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<https://outlook.office365.com/owa/?realm=cityu.edu#path=/mail>

[https://my.cityu.edu](https://my.cityu.edu/)

>> Blackboard:

a) See .doc instructions in my folder b) in case stuck, search the Youtube video.

-- Nag. Next to my name. WorkSpace selection is very important.

-- icons on the left to proceed.

-- Hide Course menu, by clicking on the panel border.

-- “Student Preview”, enter, and exit.

-- To see list of people: Control Panel-> Users and Groups.

-- To see participations: Control Panel -> Evaluations -> Performance Dashboard.

-- Announcement (Black icon, not very distinguished) -> the course link.

-- Has vedio in more options.

-- Use announcement for week’s activity, and dues. Remind students about upcoming due dates.

* ContentCreation: Couse Modules -> BuildContent-> ContentFolder ->
* Item
* Audio
* Video
* Copy folder/item: Use the “select/drop\_down tab”, and answer questions for destination.
* CouseLink: [CouseInfo | CourseModules | …] -> BuildContent -> CreateCouseLink -> [e.g Discussion Board]
* Assignment: Assignments/Test -> Assignments Tab -> [Create|Edit] -> Browse computer to add attachement->
  + [100 Points Possible | Associated Rubics->SelectRubic->Rubic1 | -> “Yes” to Show Rubic to Student]
  + Submission Details: Multiple Attempts.
  + Grading options.
  + Display Grades.
  + “Make Assignment Available -> Display After.
  + Submit
* To see Student submit an assignment:
  + Enter “Student Preview”
  + Assignment1
  + Brouse Computer
  + Exit “Student Preview” (Keep the preview user and all data).
* TIN Assignment (See the pdf file for additional info).
  + Assignment/Test-> Tools -> Turnitin Assignment -> PointValue 0 -> Allow only file type …
* DiscusuionForum ->Use Rubic to grade (See instructions in MS document)
* DiscussionBoard ->CreateForum (Enter Text),
* Test: See the .doc file, follow the “RED” marker! See how to “deploy” a test! It is in Assignment/Test->Test, select the test (which was “imported” from Control Panel-> Test… below!)

1.      Open a browser and go to Blackboard at https://courses.cityu.edu

2.      Login using your CityU email address and password

3.      Click on **BBB\_JCHAN: Blackboard Basics**

**>> Model after Angular:**

* **Little short Video -> Excercises -> Answer questions.**
* **.doc contains links to my YouTube video, follow by text.**
* **Use other people’s video. Camera/snapshot in Bandicam to capture image, for follow-on discussion.**

**>> Youtube:**

* **Video manager to delete.**
* **Change to “public” from unlist in order to see.**