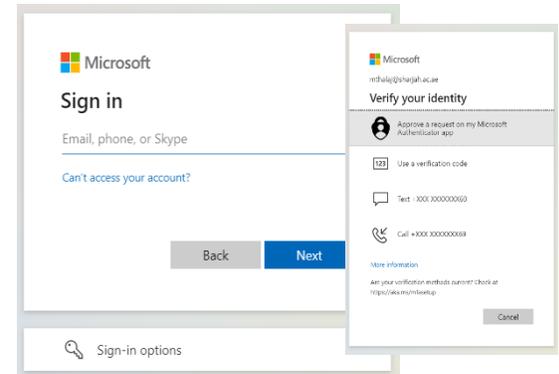


BLACKBOARD ULTRA FACULTY SHORT GUIDE

• How to access Blackboard:

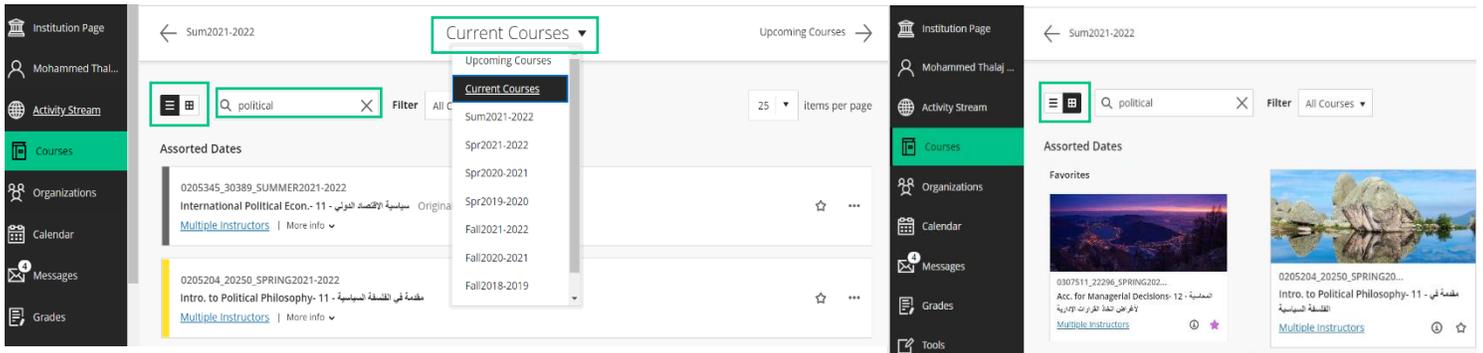
- Open the University website <http://www.sharjah.ac.ae>
- Click **Quick Links** “MyUOS” , If you are connected to the University Network Domain, you will be directly logged in automatically.
- If you are signing from outside university campus, click on Login from the main page.
- Click on Login.
- Then sign in using your University of Sharjah email address and password.
- You must verify your identity using the multifactor authentication service by receiving an SMS on the registered phone number or using Microsoft authenticator application.
- Then you will be redirected to the main page of the blackboard.



• About Ultra Navigation:

 Institution Page		Find important news as well as helpful information and resources
 <u>user profile</u>		Manage your personal info and modify your notification settings
 Activity Stream		See what is new and coming up for all of your courses and organizations
 Courses		Quickly navigate to your courses with the ability to search, filter and favorite them.
 Organizations		Quickly navigate to your organizations with the ability to search, filter and favorite them.
 Calendar		View all course, organization, institution, and personal events.
 Messages		Stay connected by viewing and sending all messages from one place.
 Grades		See what needs grading across all your courses and start grading with one click.
 Tools		Access tools that live outside your courses, like portfolios and the Content Collection.
 Sign Out		Sign Out from Blackboard.

• Your Courses:



- Access your courses from the list in the main page.
- Click on the course name and you will be able to access the course.
- You can change the course list view by Change view Option.
- You Use the search bar or the filter at the top of the page to narrow your view. Use the search function to find courses on the current page.
- You can mark one of your courses as a favorite, this will allow you to pin this course on the top of the courses list.

● Course View:

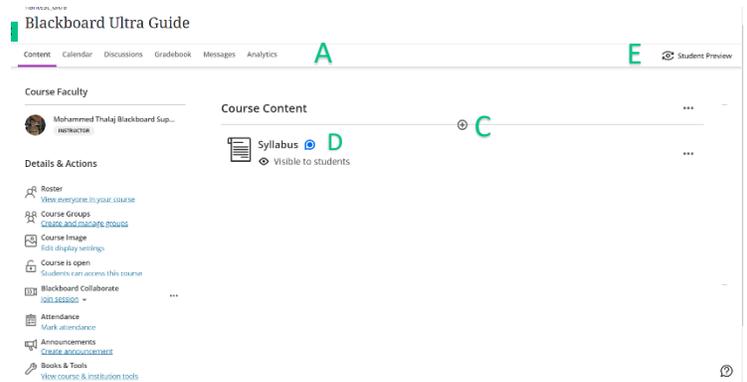
A. Navigation bar: Open frequently used tools in one-step. Select a tab to check the course calendar, respond to class discussions, access the course gradebook, and send a message.

B. Details & Actions: Manage your course with these options:

- **Roster:** View your class list. You can access basic profile cards and match faces to names. You can also send messages to anyone involved with your course.
- **Create and manage groups:** You can create group sets to use for graded assignments, tests, and discussions. You can also create groups for activities other than graded work, such as volunteering or field trips and ask students to self-enroll.
- **Course Image:** You will be able to upload a course banner image, the image always displays as the course card thumbnail on the Courses page. In Ultra Course View courses, you can toggle the Course Image to display the image within your course as well, Image must be at least 1200 x 240 pixels. Images with text don't scale well, upload a custom banner image and toggle it on when you're ready.
- **Course Availability:**
 - **Open:** Open a course when you are ready for students to participate.
 - **Private:** Make a course private while you add or experiment with content, and then open it to students when you are ready. Students see private courses in their course lists, but they cannot access them.
- **Blackboard Collaborate:** Use a Blackboard Collaborate session as a convenient launch point for scheduled and impromptu meetings. The icon appears in purple to show you and other course members when people are active in the Collaborate room.
- **Attendance:** Mark attendance grades and access detailed records.
- **Announcements:** Create or schedule course announcements for all course members to view.

C. Add content: Select the plus sign wherever you want to add content. If you want to copy or import content, open the menu on the right side above the content list.

D. New activity: If you have enabled conversations on content, activity icons appear for new conversation activity. The activity icon also appears with new discussions and group conversation activity.



E. You want to be confident that your course is well designed and functions as you expect before your students see it. With student preview, you can review the course content from a student's perspective. You can also validate course behaviors. For example, you can review the conditional release of content and how grades appear.

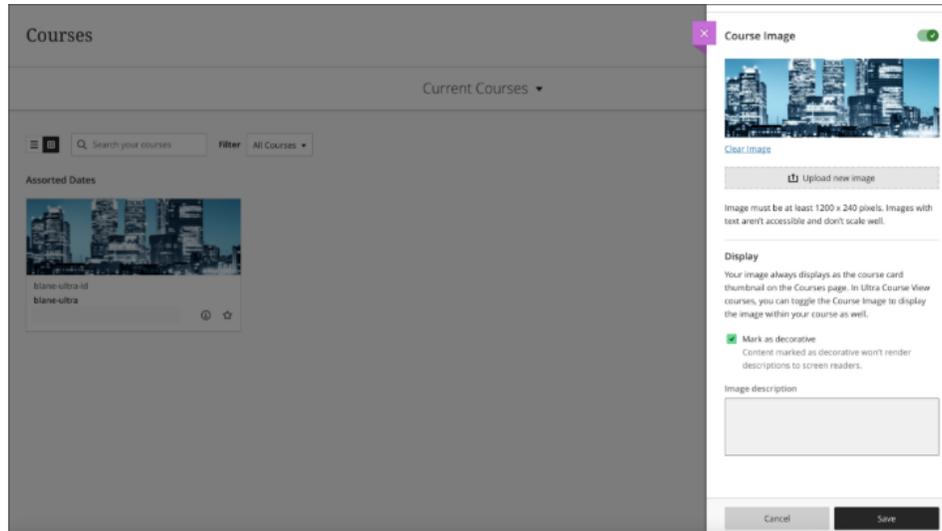
• Customize Your Course:

You can add a course banner image to help personalize your course. Your image displays along the top of the *Course Content* page and as the course card thumbnail in the *Courses* list.

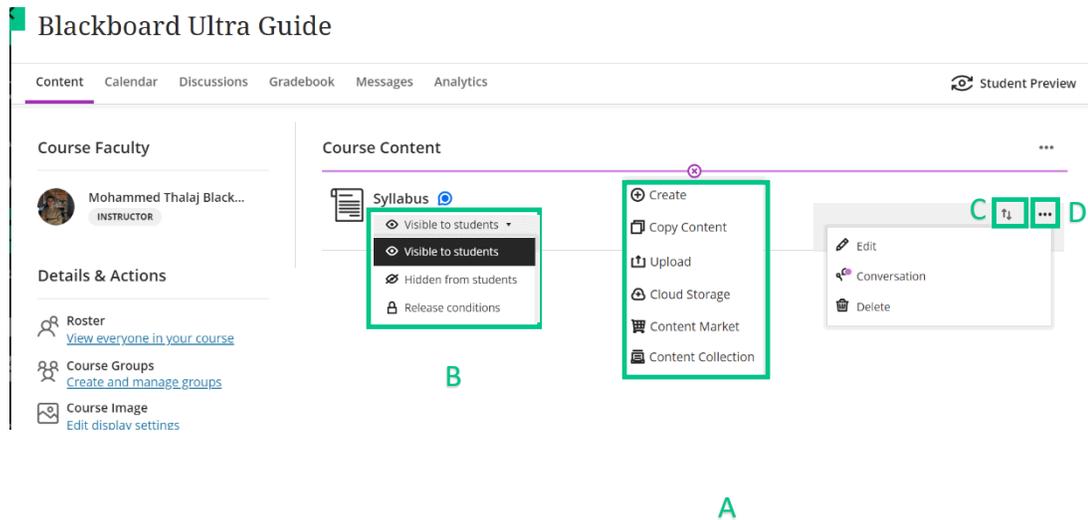
Select Edit display settings under *Course Image* from the Details & Actions pane, Select *Upload new image* and choose the image you want to upload. Your image must be at least 1200 x 240 pixels and it can't be larger than 25 KB. Images with text should be avoided as they aren't accessible and don't scale well.

Your new image becomes the course card image in the *Courses* list. **If you toggle the course image on it also displays in your course.**

- *Don't like the new image? In the Course Image settings panel, select Clear Image to remove the uploaded image and revert back to the default.*



• Adding Contents:



A. Managing Content:

- **Create Content:** Select the plus sign wherever you want to add content. You can also expand or create a folder or learning module and add content. Create new content, upload something you already have, or add content from external sources or from another course.
- **Copy Content:** Copy an entire course or select items from the courses you teach.
- **Upload:** Browse for files on your computer. They will appear in the content list. Students select a file title to download it. Supported file types include DOC, DOCX, HTM, HTML, MP3, MPG, PDF, PPT, PPTX, XLS, XLSX, RTF, TXT, ZIP, and most image types.
- **Content Market:** Discover and add content and tools from partner publisher's sources.
- **Cloud Storage:** Instantly connect to multiple web apps where you store files, such as OneDrive® and Google Drive™. You may choose multiple files from cloud storage to add to your Course Content page in one action.
- **Content Collection:** If you stored files from other courses in the Content Collection, you will be able to easily find and add them.

B. Content Visibility:

To Control what students cannot access your content until you decide to show it, but you can always see it. Select an item's visibility to change it. You can also create rules to release content based on date, time, or how a student performs on other items in your course.

C. Reorder content:

Point to an item to reveal its management functions. Select the Move icon and drag the item to a new location in the list.

With your keyboard, you can move an item to a new location, move an item into an expanded folder, and move a folder into another expanded folder.

1. Tab to an item's move icon.
2. Press Enter to activate move mode.
3. Use the arrow keys to choose a location.
4. Press Enter to drop the item in the new location.

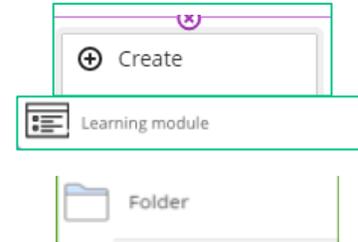
D. Edit and delete content:

In an item's row, open the menu to access the Edit and Delete functions. You can make changes or delete an item from your course. If you delete a folder or learning module that has content, the content is also removed from the Course Content page.

● How to Add Content? :

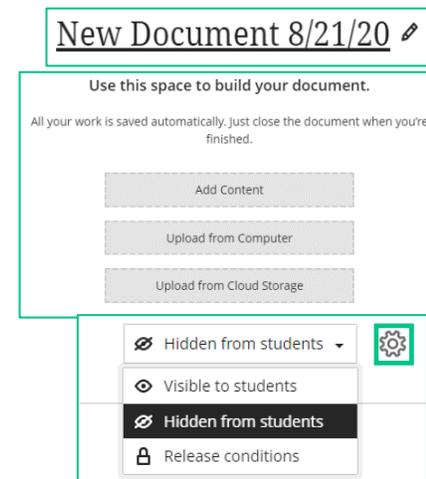
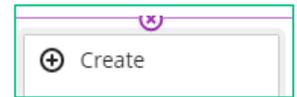
● Add a Learning Module or Folder:

- You can use learning modules or Folders in your course as containers for organized collections of content. Modules let students navigate from one content item to the next without distractions or extra clicks. A learning module helps immerse students in the lesson or concept you are teaching. If you use textbook or other materials as the basis for your course curriculum, modules are an effective and logical way to group content to match the pace of these materials.
- To add a Learning Module. **Click on plus sign.**
- Click on Learning Module or Folder.
- Name the Learning Module and start adding a content to this module.
- You can manage the visibility of the module, by default, it is hidden but you can make it visible or add visibility condition to manage the visibility.



● Add a Document or materials:

- To add a course content like syllabus, presentations, Documents. **Click on plus sign.**
- From the dropdown, **select create**, and then from the course content items select Document.
- Click on the **Edit option** to change the name of the document.
- You can now add content by inserting text or browse your computer to select a document from your PC or you can upload from a cloud storage.
- By default, the content is hidden from the students, you can make it visible by changing the visibility to “visible to students”, you can add a conditional rule to control the visibility of the content by choosing release conditions.
- From the “Gear” icon you can allow the class conversation, add a description or align the document with the course goals.



• Send an Announcement:

- From details and actions click on **create Announcements**.
- **Click on the Plus sign** in the top right of the page.
- Add the Title, recipients and message of the announcement.
- If you want to send a copy of this announcement via Email, check “Send an email copy to recipients” option.
- If you want to schedule the announce and control the visibility, check “schedule announcement” option and choose the start and end dates and time.
- Click on save – a draft of the announcement will be saved.
- Click on Post so the announcement will reach students.
- You can edit copy or delete announcement by going to the announcement page, then click on the “Three dots” icon, then you will find Edit, Copy and delete.



Mohammed Thalaj Blackboard Support
INSTRUCTOR

Details & Actions

- Roster
[View everyone in your course](#)
- Course Groups
[Create and manage groups](#)
- Course Image
[Edit display settings](#)
- Course is open
[Students can access this course](#)
- Blackboard Collaborate
[Join session](#) ▾
- Attendance
[Mark attendance](#)
- Announcements
[Create announcement](#)

* Title

* Recipients

* Message

Type an announcement message

Word count: 0

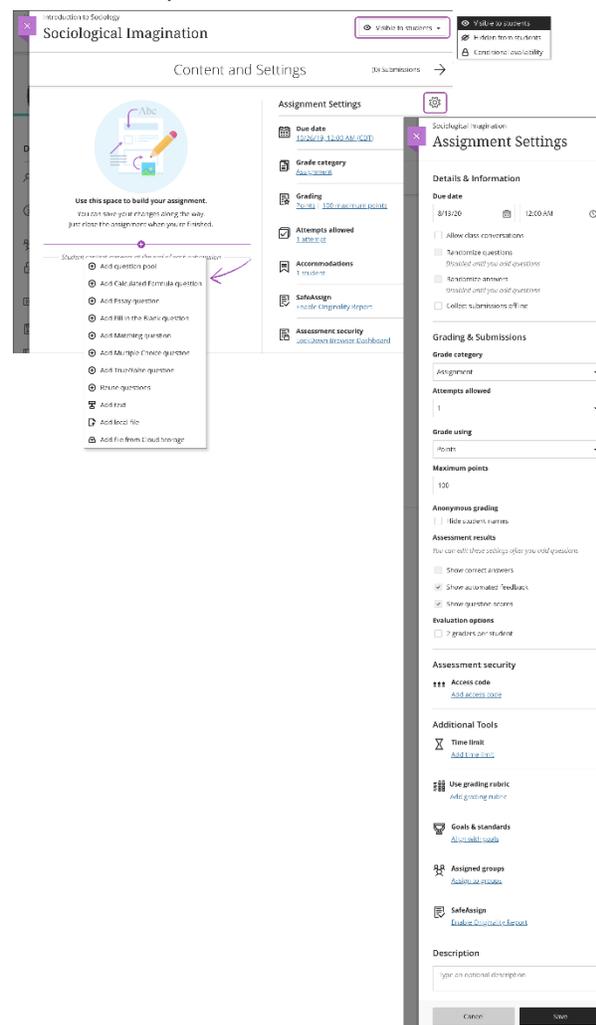
- Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.
You can't send an email copy for an announcement scheduled to display or hide in the future.
- Schedule announcement
You can't select a display date in the future if you send an email copy

- **Create an Assignment:**

You can create assignments alongside other content. Students can access their work next to the content they need, right when they need it. You can also create a group assignment and release it to one or more groups in your course.

Feel free to experiment! Students cannot see what you add until you make your assignments visible.

- On the Course Content page, **select the plus sign wherever you want to add an assignment.**
- In the menu, **select Create** to open the Create Item panel and **select Assignment.** The New Assignment page opens.
- When you create an assignment, a gradebook item is created automatically.
- Provide a descriptive title so students can easily find the assignment among your course content.
- **Add text, files, and questions.** Select the plus sign to open the menu and make a selection. You can choose a question type, add a question pool, or reuse questions and content from existing assessments. You can add files and text, such as instructions for the assignment.
- **Show or hide the assignment.** Students cannot see an assignment until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook.
- **Provide a due date.** Due dates appear on the calendar and in the activity stream. Late submissions appear with a late label in the course gradebook. Encourage students to review what's due now and what is ahead so they can ask questions as soon as possible.
- **View accommodations.** You can set accommodations for students and make them exempt from certain course requirements, such as assignment due dates and time limits. To select accommodations, go to the Roster and open a student's menu. The number of accommodations you have made appears on the assignment page in the Assignment Settings section.
- **Allow class conversations.** What if your students have questions about an assignment? You can allow conversations within an assignment, and anyone can contribute. As the conversation develops, it appears only with the relevant assignment.
- **Collect submissions offline.** You may want to grade student work that does not require students to upload a submission. For example, you can add grades to your gradebook for oral presentations, science fair projects, acting performances, and artwork delivered in person.



- **Randomize questions and answers.** You can randomize questions and their answers to support practice/drilling activities and help students avoid academic dishonesty. You can use one or both settings so assignments appear differently for each student.
- **Add a time limit.** A time limit can keep students on track and focused on the assignment because each person has a limited amount of time to submit. The assignment attempts are saved and submitted automatically when time is up. You can also allow students to work past the time limit. At this time, you cannot add a time limit to group assignments.