



Blackboard Tutorial



By the end of this session you will be introduced to:

- 1 How to login to Blackboard
- 2 How to view courses, add contents and upload files.
- 3 Creating groups
- 4 Adding Assignments, checking grades, downloading student's submissions, adding a grading column and working offline.
- 5 Communicate with students through Blackboard collaborate Ultra, accessing lectures recordings, downloading lecture attendance report.
- 6 Choosing students to view certain assignments and folders, while hiding it from others
- 7 Shift to Student mode / Find more information about Black board



1

How to login to Blackboard



1- How to login to Blackboard

1. Open any browser
2. Type in address bar

(**cu.blackboard.com**)



1- How to login to Blackboard

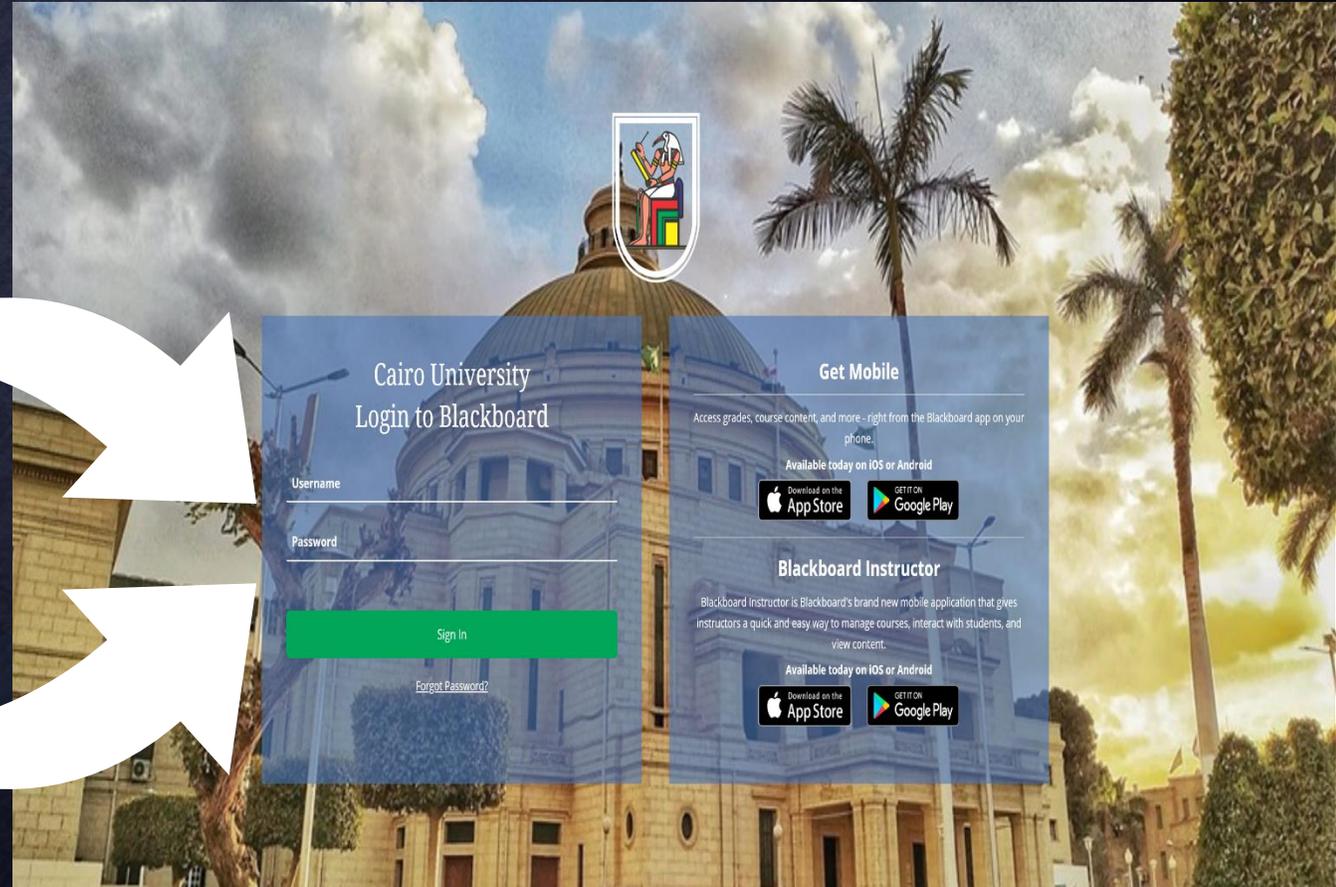
3. Type in

Username:

(National ID No.)

Password:

(As provided)



2

**How to view courses, add contents
and upload files.**



2-1- How to view courses

The screenshot displays the Blackboard Stream interface. On the left, a dark sidebar contains navigation options: Institution Page, a user profile for 'أحمد زكي أبو السعود', Activity Stream (highlighted with a dashed orange border and a blue mouse cursor), Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Stream' and features a 'Filter' button set to 'Show All' and a settings gear icon. Below the title, a 'Recent' section lists activities with dates and descriptions in Arabic. The activities include:

- Oct 17, 2020: Added: محاضرة (تقييم الأثر البيئي والتقييم البيئي الاستراتيجي) (1) تخطيط بيئي
- Oct 17, 2020: Added: محاضرة (تحليل وتقدير المخاطر البيئية ونظم التعامل معها) (1) تخطيط بيئي
- Oct 17, 2020: Added: محاضرة (منظومات الموارد البيئية وتفاعلاتها الداخلية) (1) تخطيط بيئي
- Oct 17, 2020: Added: محاضرة (التنمية المستدامة والعمارة الخضراء) (1) تخطيط بيئي
- Oct 14, 2020: New course available: مشروع تخرج (1) مشروع تخرج
- Oct 14, 2020: New course available: دراسات تقييم الأثر البيئي: دراسات تقييم الأثر البيئي
- Oct 14, 2020: (1) تخطيط بيئي



2-1- How to view courses

The screenshot displays the Blackboard interface for viewing courses. On the left, a dark sidebar contains navigation options: Institution Page, Activity Stream, **Courses** (highlighted with a blue arrow), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Courses' and includes a 'Course Catalog' link in the top right. Below the title, there are tabs for 'Current Courses' and 'Upcoming Courses'. A search bar with the text 'Search your courses' and a filter dropdown set to 'All Courses' are present. A '25 items per page' selector is also visible. The course list is titled 'Assorted Dates' and contains three entries:

- 202101.RUP.EP105
إحصاء Original Course View
أ.د./طارق زكي احمد ابوالسعود | More info
- 202101.RUP.EP204
تخطيط بيئي (1) Original Course View
أ.د./طارق زكي احمد ابوالسعود | More info
- 202101.RUP.EP367
دراسات تقييم الاثر البيئي Original Course View
أ.د./طارق زكي احمد ابوالسعود | More info

Each course entry includes a star icon and a three-dot menu icon. The second course entry is highlighted with a dashed orange border.

2-2- How to add contents and upload files.

The screenshot displays a web application interface. On the left, a dark sidebar menu is visible with the following items: Home Page, Information, Content (highlighted with a blue dashed box and a blue mouse cursor), Discussions, Groups, Tools, Help, Course Management, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities. The main content area is titled 'Home Page' and contains several sections: 'My Announcements' (with a message: 'No Course or Organization Announcements have been posted in the last 7 days. more announcements...'), 'My Tasks' (with a message: 'No tasks due. more tasks...'), and 'What's New' (with a profile picture and an 'Actions' dropdown). On the right side, there is a 'To Do' section with a profile picture and an 'Actions' dropdown, followed by 'What's Past Due' (with 'All Items (0)'), 'What's Due' (with a date selector set to '10/19/2020' and a 'Go' button), and a list of due dates: 'Today (0)' (Nothing Due Today), 'Tomorrow (0)' (Nothing Due Tomorrow), 'This Week (0)', and 'Future (0)'. The top right corner shows 'Edit Mode is: ON'.

2-2- How to add contents and upload files.

The screenshot shows the ESPU Content Management System interface. The left sidebar contains a navigation menu with the following items: Home Page, Information, Content (highlighted with a blue dashed box and a blue arrow), Discussions, Groups, Tools, Help, Course Management, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities. The main content area displays a list of folders for different weeks, with the following text overlaid on the right side:

ESPU arranged contents in each subject as follow:
Week 1
lecture
Assignment
Week 2
lectures
Assignments
.....

Feel free to add or change content based on your course requirements, but please remember to keep it clear and simple for students.

2-2- How to add contents and upload files.

The screenshot displays a web-based content management system interface. On the left, a dark sidebar contains a navigation menu with the following items: 'تخطيط بيئي (1)', 'Home Page', 'Information', 'Content' (highlighted with an orange dashed box), 'Discussions', 'Groups', 'Tools', 'Help', 'Course Management', 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'. The main content area is titled 'Content' and features a top navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below this, a list of folders is shown, each with a folder icon and a dropdown arrow. The folders are: 'الاسبوع الاول (المفاهيم العامة والمبادئ الأساسية للعلوم البيئية)', 'الاسبوع الثاني (الدراسات البيئية للتخطيط العمراني)', 'الاسبوع الثالث (التنمية المستدامة والعمارة الخضراء)' (highlighted with a blue hand cursor), 'الاسبوع الرابع (جذور التخطيط البيئي ومنهجيته)', and 'الاسبوع الخامس (منظومات الموارد البيئية وتفاعلاتها الداخلية)'. The top right corner of the interface shows 'Edit Mode is: ON'.

2-2- How to add contents and upload files.

The screenshot displays a web application interface for course management. The top navigation bar includes the text 'تخطيط بيئي (1) Content' and 'الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)'. On the right, there is an 'Edit Mode is: ON' indicator. A left sidebar menu lists various options: 'تخطيط بيئي (1)', 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', 'Course Management', 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'. The 'Content' option in the sidebar is highlighted with a dashed orange box. In the main content area, a 'Build Content' button is also highlighted with a dashed orange box and a blue hand cursor pointing to it. Other buttons like 'Assessments', 'Tools', and 'Partner Content' are visible in the background.

2-2- How to add contents and upload files.

The screenshot displays a course management system interface. At the top, the course title is "الاسبوع الثالث (التنمية المستدامة والعمارة الخضراء)" (Week 3: Sustainable Development and Green Architecture). The "Edit Mode" is set to "ON". A sidebar on the left contains navigation options: Home Page, Information, Content (highlighted with a dashed orange box), Discussions, Groups, Tools, and Help. Below these are sections for "Course Management", "Control Panel", and "Content Collection". The main content area shows a "Build Content" dropdown menu with the following options:

- Create**
 - Item
 - File
 - Audio
 - Image
 - Video
 - Web Link
 - Learning Module
 - Lesson Plan
 - Syllabus
 - Course Link
 - Content Package (SCORM)
- New Page**
 - Content Folder (highlighted with a blue hand cursor)
 - Module Page
 - Blank Page
- Mashups**
 - Flickr Photo
 - SlideShare Presentation
 - YouTube Video
 - Blackboard Open Content

2-2- How to add contents and upload files.

The screenshot shows a web application interface for creating a content folder. The top navigation bar includes the text "تخطيط بيئي (1)", "Content", "الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)", and "Create Content Folder". The right side of the top bar shows "Edit Mode is: ON".

The main content area is titled "Create Content Folder" and includes a sub-header: "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](#)".

The form contains a section for "CONTENT FOLDER INFORMATION" with a required field for "Name". An orange callout box with a black arrow points to this field, containing the text "Please write file name". Below the name field is a "Color of Name" dropdown menu set to "Black".

The form also includes a "Text" section with instructions: "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)". Below this is a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

At the bottom of the form, there is a "Click **Submit** to proceed." instruction and two buttons: "Cancel" and "Submit".

2-2- How to add contents and upload files.

Packages and Utilities

Help

0 WORDS POWERED BY TINY

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. Time may be entered in any increment.

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

Click **Submit** to proceed.

Cancel **Submit**

Please adjust availability date and time as you desire, and press submit

When done, Please press Submit

2-2- How to add contents and upload files.

The screenshot displays a web application interface for course management. The top navigation bar shows the current page as 'Content' and the course as 'الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)'. A success message at the top indicates 'Success: test folder created.' The main content area shows a folder named 'test folder' with a grey arrow next to it, indicating it can be edited. A blue hand cursor is pointing to this arrow. An orange callout box contains the text: 'To edit the folder, please press this grey arrow'. The sidebar menu includes options like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', and 'Course Management'.

2-2- How to add contents and upload files.

The screenshot displays a web-based course management system. At the top, a purple notification bar reads "Success: test folder created." Below this, the page title is "الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)". The interface includes a sidebar menu on the left with options like "Home Page", "Information", "Content", "Discussions", "Groups", "Tools", and "Help". A "Course Management" section is also visible. The main content area shows a "test folder" with a context menu open, listing actions such as "Edit", "Make Unavailable", "Adaptive Release", "Set Review Status(Disabled)", "Metadata", "Statistics Tracking (On/Off)", "User Progress", "Copy", "Move", and "Delete". A blue hand cursor points to the "test folder" icon. An orange callout box on the right states: "You can re-edit the file from this menu".

2-2- How to add contents and upload files.

The screenshot displays a web application interface for course management. At the top, there is a navigation bar with the text "تخطيط بيئي (1) Content" and "الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)". A purple notification banner at the top reads "Success: test folder created." Below this, the page title is "الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)". A horizontal menu contains "Build Content", "Assessments", "Tools", and "Partner Content". The main content area shows a folder icon labeled "test folder" with a blue hand cursor pointing to it. An orange callout box with white text says "To add content in this folder, please press the file". A left sidebar menu lists various options: "تخطيط بيئي (1)", "Home Page", "Information", "Content", "Discussions", "Groups", "Tools", "Help", "Course Management", "Control Panel", "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", and "Packages and Utilities".

2-2- How to add contents and upload files.

The screenshot displays a web application interface for content management. The top navigation bar shows the current page is 'Content' within a 'test folder'. The sidebar menu on the left includes options like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. The main content area features a 'test folder' header and a 'Build Content' button, which is highlighted with a dashed orange box and a blue hand cursor. Below the button, there are tabs for 'Assessments', 'Tools', and 'Partner Content'. The main content area contains a message: 'It's time to add content... Use functions above to add it.' An orange box with white text reads: 'To add new file, press Build Content'.

2-2- How to add contents and upload files.

The screenshot displays a web interface for a course management system. The top navigation bar includes the text 'تخطيط بيئي (1)', 'Content', 'الاسبوع الثالث(التنمية المستدامة والعمارة الخضراء)', and 'test folder'. On the right, there are icons for eye, lock, and 'Edit Mode is: ON'. A left sidebar contains a menu with items like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', and 'Course Management'. The main area shows a 'test folder' with a 'Build Content' button highlighted by a dashed orange box. A dropdown menu is open, listing options under 'Create' (Item, File, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, Course Link, Content Package (SCORM)), 'New Page' (Content Folder, Module Page, Blank Page), and 'Mashups' (Flickr Photo, SlideShare Presentation, YouTube Video, Blackboard Open Content). A blue hand icon points to the 'File' option. An orange callout box with a black arrow points to the menu, containing the text: 'You can choose the type of file you desire from this menu'. The main content area below the menu contains the text: 'It's time to add content... Use functions above to add it.'

2-2- How to add contents and upload files.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

SELECT FILE

Select a local file by clicking **Browse Local Files** or one from within Course Files by clicking **Browse Course Files**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name

* Find File

FILE OPTIONS

Click **Submit** to provide content.

Cancel

Type file name

Press here to choose the file from your computer

2-2- How to add contents and upload files.

The screenshot displays a web interface for content management. On the left is a dark sidebar with navigation icons and text: Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled 'FILE OPTIONS' and 'STANDARD OPTIONS'. Under 'FILE OPTIONS', there are two rows of radio buttons: 'Open in New Window' (Yes/No) and 'Add alignment to content' (Yes/No). Under 'STANDARD OPTIONS', there are three rows: 'Permit Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' (Display After/Until). Each date and time field has a calendar icon and a clock icon. Below the form, there is a 'Click **Submit** to proceed.' instruction and two buttons: 'Cancel' and 'Submit'. A blue hand icon points to the 'Submit' button. Two orange callout boxes provide instructions: 'Please adjust availability date and time as you desire, and press submit' and 'When done, Please press Submit'. A black arrow points to the 'Permit Users to View this Content' radio buttons, and two curved black arrows point to the date and time input fields.

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

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. Time may be entered in any increment.

Display Until

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

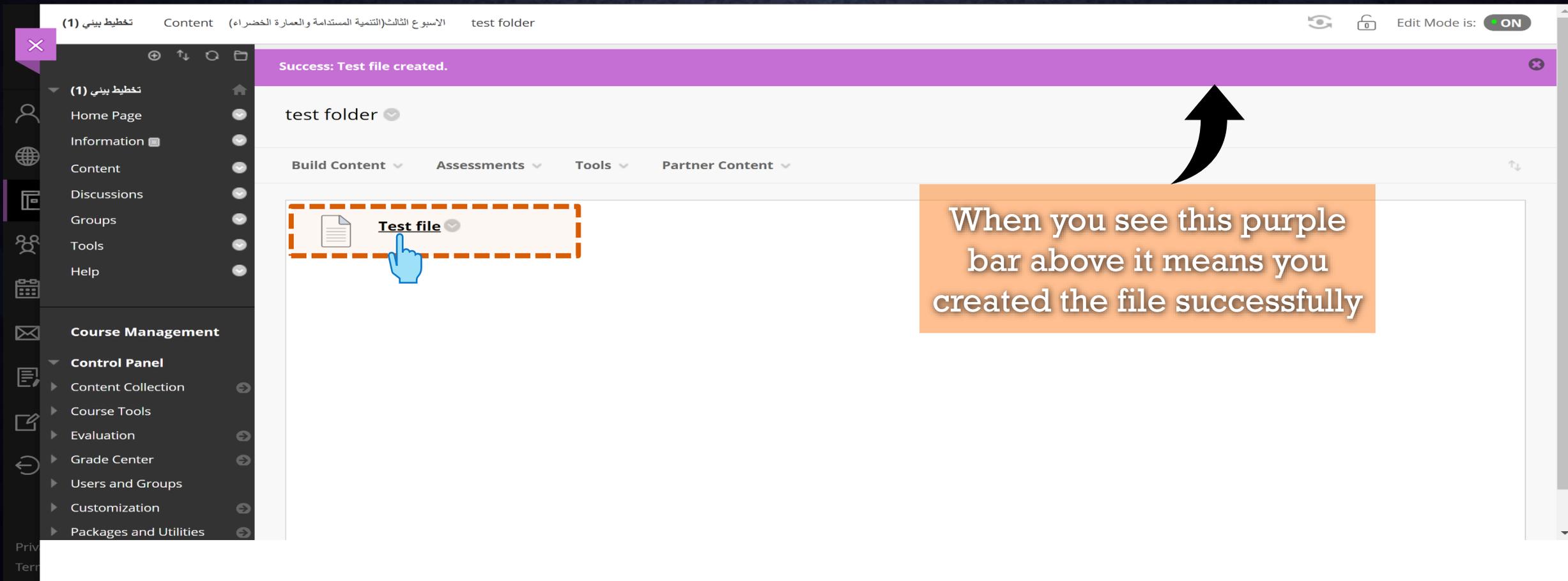
Click **Submit** to proceed.

Cancel Submit

Please adjust availability date and time as you desire, and press submit

When done, Please press Submit

2-2- How to add contents and upload files.



The screenshot displays a web interface for a learning management system. At the top, a purple notification bar reads "Success: Test file created." Below this, the main content area shows a "test folder" with a sub-item "Test file" highlighted by a blue hand cursor. The interface includes a sidebar menu on the left with options like "Home Page", "Information", "Content", "Discussions", "Groups", "Tools", and "Help". A top navigation bar contains "Build Content", "Assessments", "Tools", and "Partner Content". In the top right corner, "Edit Mode" is set to "ON".

When you see this purple bar above it means you created the file successfully

3

Creating groups



3- Creating groups

Important information about Groups

You can create groups of students within your courses so they can interact with each other and demonstrate their knowledge.

You can create course groups one at a time or in sets.

You can create groups for students in assignments and exams.

All students in the group take the same grade in grade book

You can organize students into groups
(Manually or as imported csv. File)



3- Creating groups

Manual Method

Imported Csv. File method

The screenshot displays a web application interface with a dark sidebar menu on the left. The sidebar menu is titled '(1) تخطيط بيئي' and includes items like Home Page, Information, Content, Discussions, Groups, Tools, and Help. A yellow dashed box highlights the 'Course Management' section, which contains sub-items: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, and Users and Groups. The 'Users and Groups' sub-item is further highlighted with a yellow dashed box and a blue hand cursor pointing to it. A text box with a semi-transparent background is overlaid on the right side of the screenshot, containing the text: 'Please find groups in the left menu bar under Course Management section'. The main content area of the application shows 'Home Page' with sections for 'My Announcements', 'My Tasks', 'What's New', and 'Needs Attention'. The top right corner of the interface shows 'Edit Mode is: ON'.

3- Creating groups

Manual Method

Imported Csv. File method

The screenshot displays the Blackboard Groups management interface. On the left is a navigation sidebar with categories like 'تخطيط بنيني (1)', 'Course Management', and 'Users and Groups'. The main content area shows the 'Groups' page with a header, a sub-header, and a 'Create' button. A yellow dashed box highlights the 'Create' button in both the top and bottom sections of the page. A blue hand cursor is pointing at the 'Create' button in the bottom section. The top right corner shows 'Edit Mode is: ON' and navigation links for 'All Groups', 'Group Sets', and 'All Users'.

3- Creating groups

Manual Method

Imported Csv. File method

The screenshot shows the Blackboard Groups interface. The 'Create' menu is open, displaying two columns of options: 'Single Group' and 'Group Set'. Under 'Single Group', there are 'Self-Enroll' and 'Manual Enroll'. Under 'Group Set', there are 'Self-Enroll', 'Random Enroll', and 'Manual Enroll'. A yellow dashed box highlights the 'Group Set' column, and a blue hand icon points to the 'Manual Enroll' option under 'Group Set'. The interface also shows a sidebar with navigation options and a top navigation bar with 'All Groups', 'Group Sets', and 'All Users' tabs.

Single group: is for one time assignment or discussion

Group set: is for all semester groups

In our case, we will use Group set

3- Creating groups

Manual
Method

Imported
Csv. File
method

Exams Test Course Groups Create Group Set

Create Group Set
You can generate several groups at one time using group sets. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Remember that you cannot change group set name once submitted

* Group is visible to students No Yes

Click **Submit** to proceed.

Cancel Submit



3- Creating groups

Manual
Method

Imported
Csv. File
method

Assignments
Tests
Users and Groups
Groups
Users

Customization
Guest and Observer Access
Properties
Quick Setup Guide
Teaching Style
Tool Availability

Packages and Utilities
Help

Group is visible to students No Yes

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
- Blackboard Collaborate Ultra
 - Allow all group members to create and access session recordings.
 - Do not allow student group members to create or access session recordings.
- Content Market Tools
- Wikis
 - No grading

Click **Submit** to proceed.

Cancel Submit

Read carefully
what you want
from these
options and edit
it as you want

3- Creating groups

Manual Method

Imported Csv. File method

The screenshot shows the Blackboard 'Creating groups' configuration page. It is divided into several sections:

- Journals:** Includes options for 'No grading' (selected) and 'Grade: Points possible:'. Below this are checkboxes for 'Tasks', 'Academic Materials', 'Blackboard Collaborate Ultra' (with sub-options for session recordings), 'Content Market Tools', and 'Wikis' (with sub-options for 'No grading' and 'Grade: Points possible:').
- MODULE PERSONALIZATION SETTING:** Contains the text 'Allow individual group members to personalize group modules.' and a checked checkbox for 'Allow Personalization'. A red callout box with an arrow points to this checkbox, containing the text: 'Remember to uncheck this option to stop student's personalization options'.
- GROUP SET OPTIONS:** Includes a required field 'Number of Groups' (with a text input box) and a checkbox for 'Create smart view for each group in set.' A callout box with an arrow points to this section, containing the text: 'Choose number of groups inside main group set'.

At the bottom of the page, there are 'Cancel' and 'Submit' buttons. A blue hand cursor is pointing at the 'Submit' button. A note at the bottom left of the page says 'Click **Submit** to proceed.'

Read carefully what you want from these options and edit it as you want

Remember to uncheck this option to stop student's personalization options

Choose number of groups inside main group set

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups ... Group Set: مجموعة د. طارق أبو السعود Edit Group Set Enrollments

Edit Group Set Enrollments

GROUP SET INFORMATION

Name مجموعة د. طارق أبو السعود

Description

GROUP SET ENROLLMENTS

Filter Available Members Hide members already in another group in this set

Randomize Enrollments Collapse All

1 مجموعة د. طارق أبو السعود

Name مجموعة د. طارق أبو السعود 1

Add Users

No users have been added.

Delete Group

2 مجموعة د. طارق أبو السعود

Name مجموعة د. طارق أبو السعود 2

Click **Submit** to proceed.

Cancel Submit



3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups ... Group Set: مجموعة دطارق ابو السعود Edit Group Set Enrollments

Edit Group Set Enrollments

GROUP SET INFORMATION

Name مجموعة دطارق ابو السعود

Description

GROUP SET ENROLLMENTS

Filter Available Members Hide members already in another group in this set

Randomize Enrollments Collapse All

1 مجموعة دطارق ابو السعود

Name مجموعة دطارق ابو السعود 1

Add Users

No users have been added.

Delete Group

2 مجموعة دطارق ابو السعود

Name مجموعة دطارق ابو السعود 2

Click **Submit** to proceed.

Cancel Submit

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups ... Group Set: مجموعة د.طارق ابو السعود Edit Group Set Enrollments Edit Mode is: ON

Edit Group Set Enrollments

GROUP SET INFORMATION

Name

Description

GROUP SET ENROLLMENTS

Filter Available Members

Randomize Enrollments Coll

1 مجموعة د.طارق ابو السعود

Name 1 مجموعة د.طارق ابو السعود

Add Users

No users have been added.

Delete Group

2 مجموعة د.طارق ابو السعود

Name 2 مجموعة د.طارق ابو السعود

Click **Submit** to proceed.

Add Users

Search: Any Not Blank Go Show all users regardless of role

USERNAME	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/> 28912172103116	عبدالصالح	محمود عبدالصالح فؤاد	Student
<input checked="" type="checkbox"/> 29005122102301	ناصر	زهراء كمال عبدالقادر	Student
<input checked="" type="checkbox"/> 29008211400943	عبد	هبة جاد محمد الطرخي	Student
<input checked="" type="checkbox"/> 29109050104886	الاحمد	ياسمين هادي سيد	Student
<input type="checkbox"/> 29503020103435	الاحمد	محمد محمد احمد فهد احمد	Student

Displaying 1 to 5 of 5 items Show All Edit Paging...

Cancel Submit

select users in the group, then click submit

3- Creating groups

Manual
Method

Imported
Csv. File
method

Information

Content

Discussions

Groups

Tools

Help

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Groups

Users

Customization

Guest and Observer Access

Properties

Quick Setup Guide

Teaching Style

Tool Availability

Packages and Utilities

Help

Priv

Terr

GROUP SET INFORMATION

Name مجموعة دطارق ابو السعود

Description

GROUP SET ENROLLMENTS

Filter Available Members Hide members already in another group in this set

Randomize Enrollments Collapse All

م.م/علي عبد الجواد علي

Name م.م/علي عبد الجواد علي

Add Users Remove All Users

Added selected users to group.

USERNAME	FIRST NAME	LAST NAME	ROLE
290051221 2301	ناصر	زهراء كمال عبدالفتاح	Student
29008211400943	عبد	هبة جاد محمد الطوخي	Student
29109050104886	احمد	ياسمين عصام سيد	Student

Delete Group

م.م/محمد حادي حسني محمد

Click **Submit** to proceed.

Cancel Submit

When done from assigning all users in groups Click submit

3- Creating groups

Manual Method

Imported Csv. File method

Success: مجموعة در رندا جلال Group set and enrollments created.

You have created your Group Set successfully

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/> م.م/احمد محمد شافعي عبد الباقي	مجموعة دطارق ابو السعود	0	No	Yes
<input type="checkbox"/> م.م/البريني كمال عطاس	مجموعة دطارق ابو السعود	0	No	Yes
<input type="checkbox"/> م.م/علي عبد الجواد علي	مجموعة دطارق ابو السعود	3	No	Yes
<input type="checkbox"/> م.م/كريم فطنت رضوان	مجموعة دطارق ابو السعود	0	No	Yes
<input type="checkbox"/> م.م/احمد حمدي حسني محمد	مجموعة دطارق ابو السعود	0	No	Yes
<input type="checkbox"/> م.م/داليا مصطفي امام بدوي	مجموعة در رندا جلال	0	No	Yes
<input checked="" type="checkbox"/> م.م/سارة محمد البشير	مجموعة در رندا جلال	2	No	Yes
<input type="checkbox"/> م.م/محمد نجاح عبدالحميد احمد حسن	مجموعة در رندا جلال	0	No	Yes
<input type="checkbox"/> م.م/نورالهدى حمدي عبد المؤمن	مجموعة در رندا جلال	0	No	Yes
<input type="checkbox"/> م.م/نورهان علي فوزي محمد	مجموعة در رندا جلال	0	No	Yes

Displaying 1 to 10 of 10 items | Show All | Edit Paging...

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups

Group Sets

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create Import

NAME	NUMBER OF GROUPS	SELF-ENROLL	AVAILABLE
مجموعة د. رندا جلال	5	No	Yes
مجموعة د.طارق ابو السعود	5	No	Yes

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

View all Group Sets from this icon

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups

Home Page Information Content Discussions Groups Tools Help

Course Management Control Panel Content Collection Course Tools Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests Users and Groups

All Users

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Search: Any Not Blank Go Show all users regardless of role

Add Multiple Users to Groups

USERNAME	FIRST NAME	LAST NAME	ROLE	GROUPS
28912172103116	عبدالصديق	محمود عبدالصديق فؤاد	Student	
29005122102301	ناصر	زهراء كمال عبدالفتاح	Student	م.م/علي عبد الجواد علي
29008211400943	عبده	هبه جاد محمد الطوخي	Student	م.م/علي عبد الجواد علي
29109050104886	احمد	ياسمين عصام سيد	Student	م.م/علي عبد الجواد علي
29503020103435	الاکحل	محمد محمد احمد فهيم احمد	Student	م.م/مسارة محمد البشير

Add Multiple Users to Groups

Displaying 1 to 5 of 5 items Show All Edit Paging...

Check all users assigned in the group

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups

All Users

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Search: Any Not Blank Go Show all users regardless of role

	USERNAME	FIRST NAME	LAST NAME	ROLE	GROUPS
<input type="checkbox"/>	28912172103116	عبدالصديق	محمود عبدالصديق فؤاد	Student	
<input type="checkbox"/>	29005122102301	ناصر	زهراء كمال عبدالفتاح	Student	م.م/علي عبد الجواد علي
<input type="checkbox"/>	29008211400943	عبده	هبه جاد محمد الطوخي	Student	م.م/علي عبد الجواد علي
<input type="checkbox"/>	29109050104886	احمد	ياسمين عصام سيد	Student	م.م/علي عبد الجواد علي
<input type="checkbox"/>	29503020103435	الاکحل	محمد محمد احمد فهيم احمد	Student	م.م/مسارة محمد البشير

Displaying 1 to 5 of 5 items | Show All | Edit Paging...

You can add student to a specific group here

3- Creating groups

Manual Method

Imported Csv. File method

Exams Test Course Groups

All Users

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Search: Go Show all users regardless of role

Add Multiple Users to Groups

USERNAME	FIRST NAME	Role
<input checked="" type="checkbox"/> 28912172103116	عبدالصديق	Student
<input type="checkbox"/> 29005122102301	ناصر	Student
<input type="checkbox"/> 29008211400943	عيده	Student
<input type="checkbox"/> 29109050104886	احمد	Student
<input type="checkbox"/> 29503020103435	الاكلل	Student

Select a Group

- م.م/ داليا مصطفى امام بنوى
- مجموعة د. رندا جلال
- م.م/ داليا مصطفى امام بنوى
- م.م/سارة محمد البشير
- م.م/ محمد نجاح عبدالحميد احمد حسن
- م.م/ نورالهدى حمدي عبد المؤمن
- م.م/ نورهان علي فوزي محمد
- مجموعة د.طارق ابو السعود
- م.م/احمد محمد شافعي عبد الباقي
- م.م/ايريني كمال غطاس
- م.م/علي عبد الجواد علي
- م.م/كريم قطب رضوان
- م.م/محمد حمدي حسني محمد

Choose where to assign the student

Displaying 1 to 5 of 5 items | Show All | Edit Paging...



4

Adding Assignments, checking grades, downloading student's submissions, adding a grading column and working offline.



4 -1- Adding Assignments

The screenshot displays a course management interface. On the left is a dark sidebar menu with a close button (X) at the top. The menu is organized into sections: 'Test Course' (containing Home Page, Information, Content, Discussions, Groups, Tools, Help), 'Course Management' (containing Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help), and 'Priv' (partially visible). The 'Content' item in the 'Test Course' section is highlighted with a dashed green box, and a blue hand cursor points to it. The main content area is titled 'Content' and features a toolbar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content' dropdown menus. The 'Assessments' menu is also highlighted with a dashed green box. Below the toolbar, a large white box contains the text: 'It's time to add content... Use functions above to add it.' In the top right corner, there are icons for eye, lock, and a toggle for 'Edit Mode is: ON'.

4 -1- Adding Assignments

The screenshot shows a course management interface. On the left is a dark sidebar with a navigation menu. The main area is titled 'Content' and has a sub-menu with 'Assessments' selected. A dropdown menu for 'Assessments' is open, showing options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', and 'McGraw-Hill Assignment'. A blue hand cursor points to 'Assignment'. A green callout box with white text says 'Please choose Assignment not Test'. The main content area contains the text: 'It's time to add content... Use functions above to add it.'

Test Course Content

Content

Build Content Assessments Tools Partner Content

Test
Survey
Assignment
Self and Peer Assessment
McGraw-Hill Assignment

Please choose Assignment not Test

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

4 -1- Adding Assignments

ASSIGNMENT FILES

Please upload the assignment file

Attach Files

Browse Local Files Browse Course Files Browse Cloud Service

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date

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

Edit assignment due date

GRADING

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

Submission Details

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



4 -1- Adding Assignments

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Submission Details			
Grading Options			
Display of Grades			

Press submission details to choose Assignment submission type

AVAILABILITY

Make the Assignment Available

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

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

Cancel Submit

4 -1- Adding Assignments

Name	Type	Date Last Edited	Show Rubric to Students
Submission Details			
<i>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.</i>			
Assignment Type	<input checked="" type="radio"/> Individual Submission <input type="radio"/> Group Submission		
Number of Attempts	Single Attempt		
Plagiarism Tools	<input type="checkbox"/> Check submissions for plagiarism using SafeAssign <small>Although SafeAssign officially supports only English, it has been demonstrated to be usable with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See Blackboard Help for more information. 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.</small>		
	<input type="checkbox"/> Allow students to view SafeAssign originality report for their attempts		
	<input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases		
Grading Options			
Display of Grades			
<small>Click Submit to finish. Click Cancel to quit without saving changes.</small>			

Choose Assignment submission type

Choose number of attempts

4 -1- Adding Assignments

The screenshot shows the 'Submission Details' section of the Blackboard assignment creation tool. It includes a table header with columns: Name, Type, Date Last Edited, and Show Rubric to Students. Below the header, there is a text box with instructions: '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.'

The 'Assignment Type' section has two radio buttons: 'Individual Submission' (selected) and 'Group Submission'. A green callout box with the text 'Choose Assignment submission type' and an arrow points to the 'Individual Submission' option.

The 'Number of Attempts' section has a dropdown menu currently set to 'Single Attempt'. A green callout box with the text 'Choose number of attempts' and an arrow points to the dropdown menu.

The 'Plagiarism Tools' section has several checkboxes: 'Check submissions for plagiarism using SafeAssign' (unchecked), 'Allow students to view SafeAssign originality report for their attempts' (unchecked), and 'Exclude submissions from the Institutional and Global References Databases' (unchecked). A small text box explains that SafeAssign supports multiple languages and that originality reports are hidden when anonymous grading is enabled.

At the bottom, there are 'Grading Options' and 'Display of Grades' sections, and a footer with 'Click **Submit** to finish. Click **Cancel** to quit without saving changes.' and buttons for 'Cancel' and 'Submit'.

4-1- Adding Assignments

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

Items to Select

Selected Items

Invert Selection Select All Invert Selection Select All

Number of Attempts

Single Attempt

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

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

Cancel Submit

If group submission, you can select groups from here



Priv
Terr

4-1- Adding Assignments

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

Items to Select Selected Items

م.م/ داليا مصطفى امام بدوى
م.م/ محمد نجاح عبدالحميد احمد حسن
م.م/ نورالهدى حمدي عبد المؤمن
م.م/ نورهان على فوزى محمد
م.م/ احمد محمد شافعي عبد الباقي
م.م/ ادرين كمال عطابو

Invert Selection **Select All** Invert Selection Select All

Number of Attempts Single Attempt

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

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

Cancel Submit

Then press here

If group submission, you can select groups from here

4 -1- Adding Assignments

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

Items to Select

Selected Items

Number of Attempts

Single Attempt

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

Although SafeAssign officially supports only English, clients are welcome to use SafeAssign with languages other than English. SafeAssign has no technical limitations that preclude using it with other languages. See [Blackboard Help](#) for more information.

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

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

Cancel Submit

Choose number of attempts

4 -1- Adding Assignments

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

Items to Select

Selected Items

Invert Selection Select All Invert Selection Select All

Number of Attempts: Single Attempt

Plagiarism Tools: Single Attempt

Choose number of attempts

Single Attempt

Single Attempt

Multiple attempts

Unlimited Attempts

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

Cancel Submit

4 -1- Adding Assignments

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After   **Adjust availability limits**

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

When done, press Submit

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

4 -1- Adding Assignments

The screenshot displays a web application interface for course management. At the top, there are tabs for 'Test Course' and 'Content'. A purple notification bar at the top center reads 'Success: Test assignment created.' Below this, the 'Content' section is active, showing a list of items with a document icon and the text 'Test assignment'. A green callout box with the text 'Assignment was created successfully' is overlaid on the 'Test assignment' item, with a black arrow pointing from the callout to the notification bar. The left sidebar contains a navigation menu with categories like 'Test Course', 'Course Management', and 'Control Panel'. The top right corner shows 'Edit Mode is: ON'.

4 -1- Adding Assignments

The screenshot displays a web interface for course management. At the top, there's a navigation bar with 'Test Course' and 'Content' tabs, and an 'Edit Mode is: ON' indicator. A purple success message reads 'Success: Test assignment created.' Below this, the 'Content' section is active, showing a list of items. One item, 'Test assignment', is highlighted with a document icon and a small grey arrow icon next to it. A green callout box with white text points to this arrow, stating: 'To edit any information, Please press the grey arrow'. The left sidebar contains a menu with categories like 'Test Course' (Home Page, Information, Content, Discussions, Groups, Tools, Help) and 'Course Management' (Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help).

4 -1- Adding Assignments

The screenshot displays a course management interface. At the top, a purple banner reads "Success: Test assignment created." Below this, the "Content" section is active, showing a "Test assignment" item with a document icon. A context menu is open over the "Test assignment" item, listing various actions: Edit (highlighted with a dashed green border), Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), Student Activity, User Progress, Move, Change Due Date, and Delete. A blue hand cursor points to the "Test assignment" item. The left sidebar contains navigation options for "Test Course" (Home Page, Information, Content, Discussions, Groups, Tools, Help) and "Course Management" (Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help). The top right corner shows "Edit Mode is: ON".

4 -2- Checking Grades

The screenshot displays the Blackboard interface for a course. The left sidebar contains a navigation menu with categories like 'Test Course', 'Course Management', and 'Control Panel'. The 'Grade Center' option is highlighted with a green dashed box. A callout box, also with a green dashed border, lists the following options: 'Grade Center', 'Needs Grading', 'Full Grade Center', 'Assignments', and 'Tests'. A blue hand icon points to 'Full Grade Center'. A green text box to the right of the callout states: 'Grade center shows all assignments and tests in the course'. The main content area shows a 'Test assignment' card. At the top right, the 'Edit Mode' is set to 'ON'. The URL at the bottom is https://cu.blackboard.com/webapps/gradebook/do/instructor/enterGradeCenter?course_id=_11607_1.

4 -2- Checking Grades

Test Course Grade Center

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: March 25, 2021 11:39 PM

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		February 25, 2021	Available	--	--
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		February 27, 2021	Available	--	--
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--
<input type="checkbox"/>	محمد محمد احمد فهيم احمد	الاکحل	29503020103435		March 24, 2021	Available	--	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

The newly added Assignment

4 -2- Checking Grades

Test Course Grade Center

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: March 26, 2021 12:45 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	!
<input type="checkbox"/>	هبة جاد محمد الطوخي	عده	29008211400943		February 27, 2021	Available	--	!
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--
<input type="checkbox"/>	محمد محمد احمد فهيم احمد	الاکحل	29503020103435		March 26, 2021	Available	--	!

Selected Rows: 0

Student's submission is ready for grading

Icon Legend

Edit Rows Displayed

4 -2- Checking Grades

Test Course Grade Center

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: March 26, 2021 12:45 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	! ✓
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		February 27, 2021	Available	--	--
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--
<input type="checkbox"/>	محمد محمد احمد فهيم احمد	الاکحل	29503020103435		March 26, 2021	Available	--	--

Selected Rows: 0

Press grey arrow to view submission

Icon Legend

Edit Rows Displayed

4 -2- Checking Grades

Test Course Grade Center

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: March 26, 2021 12:45 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available		
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		February 27, 2021	Available		
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available		
<input type="checkbox"/>	محمد محمد احمد فهيم احمد	الاکحل	29503020103435		March 26, 2021	Available		

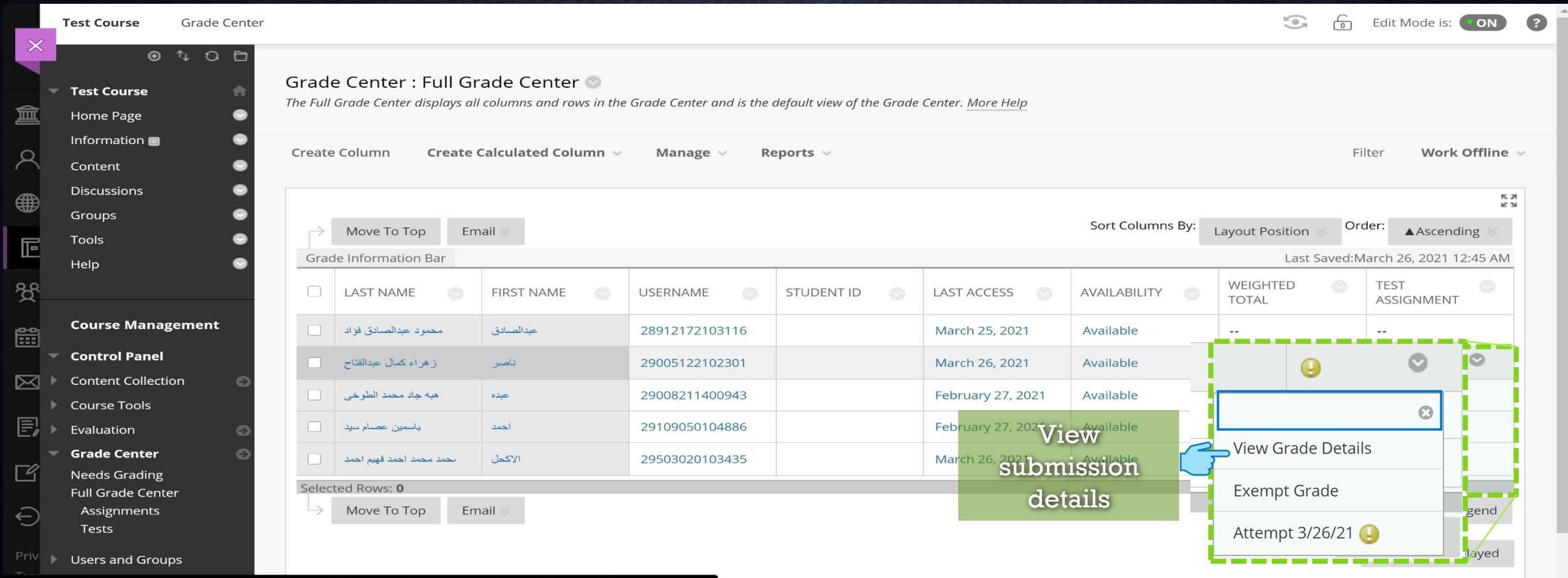
Selected Rows: 0

View submission details

View Grade Details

Exempt Grade

Attempt 3/26/21



4 -2- Checking Grades

The screenshot displays the Blackboard Grade Center interface. The top navigation bar includes 'Test Course', 'Grade Center', and 'Grade Details'. The left sidebar contains navigation options like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. The main content area shows 'Grade Details' for a user (29008211400943) on the 'Test assignment (Assignment)' column. The current grade is 'Needs Grading' (0 out of 100 points). A 'View Attempts' button is highlighted with a green dashed box and a hand icon, with a callout box saying 'View Student submission'. Below this, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. A table lists the attempt details:

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Mar 26, 2021 12:56:02 AM	Mar 26, 2021 12:56:02 AM (Needs Grading)	!			<ul style="list-style-type: none">View AttemptClear AttemptIgnore AttemptEdit Grade

4 -2- Checking Grades

The screenshot shows the Blackboard LMS interface for a 'Grade Assignment: Test assignment'. The page title is 'Grade Assignment: Test assignment' and the breadcrumb trail is 'Test Course > Grade Center > Grade Details > Grade Assignment: Test assignment'. The page contains a navigation menu on the left, a main content area with a student's attempt, and an 'Assignment Details' sidebar on the right. The student's attempt is for 'عبد هبه جاد محمد الطوخى (Attempt 1 of 1)' with a score of 0/100. The 'Assignment Details' sidebar shows the 'GRADE' as 'LAST GRADED ATTEMPT' with a score of 0/100. A green dashed box highlights the score field, and a blue hand icon points to it. A green callout box says 'You can view submission and add grade here'.

4 -2- Checking Grades

Content
Discussions
Groups
Tools
Help

Course Management

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Center
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

Viewing 2 of 3 gradable items

عيدة هيبه جاد محمد الطوخي (Attempt 1 of 1)

Page 1 of 1

Assignment Details

GRADE	LAST GRADED ATTEMPT	Score
ATTEMPT	3/26/21 12:56 AM	/100

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Write comments for student

Press submit when done

Cancel Save Draft Submit

4 -2- Checking Grades

Test Course Grade Center

Success: Grade submitted.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: March 26, 2021 1:18 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	⚠
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available	--	95.00 ✓
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	⚠
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاکحل	29503020103435		March 26, 2021	Available	--	⚠

Selected Rows: 0

Grade is added successfully

Icon Legend Edit Rows Displayed

4 -3- Downloading student's submissions

Test Course Grade Center

Success: Grade submitted.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: March 26, 2021 1:18 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	--
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available	--	95
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاکحل	29503020103435		March 26, 2021	Available	--	--

Selected Rows: 0

Press grey arrow to download all submission
Icon Legend

Edit Rows Displayed

4 -3- Downloading student's submissions

The screenshot displays the Blackboard Grade Center interface. A green callout box with the text "Download all students' submissions" and an arrow points to the "Assignment File Download" option in the context menu. The context menu also includes options like "Quick Column Information", "Send Reminder", "Change Due Date", "Grade Attempts", "Grade with User Names Hidden", "Assignment File Cleanup", "View Grade History", "Edit Column Information", "Column Statistics", "Set as External Grade", "Hide from students (on/off)", "Clear Attempts for All Users", "Sort Ascending", "Sort Descending", and "Hide from Instructor View".

Success: Grade submitted.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available
<input type="checkbox"/>	هيه جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاکحل	29503020103435		March 26, 2021	Available

Selected Rows: 0

TEST ASSIGNMENT

95.00

4 -3- Downloading student's submissions

Test Course Grade Center Download Assignment: Test assignment Edit Mode is: ON

Download Assignment: Test assignment

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

SELECT USERS

<input type="checkbox"/>	NAME ▲	DATE	GRADE
<input type="checkbox"/>	زهراء كمال عبدالفتاح, ناصر	Friday, March 26, 2021 12:43:44 AM EET	Needs Grading
<input type="checkbox"/>	محمد محمد احمد فهيم احمد, الاكل	Friday, March 26, 2021 12:45:16 AM EET	Needs Grading
<input type="checkbox"/>	محمود عبدالصادق فؤاد, عبدالصادق		Not Available
<input type="checkbox"/>	هبة جاد محمد الطوخي, عبده	Friday, March 26, 2021 12:56:02 AM EET	95.00
<input type="checkbox"/>	ياسمين عصام سيد, احمد		Not Available

Displaying 1 to 5 of 5 items | Show All | Edit Paging...

Press submit to download data

Cancel Submit

Select all users' submissions you want to download
Click **Submit** to proceed.

4 -3- Downloading student's submissions

Test Course Grade Center Download Assignment: Test assignment Edit Mode is: ON

Download Assignment: Test assignment

The assignments have been packaged. [Download assignments now. \(26 KB\)](#)
Friday, March 26, 2021 1:39:50 AM EET

[Download assignments now. \(26 KB\)](#)

Press the link and
Your file will be
downloaded

When done,
press OK

OK

4 -4- Adding external grade column

The screenshot shows the Blackboard Grade Center interface. The left sidebar contains navigation options: Test Course, Course Management, Control Panel, and Help. The main area displays the 'Grade Center : Full Grade Center' view. A green dashed box highlights the 'Create Column' button, with a callout box pointing to it that says 'Press here to add external grade column'. The table below shows student data with columns for LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, and TEST ASSIGNMENT.

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	🚩
<input type="checkbox"/>	هيه جاد محمد الطوخي	عنده	29008211400943		March 26, 2021	Available	--	95.00
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاکدل	29503020103435		March 26, 2021	Available	--	🚩

4 -4- Adding external grade column

Test Course Grade Center Create Grade Column Edit Mode is: ON

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Primary Display Score

Click **Submit** to proceed.

Cancel Submit

4 -4- Adding external grade column

Category: No Category

* Points Possible: **Add points**

Associated Rubrics:

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

DATES

Date Created: Mar 26, 2021

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

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

Include this column in Grade Center calculations: Yes No

Show this column to students: Yes No

Show Statistics (average and median) for this column to Students in My Grades: Yes No

Press submit

Click **Submit** to proceed.

4 -4- Adding external grade column

The screenshot shows the Blackboard Grade Center interface. A purple success message at the top reads "Success: created column: New grade column." A green callout box with the text "New grade column was added" and an arrow points to the newly added column in the table. The table has columns for LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, TEST ASSIGNMENT, and NEW GRADE COLUMN. The NEW GRADE COLUMN is highlighted with a green dashed border. The interface also includes a sidebar with navigation options like Test Course, Course Management, and Control Panel, and a top navigation bar with options like Create Column, Manage, and Reports.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default.

Success: created column: New grade column.

New grade column was added

Sort Columns By: Layout Position Order: ▲ Ascending

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT	NEW GRADE COLUMN
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	!	--
<input type="checkbox"/>	هبة جاد محمد الطوخي	عبده	29008211400943		March 26, 2021	Available	--	95.00	--
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاكل	29503020103435		March 26, 2021	Available	--	!	--

Selected Rows: 0

Icon Legend

Edit Rows Displayed

4 -5- Working Offline

Test Course Grade Center

Success: created column: New grade column.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

You can download students grade book from here

Filter Work Offline

Sort Columns By: Layout Position Order: ▲ Ascending

Grade Information Bar Last Saved: March 26, 2021 1:18 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TEST ASSIGNMENT	NEW GRADE COLUMN
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available	--	--	--
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	!	--
<input type="checkbox"/>	هبة جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available	--	95.00	--
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاكل	29503020103435		March 26, 2021	Available	--	!	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

4 -5- Working Offline

The screenshot displays the Blackboard Grade Center interface. The main table lists student information and their grades. A green box highlights the 'Download excel file' button. A callout box shows the 'Filter' and 'Work Offline' options.

Grade Information Bar	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	AVAILABILITY	GRADE	DATE
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		Available		
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--
<input type="checkbox"/>	هبة جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available	95.00
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاكل	29503020103435		March 26, 2021	Available	--

4 -5- Working Offline

Test Course Grade Center Download Grades Edit Mode is: ON

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

- Full Grade Center
- Selected Column Weighted Total Include Comments for this Column
- User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.

Cancel Submit

4 -5- Working Offline

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Weighted Total Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.

Cancel **Submit**

4 -5- Working Offline

The screenshot shows the Blackboard LMS interface. At the top, there are tabs for 'Test Course', 'Grade Center', and 'Download Grades'. The 'Download Grades' page is active, displaying the message: 'The data has been saved to a file. To download the file and work offline, select *Download* to open the file.' Below this message is a 'DOWNLOAD' button. A green callout box with the text 'Press download, then ok' has an arrow pointing to the 'DOWNLOAD' button. In the bottom right corner of the main content area, there is an 'OK' button with a left-pointing arrow. The left sidebar contains a navigation menu with categories: 'Test Course' (Home Page, Information, Content, Discussions, Groups, Tools, Help), 'Course Management' (Control Panel, Content Collection, Course Tools, Evaluation), 'Grade Center' (Needs Grading, Full Grade Center, Assignments, Tests), 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The top right corner shows 'Edit Mode is: ON'.

4 -5- Working Offline

Test Course Grade Center Download Grades

Download Grades

The data has been saved to a file

DOWNLOAD

Edit all grades offline, then upload File

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total [Total Pts: 100 Score]	Test assignment [Total Pts: 100 Score]	New grade column [Total Pts: 100 Score]
				26-03-21 0:44	Yes		Needs Grading	
				26-03-21 0:46	Yes		Needs Grading	
				25-03-21 1:49	Yes			
				26-03-21 0:56	Yes			95
				27-02-21 14:52	Yes			

gc_101_fullgc_2021-03-26-02-24-

4 -5- Working Offline

The screenshot displays the Blackboard Grade Center interface. A green dashed box highlights the 'Work Offline' menu, which includes options for 'Filter', 'Upload', and 'Download'. A green arrow points from the 'Upload file' button in the main interface to the 'Upload' option in the menu. The interface also shows a table of student grades with columns for Last Name, First Name, Username, Student ID, Last Access, and Availability.

Grade Center : Full Grade Center
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Filter Work Offline

Upload file

Filter Upload Download

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABIL			
<input type="checkbox"/>	محمود عبدالصديق فؤاد	عبدالصديق	28912172103116		March 25, 2021	Available			
<input type="checkbox"/>	زهراء كمال عبدالفتاح	ناصر	29005122102301		March 26, 2021	Available	--	!	--
<input type="checkbox"/>	هبة جاد محمد الطوخي	عبد	29008211400943		March 26, 2021	Available	--	95.00	--
<input type="checkbox"/>	ياسمين عصام سيد	احمد	29109050104886		February 27, 2021	Available	--	--	--
<input type="checkbox"/>	محمد محمد احمد فهم احمد	الاكل	29503020103435		March 26, 2021	Available	--	!	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

4 -5- Working Offline

Test Course Grade Center Upload Grades Edit Mode is: **ON**

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

CHOOSE FILE

When you upload grades, first download the Grade Center and then edit the file with the data to be uploaded. This process will help ensure that the data in the upload file is formatted correctly.

* Attach File **Browse Local Files** Browse Course Files

Delimiter Type Auto Comma Tab

Click **Submit** to proceed.

Cancel **Submit**

5

Communicate with students through Blackboard collaborate Ultra, accessing lectures recordings, downloading lecture attendance report.



5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Grade Center interface. On the left is a navigation menu with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. Below these are sections for Course Management, Control Panel, and Grade Center. A blue dashed box highlights the 'Course Tools' option in the Control Panel, with a blue hand icon pointing to it and a callout box that says 'Press here (Course tools)'. The main area shows a table titled 'Grade Center : Tests' with columns for student information and test results. A 'Work Offline' dropdown menu is open, showing 'Upload' and 'Download' options. The table data is as follows:

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	TRIAL TEST
<input type="checkbox"/>	أيه عبد الناصر كمال	ابو العزم		11312018100144		Available	--
<input type="checkbox"/>	أحمد حسام أحمد	محمد		11312018100191		Available	--
<input type="checkbox"/>	ابراهيم حسن محمد	نصر الدين		11312018100156		Available	--
<input type="checkbox"/>	هيم سعد ابراهيم علي محمد	ابو العنين		11312018100073		Available	--
<input type="checkbox"/>	الحميد	الحميد		11312018100113		Available	--
<input type="checkbox"/>	أحمد ابراهيم محمد أحمد	حموده		11312018100153		Available	--
<input type="checkbox"/>	اشرف ابراهيم عبد الحميد	الجعبرى		11312018100071		Available	--

5-1- Communicate with students Through Blackboard collaborate Ultra

The image shows a screenshot of the Blackboard interface. On the left, the 'Course Tools' menu is visible, with 'Blackboard Collaborate Ultra' highlighted by a dashed box and a hand cursor. A blue callout box with the text 'Press Blackboard collaborate Ultra' points to this menu item. The main area displays a table of students with columns for checkboxes, names, IDs, and status. Below the table, there are buttons for 'Move To Top' and 'Email', and an 'Icon Legend' button. An 'Edit Rows Displayed' button is also present at the bottom right of the table area.

<input type="checkbox"/>	هيم سعد ابراهيم على محمد	ابوالعنين	11312018100073	Available	--
<input type="checkbox"/>	هيم محمد ابراهيم احمد عيد	الحميد	11312018100113	Available	--
<input type="checkbox"/>	احمد ابراهيم محمد	حموده	11312018100153	Available	--
<input type="checkbox"/>	التجيري	الجميري	11312018100071	Available	--
<input type="checkbox"/>	فرج	فرج	11312018100182	Available	--
<input type="checkbox"/>	احمد	احمد	11312018100138	Available	--
<input type="checkbox"/>	احمد سيد عطيه محمد	على	11312018100085	Available	--

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with a dark background and white text, listing various course management and tool options. The main content area is white and features a large blue box with white text that reads: "Please use Microsoft edge for better experience or enable cookies in Google chrome". Below this box is the Microsoft Edge logo. To the right of the logo is a dashed purple circle with a blue arrow pointing to it from a blue box containing the text "Please wait while Page is loading". The top of the browser window shows the address bar with "Blackboard Collaborate Ultra" and a lock icon, and a status bar with "Edit Mode is: ON".

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with categories: Test Course, Course Management, and Control Panel. The main content area is titled 'Blackboard Collaborate Ultra' and shows a 'Sessions' section. A 'Test Course - Course Room' is listed as 'Unlocked (available)'. Below this, there are two 'Create Session' buttons. The top-left button is highlighted with a dashed blue border. A blue callout box with the text 'Press (Create session)' has arrows pointing to both the top-left and bottom-right 'Create Session' buttons. The bottom-right button is also highlighted with a dashed blue border. The interface includes a 'Filter by' dropdown set to 'All Upcoming Sessions' and a search icon.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. The main area shows a 'Sessions' section with a 'Create Session' button. A 'New Session' dialog box is open, containing a text input field and a red error message: 'A session name is required.' A blue callout box with the text 'Please Write session name' and an arrow points to the input field. Below the dialog, the 'Event Details' section is visible, including options for 'Guest access', 'Start' and 'End' times, and a 'No end (open session)' option.

5-1- Communicate with students Through Blackboard collaborate Ultra

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

Sessions

Course Room
Unlocked (available)

Create Session

No scheduled sessions

Create Session

Event Details

Guest access

Start

10/25/20 2:00 PM

End

10/25/20 3:00 PM

No end (open session)

Repeat session

Early Entry

15 min before start time

[Provide a description](#)

Cancel Create

If you want to invite an external doctor for the the lecture you can allow gest access, anyone with the link can access your session.

This might be unsafe option, unless you really need it

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Ultra interface. On the left is a navigation sidebar with categories like Information, Content, Discussions, Groups, Tools, and Help, as well as Course Management options such as Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area shows the 'Sessions' page for a course titled 'فيزياء وتطبيقات هندسية - Course Room'. It indicates 'No scheduled sessions.' and has a 'Create Session' button. A modal window titled 'Event Detail' is open, showing session configuration options. A blue dashed box highlights the 'Event Detail' header and the 'Start' and 'End' date and time fields. A blue hand icon points to the 'Event Detail' header. A blue callout box with the text 'Adjust start and end date of session' has an arrow pointing to the 'Start' and 'End' fields. The 'Event Detail' modal includes options for 'Guest access', 'No end (open session)', and 'Repeat session'. The 'Early Entry' is set to '15 min before start time'. There are 'Cancel' and 'Create' buttons at the bottom of the modal.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with categories like 'Information', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', and 'Course Management'. The main content area shows the 'Sessions' page for a course titled 'فيزياء وتطبيقات هندسية - Course Room'. It indicates 'No scheduled sessions.' and provides a 'Create Session' button. A modal window titled 'Test' is open on the right, showing 'Event Details' for a session named 'Test'. The 'Event Details' form includes options for 'Guest access', 'Start' and 'End' times, and a 'No end (open session)' option which is highlighted with a dashed blue box and an arrow. Below the form are 'Cancel' and 'Create' buttons.

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

Sessions

Test

Event Details

Guest access

Start

10/25/20 2:00 PM

End

10/25/20 3:00 PM

No end (open session)

Repeat session

Early Entry

15 min before start time

[Provide a description](#)

Cancel Create

Course Room
Unlocked (available)

Create Session

No scheduled sessions.

Create Session

If you don't know the end time,
choose this option

Even if you choose session
end time and you exceeded it,
it is not problem

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. The main area shows a 'Sessions' panel with a 'Create Session' button and a session titled 'Photoshop.01' scheduled for 3/23/21 at 1:00 PM. A modal window is open on the right, showing session configuration options. A callout box with an arrow points to the 'Repeat session' section, which includes a checked checkbox, a 'Repeat Weekly' dropdown menu, and an 'Every Week' dropdown menu. Below these are day selection buttons (S, M, T, W, T, F, S) with 'F' highlighted in green. At the bottom of the modal, there is an 'End After Occurrences' dropdown set to '10'.

تطبيقات حاسب آلي (متقدم)

- 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

Sessions

Guest access

Start: 3/26/21 5:02 PM

End: 3/26/21 6:02 PM

No End (open session)

Repeat session

Repeat Weekly

Every Week

S M T W T F S

End After Occurrences: 10

Please type a session name before you save.

تطبيقات حاسب آلي (متقدم) - Course Room
Unlocked (available)

Create Session

Photoshop.01
3/23/21, 1:00 PM (available)

The session can be repeated weekly or monthly

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with categories like 'Information', 'Content', 'Discussions', 'Groups', 'Tools', and 'Help'. Below these is the 'Course Management' section, which includes a 'Control Panel' with options such as 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'. The main content area shows the 'Sessions' page for a course titled 'فيزياء وتطبيقات هندسية - Course Room'. It indicates 'No scheduled sessions.' and has a 'Create Session' button. A modal window titled 'Test' is open, showing 'Event Details'. The modal includes options for 'Guest access', 'Start' and 'End' times, and checkboxes for 'No end (open session)' and 'Repeat session'. The 'Early Entry' dropdown menu is highlighted with a dashed blue border and contains the text '15 min before start time'. A blue callout box with an arrow points to this dropdown, containing the text: 'If you want, you can allow early entry for students'. At the bottom of the modal are 'Cancel' and 'Create' buttons.

If you want, you can allow early entry for students

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. The main area shows the 'Sessions' page for a course room. A 'New Session' dialog box is open, featuring a red border and a message: 'A session name is required.' A gear icon for settings is highlighted with a blue dashed box and a hand cursor. A blue callout box points to the gear icon with the text: 'For more options, please press settings icon'. The background shows a course room with a 'Create Session' button and a session titled 'Photoshop.01'.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a dark sidebar with navigation options: Home Page, Information, Content, Discussions, Groups, Tools, Help, and Course Management (Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help). The main content area is titled 'Sessions' and shows a 'Course Room' (unlocked) and a session named 'Photoshop.01' (3/23/21, 1:00 PM). A 'Create Session' button is visible. A 'New Session' dialog box is open on the right, with a red border around the 'New Session' input field and a message: 'A session name is required.' Below this is the 'Session Settings' panel, which is highlighted with a blue dashed border. A blue callout box with the text 'Define attendee role' and an arrow points to the 'Default Attendee Role' dropdown menu, which is currently set to 'Participant' and has a list of options: Participant, Presenter, and Moderator. Other settings include 'Moderator permissions' (Show profile pictures for moderator only) and 'Participant permissions'. A warning icon at the bottom of the dialog says 'Please type a session name before you save.'

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with categories like 'Home Page', 'Information', 'Content', 'Discussions', 'Groups', 'Tools', 'Help', and 'Course Management'. The main area shows a 'Sessions' page with a 'Create Session' button and a session titled 'Photoshop.01' scheduled for 3/23/21 at 1:00 PM. A settings panel on the right is open, showing various permissions. A blue callout box with an arrow points to the 'Participant permissions' section, containing the text: 'Please, choose carefully participant permissions'. At the bottom of the settings panel, there is a warning icon and the text: 'Please type a session name before you save.'

تطبيقات حاسب آلي (متقدم)

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

Sessions

Course Room

Unlocked (available)

Create Session

Photoshop.01

3/23/21, 1:00 PM (available)

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participant permissions

Share audio

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can chat privately only with moderators

Please type a session name before you save.

Please, choose carefully participant permissions

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with options like Content, Discussions, Groups, Tools, and Help. The main area shows a 'Course Room' for 'تطبيقات حاسب آلي (متقدم)' which is 'Unlocked (available)'. Below this is a 'Create Session' button and a session titled 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. On the right, a settings panel is open, showing various options for session configuration. A blue callout box with an arrow pointing to the 'Create' button contains the text: 'When done please press (Create to create the session)'. The 'Create' button is highlighted with a dashed blue border.

Content
Discussions
Groups
Tools
Help

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

Course Room
(تطبيقات حاسب آلي (متقدم)
Unlocked (available)

Create Session

Photoshop.01
3/23/21, 1:00 PM (available)

Share video

Post chat messages

Draw on whiteboard and files

Enable session telephony

Allow attendees to join the session using a telephone

Private Chat

Participants can chat privately only with moderators

Moderators supervise all private chats

Large scale session (250+)

Allow 250+ attendees to join

Profanity filter

Hide profanity in chat messages

When done please press (Create to create the session)

Please type a session name before you save.

Cancel Create

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with categories like Information, Content, Discussions, Groups, Tools, and Help. Below these is the 'Course Management' section, which includes a 'Control Panel' and various tools like Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main area is titled 'Sessions' and shows a list of sessions. The first session is '(تطبيقات حاسب آلي (متقدم) - Course Room' which is 'Unlocked (available)'. Below it is a 'Create Session' button. The second session is 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. A blue callout box with the text 'To join session click on the three dots' has an arrow pointing to the three-dot menu icon next to the 'Photoshop.01' session.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with categories like Information, Content, Discussions, Groups, Tools, and Help, as well as Course Management options such as Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main area is titled 'Sessions' and shows a list of sessions. The first session is 'تطبيقات حاسب آلي (متقدم) - Course Room' which is 'Unlocked (available)'. Below it is a 'Create Session' button. The second session is 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. A blue box highlights the 'Join session' button in the session details, with an arrow pointing to it from a text box that reads 'press join session to start'. The session details also show an 'Anonymous dial in' with the number '+442033189610' and PIN '241 822 3501', along with options to 'Edit settings', 'View reports', 'Copy guest link', and 'Delete session'.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with categories like Information, Content, Discussions, Groups, Tools, and Help. Below these are Course Management options including Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled 'Sessions' and shows a list of sessions. The first session is 'Course Room' (تطبيقات حاسب آلي (متقدم) - Course Room) which is 'Unlocked (available)'. Below it is a 'Create Session' button. The second session is 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. A context menu is open for the 'Photoshop.01' session, listing options: 'Join session', 'Anonymous dial in: +442033189610 PIN: 241 822 3501', 'Edit settings' (highlighted with a blue dashed box), 'View reports', 'Copy guest link', and 'Delete session'. A blue callout box with the text 'You can go back to setting to change' has an arrow pointing to the 'Edit settings' option in the context menu.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with categories like Information, Content, Discussions, Groups, Tools, and Help, as well as Course Management options such as Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main area is titled 'Sessions' and shows a list of sessions. The first session is 'تطبيقات حاسب آلي (متقدم) - Course Room' which is 'Unlocked (available)'. Below it is a 'Create Session' button. The second session is 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. A context menu is open for the 'Photoshop.01' session, listing options: 'Join session', 'Anonymous dial in: +442033189610 PIN: 241 822 3501', 'Edit settings', 'View reports', 'Copy guest link', and 'Delete session'. A blue callout box with an arrow points to the 'Copy guest link' option, containing the text: 'To copy session link press here. Anyone with the link can access the session'.

5-1- Communicate with students Through Blackboard collaborate Ultra

You must record your session, Blackboard, doesn't record automatically



Welcome!

You're the only one in the room.
Jump in and get started! Upload your content and check your audio.



To make recording for session press start recording



5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a welcome message reads: "Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio." Above this message is an illustration of a desk with a laptop, a blue chair, and books. A white notification box in the top right corner asks "Start the recording?" with a "Record" link. On the right, a chat window titled "Everyone" shows a "No chat messages yet" message. At the bottom of the chat window, a text input field contains "Say something" and a "Send" button. A blue box labeled "Chat with participant" has an arrow pointing to the chat window's input field. The bottom navigation bar includes icons for user profile, mute, video, and chat.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a welcome message reads: "Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio." Above this message is a graphic of a desk with a laptop, a blue chair, and books. A notification box in the top right asks "Start the recording?" with a "Record" link. On the right side, a panel titled "1 Attendee" shows a list of participants under the heading "Moderator (1)", listing "admin1 Furp". At the bottom, a toolbar contains icons for user management, mute, chat, and help. A blue callout box with an arrow points to the participant list icon, stating "To access participant's page".

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a welcome message reads: "Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio." A notification box asks "Start the recording?" with a "Record" link. On the right, the "1 Attendee" panel is open, showing a menu with options: "Find Attendee", "Detach panel", and "Mute all". A blue callout box points to the "Mute all" option, stating: "You can mute all from pressing the three dots, then press (Mute all)". The bottom toolbar contains icons for user profile, mute, chat, and help.

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a welcome message reads: "Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio." Below this is a navigation bar with icons for user, mute, video, and chat. A "Start the recording?" dialog box is open, with a "Record" link. A blue callout box says "Choose sharing type you need". On the right, the "Share Content" panel is open, showing "Primary Content" (Share Blank Whiteboard, Share Application/Screen, Share Camera, Share Files) and "Secondary Content" (Polling). The "Interact" section shows "Breakout Groups" with a "Sharing icon" callout pointing to a share icon in the bottom navigation bar.

5-1- Communicate with students Through Blackboard collaborate Ultra

If you want to share recorded lecture, or video with students, please make sure to share audio.

Students will not hear anything if this is not enabled and make sure to open your mic as well

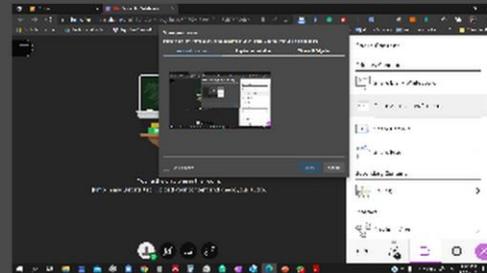
Share your screen

eu.bbcollab.com wants to share the contents of your screen. Choose what you'd like to share.

Your entire screen

Application window

Microsoft Edge tab



Share audio

Share

Cancel

Share Content

Primary Content

Share Blank Whiteboard

Share Application/Screen

Share Camera

Share Files >

Secondary Content

Polling >

Interact

Breakout Groups >

Sharing icon



5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. At the top center, there is a 'Welcome!' message: 'Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio.' Below this is a navigation bar with icons for user, mute, video, and chat. On the right side, the 'Share Content' menu is open, listing options under 'Primary Content' (Share Blank Whiteboard, Share Application/Screen, Share Camera, Share Files) and 'Secondary Content' (Polling). The 'Share Files' option is highlighted with a dashed blue border and a blue arrow pointing to it from a text box that says 'Sharing file from your device'. A 'Start the recording?' dialog box is also visible at the top right.

5-1- Communicate with students Through Blackboard collaborate Ultra

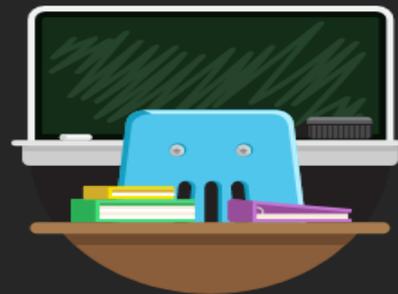
The image shows a screenshot of the Blackboard Collaborate Ultra interface. On the left, a welcome message reads: "Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio." Below this is a navigation bar with icons for user, mute, chat, and help. On the right, a "Share Files" dialog is open, showing an "Add Files" button and a "Share Now" button. A blue callout box points to the "Share Now" button with the text: "After choosing the file you want, you must press share now". Another blue callout box at the bottom center states: "Students will not be able to see your file, unless you shared it with them".

5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a toolbar contains icons for navigation and editing. The main workspace shows a document titled "إعلان موعد المرحلة الأولى" (Announcement of the first stage date) with Arabic text. A "Start the recording?" dialog box is overlaid on the document. On the right, a "Share Files" overlay is visible, showing a file named "pdf.2020 المرحلية الاولى مارس" (pdf.2020 first stage March) with a "Share Now" button. A blue callout box with an arrow points to the "Share Now" button, containing the text "When file is uploaded, press share Now".

5-1- Communicate with students Through Blackboard collaborate Ultra

Creating Breakout rooms



Welcome!

You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

Start the recording?

[Record](#)

Breakout groups is helpful in dividing students in lecture. EX: students sections with TAs

Share Content

Primary Content

 Share Blank Whiteboard

 Share Application/Screen

 Share Camera

 Share Files >

Secondary Content

 Polling >

Interact

 Breakout Groups >



5-1- Communicate with students Through Blackboard collaborate Ultra

Creating Breakout rooms

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a grid of four video thumbnails shows participants labeled 'Student 2 Presenter', 'Student 3 Presenter', 'Student 5 Presenter', and 'Student 6 Presenter'. A fifth participant, 'Student 1', is shown in a separate breakout room. A blue callout box with a white arrow points to the 'Breakout Groups' panel on the right, containing the text: 'Choose all options you want in the breakout group; you can divide students in random or in custom.' The 'Breakout Groups' panel includes the following options:

- Assign Groups:** A dropdown menu set to 'Randomly assign'.
- Include moderators in group assignment
- Number of Groups:** A dropdown menu set to '2'.
- 1 group of 3 attendees
- 1 group of 2 attendees
- Allow attendees to switch groups
- Shuffle attendees
- Main Room:** A list containing 'Jouliana Bosneva' with 1 member.
- Group 1:** A list containing 'Student 1'.
- Buttons for 'Cancel' and 'Start'.

5-1- Communicate with students Through Blackboard collaborate Ultra

Creating Breakout rooms

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a grid of four presenter slots is visible, labeled 'Student 2 Presenter', 'Student 3 Presenter', 'Student 5 Presenter', and 'Student 6 Presenter'. A central slot contains a '+1' icon. A blue callout box with a white border and a blue arrow pointing to the 'Main Room' list contains the text: 'If customized, you can drag and drop students from the main room'. On the right, the 'Breakout Groups' panel is open, showing the 'Assign Groups' dropdown set to 'Custom assignment' and the 'Allow attendees to switch groups' checkbox unchecked. The 'Main Room' list contains four entries: 'Jouliana Bosneva', 'Student 1', 'Student 2', and 'Student 3'. A blue dashed box highlights this list, and a blue hand cursor is positioned over 'Student 2'. Below the 'Main Room' list are two empty breakout groups, 'Group 1' and 'Group 2', each with a '+1' icon and a trash icon. At the bottom of the panel are 'Cancel' and 'Start' buttons.

5-1- Communicate with students Through Blackboard collaborate Ultra

Creating Breakout rooms

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, the 'Main Room' is shown with a virtual classroom environment (chalkboard, desk, and books) and the text: 'Main Room. You're the only one in the room. Jump in and get started! Upload your content and check your audio.' On the right, the 'Breakout Groups' panel is visible, showing '6 Attendees' and 'You're in: Main Room'. The panel lists 'Main Room' as the current group, with 'Moderator (1)' Jouliana Bosneva. Below, 'Team 1' and 'Team 2' are listed, each with 'Presenters (3)' and 'Presenters (2)' respectively. A blue dashed box highlights the 'Move' icon (a square with an arrow) next to 'Team 1', with a callout box stating: 'As moderator, you can move between groups'. The bottom navigation bar includes icons for user profile, mute, chat, and group management.

5-1- Communicate with students Through Blackboard collaborate Ultra

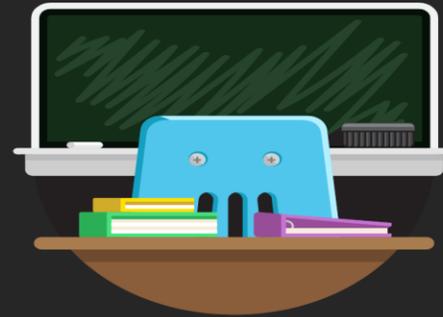
Creating Breakout rooms

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a main room is visible with two presenter slots: 'Student 5 Presenter' and 'Student 6 Presenter'. On the right, a sidebar shows the 'Breakout Groups' panel. At the top of this panel, it indicates '6 Attendees' and 'End Breakout Groups'. Below this, the current group is identified as 'You're in: Team 2'. A blue callout box with the text 'To end breakout rooms' has an arrow pointing to a blue hand icon that is clicking on the 'End Breakout Groups' button. The sidebar also lists other breakout rooms: 'Main Room', 'Team 1', and 'Team 2'. Under 'Team 1', there are three presenters: Student 1, Student 2, and Student 3. Under 'Team 2', there is one moderator, Jouliana Bosneva, and two presenters: Student 5 and Student 6. The bottom of the interface shows a toolbar with icons for chat, mute, video, and other controls.

5-1- Communicate with students Through Blackboard collaborate Ultra



Please press the left button



Welcome!

You're the only one in the room.
Jump in and get started! Upload your content and check your audio.



5-1- Communicate with students Through Blackboard collaborate Ultra

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a sidebar menu for user 'Rania' with options: Start Recording, Use your phone for audio (with a note 'Long distance charges may apply'), Report an issue, Tell me about Collaborate, Blackboard Collaborate Help, and Privacy Policy. On the right is the main session area with a 'Welcome!' message and a 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' prompt. A blue callout box with arrows pointing to the 'Start Recording' and 'Leave session' buttons contains the text: 'You can start recording or leave session from this menu'. At the bottom, there is a control bar with icons for user, mute, video, and chat.

5-2- Access lectures recordings

How to
access
session
recording

Blackboard Collaborate Ultra

Blackboard Collaborate Ultra

Sessions

Course Room
Unlocked (available)

Create Session

Filter by All Upcoming Sessions

Photoshop.01
3/23/21, 1:00 PM (available)

Press on the three lines mark in the main blackboard collaborate ultra page

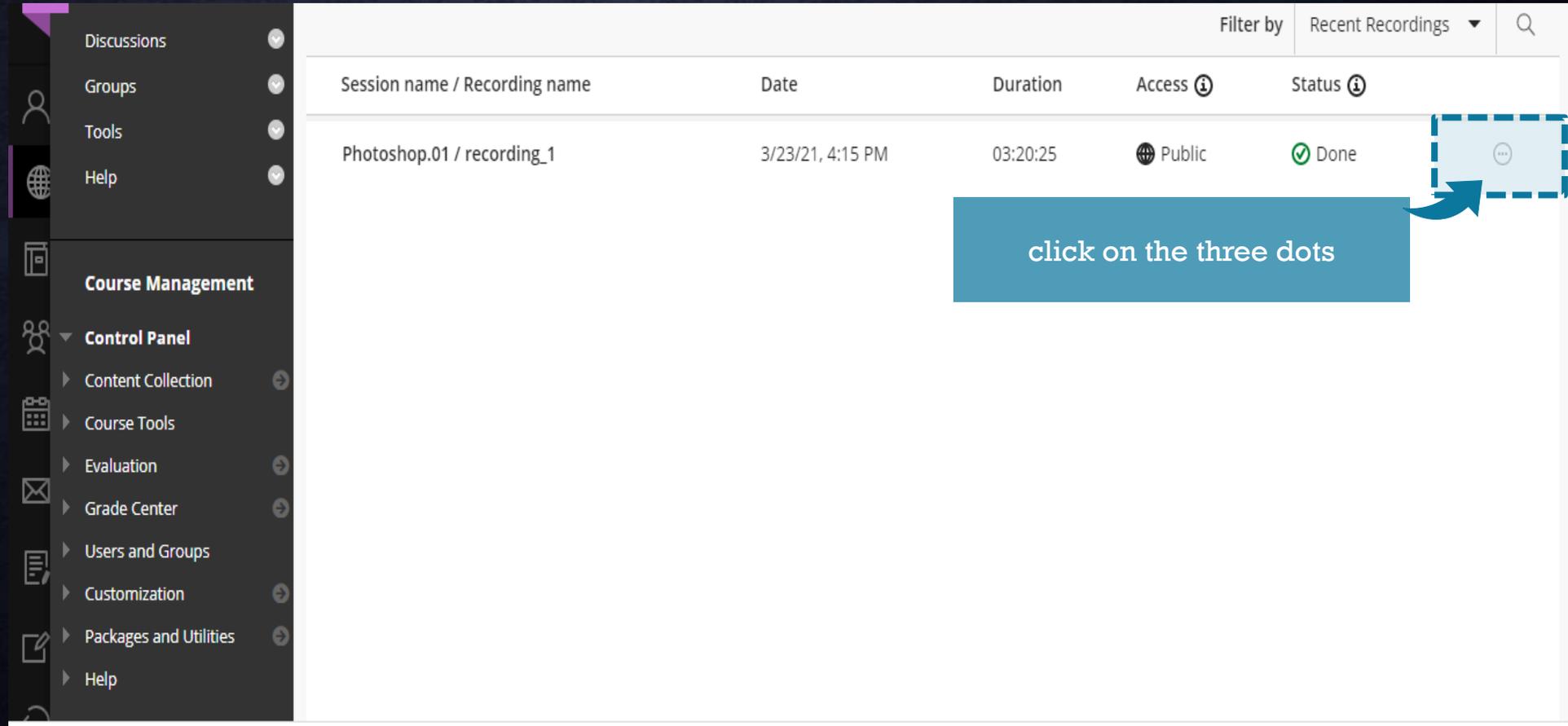
5-2- Access lectures recordings

How to
access
session
recording

The screenshot displays the Blackboard Collaborate interface. On the left, a navigation menu is visible with the following items: Information, Content, Discussions, Groups, Tools, Help, Course Management, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The 'Recordings' option is highlighted with a blue dashed box, and a blue hand cursor is pointing at it. A blue box with the text 'Press recordings' is overlaid on the 'Recordings' menu item. The main content area shows the 'Sessions' page for 'admin1 Furp' in the 'Course Room' (تطبيقات حاسب آلي (متقدم) - Course Room). The page is 'Unlocked (available)' and has a 'Create Session' button. Below this, there is a session titled 'Photoshop.01' on '3/23/21, 1:00 PM (available)'. The interface also includes a 'Filter by' dropdown and 'All Up' text.

5-2- Access lectures recordings

How to
access
session
recording



The screenshot shows a course management interface with a sidebar on the left and a main content area on the right. The sidebar includes sections for Discussions, Groups, Tools, Help, and Course Management. The Course Management section is expanded, showing options like Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area displays a table of recordings with columns for Session name / Recording name, Date, Duration, Access, and Status. A recording titled 'Photoshop.01 / recording_1' is shown with a date of 3/23/21, 4:15 PM, a duration of 03:20:25, and a status of Done. A callout box with an arrow points to a three-dot menu icon in the Status column of this recording, with the text 'click on the three dots'.

Session name / Recording name	Date	Duration	Access	Status
Photoshop.01 / recording_1	3/23/21, 4:15 PM	03:20:25	Public	Done

5-2- Access lectures recordings

How to
access
session
recording

The screenshot shows a 'Recordings' page with a table of session recordings. A callout box highlights the 'Watch now' and 'Download' options in the actions menu for a recording.

Session name / Recording name	Date	Duration	Access	Status
Photoshop.01 / recording_1	3/23/21, 4:15 PM	03:20:25	Public	Done

Callout box text: You can watch recording video and download it

Actions menu items: Watch now, Download, Recording settings, Copy link, Add caption source, Delete

5-2- Access lectures recordings

How to
access
session
recording

The screenshot displays a 'Recordings' page in a course management system. On the left is a navigation sidebar with categories like Information, Content, Discussions, Groups, Tools, and Help, as well as a 'Course Management' section containing items like Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area shows a table of recordings with columns for Session name / Recording name, Date, Duration, Access, and Status. A recording named 'Photoshop.01 / recording_1' is highlighted, and a context menu is open over it. The menu options are: Watch now, Download, Recording settings (highlighted with a dashed blue box and an arrow), Copy link, Add caption source, and Delete. A blue callout box with white text points to the 'Recording settings' option.

Session name / Recording name	Date	Duration	Access	Status
Photoshop.01 / recording_1	3/23/21, 4:15 PM	03:20:25	Public	Done

You can hide recording video from students

5-2- Access lectures recordings

How to
access
session
recording

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

Session name / Recording name	Date	Duration
Photoshop.01 / recording_1	3/23/21, 4:15 PM	03:20:25

Recording settings

* Recording name

recording_1

Public access

Allow public access

Cancel Save

You can allow course members only to access the link

5-2- Access lectures recordings

How to access session recording

The screenshot shows a Blackboard interface with a sidebar on the left and a main content area. The sidebar includes options like Home Page, Information, Content, Discussions, Tools, and Help. The main content area is titled 'Recordings' and contains a table with the following data:

Session name / Recording name	Date	Duration	Access	Status
Lecture 1 / recording_1	3/31/21, 12:48 PM	00:12:08	Public	Done
Session 1 / recording_1	3/31/21, 12:47 PM	00:00:19	Public	Done
2 اسراء مجدى -- اسراء مجدى / recording_1	3/31/21, 12:43 PM	00:00:11	Course members only	Done
محاضرة 1 / 1 noha lecture 1 / 1	3/31/21, 12:33 PM	00:01:44	Course members only	Done

A blue dashed box highlights the 'Access' column. A blue callout box with an arrow pointing to the 'Access' column contains the following text:

You cannot hide lecture recordings from students

You can download the lecture in your device and delete it from recordings

5-3- Downloading lecture attendance report

The screenshot shows a 'Recordings' page with a table of sessions. A context menu is open for the first recording, showing options like 'Watch now', 'Download', 'Recording settings', 'Copy link', 'Add caption source', and 'Delete'. A blue callout box with an arrow points to the 'Delete' option.

Session name / Recording name	Date	Duration	Access	Status
Lecture 1 / recording_1	3/31/21, 12:48 PM	00:12:08	Public	Done
Session 1 / recording_1	3/31/21, 12:47 PM	00:00:19	Public	
2 اسراء مجدى -- سيكشن / recording_1	3/31/21, 12:43 PM	00:00:11	Course members only	
noha lecture 1 / 1 محاضرة	3/31/21, 12:33 PM	00:01:44	Course members only	

You can delete the session if you want from here

5-3- Downloading lecture attendance report

The screenshot displays the Blackboard interface for managing sessions. On the left is a navigation menu with categories like Information, Content, Discussions, Groups, Tools, and Help, as well as Course Management options such as Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled 'Sessions' and shows a list of sessions. The first session is '(متقدم) تطبيقات حاسب آلي (متقدم) - Course Room' which is 'Unlocked (available)'. Below it is a 'Create Session' button. The second session is 'Photoshop.01' scheduled for '3/23/21, 1:00 PM (available)'. A context menu is open for the 'Photoshop.01' session, listing options: 'Join session', 'Anonymous dial in: +442033189610 PIN: 241 822 3501', 'Edit settings', 'View reports' (highlighted with a dashed blue box), 'Copy guest link', and 'Delete session'. A blue callout box with a white arrow points to the 'View reports' option, containing the text: 'To take attendance, after the session ends, press (view reports)'.

5-3- Downloading lecture attendance report

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

Reports: Photoshop.01

Filter by All Reports

Start time	End time	Attendees	Duration	Polls	Attendance
3/24/21, 12:25 PM	3/24/21, 12:31 PM	1	00:05:29		View report
3/23/21, 12:48 PM	3/23/21, 4:15 PM	120	03:26:30		View report

Please press (View report) of the session you want to view it's attendance

5-3- Downloading lecture attendance report

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

Photoshop.01 Report

Session details

Tuesday, March 23, 2021
12:48 PM — 4:15 PM

Attendees
120

Average time in session
00:22:15

Tools

Export Report
Printable
Export to CSV

Support

Session ID
id:e653b0bfc2ba4eefa7b01ea82a33bf2

Can you can know all information about student's attendance in this session report

Name	Role	Attendee Type	First join	Last leave	Total time	Joins
mohamed ahmed ka mal	Participant	Guest	12:48 PM	2:13 PM	01:25:00	1
محمد م.م / مصطفى يحيى عبدالله نعم	Moderator	Integration	12:49 PM	4:09 PM	03:19:54	1
يوسف ميخائيل ناجي موسى	Participant	Guest	12:55 PM	12:55 PM	00:00:18	1
هشام عبد الحميد عطيه السيد حسن	Participant	Guest	12:55 PM	1:02 PM	00:07:16	1
Mahmoud Gamal EL-Sefy	Participant	Guest	12:55 PM	2:12 PM	01:17:41	1
يوسف ميخائيل ناجي موسى	Participant	Guest	12:55 PM	12:56 PM	00:01:05	1

1 2 3 4 5 6 7 8 9 10 ...

6

Choosing students to view certain assignments and folders, while hiding it from others



6- Choosing students to view certain assignments and folders, while hiding it from others

The screenshot displays the Blackboard LMS interface. On the left is a navigation sidebar with categories like 'Test Course', 'Course Management', and 'Control Panel'. The main content area is titled 'Content' and shows a list of items: 'Test folder' and 'Test assign'. A context menu is open over the 'Test folder' item, listing options such as 'Edit', 'Make Unavailable', 'Adaptive Release', 'Adaptive Release: Advanced', 'Set Review Status(Disabled)', 'Metadata', 'Statistics Tracking (On/Off)', 'User Progress', 'Copy', 'Move', and 'Delete'. A blue hand icon points to the 'Adaptive Release: Advanced' option, which is highlighted with a dashed box. A grey arrow points from this option to a text box on the right. The text box contains the following instructions:

After creating the file,
Please press on the grey
arrow to view this menu

Please, choose Adaptive
release advanced

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content Test folder Adaptive Release: Advanced

Adaptive Release: Advanced

A rule is a set of criteria that determines the visibility of this content item to users. If multiple rules are created, the content will be visible to the user if any of the rules are met. For content to be released to a user, that user must satisfy all criteria in one of the rules below. To create more restrictions that a user must satisfy, add criteria to one rule. To create more potential ways for a user to see the content, create multiple rules. Add, edit, or delete criteria in any rule by selecting **Edit** in the rule's contextual menu.

Create Rule

Please press create rule

Content Status: Available
There are no rules for this item. Click **Create Rule** to add a rule.

Edit Mode is: ON

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content ... Adaptive Release Add Rule

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

Add Rule

Instructors can create release criteria for a content item. [More Help](#)

* Indicates a required field.

RULE NAME

Provide a name for this rule

* Rule Name

Rule 1

Please, write rule name, then press submit

Click **Submit** to proceed.

Cancel Submit

Edit Mode is: ON

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content ... Adaptive Release: Advanced Manage Criteria

Success: Rule 1 created

Manage Criteria: Rule 1

Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

Create Criteria Review Status

Content status: Available
No criteria exist. This rule will not prevent access to this content for users.

Please, Press on Create Criteria

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content ... Adaptive Release: Advanced Manage Criteria

Success: Rule 1 created

Manage Criteria: Rule 1

Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

Create Criteria Review Status

- Date
- Grade
- Membership**

not prevent access to this content for users.

Please, choose membership

6- Choosing students to view certain assignments and folders, while hiding it from others

The screenshot shows the Blackboard interface for configuring a membership rule. The page title is "Membership:Rule 1". Below the title, there is a descriptive paragraph: "Membership criteria allow content to appear to specific users and groups. Use the **Username** field to add individual users. Use the **Course Groups** boxes to select groups by moving them from the **Items to Select** box to the **Selected Items** box by clicking the right-pointing arrow. [More Help](#)".

There are two main sections for configuration:

- COURSE USERS:** A section with a "Username" input field and a "Browse..." button. A callout box explains: "You can choose specific users to view this folder". Another callout box explains: "If you know student ID/Username, you can write it here, or you can browse from all users in course".
- COURSE GROUPS:** A section with two lists: "Items to Select" and "Selected Items". The "Items to Select" list contains several entries, including "1د", "2د", "3د", "1 م.محمود", and "2 م.محمود". A callout box explains: "You can choose specific groups to view this folder".

At the bottom of the configuration area, there is a note: "Each criterion added will narrow the ability for a user to view an item." and two buttons: "Cancel" and "Submit".

Additional callout boxes provide instructions on how to enter multiple student IDs: "If you want to add multiple students, you can write the first student ID followed by (,) then the second student ID" and "EX: ID1,ID2,ID3,ID4,.....etc.".

6- Choosing students to view certain assignments and folders, while hiding it from others

The screenshot shows the Blackboard Course Membership page. A search bar at the top is highlighted with a dashed box and a callout box that says "You can search for a specific student". Below the search bar, a table of students is shown. The first column of the table, containing checkboxes, is highlighted with a dashed box and a callout box that says "You can select all students eligible to see this folder".

Course Membership

Search Username Contains Go

You can search for a specific student

<input type="checkbox"/>	FIRST NAME	LAST NAME ▲	USERNAME	EMAIL	ROLE
<input type="checkbox"/>	ناصر	زهراء كمال عبدالفتاح	29005122102301		Teaching Assistant_CU
<input type="checkbox"/>	جرجس	مادونا ماهر امين نوار	28711241202266		Instructor_CU
<input type="checkbox"/>	الاکحل	محمد محمد احمد فهيم احمد	29503020103435		Student
<input type="checkbox"/>	عبدالصادق	محمود عبدالصادق فؤاد	28912172103116		Instructor_CU
<input type="checkbox"/>	عیده	هبه جاد محمد الطوخی	29008211400943		Student
<input type="checkbox"/>	احمد	ياسمين عصام سيد	29109050104886		Student

You can select all students eligible to see this folder

Cancel Submit

6- Choosing students to view certain assignments and folders, while hiding it from others

Course Membership

Search Username Contains Go

<input type="checkbox"/>	FIRST NAME	LAST NAME ▲	USERNAME	EMAIL	ROLE
<input type="checkbox"/>	ناصر	زهراء كمال عبدالفتاح	29005122102301		Teaching Assistant_CU
<input type="checkbox"/>	جرجس	مادونا ماهر امين نوار	28711241202266		Instructor_CU
<input checked="" type="checkbox"/>	الاكل	محمد محمد احمد فهيم احمد	29503020103435		Student
<input type="checkbox"/>	عبدالصديق	محمود عبدالصديق فواد	28912172103116		Instructor_CU
<input checked="" type="checkbox"/>	عبد	هبه جاد محمد الطوخى	29008211400943		Student
<input type="checkbox"/>	احمد	ياسمين عصام سيد	29109050104886		Student

Once selected please press submit

Cancel Submit

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content ... Manage Criteria Membership

Membership:Rule 1

Membership criteria allow content to appear to specific users and groups. Use the **Username** field to add individual users. Use the **Course Groups** boxes to select groups by moving them from the **Items to Select** box to the **Selected Items** box by clicking the right-pointing arrow. [More Help](#)

COURSE USERS

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

Username

COURSE GROUPS

Items to Select

- 1م.....د
- 2م.....د
- 3م.....د
- م,محمود 1
- م,محمود 2

Selected Items

Each criterion added will narrow the ability for a user to view an item.

Cancel Submit

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

6- Choosing students to view certain assignments and folders, while hiding it from others

Membership criteria allow content to appear to specific users and groups. Use the **Username** field to add individual users. Use the **Course Groups** boxes to select groups by moving them from the **Items to Select** box to the **Selected Items** box by clicking the right-pointing arrow. [More Help](#)

COURSE USERS

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

Username

COURSE GROUPS

Items to Select	Selected Items
<ul style="list-style-type: none">3م.....1 محمود.م2 محمود.م3 محمود.م1 مجموعة دز هراء2 مجموعة دز هراء	
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

Note: A blue hand icon points to the right-pointing arrow between the two boxes.

You can add groups and convert it to selected items if you want as well

Each criterion added will narrow the ability for a user to view an item.

- 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

6- Choosing students to view certain assignments and folders, while hiding it from others

Membership criteria allow content to appear to specific users and groups. Use the **Username** field to add individual users. Use the **Course Groups** boxes to select groups by moving them from the **Items to Select** box to the **Selected Items** box by clicking the right-pointing arrow. [More Help](#)

COURSE USERS

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

Username

COURSE GROUPS

Items to Select	Selected Items
<ul style="list-style-type: none">2م.....د3م.....د2 محمود.م3 محمود.ممجموعة دز هراء 2مجموعة دز هراء 3	<ul style="list-style-type: none">1 محمود.م1 مجموعة دز هراء
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

Note: A blue hand icon is shown clicking the right-pointing arrow between the two lists.

You can add groups and convert it to selected items if you want as well

Each criterion added will narrow the ability for a user to view an item.

6- Choosing students to view certain assignments and folders, while hiding it from others

Membership criteria allow content to appear to specific users and groups. Use the **Username** field to add individual users. Use the **Course Groups** boxes to select groups by moving them from the **Items to Select** box to the **Selected Items** box by clicking the right-pointing arrow. [More Help](#)

COURSE USERS

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

Username

COURSE GROUPS

Items to Select	Selected Items
<ul style="list-style-type: none">2م.....د3م.....د2 محمود.م3 محمود.م2 مجموعة د.ز هراء3 مجموعة د.ز هراء	<ul style="list-style-type: none">1 محمود.م1 مجموعة د.ز هراء

Each criterion added will narrow the ability for a user to view an item.

When finished, please press submit

6- Choosing students to view certain assignments and folders, while hiding it from others

Test Course Content ... Adaptive Release: Advanced Manage Criteria

Success: The criterion created.

Manage Criteria: Rule 1

Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

Create Criteria Review Status

Content Status: Available

CRITERIA TYPE	DESCRIPTION
Membership	2 Users, 2 Groups

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

You will find that the description changed

6- Choosing students to view certain assignments and folders, while hiding it from others

Success: The criterion created.

Manage Criteria: Rule 1

Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

Create Criteria ▾ Review Status

Content Status: Available

Delete

<input type="checkbox"/>	CRITERIA TYPE	DESCRIPTION
<input type="checkbox"/>	Membership	2 Users, 2 Groups

Delete

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

Please press ok to proceed

← OK

6- Choosing students to view certain assignments and folders, while hiding it from others

The screenshot displays a course management interface. On the left is a dark sidebar with a navigation menu. The main area is titled 'Content' and shows a list of items. A 'Test folder' is highlighted with a dashed black border. A callout box next to it states: 'You will find that the file status updated'. Below it, a 'Test assignment' is listed. A callout box next to it states: 'You can use the same method to create assignment for specific users or groups'. The top right corner shows 'Edit Mode is: ON'.

Test Course Content

Content

Build Content Assessments Tools Partner Content

Test folder
Availability: Item is available, but some students or groups may not have access.
Enabled: Adaptive Release

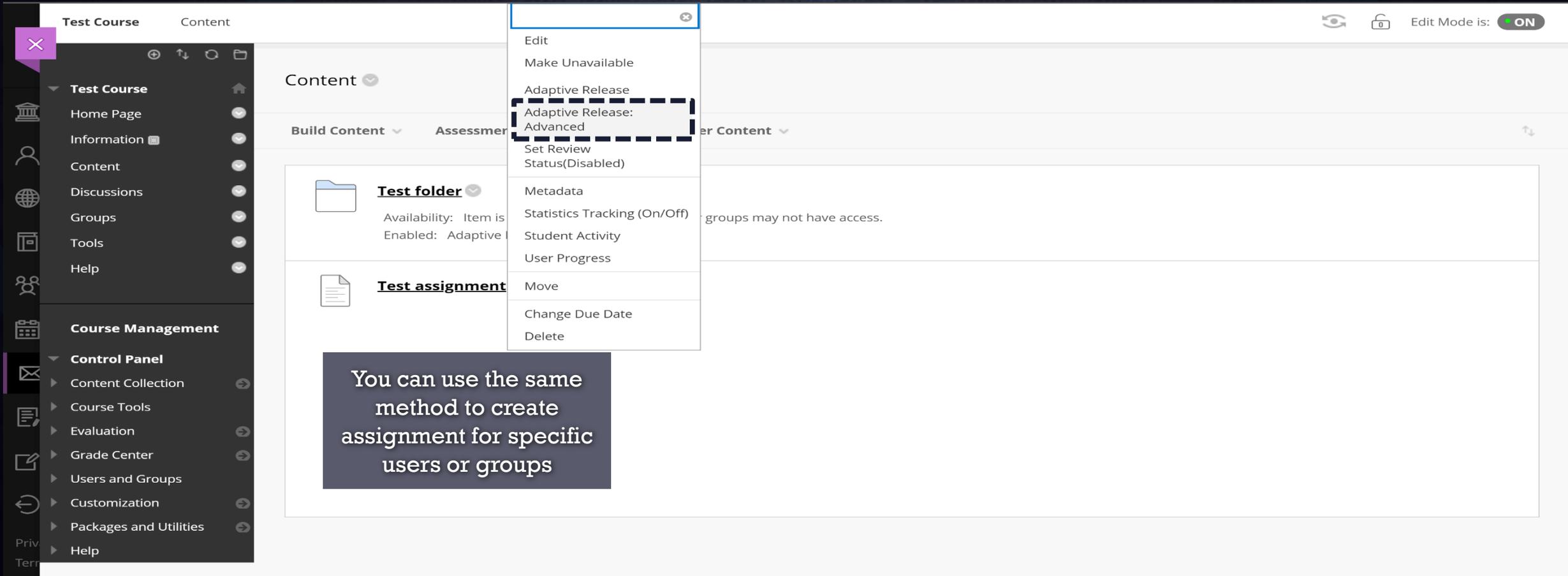
You will find that the file status updated

Test assignment

You can use the same method to create assignment for specific users or groups

Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help

6- Choosing students to view certain assignments and folders, while hiding it from others



The screenshot displays a course management interface. On the left is a navigation sidebar with categories like 'Test Course', 'Course Management', and 'Control Panel'. The main area shows a 'Content' view with a list of items: 'Test folder' and 'Test assignment'. A context menu is open over the 'Test folder', listing actions such as 'Edit', 'Make Unavailable', 'Adaptive Release', and 'Adaptive Release: Advanced'. The 'Adaptive Release: Advanced' option is highlighted with a dashed black box. A text box at the bottom of the screenshot reads: 'You can use the same method to create assignment for specific users or groups'. The top right corner shows 'Edit Mode is: ON'.

7

Shift to Student mode / Find more information about Black board



7- Shift to Student mode

The screenshot displays the Blackboard LMS interface. The top navigation bar includes the text "Home Page" and "Edit Mode is: ON". A sidebar on the left contains a list of navigation options under "تخطيط بيئي (1)", "Course Management", "Control Panel", "Course Tools", and "Priv". The main content area is titled "Home Page" and contains several sections: "My Announcements" with a "New test" link, "My Tasks" with "No tasks due.", and "What's New" with links for "Announcements (1)", "Assessments (1)", and "Courses/Organizations (1)". On the right side, there are sections for "To Do", "What's Past Due", "What's Due" (with a date selector for 10/19/2020), and "Alerts". A callout box with a hand icon points to an eye icon in the top right corner, with the text "You can enter student mood from the eye icon". A button labeled "Enter Student Preview" is also visible in the top right corner.

7- Shift to Student mode

The screenshot displays a web application interface with a dark green header bar at the top containing the text "Student Preview mode is ON". In the top right corner, there are two buttons: "Settings" and "Exit Preview". A blue hand cursor is pointing at the "Exit Preview" button, which is highlighted with a dashed green border. Below the header, the main content area is titled "Home Page" and contains several sections: "My Announcements" with a "New test" link, "My Tasks" with "No tasks due.", "What's New" with a "Courses/Organizations" section, and "Needs Attention". On the right side, there is a "To Do" section with "What's Past Due", "What's Due" (with a date selector for 10/19/2020), and "Alerts". A green callout box on the right side of the interface contains the text "When done, Please press exit preview".

7- Shift to Student mode

Student Preview mode is ON

Settings Exit Preview

Home Page

Home Page

My Announcements

My Tasks

What's New

Needs Attention

Alerts

Exit Student Preview

You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

- Delete the preview user and all data (Recommended)
If you are finished previewing the course as a student, delete the data and remove the preview user from your course.
- Keep the preview user and all data
If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.
- Remember this choice and do not ask me again
This can be changed in Student Preview Settings, located in the Student Preview mode.

Cancel Continue

Please remember to remove all your saved data before you exit

7-1 Find more information about Blackboard learn and Blackboard collaborate ultra

The screenshot shows the Blackboard interface. On the left is a dark sidebar with the Blackboard logo and navigation links: Institution Page, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. A callout box with a hand icon points to the 'Institution Page' link, containing the text: 'Please Press on Institution page if you need more videos and tutorials'. The main content area is titled 'Courses' and includes a search bar, a filter dropdown set to 'All Courses', and a '25 items per page' selector. Below this is a list of courses under the heading 'Assorted Dates'. The second course in the list, '202101.RUP.EP204 تخطيط بيئي (1)', is highlighted with a blue border. The course list includes course IDs, titles, 'Original Course View' links, and 'More info' dropdowns. The bottom right corner of the main area has a help icon.

7-1 Find more information about Blackboard learn and Blackboard collaborate ultra

Blackboard

Cairo University Blackboard
Excellence In Education

Institution Page

أعضاء هيئة التدريس بجامعة القاهرة - Cairo University Staff Members

Welcome Instructor,

Here is a list of useful links you may need before deep dive into blackboard system :

التدريب باللغة العربية
<https://eu.bbcollab.com/recording/a4d5f5df652148ca88f4f3ff69af5f51>

Training In English
<https://eu.bbcollab.com/recording/aa3c6f0cf4404e6b9ff72623b2297b43>

Blackboard Learn Instructor Useful Links:

All information you need is provided in this page,
If you don't have it, all information available in next slide

7-1 Find more information about Blackboard learn and Blackboard collaborate ultra

التدريب باللغة العربية

<https://eu.bbcollab.com/recording/a4d5f5df652148ca88f4f3ff69af5f51>

Training In English

<https://eu.bbcollab.com/recording/aa3c6f0cf4404e6b9ff72623b2297b43>

Blackboard Learn Instructor Useful Links:

- FAQ: Logging in, Courses, Assignments
 - <https://help.blackboard.com/Learn/Instructor/FAQ> EN
 - <https://help.blackboard.com/ar-sa/Learn/Instructor/FAQ> AR
- Interaction With Students:
 - <https://help.blackboard.com/Learn/Instructor/Interact/Announcements> EN
 - <https://help.blackboard.com/ar-sa/Learn/Instructor/Interact/Announcements> AR
 - https://help.blackboard.com/Learn/Instructor/Interact/Blackboard_Collaborate/Collaborate_Ultra EN
 - https://help.blackboard.com/ar-sa/Learn/Instructor/Interact/Blackboard_Collaborate/Collaborate_Ultra AR
- Course Enrolments
 - https://help.blackboard.com/Learn/Instructor/Courses/Manage_Course_Enrollment#ultra_manage_users EN
 - https://help.blackboard.com/ar-sa/Learn/Instructor/Courses/Manage_Course_Enrollment#ultra_manage_users AR

•Course Availability

- https://help.blackboard.com/Learn/Instructor/Courses/Course_Availability EN
- https://help.blackboard.com/ar-sa/Learn/Instructor/Courses/Course_Availability AR

•Create Course Content

- https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content EN
- https://help.blackboard.com/ar-sa/Learn/Instructor/Course_Content/Create_Content AR

•Course Files

- https://help.blackboard.com/Learn/Instructor/Course_Content/Course_Files EN
- https://help.blackboard.com/ar-sa/Learn/Instructor/Course_Content/Course_Files AR

•Assignments

- <https://help.blackboard.com/Learn/Instructor/Assignments> EN
- <https://help.blackboard.com/ar-sa/Learn/Instructor/Assignments> AR

•Tests

- https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys EN
- https://help.blackboard.com/ar-sa/Learn/Instructor/Tests_Pools_Surveys AR

•YouTube Playlist for Instructors

- https://www.youtube.com/playlist?list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH



Thank
you

