



Policies and Procedures relating to the use of Blackboard at College of Medicine

Introduction

This document is designed to set policy and detail the procedures for using the Blackboard virtual learning at the College of Medicine.

Vision

The Blackboard Learning System is a web-based learning platform used to enhance the student learning experience. Blackboard is the official virtual learning, and student communication means starting from the 2021/2022 academic year at the College of Medicine.

Blackboard courses should be accessible by all who need access to that information for the period they require it. Courses will be displayed each semester to students and course planners automatically.

Academic Staff (Users)

1. All academic staff has an account on Blackboard generated automatically.
2. The Blackboard log in is by the username and password of the University Email.
3. If there is difficulty in logging in, please contact Blackboard services through Tawasel or by calling Ext: 300- 99888 / 0112599888



4. If external lecturers require accounts on Blackboard, these requests should seek an external lecturer account through Enseyab.

The following is demonstrating video on accessing Blackboard

<https://youtu.be/1Rd6zpwXwpY>

Instructors

1. Only academic staff nominated for courses in the Banner will automatically access the corresponding Blackboard course.
2. A Blackboard Instructor can nominate and grant access rights to include other academic staff members as Instructors on their Blackboard course. The co-instructors will have the same access to the course as the primary instructor, such as uploading lectures, assignments, live lecturing, announcements, and grading. The following link demonstrates how to include a co-instructor.

https://units.imamu.edu.sa/colleges/en/ComputerAndInformation/faculty_members/Documents/Blackboard%20PDF/31_Enrolling_Unenrolling_TAs.pdf

1. Students in each course will be automatically enrolled.
2. Instructors are solely responsible for retaining copies of the grade book, student work, and all student-related data prior to the year-end.



Blackboard Units (Courses)

1. Instructors are responsible for creating course content and use of Blackboard features such as adding course outline, syllabus and objectives, uploading lectures, announcements.
2. The following link is a detailed description of how to create course content:

https://units.imamu.edu.sa/colleges/en/ComputerAndInformation/faculty_members/Pages/Blackboard_Tutorials_For_Faculty_PDF.aspx

A video on creating course content

https://youtu.be/_fMTcuCZXCg

A video on creating students' announcements

<https://youtu.be/vt4M354I-pY>

3. Instructors are responsible for starting and ending the lecture on time and for students attendance, which can be automatically done through the lecture settings as demonstrated in the link below:

https://units.imamu.edu.sa/colleges/en/ComputerAndInformation/faculty_members/Documents/Blackboard%20PDF/32_Attendance_WorkAround.pdf

A video on creating a virtual class

<https://youtu.be/wvgDaYXcXGw>

A video on taking attendance

<https://youtu.be/xNndfzgs-P8>

- Instructors can also upload assignments, quizzes and grade students as demonstrated below:

https://units.imamu.edu.sa/colleges/en/ComputerAndInformation/faculty_members/Pages/Blackboard_Tutorials_For_Faculty_PDF.aspx

Video:

<https://youtu.be/8A1eF49EUTw>

End of year of Courses

Course material should be exported to a separate file by the end of the semester. This preserves the student-specific data on the old course, which the instructor should then archive.

It is the responsibility of the instructor to archive their course materials.

Please see the link below

https://units.imamu.edu.sa/colleges/en/ComputerAndInformation/faculty_members/Documents/Blackboard%20PDF/19_Export_A_Course_For_Later_Reuse.pdf

Course statistics will be sent to the college of medicine for each semester.

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college of medicine

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The following is the link for college of medicine workshop on Blackboard

https://drive.google.com/file/d/1gpstLoeo11zT2_pwa_H_DkdyEg9WW3cZ/view?usp=sharing

link to Imam University blackboard web page

<https://lms.imamu.edu.sa/>

Blackboard for Android

<https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent>

Blackboard for Apple play

<https://apps.apple.com/sa/app/blackboard/id950424861?l=ar>

Helpful links on Blackboard:

[أدلة استخدام البلاك بورد \(imamu.edu.sa\)](https://lms.imamu.edu.sa/)