



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

BLACKBOARD STUDENT USER GUIDE

Date: 13 September 2008

Version 1.1

NEW STUDENTS

Prepared by: PABLITO E. BALBAROSA, SENIOR SYSTEMS ANALYST

Reviewed by: MR. OSAMA S. AL SAIF, CIO
MS. NAWAL CHANANE, FEMALE IT MANAGER

Copyright © 2008 All rights reserved. Prince Mohammad bin Fahd University

This documentation is proprietary information of Prince Mohammad Bin Fahd University (PMU). Copyright and other intellectual property laws protect this material. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

Prince Mohammad bin Fahd University, the Prince Mohammad bin Fahd University logo, PMU are trademarks or registered trademarks of Prince Mohammad bin Fahd University.

For assistance please contact it@pmu.edu.sa

www.pmu.edu.sa



CONTENT

Overview	4
What is Blackboard	4
Blackboard Username and Password	4
How to Login to Blackboard.....	4
Blackboard Institution Page.....	7
Header Frame	7
Tab	7
Content Frame	8
Personal Tools	8
<i>Announcement</i>	8
<i>Calendar</i>	9
<i>Tasks</i>	10
<i>View Grades</i>	10
<i>User Directory</i>	10
<i>Address Book</i>	10
How to Add a contact to the Address Book.....	11
How to search for a Contact	11
<i>PMU Website</i>	12
<i>e-Portfolio</i>	12
Course Menu	13
How to Logout to Blackboard	14
How to change my Password.....	14
How to Add a file to the Digital Drop Box	15



How to Send a file Using the Digital Drop Box.....	15
How to Check Spelling.....	16
How to use the Course Map	17
Getting Help Using the User Manual	18



Overview

This user guide is designed to all students of Prince Mohammad Bin Fahd University (PMU) as a first exposure to Blackboard. Its goal is to familiarize you with the Blackboard and demonstrate navigation through systems. The Blackboard Student User Guide teaches you the basics about Blackboard.

What is Blackboard

Blackboard is a course management tool for instructors who want to deliver part or all of their course materials and instruction online. It is accessible via any Web browser, Blackboard course sites provide many useful administrative and interactive communication features which allow for file sharing, online assessments, discussion boards and collaborative group work.

Blackboard Username and Password

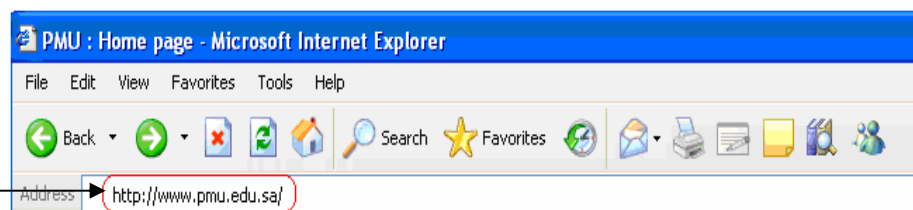
For the New First Time Students in PMU, the default Blackboard Username and Password is your (9 digits) Student ID Number.

How to Login to Blackboard



Step 1. Click on the Internet Explorer icon to open up your web browser.

Step 2. In the Address field, type the PMU Website <http://www.pmu.edu.sa> then press Enter.





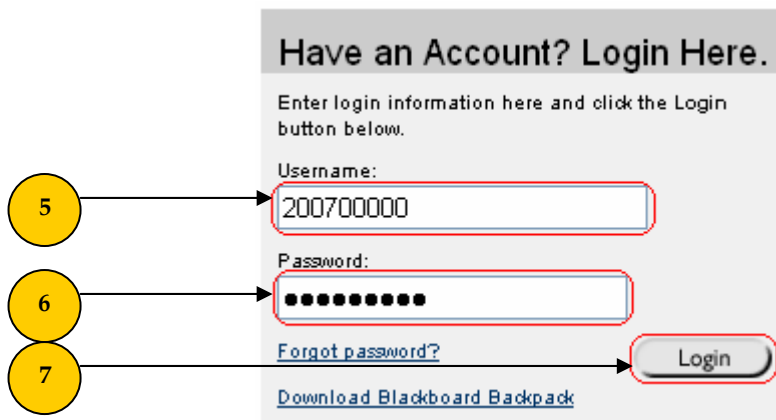
Step 3. Click the shortcut link. **Blackboard**

The screenshot shows the PMU website homepage. At the top left is the PMU logo and name. The main header features the slogan "MAKING HISTORY BUILDING LEADERS". A navigation bar includes links for Home, About PMU, Degrees & Programs, Admin & Governance, News & Events, Research & Publications, and Contacts. Below this is a banner for the "PMU Inauguration Ceremony" on October 4, 2008, with 186 days left. A secondary navigation bar lists Students, Parents, Faculty & Staff, Visitors, Media, Investors & Donors, and Alumni. The main content area is divided into three columns: 1. "PMU POLL" asking for website design feedback with radio buttons for Poor, Average, Good, and Excellent, and a "Vote" button. 2. "@ a Glance" with news items: HRH thanks donors, PMU starts a dual degree EMBA program, and a link for "More news...". 3. "Announcements" regarding TV channel streaming. At the bottom left, a "PMU Online Services" menu lists: eForum, Banner Self Service, **Black Board** (highlighted with a red circle and a yellow circle containing the number 3), Web Mail, Video Streaming, and My PMU. Other bottom elements include logos for the Executive MBA Program, English Language Institute, and the University Preparatory Program (UPP).

Step 4. Click the **User Login** button.



Step 5. Blackboard Login authentication window will appear. Type your Blackboard **Username**



Step 6. Type your **Password**

Step 7. Then click **Login** button



Note: If you have problem on Blackboard Username and Password, please visit PMU IT Technical Support Center at your Campus.



Blackboard Institution Page

The screenshot shows the Blackboard Institution Page interface. On the left, labels point to various components: 'Header Frame' points to the top navigation bar; 'Tab' points to the 'My PMU' tab; 'Content Frame' points to the main content area; 'Access to your Courses' points to the 'Tools' sidebar; 'Personal Tools' points to the 'Tools' sidebar; and 'Content Frame' points to the main content area.

The interface includes a header with 'Your Institution UNIVERSITY' and navigation links (Home, Help, Logout). Below the header is a tabbed menu with 'My PMU', 'Courses', 'Community', 'Content Collection', and 'Services'. The main content area displays a 'Welcome' message and several widgets: 'Tools' (Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, PMU web site, e portfolio), 'Download Blackboard Backpack' (COUNT ON IT), 'My Courses' (Arabic Lang./Islamic Studies_101, Calculus III_101, Intermediate English Communication - Section 102, Introduction for Engineering_102, Oral Communication_102), 'Quick Tutorials Catalog', 'My Announcements', and 'Quick Tutorials'.

Header Frame

The header frame contains navigation buttons that allow the user to access the PMU home page, access the help, and logout.

Tab

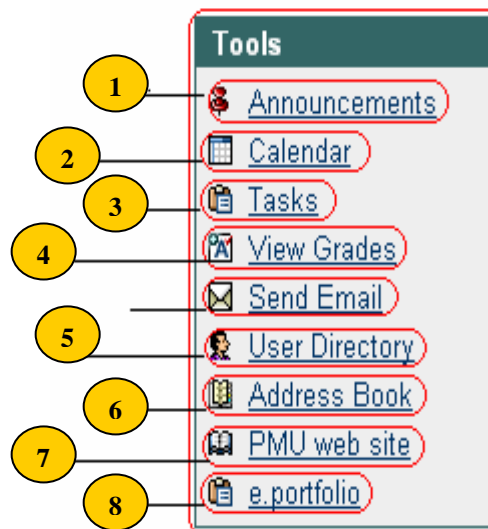
- **My PMU** - The My PMU tab contains tools and information specific to each user's preference.
- **Courses** - To list all the courses that the students have been enrolled with the Instructor Name.
- **Community** - The community tab lists Organizations specific to each user, the organization catalog for PMU, and the PMU Discussion Boards.
- **Services** - The Services Tab contains links to other institutional offerings outside of the Blackboard Learning System.

Content Frame

The content Frame always contains one of the following pages.

- **Tab** - The area that appears on the content frame when a tab is clicked. Tabs hold broad information and allow the user to access the pages containing specific content and features.
- **Page** - A page appears in the content frame when accessed through one of the navigation tools.

Personal Tools



1

Announcement

Displays all of the announcements from the instructor related to courses in which user is participating. Announcements are organized and displayed by:

- Current Dates



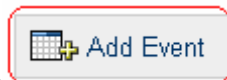
- Last Seven Days
- Last thirty days
- View all course organization announcements



Use the drop-down arrow to select a view or click on the tabs to view the announcements for a specific period of time.

2 Calendar

Calendar tool allows you to view events by day, week, month, or year for all the courses in which you are participating; allows you to add personal events, and customize the calendar view.




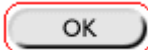


You can use the button to add an event and add it to the calendar.



You can use the button to view events for a specific date and time. Select a date and time and the Calendar will immediately display events for that time.

How to create a Personal Calendar Event

- Step 1.** Click the  **Calendar** shortcut.
- Step 2.** Click the  button.
- Step 3.** Type the Event Title in the **Event Name** field
- Step 4.** Type the description for the event in the **Description** field.
- Step 5.** In the Event Time Section, select the Event Date, Event Start Time, and the Event End Time.
- Step 6.** Click the  button.
- Step 7.** Then click  button.

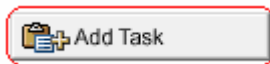


Note: Only events created by you can be removed. Events created by an Instructor, Leader, or Administrator cannot be changed.

3 Tasks

You can view course-related tasks and add your own personal tasks. You can sort the list of tasks using the drop-down arrow and select the task category. Categories include;

- All Tasks
- My Tasks
- Tasks by Course or organization



You can use the button to add a task.

4 View Grades

The My Grades page lists each user's courses and organization. Users then select a course or organization to access a grade report.

5 User Directory

The user Directory lists users. A search function at the top of the page creates a list of users. Click on a listed user's email address to send an email. (See How to send an E-mail Message section on Page)

User can search using the different variables selected from the search tabs.

The image shows a search interface with two tabs: 'SEARCH' and 'STARTS WITH'. Below the tabs is a search input field and a 'Search' button. Underneath, there is a 'Search by:' section with three radio button options: 'Last Name', 'Username', and 'Email'. The 'Email' option is selected.

6 Address Book

Users can store contact information in the Address Book. The Address Book is empty until the user enters contacts.


The Address Book contains a search function at the top of the page. User may search using he different variable selected from the search tabs.

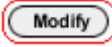
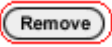


SEARCH **STARTS WITH**

Search

Search by: Last Name Email




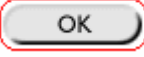
Use the  function to add a contact and add it to the address book.

Use the  function to modify the contact or  function to remove the created contact.


Test, Test -- test@pmu.edu.sa

To send an email click the email address.

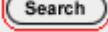
How to Add a contact to the Address Book

- Step 1.** Click the  shortcut.
- Step 2.** Click the  button.
- Step 3.** Type the First Name on the **First Name** field.
- Step 4.** Type the Last Name on the **Last Name** field.
- Step 5.** Enter additional contact information (**Optional**)
- Step 6.** When you are finished, click the  button.
- Step 7.** Then click  button.

How to search for a Contact

- Step 1.** Click the  shortcut.
- Step 2.** Type the Last Name of the contact you want to search for in the **Search** field.



Step 3. Click the  button.

Step 4. When you are finished, click the  button.



Note: You can search using the other criteria, just select the **User Name** or **E-mail** radio button in the **Search By** Section.

7

PMU Website

Is a shortcut link for PMU Website (www.pmu.edu.sa).

8

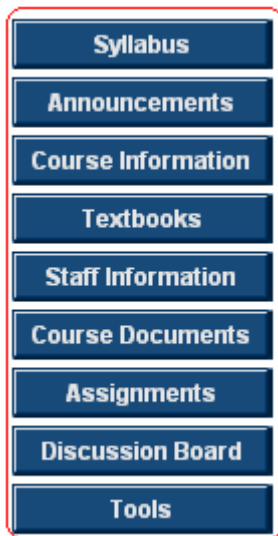
e-Portfolio

See Tasks section.



Course Menu

The Courses Menu appears on the left side of a course and contains links to materials and tools within the course. The Instructor can customize the appearance of the course menu and the content and tools available to users.



Syllabus

Display syllabus information for the specific course.

Announcements

Displays all of the announcements from the instructor related to courses in which user is participating.

Course Information

It displays the descriptive information about the course.

Textbooks

Display information's about the textbooks for the course.

Staff Information

Instructor can post information about themselves, teaching assistants, guest's speaker and other course leader.

Course Documents

Displays the content information about the course (lecture materials, handouts etc..)

Assignments

Displays a description of and access to a class assignments

Discussion Board

It is a tool for sharing thoughts and ideas about class materials. It is made up of forums that may appear anywhere in the course.

Tools

Contains links to course tools (Address Book, Calendar, etc..)

Communication


The communication area allows access to a collection of tools related to a class communication. Allow users to send email, access discussion boards, Collaboration Tools, User Rosters and User Group Pages.

Course Map

Is a collapsible tree directory that is used for Navigation within a course.



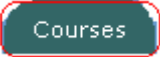
How to Logout to Blackboard


To log out of the Blackboard system, on the header frame click the  icon.



Note: It is important that you log out when you are finished with your session, so that others cannot gain access to your account information.

How to change my Password

Step 1. Click the  tab.

Step 2. On the Course List  click one of your Courses.

Step 3. Click the **Tools** button in the Course Menu

Step 4. Click the **Personal Information** shortcut.

Step 5. Click the **Change Password** shortcut.

Step 6. Type the new password in the **Password** field.



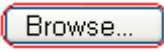


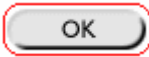
Step 7. Type the password again in the **Verify Password** field.

Step 8. Click the  button and then click .




How to Add a file to the Digital Drop Box

Blackboard's **Digital Dropbox** allows the student to upload a file to their Instructor and allows the Instructor to return the file to the student. The Instructor may also use the **Digital Dropbox** to upload a file to a particular student or to all students enrolled in the course.

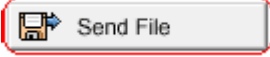
- Step 1.** On the **Course Tab**, click the **Tools** button in the **Course Menu**.
- Step 2.** Click the  **Digital Dropbox** shortcut.
- Step 3.** Click the  button.
- Step 4.** Type the name of the file in the **Title Box** field.
- Step 5.** Click the  button.
- Step 6.** Select the file that you want to send. Click the **Open** button to add the file.
- Step 7.** You can type text on the comments box about the file that you want to send.
- Step 8.** Click the  button and then click  to confirm that the file will be saved and not sent.
- Step 9.** Click the  button.


How to Send a file Using the Digital Drop Box

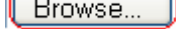
Blackboard's **Digital Dropbox** allows the student to send a file directly to their course Instructor.

- Step 1.** On the **Course Tab**, click the **Tools** button in the **Course Menu**.
- Step 2.** Click the  **Digital Dropbox** shortcut.

Step 3.

Click the  button.

To select a file that has already been added, click the  pull down list on the **Select File** box.

To send a new file, click the  button. Select the file that you want to send. Click the **Open** button to add the file. You can type text on the **comments** box about the file that you want to send.


Step 4.

Click the  button and then click .

How to Check Spelling

The Spell Check feature is available wherever users can enter blocks of text. For example, you can check the spelling of the text you have entered on a comments box, reply to a discussion board thread etc..

Step 1.

Click the  Spell Check to check the spelling of the text you have entered.

Step 2.

For the word that appears in the **Not Found** box, select a word in the **Suggestions** box.

Click the **Replace**, to change the word in the text to the word in the **Replace With** field. If the misspelled word appears later in the text block it will be flagged again for correction.

Click the **Replace All**, to change every occurrence of the word in the text with the word in the **Replace With** field.

Click the **Ignore**, the word will not be changed. If the word appears again in the text block it will be flagged for correction.

Click the **Ignore All**, the word will not be changed and Spell Check will not flag it for correction again in the text.

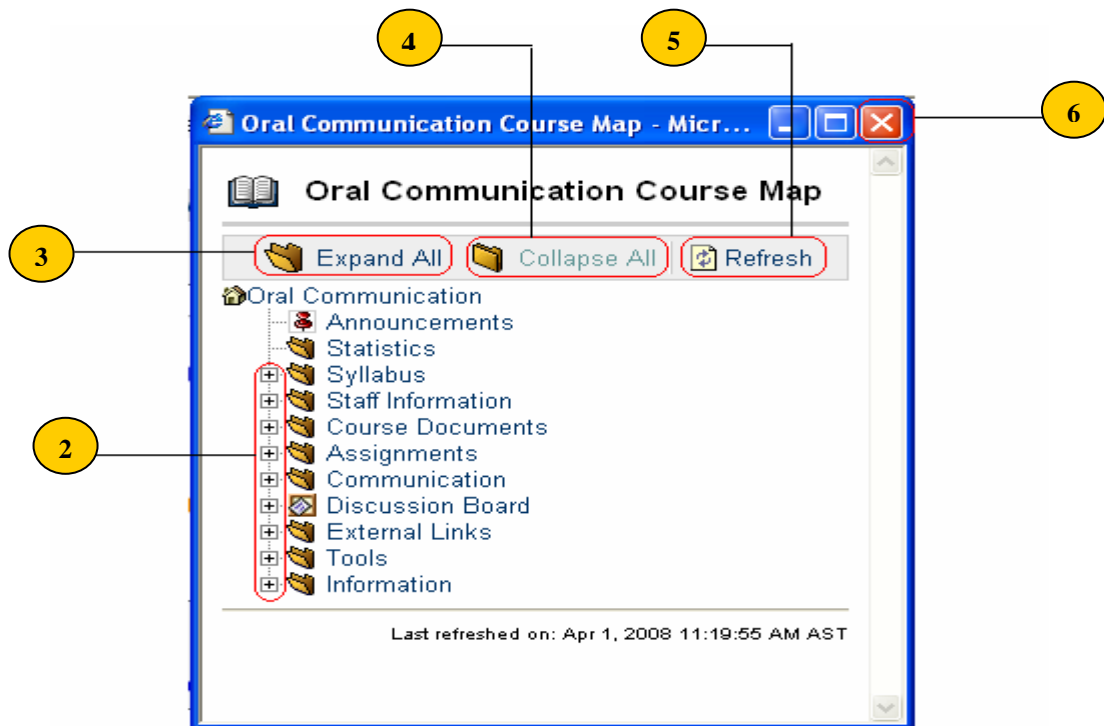
Click the **Finish**, to close the Spell Check changing any misspelled word.

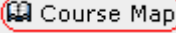
Step 3.

The window will close automatically when the spell check is complete.

How to use the Course Map

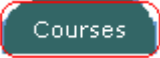


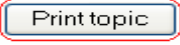
The Course Map is a collapsible tree directory that is used for Navigation within a course. It allows you to quickly view the contents of the course in a folder view.



- Step 1.** On the **Course Tab**, click the Course Map  in the **Course Menu**.
- Step 2.** To expand a folder and views its contents, click the **plus** sign.
- Step 3.** To view all the contents of each folder, click the Expand All.
- Step 4.** To view only the folders or less course contents, click the Collapse All.
- Step 5.** Click the Refresh to update the course contents.
- Step 6.** Click the close button to close the **Course Map** window.



Getting Help Using the User Manual

- Step 1.** Click the  tab.
- Step 2.** On the Course List  click one of your Courses.
- Step 3.** Click the **Tools** button in the Course Menu
- Step 4.** Click the **User Manual** shortcut.
- Step 5.** Click a  book icon in the contents to expand the topic.
- Step 6.** To print the Topic, at the bottom of the page click  button.

For Blackboard assistance, please visit PMU IT Technical Support Center at your Campus or send an e-mail to ITD-Bb@pmu.edu.sa.



This page intentionally left blank