



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

ONLINE TEACHING AND LEARNING (T&L) USING **Blackboard** (Basic Student's Manual)

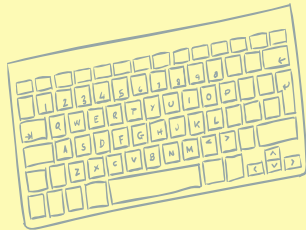
Prepared by
Online Learning Division (BPAT)
Blackboard Facilitator Team

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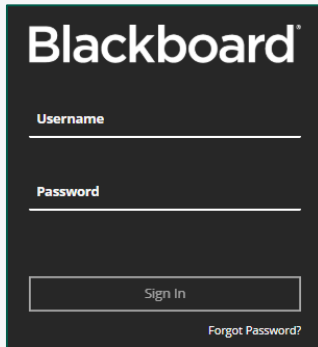
LOG IN PROCEDURE



THROUGH WEB BROWSER

- a) Go to UTMSPACE
Blackboard Ultra website at:
<https://utmSPACE.blackboard.com>

- b) Type
username and
password



For UTMSPACE student:

Username & password:
Matric number (uppercase)

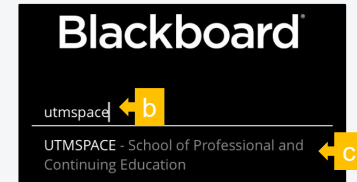
Example: A21DW0000

THROUGH MOBILE APP

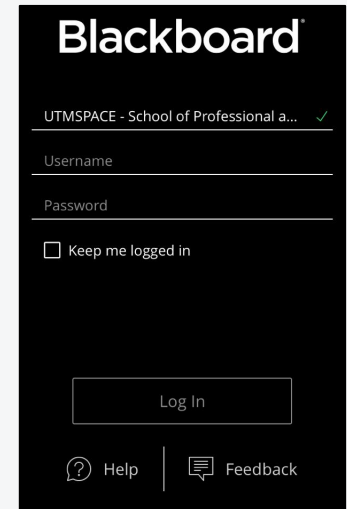
- a) Download Blackboard mobile
application for student:



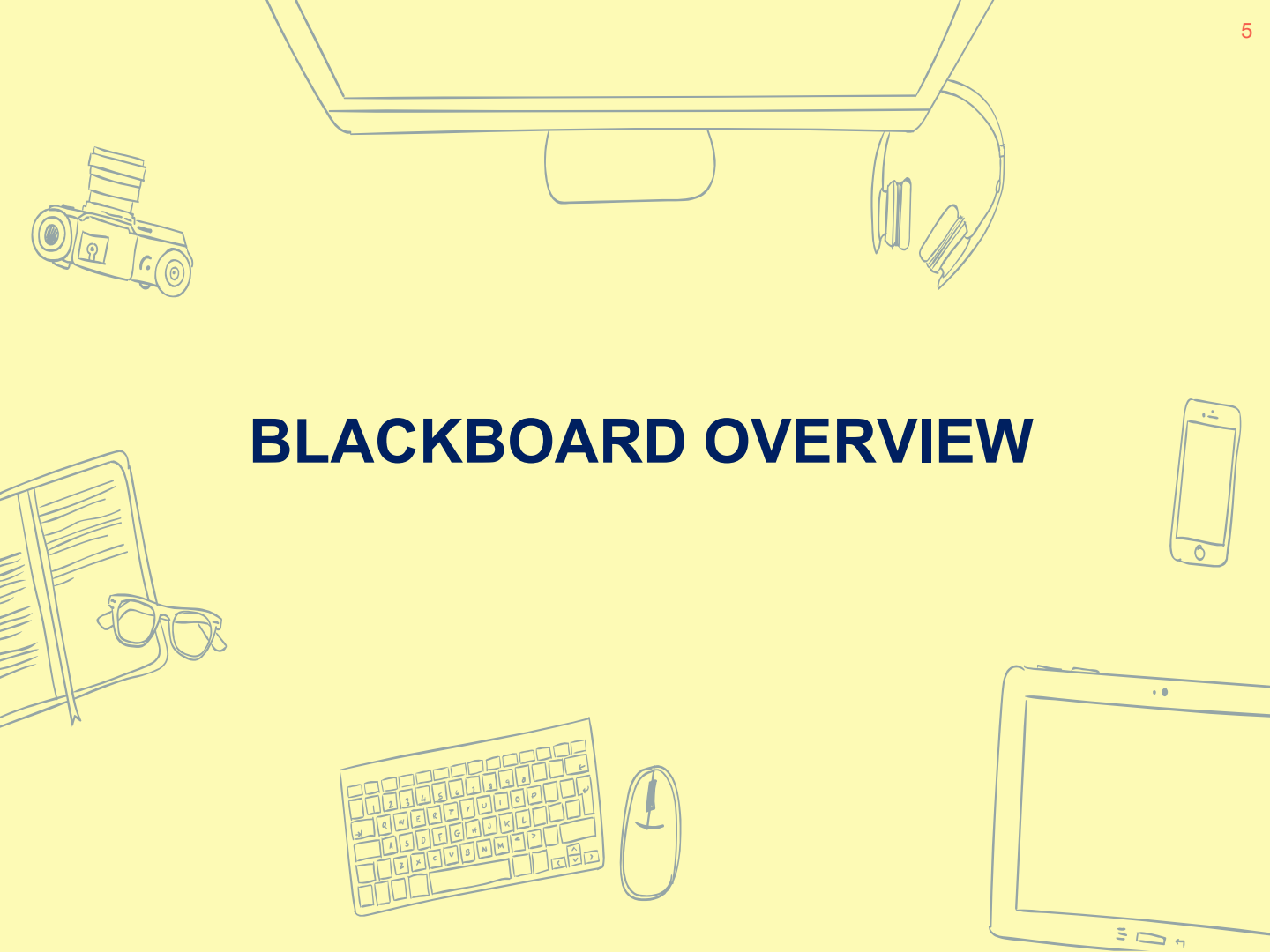
- b) Open the app,
type UTMSPACE
for school's name
and select c)



- d) Type
username and
password



BLACKBOARD OVERVIEW



WEB BROWSER

Blackboard

Stream

Important

22 hours

Chemistry
Past due: Assignment 1
Due Date: 1/26/19, 12:00 AM

Upcoming

Nov 7, 2019

BLACKBOARD WORKSHOP - PPD
Due: Test 1
Due Date: 6/6/20, 12:00 AM

May 29, 2020

Chemistry
Due: WEEK 1 : Chapter 1 : Assignment 1
Due Date: 7/11/20, 12:00 AM

May 29, 2020

Chemistry
Due: WEEK 1 : Chapter 1 : Quiz 1
Due Date: 7/31/20, 12:00 AM

Profile setup

Checking updates/reminders

Accessing courses

Accessing schedule/ due dates for all courses

Accessing messages for all courses

Accessing grades for all courses

Content collection/ portfolios/ goal performance

Signing out

Institution Page

Husna Hafiza R....

Activity Stream

Courses

Organizations

Calendar

Messages

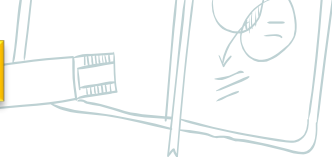
Grades

Tools

Sign Out



MOBILE APP



Profile setup



Checking updates/reminders



Accessing courses



Accessing grades for all courses



Accessing due dates for all courses



Signing out & other setting



A screenshot of the Blackboard mobile app interface. At the top, there is a hamburger menu icon followed by the text "Blackboard". Below this, the user's name "Husna Hafiza R.A..." is displayed next to a profile icon. The main menu items are: "Activity Stream" with a globe icon, "Courses" with a document icon, "Organizations" with a shield icon, "Grades" with a document icon, "Due Dates" with a calendar icon, and "Settings" with a gear icon. On the right side of the screen, there is a vertical grey bar with some text fragments like "AND" and "00:00".

PROFILE SETUP

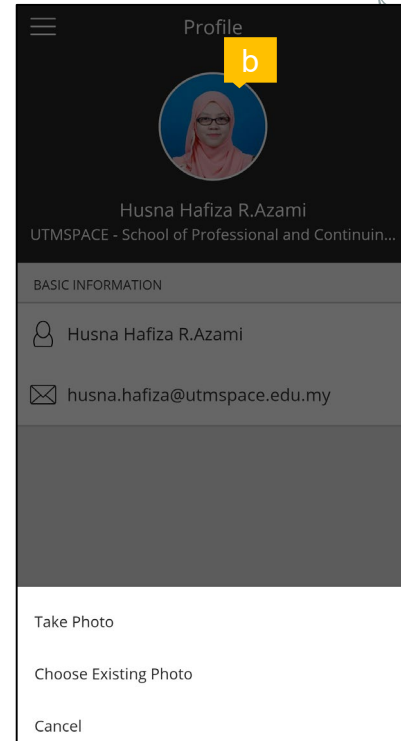
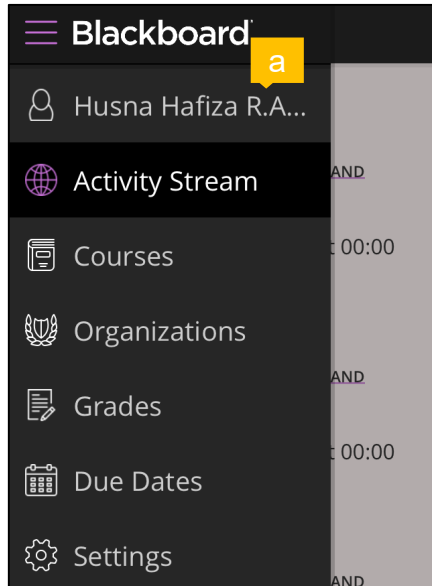


THROUGH WEB BROWSER

The screenshot shows the Blackboard user profile page for HUSNA HAFIZA BINTI R.AZAMI. The page is divided into a left sidebar, a main content area, and a right sidebar. The left sidebar contains navigation links: Institution Page (a), HUSNA HAFIZA BI..., Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area displays the user's name and email address, followed by a 'Basic Information' section with fields for Full Name (HUSNA HAFIZA BINTI R.AZAMI), Email Address (husna.hafiza@utmpace.edu.my), Student ID (Add student ID), and Password (Change password). A pencil icon (b) is visible next to the Full Name field. Below this is an 'Additional Information' section with a 'Gender' field (Add gender). The right sidebar contains 'System Settings' (Language, Privacy Settings, Global Notification Settings) and 'Cloud Storage Account'. A profile picture placeholder (c) is located at the top right of the main content area.

- a) Click your name and make sure all information are correct.
- b) Bring cursor to any information you wish to edit and click the pencil icon.
- c) Bring cursor to profile image and click the pencil icon to upload your photo.

THROUGH MOBILE APP



a) Click your name.

b) Click the profile image to change photo.

* Only profile image can be updated using Blackboard mobile application.

ACCESSING A COURSE



THROUGH WEB BROWSER

The screenshot shows a user interface for viewing courses. On the left is a dark sidebar with navigation options: 'Husna Hafiza R...', 'Activity Stream', 'Courses' (highlighted in purple), 'Organizations', 'Calendar', 'Messages', and 'Grades'. The main content area has a search bar 'Search your courses', a 'Filter' dropdown set to 'All Courses', and a '25 items per page' selector. Below this is a section titled 'Assorted Dates' containing two course entries:

- Course 1: 'bb_ppd_112019 BLACKBOARD WORKSHOP - PPD' with a star icon and a three-dot menu icon.
- Course 2: 'DDWS141 AD_KL Chemistry' with a star icon.

Annotations are placed as follows: 'a' points to the 'Courses' menu item; 'b' points to the list view icon; 'c' points to the icon view icon; and 'd' points to the course name 'DDWS141 AD_KL Chemistry'.

- a) Click 'Courses'
- b) List view
- c) Icon view
- d) Click course name

COURSE OVERVIEW

DDWS1413_01_AD_KL

Chemistry

Multiple Instructors
[View all](#)

Details & Actions

- Roster
[View everyone in your course](#) **a**
- Blackboard Collaborate
[Join session](#) **b**
- Attendance
[View your attendance](#) **c**
- Groups
[View groups](#) **d**
- Announcements
No announcements
- Books & Tools
[View course & institution tools](#)

Course Content

- COURSE INTRODUCTION
- WEEK 1 : Chapter 1
- Week 2 : Chapter 2
Content isn't available

- Click '**View everyone in your course**' if you want to view everyone enrolled in the course.
- Click '**Join session**' for live learning or student presentation through Blackboard collaborate.
- Click '**View your attendance**' to access your attendance records. The record is only available if your instructor uses this feature for the course.
- Click '**View groups**' if you want to check the groups assigned by your lecturer.

COURSE OVERVIEW

DDWS1413_01_AD_KL

Chemistry

Multiple Instructors
[View all](#)

Details & Actions

- Roster
[View everyone in your course](#)
- Blackboard Collaborate
[Join session](#)
- Attendance
[View your attendance](#)
- Groups
[View groups](#)
- Announcements
 No announcements
- Books & Tools
[View course & institution tools](#)

Course Content

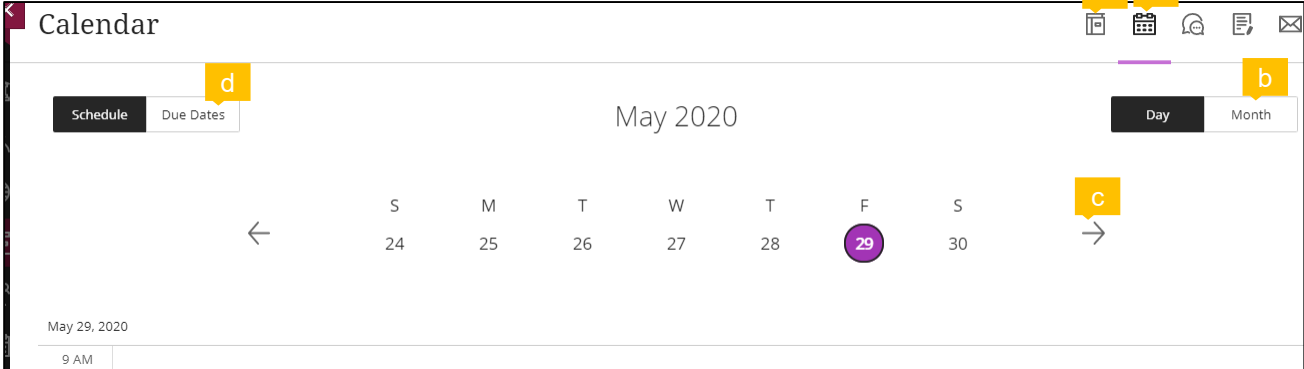
- COURSE INTRODUCTION
- WEEK 1 : Chapter 1
- Week 2 : Chapter 2
 Content isn't available

Navigation icons: i, e, f, g, h

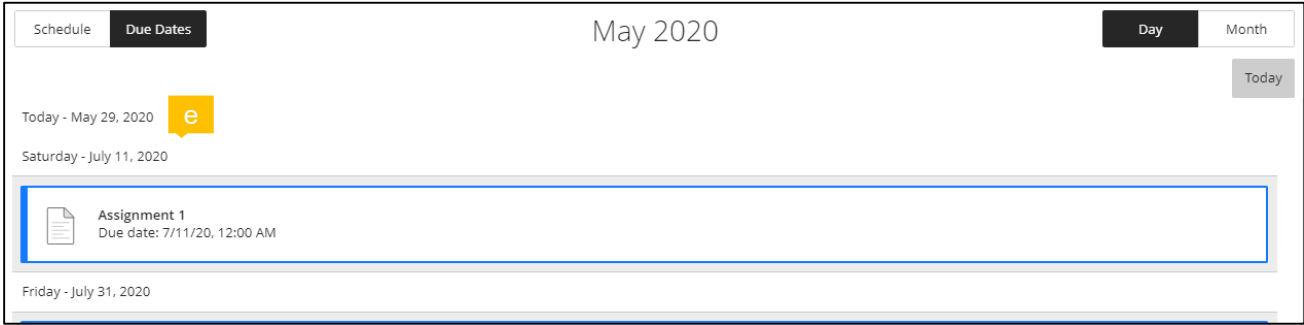
Navigation icons: Home, Calendar, Discussion, Documents, Messages

- e) Click this icon to view course calendar.
- f) Click this icon to view all discussion activities for the course.
- g) Click this icon to view and download your overall gradebook.
- h) Click this icon to send or access messages.
- i) Click this icon to return back to course content

Viewing calendar








- a) Click this icon to view course calendar.
- b) Click 'Month' to view the schedule in a month.
- c) Click this right arrow to view the schedule for the next month.
- d) Click 'Due Dates' to view the list of all the due dates for the course e).
- f) Click this icon to return to course content.



Course Grades

Husna Hafiza R.Azami

Item Name	Due Date	Status	Grade	Feedback
 Quiz 1 2 attempts possible	7/31/20	Unopened	-- / 50	
 Pre- Assessment	7/3/20	Graded	 80 / 100	
 Attendance	Ongoing		-- / 100	
 Assignment 1	7/11/20	Unopened	-- / 100	


- Click this icon to view gradebook.
- Items that allow more than 1 attempt means that students can submit more than once.
- Click the item name that you want to open.


d) If the item you select to open is a graded item, click 'Your Grade' to view the graded work e).


Chemistry

Pre- Assessment



Details & Information


 **Assessment due date**
7/3/20, 12:00 AM

 **Grading rubric**
[This item is graded with a rubric](#)


 **Attempts**
0 attempts left

Grading


 **Your Grade**  80 / 100


Final Grade
Submitted 5/29/20, 4:33 PM (UTC+8)  80 / 100

Please complete the questions in the following pdf file.

 DDWS1413 Assignment 2.docx ...

Submission content

 DDWS1413.pdf ...

 **e**

4) Given a cell (Pt | Mn^{2+} (0.1 M), MnO_4^- (1.0 M) | H^+ (0.5 M) || Cu^{2+} (2.0 M) | Cu). Write the overall chemical reaction (equation) of the cell and find the cell potential. The two half-reactions are as follows:

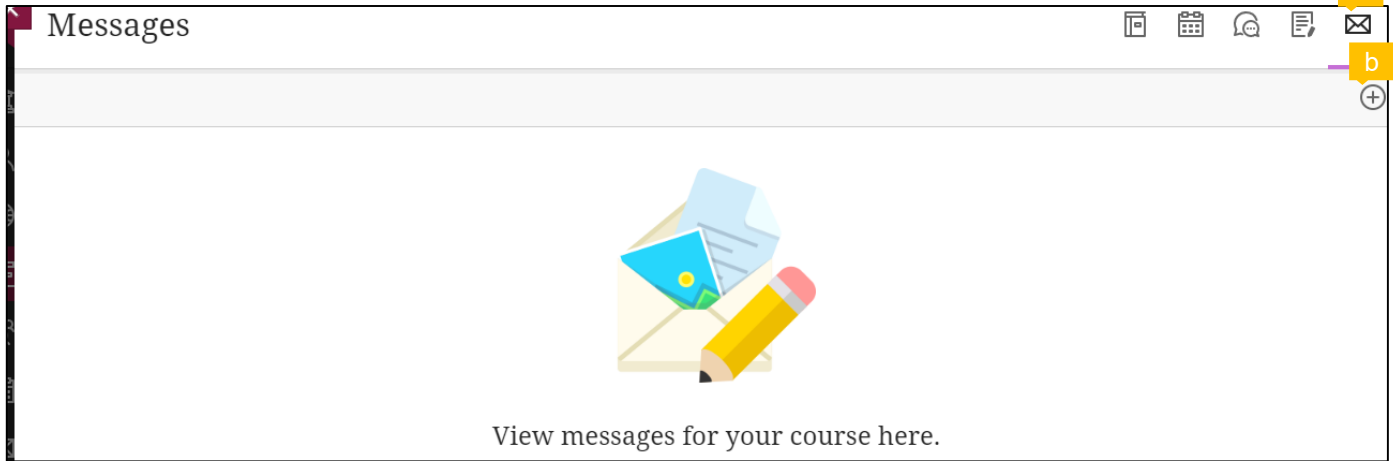
$$\times 2: MnO_4^- + 5e^- + 8H^+ \rightarrow Mn^{2+} + 4H_2O \quad E^\circ = +1.51V$$

$$(Cu \rightarrow Cu^{2+} + 2e^-) \times 5 \quad E^\circ = -0.34V$$

$$2MnO_4^- + 10e^- + 16H^+ \rightarrow 2Mn^{2+} + 8H_2O$$

$$5Cu \rightarrow 5Cu^{2+} + 10e^-$$

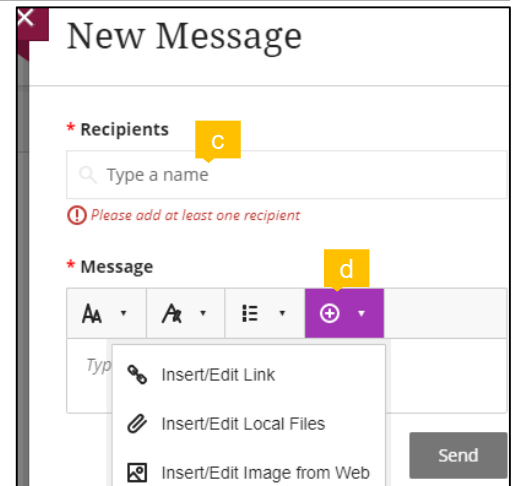
Overall equation = $2MnO_4^- + 16H^+ + 5Cu \rightarrow 2Mn^{2+} + 8H_2O + 5Cu^{2+}$



Messages

View messages for your course here.

- Click this icon to access messages.
- Click '+' symbol to send a message to the course lecturer, to other students in the course or to the whole class.
- Click 'Type a name' and select recipients from the list.
- Click this icon to insert items. Choose 'Insert Local Files' to insert item from your laptop/computer/mobile.



New Message

* Recipients

Type a name

Please add at least one recipient

* Message

Insert/Edit Link

Insert/Edit Local Files

Insert/Edit Image from Web

Send

- a) Click '**Content isn't available**' to view the condition for when the item can be accessed.

- b) Click the module to open it.


The screenshot shows a 'Course Content' page with a list of items. The first item is 'COURSE INTRODUCTION'. The second item is 'WEEK 1 : Chapter 1', which has a yellow callout box with the letter 'b' pointing to it. Below this is a tooltip that reads: 'You can access this content after 7/6/20, 8:00 AM'. The third item is 'week 2 : chapter 2', which is preceded by a lock icon and followed by the text 'Content isn't available'. A yellow callout box with the letter 'a' points to this text.


a) Click the file that you want to access.

b) Bring cursor to the top and click the downward arrow icon to download.


WEEK 1 : Chapter 1

a


 1 Element and Compound.pdf

 Video: Element, Compound & Mixture

Watch and then share your thoughts in the following discussion forum

 Quiz 1




Due date: 7/31/20, 12:00 AM | Time limit: 20 minutes

 Assignment 1

Due date: 7/11/20, 12:00 AM




b

No Slide Title 1 / 73

ELEMENT

&

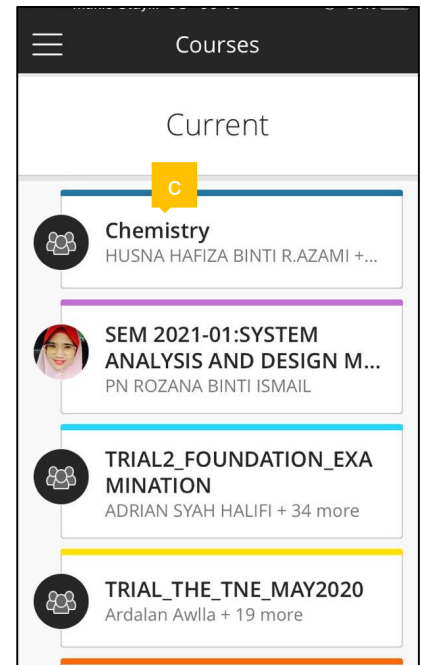
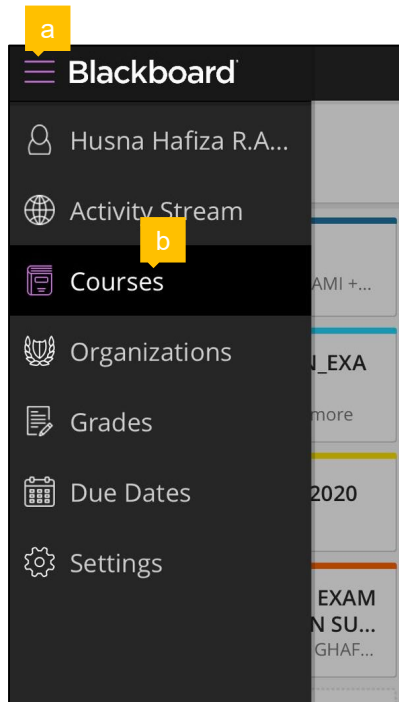
  

Same method as using mobile application (Refer page 26 – 29)

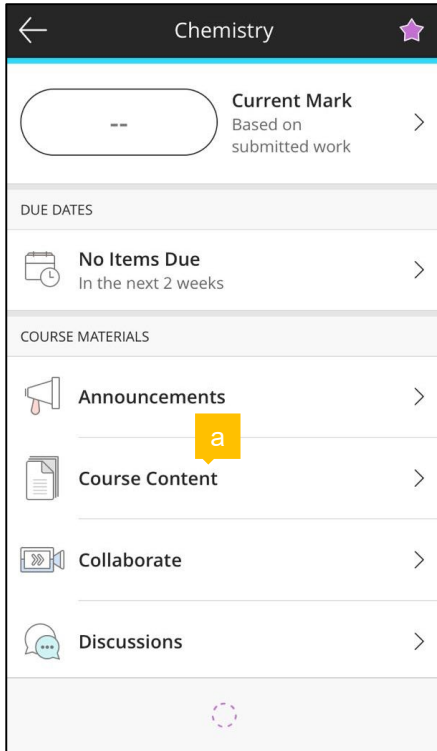


THROUGH MOBILE APP

- Click this symbol to open the left panel.
- Click 'Courses'.
- Click the course name.



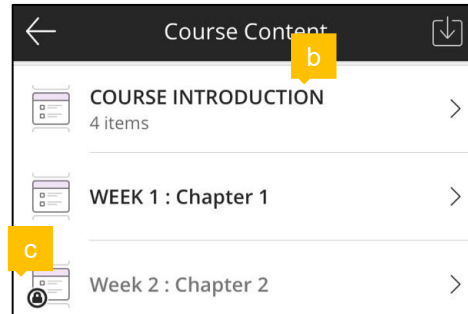
a) Click 'Course Content'.



b) Click the module.

* Module with key icon **c**) means it cannot be accessed yet.

* If all modules cannot be accessed, try to use Web Browser as your mobile phone is probably not compatible with Blackboard application.



- a) Click the file name to view the file content.
- b) Click this icon to download files.
- c) Choose 'Select content to download' and tick the files that you wish to download d) .

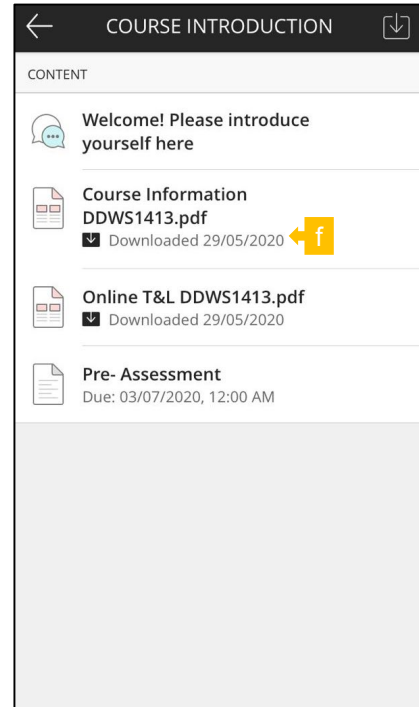
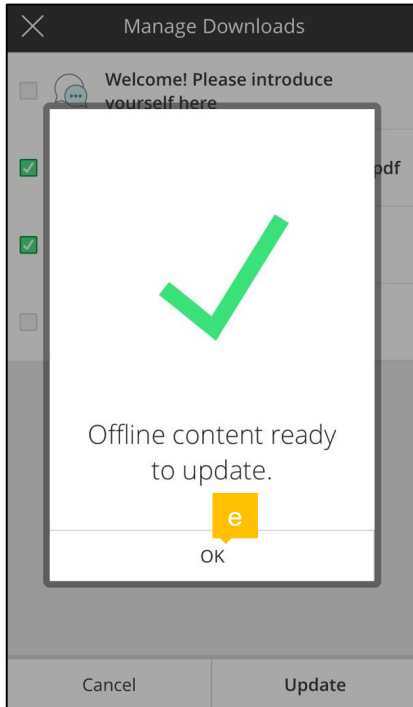
The image displays three sequential screenshots of a mobile application interface for a course titled "COURSE INTRODUCTION".

Left Screenshot: Shows the "CONTENT" list. The first item is "Welcome! Please introduce yourself here" with a speech bubble icon. A yellow callout box labeled 'a' points to the text of this item. Below it are two PDF files: "Course Information DDWS1413.pdf" and "Online T&L DDWS1413.pdf". A yellow callout box labeled 'b' points to the download icon in the top right corner of the screen.

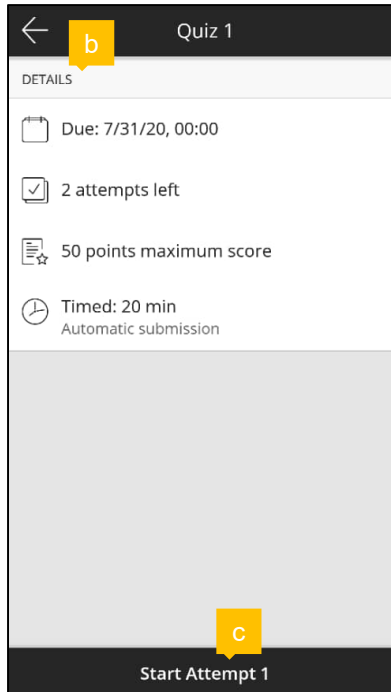
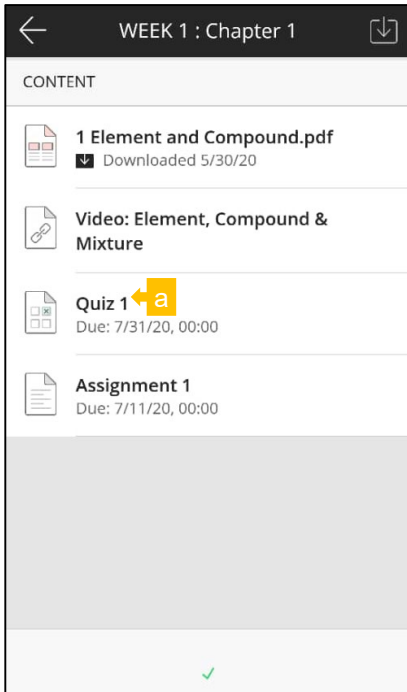
Middle Screenshot: Shows the same "CONTENT" list. At the bottom, there are two buttons: "Download all content" and "Select content to download". A yellow callout box labeled 'c' points to the "Select content to download" button. Below these buttons is a "Cancel" button.

Right Screenshot: Shows the "Manage Downloads" screen. It lists the downloaded items: "Welcome! Please introduce yourself here" (with a speech bubble icon), "Course Information DDWS1413.pdf" (with a green checkmark), "Online T&L DDWS1413.pdf" (with a green checkmark), and "Pre- Assessment" (with a grey square icon). A yellow callout box labeled 'd' points to the "Course Information DDWS1413.pdf" item. At the bottom, there are "Cancel" and "Update" buttons.

- e) Click 'OK'.
- f) This indicates that the file has been downloaded.



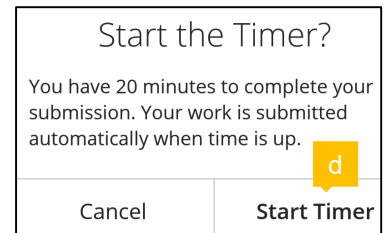
Example 1



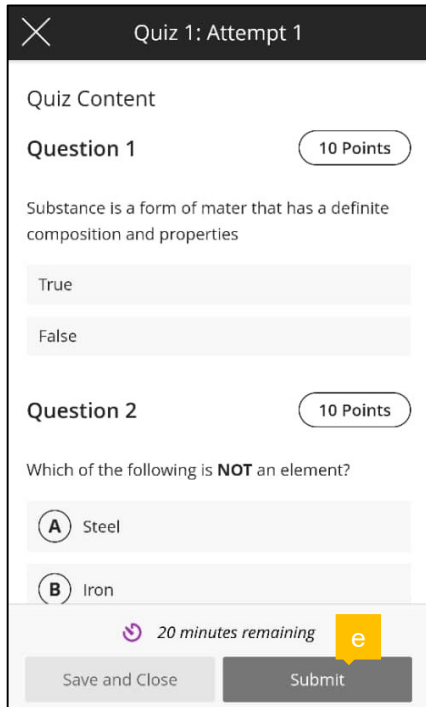
a) Click the assessment name.

b) Read the details and then click 'Start Attempt' **c)**.

d) If the assessment has time limit, you will be asked to select 'Start Timer'.



- e) Answer all questions and then click 'Submit'.
- f) If the assessment allows more than one attempt, you can click 'Start Attempt 2' next.



Quiz 1: Attempt 1

Quiz Content

Question 1 10 Points

Substance is a form of mater that has a definite composition and properties

True

False

Question 2 10 Points

Which of the following is **NOT** an element?

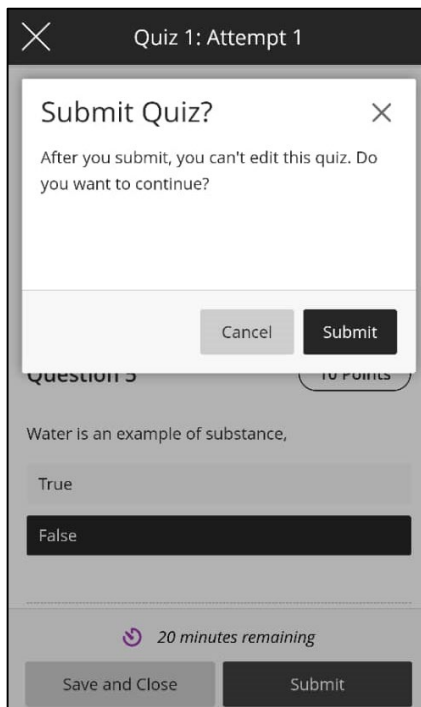
A Steel

B Iron

20 minutes remaining

Save and Close Submit

e



Quiz 1: Attempt 1

Submit Quiz?

After you submit, you can't edit this quiz. Do you want to continue?

Cancel Submit

Question 3 10 Points

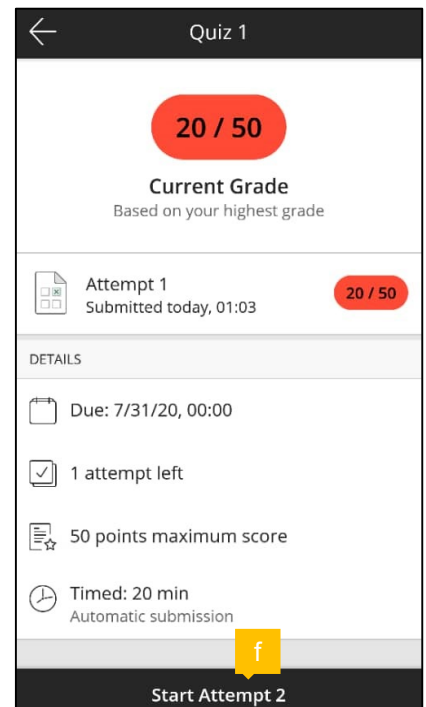
Water is an example of substance,

True

False

20 minutes remaining

Save and Close Submit



Quiz 1

20 / 50

Current Grade
Based on your highest grade

Attempt 1 Submitted today, 01:03 20 / 50

DETAILS

Due: 7/31/20, 00:00

1 attempt left

50 points maximum score

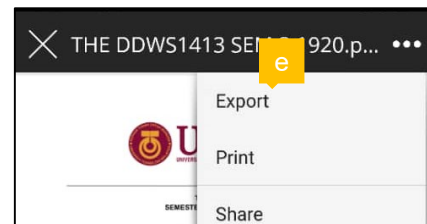
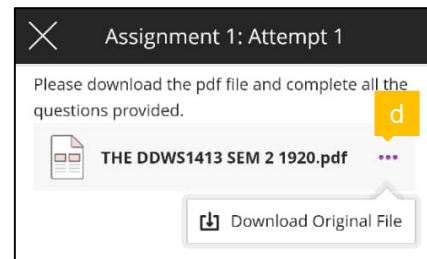
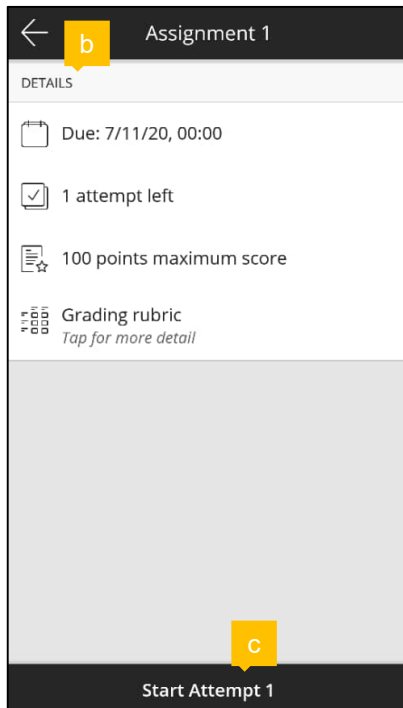
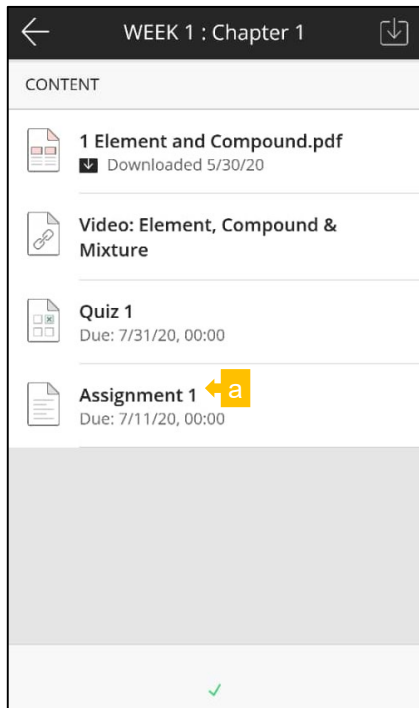
Timed: 20 min
Automatic submission

Start Attempt 2

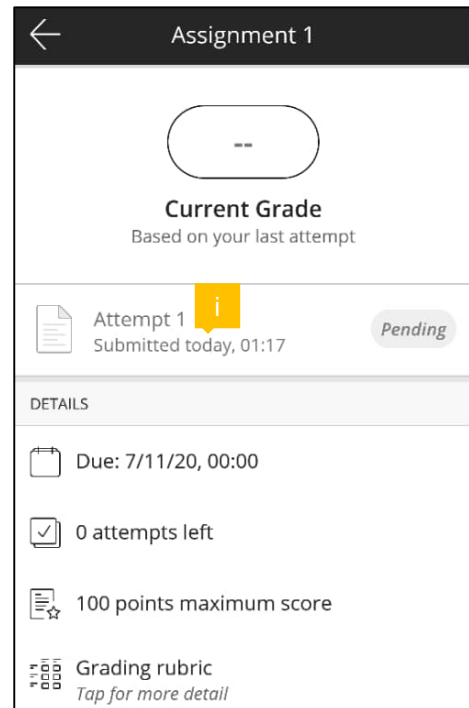
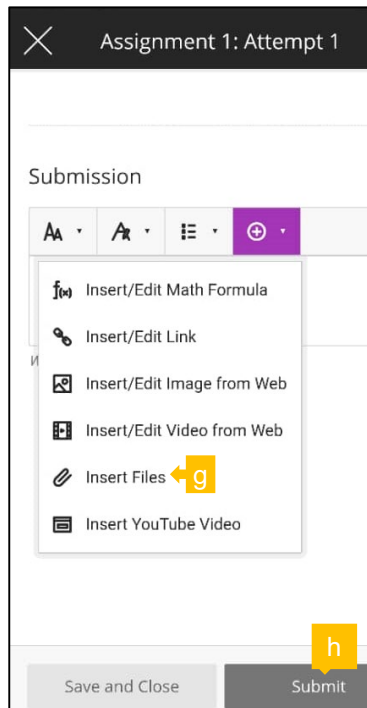
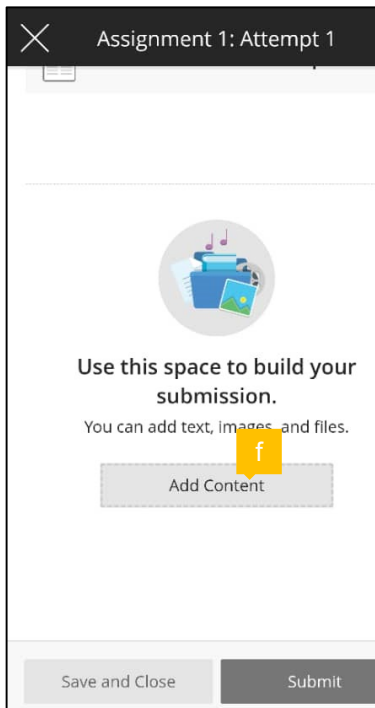
f

Example 2

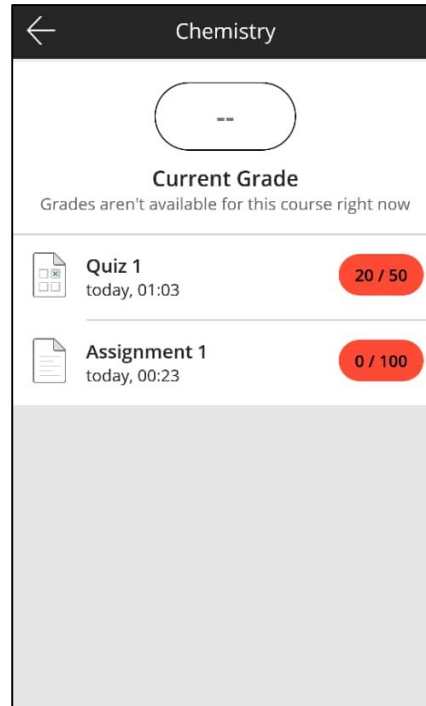
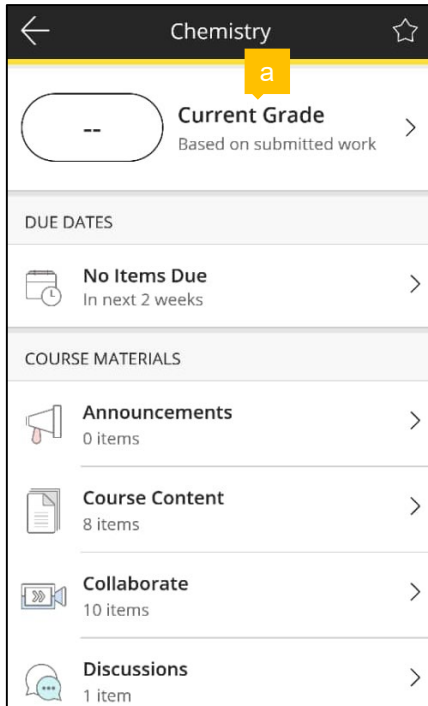
- a) Click the assessment name.
- b) Read the details and then click 'Start Attempt' c).
- d) Click '...' symbol to download the question file and select 'Export' e).



- f) Click 'Add Content' and then g) 'Insert Files' to upload answer script.
- h) Click 'Submit'.
- i) This indicates that you have successfully submitted.



a) Click 'Current Grade'.

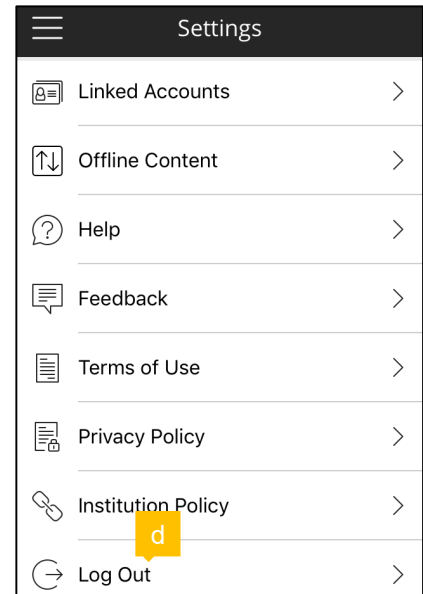
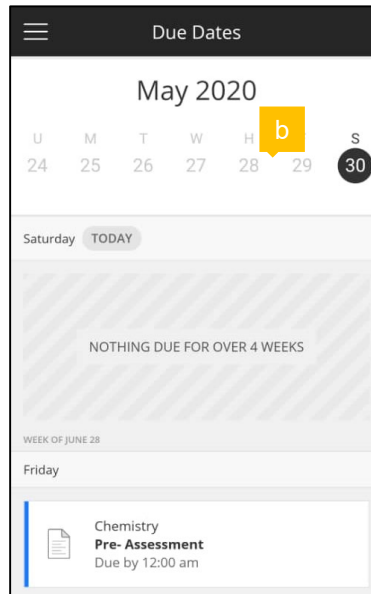
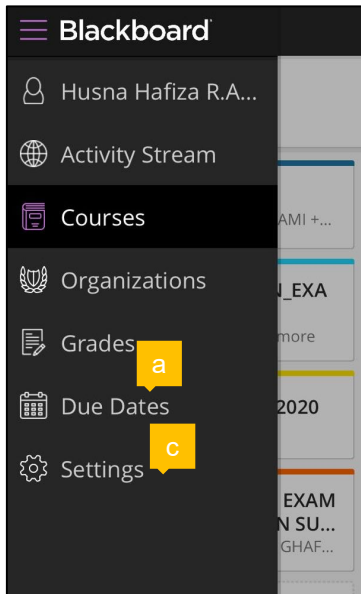


Checking due dates for all courses

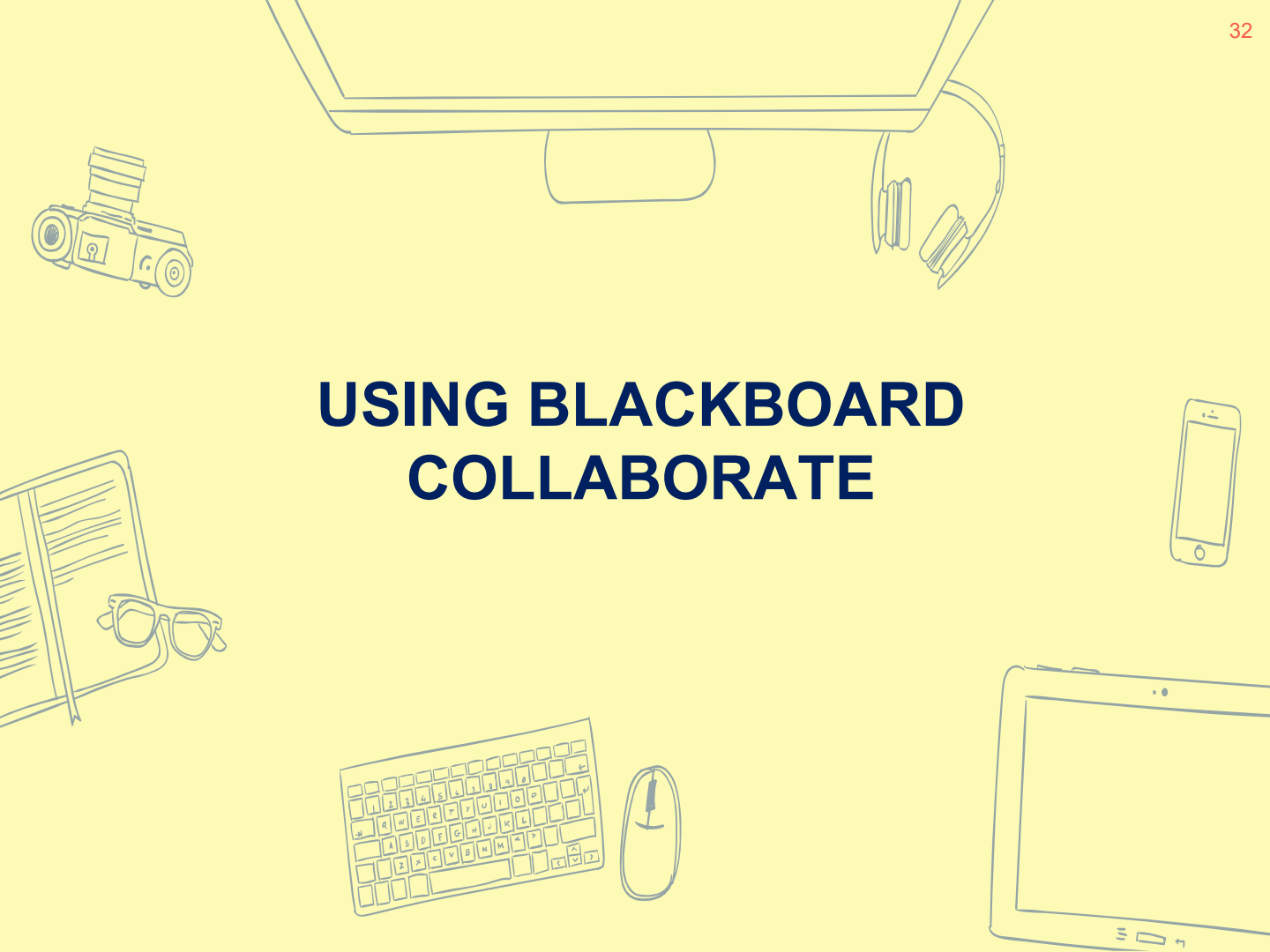
- a) Click 'Due Dates'.
- b) Slide to the left to view the next set of dates.

Logging out

- c) Click 'Settings'.
- d) Click 'Log Out'.



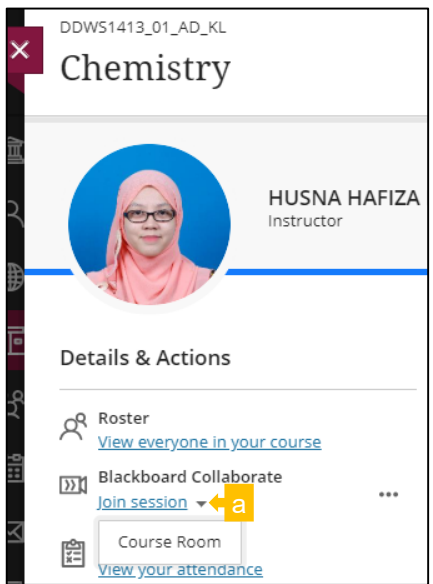
USING BLACKBOARD COLLABORATE



Using course room session

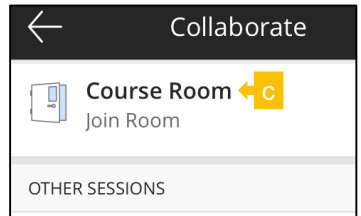
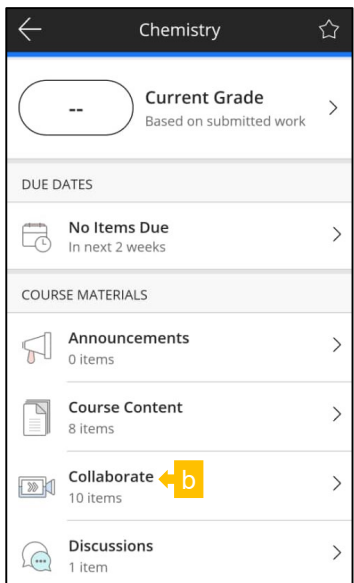
THROUGH WEB BROWSER

a) Click 'Join session' and then 'Course Room'.

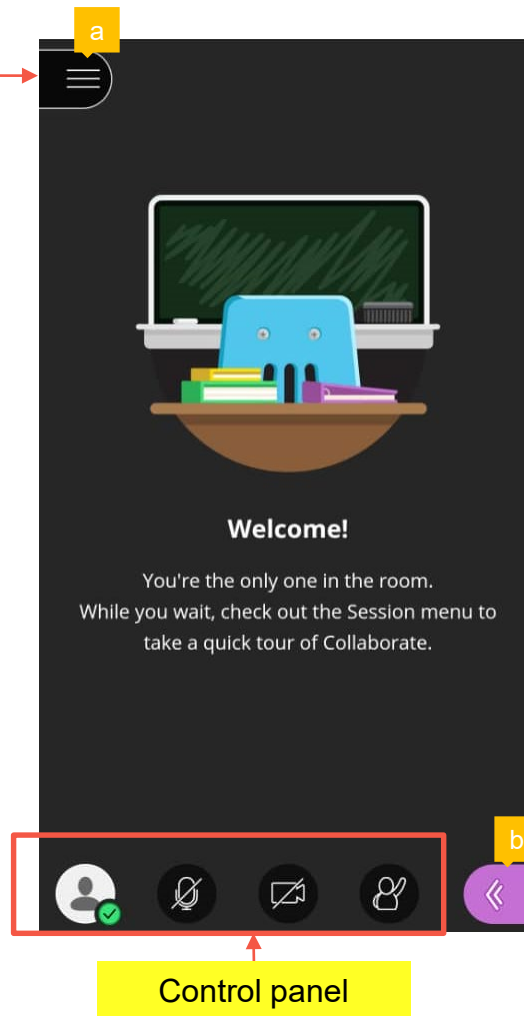


THROUGH MOBILE APP

b) Click 'Collaborate'
c) Click 'Course Room'



- a) Click this icon to open session menu

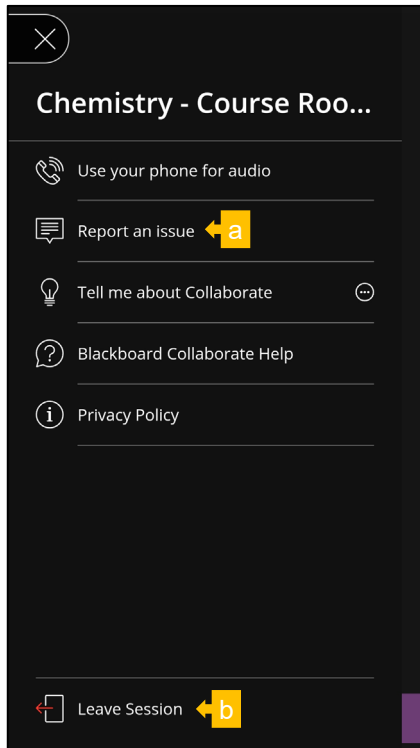


- b) Click this icon to open collaborate panel

Collaborate panel

Control panel

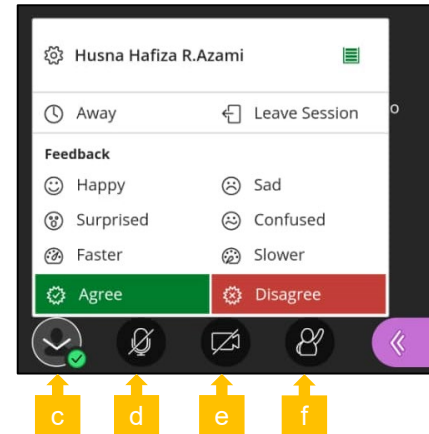
Session menu



a) Click 'Report an issue' to report any issue you are facing with Blackboard Collaborate.

b) Click 'Leave Session' to leave.

Control panel



c) Click this 'My Status and Settings' icon to give feedback.

d) Click this to share audio so others can hear you.

e) Click this to share video.

f) Click this 'Raise hand' icon to interrupt for asking questions or to give response.

Collaborate panel

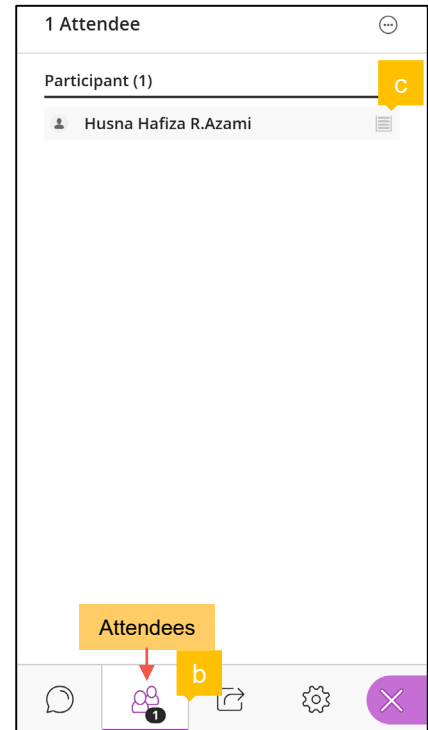
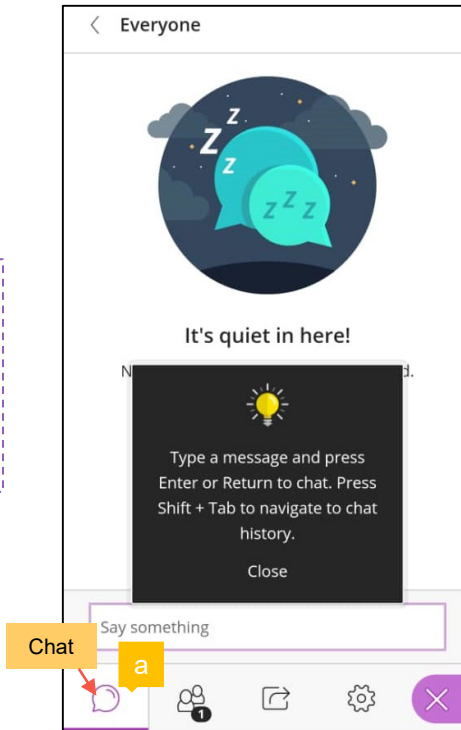
a) Click the chat icon and type at 'Say something' to chat.

b) Click the attendees icon to view all attendees.

Participant: can only give feedback, raise hand, chat, share audio and video.

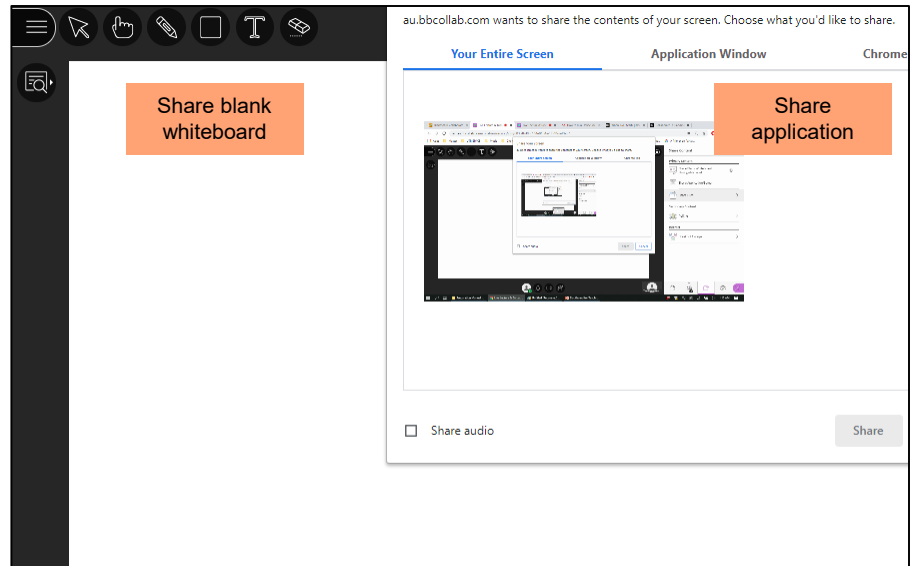
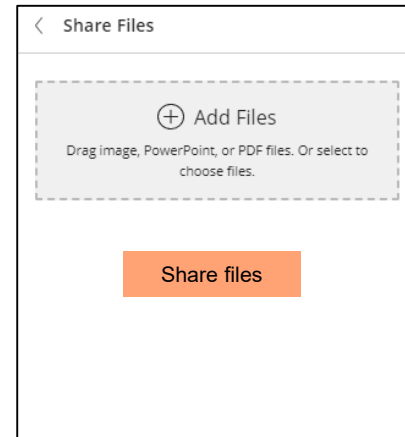
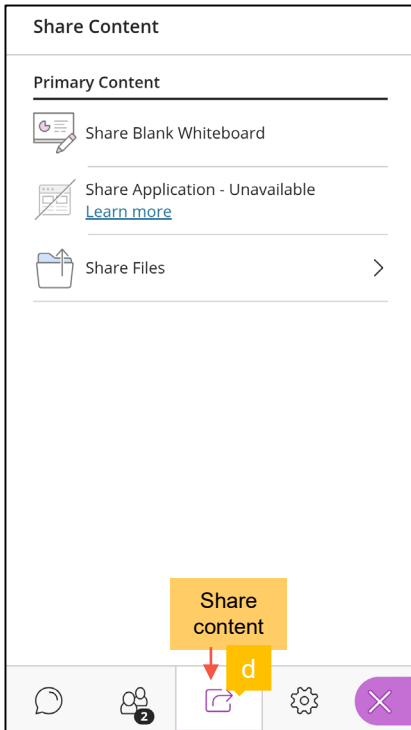
Presenter: Can do the above as well as share content

c) This symbol is used to show the internet strength status either excellent, good or poor.

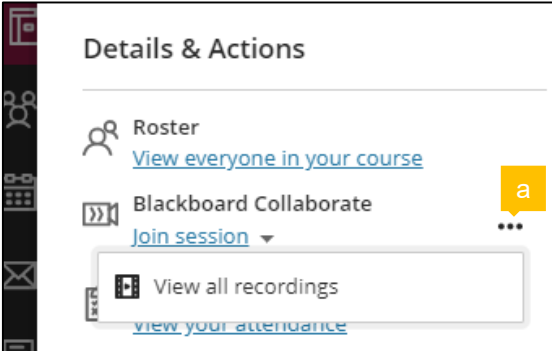


d) Click this icon to share content (You can only use this feature when your lecturer/moderator upgrade your role from participant to presenter)

* 'Share application' is not applicable in Blackboard mobile application.

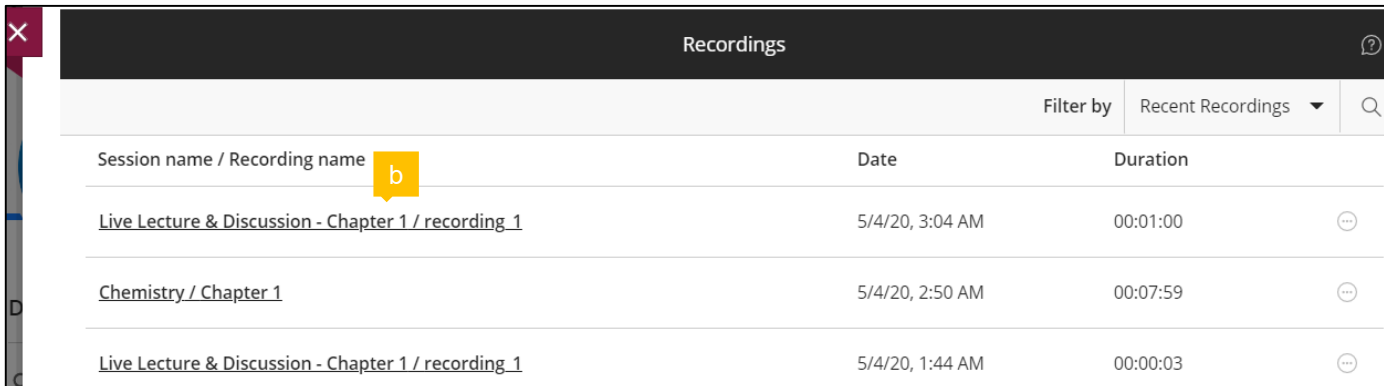


- a) Click this '...' symbol and then 'View all recordings'.
- b) Click the name of the session that you want to view.

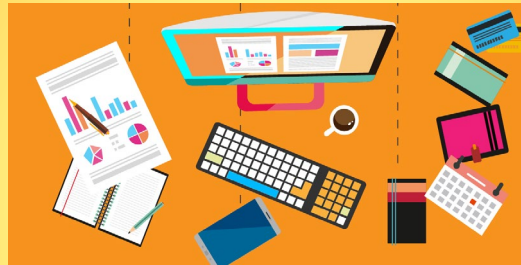


Details & Actions

- Roster
[View everyone in your course](#)
- Blackboard Collaborate
[Join session](#)
- a** [View all recordings](#)
- [view your attendance](#)



Session name / Recording name	Date	Duration
b Live Lecture & Discussion - Chapter 1 / recording_1	5/4/20, 3:04 AM	00:01:00
Chemistry / Chapter 1	5/4/20, 2:50 AM	00:07:59
Live Lecture & Discussion - Chapter 1 / recording_1	5/4/20, 1:44 AM	00:00:03



For any question

please email:

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