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Technical appendix

1) Building and managing the course menu
   a) the course menu
1. To build a course menu, tap on the icon which represents “add the course’s elements”
### Technical Appendix

<table>
<thead>
<tr>
<th>Item</th>
<th>The use of the item</th>
</tr>
</thead>
<tbody>
<tr>
<td>content</td>
<td>Building an area that includes the content of the course (Start here, course guide, assessments)</td>
</tr>
<tr>
<td>tool link</td>
<td>Building tool links that are frequently used in various places in the course (assessments, grades, assessments)</td>
</tr>
<tr>
<td>web tool</td>
<td>Building a hyperlink for an internet website</td>
</tr>
<tr>
<td>course link</td>
<td>Building a hyperlink for a page located in the same workshop</td>
</tr>
</tbody>
</table>

The box of “Add content area” will appear

- Write an appropriate name for the area which suits its content (Start here, Course guide, Assessments)
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.
2. Choose (tool link) from the add menu item (➕)

Then the (add tool link) box will appear

- Title the area with a name that’s compatible with its content (discussions, virtual hall, students grades)
- Choose if you want to permit this area for users (available to users).
- Choose the type of the tool
- Tap submit so the system would start building the area.
After Building the menus they’ll appear as Below:

You can modify the specifications of the main menu by tapping the arrow beside each item (ချက်ချင်း):

- Rename link
- Hide link
- Permit Guests
- Delete
After building the menu tap(↑↓) to sort the items of the menu
2) Building an item and a content folder

Here you’ll learn how to build an item and a content folder

a) Building an item
To build an item, follow these steps:

Make sure that you’re on the home page of the course

1. Choose (content area) from the menu of ”add menu item”
When you choose “content area” the below box will appear:

- Title the area with a name compatible with its content, let it be: (the course)
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.

After building the area, the below window will appear:

1. Choose the menu of “Build Content” from the menus bar
2. Then Choose “Item”
The window of “create item” will appear

3. Fill the “content information” of the item (the name of the item, the content of the item)

There are two methods for building a content for an item:

**Method 1:** Use the content’s text editor to: format the text, add files and pictures, hyperlinks, and multimedia.
Method 2: If the content of the item was included in a separate text file, click on “Browse my computer” or “Browse course” and choose a file to be attached. If you decided not to attach the file, click on “do not attach”

4. Add to the item some of the “Standard options” that you think are suitable
   ● Choose if you want to “permit users to view this content”
   ● Choose if you want to “track Number of views”
   ● Select time and date restrictions
5. Tap submit so the system would start building the area

After You click on submit, the window below -which contains the built item- will appear:
b) Building a content folder

In order to build a content folder, follow these instructions:

Make sure that you’re on the “Home page” of the course

1. From the menu of “add course items tool” choose (Content)

After you choose “Content” the box below will appear:

- Title the area with a name compatible with its content, let it be: (the course)
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.
2. Choose “Build Content” from the menus bar
3. Click on “Content folder”
The window of “create content folder” will appear

4. Fill the “content folder information” of the folder (the name of the folder, the content of the folder)

To build a content for a folder

Use the content’s **text editor** to: format the text, add files and pictures, hyperlinks, and multimedia.
5. Add to the folder some of the “Standard options” that you think are suitable:
   - Choose if you want to “permit users to view this content”
   - Choose if you want to “track Number of views”
   - Select time and date restrictions

6. Tap submit so the system would start building the area

After You click on "submit", the window below -which contains the built folder- will appear:
3) **Text editor**

In order to get to know how to deal with the text editor, follow these instructions:

1. Make sure that You’re using the text editor as in the below picture:

2. Use the content’s text editor to: format the text, add files and pictures, hyperlinks, and multimedia (check the table below).

3. Tap "submit" so the system would start building the area.
## Upper Bar

<table>
<thead>
<tr>
<th>Icon/ Image</th>
<th>Command/Function</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Bold</strong></td>
<td><strong>Bold</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Italics</strong></td>
<td><strong>Italics</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Underline</strong></td>
<td><strong>Underline</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Strikethrough</strong></td>
<td><strong>Strikethrough</strong></td>
<td></td>
</tr>
</tbody>
</table>

Select the paragraph style for the text:

<table>
<thead>
<tr>
<th>Font style</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Andale Mono</strong></td>
<td></td>
<td>The default font is set to Arial.</td>
</tr>
<tr>
<td><strong>Arial</strong></td>
<td></td>
<td>It is recommended that you use a sans serif font for ease of readability on computer screens.</td>
</tr>
<tr>
<td><strong>Arial Black</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Book Antiqua</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technical Appendix

<table>
<thead>
<tr>
<th>Select the font size for the text</th>
<th>Comic Sans MS</th>
<th>Impact</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Font size</th>
<th>1 (8pt)</th>
<th>2 (10pt)</th>
<th>3 (12pt)</th>
<th>4 (14pt)</th>
<th>5 (18pt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (8pt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 (10pt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 (12pt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 (14pt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 (18pt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The default font size is set to 3 (12pt). It is recommended that you use size 3 (12pt) or above for your text in order to maintain viewer readability.

Create a bulleted list.

- Default/disc bullet
  - Circle bullet
  - Square bullet
### Technical Appendix

Create a numbered list.

<table>
<thead>
<tr>
<th>Types</th>
<th>1. Item 1</th>
<th>2. Item 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>a. Item a</td>
<td>b. Item b</td>
</tr>
<tr>
<td>Lower Alpha</td>
<td>o. Greek alpha</td>
<td>β. Greek beta</td>
</tr>
<tr>
<td>Lower Greek</td>
<td>i. Roman i</td>
<td>ii. Roman ii</td>
</tr>
<tr>
<td>Lower Roman</td>
<td>A. Upper A</td>
<td>B. Upper B</td>
</tr>
<tr>
<td>Upper Alpha</td>
<td>I. Upper Roman I</td>
<td>II. Upper Roman II</td>
</tr>
<tr>
<td>Upper Roman</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Text colors

<table>
<thead>
<tr>
<th>Color</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Text</td>
<td></td>
</tr>
<tr>
<td>Pink Text</td>
<td></td>
</tr>
<tr>
<td>Orange Text</td>
<td></td>
</tr>
<tr>
<td>Green Text</td>
<td></td>
</tr>
<tr>
<td>Purple Text</td>
<td></td>
</tr>
</tbody>
</table>

You may select one of the colors from the palette displayed, or you can click More Colors... to open up the full color picker.

#### Highlight text

<table>
<thead>
<tr>
<th>Color</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Highlight</td>
<td></td>
</tr>
<tr>
<td>Pink Highlight</td>
<td></td>
</tr>
<tr>
<td>Green Highlight</td>
<td></td>
</tr>
<tr>
<td>Blue Highlight</td>
<td></td>
</tr>
<tr>
<td>Purple Highlight</td>
<td></td>
</tr>
</tbody>
</table>

You may select one of the colors from the palette displayed, or you can click More Colors... to open up the full color picker.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Clear formatting</th>
<th>Plain text</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="highlight_icon.png" alt="Highlight text and select this icon if you would like to remove all formatting (bulleting, bolding, colors, font, etc.) and return to plain text." /></td>
<td>Highlight text and select this icon if you would like to remove all formatting (bulleting, bolding, colors, font, etc.) and return to plain text.</td>
<td></td>
</tr>
<tr>
<td><img src="preview_icon.png" alt="Click this icon to view how your item will look prior to clicking Submit." /></td>
<td>Click this icon to view how your item will look prior to clicking Submit.</td>
<td></td>
</tr>
<tr>
<td><img src="info_icon.png" alt="Click this icon to bring up the help screen to review what each icon does." /></td>
<td>Click this icon to bring up the help screen to review what each icon does.</td>
<td></td>
</tr>
<tr>
<td><img src="fullscreen_icon.png" alt="Click this icon to open the Content Editor up in full screen mode. You will need to return to normal view in order to submit the item." /></td>
<td>Click this icon to open the Content Editor up in full screen mode. You will need to return to normal view in order to submit the item.</td>
<td></td>
</tr>
<tr>
<td>![Click the down arrows to expand the tool bar to all three rows. Click the up arrows to collapse the tool bar back to one row.](expand Collapse_icon.png)</td>
<td>Click the down arrows to expand the tool bar to all three rows. Click the up arrows to collapse the tool bar back to one row.</td>
<td></td>
</tr>
</tbody>
</table>
Technical Appendix

Middle Bar

<table>
<thead>
<tr>
<th>Icon/Image</th>
<th>Command/Function</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Cut Icon]</td>
<td>Cut</td>
<td></td>
<td>The cut icon will not work in the Firefox browser. You will need to use CTRL+X instead.</td>
</tr>
<tr>
<td>![Copy Icon]</td>
<td>Copy</td>
<td></td>
<td>The copy icon will not work in the Firefox browser. You will need to use CTRL+C instead.</td>
</tr>
<tr>
<td>![Paste Icon]</td>
<td>Paste</td>
<td></td>
<td>The paste icon will not work in the Firefox browser. You will need to use CTRL+V instead.</td>
</tr>
<tr>
<td>![Find and Replace Icon]</td>
<td>Find and Replace</td>
<td></td>
<td>Use this icon to locate a word in the Content Editor. Select the Replace tab from to find and replace a word/phrase in the Content Editor.</td>
</tr>
<tr>
<td>![Undo Icon]</td>
<td>Undo</td>
<td></td>
<td>Undo the previous action.</td>
</tr>
<tr>
<td>![Redo Icon]</td>
<td>Redo</td>
<td></td>
<td>Redo the previous action.</td>
</tr>
<tr>
<td>![Left Align Icon]</td>
<td>Left Align</td>
<td>Left aligned text</td>
<td></td>
</tr>
</tbody>
</table>
# Technical Appendix

<table>
<thead>
<tr>
<th>Icon</th>
<th>Alignment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Center Icon" /></td>
<td>Center</td>
<td>Centered text</td>
</tr>
<tr>
<td><img src="image" alt="Right Align Icon" /></td>
<td>Right Align</td>
<td>Right aligned text</td>
</tr>
<tr>
<td><img src="image" alt="Full Align Icon" /></td>
<td>Full Align</td>
<td>This sentence is fully aligned text.</td>
</tr>
<tr>
<td><img src="image" alt="Indent Icon" /></td>
<td>Indent</td>
<td>Indented text</td>
</tr>
<tr>
<td><img src="image" alt="Outdent Icon" /></td>
<td>Outdent</td>
<td>Not indented text</td>
</tr>
<tr>
<td><img src="image" alt="Superscript Icon" /></td>
<td>Superscript</td>
<td>$75^\circ$ F</td>
</tr>
<tr>
<td><img src="image" alt="Subscript Icon" /></td>
<td>Subscript</td>
<td>H$_2$O</td>
</tr>
<tr>
<td><img src="image" alt="Hyperlink Icon" /></td>
<td>Hyperlink</td>
<td>Blackboard Help</td>
</tr>
</tbody>
</table>

Do not use the tab key. You can click this icon multiple times to increase the amount of the indent.

The outdent icon will only be activated after the indent icon has been used.

This feature is useful for scientific formulas and mathematical equations. You must click the superscript icon again to return to normal font.

This feature is useful for scientific formulas, such as chemistry equations.

You must click the subscript icon again to return to normal font.

A new window will open for you to paste in your link address (URL). In the Target field, it is best to select Open in a New Window.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Remove Hyperlink" /></td>
<td>Remove Hyperlink</td>
<td>Blackboard Help: Highlight the hyperlinked text and click the remove hyperlink icon to remove the link and return the text to normal.</td>
</tr>
<tr>
<td><img src="image" alt="Left to right text direction" /></td>
<td>Left to right text direction</td>
<td>In the US we read and write From left to right.</td>
</tr>
<tr>
<td><img src="image" alt="Right to left text direction" /></td>
<td>Right to left text direction</td>
<td>tfel ot thgir daer era werbeH dna cibarA. This feature is used with different language orientation, but requires the correct language pack to be installed.</td>
</tr>
<tr>
<td><img src="image" alt="Horizontal Line" /></td>
<td>Horizontal Line</td>
<td>A horizontal line can be used to divide text. It will span the entire width of the page.</td>
</tr>
<tr>
<td><img src="image" alt="Horizontal Rule" /></td>
<td>Horizontal Rule</td>
<td>A horizontal rule can be used to divide text. You get to select the length and width of the rule. It will be centered.</td>
</tr>
<tr>
<td><img src="image" alt="Nonbreaking Space" /></td>
<td>Nonbreaking Space</td>
<td>Use this icon to insert a space where the cursor is located.</td>
</tr>
</tbody>
</table>
Click the spell check icon. Misspelled words are underlined. Right click on the word to reveal a list of suggested spellings.
## Technical Appendix

### Bottom Bar

<table>
<thead>
<tr>
<th>Icon/Image</th>
<th>Command/Function</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video Everywhere</td>
<td>You must have a YouTube account and channel created to use this feature. Record directly from Blackboard with a webcam and microphone or on a smart-device. Video will be uploaded to YouTube as unlisted and embedded in the course.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach File</td>
<td>Click this icon to add a link to a document wherever the cursor is within the Content Editor. A new window will open allowing you to browse your computer or the content collection (for instructors only)</td>
<td></td>
</tr>
<tr>
<td>Insert Image</td>
<td>or provide a URL for a file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Insert Image" /></td>
<td>Click on this icon to embed an image wherever the cursor is within the Content Editor. A new window will open allowing you to browse your computer or the content collection (for instructors only) or provide a URL for an image. You can adjust the size and positioning of the image, as well.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insert Media File</td>
<td>Due to size constraints, it is best to house media files online and either link to them or embed them via the Mashup tool. Click on this icon to embed a media file (video or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technical Appendix

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Math Editor" /></td>
<td>Math Editor</td>
<td>[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} ] Click this icon to open the mathematics equation editor.</td>
</tr>
<tr>
<td><img src="image" alt="Mashups" /></td>
<td>Mashups</td>
<td>Allows you to search YouTube (videos), Slide Share (presentations), and Flickr (photos) to embed these visual files in your item. Instructors can also use this option to provide students with a link to a Blackboard</td>
</tr>
</tbody>
</table>

audio) wherever the cursor is within the Content Editor. A new window will open allowing you to browse your computer or the content collection (for instructors only) or provide a URL for a media file. You can adjust the size and positioning of the media file, as well.
### Technical Appendix

<table>
<thead>
<tr>
<th>Icon</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Reveal formatting</td>
<td>Click this icon to show all non-printing characters. Click it again to hide them.</td>
</tr>
</tbody>
</table>
| "    | Block Quote     | *Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible.*  
  ~St. Francis of Assisi |
<p>| ☰    | Symbols         | Click this icon to open a new window from which you can select various symbols, including Greek letters and accented letters for foreign languages. |</p>
<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>😊</td>
<td>Emoticons</td>
<td>Click this icon to select a limited number of emoticons to add wherever the cursor is located in the Content Editor.</td>
</tr>
<tr>
<td>🚧</td>
<td>Insert Anchor</td>
<td>Anchors allow you to link to content/images within the Content Editor itself. Position the cursor where you want the anchor to appear, and click to open the Insert/Edit Anchor page. Highlight the item to link to the anchor and click on the Add Hyperlink icon to add the anchor link.</td>
</tr>
<tr>
<td>📊</td>
<td>Insert Table</td>
<td>In the new window, indicate how many rows and columns you want, as well as borders, spacing, and alignment. Once a</td>
</tr>
</tbody>
</table>
### Technical Appendix

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Row Properties Icon](image) | **Row Properties**

Click within a row of a created table and then click this icon to bring up a new window of options, such as alignment, height, and type, you can add to the row.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Cell Properties Icon](image) | **Cell Properties**

Click a cell of a created table and then click this icon to bring up a new window of options, such as alignment, height, width, and type, you can add to the cell.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Insert Row Above Icon](image) | **Insert Row Above**

Click a cell of a created table and then click this icon to add a row above the table has been added the other table property icons will be activated.
<table>
<thead>
<tr>
<th>Action</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Row Below</td>
<td>![Icon]</td>
<td>Click a cell of a created table and then click this icon to add a row below the current row.</td>
</tr>
<tr>
<td>Delete Row</td>
<td>![Icon]</td>
<td>Click a cell of a created table and then click this icon to delete the row in which the cell appears.</td>
</tr>
<tr>
<td>Insert Column Left</td>
<td>![Icon]</td>
<td>Click a cell of a created table and then click this icon to add a column to the left of the current column.</td>
</tr>
<tr>
<td>Insert Column Right</td>
<td>![Icon]</td>
<td>Click a cell of a created table and then click this icon to add a column to the right of the current column.</td>
</tr>
<tr>
<td>Icon</td>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Delete Column Icon" /></td>
<td>Delete Column</td>
<td>Click a cell of a created table and then click this icon to delete the column in which the cell appears.</td>
</tr>
<tr>
<td><img src="image" alt="Merge Cells Icon" /></td>
<td>Merge Cells</td>
<td>Highlight a group of cells (these can be in the same row, in the same column, or in a combination of rows and columns) and click this icon to merge the cells into one.</td>
</tr>
<tr>
<td><img src="image" alt="Split Cells Icon" /></td>
<td>Split Cells</td>
<td>Click in a previously merged cell and then click this icon to split the cell into its original parts.</td>
</tr>
<tr>
<td><img src="image" alt="Show HTML Coding Icon" /></td>
<td>Show HTML Coding</td>
<td>Click the HTML icon to open a new window containing the coding that creates the details of the WYSIWYG view.</td>
</tr>
</tbody>
</table>
**Technical Appendix**

<table>
<thead>
<tr>
<th>CSS</th>
<th>decoration:underline;&quot;&gt;</th>
<th>editor. You can adjust the code or copy and paste embed code from other sites, such as Films on Demand and VoiceThread.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;em&gt;&lt;strong&gt;HTML coding&lt;/strong&gt; &lt;/em&gt;&lt;/span&gt; looks like.&lt;/p&gt;</td>
<td></td>
</tr>
</tbody>
</table>
4) Assignments

a) Building an assignment:
How to build an assignment?

To build an assignment, follow these steps:

Make sure that you’re on the “Home page” of the course

1. From the menu of “add course items tool (+)” choose (Content)
2. After you choose “Content” the box below will appear:

- Title the area with a name compatible with its content, let it be: (assignments)
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.

3. After you click on submit, the link of the assignments will appear in the course menu as it appears below:
When you finish building the area the window below will appear:

4. Select assessments menu in the menus bar
5. Then select “assignment”
The window "create assignment " will appear

6. “Assignment Information” area

- Write a title for the assignment in the "name" box
- Write a content for the assignment in the text editor
7. In case the content of the assignment was in a separate file, you can click on “browse my computer” or “browse course” and select a file to be attached, if the file you chose was not the one you need you can click on “do not attach”
8. The “Due dates” area: to determine the last date to hand the assignment

The “grading” area: it includes a large group of options:

- Points possible
- Submission details
- Grading options
- Display of grades
9. The “availability” area

- Make the assignment available: to display this assignment to students
- Limit Availability: Choose if you want the assignment to display a time and disappear at another.
- Choose if you want to permit this area for users (available to users).
- Tap "submit" so the system would start building the area.
10. After you tap “submit” the assignments screen which includes the assignment that has been built will appear.

11. When you click on the assignment’s title, a window for preview will show up.
b) Evaluating assignments:

How do we evaluate an assignment?

In order to evaluate an assignment follow these steps:

1. Make sure that you’re on the home page of the course.

2. From the “control panel” menu select “Grade center”

3. From the grade center menu select “assignments”
3. After selecting the “assignments” link, the below window—which includes students’ responses on the given assignments—will appear. This sign "😊" indicates that the student’s reply hasn’t been graded yet.

*To grade the assignment click on “😊”
A menu will show up, select from it “Attempt” –which represents the student’s reply to the assignment that hasn’t been graded.

4. Student’s reply to the assignment.
5. The method used by student to submit his/her reply to the assignment (the picture below shows a textual reply of a student).
6. After you preview student’s reply:

- Grade the attempt with the deserved mark
- Write your feedback on what has been submitted by the student
- Click on Submit to finish evaluating

7. After assessing student’s reply, the given grade will show up to him/her as in the picture below:
In case there was more than a reply from student to the same assignment - as in the picture below - follow these steps:

1. Select the second ungraded attempt
2. Preview student’s reply to the assignment –the method for submitting an assignment using an attached file is shown in the picture below- and grade it with the deserved mark.

3. The new mark will appear:
4) Exams:

a) Building an exam:

How do we build an exam?

To build an exam, please follow these steps:

Make sure that you're on the home page of the course

1. Choose (content area) from the menu of “add menu item(+)”
When you choose “content area” the below box will appear:

- Title the area with a name compatible with its content, let it be: (Exams)
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.

After you click "submit" the link of "Exams" shall appear in the course menu as in the picture below:
After building the area, the below window shall appear;

3. Select "Assessments" menu from the menus bar

4. Then choose "Exam" from the menu that appears
After choosing "Exam" from the menu, the window of "Create test" appears

5. Click on "Create" button

The window of "Test information" appears

6. In the area of "Test information" do the following:
   - Write a title for the exam in the "name" place
   - Write a description for the exam in the text editor that belongs to the description
   - Write instructions for the exam in the text editor that belongs to "instructions"
   - Click on "Submit"
Test Information

Type a Name for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test.

More Help

* Indicates a required field.

**TEST INFORMATION** 6

Exam Description

Exam Instruction

Click Submit to proceed. Click Cancel to go back.
Choose the menu of "Create Question" from the menu bar:

Exam Description
Exam Instruction

This test has no questions!
Create questions or add questions from other resources.
When choosing the menu of "Create question" a menu which includes multiple sorts of questions appears:

- **First**: "True/False" questions.
- **Second**: "Multiple choice" questions
"True/False" questions

8. When choosing the questions of "True/False" from the menu of "Create question", the window of "Create/edit True/False question" appears as in the picture below:

In the area of "Question", do the following:

- Write a title for the question.
- Write the text of the question in the text editor (Text/Audio/Video/Picture)
- In "options" area: Choose the type of viewing the "options" of the question, whether it's vertical or horizontal.
- In "Answers" area: Choose the correct answer for the question of "True/False"
- In "Feedback" area: enter a feedback that will display in response to a correct answer and a feedback that will display as a response to an incorrect answer.
- Click on "Submit"
The language understood by the microprocessor is called assembly language.
After clicking on "Submit" the question will be created as in the below picture:

- You can add a question above or below the one that you've created by clicking on (+)

You can change the number of points that will be given for the question by clicking on "Points".
After you click on "Points", adjust the number of points if you want to, then click "Submit".

The language understood by the microprocessor is called assembly language.
"Multiple Choice" questions:

8. When you choose "Multiple Choice" questions from the menu of "Create Question" the window of "Create/Edit multiple choice question" appears.
- In "Question" area:
  - Write a title for the question
  - Write a text for the question in the text editor (Text/Audio/Video/Picture)
- In "Options" area:
  - Answer Numbering: to sort the answers of the question
  - Answer Orientation: the scheme for viewing the choices of the question (Vertical/Horizontal)
  - Show answers in random order: the answers of the question will display randomly.
- In "Answers" area:
  - Choose the correct answer of the question.
  - Write choices for the answer of the question in the text editor that belongs to each of these choices.
- In "Feedback" area: write the feedback that will display in response to a correct answer and the feedback that will display in response to an incorrect answer.
- Click "Submit"
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Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. More Help.

**Question**

**Question Text**

FORTRAN is a programming language. What does FORTRAN stand for?

**Options**

Partial credit is allowed. Each incorrect answer can receive a percentage of the total points assigned for that answer.

Answer Numbering: Vertical

Allow Partial Credit: Yes

Show Answers in Random Order: No

**Answers**

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers: 4

Correct

Answer 1: FORTRAN

File Translation

Answer 2: FORTRAN

Formula Translation

Answer 3: FORTRAN

Flaggy Translation

Answer 4: FORTRAN

List Translation
After you click on "Submit" the question will be created as shown in the picture below:

FORTRAN is a programming language. What does FORTRAN stand for?

You can change the number of points that will be given for the question by clicking on "Points"
After you click on "Points", adjust the number of points if you want to, then click "Submit"
10. After creating questions, click "OK"

FORTRAN is a programming language. What does FORTRAN stand for?
The window of "Add test" appears

11. Click on "Submit"
The window of "Test Options" appears

Test Options
Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. More Help.

Indicates a required field.

TEST INFORMATION

Name: Lesson 1 Exam
Choose Color of Name: Black

Content Link Description

Exam Description

Test Description

Show test description to students before they begin the test.

Test Instructions

Exam Instruction
Technical Appendix

12. "Test Availability" area:

- Make link available.
- Add a new announcement for this test\Multiple attempts
- Set timer
- Display after/ Display until

![Test Availability Image]
13. "Due Date" area: set the date that the test is due to, do not allow students to take a test once the due date has passed.

- Click "Submit"

14. After clicking "Submit", the exam you've created will appear.
b) Grade Center:
In order to get to know how to use the grade center follow these steps:

Make sure that you're on the home page of the course;

1. From the menu of "Control Panel" choose "Grade Center"

2. From the menu of "Grade Center" choose "Tests"
3. After you choose the link of "Tests" the below window- which includes the marks of students that they've achieved in their exams- appears.
5) Building a forum /Discussion Board

How do we build a forum of (Discussion Board)?

In order to build a forum, please follow these steps:

**Make sure that you're on the home page of the course**

1. Choose (content area) from the menu of “add menu item”
Technical Appendix

2. When you choose “content area” the below box will appear:
   ● Title the area with a name compatible with its content, let it be: (Discussion)
   ● Choose if you want to permit this area for users (available to users).
   ● Tap submit so the system would start building the tool.

3. After you click on "Submit" a "tool link" will appear in the course menu as in the picture below:
After you click on the tool link of "Course discussions", the window of "discussion board" appears

4. Click on "Create Forum"
5. The window of "Create Forum" appears

- In "Forum Information", write an address for the forum in the cell of "Name"
- Write a brief description for this forum in the text editor (Example: what's the purpose for creating such a forum? And Who is targeted?)
6. "Forum availability" area

- "Available": to permit the content for students.
- Enter Date and Time Restrictions: choose if you want the forum to appear in a specific time and disappear in another.
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7. "Forum Settings" area: it includes a number of forum settings that can be set according to what you see is suitable such as: Viewing threads or replies, Grades, subscriptions, etc.
Technical Appendix

8. After you click on "Submit", the new forum will appear in the home page of "Discussion Board"

To start interacting in this forum:

9. Choose "Create thread"
10. After you choose "Create Thread", the window below will appear:

- Write a title for the discussion in the "Subject" box
- Create a content for the discussion by using one of these two methods:
  - **Method 1:** Use the content editor to edit the text, add files and pictures, add links, and multimedia
  - **Method 2:** If the content was included in a separate file, you can click on "Browse my computer" or "Browse Course" and select a file to be attached. In case the file you've selected wasn't the one you need, you can click "Do not Attach"

11. Click "Submit"
The "Thread" you've created will appear

12. Click on it.

13. Then the content of the discussion you've created will appear, where you can:
   - Add a reply
   - Edit this content
   - Delete the content
6) Building a "Collaborate"

How do we build a collaborate?

In order to get to know how to build a "Collaborate", follow these steps:

1. Make sure that you're on the home page of the course
2. Choose (tool link) from the menu of "add menu item(+)"
3. After you choose "Tool link", the box below appears:

- Title the area with a name compatible with its content, let it be: (Virtual Class Room)
- Choose the type of the tool: "Blackboard Collaborate"
- Choose if you want to permit this area for users (available to users).
- Tap "Submit" so the system would start building the area.
4. Click on "Schedule a Session"

5. After you click on "Schedule a session" the page below appears – which includes all the information that belongs to the session: Session name, Start time, End time...Etc.

   - After You finish editing, Click on "Save".
6. After you click on "Save", the virtual session you've created appears.
After you click on the title of the virtual session, the page appears

7. In case you're joining such a session for the first time, click on the link of "Download Blackboard Collaborate Launcher" to start downloading the program on your PC.

After the program completes downloading, open the downloaded file and do the following steps:
Technical Appendix
8. When you finish installing the program on your PC, go back to "Room details" and click on "Join Room"
9. The link of the virtual session/Room
After you click on "Join Room", the main window of the virtual session will appear as in the picture below:
## Components of the main window:

| Interaction Window | *Click on "Talk" to activate the microphone tool.  
| *Click on "Video" to activate the video feature |
|---|---|
| ![Interaction Window](image) | ![Interaction Window](image) |

<table>
<thead>
<tr>
<th>Participants window</th>
<th>The Emoticons icon, where you can add some effects to your text like the smiley face 😊</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Participants window" /></td>
<td><img src="image" alt="Participants window" /></td>
</tr>
</tbody>
</table>
## Technical Appendix

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>This icon is used when you want to leave the room for a while. By clicking it, the word &quot;away&quot; appears next to your username.</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>This icon is used if the student wants to participate in the session (Raise Hand)</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>This tool allows participants to interact with the instructor by showing that they accept or decline or answering a question of yes/no</td>
</tr>
</tbody>
</table>

### Textual Chat window

![Textual Chat window](image4)
Technical Appendix

Whiteboard

To view the contents of the Whiteboard

To choose a size for the window of the whiteboard

Tools Bar (which you can use to write a text, insert symbols...Etc.)

The whiteboard area, or the area where the content is displayed (textual, visual, acoustic, graphic...Etc.)
7) Inserting/Editing a link for a tool in a content

For inserting a link for any tool in the course, do the following steps:

Example: the method for inserting an assignment link inside the lesson's learning road map

1. Copy the link of the Assignment
2. Select the required text then click on "insert/edit link" tool in the tools bar
3. A new window will appear, paste the link that you've copied in the box of "Link Path"
4. Click on "Update"
8) **Building an announcement**

How do we build an announcement?

In order to get to know how to build an announcement follow these steps:

Make sure that you’re on the home page of the course

1. Choose (Tool link) from the menu of ”add menu item( + )”
2. The box of "Add Tool Link" appears

- Write an appropriate name for the tool which suits its content, let it be (Course News)
- Choose a type for the tool, let it be "Announcements"
- Choose if you want to permit this area for users (available to users).
- Tap submit so the system would start building the area.

3. Choose the menu of "Create Announcement" from the menus bar
4. The window of "Create Announcement" appears
   • In "Announcement Information" area m write a title for the announcement in the "Subject" box.
   • Write the textual content of the announcement using the text editor
   • Click on "Submit" so the system would start creating the announcement

After building the announcement, it'll appear as in the picture below:
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