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User Guide to Blackboard for faculty



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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

→ C A https://nbu-test.blackboard.com		ू दे (
-		
	Blackboard learn*	
	Iedri I.	
	USERNAME:	
	PASSWORD:	
	Login Forpot Your Password?	
	Create a New Account View Course Catalog Preview as Guest	

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.

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	i.,,	تعر																		
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chapter



Personal data management

User Guide to Blackboard for faculty



01.1. Personal data update

From the Tool menu (known as Global navigation Menu) choose personal information



01.2. How to "change personal settings"

r	💄 ahmed abdullah
	My Institution Courses Community Services System Admin
	Personal Information
1	Edit Personal Information
	Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.
	Change Password
	Choose a new password.
1	Personalize My Settings
	Upload a personal avatar and set which links appear on your My Settings navigation menu.
	Change Personal Settings
1	Change Personal Settings. From this page you can control Help, text, and language options.
	Set Privacy Options
	Select which fields of your personal information can be seen by others.

Select "Arabic / English" language from the "Select Language Pack" option.

8			My Institution	Courses	Community
	Change Personal	Settings		_	
* * * 0					
0000	1. Select Language Pack				
		Pack. This Language Pack will	l display when there are no o	ther Languag	ge Packs enforced.
		System Default English (United States) العربية		_	

Then press the "Submit" icon

Cancel Submit

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.

Personal Information

Success: Personal settings updated.

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Information is your contact information, name, address, phone number, who can see your Personal Information.

Change Password

Choose a new password.

Personal Information Cha	inge Password
Change Passw	vord
× Indicates a required fi	ield. Cancel Submit
1. Change Passwor	d
Complete this form to	change the password.
کلمة مزور 兴	
التحق من كلمة المرور 🐇	

chapter



Course management



From the list of available courses, choose the course by clicking it.

+				💄 a	hmed abdullah	•	ሪ
8		My Institution	Courses	Community	Services	Sy	ysten
•							:
Course Search	Course List		Course Cata	alog			
Go	Courses where you are: Instructor 1013: Sample course Instructor: ahmed abdullah;			Browse Court	se Catalog		E



	ry cou	rse.	
01	The	content	frame:
ΟT		ays the hoi	

or content.

Home Page module is available

)2	Edit (mode:	The	edit
	mode	is the op	perati	onal
	mode	where	you	can
	edit pa	ages. If e	edit n	node

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

Customize the page: Reorder the menu \bigcirc to customize your home page.

Control Panel: the faculty can access the $\cap 4$ 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.

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

O2 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.



> cour	ses 📀
ţţ	
	C
	The
	cree
	Cor
	link
	уои
omit	all

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.

Ol Click on the "plus sign" and then choose the link tool

+	s c
Content Area	
Module Page	
Blank Page	
Tool Link	
Web Link	
Course Link	
Subheader	
Divider	

O2 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.

	† 0	Tools						
+				C	ţ†			т
Add Tool Link								
*	X Name: Blackboard Help							
Ту	pe:	Blackbo	Blackboard Help					
1	Availabl	e to User	s					
				Cance	el	Su	bmit	

02.5. Add Course Link

- Old Click on the "plus sign", and then choose a course.
- O2 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.
- After choosing the content, check the box "available to users", then press submit.

+	1111	1		c	ţ,
Ad	d Course	Link			
*	Location:	/Conter	nt/Sa	mple	
		Brow	se		
*	Name:	Ahmed	Abd	ullah	
	Available	to Use	rs		



02.6. Create a Web Link



Enter the name and url of the link, and make it available to users and press submit.



chapter

03

Announcements management



User Guide to Blackboard for faculty



O3.1. 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.

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

Now click on "Announcement" tool.

Content Collection ► Course Tools w. Announcements Blogs Collaboration Contacts Course Calendar Course Messages **Discussion Board** Glossary Journals McGraw-Hill Higher Education Mobile Compatible Test List Partner Cloud Tools

COURSE MANAGEMENT

Control Panel

¥

A new page will open \square where "create announcement" is displayed. Now you may create a new announcement and make it available for the students.

i∎ C 11	Announcements
Sample course 🔶	New Announcements appear dir
Home Page	repositionable bar to pin them to Students do not see the bar and c
Information	Students do not see the bar and c
Content	Create Announcement
Discussions	
Groups	New announcements appear bel
Tools	1 No Announcements found.
Help	No Announcements round.
Ahmed Abdullah	
Blackboard Help	
Ahmed Abdullah	
elearning	
elearning	
COURSE MANAGEMENT	
Control Panel	
Content Collection	
Course Tools	
Announcements	

O3.2. Create an announcement

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

You may also edit an existing announcement:

	My Institution Courses Community	Services System Admin
Sample course Home Page Information ()	Create Announcement New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order. <u>More Help</u>	
Content Discussions Groups	$\stackrel{ imes}{\sim}$ Indicates a required field.	Cancel Submit
Tools Help Ahmed Abdullah Blackboard Help	1. Announcement Information # Subject Message Black	
Ahmed Abdullah elearning elearning	T T T Arial • 3 (12pt) • T • \equiv • $\mid \equiv$ • $\not \Rightarrow$ • $\partial i \Rightarrow$ This is the test message from NBU-Elearning.	QiX×
COURSE MANAGEMENT Control Panel Content Collection		
Course Tools Annuncements	Path: p	Words 7

	Course Calendar							
	Course Messages			2.	Web Ar	nounc	eme	nt
	Discussion Board							
	Glossary				Duration			
	Journals							0
	McGraw-Hill Higher Education		Ε.					
	Mobile Compatible Test List							۲
	Partner Cloud Tools							
	SafeAssign				Select D	ate Restri	ctions	5
	Self and Peer Assessment							
	Send Email							Er
	Send Two-Way SMS							
	Tasks							
	Tests, Surveys, and Pools							Er
	Wikis							
Þ	Evaluation	\rightarrow			Email An	nouncem	ent	
								St
Þ	Grade Center	\rightarrow						



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

	My Institution	Courses	Community	Services
Ор	tions			
No	ot Date Restricted			
Da	te Restricted			
	splay After		9	
er (dates as mm/dd/yyy	y. Time may be	entered in any in	crement.
Di	splay Until		\odot	
ter (dates as mm/dd/yyy	y. Time may be	entered in any in	crement.
Se	and a copy of this ann	ouncement imme	ediately	
der	nts are still notified of	this announcer	nent even if this of	otion is not selected

chapter



Content management

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04.1. How to create a folder within Blackboard

- 01
- Choose any content page and then click on "Build Content"
- Click on "New Folder" available inside the "New Page" Header.



04.2. How to create an item within Blackboard

Choose any content page and then click on "Build Content"
 Click on "Item" available

inside the "Create" Header.

Content > Sample > Create Item
Create Item
Sample course
Home Page
Information
Content
Discussions
Groups
Tools
Content Information
1. Content Information

()3	Type the	e name	of the ite	em in the	e box.
()4			in the te , font, an		, you can more.
()5				-	available. file, Etc.
		My Institution	Courses	Community	Services	System Admin
					Edt	Mode is: •ON ?

	Edit mode is.
at appears to users in a Content Area, Learning Module, Lesson Plan, or cont	ent folder. <u>More</u>
c	ancel Submit

The options available for the item:

- To allow the student to see your 01 content item/Folder, select "Yes", if you choose "No", it will not appear to students.
- Tracking number shows about 02 how many times it's been opened by the student.
- Select the "Date and Time 03 Restrictions" to apply a specific time frame for the content to be displayed to the students.

2. Attachments

	If you select a file you do deleted.	not want, click Do Not Attach t
	Attach File	Browse My Computer Brows
3.	Standard Options	
	Permit Users to View this Content	⊛ Yes _ No
	Track Number of Views	Yes No
	Select Date and Time Restrictions	Display After Enter dates as mm/dd/yyyy. Tir
		Display Until

o remove the attachment from the content item. The file itself is not se Course
ne may be entered in any increment.
me may be entered in any increment.

chapter



Assignment management

User Guide to Blackboard for faculty



In the box, type the name

05.1. How to create an Assignment

1	ſ	-	1
	L	_	

To create an assignment for students on Blackboard Assessment module, please click on "assignment" in the provided list of content.

Content ©				
Build Content 🗸	Assessments ~			
Sample	Test Survey			
	Assignment			
	Self and Peer Assessr McGraw-Hill Assignme			
	SafeAssignment			

OB Type the instructions the content editor.	in
Create Assignment Assignments are a form of assessment that adds a column feedback to each student. <u>More Help</u>	to th
[∼] Indicates a required field.	
1. Assignment Information	
Instructions	

02



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 st	udent.		

	Assignment Files					
	Attach File	Browse My Computer Browse Course				
3.	Grading					
	* Points Possible					
4.	Availability					
	Make the Assignment This assignment cannot be	waitable made available until it is assigned to an individual or group of studen				
	1012 · · · · · ·	made available until it is assigned to an individual or group of studen				
	This assignment cannot be	made available until it is assigned to an individual or group of studen				
	This assignment cannot be	made available until it is assigned to an individual or group of studen Allow single attempt Allow unlimited attempts				

C		01	Availability defines th time of appearance ar disappearance.		03	"Recipients" is used for Selectir ients, either all or a group of th
			From the due date		04	Click on submit
		02	From the due date select the date to delive			
5.	Due Dates					
	Submissions a	re accepted (after this date, but are marked Late.			
	Due Date	e ussepteu t	Enter dates as mm/dd/yyyy. Time ma	y be entered in	any increme	mt.
6.	Recipients					
			d in more than one group receiving the same students with an overall grade for the assig		iey will subm	iit more than one attempt for this assignment. It may be
	Recipients		 All Students Individually 			
			Groups of Students			

7. Submit

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





	Cancel	Submit

chapter



Tests management

User Guide to Blackboard for faculty



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 Te <u>Help</u>	est to a Content Area. Once a Test has been deployed, change the Test Options to make it available for students to take. <u>More</u>
	Cancel Submit
1. Add Test	
Create a new Test. There o	are no Tests to add.
Create a New Test	Create
Add an Existing Test	- Select Test Below

Ent nar

<u></u>							
1	Indiantan	~	***	in	2	6.	17
	Indicates	u	regu	шe	u	jee	u.

1.

est Information	
ter a Name for the Test. This is a required field. The name is the title text that appears in the Conte me to help users identify the Test. <u>More Help</u>	nt Area. Use a descriptive
¹ Indicates a required field.	Cancel Submit
Test Information ** Name Description	
T <u>T</u> <u>T</u> Arial • 3 (12pt) • T • ⋮Ξ • ⋮Ξ • [™] ↓ <i>θ č</i> ⊃	₽ί‰≫

06.2. How to create questions

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

O2 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).

> Tests > Test Canvas : sample test						Edit Mode is:	>
	Success: sample	test	created.			¢	3
	Test Can	vas	s: sample test				
	The Test Canva test. <u>More Help</u>		ws you to add and edit qu	uestions, add Question S	ets or Random Blocks, reorder quest	ions, and review the	
	Create Question	1. V	Reuse Question 🗸	Upload Questions		Question Settings	
	Description	hi					
	Instructions	hi					
	Total Questions	0					
	Total Points	0					

Matching	
Multiple Answer	
Multiple Choice	
Opinion Scale/Likert	
Ordering	
Quiz Bowl	
Short Answer	
True/False	
Create Question V	Reuse

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Then this type of question is the answer specific to yes or no.





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



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. <u>More Help</u>
st Indicates a required field.	Cancel Submit and Create Another Submit
1. Question Cuestion Tite	⊊ i % ×

_	Options	
	Answer Orientation Horizontal Vertical Horizontal	
3.	Answers	
	Answer True False	
	Feedback	
4.	Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credi are partially correct will receive the feedback for an incorrect answer.	t is allowed, answers t
4.		it is allowed, answers i

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And then submit.

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:

- U We define the first section you wish to view the test.
- C From the menu choose assessment, and then choose test.

Content 💿			
Build Content	✓ Assessments ✓ To	ols	
Sam	Test Survey Assignment		
HI LMS	Self and Peer Assessment McGraw-Hill Assignment SafeAssignment Mobile Compatible Test		



Create Test

Creating a Test deploys the Test to a Content Area. Once a Test for students to take. More Help

1. Add Test



My Institu

tion	Courses	Community	Services	System Admin
t has be	en deployed, c	hange the Test O	ptions to make	it available
			Cancel	Submit

04	This will show us a
	screen inside the test
	and can be modified
	and opens a new win-
	dow that provides the
	following options.

	My Institution	Courses	Community	Services	System Admin
Test Availability					
Make the Link Available O 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 side	itting.				
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 ON: Test will save and submit automatically when time
 Display After 11/25/2013 I O1:22 PM S Enter dates as mm/dd/yyyyy. Time may be entered in any increme Display Until 11/25/2013 I O1:23 PM S Enter dates as mm/dd/yyyy. Time may be entered in any increme
Password Require a password to access this Test.
3. Test Availability Exceptions
Click Add User or Group to search for course users and group enabled in the previous Test Availability step to enable those set the group unavailable if you do not want students to see group for the test.

Add I	Jser	or	Grou	D.

4. Due Date

Submissions o	re accepte	a after this o	iate, but c	ire marked	Late

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e expires. e expires.

ent.

ent.

oups to add to the exception list. Timer and Force Completion must be settings for Exceptions. If you choose to use groups, you must make up members. Click **Remove all Exceptions** to delete all exceptions

udents to take a test once the due date has passed.

е.

rement.

- To make sure that the ()5test is available for students please choose "Yes".
- If you wish to add new 06 announcement for this test in Blackboard we choose "Yes ".
- 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.
- Imposition of comple-08 tion: indicates that the student must complete the test solution the first time you started the test.

complete it later.

It will not allow him to

- Set timer: set the time expected to com-NC plete the test. Time will be shown at the top of the page.
 - Display After: Specifies the date and time of appearance of the test to the student.

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

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

Due Date: Displays the availability of the 13 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.

6.

Self-assessment Options					
If this test is a self-assessment, choose was hidden, all prior attempts will be		hide the scores in the Grade Center. Note: If an in	structor decides to includ	le the test in the Grade Center after it	
 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. 					
Show Test Results and Feedba	ck to Stude	nts			
Test results and feedback are availab selected.	le to students o	ifter they complete a test. Set up to two rules to s	how results and feedback	. Rules occur based on the events	
When (j)	Score (1)	Answers ()	Feedback ()	Show Incorrect Questions (
After Submission	V	All Answers 🔄 Correct 🔄 Submitted	8	8	
Choose		All Answers Correct Submitted	8	8	

06.4. How to publish the test

Select a view for testing the student:



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

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

Random order of questions: Multiple $\cap 4$ choice questions are arranged randomly to students which varies the order among the students.

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 alread

Randomize Questions Randomize questions for each Test attempt.

8. Submit

Click Submit to edit options for this Test. Click Cancel to qui

ly been submitted.	
it.	Cancel Submit



				_
Arar - Rafha -	Arar, P.O.BOX 1231	Tel:	info@nbu.edu.sa	
Turaif - Al Uwayqilah	Postcode: 91431	01466114419	www.nbu.edu.sa	