

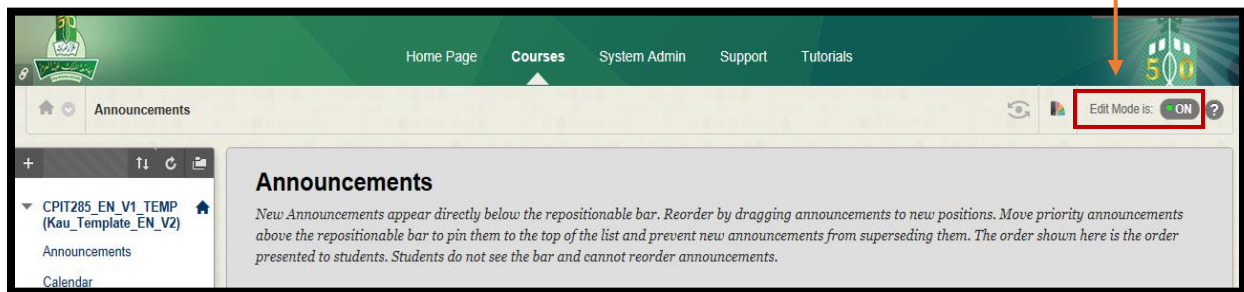


User Guide

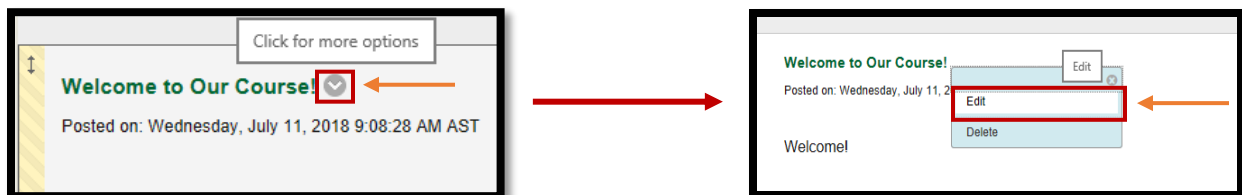
Introduction: This guide is designed for faculty members who use the exemplary course template on Blackboard. You must follow the steps below to prepare and use the course in an ideal way and to make it dedicated to your assigned section. The guide only focus on editable pages (Announcements-Getting Started-Contact Professor-Course Information- Learning Material-Assignments-Quizzes and Tests-Forums)

Notes 💡 :

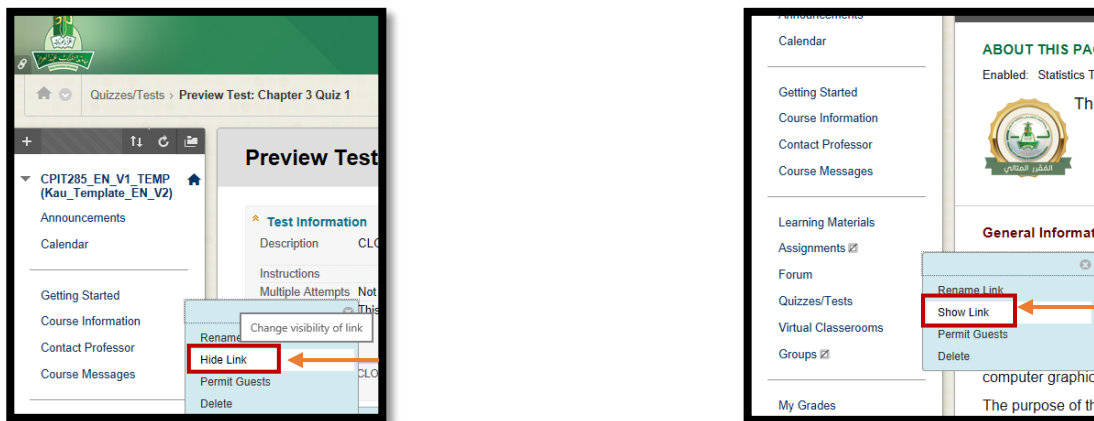
- Please do not delete pages from the template
- Hide the pages you do not use in your course.
- Be sure to turn the Edit mood **ON** (check the top right section of your page)



- To edit any element press the gray arrow next to it, then select (edit) from the menu.



- To hide any page press the gray arrow next to it then select (Hide Link) and select (Show Link) to show pages.





First: (The Announcements Page) in this page you have to **edit the welcome announcement by adding your name** and other welcoming messages as appropriate. Later, you can add any announcements as you see fit.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements to the top of the list and prevent new announcements from superseding them. The order shown here is the order Students do not see the bar and cannot reorder announcements.

Create Announcement

New announcements appear below this line

Welcome to Our Course! ←

Second: (The Getting Started Page) is where students are oriented to the various aspects of the course for the first time, and is therefore crucial to course design. **Edit the (General Course Information about This Course)** and add your name at the end.


Getting Started

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

ABOUT THIS PAGE

Enabled: Statistics Tracking

This page is your main entry point to the course where you can find general directions on the course




General Information About This Course ←

Third: (The Course Information Page) this page is where you can find specific information about the course's description, learning outcomes, the assessments required of students, and the course's grading policy. **Please, check this content carefully and update it necessary before you start.**

Fourth: (The Contact Professor Page) all contacts needed by students were added in this page. **Don't forget to update this contact card with your details but do not delete existing contacts.**

Contacts

Create Folder Create Contact

 **To edit this contact and add your own information, click on the grey chevron and select "edit."**

Email email@kau.edu.sa
Office Location Add your office location here. If you do not have a physical office on campus, you may choose to hold office hours before or after your class, virtually (e.g. Skype), or by appointment.
Office Hours If you plan to hold regular face-to-face or virtual office hours, you can list your availability here.



Fifth: (The Learning Material Page) offers students access to learning materials folders. They can view or download the resources available here. Some materials folders (chapters) were created by this course developer. **You are free to update elements inside them (ppt, docx, pdf, figures and videos).** If there is some missing chapters you can use the following element (Unit#: Title (Guide)) to create new ones.

Learning Materials

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

ABOUT THIS PAGE

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This page offers students access to learning materials folders. They can view or download the resources available here. Students are invited to report any broken links and the unavailability of resources through contacting their instructor.

Unit #: Title (Guide)

Sixth: (The Assignments Page) offers students access to all assignment in the course and the page will be updated as needed by you as an instructor. Some assignment samples are available, you can edit them and reuse them. Also, you can create new ones. **Don't forget to Show this page's link when you start publishing assignments.**

Also you have to **update the first element (ABOUT THIS PAGE)** by replacing the bold sentences with the required info (check the next figure).

Assignments

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

ABOUT THIS PAGE

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This page offers students access to all the assignments in the course and the page will be updated as needed by the instructor. Make sure to review all assignment due dates to ensure that assignments are submitted on time. Please note that assignments are considered "late" if they are submitted [clarify your parameters for late assignments]. All late assignments will [clarify penalty]

Seventh: (The Quizzes and Tests Page) offers students access to all the online quizzes and tests in the course and the page will be updated as needed by the instructor. **You have to show this page's link once you start posting quizzes or testes.** You may find some quizzes and test, you can edit them before using them or create new ones.