

How to be successful in online  
learning using

**Blackboard**

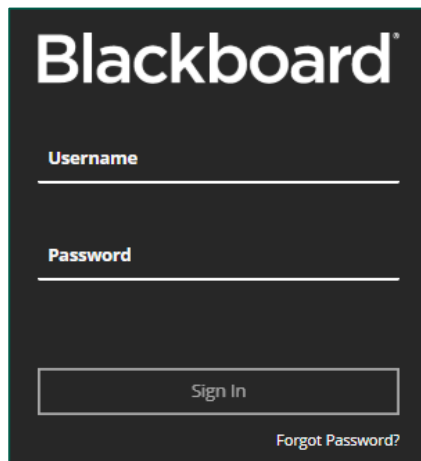
FIRST WEEK OF CLASS

# **GETTING LOGIN INFORMATION**

## THROUGH WEB BROWSER

- a) Go to UTMSPACE Blackboard Ultra website at:  
<https://utmspace.blackboard.com>

- b) Type username and password



### For UTMSPACE student:

Username & password:  
 Matric number (uppercase)

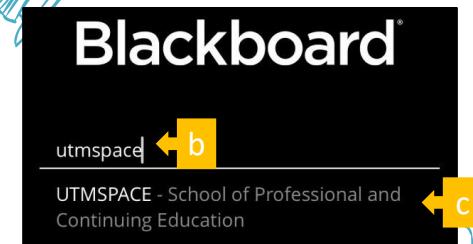
Example: A21DW0000

## THROUGH MOBILE APP

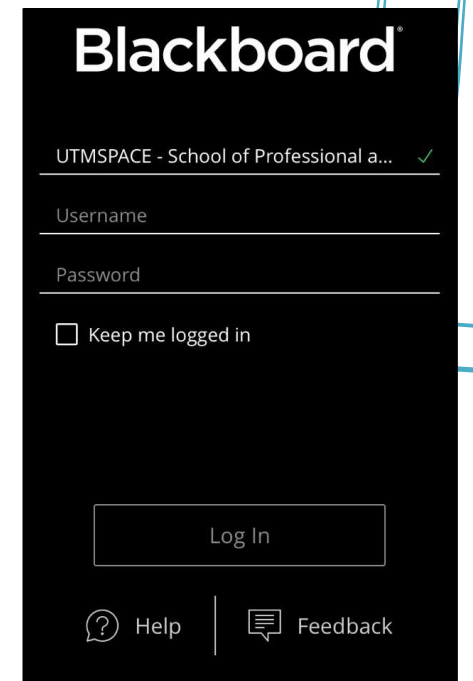
- a) Download Blackboard mobile application for student:



- b) Open the app, type UTMSPACE for school's name and select c)



- d) Type username and password



# The learning board

The screenshot displays the UTMSPACE Blackboard Ultra interface. At the top, the browser address bar shows the URL `utmspace.blackboard.com/ultra/course`. The navigation bar includes a search box with the text "Search your courses", a filter dropdown set to "All Courses", and a "25 items per page" selector. A left-hand sidebar contains navigation icons for Institution Page, DR. NORAZLINA..., Activity Stream, Courses (highlighted), Organizations, Calendar, Messages, Grades, and Tools. The main content area, titled "Favorites", features a grid of six course cards. Each card includes a representative image, the course ID, title, and instructor name, along with icons for information and favorites.

UTMSPACE

Search your courses Filter All Courses 25 items per page

Favorites

- SESI2\_PPD\_MAY2020  
BENGKEL PENGAJARAN DAN PEMBELAJARAN MENGGUNAKAN BLACKBOARD - MAY 2020  
[Multiple Instructors](#) ⓘ ☆
- SSPG1133\_01\_192002\_AS\_JB  
Computer Literacy  
[Multiple Instructors](#) ⓘ ☆
- SSPB1163\_01\_192002\_AS\_JB  
Principle of Management  
DR. NORAZLINA BIN MOHD YASIN ⓘ ☆
- SESI1\_PPD\_MAY2020  
SIRI 2 SESI 1: BENGKEL PENGAJARAN DAN
- TRIAL2\_TNE\_MIDTERM\_TEST  
TRIAL2\_FOUNDATION\_EXAMINATION
- lina001  
Trial Azlina ⓘ

WHAT DO YOU NEED TO KNOW

**FAMILIAR WITH IMPORTANT ICONS**

## COURSE OVERVIEW

6

The screenshot shows a Blackboard course overview page for 'Chemistry'. The page is titled 'Chemistry' and has a course ID 'DDWS1413\_01\_AD\_KL'. It features a navigation sidebar on the left with icons for home, user, globe, and course. The main content area is divided into two sections: 'Details & Actions' and 'Course Content'. The 'Details & Actions' section includes links for 'Roster' (with a yellow callout 'a'), 'Blackboard Collaborate' (with a yellow callout 'b'), 'Attendance' (with a yellow callout 'c'), 'Groups' (with a yellow callout 'd'), 'Announcements' (showing 'No announcements'), and 'Books & Tools'. The 'Course Content' section lists 'COURSE INTRODUCTION', 'WEEK 1 : Chapter 1', and 'Week 2 : Chapter 2' (which is locked and has the text 'Content isn't available').

DDWS1413\_01\_AD\_KL

### Chemistry

Multiple Instructors  
[View all](#)

#### Details & Actions

- Roster  
[View everyone in your course](#) **a**
- Blackboard Collaborate  
[Join session](#) **b**
- Attendance  
[View your attendance](#) **c**
- Groups  
[View groups](#) **d**
- Announcements  
No announcements
- Books & Tools  
[View course & institution tools](#)

#### Course Content

- COURSE INTRODUCTION
- WEEK 1 : Chapter 1
- Week 2 : Chapter 2  
Content isn't available

- Click '**View everyone in your course**' if you want to view everyone enrolled in the course.
- Click '**Join session**' for live learning or student presentation through Blackboard collaborate.
- Click '**View your attendance**' to access your attendance records. The record is only available if your instructor uses this feature for the course.
- Click '**View groups**' if you want to check the groups assigned by your lecturer.

# COURSE OVERVIEW

DDWS1413\_01\_AD\_KL

## Chemistry



Multiple Instructors  
[View all](#)



### Details & Actions

- Roster  
[View everyone in your course](#)
- Blackboard Collaborate  
[Join session](#) ...
- Attendance  
[View your attendance](#)
- Groups  
[View groups](#)
- Announcements  
No announcements
- Books & Tools  
[View course & institution tools](#)

### Course Content

- COURSE INTRODUCTION
- WEEK 1 : Chapter 1
- Week 2 : Chapter 2  
*Content isn't available*

- e) Click this icon to view course calendar.
- f) Click this icon to view all discussion activities for the course.
- g) Click this icon to view and download your overall gradebook.
- h) Click this icon to send or access messages.
- i) Click this icon to return back to course content

Download notes, watch videos, online activities

**BE AWARE OF ALL DUE DATES FOR  
HOMEWORK, QUIZZES, ASSIGNMENTS,  
PROJECTS**



## Viewing calendar

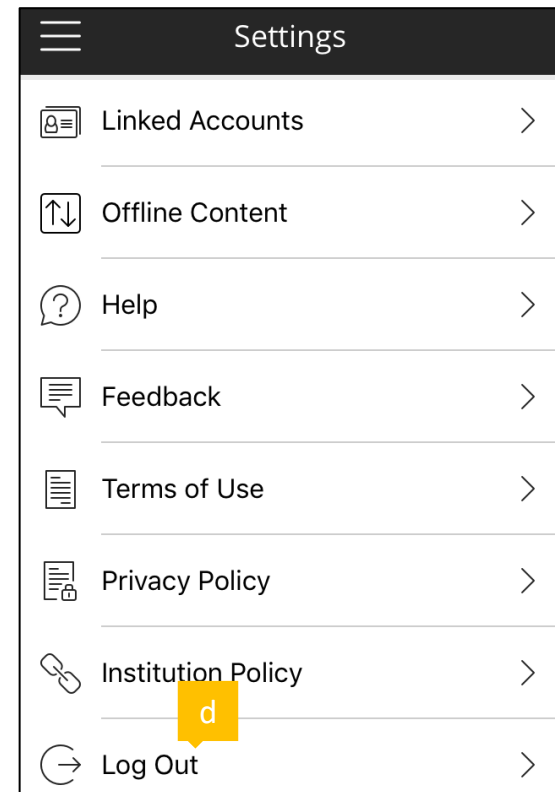
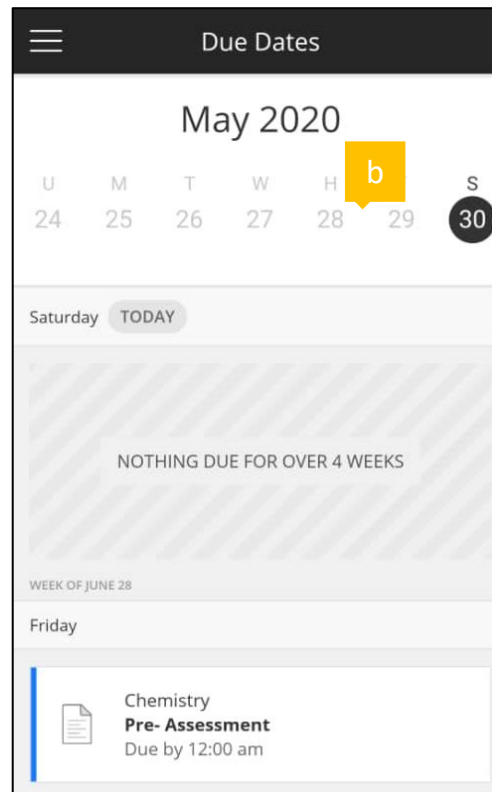
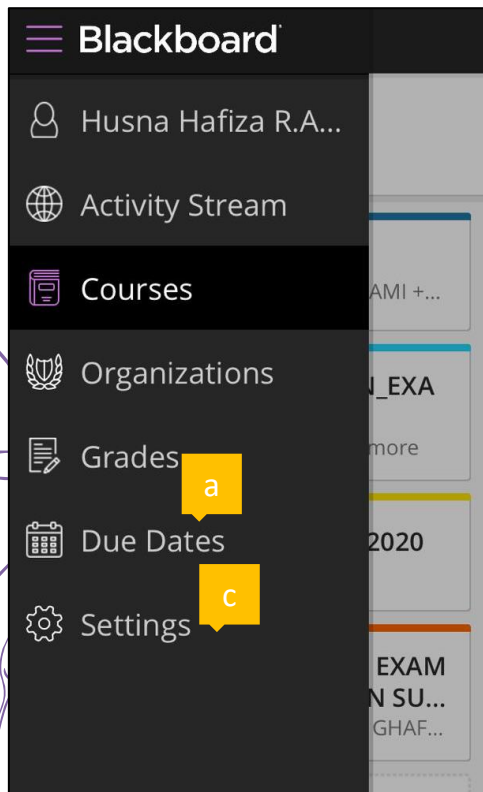
- a) Click this icon to view course calendar.
- b) Click 'Month' to view the schedule in a month.
- c) Click this right arrow to view the schedule for the next month.
- d) Click 'Due Dates' to view the list of all the due dates for the course e).
- f) Click this icon to return to course content.

## Checking due dates for all courses

- a) Click 'Due Dates'.
- b) Slide to the left to view the next set of dates.

## Logging out

- c) Click 'Settings'.
- d) Click 'Log Out'.



## Viewing or sending messages

### Messages



View messages for your course here.

- a) Click this icon to access messages.
- b) Click '+' symbol to send a message to the course lecturer, to other students in the course or to the whole class.
- c) Click 'Type a name' and select recipients from the list.
- d) Click this icon to insert items. Choose 'Insert Local Files' to insert item from your laptop/computer/mobile.

### New Message

#### \* Recipients

Type a name

! Please add at least one recipient

#### \* Message

AA ▾ A ▾ ☰ ▾ ⊕ ▾

Typ

- 🔗 Insert/Edit Link
- 📎 Insert/Edit Local Files
- 🖼️ Insert/Edit Image from Web

Send

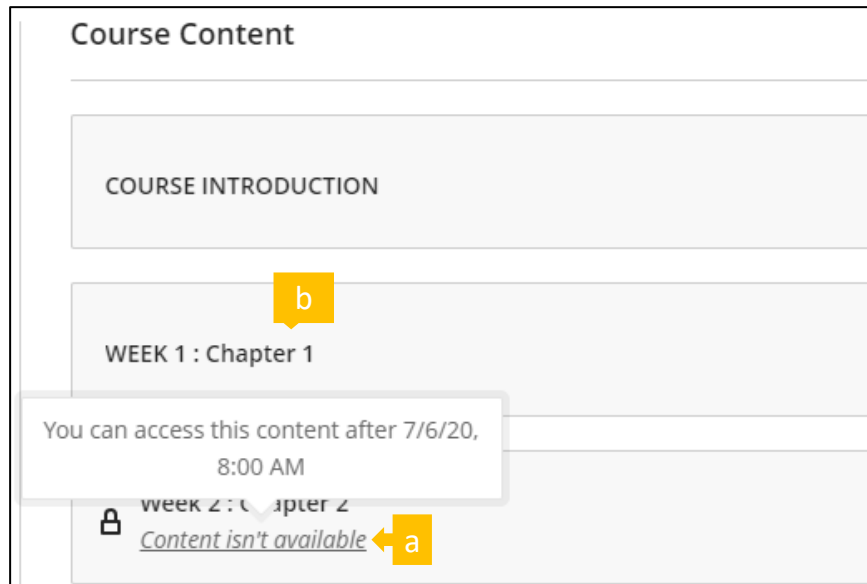
Download notes, watch videos, online activities

**READ NOTES BEFORE ATTENDING THE  
CLASS**

## Accessing course content

13

- a) Click '**Content isn't available**' to view the condition for when the item can be accessed.
- b) Click the module to open it.



The screenshot shows a 'Course Content' page with a list of items. A yellow callout 'b' points to 'WEEK 1 : Chapter 1'. A white tooltip box is positioned over 'WEEK 2 : Chapter 2', containing the text 'You can access this content after 7/6/20, 8:00 AM'. Below the tooltip, a lock icon is next to 'WEEK 2 : Chapter 2', with a yellow callout 'a' pointing to the text 'Content isn't available'.

Course Content

COURSE INTRODUCTION

WEEK 1 : Chapter 1





You can access this content after 7/6/20,  
8:00 AM

WEEK 2 : Chapter 2  
Content isn't available

a) Click the file that you want to access.

b) Bring cursor to the top and click the downward arrow icon to download.

WEEK 1 : Chapter 1

-  **1 Element and Compound.pdf** a
-  **Video: Element, Compound & Mixture**  
Watch and then share your thoughts in the following discussion forum
-  **Quiz 1**  
Due date: 7/31/20, 12:00 AM | Time limit: 20 minutes
-  **Assignment 1**  
Due date: 7/11/20, 12:00 AM

No Slide Title 1 / 73

**ELEMENT**  
&

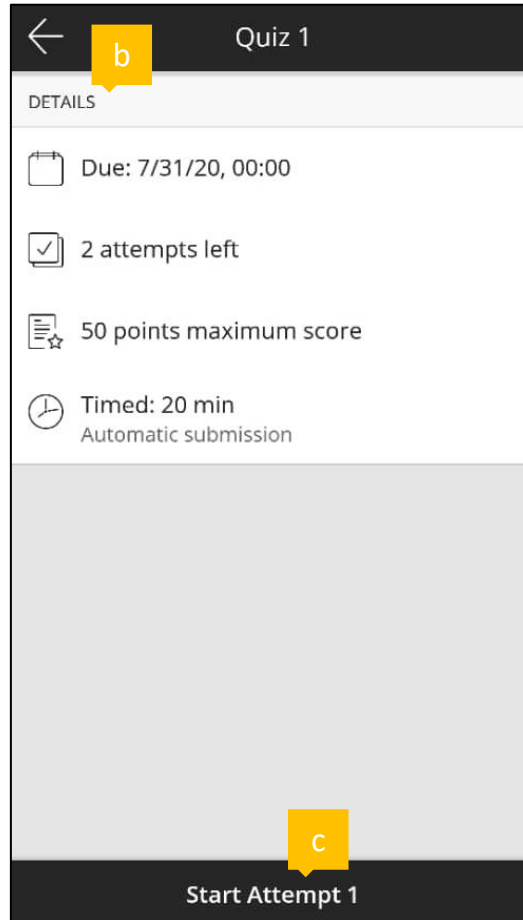
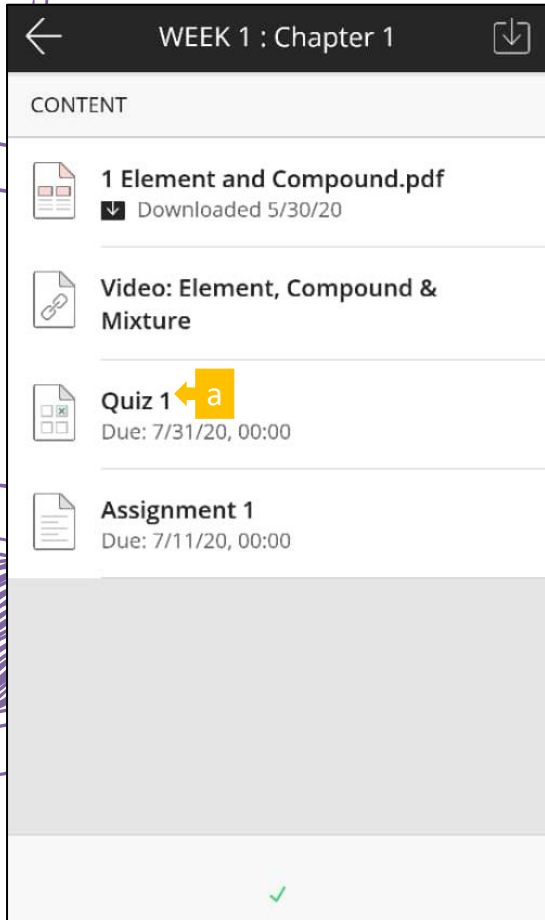
b

Online Quiz, Test, Final Examinations

**FOLLOW THE ONLINE ASSESSMENT  
PROCEDURES**

# Completing and submitting assessment

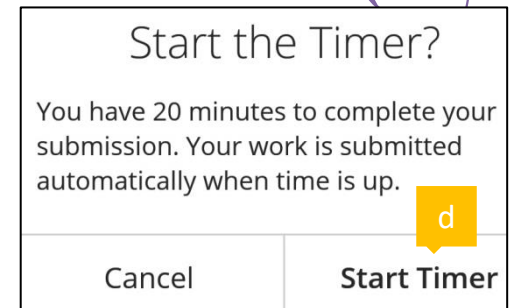
## Example 1



a) Click the assessment name.

b) Read the details and then click 'Start Attempt' c).

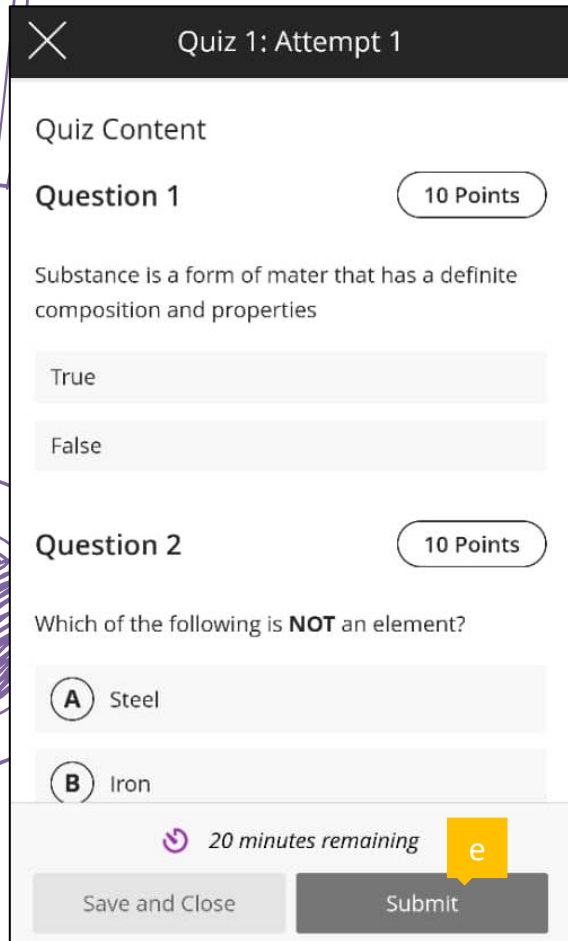
d) If the assessment has time limit, you will be asked to select 'Start Timer'.





e) Answer all questions and then click 'Submit'.

f) If the assessment allows more than one attempt, you can click 'Start Attempt 2' next.



Quiz 1: Attempt 1

Quiz Content

**Question 1** 10 Points

Substance is a form of mater that has a definite composition and properties

True

False

**Question 2** 10 Points

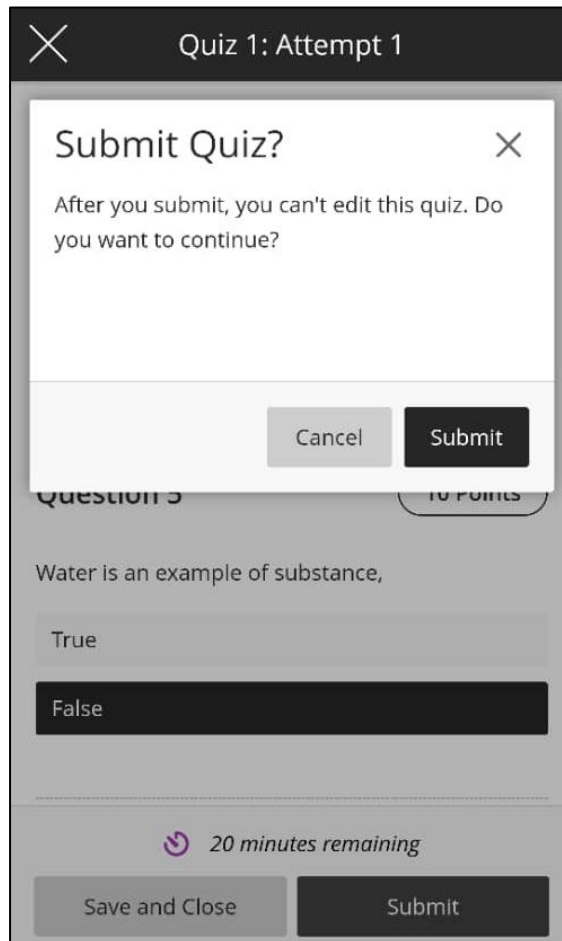
Which of the following is **NOT** an element?

**A** Steel

**B** Iron

20 minutes remaining

Save and Close Submit



Quiz 1: Attempt 1

Submit Quiz?

After you submit, you can't edit this quiz. Do you want to continue?

Cancel Submit

Question 3 10 Points

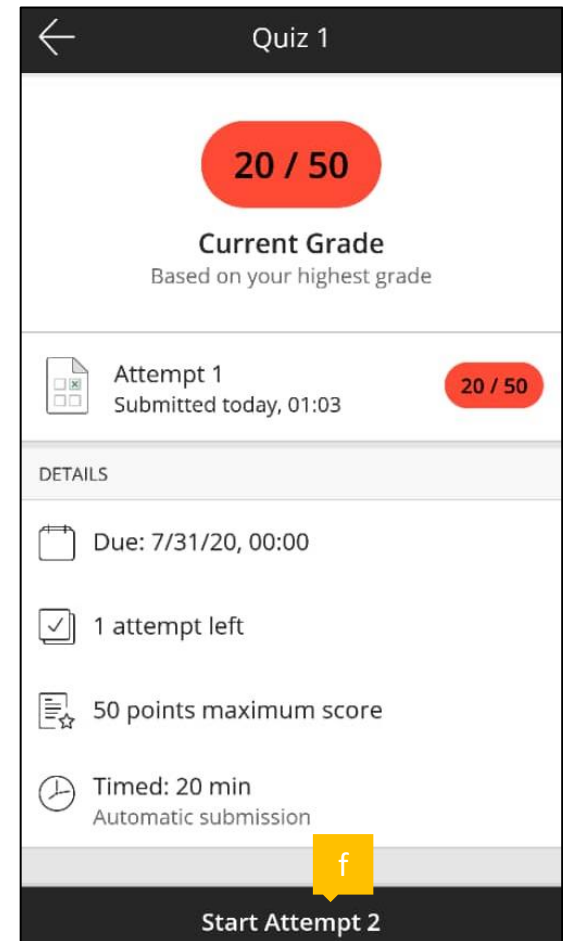
Water is an example of substance,

True

False

20 minutes remaining

Save and Close Submit



Quiz 1

20 / 50

Current Grade  
Based on your highest grade

Attempt 1 Submitted today, 01:03 20 / 50

DETAILS

Due: 7/31/20, 00:00

1 attempt left

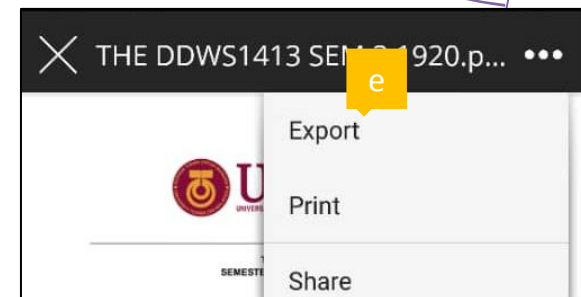
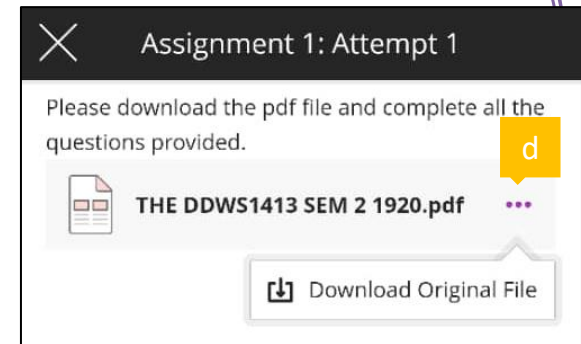
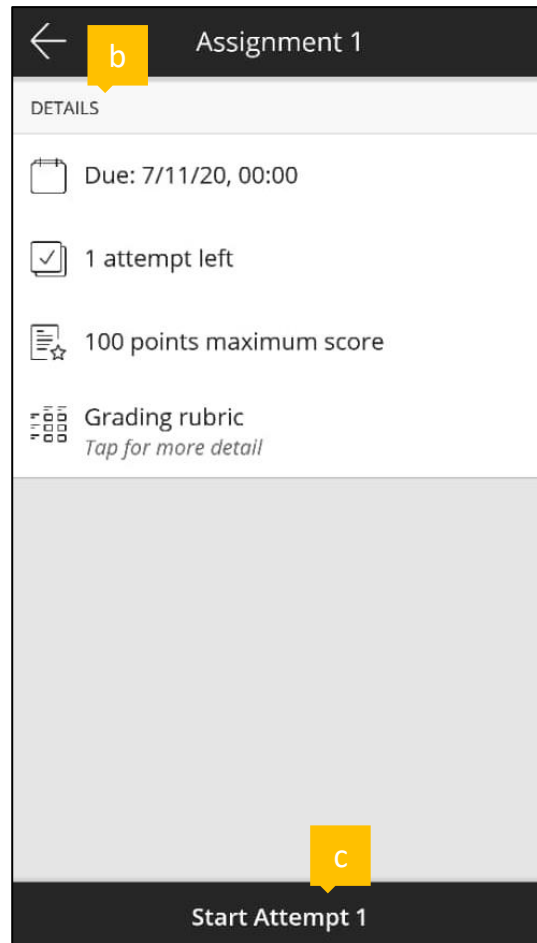
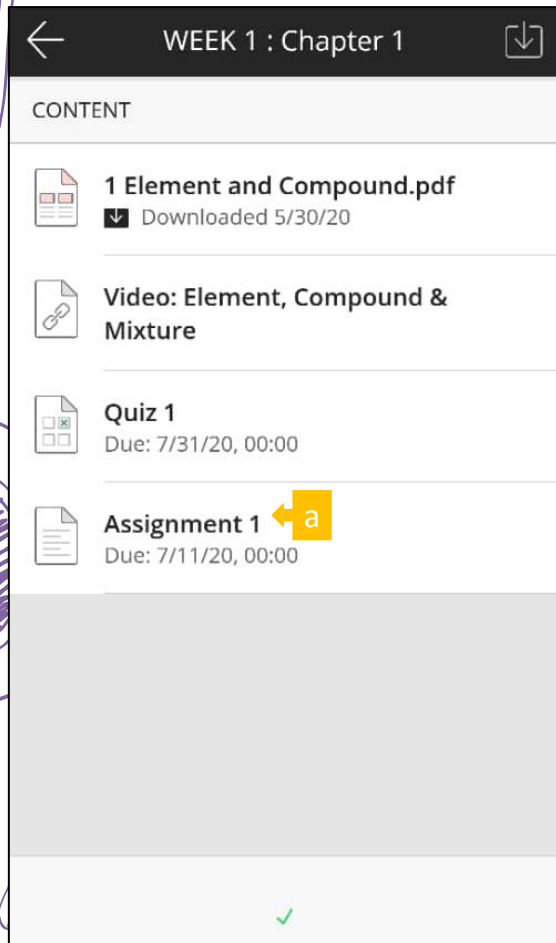
50 points maximum score

Timed: 20 min  
Automatic submission

Start Attempt 2

## Example 2

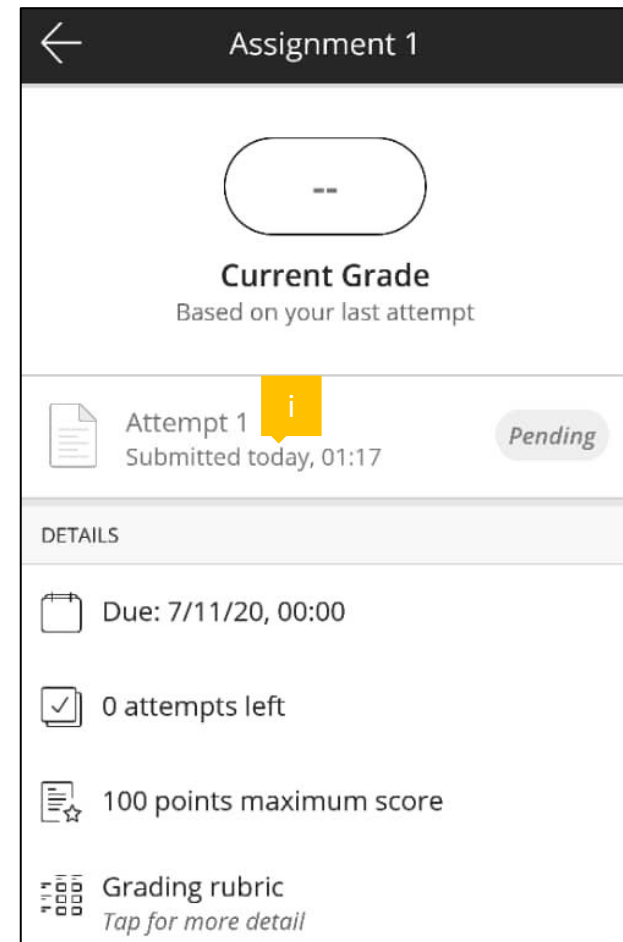
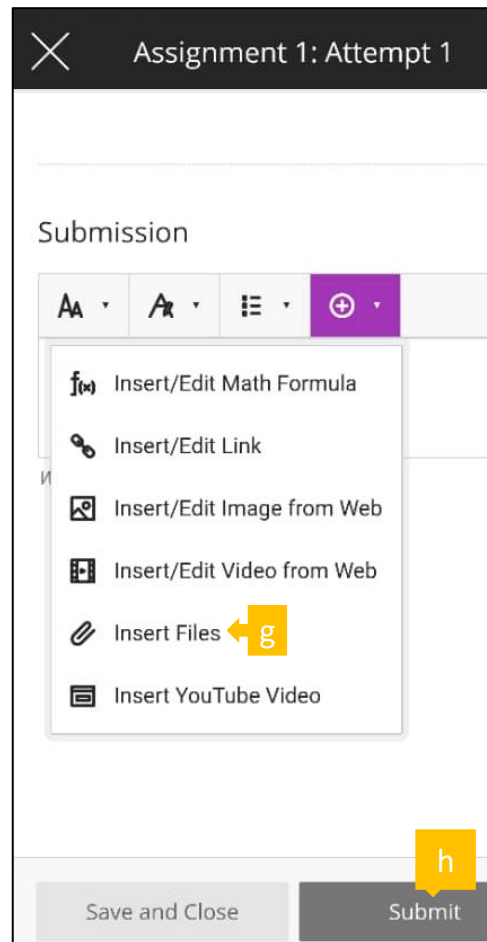
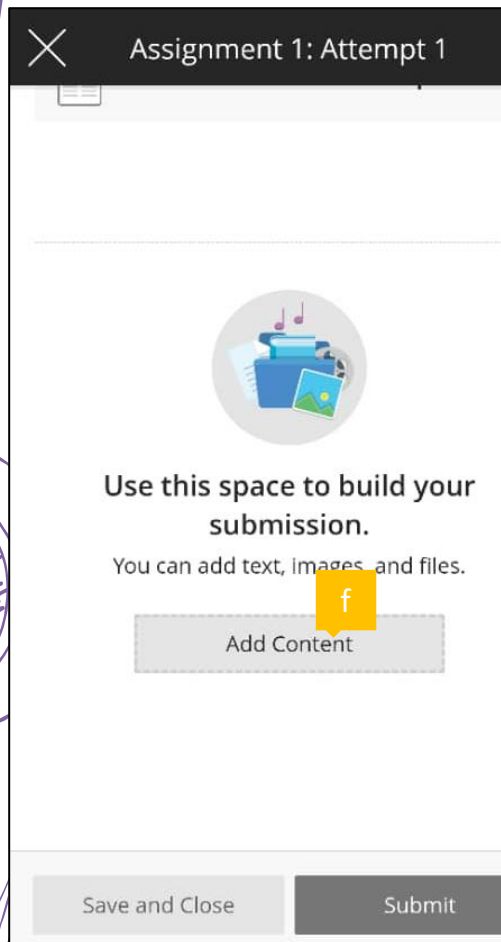
- Click the assessment name.
- Read the details and then click 'Start Attempt' c).
- Click '...' symbol to download the question file and select 'Export' e).



f) Click 'Add Content' and then g) 'Insert Files' to upload answer script.

h) Click 'Submit'.

i) This indicates that you have successfully submitted.

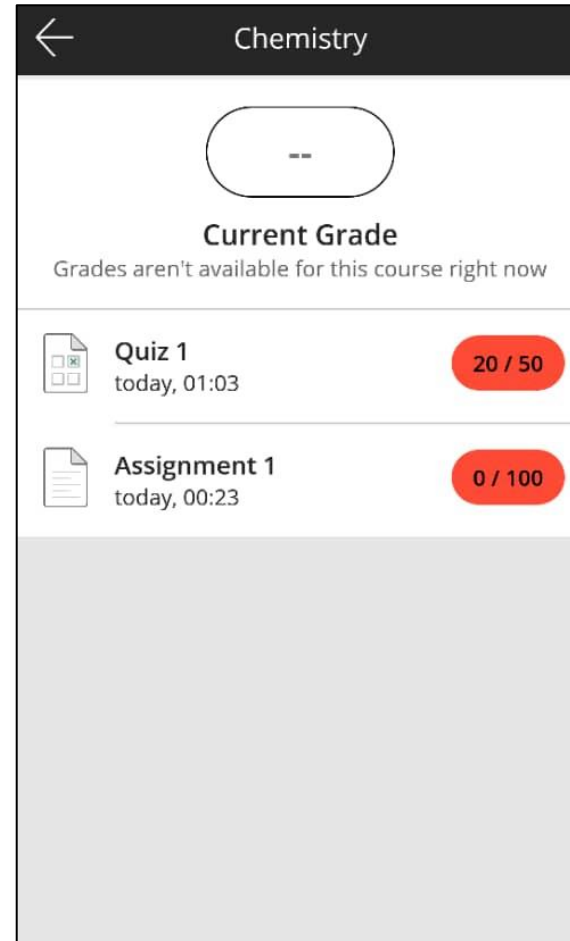
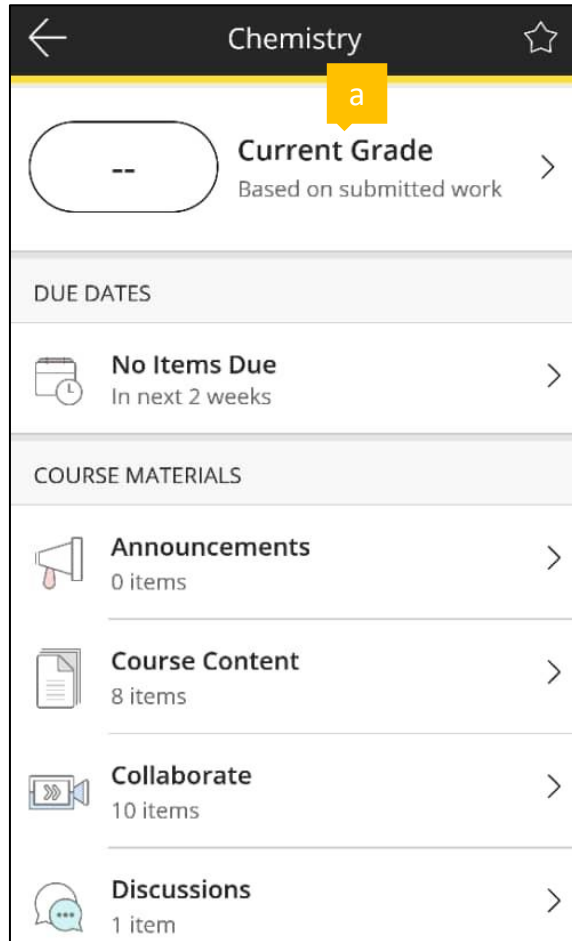


Check the grading, marks

# **KNOWING YOUR CURRENT PERFORMANCE**

# Checking grade






a) Click 'Current Grade'.



## Course Grades



Husna Hafiza R. Azami

Item Name	Due Date	Status	Grade	Feedback
 Quiz 1 <b>b</b> 2 attempts possible	7/31/20	Unopened	-- / 50	
 Pre- Assessment <b>c</b>	7/3/20	Graded	 80 / 100	
 Attendance	Ongoing		-- / 100	
 Assignment 1	7/11/20	Unopened	-- / 100	

**a)** Click this icon to view gradebook.

**b)** Items that allow more than 1 attempt means that students can submit more than once.

**c)** Click the item name that you want to open.

d) If the item you select to open is a graded item, click 'Your Grade' to view the graded work e).

Chemistry

## Pre- Assessment

Details & Information

**Assessment due date**  
7/3/20, 12:00 AM

**Grading rubric**  
[This item is graded with a rubric](#)

**Attempts**  
0 attempts left

Grading

**Your Grade** 80 / 100

**d**

Final Grade  
Submitted 5/29/20, 4:33 PM (UTC+8) 80 / 100

Please complete the questions in the following pdf file.

DDWS1413 Assignment 2.docx

Submission content

DDWS1413.pdf

**e**

4) Given a cell:  $\text{Pt} | \text{Mn}^{2+} (0.1 \text{ M}), \text{MnO}_4^- (0.1 \text{ M}), \text{H}^+ (0.5 \text{ M}) || \text{Cu}^{2+} (0.1 \text{ M}) | \text{Cu}$ .  
Write the overall chemical reaction (equation) of the cell and find the cell potential. The two half-reactions are as follows:

$$\begin{aligned} \times 2: \text{MnO}_4^- + 5\text{e}^- + 8\text{H}^+ &\rightarrow \text{Mn}^{2+} + 4\text{H}_2\text{O} & E^\circ = +1.51 \text{ V} \\ (\text{Cu} \rightarrow \text{Cu}^{2+} + 2\text{e}^-) \times 5 & & E^\circ = -0.34 \text{ V} \end{aligned}$$

$$\begin{aligned} 2\text{MnO}_4^- + 10\text{e}^- + 16\text{H}^+ &\rightarrow 2\text{Mn}^{2+} + 8\text{H}_2\text{O} \\ 5\text{Cu} &\rightarrow 5\text{Cu}^{2+} + 10\text{e}^- \end{aligned}$$

Overall equation =  $2\text{MnO}_4^- + 16\text{H}^+ + 5\text{Cu} \rightarrow 2\text{Mn}^{2+} + 8\text{H}_2\text{O} + 5\text{Cu}^{2+}$

$E^\circ = (+1.51 \text{ V}) + (-0.34 \text{ V}) = 1.17 \text{ V}$

Digital classroom

**BE ACTIVE IN VIRTUAL CLASS**



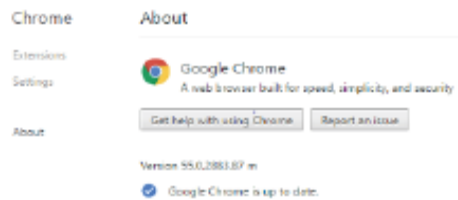
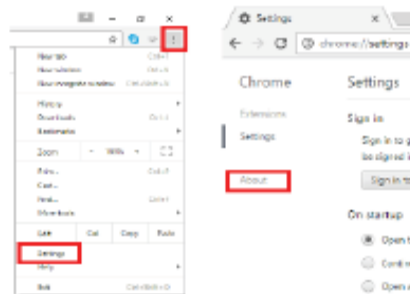
# Check your browser settings

Blackboard Collaborate Ultra requires the use of an internet browser that supports WebRTC. We suggest using Google Chrome or Firefox for the best results.

You will need to check that your browser is up to date on the computer you will use for the conference:

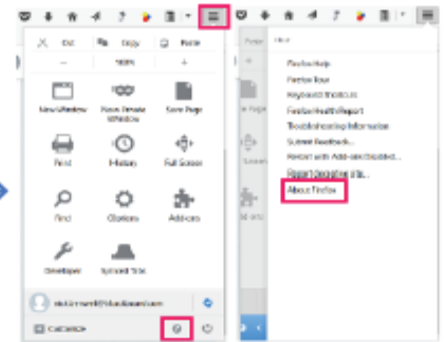
## Google Chrome

1. Open the Chrome browser
2. Locate the three dots on the top right of the screen and click to open menu
3. Click on 'Settings'
4. On the settings page, locate and click the 'About' button
5. When you access the 'About' page, the browser will automatically check for updates and update automatically.



## Firefox

1. Open the Firefox browser
2. Locate the three lines on the top right of the screen and click to open menu
3. Click the question mark icon [?] at the bottom of the menu
4. Select the 'About Firefox' button
5. Opening the About Firefox window will, by default, start an update check. If an updated version of Firefox is available, it will be automatically downloaded.



## Check your computer settings

Answer the following questions. If you answer no to any questions, please make sure that you are able to resolve the issue yourself or that you can receive help to resolve the issue.



1. Do you have a stable internet connection? (vital)



2. Is your device audio turned on? (vital)



3. Is your device mic turned on? (vital)



4. Is your web-camera operational? (not vital, but ideal)



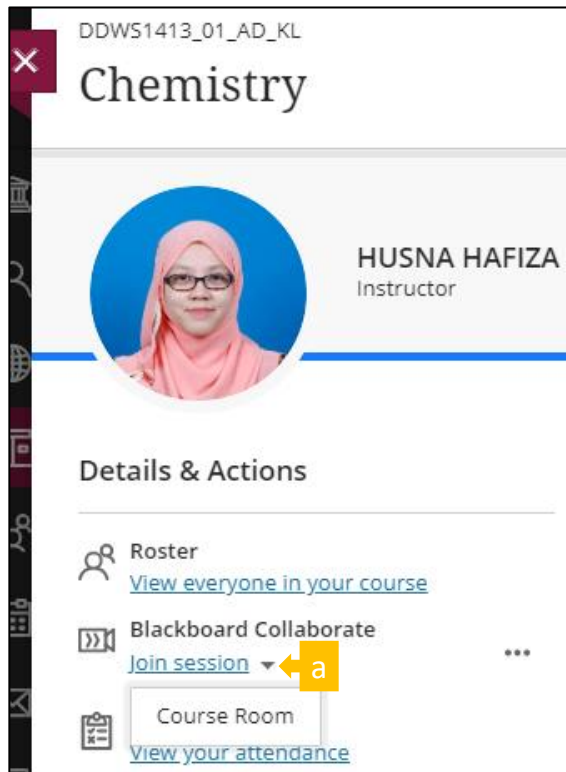
5. Do you have a headset? (not vital, but ideal)



## Using course room session

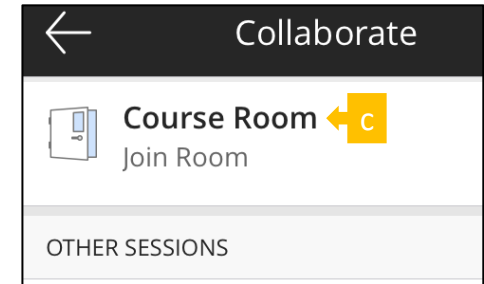
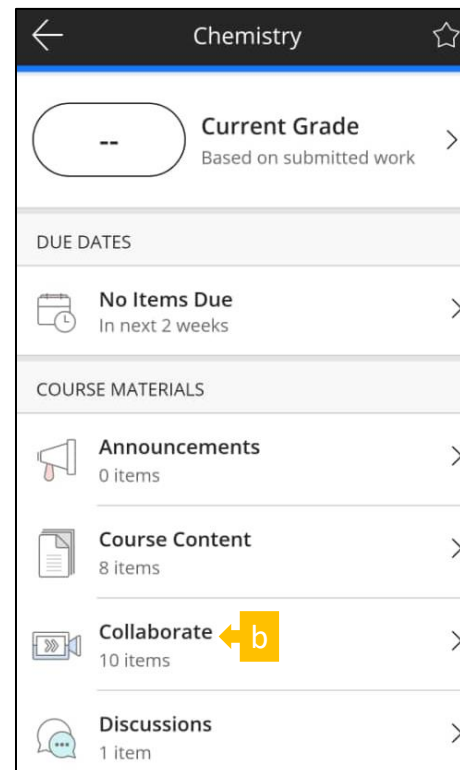
### THROUGH WEB BROWSER


a) Click 'Join session' and then 'Course Room'.



### THROUGH MOBILE APP

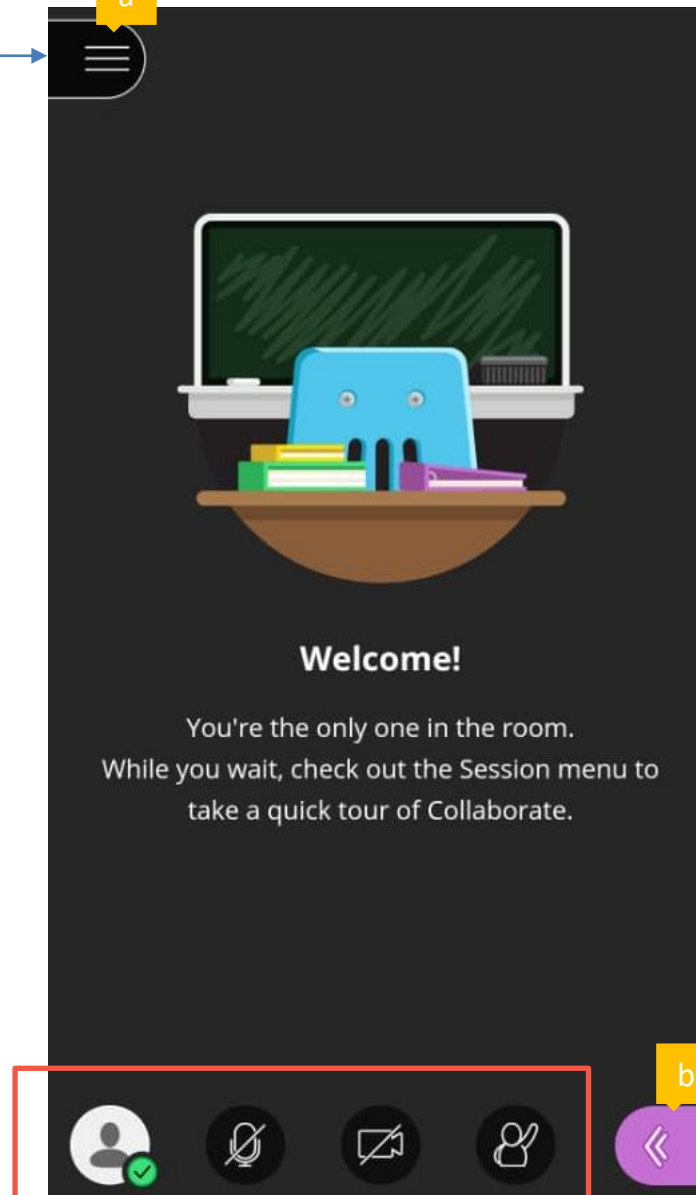
b) Click 'Collaborate'  
c) Click 'Course Room'





Session menu

a) Click this icon to open session menu

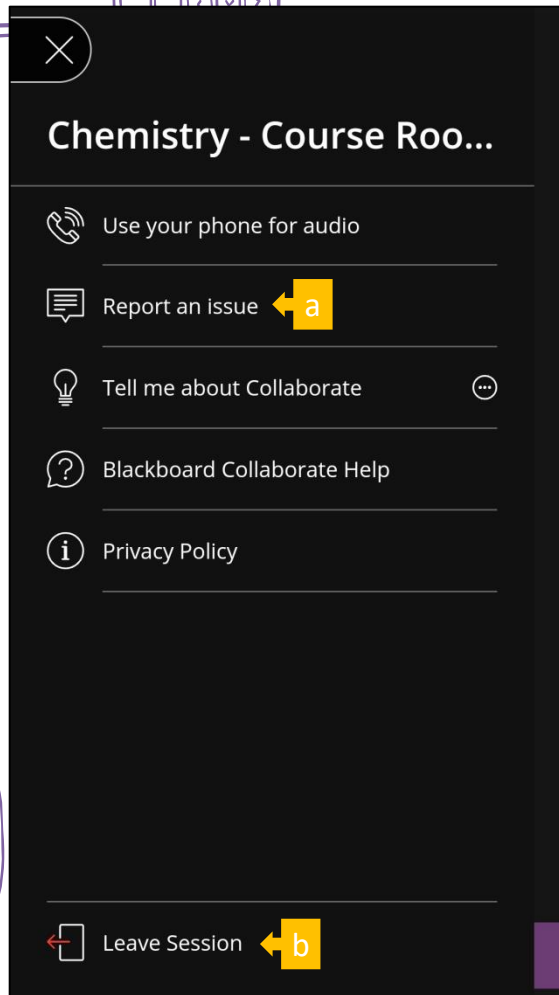


Control panel

b) Click this icon to open collaborate panel

Collaborate panel

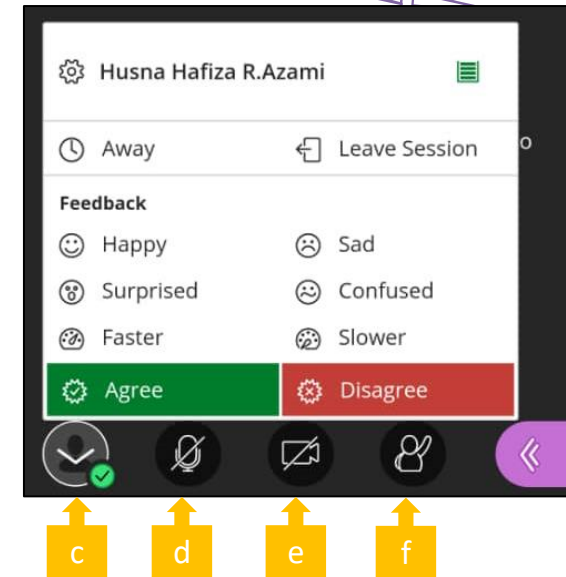
## Session menu



a) Click '**Report an issue**' to report any issue you are facing with Blackboard Collaborate.

b) Click '**Leave Session**' to leave.

## Control panel



c) Click this '**My Status and Settings**' icon to give feedback.

d) Click this to share audio so others can hear you.

e) Click this to share video.

f) Click this '**Raise hand**' icon to interrupt for asking questions or to give response.

## Collaborate panel

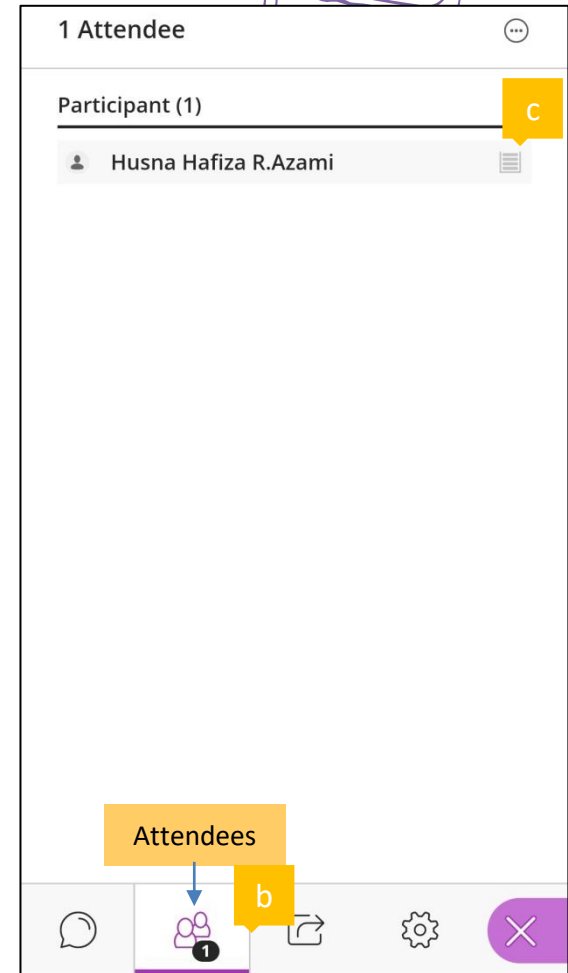
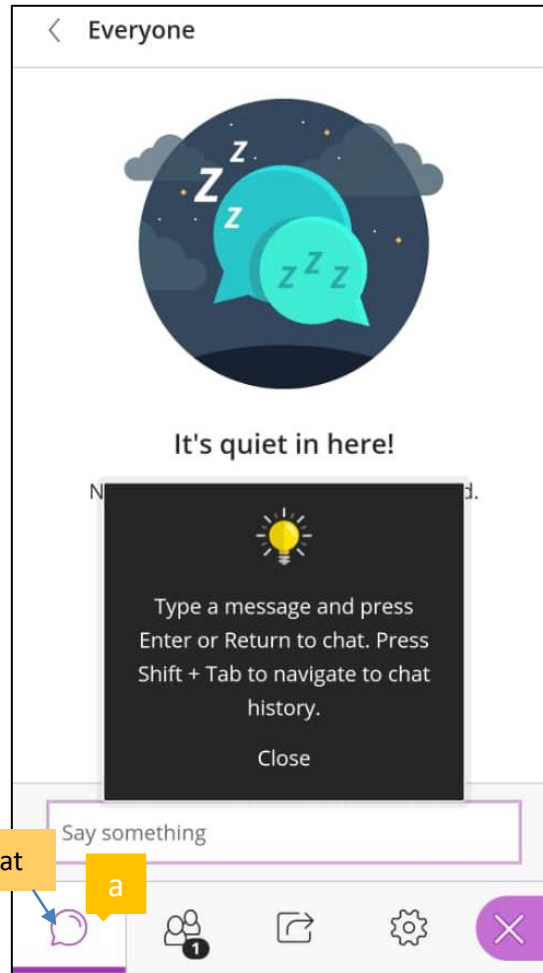
a) Click the chat icon and type at 'Say something' to chat.

b) Click the attendees icon to view all attendees.

**Participant:** can only give feedback, raise hand, chat, share audio and video.

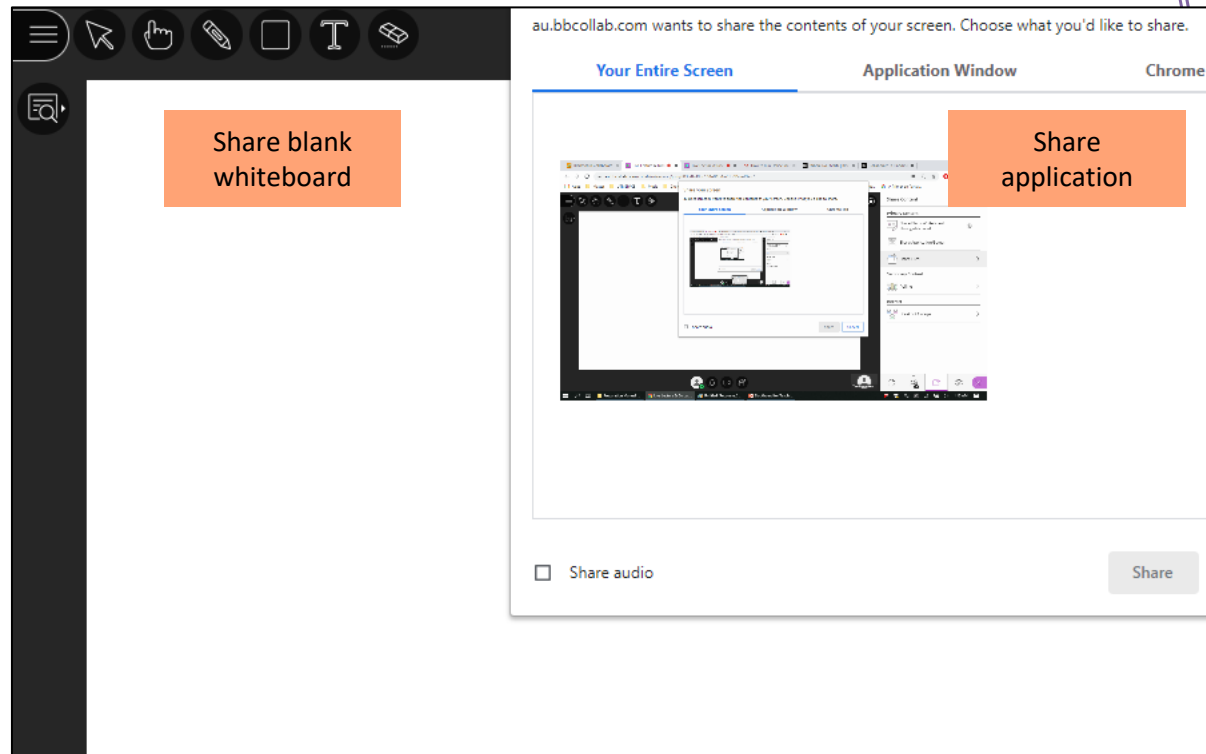
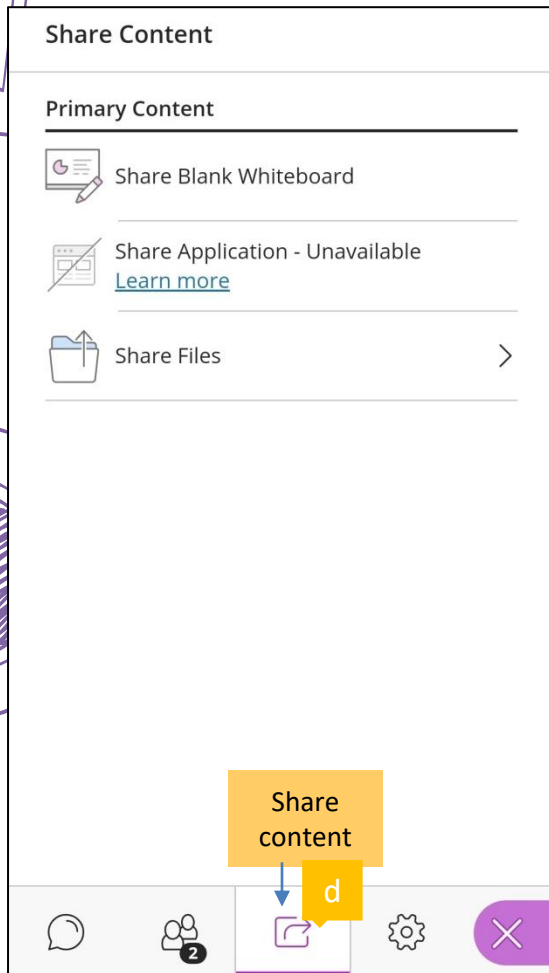
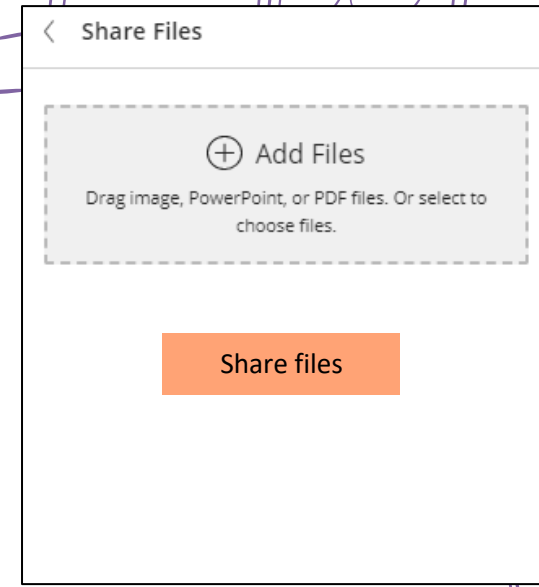
**Presenter:** Can do the above as well as share content

c) This symbol is used to show the internet strength status either excellent, good or poor.



d) Click this icon to share content (You can only use this feature when your lecturer/moderator upgrade your role from participant to presenter)

\* 'Share application' is not applicable in Blackboard mobile application.



## Viewing recordings (Only available through web browser)

- Click this '...' symbol and then 'View all recordings'.
- Click the name of the session that you want to view.

Details & Actions

- Roster  
[View everyone in your course](#)
- Blackboard Collaborate  
[Join session](#)
- View all recordings** (a)
- [View your attendance](#)

Session name / Recording name	Date	Duration
<a href="#">Live Lecture &amp; Discussion - Chapter 1 / recording_1</a> (b)	5/4/20, 3:04 AM	00:01:00
<a href="#">Chemistry / Chapter 1</a>	5/4/20, 2:50 AM	00:07:59
<a href="#">Live Lecture &amp; Discussion - Chapter 1 / recording_1</a>	5/4/20, 1:44 AM	00:00:03



Keep information such as email, contact person

# **KNOWING IN ADVANCE PIC FOR TECHNICAL ISSUES**

Please email to :



[bpat@utmSPACE.edu.my](mailto:bpat@utmSPACE.edu.my)