



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

USING **Blackboard** FOR ASYNCHRONOUS ONLINE EXAM

(Students' Manual)



Prepared by
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STEPS

BEFORE EXAM

- 1 Fill in the Internet and Computer Availability & Compatibility Form obtained from Lecturer/Faculty Admin**
- 2 Login**
- 3 Read exam guideline and instructions**

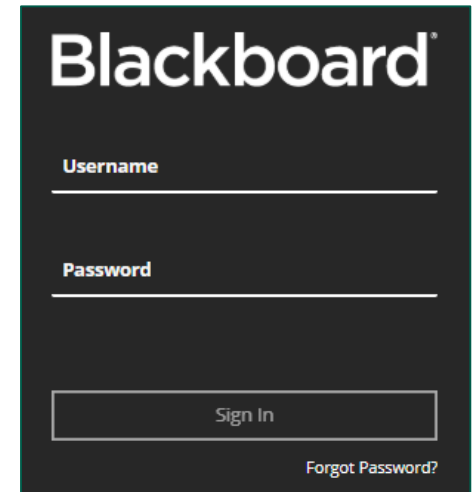
DURING EXAM

- 4 Obtain exam question**
- 5 Submit interim exam answer script**
- 6 Submit final exam answer script**

Login

1) Go to: <https://utmSPACE.blackboard.com/>

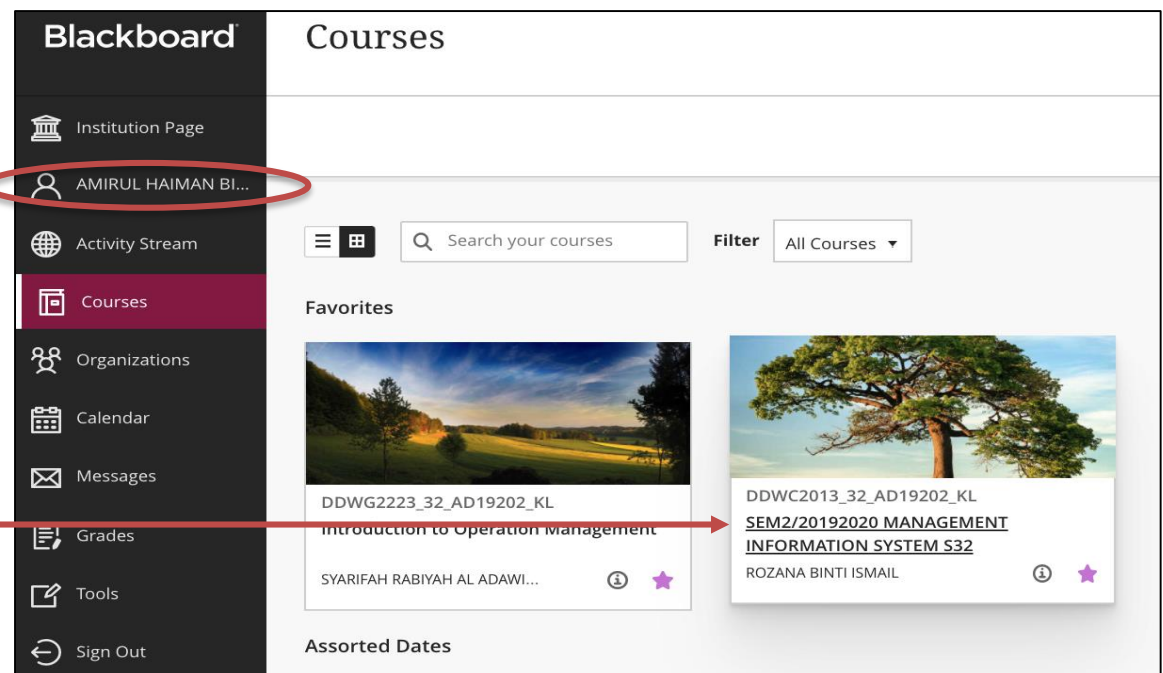
2) Log in: **Username & password:**
Matric number (uppercase)
Example: A21DW0000



The image shows the Blackboard login interface. It features the Blackboard logo at the top. Below the logo, there are two input fields: 'Username' and 'Password'. A 'Sign In' button is located below the password field. At the bottom right, there is a link for 'Forgot Password?'.

3) Check your name to make sure you access the correct account

4) Click the course name for the exam



The image shows the Blackboard 'Courses' page. On the left is a navigation sidebar with the Blackboard logo and several menu items: Institution Page, AMIRUL HAIMAN BI... (circled in red), Activity Stream, Courses (highlighted in purple), Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The main content area is titled 'Courses' and includes a search bar, a filter dropdown set to 'All Courses', and a 'Favorites' section. Two course cards are visible in the Favorites section. The first card is for 'DDWG2223_32_AD19202_KL Introduction to Operation Management' by SYARIFAH RABİYAH AL ADAWI... The second card is for 'DDWC2013_32_AD19202_KL SEM2/20192020 MANAGEMENT INFORMATION SYSTEM S32' by ROZANA BINTI ISMAIL. A red arrow points from the text 'Click the course name for the exam' to the course name 'SEM2/20192020 MANAGEMENT INFORMATION SYSTEM S32' in the second card.

Read exam guideline and instructions

Click 'Examination SOP & Guideline' folder and read the guideline provided

The screenshot displays the Blackboard course interface, divided into two main sections: 'Details & Actions' on the left and 'Course Content' on the right.

Details & Actions:

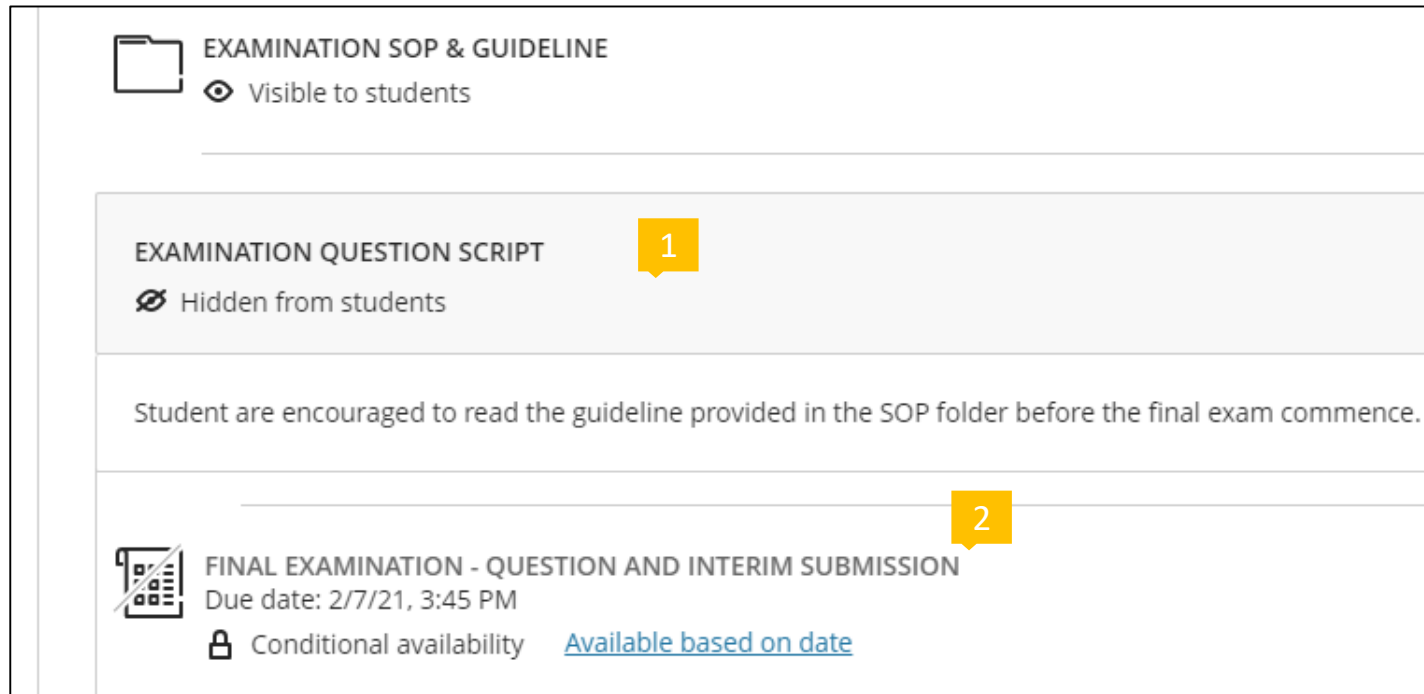
- Roster:** [view everyone in your course](#)
- Course Groups:** [Create and manage groups](#)
- Course is open:** [Students can access this course](#)
- Blackboard Collaborate:** [Join session](#) (with a dropdown arrow)

Course Content:

- EXAMINATION SOP & GUIDELINE:** A folder icon is next to this text, which is circled in red. Below it, an eye icon indicates it is 'Visible to students'.
- EXAMINATION QUESTION SCRIPT:** A document icon is next to this text, which is hidden from students, indicated by a crossed-out eye icon.

A red arrow originates from the text on the left and points directly to the 'EXAMINATION SOP & GUIDELINE' folder in the Course Content panel.

Obtain exam question



The screenshot shows a Blackboard course page with the following elements:

- A folder icon labeled "EXAMINATION SOP & GUIDELINE" with a visible icon and the text "Visible to students".
- A folder icon labeled "EXAMINATION QUESTION SCRIPT" with a hidden icon and the text "Hidden from students". A yellow callout box with the number "1" points to this folder.
- A text block: "Student are encouraged to read the guideline provided in the SOP folder before the final exam commence."
- An assignment icon labeled "FINAL EXAMINATION - QUESTION AND INTERIM SUBMISSION" with a due date of "2/7/21, 3:45 PM". A yellow callout box with the number "2" points to this assignment. Below the title, it says "Conditional availability" and "Available based on date".

1) Click 'Examination Question Script' folder

2) Click 'Final Examination – Question and Interim Submission'

***Important** Please download the exam question from your Blackboard account. The notification will appear in the reporting system as an indicator of your attendance.

EMENT INFORMATION SYSTEM S32

TAKE HOME EXAM ...

Course Content

- TAKE HOME EXAM DDWC2013 192002
- GUIDELINE FOR THE
- TAKE HOME EXAM DDWC2013 192002
Due date: 4/17/20, 9:00 AM
THE SETUP
- COURSE INFORMATION
- WEEK 1 & 2

Details & Information

- Assessment due date**
4/17/20, 9:00 AM
- Grading rubric**
[This item is graded with a rubric](#)
- Attempts**
2 attempts left
- SafeAssign**
Originality Report enabled

Grading

Maximum points Draft saved on 4/14/20, 10:30 AM	100 points
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Description

THE SETUP

View assessment

3

3) Click 'View Assessment'

4) Click this '...' symbol to download the question


THE_DDWC2013_SEM22020_SEC32.pdf

4



Download Original File



Submit interim exam answer script

EXAMINATION QUESTION SCRIPT 1

 Hidden from students


Student are encouraged to read the guideline provided in the SOP folder before the final exam commence.

 FINAL EXAMINATION - QUESTION AND INTERIM SUBMISSION 2
Due date: 2/7/21, 3:45 PM
 Conditional availability [Available based on date](#)

 FINAL EXAMINATION - FINAL SUBMISSION
Due date: 2/7/21, 5:30 PM
 Conditional availability [Available based on date](#)

1) Click 'Examination Question Script' folder

2) Click 'Final Examination – Question and Interim Submission'



Use this space to build your submission.
You can add text, images, and files.

Add Content

3) Scan **ALL** your answer scripts and save into **ONE PDF FILE ONLY**

Camscanner application can be used using your mobile phone.



***Important** DO NOT submit your answer in multiple files or image format.

4) Click 'Add Content'

Submission

Text style ▾ **B** *I* U ~~A~~ ▾ ☰ ▾ f(x) 🔗 📎 ⊕ ▾

Insert/Edit Local Files

Word count: 0

5) Click this symbol to attach your answer script

6) Choose the answer script that you want to submit. Make sure you name the file following the exam guideline

Favourites	Today	Date Modified	Size
Desktop	Screenshot 2020-04-14 at 12.42.10 PM	Today at 12:42 PM	2.2 MB
	992209035716_42_DDWC2623	Today at 12:41 PM	13 KB
Recents	Screenshot 2020-04-14 at 12.37.17 PM	Today at 12:37 PM	2.2 MB
Applications	Screenshot 2020-04-14 at 12.37.13 PM	Today at 12:37 PM	2.2 MB

Options Cancel Open

Upload your Exam Paper above. And Do not share your question paper from attendance (download activities will be considered as your attendance). Thus Blackboard Account.

Thank You and Good Luck everyone :

Edit File Attributes

* Display Name

Cancel Save

Submission

Text style ▾ **B** *I* U ~~A~~ ▾ ☰ ▾ f(x) 🔗 📎 ⊕ ▾

Word count: 0


7) Click 'Save'

8) Click 'Submit'

***Important:** Only one attempt of submission is allowed. So, check your answer script before submission and make sure you follow the exam guideline before you submit.

Submission

Text style ▾ **B** *I* U ~~A~~ ▾ ☰ ▾ f(x) 🔗 📎 ⊕ ▾

 992209035716_42_DDWC2623.pdf

Word count: 0

Grading

Maximum points	100 points
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Description


THE SETUP

Save and Close



Submit



Submit final exam answer script

EXAMINATION QUESTION SCRIPT 1

 Hidden from students

Student are encouraged to read the guideline provided in the SOP folder before the final exam commence.

 FINAL EXAMINATION - QUESTION AND INTERIM SUBMISSION
Due date: 2/7/21, 3:45 PM
 Conditional availability [Available based on date](#)

 FINAL EXAMINATION - FINAL SUBMISSION 2
Due date: 2/7/21, 5:30 PM
 Conditional availability [Available based on date](#)

1) Click 'Examination Question Script' folder

2) Click 'Final Examination – Final Submission'

Then, follow the same procedure as interim submission



Digital Learning Division
UTMSPACE