Batin logo and navigation links: My Institution, **Courses**, Community, System Admin, and Saudi Digital Library. The user is logged in as Talib Mohammad. The main content area is divided into three sections:

- Course Search:** A search box with a "Go" button.
- Course List:** A list of courses where the user is an instructor:
 - BBT: BB Training**
Instructor: Talib Mohammad;
 - BBTEST02: Bb Test 02**
Instructor: Blackboard MH donotdelete; Talib Mohammad;
 - BBTEST01: Blackboard Training Course - 25th Oct**
Instructor: Talib Mohammad;
 - IPC_E_Course: Interactive Physical Chemistry**
Instructor: Suwayyan Abdulaziz; Talib Mohammad;
- Course Catalog:** A button labeled "Browse Course Catalog".

Group By Term:

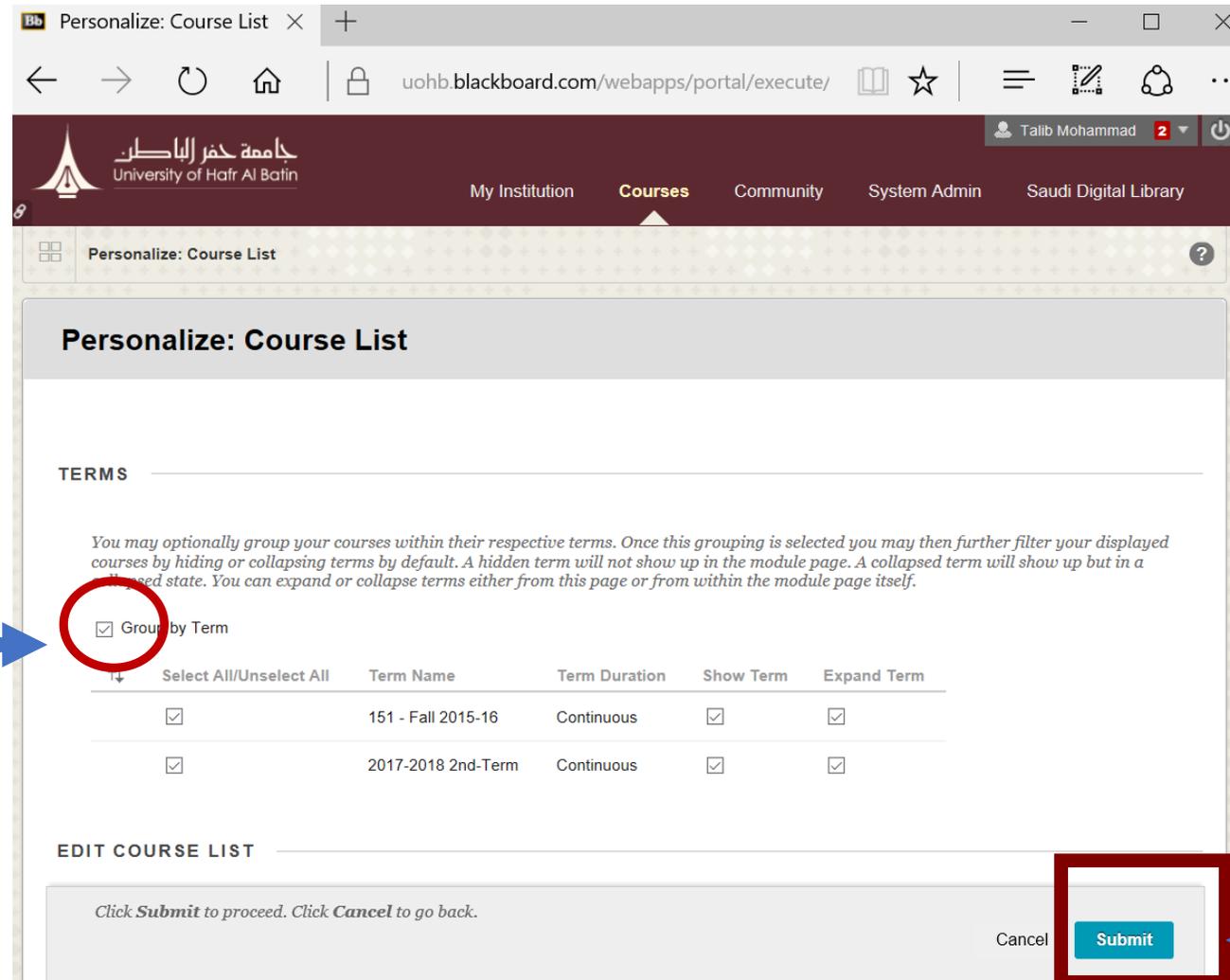
The screenshot shows a web browser window displaying the Blackboard Learn interface. The browser's address bar shows the URL: `uohb.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1&tabId=_2_1&forwardUrl=index.jsp`. The user is logged in as Talib Mohammad. The navigation menu includes "My Institution", "Courses", "Community", "System Admin", and "Saudi Digital Library".

The main content area is divided into three sections:

- Course Search:** A search box with a "Go" button.
- Course List:** A list of courses where the user is an instructor. The list includes:
 - BBT: BB Training** (Instructor: Talib Mohammad)
 - BBTEST02: Bb Test 02** (Instructor: Blackboard MH donotdelete; Talib Mohammad)
 - BBTEST01: Blackboard Training Course - 25th Oct** (Instructor: Talib Mohammad)
 - IPC_E_Course: Interactive Physical Chemistry** (Instructor: Suwayyan Abdulaziz; Talib Mohammad)
- Course Catalog:** A section with a "Browse Course Catalog" button.

A red circle with the number "1" and a red square highlighting a gear icon (settings) are overlaid on the Course List section.

Group by Term:



The screenshot shows the 'Personalize: Course List' page in a web browser. The page title is 'Personalize: Course List'. Below the title, there is a section for 'TERMS' with a sub-header 'TERMS'. A paragraph of text explains the grouping options: '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.' Below this text, there is a checkbox labeled 'Group by Term' which is checked and circled in red. A blue arrow points from a red circle containing the number '2' to this checkbox. Below the checkbox is a table with columns: 'Select All/Unselect All', 'Term Name', 'Term Duration', 'Show Term', and 'Expand Term'. The table contains two rows of data. At the bottom of the page, there is a section for 'EDIT COURSE LIST' with a message: 'Click **Submit** to proceed. Click **Cancel** to go back.' There are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box, and a blue arrow points from a red circle containing the number '3' to this button.

Personalize: Course List

My Institution **Courses** Community System Admin Saudi Digital Library

Personalize: Course List

Personalize: Course List

TERMS

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.

Group by Term

Select All/Unselect All	Term Name	Term Duration	Show Term	Expand Term
<input checked="" type="checkbox"/>	151 - Fall 2015-16	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2017-2018 2nd-Term	Continuous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

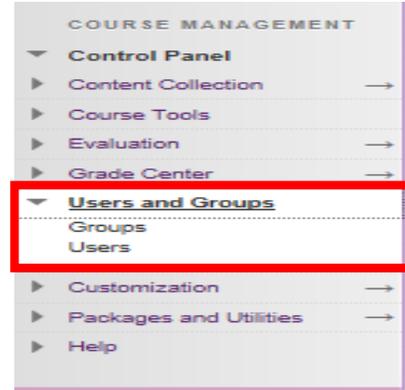
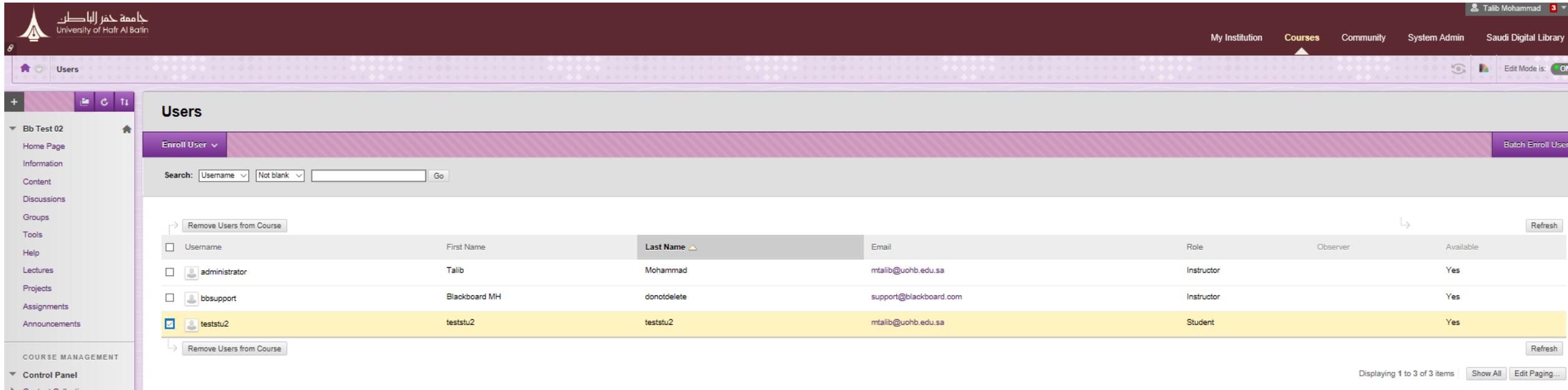
EDIT COURSE LIST

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

Cancel **Submit**

To Check Class Roster:

Click on "Users"

University of Hafr Al Batin

My Institution Courses Community System Admin Saudi Digital Library

Users

Enroll User

Search: Username Not blank Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	administrator	Talib	Mohammad	mtalib@uohb.edu.sa	Instructor		Yes
<input type="checkbox"/>	bbsupport	Blackboard MH	donotdelete	support@blackboard.com	Instructor		Yes
<input checked="" type="checkbox"/>	teststu2	teststu2	teststu2	mtalib@uohb.edu.sa	Student		Yes

Remove Users from Course Refresh

Displaying 1 to 3 of 3 items Show All Edit Paging...

Removing student from the course:

The screenshot shows the Blackboard 'Users' page. The left sidebar contains a 'Remove Users from Course' button, highlighted with a red box and labeled '1'. The main content area shows a table of users with a 'Remove Users from Course' button in the first column, highlighted with a red box and labeled '2'. The table lists three users: administrator, bbsupport, and teststu2. The user teststu2 is highlighted in yellow.

Username	First Name	Last Name	Email	Role	Observer	Available
administrator	Talib	Mohammad	mtalib@uohb.edu.sa	Instructor		Yes
bbsupport	Blackboard MH	donotdelete	support@blackboard.com	Instructor		Yes
teststu2	teststu2	teststu2	mtalib@uohb.edu.sa	Student		Yes

CREATING CONTENT FOLDER:

The screenshot shows the Blackboard 'Create Content Folder' page. The browser address bar shows the URL: `uohb.blackboard.com/webapps/blackboard/content/manageFolder.jsp?content_id=`. The page title is 'Create Content Folder'. A red box highlights the title and the introductory text: 'A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. More Help'. Below this is the 'CONTENT FOLDER INFORMATION' section, which includes a 'Name' field (marked with an asterisk as required), a 'Color of Name' dropdown set to 'Black', and a rich text editor. A red circle with the number '1' is placed over the 'Name' field. Below the rich text editor is the 'STANDARD OPTIONS' section, which includes radio buttons for 'Permit Users to View this Content' (set to 'Yes'), 'Track Number of Views' (set to 'No'), and checkboxes for 'Display After' and 'Display Until' with date and time pickers. A red circle with the number '2' is placed over the 'Display After' and 'Display Until' options. At the bottom right of the page, there are 'Cancel' and 'Submit' buttons. A red circle with the number '3' is placed over the 'Submit' button.

ADDING CONTENT (1/3):

The screenshot shows the Blackboard Learn interface for a course titled 'BB Training'. The user is logged in as 'Talib Mohammad'. The main navigation bar includes 'My Institution', 'Courses', 'Community', 'System Admin', and 'Saudi Digital Library'. The 'Content' page is active, and the 'Build Content' dropdown menu is open, showing various content creation options. The 'Item' option is highlighted with a red box. The main content area displays the message: 'It's time to add content... Use functions above to add it.'

Content – BB Training

uohb.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_93082_1&course_id=_19406_1

University of Hafr Al Batin

Talib Mohammad

My Institution Courses Community System Admin Saudi Digital Library

Content

Edit Mode is: ON

Content

Build Content Assessments Tools Partner Content

Create

Item

New Page

Content Folder

Module Page

Blank Page

Mashups

Flickr Photo

SlideShare Presentation

YouTube Video

NBC Content

lynda.com Course

xpLor Content

File

Audio

Image

Video

Web Link

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

It's time to add content...
Use functions above to add it.

BB Training

Home Page

Information

Content

Discussions

Groups

Tools

Help

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

Quick Unenroll

ADDING CONTENT (2/3):

The screenshot displays the Blackboard Learn interface for a course. In the top right corner, the 'Edit Mode is: ON' toggle is highlighted with a red box and labeled with a circled '1'. On the left sidebar, the 'Content' menu item is highlighted with a red box and a red arrow, labeled with a circled '2'. The main content area shows several sections: 'My Announcements' (No Course or Organization Announcements have been posted today), 'My Tasks' (No tasks due), 'What's New' (No Notifications), and 'Needs Attention' (No Notifications). The right sidebar contains 'To Do' and 'Alerts' sections.

ADDING CONTENT (3/3)

The screenshot shows the 'Create Item' form in Blackboard. The form is titled 'Create Item' and includes a description: 'A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help'. The form is divided into several sections:

- CONTENT INFORMATION:** This section includes a required field for 'Name' (indicated by a red asterisk and circled with a red '1'), a 'Color of Name' dropdown menu set to 'Black', and a 'Text' editor with a rich text toolbar. Below the text editor is a 'Path' field with the value 'p' and a 'Words:0' counter.
- ATTACHMENTS:** This section includes a dashed box for 'Attach Files' (circled with a red '2') and two buttons: 'Browse My Computer' and 'Browse Course'. Below this is a note: 'You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.'
- STANDARD OPTIONS:** This section includes several options:
 - 'Permit Users to View this Content' with radio buttons for 'Yes' (selected) and 'No'.
 - 'Track Number of Views' with radio buttons for 'Yes' and 'No' (selected).
 - 'Select Date and Time Restrictions' with two checkboxes: 'Display After' and 'Display Until', each with a date and time picker (circled with a red '3').

At the bottom of the form, there is a 'Click Submit to proceed. Click Cancel to go back.' instruction and two buttons: 'Cancel' and 'Submit' (circled with a red '4').

Course Announcements (1/2):

Course Tools

- Achievements
- Announcements
- Blackboard Collaborate
- Blogs
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Date Management
- Discussion Board
- ...

1

Create Announcement

2

New announcements appear below this line

No Announcements found.

Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

* Indicates a required field.

3

ANNOUNCEMENT INFORMATION

* Subject

Black

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Table of Contents, and HTML/CSS source code.

Path: p

Words:0

Course Announcements (2/2):

WEB ANNOUNCEMENT OPTIONS

4

Duration

Not Date Restricted

Date Restricted

Select Date 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.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

COURSE LINK

Click **Browse** to choose an item.

Location

Click **Submit** to finish. Click **Cancel** to quit.

5

Cancel

Submit

Rubrics

A rubric is a scoring tool that you can use to evaluate graded work. Rubrics can help ensure consistent and impartial grading and help students focus on your expectations.

You can associate rubrics with these types of gradable content:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion forums and threads

How to Create Rubrics (1/2):

1

- ▼ **Course Tools**
- Achievements
- Announcements
- Blackboard Collaborate
- Blackboard Collaborate Ultra
- Blogs
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Date Management
- Discussion Board
- Glossary
- Goal Performance
- Goals
- Journals
- McGraw-Hill Higher Education
- Mobile Compatible Test List
- Rubrics**
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis

2

Rubrics

A rubric lists evaluation criteria for an assignment. Instructors can use rubrics to explain their evaluation.

Create Rubric
Import Rubric

* Indicates a required field.

RUBRIC INFORMATION

* Name

Description

✓

Character count: 0

3

How to Create Rubrics (2/2):

RUBRIC DETAIL

The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

4

Add Row Add Column Rubric Type: Points

Criteria	Levels of Achievement		
	Below Expectations	Proficient	Exemplary
Reasoning and Analysis	<p>Points 0</p> <p>Weak reasons and/or irrelevant or confusing reasons given that don't support the answers; incomplete answers.</p>	<p>Points 1</p> <p>Reasons support answers with some / an important reason(s) overlooked; general examination and assessment.</p>	<p>Points 2</p> <p>Clear and accurate answers; insightful, specific.</p>
Focus on Topic	<p>Points 0</p> <p>Some of the documentation relates to the assigned topic; misuses or uses limited course vocabulary.</p>	<p>Points 1</p> <p>The answers are not as detailed and/or concise as needed; and/ or use limited course vocabulary.</p>	<p>Points 2</p> <p>Answers address the questions clearly and fully, showing higher level analysis and synthesis of concepts and uses course vocabulary.</p>
Accuracy of Facts and Citations	<p>Points 0</p> <p>No direct quotes or "work consulted" used or referred to in the paper. Incorrect facts and / or citations.</p>	<p>Points 1</p> <p>All facts are accurate and relate back to the answer, yet there was a disproportionate amount of opinion based statements then facts. Provided 2-5 citations throughout paper using the</p>	<p>Points 2</p> <p>All facts are accurate and relate back to the answer. Provided 2-5 citations throughout paper using the text, interview and or other related</p>
MLA	<p>Points 0</p> <p>No works cited.</p>	<p>Points 1</p> <p>Works cited is not formatted in the correct MLA style.</p>	<p>Points 2</p> <p>Works cited is formatted in the correct MLA style.</p>
Mechanics/ Organization	<p>Points 0</p> <p>Numerous errors, paper hard to read; questions are not stated before answers; format details are not adhered to.</p>	<p>Points 1</p> <p>Enough errors to distract the reader; organization problems; questions not stated before answers; and / or format difficult to navigate.</p>	<p>Points 2</p> <p>Use of correct grammar, spelling, and punctuation; well organized; one idea follows another in a logical sequence with clear transitions; questions stated before answers; format easy to navigate.</p>

Total Points: 10

Cancel Submit

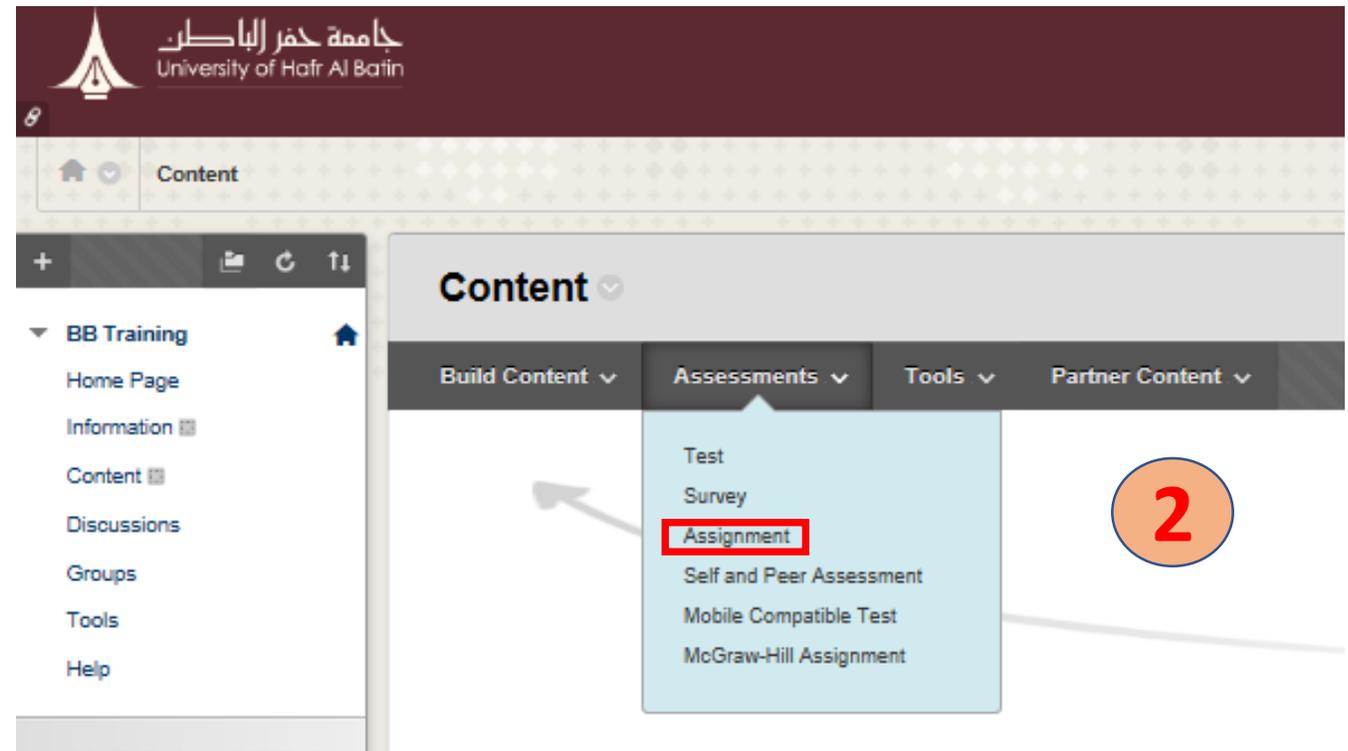
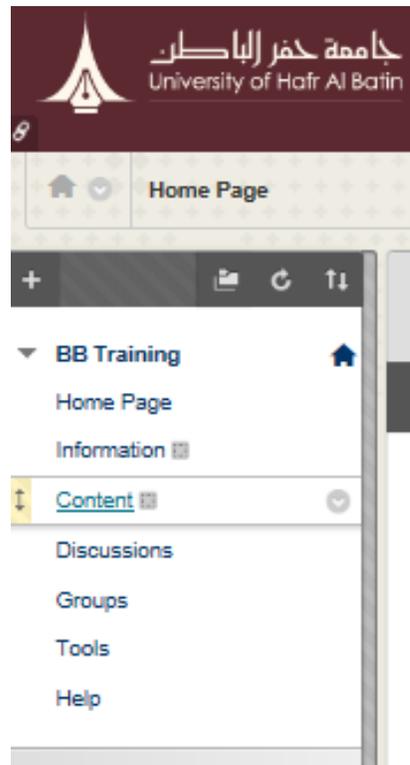
5

Safe Assignments:

- SafeAssign is a plagiarism prevention tool that allows your instructor to check the originality of a homework submission.
- SafeAssign automatically conducts the check by comparing your assignment against a database of other assignment submissions.
- Instructors can decide whether student can see Originality Reports before assignment submission attempt.
- SafeAssign can only process files smaller than 10MB. If your submission is larger than 10MB, SafeAssign won't be able to process it.

How to create Assignments ?

1



How to create Assignments (3/4):

GRADING

* Points Possible

Associated Rubrics



6

Name Type Date Last Edited Show Rubric to Students

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

Number of Attempts

Single 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

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

- 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

How to create Assignments (4/4)

Display of Grades

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

Display grade as and (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 no longer anonymous.

Show to students in My Grades

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

9

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

10

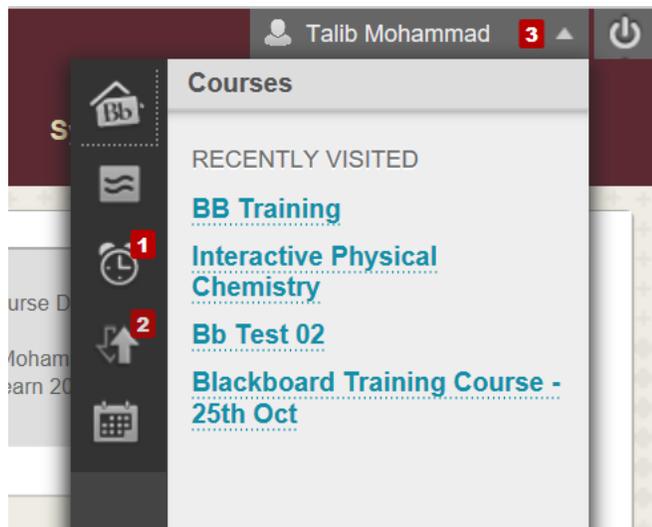
Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

11

How to grade a Assignment (1/3) ?

1



Assignment **test** Needs Grading [Grade](#) [Open](#) [Dismiss](#)

In *BB Training*

Assignment **test** Available [Open](#) [Dismiss](#)

In *BB Training*

2

All

3

Assignment **assin2** Needs Grading [Grade](#) [Open](#) [Dismiss](#)

In *BB Training*

Thread **t1** Needs Grading [Grade](#) [Open](#) [Dismiss](#)

In *BB Training*

Assignment **assin2** Available [Open](#) [Dismiss](#)

In *BB Training*

Assignment **test** Needs Grading [Grade](#) [Open](#) [Dismiss](#)

In *BB Training*

Assignment **test** Available [Open](#) [Dismiss](#)

In *BB Training*

How to grade a Assignment (2/3) ?

2

1

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▼ **Grade Center** →
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Enter dates as mm/dd/yyyy

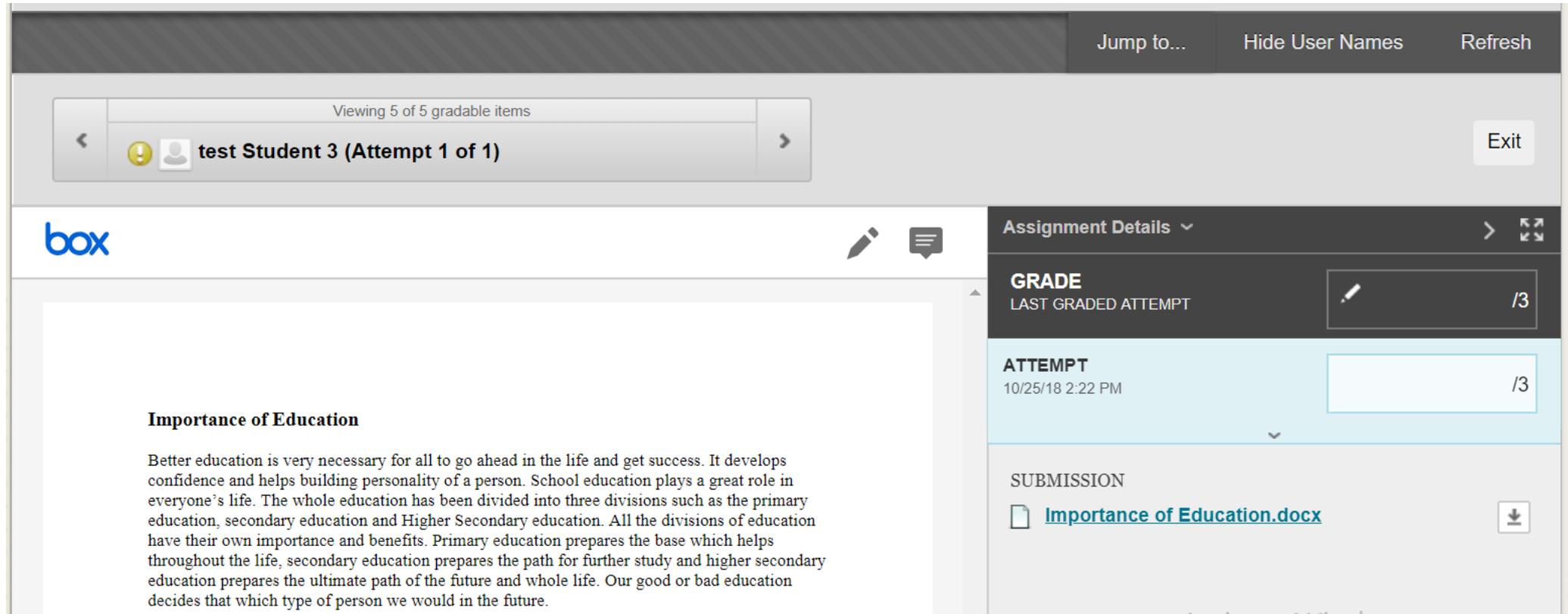
Show attempts that don't contribute to user's grade

5 total items to grade.

Category	Item Name	User Attempt	Date Submitted ▲	Due Date
Assignment	test	test Student	October 25, 2018 11:33:38 AM	October 30, 2018
Assignment	test	test Student 2	October 25, 2018 11:37:26 AM	October 30, 2018
Assignment	test	test Student 3	October 25, 2018 12:27:21 PM	October 30, 2018
Discussion	t1	test Student 3	October 25, 2018 2:20:30 PM	
Assignment	assin2	test Student 3	October 25, 2018 2:22:37 PM	

Displaying 1 to 5 of 5 items

How to grade a Assignment (3/3) ?



The screenshot shows the Blackboard interface for grading an assignment. At the top, there are navigation options: "Jump to...", "Hide User Names", and "Refresh". Below this, a breadcrumb trail indicates "Viewing 5 of 5 gradable items" and identifies the student as "test Student 3 (Attempt 1 of 1)". An "Exit" button is visible in the top right.

The main content area is split into two panes. The left pane, titled "box", contains the assignment text:

Importance of Education

Better education is very necessary for all to go ahead in the life and get success. It develops confidence and helps building personality of a person. School education plays a great role in everyone's life. The whole education has been divided into three divisions such as the primary education, secondary education and Higher Secondary education. All the divisions of education have their own importance and benefits. Primary education prepares the base which helps throughout the life, secondary education prepares the path for further study and higher secondary education prepares the ultimate path of the future and whole life. Our good or bad education decides that which type of person we would in the future.

The right pane, titled "Assignment Details", shows the grading information:

Assignment Details	
GRADE LAST GRADED ATTEMPT	/3
ATTEMPT 10/25/18 2:22 PM	/3
SUBMISSION	
Importance of Education.docx	

Inline Grading:

Importance of Education

Better education is very necessary for all to go ahead in the life and get success. It develops confidence and helps building personality of a person. School education plays a great role in everyone's life. The whole education has been divided into three divisions such as the primary education, secondary education and Higher Secondary education. All the divisions of education have their own importance and benefits. Primary education prepares the base which helps throughout the life, secondary education prepares the ultimate path of the future and who decides that which type of person we would in the future.

1

Comments...

Cancel
Post

Importance of Education

Better education is very necessary for all to go ahead in the life and get success. It develops confidence and helps building personality of a person. School education plays a great role in everyone's life. The whole education has been divided into three divisions such as the primary education, secondary education and Higher Secondary education. All the divisions of education have their own importance and benefits. Primary education prepares the base which helps throughout the life, secondary education prepares the ultimate path of the future and who decides that which type of person we would in the future.

2

3

Assignment Details >

GRADE
LAST GRADED ATTEMPT

2/3

ATTEMPT
10/25/18 2:22 PM

Save /3

SUBMISSION

[Importance of Education.docx](#)

GRADE BY RUBRIC

[GRADING RUBRIC FOR WRITTEN ASSIGNMENTS](#)

Used for Grading

Show Descriptions Show Feedback

REASONING AND ANALYSIS --

- Below Expectations 0 (0%) points
- Proficient .5 (16.67%) points
- Exemplary 1 (33.33%) points

FOCUS ON TOPICS --

- Below Expectations 0 (0%) points
- Proficient .5 (16.67%) points
- Exemplary 1 (33.33%) points

MECHANICS/ORGANIZATION AND CITATIONS --

- Below Expectations 0 (0%) points
- Proficient .5 (16.67%) points
- Exemplary 1 (33.33%) points

Raw Total: 0.00 (of 3.0)
Change the number of points out of 3.0 to:

Feedback: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

abc

Cancel
Save Rubric

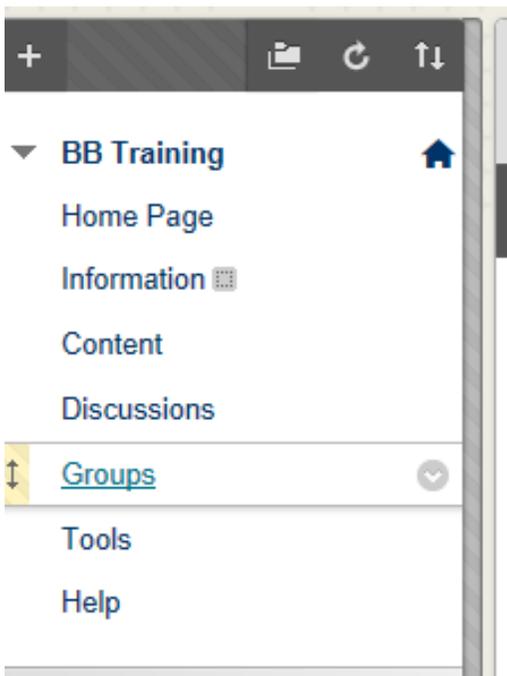
4

Groups:

- Students can be placed into groups within your Blackboard course.
- Groups can be given access to a number of tools such as their own discussion board which only they and the course instructor can view.
- Instructor places you in a group or allows you to select the group you want to join.

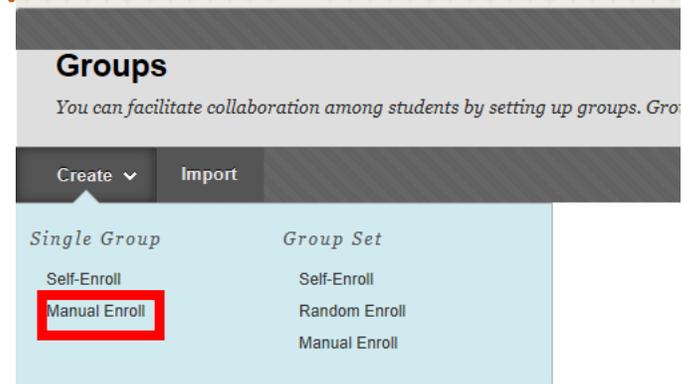
How to create Groups (1/2) ?

1



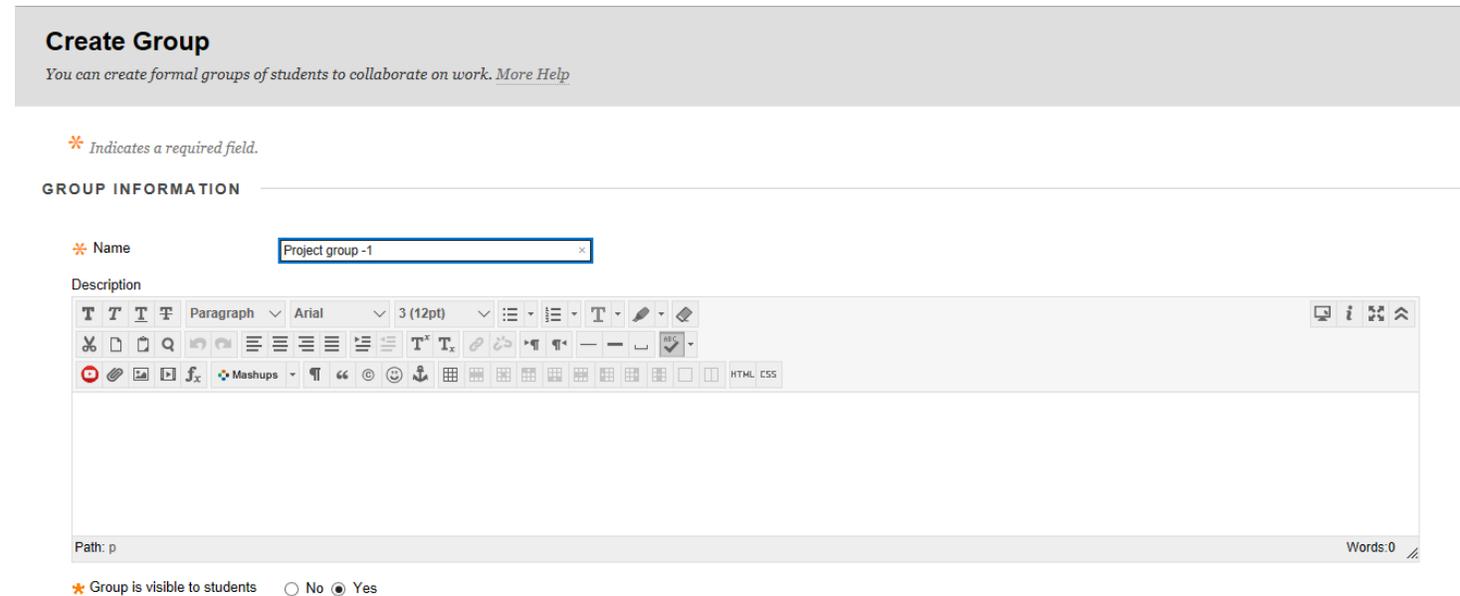
The screenshot shows the Blackboard navigation menu on the left side of the interface. The 'Groups' option is highlighted with a blue background and a white arrow pointing to it. Other options include 'BB Training', 'Home Page', 'Information', 'Content', 'Discussions', 'Tools', and 'Help'.

2



The screenshot shows the 'Groups' menu with the 'Create' dropdown menu open. The 'Manual Enroll' option is highlighted with a red box. The menu also shows 'Self-Enroll' and 'Random Enroll' options under both 'Single Group' and 'Group Set' categories.

3



The screenshot shows the 'Create Group' form. The 'Name' field is filled with 'Project group -1'. The 'Description' field is empty. The form includes a rich text editor toolbar and a 'Group is visible to students' checkbox, which is currently checked.

Create Group
You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description

Path: p

* Group is visible to students No Yes

How to create Groups (2/2) ?

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Academic Materials
- Content Market Tools
- Wikis
 - No grading
 - Grade: Points possible:

4

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

- Allow Personalization

5

GROUP OPTIONS

- Create smart view for this group

MEMBERSHIP

Add Users

No users have been added.

6

Cancel

Submit

Discussions:

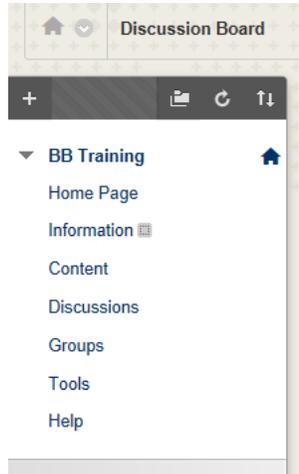
- **Blackboard's discussion board** feature allows participants to carry on **discussions** online.
- You can create discussions around individual course lessons.

Some ways that discussion boards are used include:

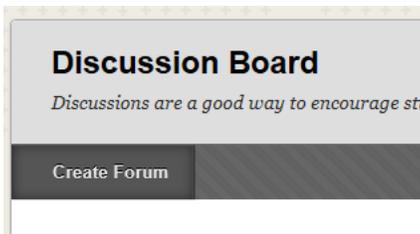
- Instructors post questions on a course discussion board, which students respond to before a class session.
- Instructors have students post their work to a discussion board so other students can see it.
- Students post reading responses to a discussion board.

Discussions/Forums (1/2)

1



2



Create Forum

Create Forums to organize discussions. [More Help](#)

* Indicates a required field.

FORUM INFORMATION

* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and other formatting tools.

Path: p Words: 0

FORUM AVAILABILITY

Available Yes No

Enter 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.

3

4

Discussions/Forums (2/2)

4

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

Alignments

- Forum alignments
- Thread alignments

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
- 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

5

Cancel

Submit

Suggestions for settings:

If you want to

Select settings

Create effective social forums

- Allow anonymous posts
- No grading in forum

Create forums where users have control of the discussion

- Allow author to delete own posts
- Allow author to edit own published posts
- Allow members to create new threads
- Allow members to rate posts

Have a tightly controlled forum

- Force moderation of posts
- Grade by forum or grade by thread
- Do not allow members to create new threads so they focus on existing threads

Forum Settings:

- Choose whether to allow anonymous posts, file attachments, thread creation, subscription, and member rating of posts.
- Choose whether to grade discussion posts. Once grading has been enabled, a Grade Center item is created.
- Select the Grade Forum option and type a point value to evaluate students on performance throughout the forum.
- Select the Grade Threads option to evaluate students on performance in each thread chosen.
- Students cannot create new threads or respond anonymously if the Grade Threads option is selected for the forum.

How to create a thread ?

1

Create Thread

A thread is a series of posts related to the same subject. Threads provide an organizational structure within a forum for users to share posts on similar topics. Creating a thread posts the first message. [More Help](#)

* Indicates a required field.

MESSAGE

* Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, HTML, and CSS.

Large text area for writing the message content.

Path: p

Words: 0

2

ATTACHMENTS

Attach File

Browse My Computer

Browse Course

GRADING

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

Grade Thread

Points possible:

Show participants in "needs grading" status  after every Posts

3

Cancel

Submit

Collaborate Ultra Experience

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact.

Session Roles

"Roles" refers to the type of access that someone has within a Collaborate Ultra session.

Roles & Privileges

- Moderator
- Presenter
- Participant
- Captioner

Collaborate Ultra Experience

2

1

- Course Tools
 - Achievements
 - Announcements
 - Blackboard Collaborate
 - Blackboard Collaborate Ultra**
 - Blogs
 - Contacts
 - Content Market Tools
 - Course Calendar
 - Course Messages
 - Date Management
 - Discussion Board
 - Glossary
 - Goal Performance
 - Goals
 - Journals
 - McGraw-Hill Higher Education
 - Mobile Compatible Test List
 - Rubrics
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys, and Pools
 - Wikis

Blackboard Collaborate Ultra

Sessions

BB Training - Course Room
Unlocked (available)

Create Session

Filter by All Upcoming Sessions

No scheduled sessions.

Create Session

To Create Session:

1

Session 1

Join session

Guest access

Guest role
Participant

Guest link
https://eu.bbcollab.c

Event Details

Start
10/25/18 2:57 PM

End
10/25/18 3:57 PM

No end (open session)
 Repeat session

Early Entry
15 min before start time

[Provide a description](#)

2

Session Settings

Default Attendee Role

Participant

Recording

- Allow recording downloads
- Anonymize chat messages

Moderator permissions

- Show profile pictures for moderator only

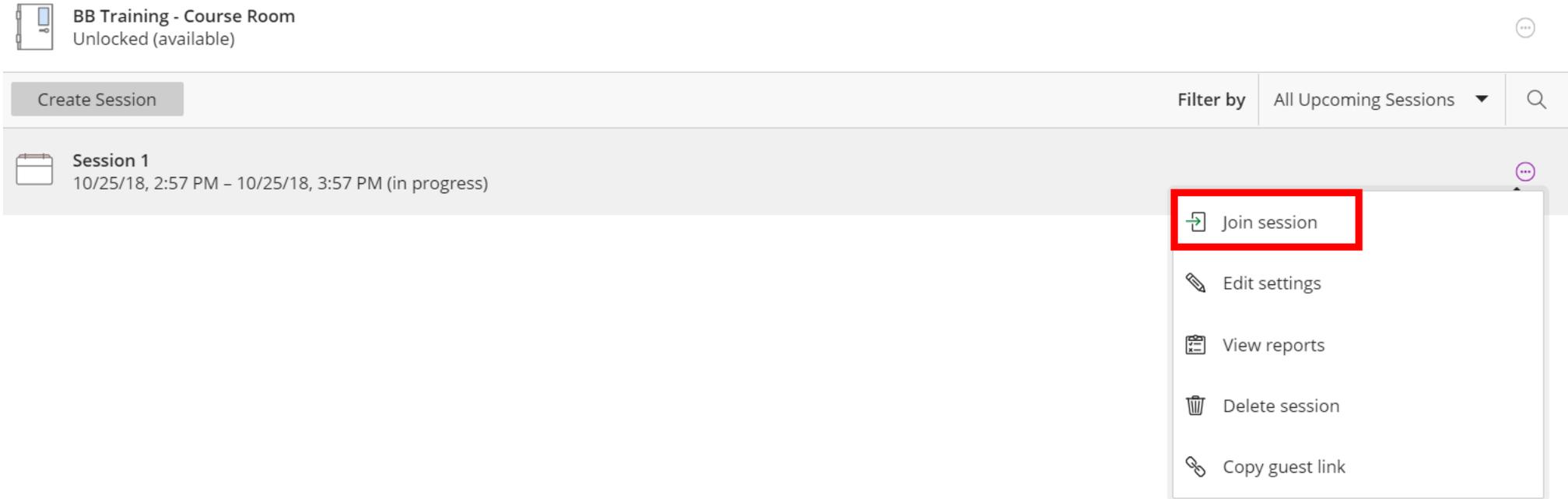
Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

Private Chat

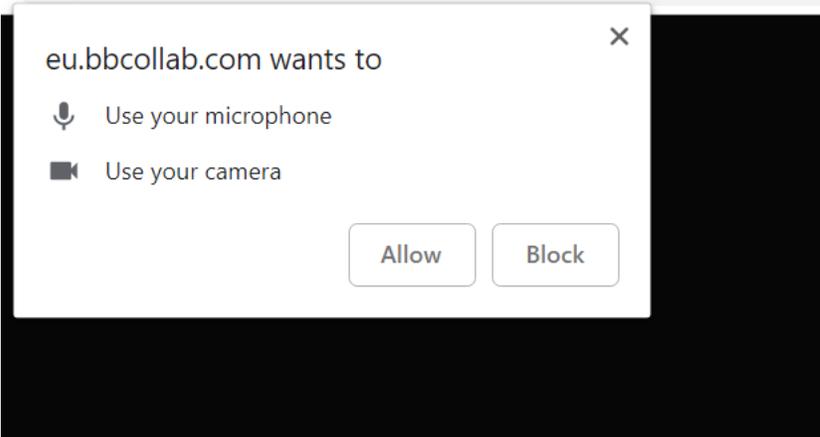
- Participants can only chat privately with moderators
- Moderators supervise all private chats

Joining a Session:

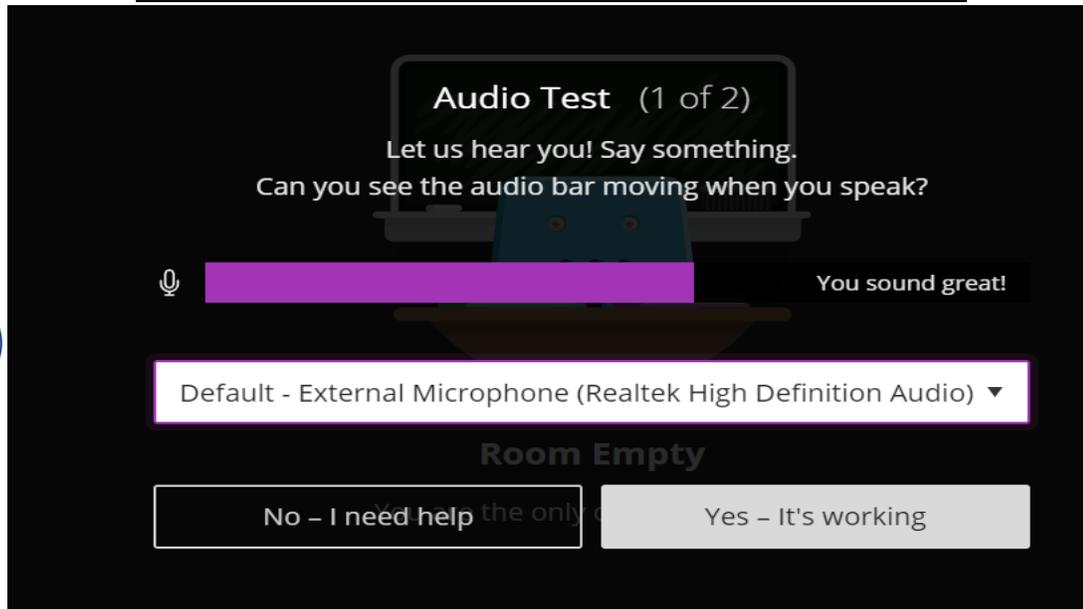


The screenshot displays the Blackboard interface for session management. At the top, there is a header for "BB Training - Course Room" which is "Unlocked (available)". Below this is a "Create Session" button. A search bar shows "Filter by All Upcoming Sessions" with a search icon. A list of sessions is shown, with "Session 1" (10/25/18, 2:57 PM - 10/25/18, 3:57 PM) in progress. A context menu is open for "Session 1", listing actions: "Join session" (highlighted with a red box), "Edit settings", "View reports", "Delete session", and "Copy guest link".

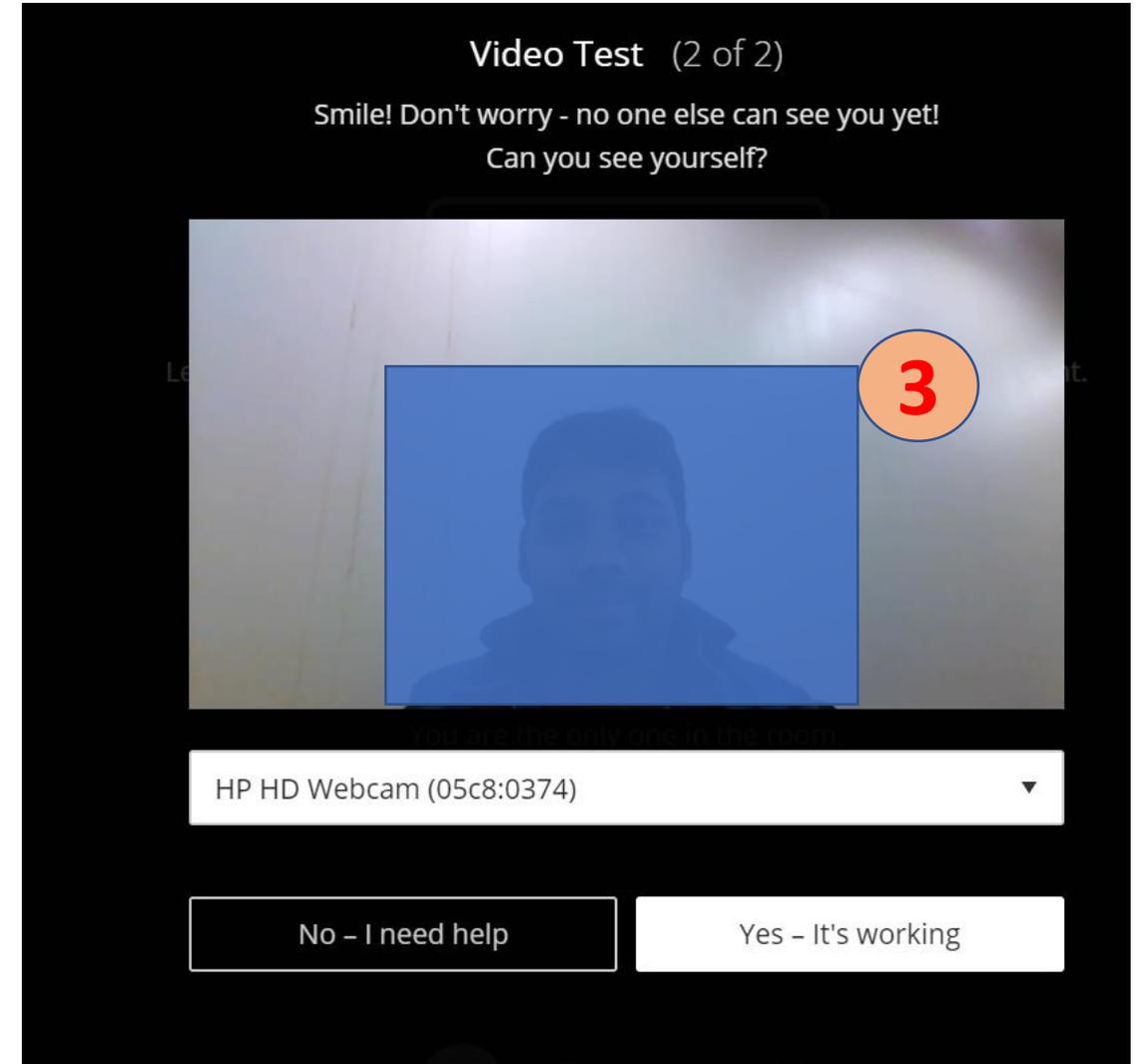
1



2

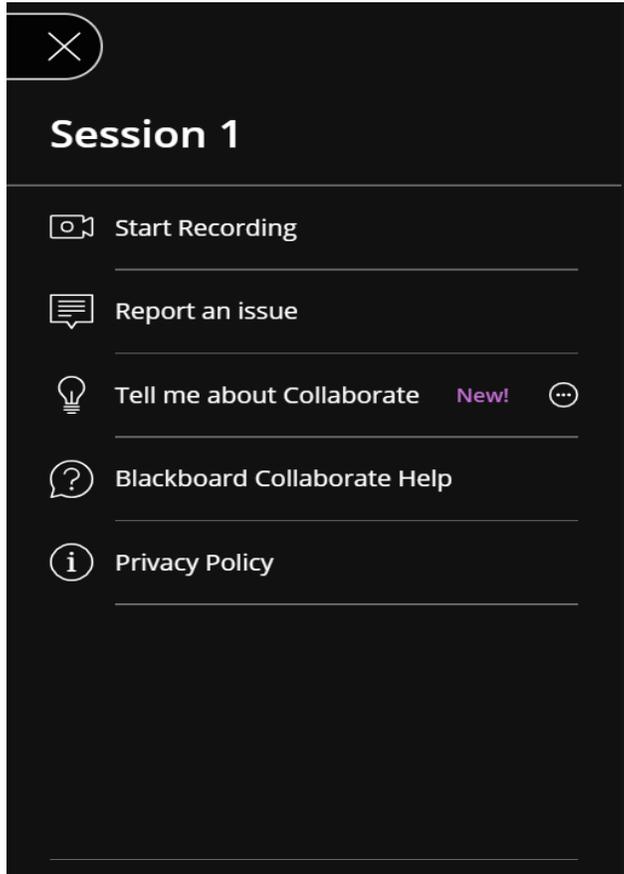


3

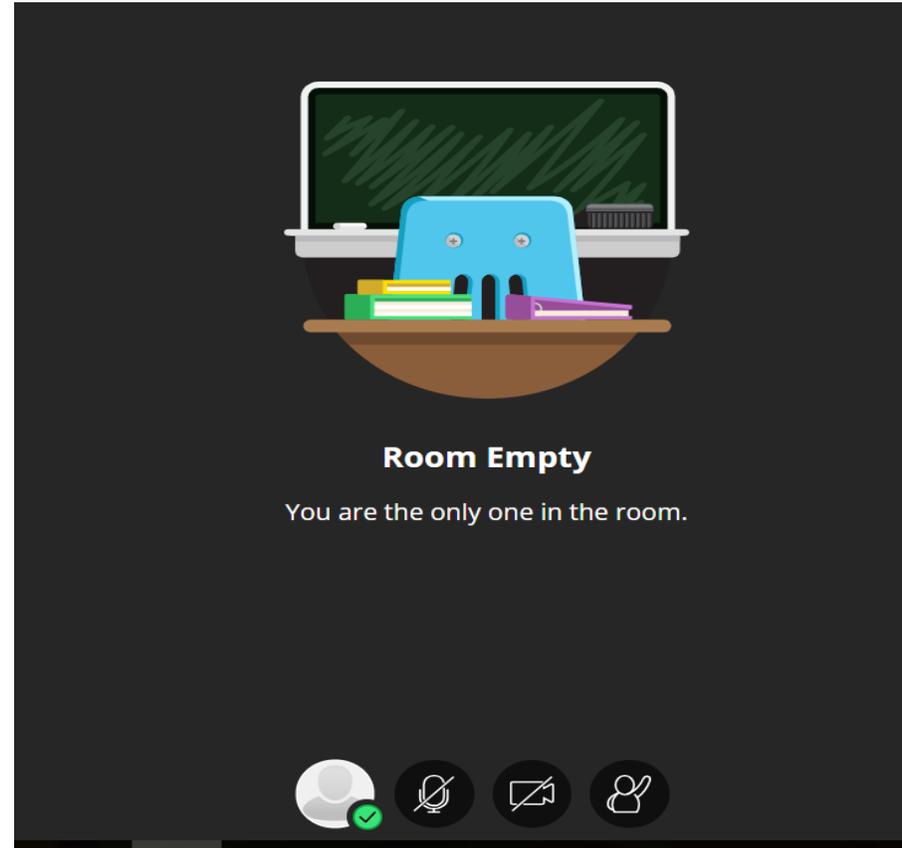


Components of Session:

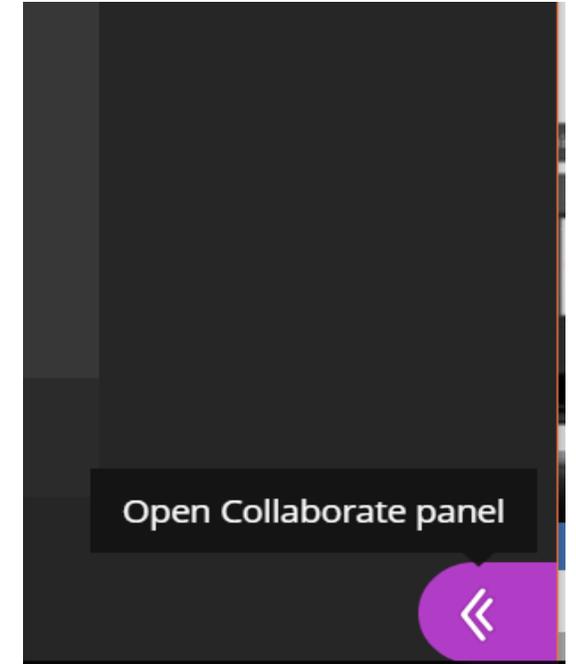
Collaborate Session Menu



Display Screen

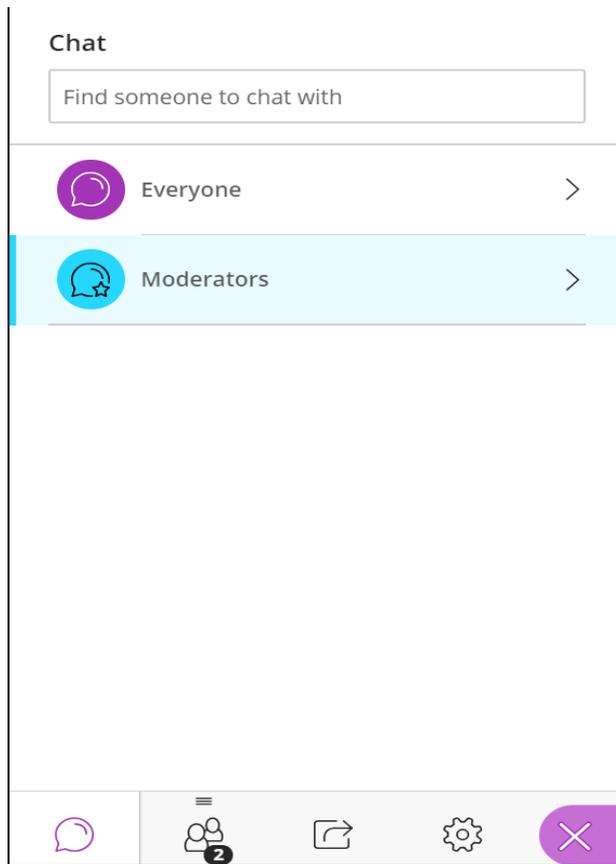


Collaborate Panel



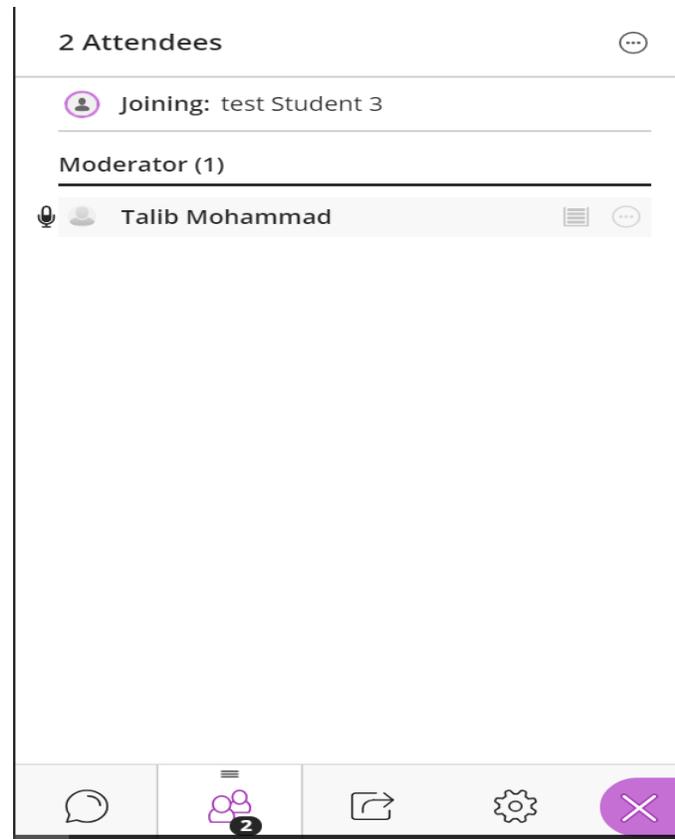
Collaborate Panel Settings:

Chat settings



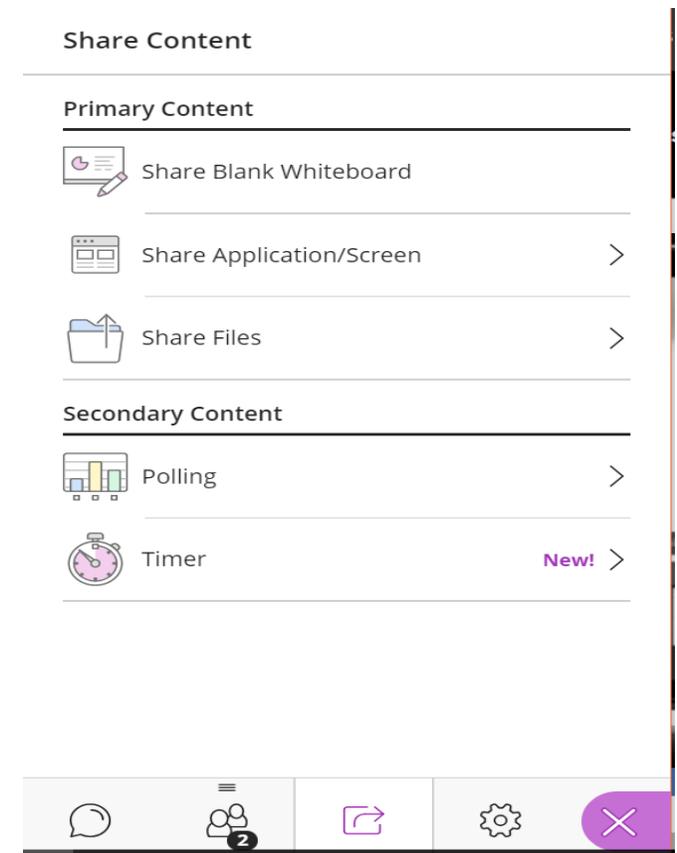
The screenshot shows the 'Chat' settings panel. At the top, there is a search bar with the text 'Find someone to chat with'. Below the search bar, there are two options: 'Everyone' and 'Moderators'. The 'Moderators' option is currently selected and highlighted in light blue. At the bottom of the panel, there is a navigation bar with icons for chat, participants, share, settings, and close.

Participants settings

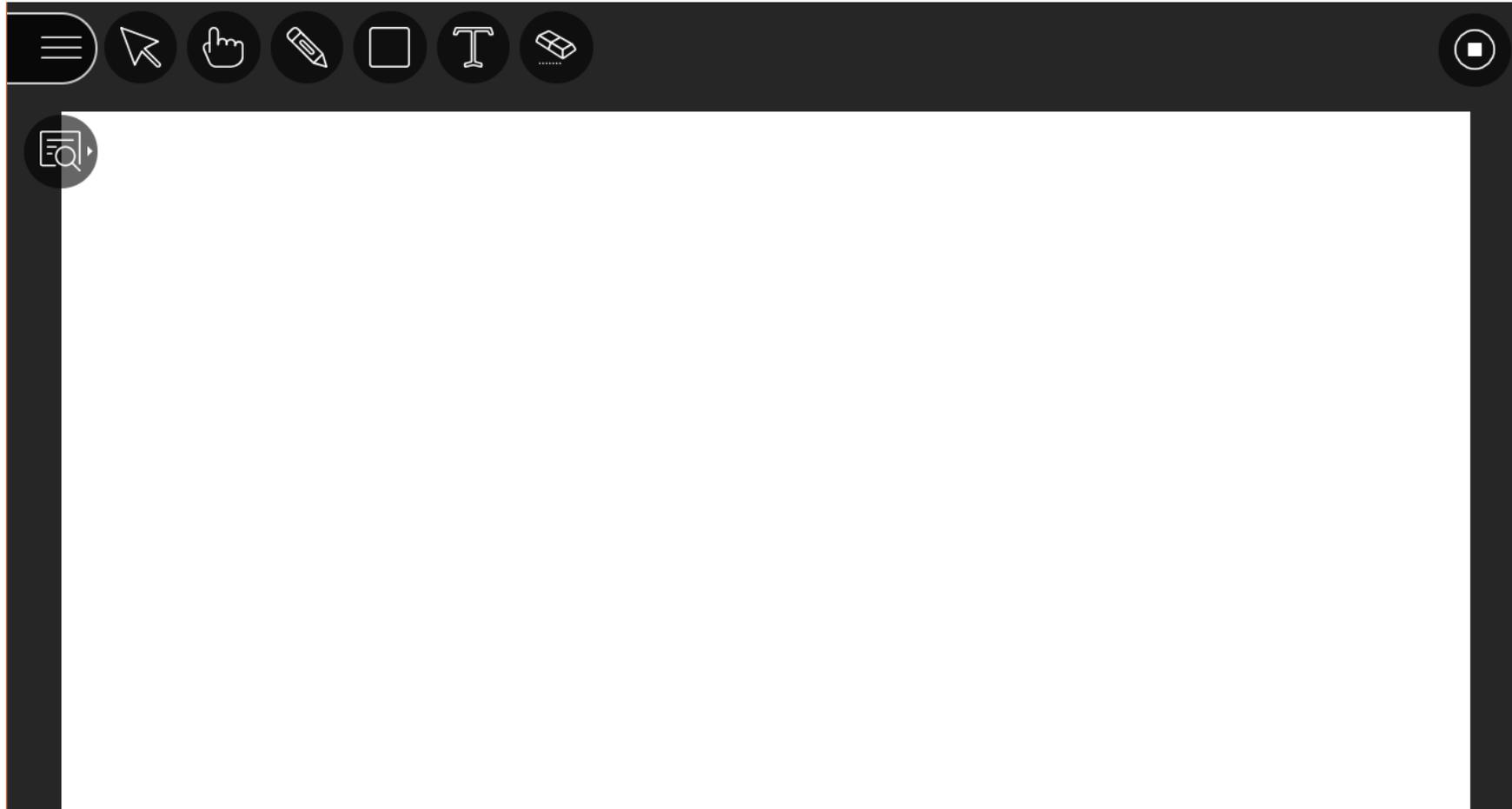


The screenshot shows the 'Participants' settings panel. At the top, it displays '2 Attendees' with a three-dot menu icon. Below this, there is a list of participants: 'Joining: test Student 3' and 'Moderator (1)'. Under the 'Moderator (1)' section, 'Talib Mohammad' is listed with a microphone icon, a list icon, and a three-dot menu icon. At the bottom, there is a navigation bar with icons for chat, participants, share, settings, and close.

Shared Content settings



The screenshot shows the 'Shared Content' settings panel. At the top, it displays 'Share Content'. Below this, there are two sections: 'Primary Content' and 'Secondary Content'. Under 'Primary Content', there are three options: 'Share Blank Whiteboard', 'Share Application/Screen', and 'Share Files'. Under 'Secondary Content', there are two options: 'Polling' and 'Timer'. The 'Timer' option has a 'New!' label next to it. At the bottom, there is a navigation bar with icons for chat, participants, share, settings, and close.



The image shows a whiteboard interface with a dark toolbar at the top. The toolbar contains several icons: a menu icon (three horizontal lines), a mouse cursor, a hand icon, a pencil, a square, a text tool (T), and an eraser. On the left side of the whiteboard, there is a circular icon with a magnifying glass and a document symbol. The main area of the whiteboard is currently blank.

Share Content

Primary Content

 Share Blank Whiteboard
Sharing whiteboard 

 Share Application/Screen >

 Share Files >

Secondary Content

 Polling >

 Timer **New!** >

Collaborate Panel Settings:

Audio and Video Settings

 Set up your camera and microphone

Speaker Volume

0%  100%

Microphone Volume

0%  100%

Display Captions (when available)

Session Settings

Only show profile pictures for Moderators

Participants can:

- Share audio
- Share video
- Post chat messages
- Draw on whiteboard and files

 Report an issue

Notification Settings

Someone joined or left the breakout group or session

Visual notification

Audio notification

Someone posts a chat message

Visual notification

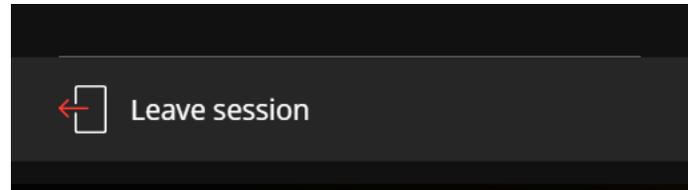
Audio notification

Closed captioning available

Visual notification

To End a Session:

➤ On Collaborate Session Menu;



Blackboard Learn Help for Faculty

UoHB Blackboard Learn Helpdesk

Website: <http://eservice.uohb.edu.sa/Logins/login.aspx>

Email: blackboard@uhb.edu.sa

Blackboard Learn On Demand Learning Centre

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