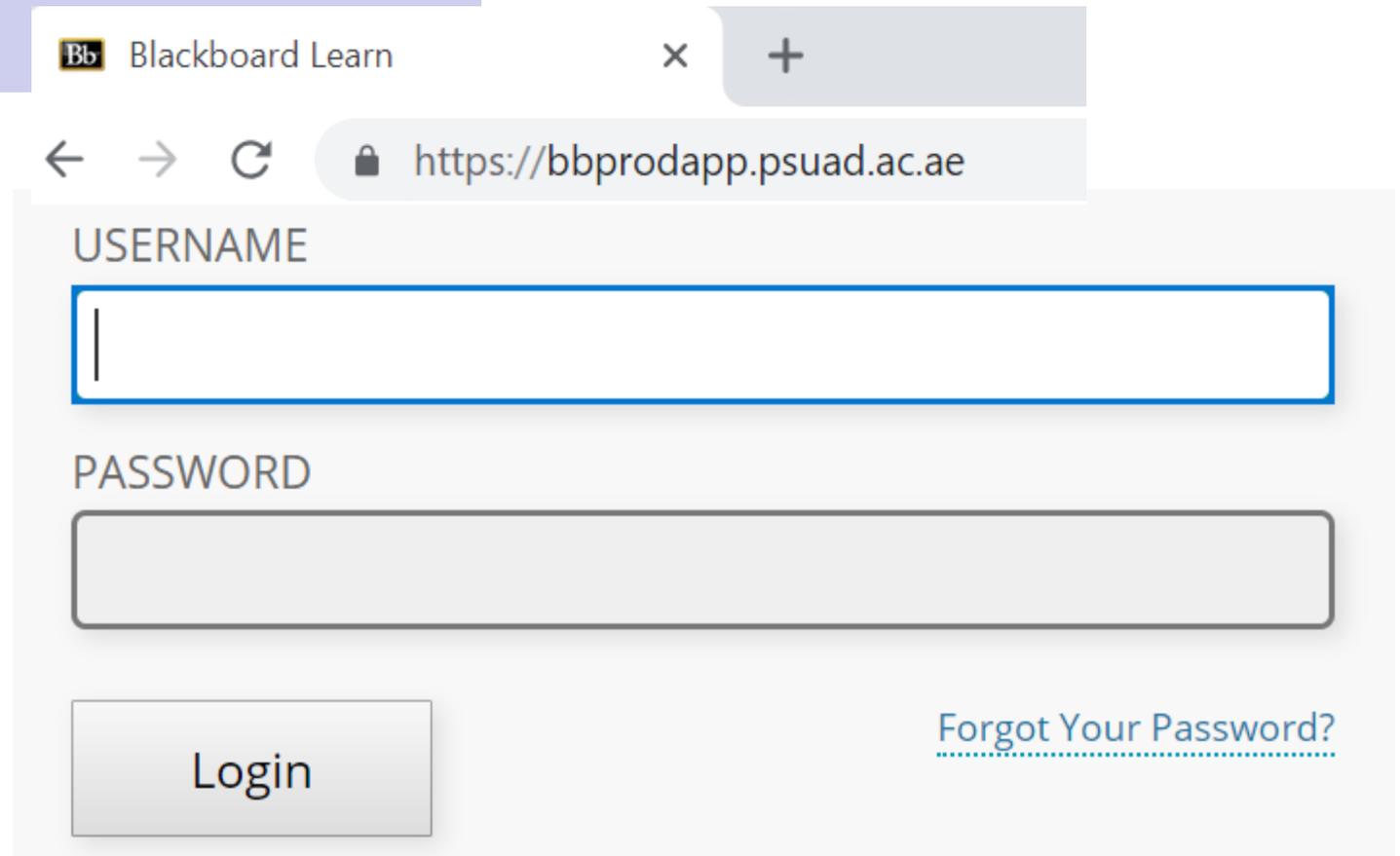




getting**started**

# 1 Instructor Experience

# Logging In



Blackboard Learn

← → ↻ <https://bbprodapp.psuad.ac.ae>

USERNAME

PASSWORD

Login

[Forgot Your Password?](#)

***The first step in using Sorbonne Blackboard Learn is to log in. Access Sorbonne learn URL <https://bbprodapp.psuad.ac.ae>***

## **QUICK STEPS:** Logging In

1. In your browser, type or paste the URL.
2. Type your **Username** and **Password**.
3. Click **Login**.

# Manage the Home Page

The screenshot shows a course home page with four modules:

- My Announcements:** Features a gear icon labeled 'A' in a circle. Below the header, it shows 'Earth System Science' with a right-pointing arrow and 'Mentors Available'. A 'more announcements...' link is at the bottom.
- My Calendar:** Shows a calendar event for '3:00 PM - 4:00 PM on 10/19/09:' with the title 'Guest Lecture'. A 'more calendar events...' link is at the bottom.
- My Tasks:** Features a gear icon labeled 'B' in a circle. Below the header, it shows 'Earth System Science:' with a right-pointing arrow and a link 'Sign up for group project'. A 'more tasks...' link is at the bottom.
- To Do:** Features a gear icon labeled 'C' in a circle. Below the header, it shows 'Edit Notification Settings', 'What's Past Due' with an 'Actions' dropdown, 'All Items (0)' with a dropdown arrow, and 'What's Due' with an 'Actions' dropdown.

- A. Click **Manage**  to edit the view of what appears in the module. For example, edit the Announcements module view to include announcements for 7 days, 30 days, or all announcements.
- B. Click the “more” link in a tool module to be taken to a tool’s main page. For example, click the “more tasks” link to be taken to the main **Tasks** page to set the status of the task.
- C. Click **Open in a New Window** to view the module in a separate window. The window can be moved to a different screen location. For example, keep the **To Do** module window open as you navigate through the course.

# Exploring the My Institution Tab

The screenshot shows the 'My Institution' tab selected in a university system. The page header includes 'Your Institution UNIVERSITY' and a navigation bar with 'My Institution' and 'Courses' tabs. A circular callout 'A' points to the 'My Institution' tab. Below the header, there is a 'Notifications Dashboard' and an 'Add Module' button. The main content area is divided into several modules: 'Tools' (with links like Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information), 'My Announcements' (showing 'No Institution Announcements have been posted in the last 7 days' and a section for 'Earth System Science' with a 'Mentors Available' link), 'My Courses' (listing 'Earth System Science' and 'Introduction to Oceanography (Materials Demo)' with a 'Mentors Available' link), 'My Calendar' (showing an event 'Journal Entry Due' on 9/17/09), and 'My Tasks' (listing 'Introduction to Oceanography (Materials Demo)' with a 'Group Projects Begin' link). A circular callout 'B' points to the 'Earth System Science' course title in the 'My Courses' module. A 'Personalize Page' button is located in the top right of the main content area.

**A.** From the page header, go to **My Institution**, your institution's home page, **Help**, or **log out** of the system.

**B.** **My Institution** tab collect information from all courses you are enrolled in, giving you a total picture of news and activity for your courses

**C.** To select a course, click its title in the **My Courses** module.

**D.** **Tools** view announcements, course calendar events, tasks ,grades and Send email for all courses in which you are enrolled.

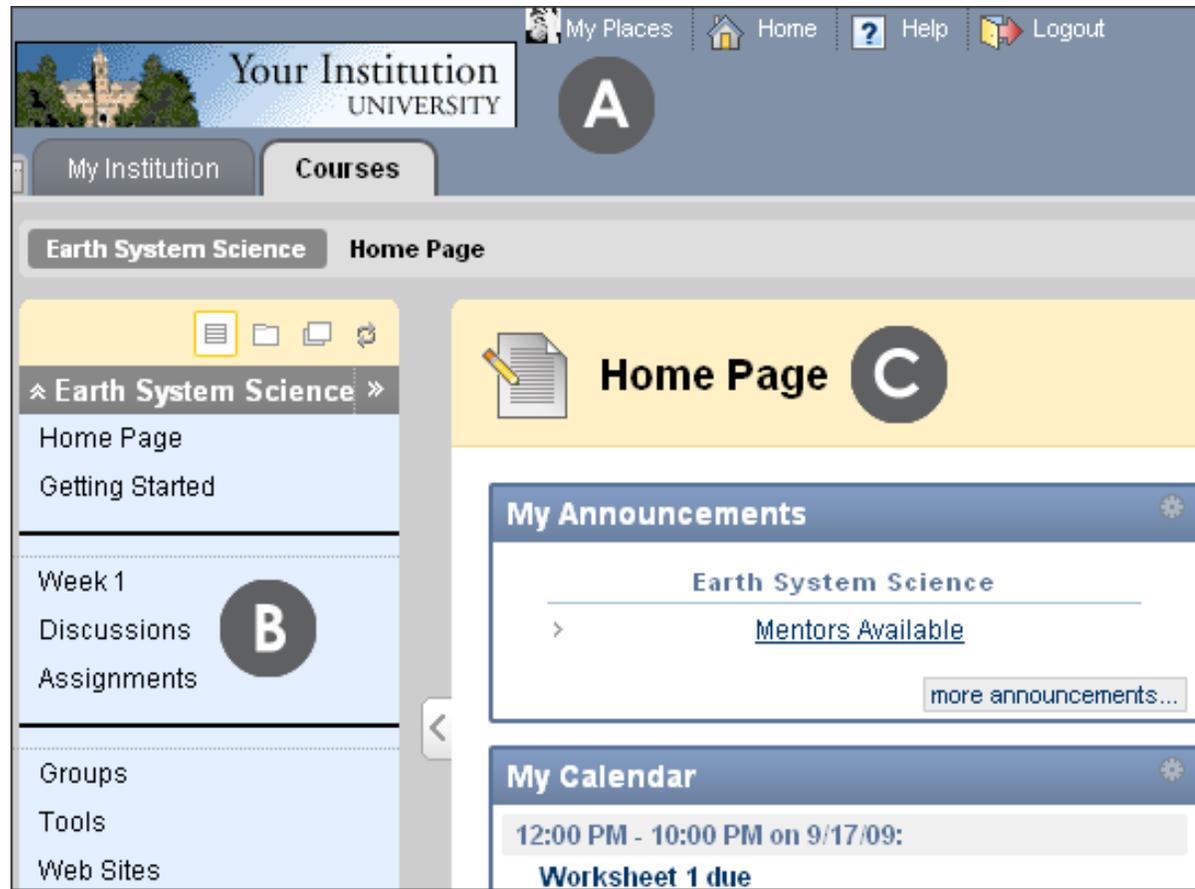
**E.** **Personal Information** link to access and edit the personal information.

**F.** **My Announcements** – displays announcements for your courses.

**G.** **My Calendar** – displays calendar dates for your courses.

## 2 Creating Your Course Content

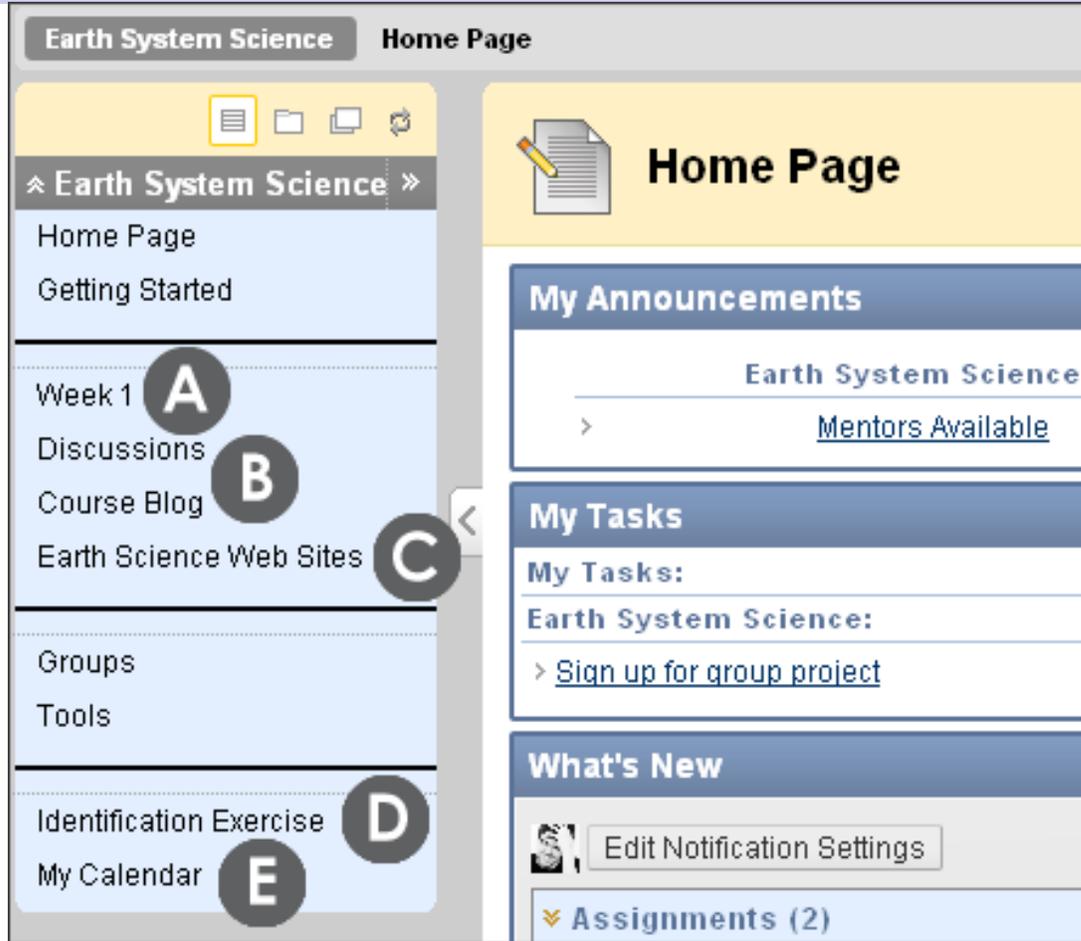
# The Course Environment



**A. Course Menu** – the access point for all course content. Instructors decide which links are available here.

**B. Content frame** – displays the selected tool or Content Area. By default, when you enter a course, the Home Page appears.

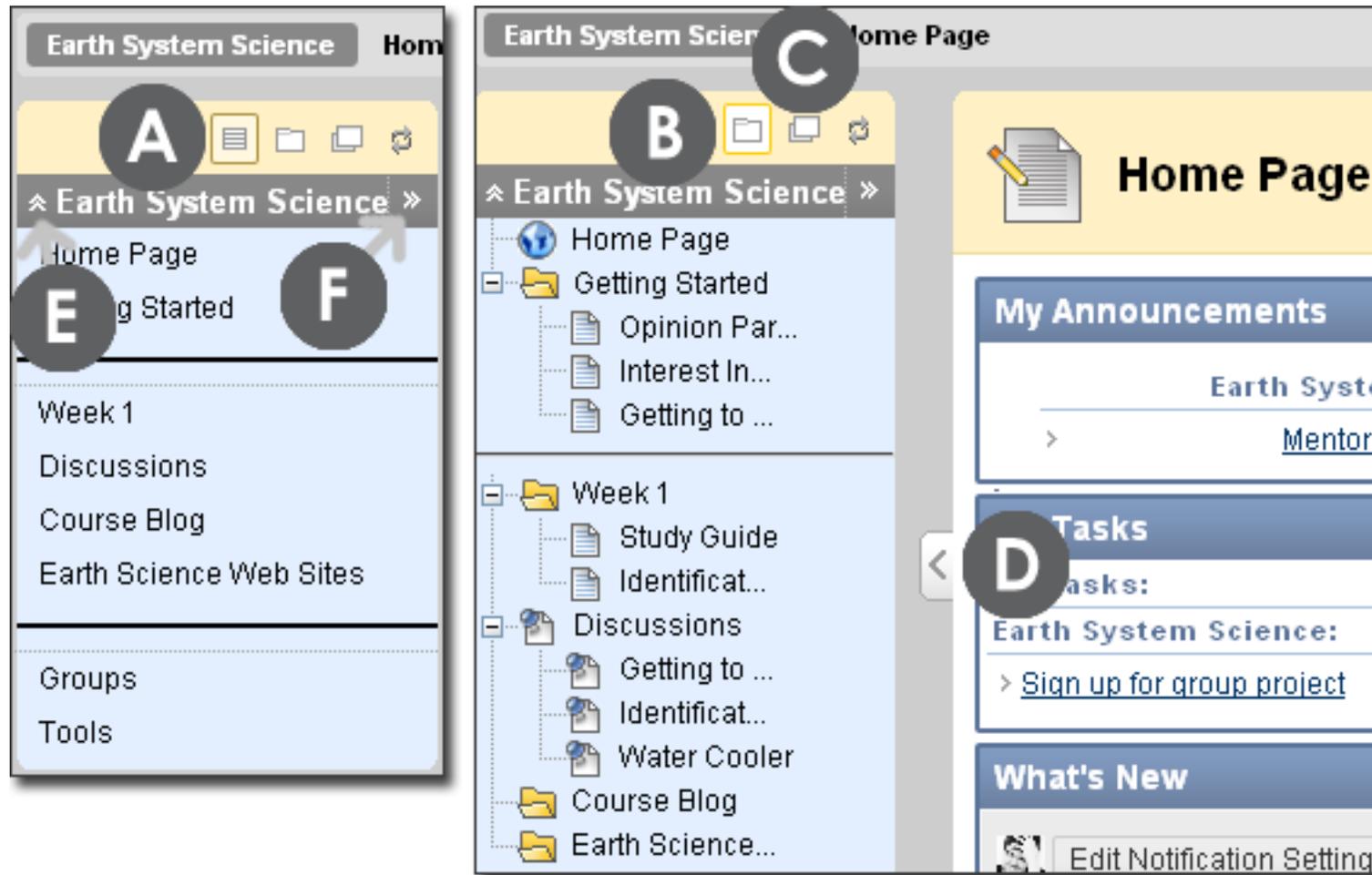
# The Course Menu



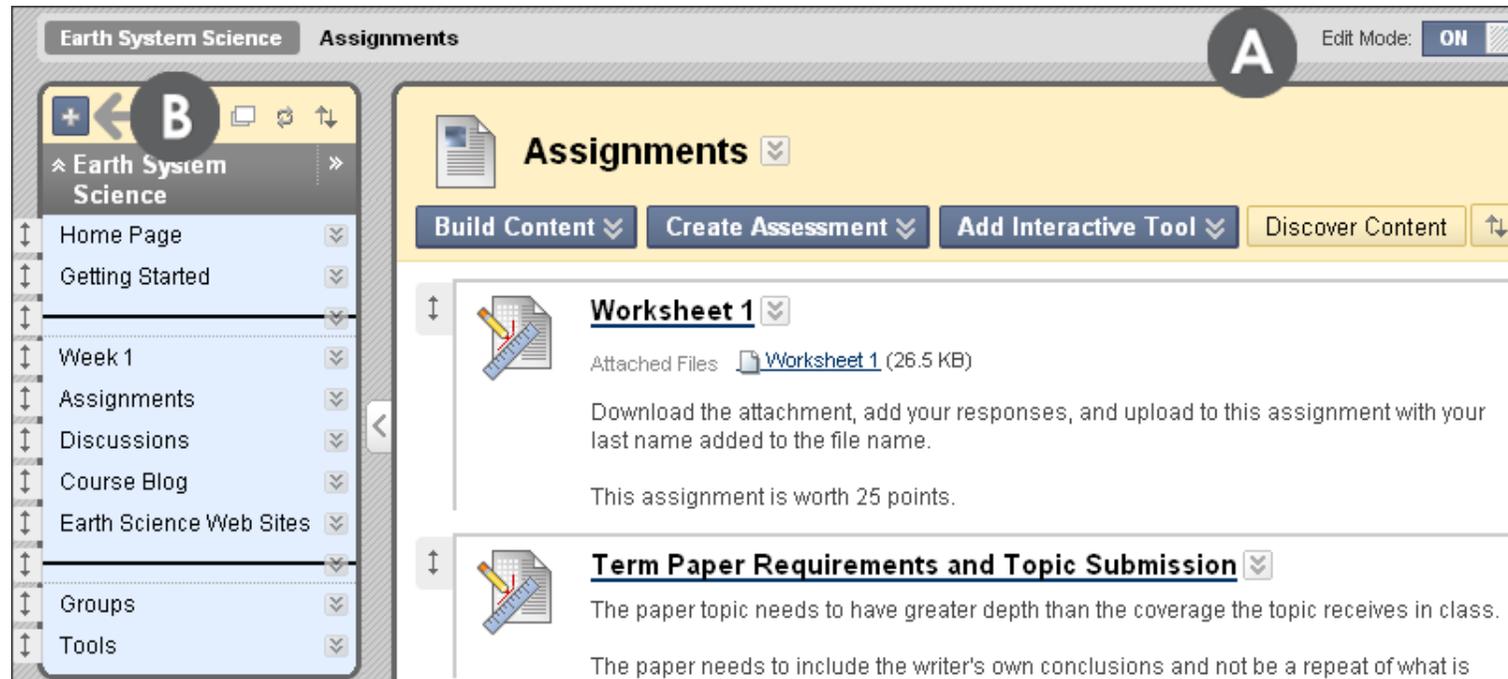
Access all course content from the Course Menu. It can contain links to the following:

- A. Content Areas – top level containers that organize and store course content, such as lecture notes, assignments, and tests. In the slide's image, the Week 1 Content Area contains items that will be used in a one week period.
- B. Individual tools – links to tools students will need often, such as the Discussion Board and Blogs.
- C. External links – Web sites used for an assignment.
- D. Course links – direct links to content also available in a Content Area that you do not want students to miss.
- E. Module pages – customized pages that contain modules, such as What's New, a dictionary, a thesaurus, and My Calendar.

# Course Menu Views



# About Edit Mode



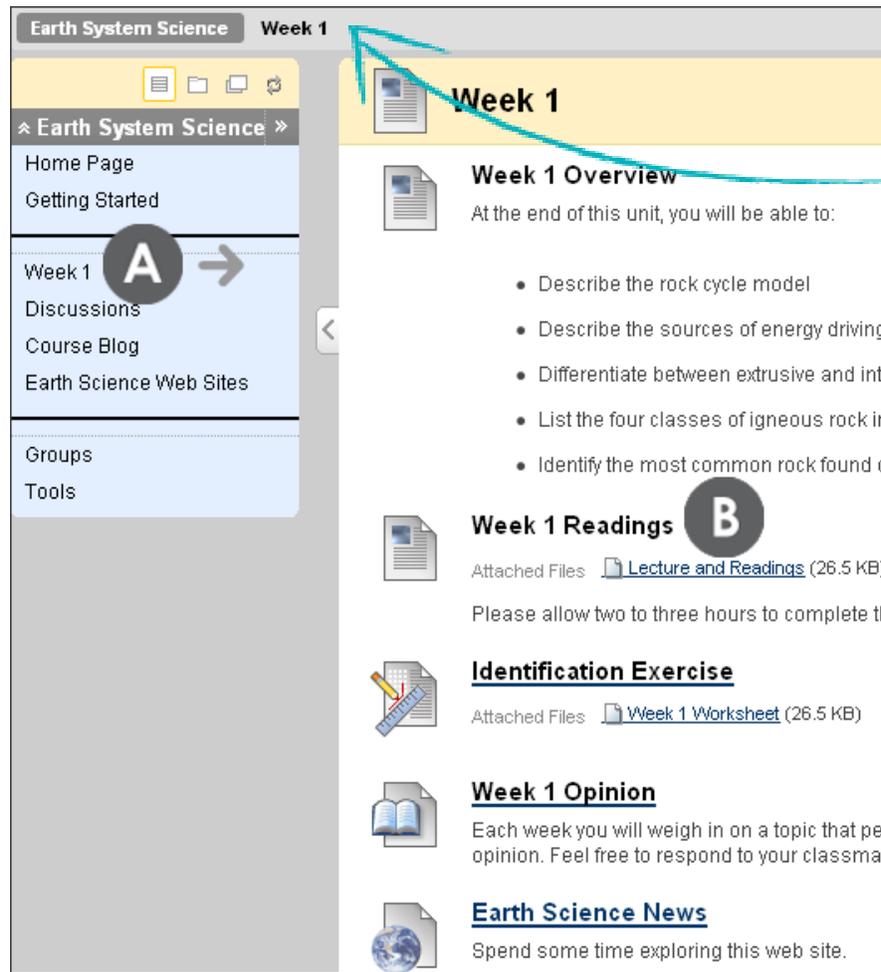
Edit Mode is:  ON

Edit Mode is:  OFF

As the Course Menu is created, you will work in **Edit Mode**. Edit Mode allows you to add and view all the courses contents, even edit course menu .

- A.** Click Edit Mode to change from **ON** to **OFF**. When Edit Mode is **ON**, all instructor functions are available. When Edit Mode is **OFF**, you see what students see.
- B.** When Edit Mode is **ON**, the Course Menu's **Add Menu Item** function is available, which is shown as a plus sign. Use this function to add links to the Course Menu. Whenever you add a new link to the Course Menu, it will appear at the bottom of the list. You will learn how to reorder links later in this workshop.

# Creating the Contents in your Course Content Areas Link



breadcrumbs

**A.** On the Course Menu, click the name of the Content Area. The content appears in the content frame.

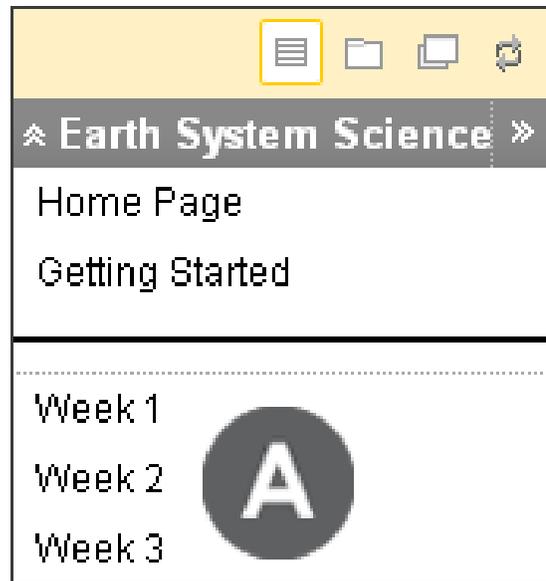
**B.** In the content frame, click a link to access its content, such as a Discussion Board link or a file link.

## Breadcrumbs

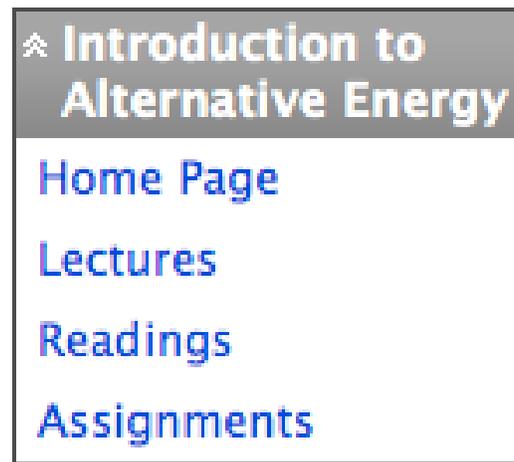
As you view the items and links presented in a Content Area, use the breadcrumbs to navigate to previous pages. In the following example, click the title of the course in the breadcrumbs to return to the course entry point, which is set by the instructor. In this course, it is the Home Page.

# Determining the Content Organization

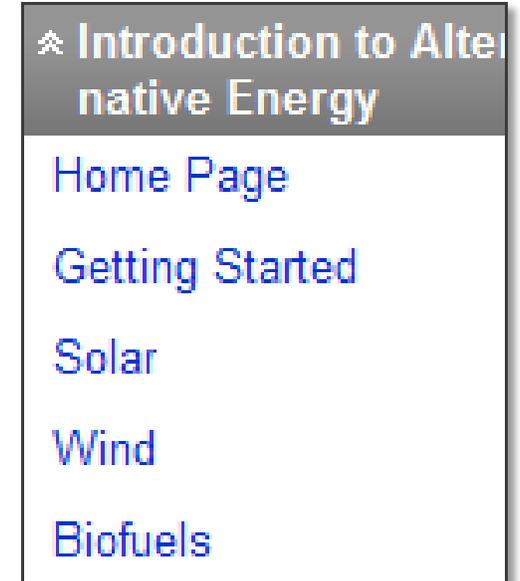
## Three common approaches:



Organizing Content Areas Chronologically



Organizing Content Areas by Type of Content



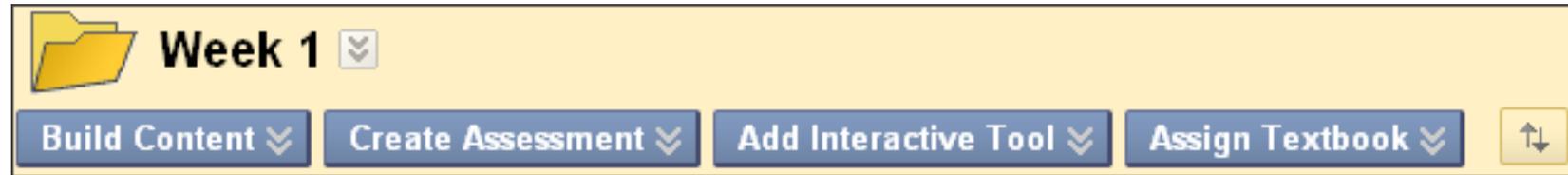
Organizing Content Areas by Subject Area

# Adding a Content Area



1. In **Edit Mode**, point to the plus sign above the Course Menu.
2. The **Add Menu** Item drop-down will appear.
3. Select Create Content Area.
4. Type a **Name** for the new Content Area.
5. Select **the Available** to Users check box.
6. Click **Submit**.

# Adding Items and files to a Content Area



- Items, which can contain text, audio, movies, files, and images
- Individual tool links
- Individual audio, image, and video links
- Folders, Content Areas, and Lesson Plans
- Assignments, tests, and surveys

# Adding Items to a Content Area

An item can contain text, audio, movies, files, images, and Mashups. If text is added, it can be formatted using the Text Editor functions.

**Week 1**

**Build Content** 2

**Create**

> **Item** 3

> File

**Create Item** 7

\* Indicates a required field. Cancel Submit

**1. Content Information**

\* Name Chapter 1 Study Guide 4

Color of Name Black

Text

Visual Editor: ON

Download the attached doc to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

Path: [body](#)

**2. Attachments** 5

Attach File Browse My Computer Browse Course Files

Attached files

File Name	Link Title	File Action
chapter1_study_guide.doc	Chapter 1 Study Guide	Create a link to this file Do not attach

**3. Options** 6

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After  Display Until

## QUICK STEPS: Adding Items to Content Areas

1. In **Edit Mode**, access the Content Area from the Course Menu.
2. On the Action Bar, point to **Build Content** to access the drop-down list.
3. Select **Item** from the **Create** column.
4. On the **Create Item** page, type the item's **Name** and select a color for the name, if you want. Add optional instructions or a description in the **Text** box. Format the text using the Text Editor functions, if you want.
5. To add a file, click **Browse My Computer** or **Browse Course Files** to locate the file. Add a **Link Title** for the attached file; otherwise the file name appears in the Content Area.
6. Under **Options**, select **Yes** for **Permit Users to View this Content** to make the item available to students.
7. Click **Submit**.

# Adding Items to a Content Area

An item can contain text, audio, movies, files, images, and Mashups. If text is added, it can be formatted using the Text Editor functions.

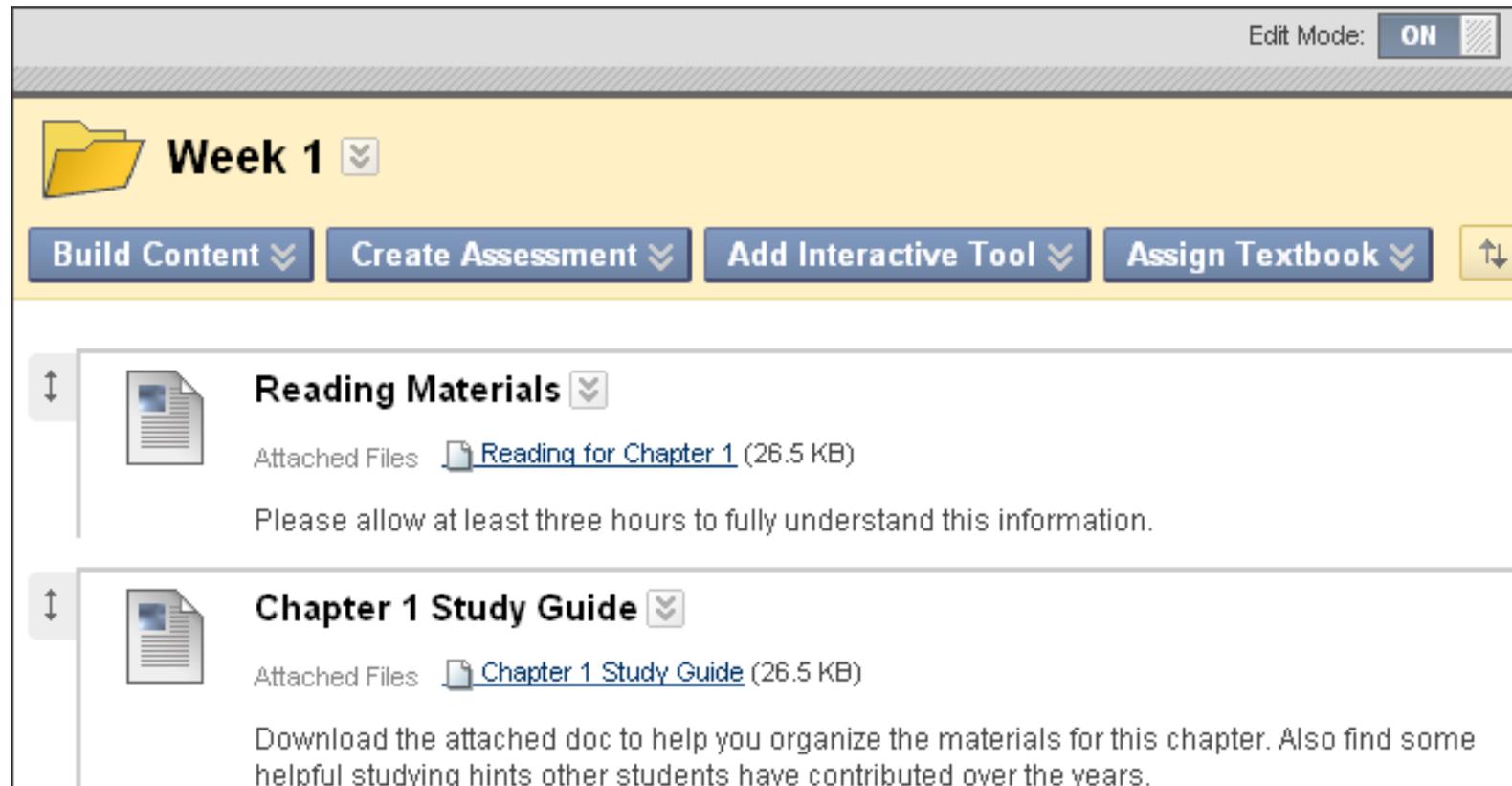
The screenshot shows the 'Create Item' form in Blackboard. It is divided into three main sections: 1. Content Information, 2. Attachments, and 3. Options. Callouts 1 through 7 highlight specific features: 1. The 'Build Content' drop-down menu; 2. The 'Create' button; 3. The 'Item' selection; 4. The 'Name' field containing 'Chapter 1 Study Guide'; 5. The 'Attach File' section with 'Browse My Computer' and 'Browse Course Files' buttons; 6. The 'Options' section with radio buttons for 'Permit Users to View this Content' and 'Track Number of Views'; 7. The 'Submit' button.

In the **Build Content** drop-down list, additional content types are listed. Notice that Files, Audio, Image, Video, URL, and Mashups are listed, but can also be added using the Text Editor functions when adding a content item. The student view may be different depending on the method used, so experiment to determine which method meets your needs.

**NOTE:** Under **Attachments**, the **Browse Course Files** function takes you to a central storage location on the Blackboard server that is accessed directly from the course. Instructors can upload files to Course Files and link to them when creating course content. Within each course, Course Files displays content for that specific course, not for other courses taught by the instructor. Any file uploaded from your local computer using the **Browse My Computer** function is automatically added to Course Files. This repository is not seen by students, but is available to instructors when adding content or by accessing **Files** in the Control Panel. Course Files is discussed in-depth in the manual, *Using Course Files*.

# Adding Items to a Content Area

Instructor view of a Content Area containing two items, each with a file attached.



The screenshot displays the instructor view of a content area for "Week 1". At the top right, "Edit Mode: ON" is indicated. Below the "Week 1" header, there are four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook", each with a dropdown arrow. A double-headed arrow icon is also present. The content area contains two items:

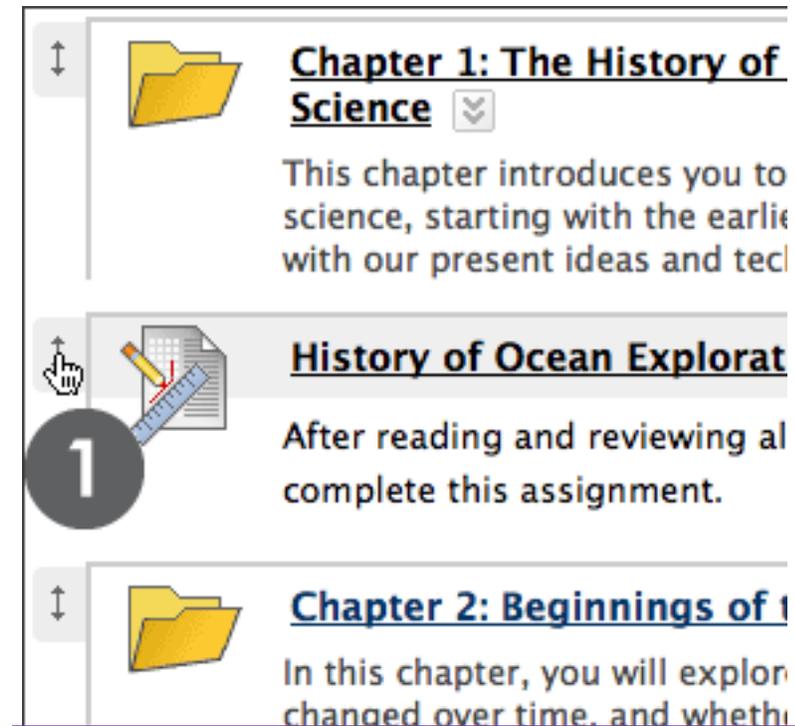
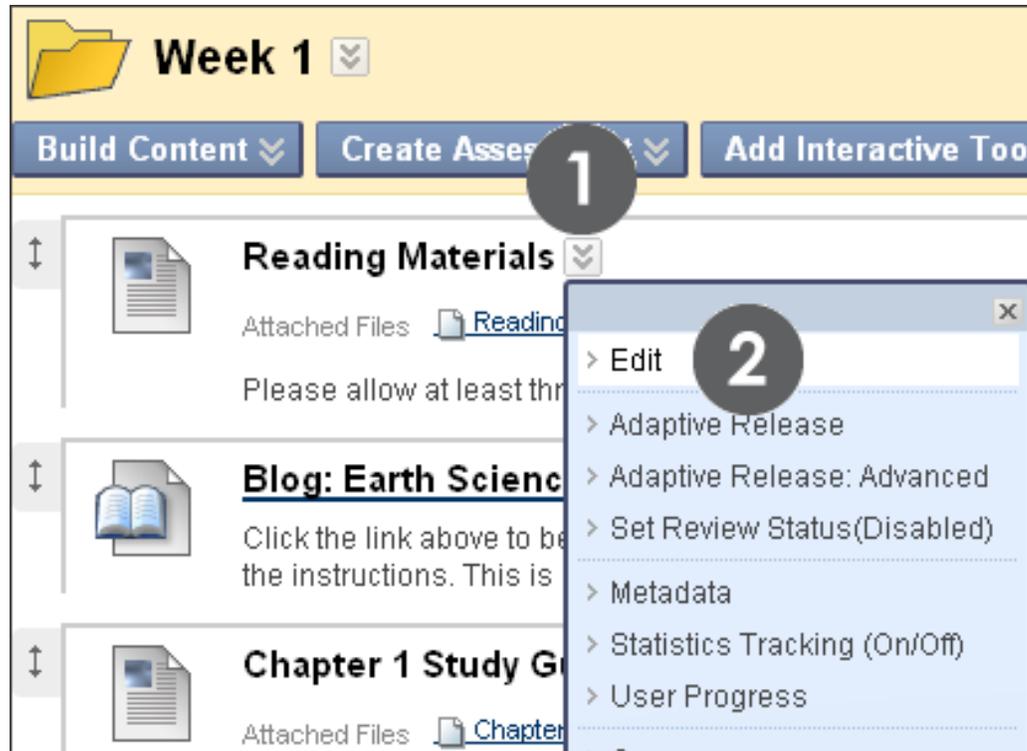
- Reading Materials**: Attached Files [Reading for Chapter 1](#) (26.5 KB). Please allow at least three hours to fully understand this information.
- Chapter 1 Study Guide**: Attached Files [Chapter 1 Study Guide](#) (26.5 KB). Download the attached doc to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

# Editing the Items in a Content Area

You can edit:

- The item's name
- The item's availability
- The order of the items

# Editing the Items in a Content Area



In **Edit Mode**, in the Content Area, click the item's Action Link to access the contextual menu.

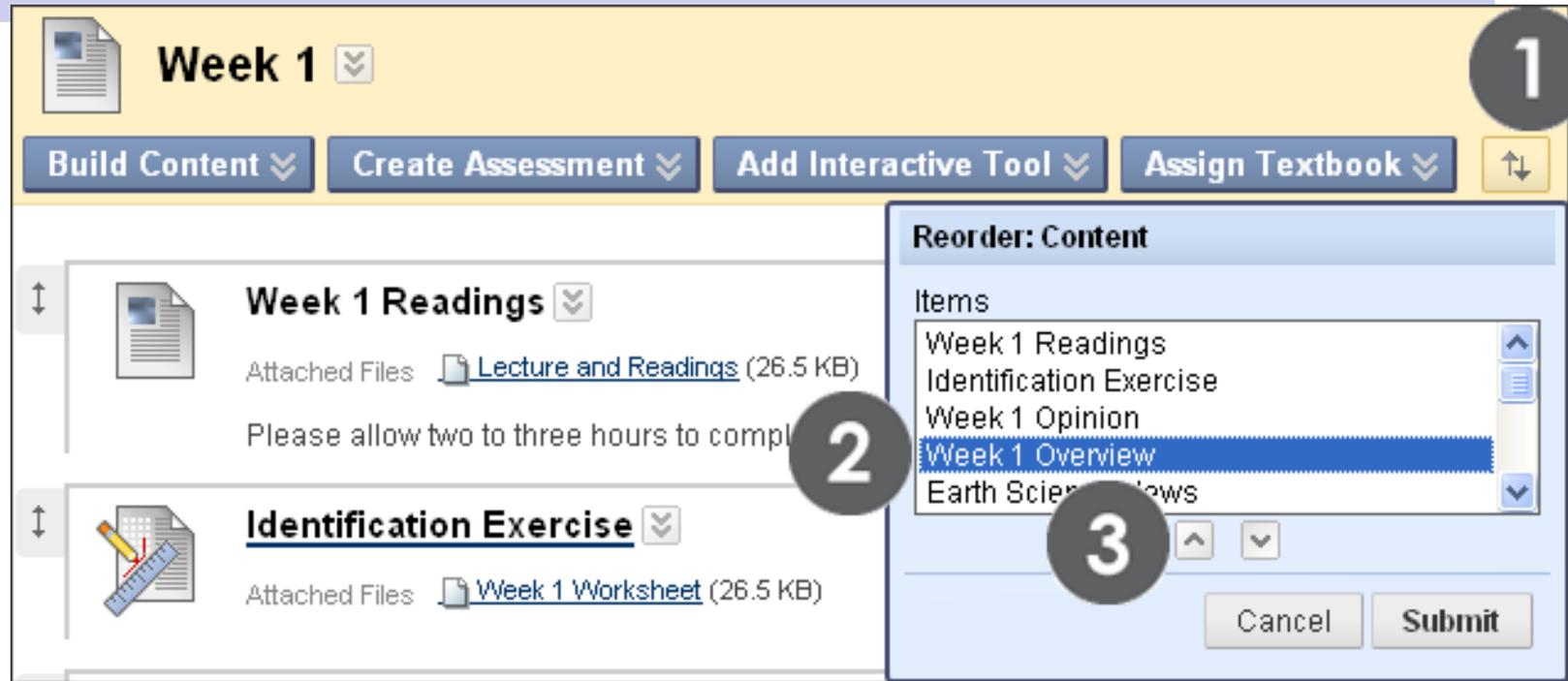
2 Select **Edit**.

3 Edit the item's **Name** or availability. If a content item has been added, edit the actual content, if you want.

1. Drag the item into the new location in the Content Area. The item is surrounded by dashes as it is being moved into its new spot.

2. Release the item to place it in its new spot.

# The Keyboard Accessible Reordering Tool



## **QUICK STEPS:** Using the Keyboard Accessible Reordering Tool

1. In **Edit Mode**, in the Content Area, click the Keyboard Accessible Reordering tool on the Action Bar.
2. Click the item in the list to select it.
3. Use the up and down arrows below the title box to adjust the order.
4. Click **Submit**. A pop-up box states: **Items have been reordered.**
5. Click **OK**.

## 3 Build Your Contents

# Building Your Syllabus

## **QUICK STEPS:** Adding Syllabus to Content Areas

1. In **Edit Mode**, access the Content Area .
2. On the Content Area 's Action Bar, point to **Build Content** and click **Syllabus** to add Course Syllabus.
3. Add a **Syllabus Name**; type the **Name**.
4. you can select **Using Existing File**
5. **Browse My Computer**, or Browse Course Files to select your Syllabus File.
6. Click **Submit**.

The image shows a screenshot of a software interface for adding a syllabus. On the right, a 'Build Content' dropdown menu is open, showing options like 'Item', 'File', 'Audio', 'Image', 'Video', 'URL', 'Offline Content', 'Learning Module', 'Lesson Plan', 'Syllabus', and 'Course Link'. The 'Syllabus' option is highlighted with a circled '2'. Below the menu, the 'NAME' field is labeled with a circled '3' and contains the text '\* Syllabus Name' next to an empty input box. The 'SYLLABUS' section is labeled with a circled '4' and has two radio buttons: 'Create New Syllabus' (unselected) and 'Use Existing File' (selected). Below this, the 'Attach File' section is labeled with a circled '5' and has two buttons: 'Browse My Computer' and 'Browse Course'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button labeled with a circled '6'.

# Adding Files to your Contents

## QUICK STEPS: Adding File to Content Areas

1. In **Edit Mode**, access the Content Area from the Course Menu.
2. On the Action Bar, point to **Build Content** to access the drop-down list **Select File**.
3. To add a file, click **Browse My Computer** or **Browse Course Files** to locate the file.
4. Add a **Link Title** for the attached file; type the file's **Name** and select a color for the name, otherwise the file name appears in the Content Area.
5. Select **YES**, if you want to open the file with new Window
6. Under **Options**, select **Yes** for **Permit Users to View this Content** to make the item available to students.
7. Click **Submit**.

**Build Content** **Create Assessment** **Add**

**Create** **New Page**

> Item  
> **File** **2**  
> Audio

> Content Folder  
> Blank Page  
> Module Page

**Create File**

\* Indicates a required field. Cancel Submit

**1. Select File** **3**

\* Find File Browse My Computer Browse Course Files

Selected File File Name **four systems.jpg**  
Select a Different File

\* Name  **4**

Color of Name  Black

Open in New Window  Yes  No **5**

**2. Standard Options**

Permit Users to View this Content  Yes  No **6**

Track Number of Views  Yes  No

Select Date and Time Restrictions  
Display After     
Display Until

**3. Submit** **7**

Cancel Submit

# Adding Folders to your Contents

## **QUICK STEPS:** Adding Folder to Content Areas

1. In **Edit Mode**, access the Content Area .
2. On the Content Area 's Action Bar, point to **Build Content** and click **Content Folder**.
3. On the **Create Content Folder** page, enter a **Name**. The **Name** will appear in the Table of Contents in the Content Area .
4. Enter text in the **Text** box. It is important to add a description or other information here to that the page does not appear blank when students access it. Use formatting options to select font face, size, alignment and color. Use the Text Editor to insert images, embed multimedia files and spell check.
5. Select the **Options** for availability, tracking, and date and time restrictions.
6. Click **Submit**.

The screenshot shows the 'Space Exploration' interface with a navigation bar containing 'Build Content', 'Create Assessment', and 'Add Interactive'. A dropdown menu is open under 'Build Content', with 'Content Folder' highlighted and numbered '2'. Below this is the 'Create Content Folder' form, which is divided into three sections: 'Content Folder Information', 'Options', and 'Submit'. The 'Content Folder Information' section includes a 'Name' field with 'Early Research' entered (numbered '3'), a 'Color of Name' dropdown set to 'Black', and a 'Text' box with a rich text editor containing the text 'The earliest research into the development of rockets began with the development of projectile weapons that used a propellant.' (numbered '4'). The 'Options' section includes radio buttons for 'Permit Users to View this Content' (set to 'Yes') and 'Track Number of Views' (set to 'No') (numbered '5'), and date/time restriction fields. The 'Submit' section at the bottom has 'Cancel' and 'Submit' buttons (numbered '6').

# Adding URLs to Your Contents

## **QUICK STEPS:** Adding URL to Content Areas

1. In **Edit Mode**, access the Content Area .
2. On the Content Area 's Action Bar, point to **Build Content** and click **URL**.
3. On the **Create URL** page, enter a **Name**. The name must be less than 255 characters long.
4. Enter the **URL**, including the protocol http://
5. Optionally, enter text in the **Text** box. Format the text with the Text Editor, if desired
6. Optionally, add an attached file by clicking **Browse My Computer**, or **Browse Course Files**.
7. Select the **Options**.
8. Click **Submit**.

The screenshot shows the 'Create URL' form in a learning management system. A dropdown menu is open under 'Build Content', with 'URL' selected and highlighted by a red circle with the number 2. The form itself is divided into four sections: 1. URL Information, 2. Attachments, 3. Options, and 4. Submit. Each section has a red circle with a number indicating the step. Step 1: 'Name' is 'This month in exploration' (3) and 'URL' is 'http://www.nasa.gov/exploration/thismonth/' (4). Step 2: 'Attachments' section with 'Browse My Computer' and 'Browse Course Files' buttons (6). Step 3: 'Options' section with radio buttons for 'Permit Users to View this Content' (Yes/No), 'Open in New Window' (Yes/No) (7), and 'Track Number of Views' (Yes/No). Step 4: 'Submit' section with 'Display After' and 'Display Until' date pickers, and 'Cancel' and 'Submit' buttons (8). A 'Visual Editor' toggle is set to 'ON'.

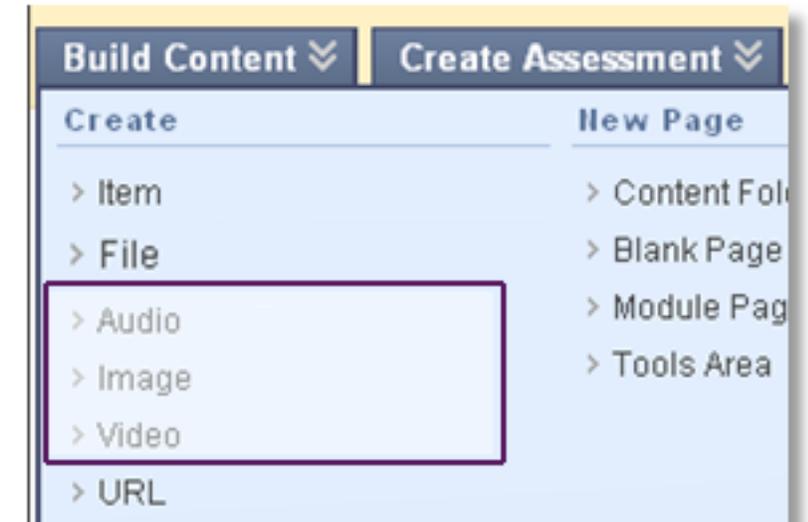


Build Your Contents

# Adding Multimedia to Your Contents

## **QUICK STEPS:** Adding Multimedia to Content Areas

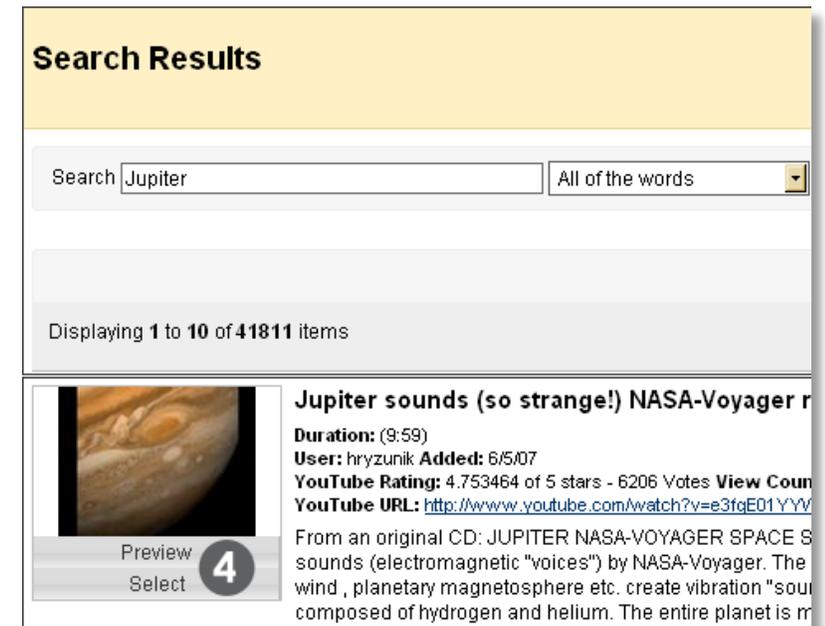
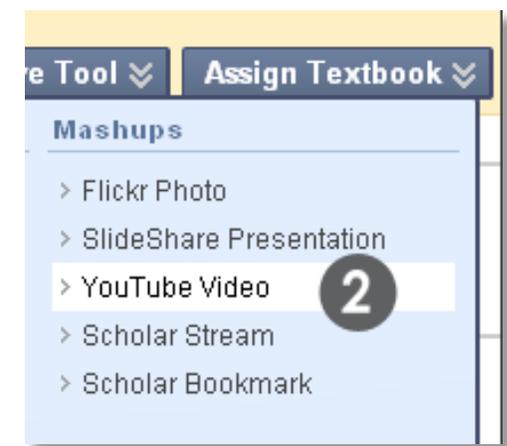
- 1 In **Edit Mode**, access the Content Area .
- 2 On the Content Area 's Action Bar, point to **Build Content** and click **Audio** to add recorded Audio.
- 3 On Content area Action Bar, point to **Build Content** and click **Image** to add Image into your content.
- 4 On Content area Action Bar, point to **Build Content** and click **Video** to add Video into your content.
- 5 In all Above Multimedia files, you can **Browse My Computer**, or **Browse Course Files** to select your media.
- 6 Optionally, enter text in the **Text** box. Format the text with the Text Editor, if desired
- 7 Click **Submit**.



# Adding Mashups to a Content Area

## **QUICK STEPS:** Adding Folder to Content Areas

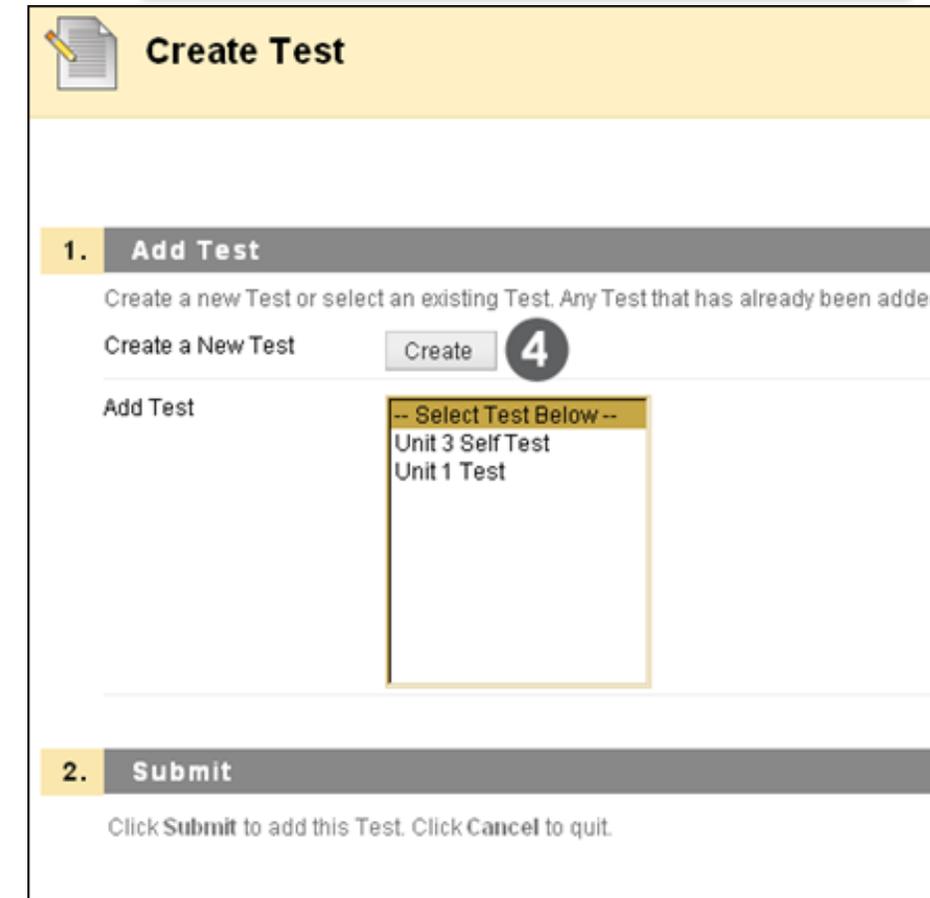
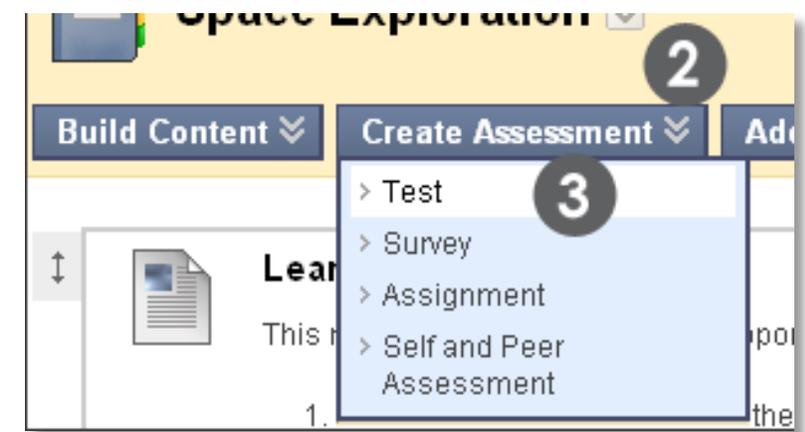
1. In **Edit Mode**, access the Content Area .
2. On the Content Area 's Action Bar, point to **Build Content** and click the type of Mashup to add. For this activity, select **YouTube Video**.
3. On the **Search for a YouTube Video** page, enter a search terms to locate a video, and click **Go**.
4. On the Search Results page, the order of the videos is determined by the YouTube Service so you may have to sort the results or scroll down to find what you want. Click **Preview** to watch the video before adding it to the Content Area . Click **Select** to add the video to the Content Area .
5. Enter text in the **Text** box to describe the video or provide any other information.
6. Select **Mashup Options**.
7. Optionally, attach or link other content.
8. Select the **Options** for availability, tracking, and date and time restrictions.
9. Click **Submit**.



# Adding Tests or Quizzes

## **QUICK STEPS:** Adding Folder to Content Areas

- 1 In **Edit Mode**, access the Content Area .
- 2 On the Content Area 's Action Bar, point to **Create Assessment** and click **Test**.
- 3 Select **Create Test** . In this example, we will create a test.
- 4 On the **Add Test** page, either create a new test by clicking **Create**, or select one from the **Add Test** list.
- 5 Click **Submit**.
- 6 The **Test Options** page will automatically appear after the Test has been added to the Content Area . Select the desired options, which control instructions, availability, feedback, and presentation.
- 7 Click **Submit**.



# Creating Announcements

## **QUICK STEPS:** Adding Announcements to Content Areas

1. On the **Control Panel**, under **Course Tools**, select **Announcements**.
2. On the **Announcements** page, click **Create Announcement** on the Action Bar.
3. On the **Create Announcement** page, type the **Subject** and an optional **Message**. Format the **Message** text using the Text Editor functions, if you want.
4. Under **Web Announcement Options**, select **Permanent** or **Date Restricted**.
5. If applicable, select the **Display After** and **Display Until** check boxes and type the dates and times.
6. Optionally, under **Course Link**, click **Browse** to create a link from the announcement to a course item. Select the course item from the pop-up Course Map.
7. Click **Submit**.

The screenshot displays the 'Create Announcement' form with seven numbered callouts indicating the steps:

- 1:** Points to the 'Announcements' link in the 'Course Tools' menu.
- 2:** Points to the 'Create Announcement' button on the 'Announcements' page.
- 3:** Points to the 'Subject' field, which contains 'Presentation Plans'.
- 4:** Points to the 'Date Restricted' radio button under 'Web Announcement Options'.
- 5:** Points to the 'Display After' and 'Display Until' date and time fields.
- 6:** Points to the 'Browse...' button in the 'Course Link' section.
- 7:** Points to the 'Submit' button at the top right of the form.

The form includes a 'Message' text editor with a toolbar and a 'Visual Editor' toggle. The message text reads: 'Your Presentation Plans assignment is due two weeks from today and is worth 50 points. Find more instructions in the link to the Assignments Content Area.' The 'Path' field is set to 'body' and 'Save as Reusable Object' is unchecked.

Thank You  
Je vous remercie

