

Accessing Blackboard

Step 1. Navigate to <http://blackboard.kaust.edu.sa>, alternatively you can access Blackboard through the link in [Portal](#); this however will just take you directly to the same site.

Step 2. If you have a KAUST Username and password, select *Login with KAUST Account*; if you are a visitor select *Login with alternate account*.



Step 3. For KAUST Staff and Students, complete the *Waseet* login page, then click login.



Step 4. Visitors should complete the Visitor login page, then click Login.



Blackboard
learn⁺

USERNAME:

PASSWORD:

Login

[Login with KAUST Account](#)

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للعلوم والتقنية
King Abdullah University of
Science and Technology

Step 5. Once you have logged in, you should see the courses that you are teaching or are enrolled in, in the *Course Quickview module*.



Course: Quick View

Courses where you are: Instructor

9.1: Everything about KAUST Blackboard
Instructor: Blackboard Administrator; Alaa Alharbi; Vanessa Peta Hall;

0987654: Test
Instructor: Vanessa Peta Hall;

FALL_2011_Registrar_2222_ABC-102LEC: Test- Final Course Evaluation
Instructor: Alaa Alharbi; Vanessa Peta Hall;

TestCourse: TestCourse33
Instructor: Blackboard Administrator; Vanessa Peta Hall;

Courses where you are: Student

12: Grade Center 2
Instructor: test-teacher test-teacher;

Navigating Your Dashboard

The screenshot shows a Blackboard dashboard with the following modules and callouts:

- 1**: Course Quick View (top right of the first module)
- 2**: Course Quick View (top left of the first module)
- 3**: My Announcements
- 4**: My Course Evaluations
- 5**: Event Calendar
- 6**: University Library Services
- 7**: IT Services
- 8**: Useful Tips & Quick Guides
- 9**: Academic Calendar

Tabs and Modules

TABS

1. Tabs (Dashboard & Content Collection)

Dashboard - Navigate your course list and academic calendar.

Content Collection - Navigate around your blackboard site, including your content collection and KAUST Blackboard course training material.

DASHBOARD MODULES*

*Modules are customized boxes of information

1. **Course Quick View** - Links to the course(s) that you are participating in. You can edit the courses you see by hovering over the top right of the module and selecting the *Edit* button
2. **My Announcements** - Collated announcements from courses, groups, Registrar's office, or Blackboard Team
3. **My Course Evaluations** - List of all outstanding course evaluations

4. **Event Calendar** - Collated calendar of all events posted within courses
5. **University Library Services** - Contains links to the KAUST library and a search box for locating books, journals, and databases
6. **IT Service** - Contains links to IT Services at KAUST, the IT Support Desk, and key phone numbers
7. **Useful Tips & Quick Guides** - Contains useful tips and quick guides on how to use Blackboard.
8. **Academic Calendar** - Global Academic Calendar with the key Academic dates and events for KAUST.

Hide or Show some of the courses listed in Courses modules

All your courses will be listed under the Course Quick View module. In order to hide or show some of the courses listed, follow the steps below:

1. Hover your mouse to the Course Quick View box. An icon will appear on the top left side of the box
2. Once the icon is selected, a page will show with the course list and checkboxes next to each
3. The checked item to the left side of each course name means that the course will be viewed in Course Quick View along with the details stated on the checkbox.
4. Deselect the checkboxes beside the course that you wish to hide and click on *Submit*.
5. Back on the Course Quick View box, you will find that the course you deselected Deselect the checkboxes has been removed from the list.

Navigating Your Course

Feature Overview:

Navigating your way around your Course

User Guide:

Select the course from the **Course Quick View**

Course View

The screenshot shows a Blackboard course interface. At the top, a status bar indicates "(Course is unavailable to students until Saturday, September 1, 2012) > Lectures". In the top right corner, there is an "Edit Mode is: ON" toggle switch, labeled with a red '3'. Below the status bar is a navigation bar with tabs for "Build Content", "Assessments", "Tools", and "Publisher Content", with a search icon on the right, labeled with a red '4'. The main content area is titled "Lectures" and contains a message: "Upload our Lecture Materials", "Availability: Item is not available.", and instructions on how to upload files, including a note about the "Edit Mode" button and contact information for Blackboard support at blackboard@kaust.edu.sa, labeled with a red '5'. On the left side, there is a "COURSE MENU" section with a "Control Panel" and various tools like "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities", and "Help", labeled with a green '2'. Above the "COURSE MENU" is a "Course Navigation Menu" with links for "Intr. to Numerical Methods for Eng.", "Syllabus", "My Grades", "Assignments", "Lectures", "Originality Check", "Announcements", "Course Calendar", "Course Email", "Discussions", "Groups", and "Help", labeled with a red '1'.

1. COURSE MENU

The Course Navigation Menu:

The Course Menu on the left hand side is how your student will see the key pages and functions to your course.

You can navigate to the pages and then add content as an instructor if your Edit Mode is **ON**

2. COURSE MANAGEMENT

Managing your Course

The Control Panel is not visible to students; here you can:

Manage your Content Collection

Use Course tools, such as Emailing your students, adding calendar events

Review Assignment Evaluations for the course

Manage the Grade Center, upload final Grades

Create smaller student groups for targeted communication or group work

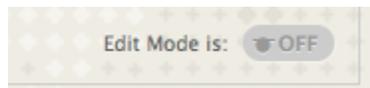
Customize the Course

Get Help

3. EDIT MODE & THEME SELECTION

Edit Mode and personalizing your course

The Edit mode is a toggle switch allows you to view your course as a student would (Edit mode **OFF**) or to be able to add content and customize your course (Edit mode **ON**) for most of the Quick Guides you will be asked to check that this is turned on for editing.



Course Page - Edit mode **OFF**

When the Edit Mode is **OFF**, you are not able to modify the page, this allows you to see the page as the student would.



Course Page - Edit mode **ON**

When the Edit Mode is **ON**, you are able to modify the page, add content and manage release scheduled of content.

Students do not see the page in this mode.

You can select color themes for your course, select the rainbow icon to browse options.

4. PAGE MANAGEMENT

Managing the content on your page

Manage the content on your page, add content and rearrange order

Students can only see the Page Title

5. PAGE CONTENT

View all of the content currently added to the course, to see only what students see check that the Edit mode is **OFF**

Please Note: Quick Guides on how to use Course tools such as discussion boards and blogs will be available on the <http://it.kaust.edu.sa>

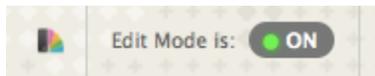
Adding Lecture notes and Course Materials

Feature Overview:

Retain all of your course information in a single location, minimizing photocopying and emailing of large files, while providing a convenient repository for all of your students' reference materials

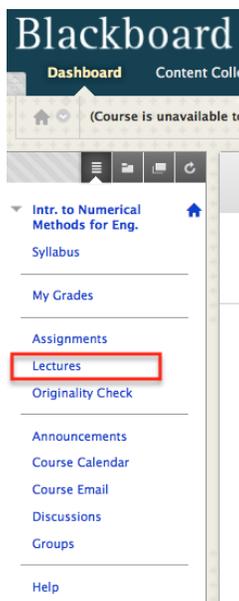
Check:

To edit your course, ensure that the **Edit Mode** button found in the upper right hand corner is switched to **ON**.



User Guide:

1. From the menu on the left hand side, select the section you would like to add content too, in this example we will use **Lectures**



2. In the Content window, click **Build Content** button

Lectures ▾

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

Upload our Lecture Materials

Availability: Item is not available.

You are able to upload any file to Blackboard, including PDF files, PowerPoint presentations, pictures, or even short video clips. Please note that the *Edit Mode* button in the upper right-hand corner is set to **ON**

For further information please contact Blackboard support at blackboard@kaust.edu.sa

3. Select the type of content you wish to add, in this example we will use **Item** which can just be some text on a page or include a file. This is most commonly used for loading lecture notes with a brief introduction. If you wish to just add your lecture notes, select **File**. You are able to add many different types of content upload available, explore to find out what best works for you and your students.

Lectures ▾

Build Content ▾ Assessments ▾ Tools ▾

Create

Item

File

Multiple SignUp ListsSignUp Lists (leave unavailable – only exists to allow course copy)

Single SignUp List

McGraw-Hill Content

Audio

Image

Video

Web Link

Learning Module

Lesson Plan

Course Link

Content Package (SCORM)

New Page

Content Folder

Module Page

Blank Page

Mashups

Flickr Photo

SlideShare Presentation

YouTube Video

3.2 **Attachments:** it is best for content reuse and management that you connect to items in your Content Collection, this will allow you to reuse for multiple years and to manage versions

3.3 **Options:** Use this feature to track the number of users who have viewed this content, or you can create and hide it for later, or schedule the release of content for a period of time

3. 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. Time may be entered in any increment.

Display Until  

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

4. Once completed select **Submit** to save your changes

Generating Your Classlist

Feature Overview:

Access your up to date Classlist for the courses you are teaching

User Guide:

Select the course from the **Course Quick View**

Under **Course Management** on the left select **Users and Groups** and then select **Users**



Once you select **Users** you will see the entire list of enrolled users in your course, including instructors, students, audit students and graduate program coordinators. To limit this list or to search for an individual user use the search functions

The image shows the 'Users' page interface. At the top, there is a search bar with the following fields: 'Search:', 'Username' (dropdown), 'Starts with' (dropdown), a text input field containing 'test', and a 'Go' button. Below the search bar is a table of users. The table has columns: Username, First Name, Last Name (highlighted), Email, Role, Observer, and Available. There are two rows of data. Below the table is a 'Refresh' button. At the bottom, there is a pagination control showing 'Displaying 1 to 2 of 2 items' and buttons for 'Show All' and 'Edit Paging...'.

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	test-instructor	TEST	Instructor	blackboard@kaust.edu.sa	Instructor		Yes
<input type="checkbox"/>	test-student	TEST	Student	blackboard@kaust.edu.sa	Student		Yes

Sending Emails to Your Students

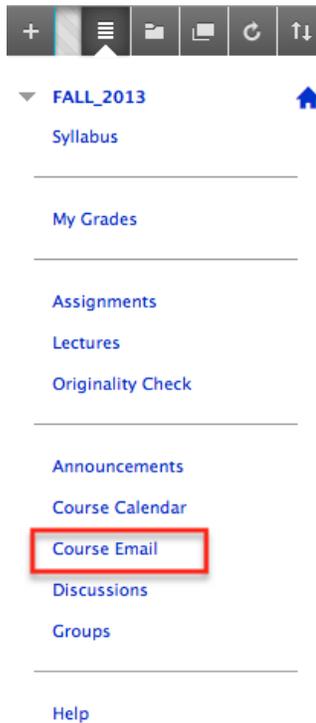
Feature Overview:

Contact your students via email directly from Blackboard

User Guide:

Select the course from the **Course Quick View**

Under your Course Menu select **Course Email**



From here select the group which you want to send the email to.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer users.

Within the Email ensure that you select **Return Receipt** if you would like a copy sent to your email

1. Email Information

To Student, TEST; Instructor, TEST

From TEST Instructor (blackboard@kaust.edu.sa)

Subject

Message

Text Editor is: **ON**

Normal | 3 | Tahoma | B I U abe | x₂ x² | [List Icons]

[Rich Text Editor Icons]

Path: body

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

Attachments [Attach a file](#)

2. Submit

Click Submit to proceed. Click Cancel to quit.

Then click **Submit**