Blackboard®

Navigation menu:
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- 🧑 Staff Miss Winnie W...
- 🌐 Activity Stream
- 📑 Courses
- 👥 Organizations
- 📅 Calendar
- ✉ Messages
- 📝 Grades
- 🖊 Tools
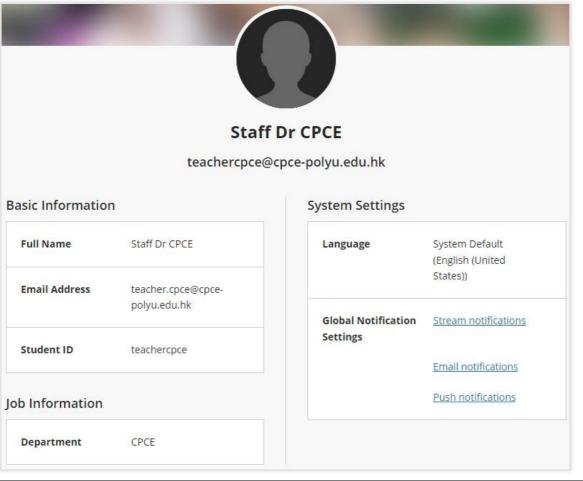- ← Sign Out

⬆ User Guide Link & QR Code

Institution Page
The landing page of Blackboard, contains
- Announcement from Unit/Division/Office
- Promotion message
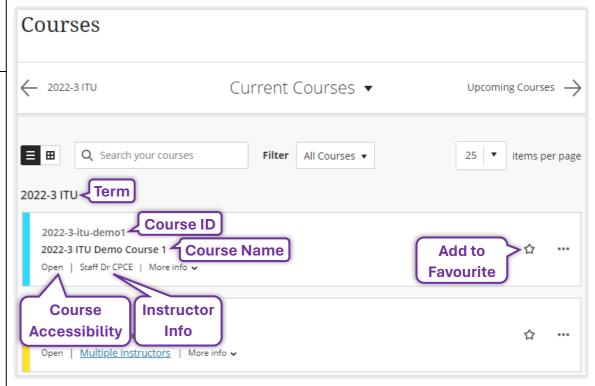- Resources for some topics
- Links of available surveys

User Profile
Basic account information, can setup notifications for course activities.

Staff Dr CPCE

teachercpce@cpce-polyu.edu.hk

Basic Information

Full Name	Staff Dr CPCE
Email Address	teacher.cpce@cpce-polyu.edu.hk
Student ID	teachercpce

Job Information

Department	CPCE

System Settings

Language	System Default (English (United States))
Global Notification Settings	Stream notifications
	Email notifications
	Push notifications

Courses (Teaching Subjects)
List of all the enrolled courses in alphabetical order and grouped by term with the newest courses first, favorites at the top. Teachers can search, filter, and manage courses.

Labels: Term, Course ID, Course Name, Add to Favourite, Course Accessibility, Instructor Info

Organizations
Behave like courses, enable teachers and students to participate and communicate efficiently on different scopes:
- Scheme / Programme Pages
- Programme Advising Team
- CSP Courses
- CAT Courses
- Blackboard Sandbox
- Unit/Division/Office Pages

Messages
To access messages of courses, teachers can select a course card to jump to the particular course/organization. Within courses/organizations, teachers and students can send messages to each other. Recipients will receive an email copy of the message. Teachers can choose whether to allow replies to the messages.

Global Grades
Students can view all their grades of courses. To access all grading tasks, teachers can select a grade item's title to access it within the course/organization. For more details, please refer to Course Gradebook.
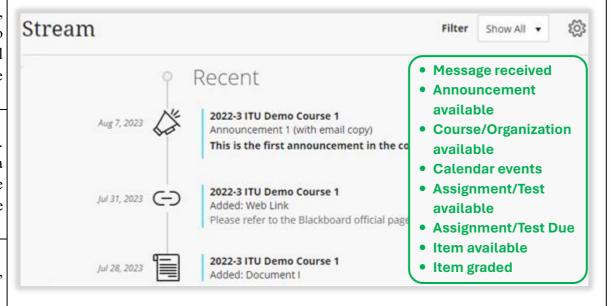
Tools
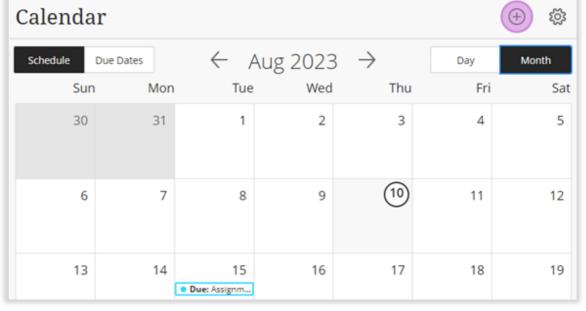To access global functions outside a course, more tools will be available in the future.
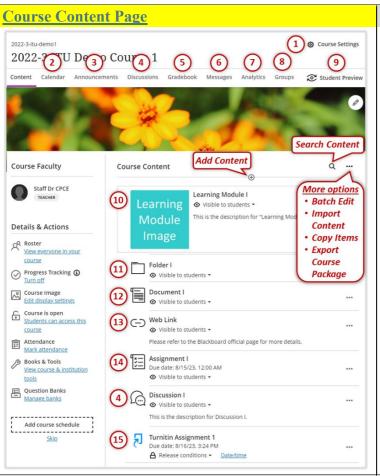
Activity Stream
The up-to-the-minute activity stream captures all the action in courses. Users can see what is news in all the courses and jump directly into course activities from the list.

Stream notifications include:
- Message received
- Announcement available
- Course/Organization available
- Calendar events
- Assignment/Test available
- Assignment/Test Due
- Item available
- Item graded

Global Calendar
Listing all the events, due dates, and meetings across courses/organizations all in one place.

Course Content Page

Course Faculty
Staff Dr CPCE — TEACHER

Details & Actions
- Roster — View everyone in your course
- Progress Tracking — Turn off
- Course Image — Edit display settings
- Course is open — Students can access this course
- Attendance — Mark attendance
- Books & Tools — View course & institution tools
- Question Banks — Manage banks
- Add course schedule / Skip

Course Content:
- ① Course Settings
- ② 2022-3 ITU Demo Course 1
- Content ③ Calendar ④ Announcements ⑤ Discussions ⑥ Gradebook ⑦ Messages ⑧ Analytics ⑨ Groups / Student Preview
- Add Content / Search Content
- **More options**: Batch Edit • Import Content • Copy Items • Export Course Package
- ⑩ Learning Module Image — Visible to students — This is the description for "Learning Mod…"
- ⑪ Folder I — Visible to students
- ⑫ Document I — Visible to students
- ⑬ Web Link — Visible to students — Please refer to the Blackboard official page for more details.
- ⑭ Assignment I — Due date: 8/15/12, 12:00 AM — Visible to students
- ④ Discussion I — Visible to students — This is the description for Discussion I.
- ⑮ Turnitin Assignment 1 — Due date: 8/16/23, 3:24 PM — Release conditions / Date/time

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① Course Accessibility

Course Settings > Course Duration > Change "End Date"

Using "Passed End Date" to make the course NOT accessible by students

Course Duration changed from "Term" to "Passed End Date"

Course is open — Students can access this course / Course is private — Students can't access this course

Using "Term" to make the course accessible by students

Course States: Open / Private / Hide / Complete

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③ Announcements

Flow: Create → Save → Post OR Create → Schedule
Active course announcements will appear first time when students enter to the course.

[1] Status [2] Search [3] Create new [4] Sort [5] Manage

⑥ Messages

All the course messages, responses, completion of system download requests are on the Messages page. Teachers can send message to Individual students / All students / All instructors / All course members.

④ Discussions

Discussion can be organized by folders. For each discussion, in "Student Activity" page, teachers can view the summary of responses, participation. When enabled grade for discussion, participation due date can be set.

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⑭ Assignment - Creation and Management

Assignment Settings
- Due date (student exceptions can be set)
- Prohibit late submissions
- Prohibit new attempts after due date
- Attempts allowed (once students submitted theirs attempts, no changes can be made)
- Advanced grading settings

Submission Inbox

When a student submits an assignment or test, the student will receive an email about the Submission Receipt. Teachers can search receipts in the Gradebook.

Drag and Drop Files and Folders

When files and folders are added to the Course Content Page, they are "Hidden from students" by default. Use "Batch Edit" to change the visibility of multiple items.
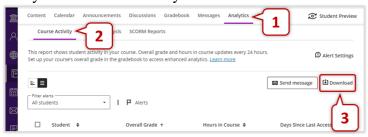

Item Accessibility

- Visible to students
- Hidden from students
- Release conditions
  - with Date & Time (Show on / Hide after)
  - based on performance (grade item)
  - by users or groups
  - in sequence within Learning Module

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② Calendar

It includes due dates, the course schedule, office hours, and course-specific meetings and events. Content with a due date will appear in the calendar automatically.

⑤ Gradebook

Teachers can grade coursework, manage grade item, post grade, manage grade categories, add rubrics, add grading schemas, and calculate grades. Teachers can download the grade data / grade history from the gradebook, and upload grade files to update the gradebook.

⑩ Learning Module (Content Container)

For organising collections of content, modules let students navigate from one content item to the next (force a content sequence can be enabled). Use "Batch Edit" to change items' visibility.

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⑭ Assignment - Grading

Assignment Inline Grading

Download Individual Marked File

Advanced Grading:
- Anonymous Grading
- Parallel Grading
- Peer Review
- Gorup assignment grading

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⑦ Analytics (Download the Student List)

Analytics > Course Activity > Download

Roster: course members list with their roles
Gradebook: download student list with grade items and student information

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⑨ Student Preview

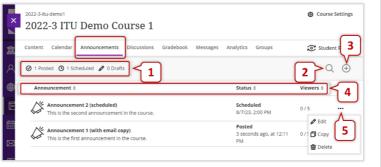Teachers can review the course content from a student's perspective and validate course behaviors.

⑧ Groups

For courses of "Lecture / Combined / Centralized Group", there is a "AutoGroup" *Group Set* which created by ITU for grouping students by their subject groups (e.g. 101A, 101B, 101C OR A01, A02, A03). It is suggested to create Group Sets in the Course Groups and reuse groups to different course items. Apart from creating custom groups by teachers, students can be randomly assigned to groups by the system or asked to self-enroll to groups.

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⑪ Folder (Content Container)

Teachers can create two levels of folders to organize the content, use "Batch Edit" to change items' visibility.

⑫ Document

Combines a variety of materials to view together, such as text, multimedia, HTML and attachments.

- Add Content
- Add HTML
- Upload from Computer
- Upload from Cloud Storage

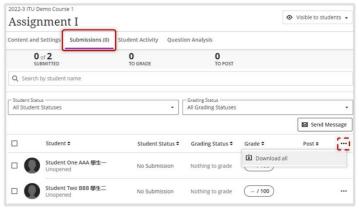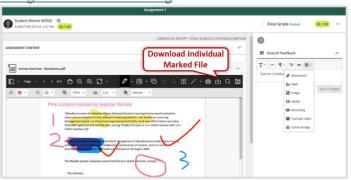## ⑬ Link (Web Link / Course Link)

Web Link: refer to content contained outside of the course.
Course Link: a shortcut to an existing area, tool, or item in a course. Add course links next to relevant materials.

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⑮ Turnitin Assignment

To create via "Content Market" (it takes seconds to load the Turnitin LTI content).

Turnitin Assignments can enable "Excluding Assignment Templates", "Translated Matching", and "ETS e-rater Feedback".

Submissions can be summarized by "Analytics Dashboard" and filtered by course groups. "Download All" including Grade Report, Submission List, Original Files, Standard PDFs, and GradeMark PDFs.

Users need to access the *Turnitin Feedback Studio* for downloading individual *Turnitin Similarity Report*.