

Blackboard Learn™

ESS Blended Education

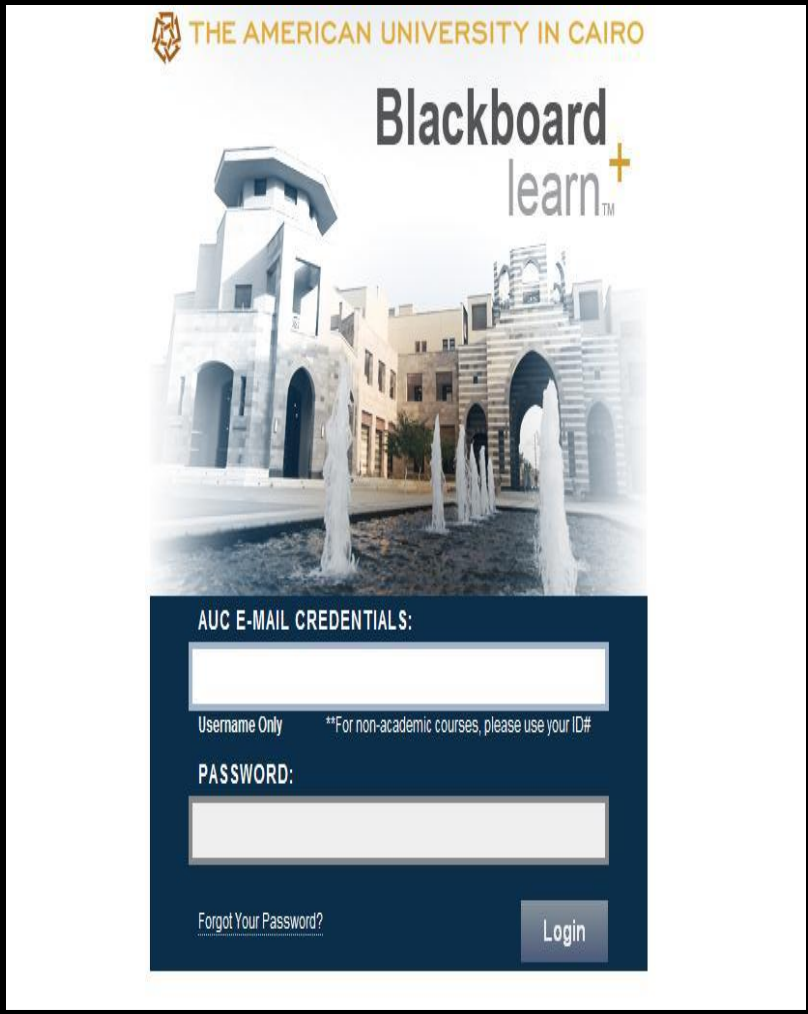
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Log in

- In order to log in to Blackboard, please open your browser and navigate to the following link blackboard.aucegypt.edu
- Enter your AUC email username and password which you received from ESS department.
- Example: if your email is x.y.abcd@aucegypt.edu then your username will look like this **x.y.abcd**

(If you have any technical problems with your email credentials or have not received them, please contact ESS technology support)



THE AMERICAN UNIVERSITY IN CAIRO

Blackboard
learn⁺

AUC E-MAIL CREDENTIALS:

Username Only **For non-academic courses, please use your ID#

PASSWORD:

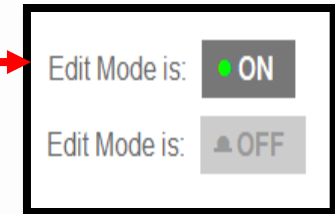
[Forgot Your Password?](#)

The screenshot displays the Blackboard 'My Courses' page. At the top, there are tabs for 'Courses' and 'My Blackboard'. Below this is a navigation bar with 'Add Module' and 'Personalize Page' options. The main content area is divided into three columns. The left column contains a 'Tools' menu with links for Announcements, My Grades, Calendar, Tasks, Send Email, Personal Information, Address Book, User Directory, and Goals. The middle column features a 'My Courses' section, which is highlighted with a red box. This section lists courses where the user is currently teaching, specifically 'BPRM01001 - Matrix and Comps for Contsrc (2014 Fall)'. Below the course list, a message states: 'Please click on your course name link. Only courses you are registered in the current semester are displayed in this box'. The right column contains 'My Announcements' and 'Mobile Learning Update' sections. The 'Mobile Learning Update' section includes a colorful graphic with the Blackboard logo and text encouraging users to follow @Bb_Mobile and @BBMobileSupport for updates on Blackboard Mobile Learn.

Blackboard Course Page

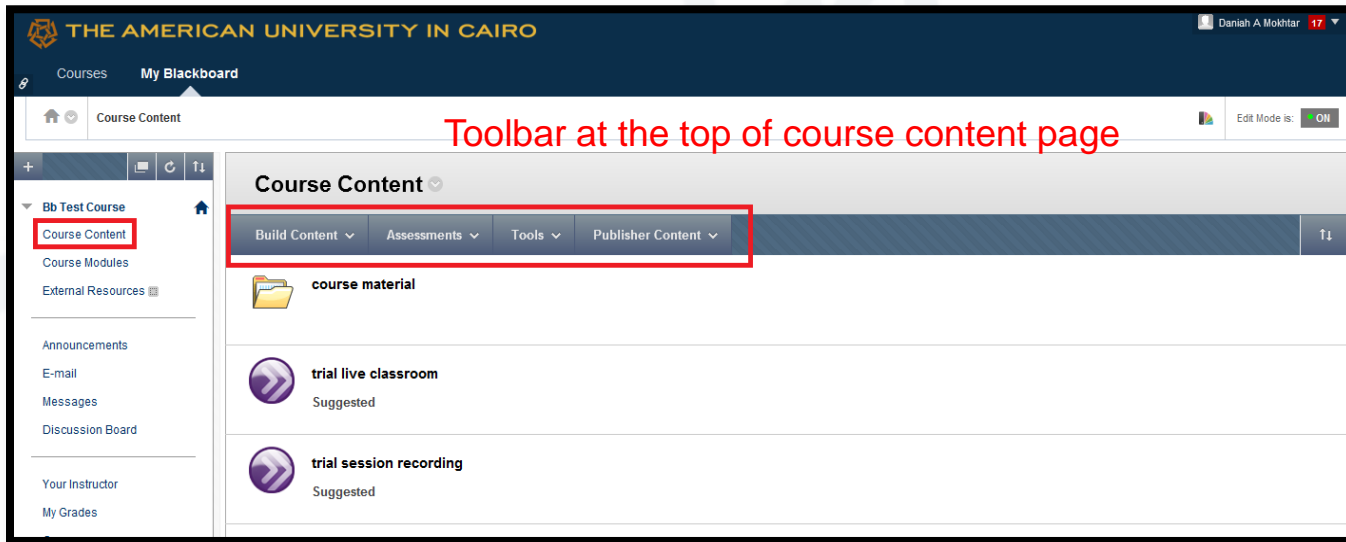
- **My Courses** box is where you will find the list of courses you are teaching in the current semester and this list will be removed after the semester ends and updated at the start of the new semester. A backup of your files will be saved at the end of each semester in order to reload them upon need.
- Click on the course Name in order to view the course materials and tools.

Upload Content



Edit Mode

- Please make sure to activate the **Edit mode** to be **ON** as found on the top right of your screen as shown in the above figure
- If the **Edit mode** is **OFF** you will be viewing your course as your students do; tool bar won't be visible and you won't be able to see files which you set to be invisible

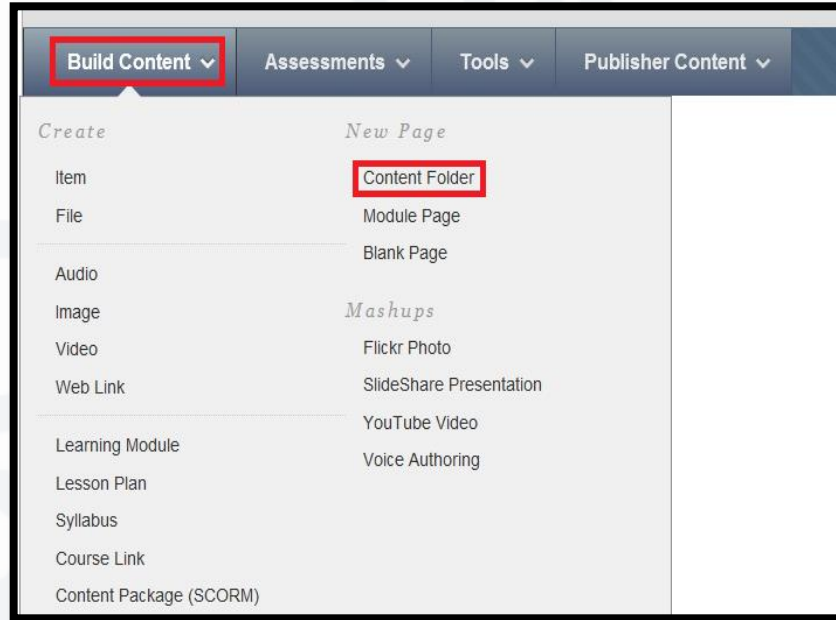


Course Content or Course Material Toolbar

- In order to create, manage or view the course material, click on **Course Material** or **Course Content** link available in the left navigation menu
- You will then view at the right pane, your course materials
- When the Edit mode is on, you will view the toolbar at the top of Course Content area which enables you to use Blackboard set of tools

Sample Content

- Content can include folders, PDF files, Presentations “ppt” or Word documents. **Presentations on PowerPoint or MS Office documents should be converted to pdf to be more secure**
- You might also use other available Blackboard tools as Assignments, Discussion Boards, Online Tests, Live Classroom, voice or video recordings
- There are **minimum requirements** for course content on Blackboard and they are as follows:
 - Welcome announcement,
 - Course outline with chapters,
 - Course syllabus giving main sections of the course, how the participants will be evaluated and the weight of each of the evaluation components, the number of tests and their dates,
 - Any specific regulations that the participants must follow,
 - PP presentations on ESS template,
 - Reading material,
 - Assignments,
 - Online tests and evaluation
 - It also very important to keep an open channel of communication with the participants



Create Folder – Step 1

- On the left navigation menu, choose “**Course Content**” or “**Course Material**” and make sure the **Edit mode** is **on**
- At the top toolbar of Course Content area, click on **Build Content** then **Content Folder**

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together.
[More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Folder Information

* Name

Color of Name Black

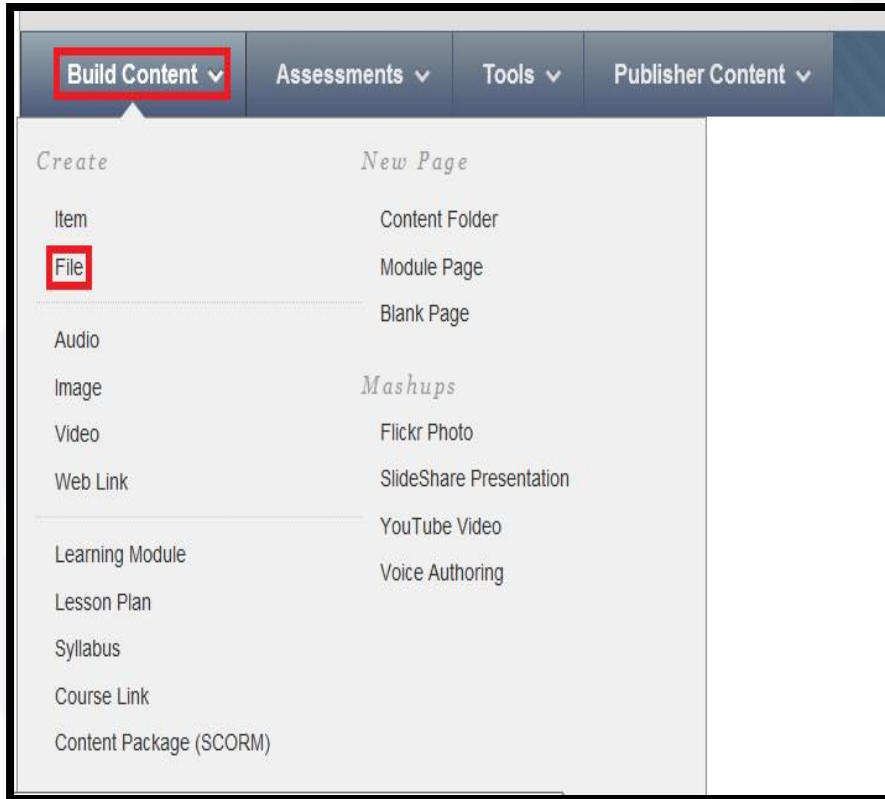
Text

B **I** **U** Arial ▼ 3 (12pt) ▼ **T** **☰** **☷** **ABC** **🔗** **🔗** **🔗**

Create Folder – Step 2

- You will be directed to “**Create Content Folder**” Page
- Enter Folder Name: **Content Folder Information -> Name**
- Then click **Submit**

Uploading your Files – Step 1



- On the left navigation menu, choose “**Course Content**” or “**Course Material**” and make sure the **Edit mode is on**
- Choose **Build Content** from the Course Content top toolbar, you will be able to view several options
- To upload a file, choose Build Content -> **File**
- To upload course outline or syllabus, choose Build Content -> **Syllabus**
- To create a link for a YouTube Video already available on YouTube that is related to course material, choose Build Content -> **YouTube Video**

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

Uploading your Files – Step 2


- You will be directed to “**Create File**” Page
- Enter File Name: Select File -> **Name**. That you want to be displayed to participants
- To upload a file from your computer go to: Find File -> **Browse My Computer**
- Extensions that can be uploaded are PDF files “pdf”, Presentations “ppt, pptx” or Word documents “doc, docx”
- Then click **Submit**


3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

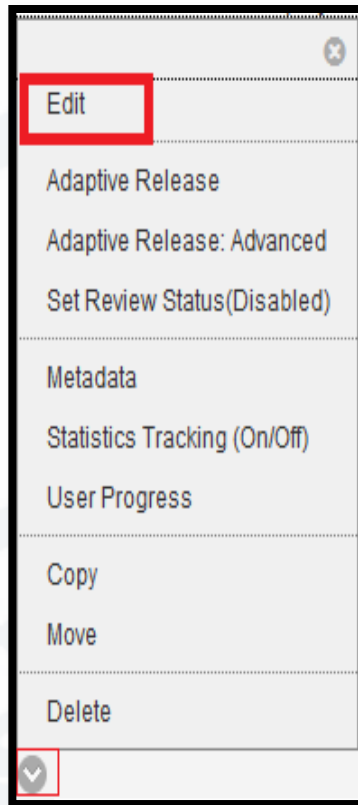
Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Permit Students to View Files (Visibility)

- While creating folders or files, you can choose to **Permit Users to View this Content** or keep them invisible until you change that option
- You can also **Select Date and Time Restrictions** to *automatically* display or hide your files on the chosen dates

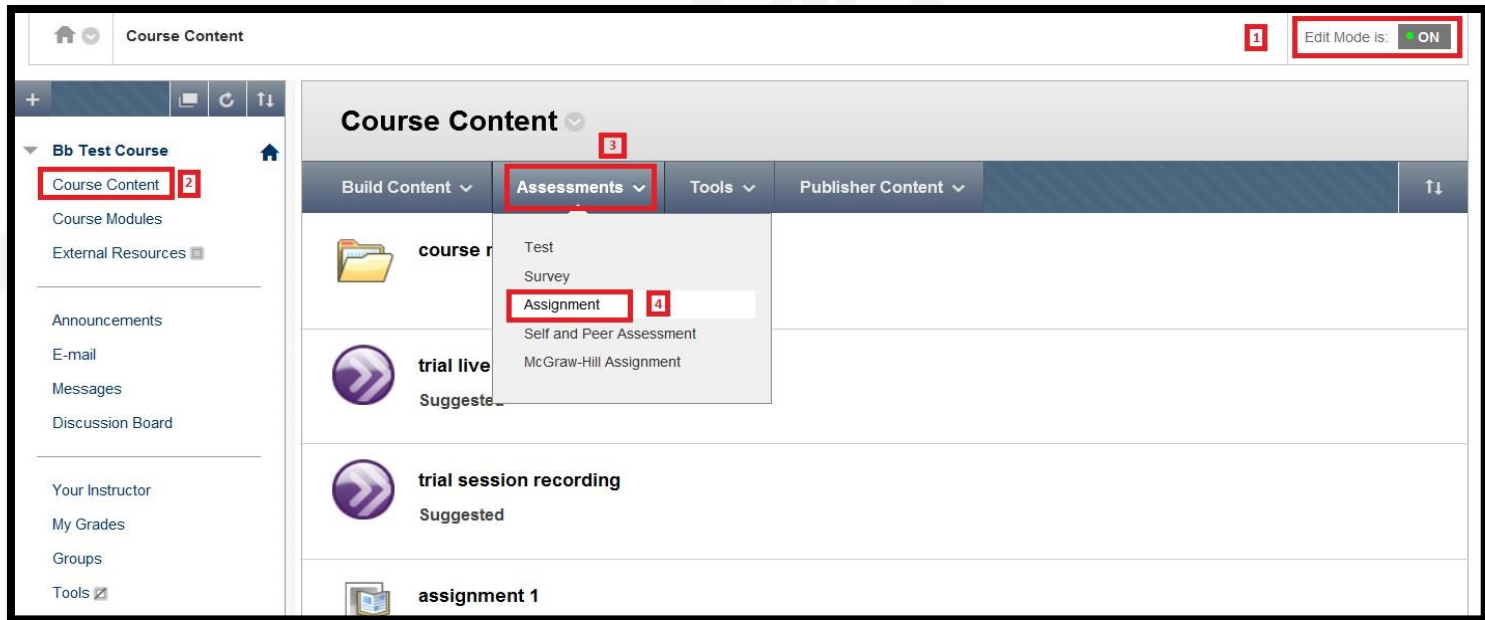


Editing Content

- In your course content area to Edit any file or folder, click on the arrow next to its name. It will open a pop up menu with **Edit** option.
- You will find other options as well as **Move** and **Delete**

Assignments

Create Assignment and Download Submissions



Creating an Assignment – Step 1

- To create an assignment, please navigate to “Course Content” or “Course Material” by clicking on the link in the left navigation menu
- Choose **Assessments** from the top toolbar then **Assignments**

Creating an Assignment – Step 2

Edit Mode is: ON ?

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel
Submit

1. **Assignment Information**

* Name and Color ■ Black
2. **Assignment Files**

Attach File Browse My Computer Browse Content Collection
3. **Grading**

* Points Possible

Associated Rubrics Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
4. **Availability**

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

Limit Availability

Display After 📅 🕒
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

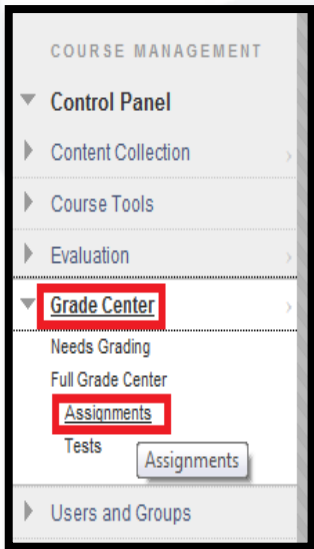
Display Until 📅 🕒
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- You will be redirected to “Create Assignment” Page
- Insert Assignment **Name**
- Assignment questions can be either uploaded through Attach File -> **Browse My Computer** or write the questions in the Assignment **Instructions** section
- In **Grading** section enter the grading **points** to be displayed in grade center
- In **Availability** section choose Number of Attempts -> Allow single attempt
- You can also choose when to display the assignment and its **due date** in the availability section
- Once the details are entered, click **Submit**

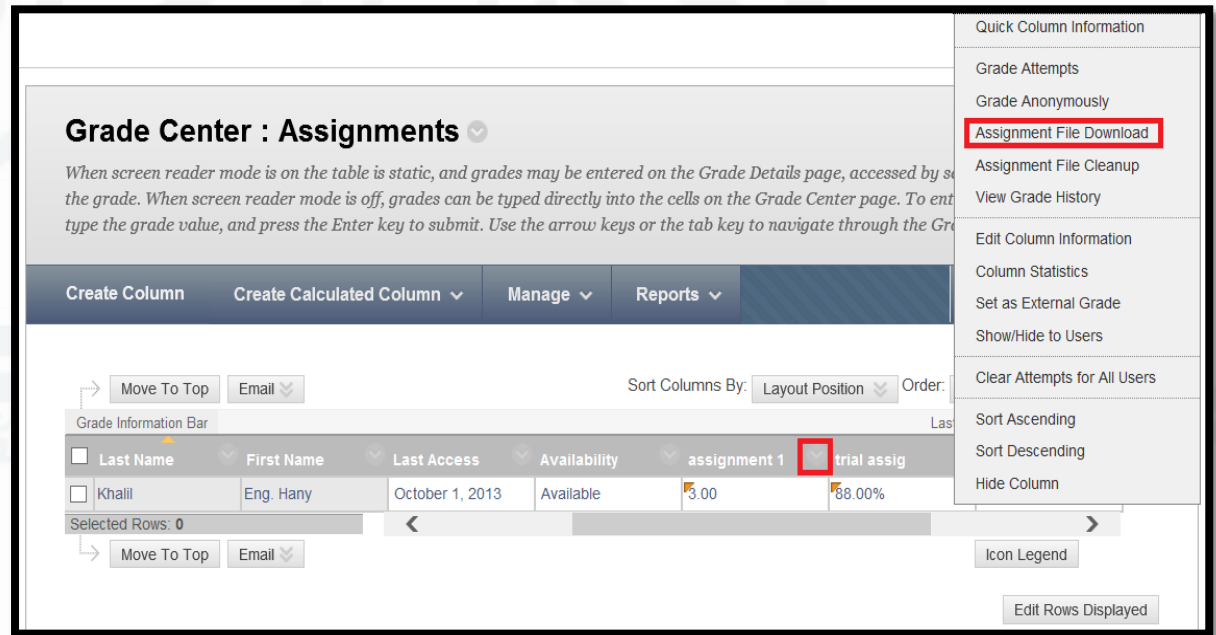
Downloading Assignment Submissions – Step 1

- Once a student submits his assignment, the instructor can download it from Grade Center
- Go to **Course Management** area in the left navigation menu
- Click on **Grade Center -> Full Grade Center -> Assignments** as shown in figure 1
- You will be redirected to “**Grade Center: Assignments**” Page where a table is displayed with all assignments names in the header
- Choose the assignment column you need then click on the arrow next to the assignment header name
- A pop up menu will appear with one of the options **Assignment File Download** as shown in figure 2

1



2



Downloading Assignment Submissions – Step 2

Download Assignment: trial assig

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

Cancel

Submit

1. Select Users

<input type="checkbox"/>	Name ▲	Date	Grade
<input type="checkbox"/>	Khail, Eng. Hany	Thursday, September 12, 2013 4:41:58 PM GMT+02:00	Needs Grading (Override Grade: 17.6)

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

2. Select Files

Select files to download

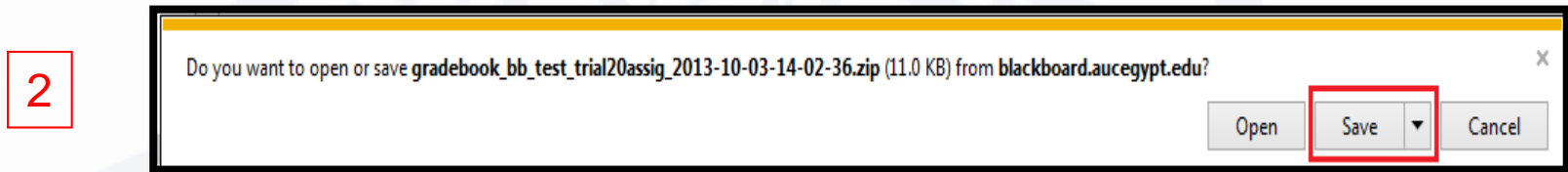
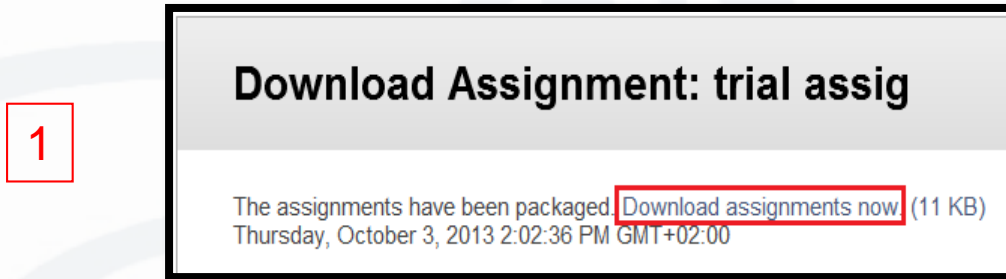
Last attempt file

All attempt files

3. Submit

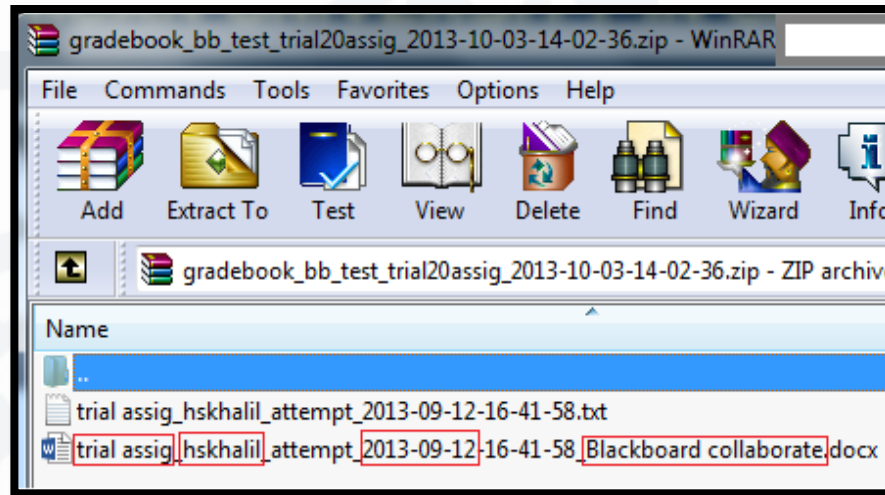
- You will be redirected to “Download Assignment” Page
- A students’ list will be displayed. You need to select all students from the header checkbox as shown in the above figure
- Click Submit

Downloading Assignment Submissions – Step 3



- You will be redirected to another page to download the packaged assignments as shown in figure 1
- Once you click on the link “**Download assignments now**”, a pop up window will appear where you should choose to **Save** the **zip** file
- Figure 2 is an example of this pop up window, but could differ according to the windows version you are using

Downloading Assignment Submissions – Step 4



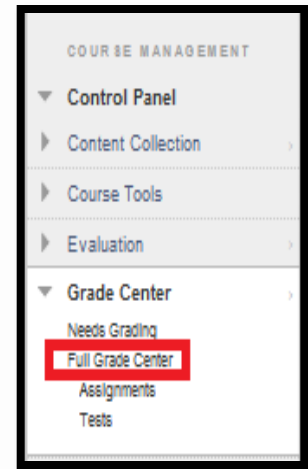
- When you open the downloaded zip file on your machine, the files will look as shown in the above image
- The automatic naming convention is as follows:
AssignmentName_StudentUsername_Attempt_Date_StudentFileName.StudentFileExtension
- A text file with the same naming convention is also downloaded with the student's details i.e. Full Name

Grade Center

Grading, Download Class List and Assignments Download

Grading – Step 1

1



2

Grade Center : fullGradeCenterMsg

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	assignment 1	trial assig	Archive of Eb Tes	Archive of Eb Tes	Archive of Eb Tes	Assignment 1
Khalil	Eng. Hany	hskhalil		October 1, 2013	Available	--	27.60	--	88.00%	--	--	10.00	--

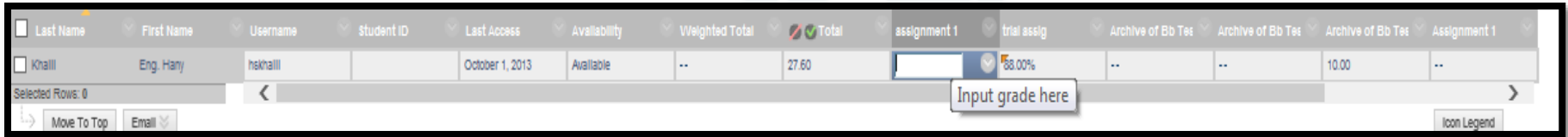
Selected Rows: 0

Move To Top Email No Grade Icon Legend Edit Rows Displayed

- Go to **Course Management** area in the left navigation menu
- Click on **Grade Center** then **Full Grade Center** as shown in figure 1
- You will be directed to the Grade Center : **Full Grade Center** page as shown in figure 2, click on the selected field to be able to enter a value

Grading – Step 2

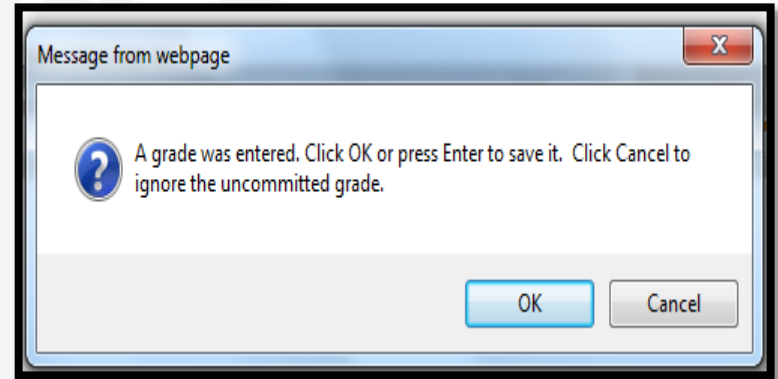
1



The screenshot shows a table with columns for student information and grades. A callout box labeled 'Input grade here' points to a text input field in the 'assignment 1' column for the student 'Khall, Eng. Hany'. The table has a header row with columns: Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, Total, assignment 1, trial assign, Archive of Bb Tes, Archive of Bb Tes, Archive of Bb Tes, and Assignment 1. The data row shows: Khall, Eng. Hany, hskhall, [blank], October 1, 2013, Available, --, 27.60, [input field], 88.00%, --, --, 10.00, --. Below the table are buttons for 'Move To Top' and 'Email', and an 'Icon Legend' button.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	assignment 1	trial assign	Archive of Bb Tes	Archive of Bb Tes	Archive of Bb Tes	Assignment 1
Khall	Eng. Hany	hskhall		October 1, 2013	Available	--	27.60	<input type="text"/>	88.00%	--	--	10.00	--

2




- Upon clicking on the field you want to grade, it will be changed to a text field. Enter your grade then press enter on your keyboard
- If you navigate away before submitting the grade, a message will appear asking you to confirm the grade, figure 2


Grading - Managing columns – Step 1


The screenshot displays the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below this is a table with columns for 'Last Name', 'First Name', 'Total', 'assignment 1', and 'trial assig'. A context menu is open over the 'Total' column header, with 'Edit Column Information' highlighted in a red box. The menu also includes options like 'Quick Column Information', 'Grade Attempts', 'Grade Anonymously', 'Assignment File Download', 'Assignment File Cleanup', 'View Grade History', 'Column Statistics', 'Set as External Grade', 'Show/Hide to Users', 'Clear Attempts for All Users', 'Sort Ascending', 'Sort Descending', and 'Hide Column'. The table below the menu shows a row for 'Khalil' with a total score of 40.60, an assignment score of 3.00, and a trial assignment score of 88.00%.


- To change the display of the grade column, click on the arrow beside the column header as shown in the figure above then choose **Edit Column Information**
- This will direct you to **Edit Column** page


Grading - Managing columns – Step 3

Secondary Display 
This display option is shown in the Grade Center only.

Score attempts using 

Category 



 Points Possible

Associated Rubrics 

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

2. Dates

Date Created Sep 12, 2013

Due Date  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Points Possible is the grade assigned to this column as an assignment or test

Grading - Managing columns – Step 4

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

4. Submit

Click Submit to proceed. Click Cancel to quit.

- Check the options you need then click submit

Send an Email through Blackboard

Send email

The screenshot shows the Blackboard interface for sending emails. The left navigation menu includes 'Bb Test Course', 'Course Content', 'Course Modules', 'External Resources', 'Announcements', 'E-mail' (highlighted with a red box), 'Messages', 'Discussion Board', 'Your Instructor', 'My Grades', 'Groups', 'Tools', and 'Help'. The main content area is titled 'Send Email' and contains the following options:

- All Users**
Send email to all of the users in the Course.
- All Groups**
Send email to all of the Groups in the Course.
- All Student Users**
Send email to all of the Student users in the Course.
- All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.
- All Instructor Users**
Send email to all of the Instructor users in the Course.
- All Observer Users**
Send email to all Observer users in the Course.
- Single / Select Users**
Select which users will receive the email.
- Single / Select Groups**
Select which Groups will receive the email.
- Single / Select Observer users**
Send an email to selected Observer users.

- In order to send an email to your class list and/or teaching assistants, click on **E-mail** link available in the left navigation menu
- You will then view at the right pane, **Send Email** page
- Choose **All Users** to send to everyone in class list including instructors and teaching assistants
- Choose **Single/Select Users** to send an email to specific users
- Please note that replies to this email will be sent directly to your AUC email



Useful Links to Blackboard Tutorials

<http://www.aucegypt.edu/IT/UACT/bb/Pages/material.aspx>

<https://www.blackboard.com/Platforms/Collaborate/Resources/Recorded-Demos.aspx>

Other Services

Faculty Banner Self-Service – Step 1

- You can use your AUC email to log on to Faculty Banner Self Service (BSS).
- BSS enables you to submit student grades, view class lists and check your schedule
- Navigate to AUC website www.aucegypt.edu, click on **Faculty** as shown in the figure then **Teaching Technology: Banner**
- Or You can open ESS website www.aucegypt.edu/ess and you will find a link for Faculty Banner Self Service on Home page

The screenshot shows the homepage of The American University in Cairo. At the top, there is a navigation bar with links for ABOUT AUC, ADMISSIONS, ACADEMICS, RESEARCH, GIVING, STUDENT LIFE, and NEWS. A search bar and language selector (WEB, PEOPLE, GO) are also present. On the right side, a vertical menu lists various user groups: APPLY TO AUC, STUDENTS, **FACULTY** (highlighted with a red box), STAFF, ALUMNI, PARENTS, and JOURNALISTS. Below the navigation, there are several content sections: ACADEMIC RESOURCES, POLICIES & PROCEDURES, WORK/LIFE AND BENEFITS, TEACHING TECHNOLOGY, and PROSPECTIVE FACULTY. The 'TEACHING TECHNOLOGY' section contains a link for 'Banner' (highlighted with a red box) and 'Banner Support'. On the right side, there are two login sections: 'BANNER LOGIN' and 'WEBMAIL LOGIN', both with fields for Username and Password and a 'LOGIN' button.

Faculty Banner Self Service – Step 2

WELCOME TO BANNER SELF SERVICE!

LOGIN and GUIDELINES:

- To Login, enter your AUC Email User name and password, then Click **Login**
- To protect your privacy, please Exit and close your browser when you are finished.
- AUC Working hours are 8:30am - 4:30pm (Cairo Time) Sunday through Thursday

SUPPORT:

- To create an AUC email account, please click [here](#)
 - For login problems, please contact the IT help desk: support@aucegypt.edu or 2615.1200
 - Students with problems please click [here](#)
 - Faculty and advisor with problems please click [here](#)
 - For School of Continuing Education problems, please email sceregis@aucegypt.edu
 - For Engineering Services problems, please email engsrv@aucegypt.edu, hskhalil@aucegypt.edu, samermagdy@aucegypt.edu
 - For Management Center - School of Business problems, please email mcitsupport@aucegypt.edu.
- To create an Instructor email account, please refer to your department.

AUC Username:

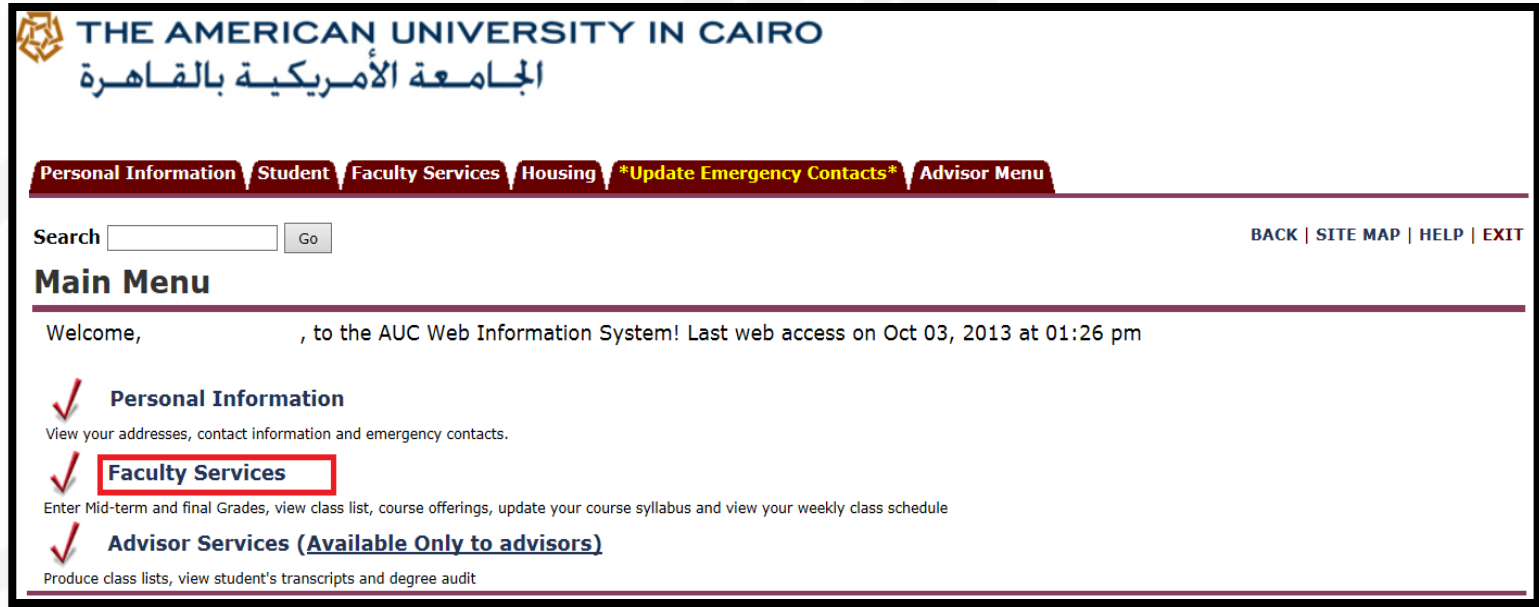
Password:

Login

[Click Here for Help with Login?](#)

- Please enter your AUC username for example: if your email is x.y.abcd@aucegypt.edu then your username will look like this **x.y.abcd**
- Enter your password and click on login button

Faculty Banner Self Service – Step 3



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Personal Information Student Faculty Services Housing *Update Emergency Contacts* Advisor Menu

Search Go

BACK | SITE MAP | HELP | EXIT

Main Menu

Welcome, , to the AUC Web Information System! Last web access on Oct 03, 2013 at 01:26 pm

- ✓ **Personal Information**
View your addresses, contact information and emergency contacts.
- ✓ **Faculty Services**
Enter Mid-term and final Grades, view class list, course offerings, update your course syllabus and view your weekly class schedule
- ✓ **Advisor Services (Available Only to advisors)**
Produce class lists, view student's transcripts and degree audit

- You will be directed to BSS Main Menu, choose **Faculty Services**
- You will be directed to **Faculty and Advisors Services** page

Faculty Banner Self Service – Step 4

Faculty and Advisor Services

Report a problem:

Term Selection
CRN Selection
Faculty Schedule
Weekly Schedule
Class List
Course Offerings
Course Catalog
Midterm Grades
Final Grades
Incomplete Grades Summary
Faculty Grade Summary
Electronic Gradebook by Component
For Management Center use only

- In the **Faculty and Advisors Services** page, choose Final Grades
- If the system is activated for Faculty to enter the grades, you will be redirected to **Select Term** page to choose the term you need to insert grades
- After you press submit, you will be redirected to **Final Grades** page

Select Term

Select a Term: ▼

Faculty Banner Self Service – Step 5

Final Grades ESS Fall 2013
Oct 07, 2013 12:01 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

[Click here to view the Final Grading Guidelines](#)

Course Information
Fundamental Engineering Exam - FENG 010 01
 CRN:
 Students Registered:

Please submit the grades often. There is a 20 minute time limit starting at 12:01 pm on Oct 07, 2013 for this page.

Record Sets: [1 - 25](#) [26 - 50](#) [51 - 75](#) [76 - 100](#) [101 - 125](#) [126 - 150](#) [151 - 175](#) [176 - 200](#) [201 - 202](#)

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1				**Registered** Sep 12, 2012	P	N	<input type="text"/>	<input type="text"/>	8
2				**Registered** Sep 17, 2012	F	N	<input type="text"/>	<input type="text"/>	108
3				**Registered** Sep 16, 2012	None	N	<input type="text"/>	<input type="text"/>	168

- Please make sure to **submit the grades often** while working as the page could expire and you could loose your input data
- In this page you have your class list displayed and you can just choose the letter grade that will assigned to each student

None

A

A-

B

B+

B-

C

C+

C-

D

D+

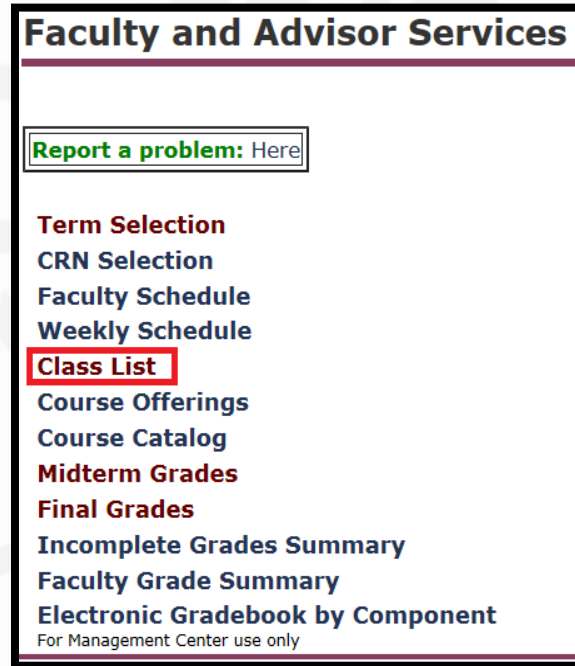
E

EV

I

A

Faculty Banner Self Service – Step 6



Faculty and Advisor Services

[Report a problem: Here](#)

- Term Selection**
- CRN Selection
- Faculty Schedule
- Weekly Schedule
- Class List**
- Course Offerings
- Course Catalog
- Midterm Grades**
- Final Grades**
- Incomplete Grades Summary
- Faculty Grade Summary
- Electronic Gradebook by Component

For Management Center use only

- To view class list, click on Faculty Services tab at the top toolbar then choose **Class list**
- To log out click on **Exit** link on the top right of the window

AUC Email – Step 1



- In order to log in to your AUC email, Navigate to AUC website www.aucegypt.edu, click on **Quick links** as shown in the above figure
- Choose **Webmail** at the end of the list

AUC Email – Step 2



 THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

AUCmail
New User ? Sign up now

New! Guides to configure e-mail clients with AUCmail, [click here](#)
It is recommended to change your password frequently. [change my password](#)

Security Alert

AUC will never request you to supply personal details, such as username or password, via e-mail. If you receive an e-mail requesting this type of information it is important that you do not respond. Responding to these requests can compromise the security of your e-mail and access accounts. If you have any questions, please contact the IT Support Center at ext. 1200 or (+202) 2615-1200.

Username: @aucegypt.edu
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