Blackboard - Basic Instructor Manual

Introduction

Blackboard is the online learning environment for Leiden University. A learning environment is a web-based tool designed to help manage and improve student learning. It can be used as a communication platform between student and instructor.

This manual contains basic information about Blackboard 9.1 SP11. Next to this manual, the Blackboard Helpdesk provides various advanced manuals that can be found on the website. They cover the following topics:

- Assignments, SafeAssignments and Turnitin
- Test, Survey and Pools
- Collaboration and Group Tools
- Grade Centre
- Respondus Lockdown Browser
- Student manual

The Blackboard version currently used at Leiden University is compatible with the following web browsers:

- Internet Explorer 9/10 /11
- Firefox
- Safari 4/5/6 (depending on OS X version)
- Google Chrome

When using other browsers you may experience technical problems.

Note: chapter 6 offers important information on e-mail and Blackboard as all university employees receive two e-mail addresses: a uMail-address (used in Blackboard by default) and an address provided by your faculty or institute (used by default by most employees).

> Blackboard is a complex piece of software. If you experience any difficulties when working with Blackboard in your webbrowser, you may want to use another browser.

Contact info

If you have any questions or remarks regarding this manual, Blackboard or Turnitin, please contact the faculty's Blackboard support at blackboard@science.leidenuniv.nl.

1. Blackboard Navigation

1.1 Access to Blackboard
1. Go to: https://blackboard.leidenuniv.nl/ (note: without www!)
2. Enter your Username and Password
3. Click **Login**. You will now be redirected to your personal Blackboard Home Page.

Note: No valid user credentials? Please contact the Blackboard helpdesk.

1.2 Access to your course
After logging in you will be redirected to the My Institutions page. The courses in which you are enrolled as an instructor will be displayed on the right in de module called My Courses. Alternatively, click the tab Courses next to My Institution (image on next page).To open a course, click on its title.
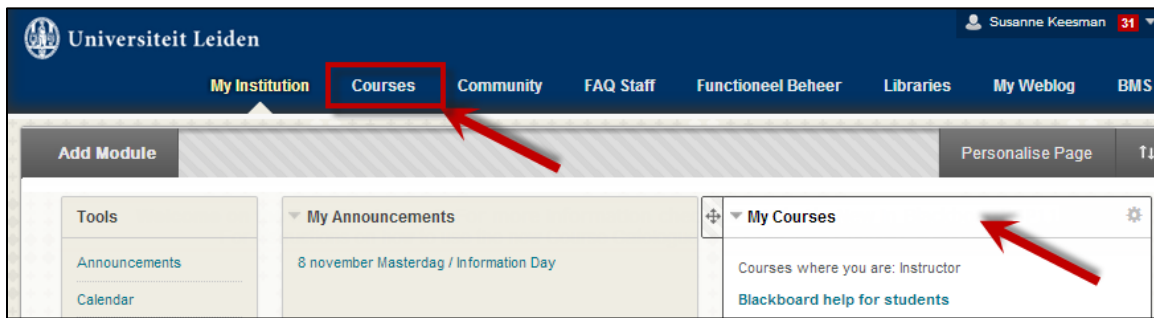
1.3 Edit Mode and Course Components
Once you have accessed a course you will see the five areas highlighted in the image below. The Edit Mode (upper right corner) is necessary to edit course content. Make sure it is set to **On.**
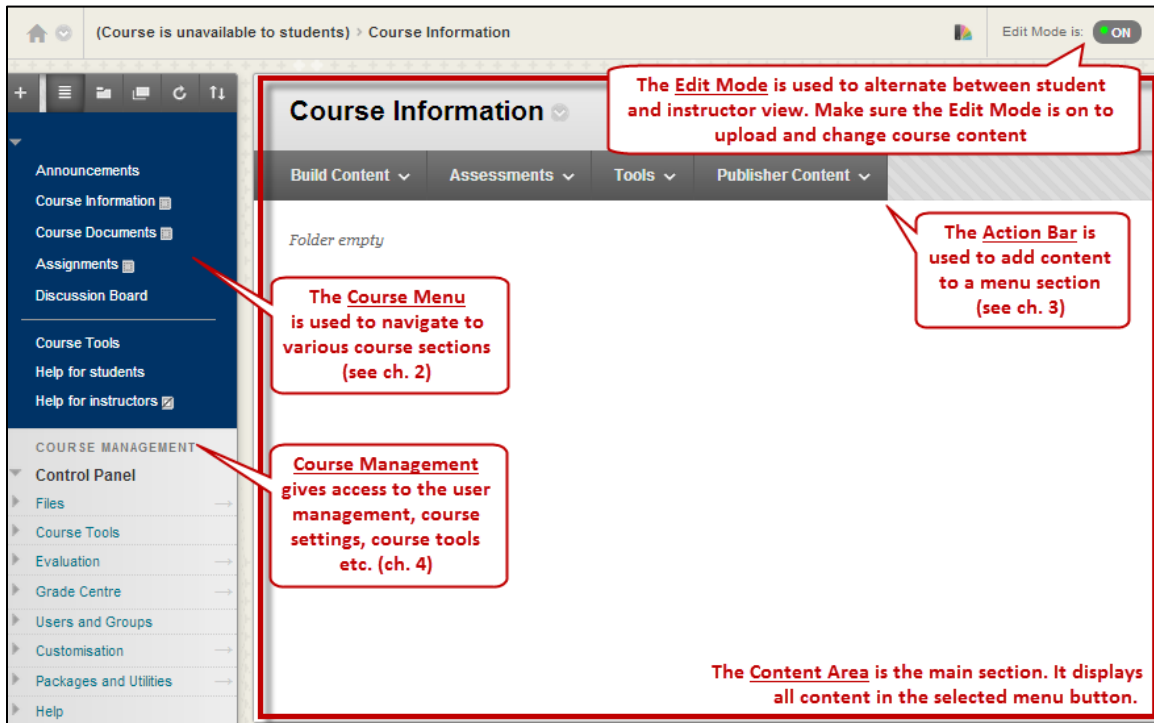
2. Editing the Course Menu

At the Faculty of Science, all courses are mostly created from a template with menu buttons for Announcements, Course Information, Course Documents and Assignments. Chapter 2.1 explains the icons in the course menu. Chapter 2.2 explains the default course menu and the information students expect to find. Chapter 2.3 to 2.6 explain how to edit the course menu. Note that it is important to decide on a course structure and layout before uploading content as it takes a lot of time to move content when it is already uploaded.

2.1 Icons in the Course Menu

Once the Edit Mode is On, various icons will appear in the course menu that allow you to add or modify the Menu. The image to the right highlights the icons that are displayed below.


Add a menu button: A menu button can be added by clicking the plus in the upper left corner of the course menu. Chapter 2.3 explains how this works and what kind of menu buttons can be added.

Drag and Drop: change the menu button order: Changing the order of menu buttons can be done quite easily by using the drag and drop function. When you grab the button at the symbol shown left you can easily drag it to the desired location, and drop it in another place in the course menu. This is further explained in chapter 2.4.

Options for Menu Button: Clicking the arrow behind the course button name will show you a menu with options for the concerned course menu button. Use this arrow for instance to change the visibility of a menu button. This option is explained in chapter 2.5.

No content in button: Menu buttons without content ('empty') can be recognized by this symbol. These menu buttons will be automatically invisible for students. This provides them with a much clearer course: they will never unnecessarily open empty menu buttons.

Hidden menu buttons: It is also possible to hide menu buttons that do contain content. You can recognize hidden menu buttons by the grey symbol with a square and a diagonal black line. In chapter 2.5 is explained how to make menu buttons visible or invisible. Items posted in hidden menu areas will not be visible for students, neither will they get any notifications about these items.
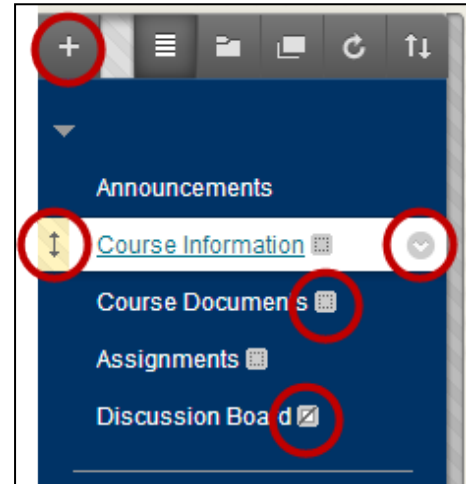
2.2 What content will students expect to find in your course?

Our Faculty works with a default course template. This means all new Blackboard courses will have the same lay-out. Students will expect to find certain information in your Blackboard course behind certain menu buttons. The following list explains what each area is used for:

- **Announcements:** Announcements is the home page of your course. Here, you can place announcements, welcome messages, notifications and reminders. For instance: A change in classroom, an ill instructor, a change in the course schedule, etc.
- **Course Information:** This can be used to place general information regarding the course, such as: course description, teaching objectives, literature information, weekly schedule etc.
- **Course Documents:** Here, students will look for documentation and course related information provided by the instructor, for instance: PowerPoint presentations, hand-outs etc.
- **Assignments:** Here, students expect to find (digital) assignments, tests and surveys.
- **Discussion Board:** This is an option for enrolled students and instructors to enter into discussion. This menu button is invisible by default.
- **Course Tools:** Under this button, students will find links to various course tools. Examples of course tools are My grades, Wikis, Blogs and the option to send emails.
- **Help for Students** points students to the Code of conduct for IT and Education, to the Blackboard Student Manual, and gives information on student accounts, *e.g.* what to do in case of a forgotten password. It also tells them how to reach the Blackboard helpdesk.
- **Help for Instructors** *is only visible to instructors*. One will find here a link to the Code of Conduct for IT and Education, to manuals, and to the Copyright information office. It also tells how to forward your uMail address, and how to reach the Blackboard helpdesk.
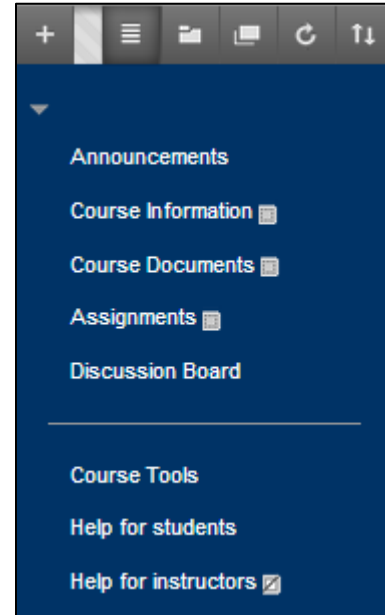
2.3 Changing the order of the Menu buttons: using Drag and Drop

Changing the order of menu buttons can be done quite easily by using the drag and drop function.

1. Move the mouse pointer to the arrow at the left of your menu button.
2. Click on the arrow and keep the mouse button depressed.
3. Move the menu button to the desired place.
4. Drop the menu button on the desired place by releasing the mouse button.

Drag and drop can be used to relocate various items in your course, for instance Course Content, Announcements etc. This can only be done when the **Edit Mode** is **On** (section 1.4).
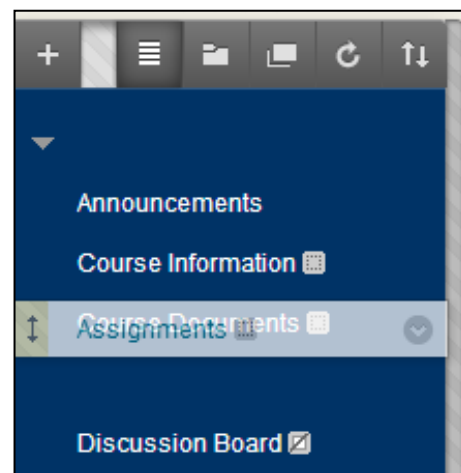
2.4 Adding Menu buttons

To add a menu button, follow these steps:

1. Click the grey **plus** [+] in the upper left corner of the menu
2. Pick the desired course menu button you want to add
3. Fill in the form that appears (see below)
4. Click **Submit**.

The new Menu Button will appear at the bottom of the course menu. It can be moved to the desired location using drag and drop. Below is a list with an explanation of the seven options. It explains what has to be filled into the form that might appear in step 3.

Create Content Area: This will create a button in which you can place content items (e.g. Course Documents). Walk through the steps above. The form that is displayed on the right will appear at step 3. Fill in a **Name** and make the area **Available to Users**.

Create Tool Link: A tool link provides a direct access to a certain Tool (e.g. Discussion Board). Walk through the steps above. Fill in a name for the menu button, select the kind of tool it has to link to and make the form available.

Create Web Link: This is a button that contains a hyperlink to an external website on the internet. Walk through the steps at the beginning of this paragraph. The form that is displayed on the right will appear at step 3. Fill in a display **Name** and the **URL** of the website and make the form **Available to Users**.

Create Subheader/Divider: A subheader or divider will help organize the course menu. For a divider (straight line that can be used to create sections in the Course Menu), no form will appear. To create a Subheader or a Divider, walk through the steps explained at the beginning of this paragraph. When creating a Subheader, a form will appear at step 3. Fill in the **Name** and click **Submit**.
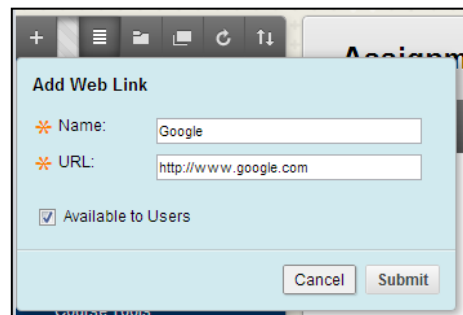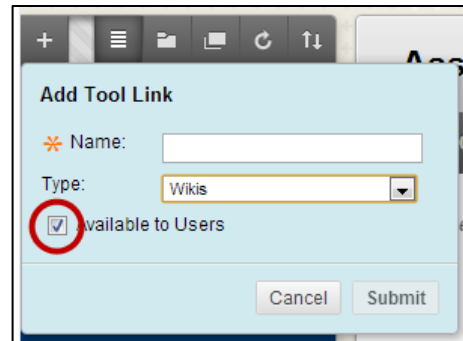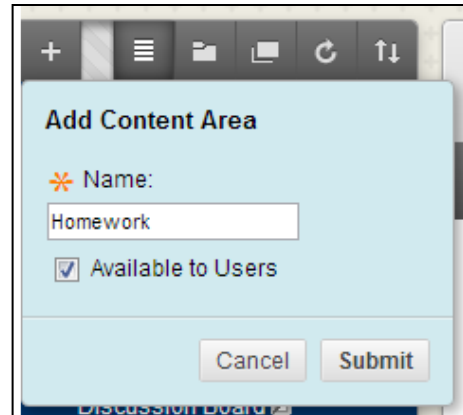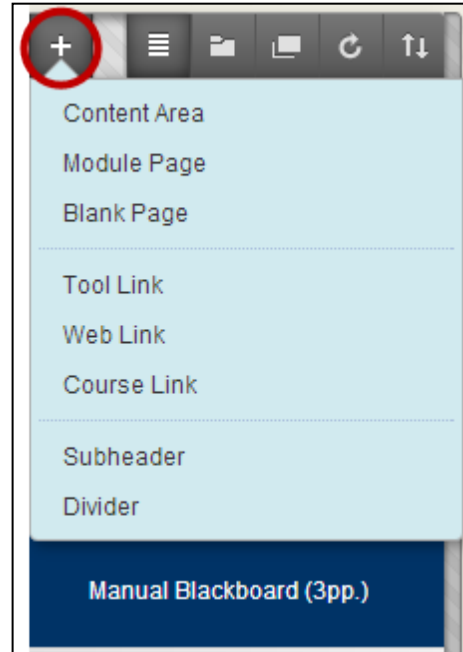
2.5 Managing menu buttons: edit, remove, visible and invisible

To display the options for editing a menu button, click on the arrow ⌄ next to the name of the menu button. In Blackboard a Menu button is called a Link.

- **Rename Link:** Use Rename Link to change the name of your button.
- **Hide Link / Show Link:** Make a menu button visible or invisible for students.
- **Permit / Deny Guests:** Makes a certain menu button visible or invisible for guests.
- **Delete:** Removes a menu button.
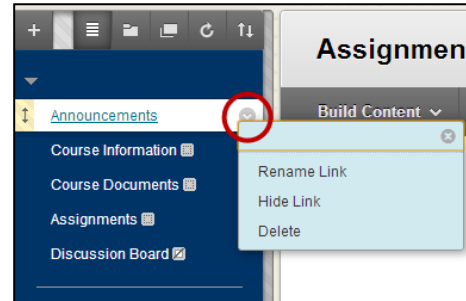
Note: When deleting a menu button you will be notified about the number of 'children', i.e. items, folders, and subfolders, that you are going to remove. Although the menu button will be deleted, the underlying content (files) remains available in the course's Files section in the Control Panel.

3. Course content: Filling your course with content

This section will discuss how to fill your course with content. When filling your course with content, it is important to know the difference between **Course Content** and **Course tools**. Buttons designed for course content will lead to a page where you can upload files, for instance the buttons Course Information and Course Documents in the Blackboard template or copied course (see chapter 2.2). Besides this, Blackboard offers an extensive selection of Tools that can be put to use in your course. It is possible to make a link to these tools in the course menu (such as Announcements and Discussion Board) or in a certain Content button (for instance Wikis and SafeAssign).

> **Note**: Before you enter any content, check if your content meets the copyright regulations. See the final chapter of this manual.

3.1 Creating an Announcement

Announcements is the home page of your course. Here, you can place welcome messages, notifications and reminders. Often, these are short references to new or modified items elsewhere in the course, or notifications about the absence of an instructor etc.

1. Navigate to **Announcements** in the Course menu.
2. Choose Create Announcement.
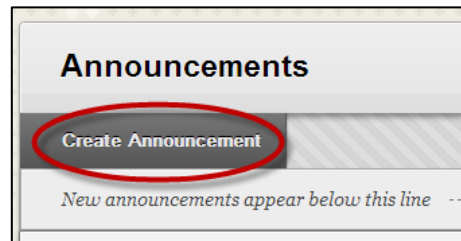
A form will now appear you have to fill out in order to place the announcement:

3. In field 1, enter a Subject and Message text.
4. In field 2, select duration options. By selecting Date Restricted instead of Not date restricted (posted immediately), it is possible to let Blackboard place the announcement after and/or until a certain time and date.
5. To send the announcement to all enrolled users (students, instructors etc.) by e-mail, check the box of Email Announcement. If you do not choose this option, students will still see the announcement when logging in.
6. If desired, make a link to a location elsewhere in the course. To do so, search and select the location using **Browse**…
7. Finally, click **Submit**. The announcement will now be displayed in your course. To delete an announcement, see section 3.4.

> **Note**: New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The repositionable bar is not visible for students.

3.2 Build Content

Blackboard offers an extensive amount of options to build various types of course content. Once the Edit Mode is 'on', every menu button for Course Content will show the following buttons in the (grey) **Action Bar**. The following image shows all the possible content items that can be created, ordered in three categories: Create, New Page and Mashups. In this Basic Instructor Manual, we will cover four basic functions that Blackboard offers under **Build Content**. These functions are highlighted in the image on the right with a reference to the respective subsections.
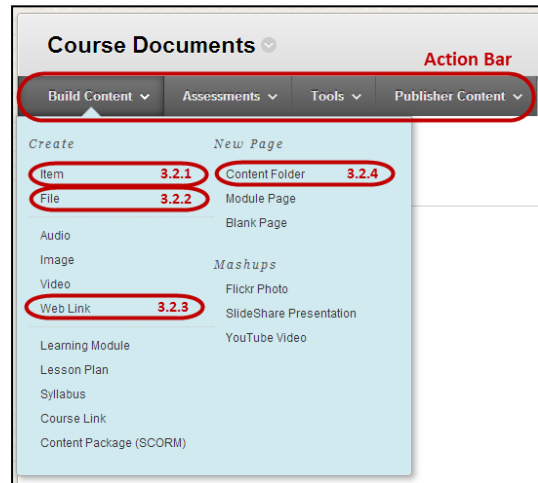
3.2.1 Creating Items

Items are general pieces of content: any type of file, text or image that appears to users in a Content Area, Learning Module, Lesson Plan or folder is an item. Items can be recognized by the icon shown on the right. To create an item, walk through the following steps:

1. Open the menu button in which you want to place an Item, e.g. Course Information.
2. Click **Build Content** in the action bar.
3. Click **Item** (category: *Create*).

A form will appear that you have to fill out. This is displayed in the image on the right.
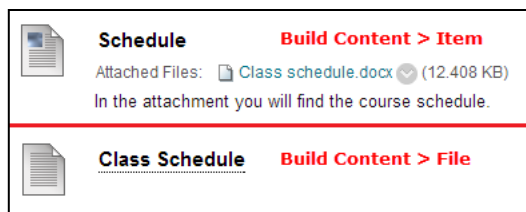
4. Enter a **Name**.
5. Enter your **Text** in the Text box. If desired, use the Visual Text Editor (see chapter 3.3).
6. It is possible to upload a file such as a PDF or PowerPoint. To do so, click **Browse My computer** (see chapter 3.2.2 for a further explanation).
7. In Section 3 you can choose special options for the item.
    a. Permit users to View this Content makes sure that the item is visible (yes) or invisible (no) to students.
    b. Track Number of Views will record the number of times the Item is viewed, when it is viewed, and by whom.
    c. Select Date and Time Restrictions can be used to make items visible for a certain period.
8. When finished, click **Submit** to upload the item.

3.2.2 Uploading Files

Uploading files can be done in two ways. The difference is an aesthetic one and is displayed in the image on the right. Option 1 is to upload a file while creating an Item. This is explained in the previous paragraph.

1. Open the menu button in which you want to place an Item.
2. From the action bar, select **Build Content** > **File** (category: *Create*).

There will now appear a form you have to fill out.

3. In field 1, **Browse** for the file you want to upload and enter a Name.
4. In field 2, select **Open in New Window: Yes** (see note below).
5. In field 3, optionally enter Date and Time restrictions.
6. Finally, click **Submit**.

Note: When uploading an attachment, always choose Set **Open in New Window** to Yes to reduce open/download problems for students.
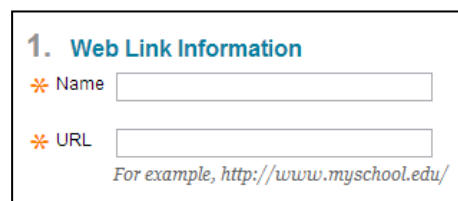
3.2.3 Uploading media files

When you want to add audio or video files to your course, please upload them as mp3 or mp4 files resp. Mp3 (mp4) files are files that occupy less storage space, but still have (almost) the same quality as original WAV (AVI, WMA, WMV) files. You can use one of the many free on-line available conversion tools to save your WAV file to an mp3 file, *e.g.* Audacity. It is available for Windows, Mac and Linux, and distributed by the ISSC. For private use see also http://audacity.sourceforge.net/. For converting your video files, the program Any Video Converter is recommended. Please take care to not install any toolbars, plugins, or other 'special' software. While standardizing your audio files on mp3, and your video files to mp4, chances are high that students can open them on their Windows, Mac, and Linux computers.

3.2.4 Creating a Hyperlink

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials.

1. Open the menu button in which you want to place the URL.
2. From the action bar, select **Build Content** > **Web Link.**

Fill out the form that appears. It is very similar to the one shown whilst creating an Item.

3. Enter a **Name** and the **URL** of the hyperlink
4. If desired, enter a **Description** of the link in section 2.
5. Section 3 allows you to attach a file.
6. In section 5 you can choose special options for the item.

a. <u>Permit users to View the Content Item</u> makes sure that the item is visible (yes) or invisible (no) to students.

b. <u>Track Number of Views</u> will record the number of times the Item is viewed.

c. <u>Select Date and Time Restrictions</u> can be used to make items visible for a certain period.

7. Finally, click **Submit** to create the hyperlink.

3.2.5 Creating a Folder

A Content Folder is a way of organizing content items. Content Folders set up a hierarchy to group related material together based on for instance theme or a schedule. Using folders to organize content items can make materials easier to find and reduce the length of a Content Area page. To create a folder, follow the following steps:

1. Navigate to the Content Area in which you want to place the URL by clicking on its Menu button.

2. From the **Action Bar**, select **Build Content** > **Content Folder** (under *New Page*).

Fill out the form that appears:

3. In field 1, enter a **Name**, and, if desired, a (short) summary of the content that can be found in the folder in the field **Text**.

4. Section 2 allows you to choose options:

a. <u>Permit users to View the Content Item</u> makes the item visible (yes) or invisible (no) for students.

b. <u>Track Number of Views</u> will record the number of times the Item is viewed.

c. <u>Select Date and Time Restrictions</u> can be used to make items visible for a certain period.

5. Finally, click **Submit** to create the Folder.

Section 3.5 will explain how to copy (and move) folders.

3.2.6 Statistics Tracking

With the option 'Statistics Tracking' it is possible to get detailed information about the content, how many times an item was viewed by students and when it was accessed.

3.2.7 Foreign Language Support

It is possible to enter special characters (e.g. Chinese) in Blackboard announcements or items by copy-pasting them from Word or other sources. It is not advisable to change the language settings of a Blackboard-course as a whole. This will make it harder for the Blackboard Helpdesk to provide you with technical assistance for that course as we can only provide support in English and Dutch.

3.3 The Visual Text Editor
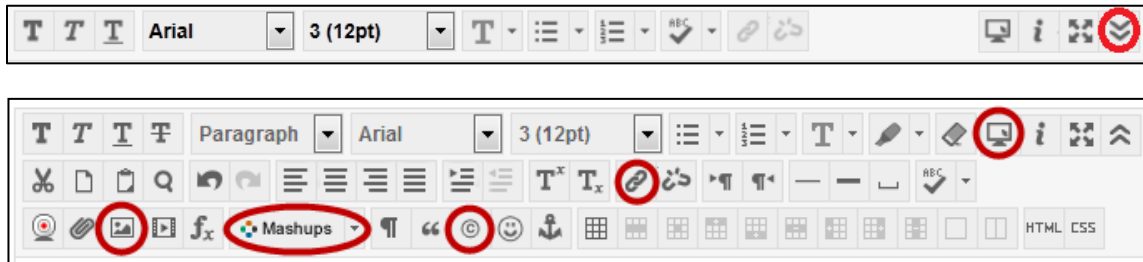
When building content, you will be confronted with the Visual Text Editor. Hover your mouse over the icons for an explanation. The Text Editor is available in a 'light' (see the upper figure) or extended version (the lower one). You can switch between these versions by clicking the double arrow on the top right. In the top row of the *Visual Editor* you will find options regarding font and styles. We will highlight a few additional functions:

Embedding a YouTube Video
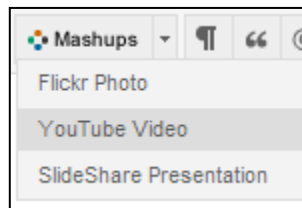
Click the button and select **YouTube Video**. A popup screen will show you a search bar in which you can search for videos. Click **Select** under the video thumbnail to select the video you would like to add. In the next screen you can edit the options for the video. Click **Submit** to add the video.

Making a hyperlink

You can link to other websites. You can do this by typing a text, selecting it and clicking on the *link icon*. In the popup that will appear, insert the link.

Adding symbols

In Blackboard 9.1 you can add (a limited amount) of special symbols to your text. Most of them are Greek characters. To do so, click the icon displayed on the left.

Preview

Click this button to preview a text before you submit it.

Adding an image

By pressing this icon you can upload or add an image by submitting its **Image URL** or clicking **Browse My** Computer to select an image. Under the tab *Appearance* you can edit the size of the image.

3.4 Content in menu buttons: order, edit, and delete

It is possible to edit, reorder or delete created content items.

1. You can manage the **order** of items in menu buttons easily by using drag and drop (see chapter 2.3).

To move or delete content Items:

2. Click the arrow behind the content item (⌄).
3. Choose **Edit** to change the content text or options. You will see a form similar to creating a Content Item.
4. Choose **Delete** to delete the specific item. You will be asked to confirm your action before deleting the content from the course permanently.
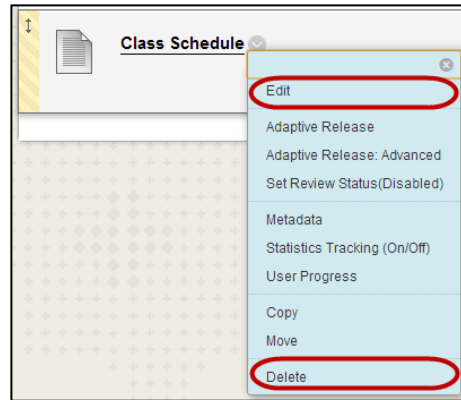
Note: Deleted files will remain available via the course's Files section in the Control Panel. To really delete a file from a course, you also have to remove the files from the Files section.
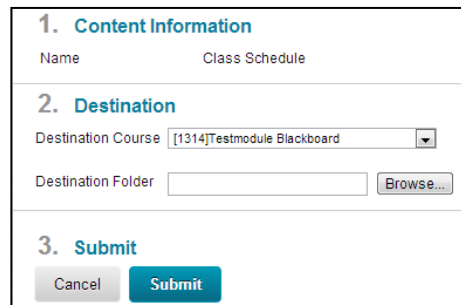
3.5 Copy or Move Course Content

Many Content Items, including Links, URLs, Content Folders, Learning Modules, Offline Content and Tools can be moved between menu buttons or folders inside the course and in between Courses. To move content to another Course, the user must be enrolled as an Instructor in both Courses. Copying content will make a copy of the content in the destination folder. Moving content deletes the content from the original location.

1. Click the **arrow** behind the content item (⌄).
2. Choose **Copy** or **Move**.

The form that appears will be similar for both options.

3. Select the **Destination Course.** The dropdown list will display all courses in which you are enrolled. Do not change the destination Course if you want to copy or move the content inside the current course.
4. Select the **Destination Folder** by clicking Browse… The popup will show a list of all menu buttons and underlying folders of the Destination Course.
5. Click **Submit**.

Section 4.5 will explain how to copy all course content at once.
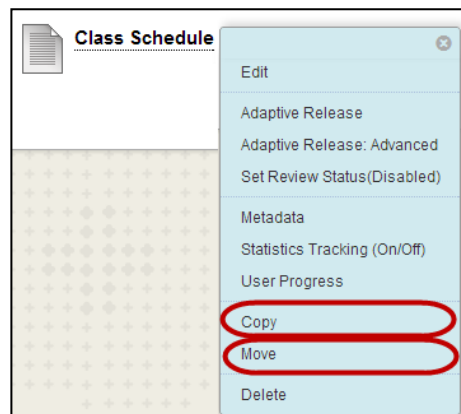
4. Course Management: The Control Panel

Each course has a **Control Panel** that can be used to access various tools. In this chapter, five of the most used Tools will be discussed. These tools are highlighted in the image to the right with a reference to the subsection in which they will be discussed.
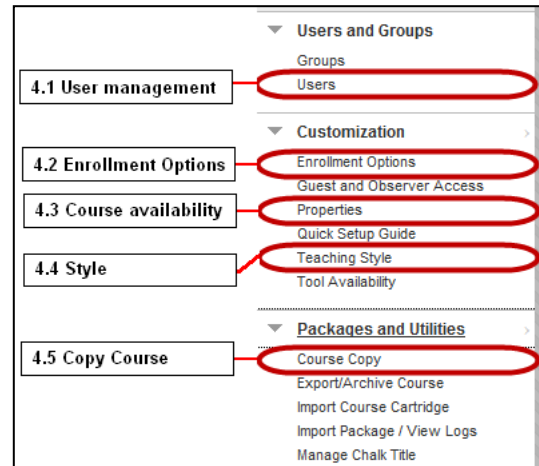
4.1 User management

Blackboard 9.1 will automatically generate an overview of all enrolled users. This overview will have the following appearance. The important buttons have been highlighted:
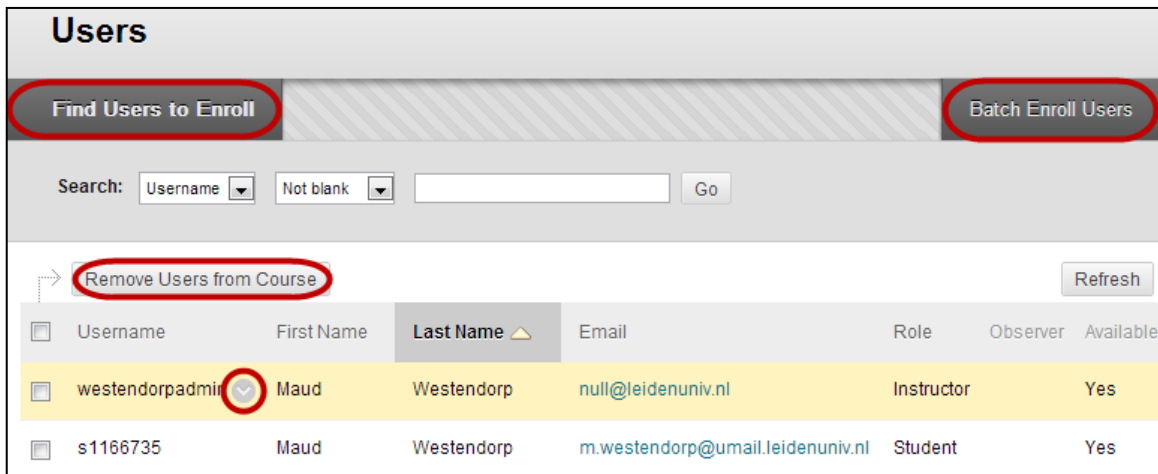
4.1.1 Change User roles

You can change the role of a user by taking the following steps:

1. Navigate to the <u>User Management</u>: **Control Panel** > **Users and groups** > **Users**.

2. Click the **arrow** ( ) behind the username.

3. Choose **Change User's Role in Course**.
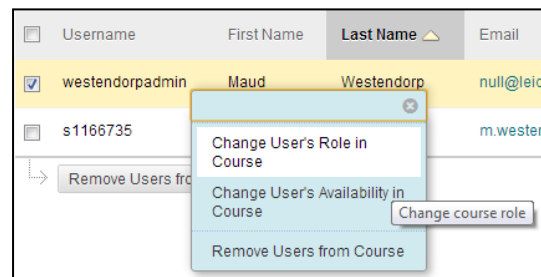
A new window will appear:

4. Choose the role you want to assign to the selected user, for instance 'Student' or 'Instructor'
5. Make sure the availability of the user is **Yes** (this is the default setting).
6. Click **Submit**.

4.1.2 Add Users

It is possible to enroll students and co-instructors. To enroll users, take the following steps:

1. Navigate to the <u>User Management</u>: **Control Panel** > **Users and groups** > **Users**.
2. Click **Find Users to enroll** (grey button, left in the <u>Action Bar</u>).

In the next screen select the user:

3. Fill in the username. If necessary, use **Browse** to search for the user.
4. Choose the desired **Role**.
5. Make sure the enrollment is Available (Yes).
6. Finally, click **Submit**.

4.1.3 Delete students

It is possible to delete students from a course. To delete a student, please take the following steps:

1. Navigate to the <u>User Management</u>: **Control Panel** > **Users and groups** > **Users**.
2. Check the box in front of the user. It is possible to delete multiple users at once.
3. Click on **Remove Users from Course**.

Note: It is not possible to remove another instructor from the course. If you would like to do this, please contact the Blackboard helpdesk. Make sure to mention the Course Name, Course ID and the name of the instructor that has to be removed from the course in your e-mail.

4.2 Managing Enrollment Options

By default, students enroll themselves to Blackboard courses via the Course Catalog. This standard setting can be changed in two ways: you can change the Enrollment Options or create an End Date for enrollment. Please note that students are not used to this setting and might be confused when finding the course in the Course Catalog without the arrow to enroll (⌄). This will cause questions for students and can result in a lot of e-mails to the course instructors. We therefor recommend not changing the enrollment options (The standard settings are 'Self Enrollment' and 'No End Date' and are used for 98% of all courses).

If you want to change the Enrollment Options after all, follow these steps:
1. Click in the Control Panel on **Customization** > **Enrollment Options**.
2. In this form you can choose whether students can enroll themselves ('Self Enrollment', our standard setting) or that the instructor add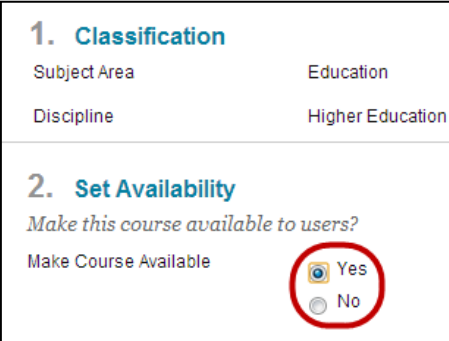s the students ('Instructor/System Administrator). It is possible to let students send you an enrollment request ('Allow Students to Email Enrollment Requests to the Instructor').
3. After editing, click **Submit** to apply your changes.

4.3 Course availability

The Blackboard helpdesk will make all courses for the new semester available at the start of the new semester. All courses of the previous academic year will be made unavailable at the end of that year to provide students with an up-to-date Course overview and an accurate Course Catalog.

It is possible to make a course available or unavailable yourself at any time. To do so, take the following steps:
1. In the Control Panel navigate to **Customization** > **Properties**.
2. In the form that appears, change the availability in section 2 under **Make Course Available**.
3. To make the course available, choose Yes. Choose No to make the course unavailable.
4. Click **Submit** to save the new settings.

4.4 Managing the Course Style

The Style settings control how the Course appears to users. Settings include changing the first page users see when they open the Course (section 2), the appearance of the Menu (section 1) and how Content Items appear in folders (section 6). In addition, a banner (section 7) may be added to the top of the Course home page (the first page students see when entering the course). To change the style, navigate to **Control Panel** > **Customization** > **Teaching Style.**

4.5 Copy Course

Section 3.5 explained how to copy or move a single Course Content Item. This subsection will discuss how to copy an entire course.

1. Navigate to the **Control Panel** > **Packages and Utilities** > **Course Copy**.

In the field that now appears you have to select the Copy Options in section 2.

2. First, select the **Destination Course ID**. This has to be an existing course in which you are an instructor. You can enter the ID directly or search for it by clicking the button **Browse….**
3. Select the Course Content you want to copy by checking the respective boxes. Usually you do not want to copy the **Announcements** (as these are dated).
4. In section 4 it is possible to copy the Enrollments. This will result in copying all students from the current course into the new course and is usually **not** desired.
5. Finally, click **Submit**.

You will receive an e-mail when the course copy process is completed.

5. Managing your My Institution page

5.1 My Courses: shortening the list of courses

After a while the number of courses on the My Institutions page in the My Courses block will increase. We have the experience that instructors like to keep an up-to-date overview, thus asking us to delete courses. However, due to the legal preservation rules for digital content and the use of Blackboard courses in educational review boards, courses have to be kept online for six years.

A possible solution is to keep your overview up-to-date with the so called **Gear wheel**. All courses will stay accessible at the tab 'My courses', but on the home page you will only see the courses you wish to display. To do so:

1. Click the **gear button** (encircled in red in the image on the previous page).
2. In the next form, select which courses you want to show by checking and unchecking the box at Course Name and Announcements.
3. Click **Submit** to apply these changes. The My Courses box will now only show the courses you wish to display.
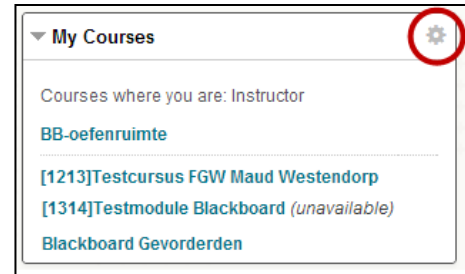
5.2 The Notifications Dashboard

Blackboard offers a very useful tool for students and instructors: **the Notifications Dashboard**.

You will find the Notifications Dashboard on a separate tab on the My Institutions page. It is circled in the image above. In the Notifications Dashboard, you will find information about new posts and announcements as well as notifications about things (Blogs, Tests, Assignments) you have to grade.

Students can use the Notifications Dashboard to see all new announcements, all new course content or all new assignments you and other instructors have created in all their courses.
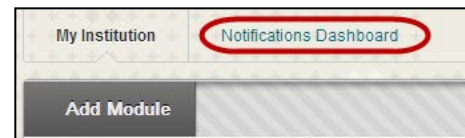
5.3 Global Navigation Menu

Another area in Blackboard called 'the Global Navigation Menu' also provides information about all courses and activity on Blackboard. This menu can be accessed as a pop-up window by clicking your username in the top right corner of the screen (click **My Institution** to get back to the Blackboard homepage). The Global Navigation Menu is available everywhere in Blackboard. In this menu the following sections are displayed:

- **Courses**: shows links to recently visited and other courses;
- **Settings**: allows to change various personal settings;
- **Posts**: links to an overview of all posts (in Discussion Board, Blog, Journal or Wiki);
- **Updates**: links to an overview of Updates in all your courses; bottom: links to **Home** and **Help**.
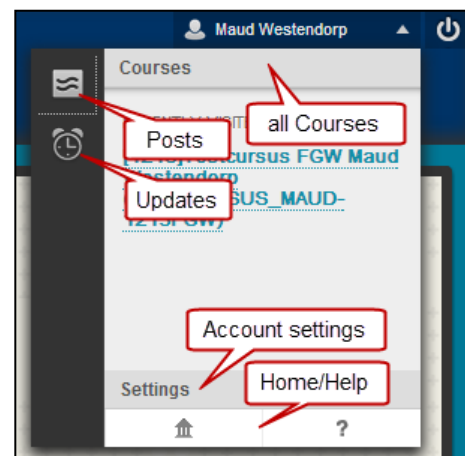
6. E-mail

6.1 Send Email

Blackboard has a tool available for sending e-mail to course users. Both instructors and students can use this tool to contact other users. This tool is available in the Course Management part of the course: Control Panel > Course Tools > Send Email. In the screen that appears you can choose which users you would like to send an email, e.g. all users, all student users, all instructor users. You can also choose to select specific users by using the option 'Single / Select Users'. Attachments can be included in the email. A copy of the email will always be sent to the sender (to the registered e-mailadress in Blackboard, see next paragraph).

6.2 E-mail preferences

As most users login to Blackboard with their ULCN account, the e-mail address that is used in Blackboard will be their uMail-account by default (…@umail.leidenuniv.nl). As most instructors primarily use their …@hum.leidenuniv.nl account, they might miss important e-mails from students sent via Blackboard. There are two options to make sure to receive all e-mail communication:

1. Forward your uMail address to your primary e-mailaddress:

Forward your uMail address to your work e-mail account, see http://www.services-facilities.leiden.edu/ulcn/services/umail.html#forwarding-to-another-mail-box. The address of uMail is https://webmail.leidenuniv.nl/. Please note that the webmail service of the VUW environment is on a slightly different address: https://webmail.campus.leidenuniv.nl.

2. Change your e-mail address preferences in uPrefs.

To change the preferences in uPrefs, please take the following steps. For more information, see the manual after logging in to uPrefs (in the menu on the left).

1. Navigate to uPrefs: https://uaccess.leidenuniv.nl/uprefs/.
2. Login with your ULCN account.
3. Go to **Preferences** in the menu on the left and choose **Enter/Change**.
4. Select the desired e-mail address. The changes will be saved automatically.

7. Assignments and Grade Center

You can use Assignments to let students submit papers or other work. Blackboard also offers the possibility to engage in online testing. The manuals "Assignments, SafeAssignments and Gradecenter" and "Test Manager" will provide you with more information on these subjects (see our website).

> **Note:** Please note that the only *official* place for the registration of your students' grades is the student information system uSis, and not Blackboard's Grade Center. ***This means that you should enter the grades in uSis first, and publish them in Blackboard afterwards.*** Point out to students that they are not entitled to rights under the grades in the Grade Center. For workflow, safety and other reasons, make a copy of the Grade Center and store it outside Blackboard, for instance in an Excel file on your own computer.

8. Leaving Blackboard

When you are done using Blackboard, it is important not to forget to log out. This is an issue especially if you are working on a public computer. Logging out prevent others adding or removing items in your courses. The **Log Out**-button is situated in the top right corner of the Blackboard screen.

9. Important: Copyright, Plagiarism, Preservation, Code of Conduct

- Please know that Copyright law ('Auteursrecht') not only applies to hardcopy readers, but also to online materials, and consequently to the materials in your Blackboard course. This means that you must be aware of the rules that apply to articles, pdf's, PowerPoint presentations etc. that you upload to your Blackboard course. These rules are outlined on the website of the Copyright information office at Leiden University > Libraries > Services for education and research > Copyright Information Office > For teaching faculty, or more specifically, on the sub-site Rules of thumb for Copyright and Blackboard.
    - Linking to external content on websites, movies on YouTube.com, images on Flickr.com, slides on Slideshare.com etc. is always allowed; linking, which includes embedding, is the preferred method of pointing to external sources;
    - Using/presenting copyrighted materials in your class is allowed because of the 'onderwijsexceptie'; you may only use the materials in your classroom and only when the materials, like images, are functional with respect to your course ('vertoningsrecht'); always include acknowledgements;
    - Follow the 'Vuistregels' (see the site above) when you want to upload copyrighted materials in your Blackboard course or use copyrighted materials in your PowerPoint presentation, weblecture or pdf.

  For further reference, please see the site from SURF on behalf of the whole Dutch higher education sector at http://auteursrechten.surf.nl/Auteursrechten/en/Pages/Default.aspx (in Dutch).

- Please have a look at our faculty's regulations about fraud and plagiarism (in Dutch) on Faculteit der Geesteswetenschappen > Medewerkers > Onderwijs > Onderwijsbeleid > Plagiaat. You will find here how to prevent plagiarism, how to find authentic sources, how to recognize plagiarism, sanctions to students, and more. When students upload papers to Blackboard, these documents can be scanned automatically by the SafeAssign or Turnitin module. The procedures to follow are listed on our website, section Handleidingen (NL) & Manuals (EN).

- By law, on-line materials, like Blackboard course materials, must be preserved for 1 year ('wettelijke bewaarplicht'). This applies to *e.g.* submitted papers and grades of students. For administrative reasons Leiden University even keeps Blackboard courses and their full contents for 3 years on the so-called production server at https://blackboard.leidenuniv.nl and moves the courses for another 3 years to the archive server at http://leidenarchive.blackboard.com. In total, Blackboard courses are safely stored for 6 years. This also meets the demands of reviewing committees ('visitatie-commissies'). After 6 years, courses will be automatically removed, unless you indicate not to do so (send us an e-mail).

- Finally, take a look at the Code of Conduct ('Gedragscode', 'netiquette', in Dutch) for teachers and students that use ICT means on our website, section Handleidingen (NL) & Manuals (EN). You may use this Code as a reference when it comes to problematic situations, for example when students use Blackboard as a spam server.

About this manual

If you'd like to read more on Blackboard or Turnitin, we refer you to their online manuals:

- Blackboard for instructors: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor
- Blackboard for students: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student
- Turnitin for instructors:
  https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Instructor/Instructor_User_Manual
- Turnitin for students:
  https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Student/Student_User_Manual

Author: This manual is kindly provided to us by the Faculty of Humanities of Leiden University.