

# Accessing Blackboard

Feature Overview:

Accessing Blackboard for Students, Faculty and Visitors

User Guide:

1. Go 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.
2. If you have a KAUST Username and password, select the "Login with KAUST Account", if you are a visitor select "Login with alternate account"



3. For KAUST Staff and Students, complete the Waset login page, and click login



4. For visitors please complete the visitor login page, and click Login



5. Once you have logged in you should see the courses which you are enrolled in or teaching in the Course Quickview module.

**Course: Quick View**

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Courses where you are: Instructor

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

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**0987654: Test**  
Instructor: Vanessa Peta Hall;

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**FALL\_2011\_Registrar\_2222\_ABC-102LEC: Test- Final Course Evaluation**  
Instructor: Alaa Alharbi; Vanessa Peta Hall;

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**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

Feature Overview:

Navigating your way around the Dashboard

User Guide:

## Dashboard View

The screenshot shows the Blackboard Dashboard interface. At the top, there is a navigation bar with the Blackboard logo and the King Abdullah University of Science and Technology logo. The dashboard is divided into several modules, each with a numbered callout:

- 1**: Course: Quick View - Shows courses where you are a student, with a link to 'SUMMER\_2012: SUMMER\_2012'.
- 2**: My Announcements - Shows a message: 'No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days.' with a 'more announcements...' link.
- 3**: My Course Evaluations - Shows a link: 'Click here to complete your course evaluations.'
- 4**: Event Calendar - Shows a message: 'No calendar events have been posted for the next 7 days.' with a 'more calendar events...' link.
- 5**: IT Services - Shows the IT Services page with links to Knowledge Base, Telephone Billing, Software Solutions, and Open a ticket. It also includes contact information for the IT Service Desk.
- 6**: Academic Calendar - Shows the Academic Calendar for Tuesday, 7 August, with events for On-boarding of students and cultural orientation on Tuesday, 7 August and Wednesday, 8 August.
- 7**: University Library Services - Shows the University Library Services page with links to library resources and a search bar.

*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 course evaluations outstanding

## **4. Event Calendar:**

Collated calendar of all events posted within courses

## **5. IT Service:**

Contains links to IT Services at KAUST, the IT Support Desk and key phone numbers

## **6. Academic Calendar:**

Global Academic Calendar with the key Academic dates and events for KAUST.

## **7. University Library Services:**

Contains links to the KAUST library and a search box for locating books, journals and databases

## **Course Quick View:**

All your courses will be listed under the course quick view.

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 on the box.
2. Once the icon is selected, a page will show with the course list and checkboxes next to each course.

The checked item to the left side of each course name means that the course will be viewed on the course quick view box with the details stated on the checkbox.

3. Deselect the checkboxes beside the course that you wish to hide from the course quick view list on the homepage and click on **Submit**.

4. In the Course quick view, you will find that the course **Fall\_2017:Fall\_2018** 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

**Blackboard** TEST Student Logout

جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdullah University of  
Science and Technology

**Dashboard**

Syllabus

FALL\_2013

Syllabus **1**

My Grades

Assignments

Lectures

Originality Check

Announcements

Course Calendar

Course Email

Discussions

Groups

Help

**Syllabus**

**Course Description** **2**

< Insert your Course Description Here >

**Additional Course Information:**

- Recommended Text Books
- Grading Criteria
- General Course Expectations
- Time and Place for lectures and labs
- Lecture plans

## 1. COURSE MENU

The Course Menu is on the left hand side and allows you to navigate your course.

### **Syllabus:**

Key information to help you progress through your course successfully

### **My Grades:**

Grades for any of your mid semester activities, Final Grades are available if your faculty makes them visible, however for your official final grades visit the Portal

### **Assignments:**

For any assignments posted by your Faculty

### **Lectures:**

Lecture materials and other supporting reading to compliment your studies

**Originally Check:** Use this to check the originality of your assignments, this is a useful tool for you to review items before submitting them

**Announcements:** All of the course announcements published by your faculty

**Course Calendar:** Key dates for your course could include assignment due dates, exams and other information

**Course Email:** Contact your fellow students and your faculty or teaching assistants

**Discussions:** If your faculty has enabled it, here you will find any online discussion groups

**Groups:** If your faculty has enabled it, you will be added to groups for small group work, or you can create your own interest study groups

**Help:** Go directly to Blackboard for student specific help

## 2. PAGE CONTENT

Information released to you by your Faculty member