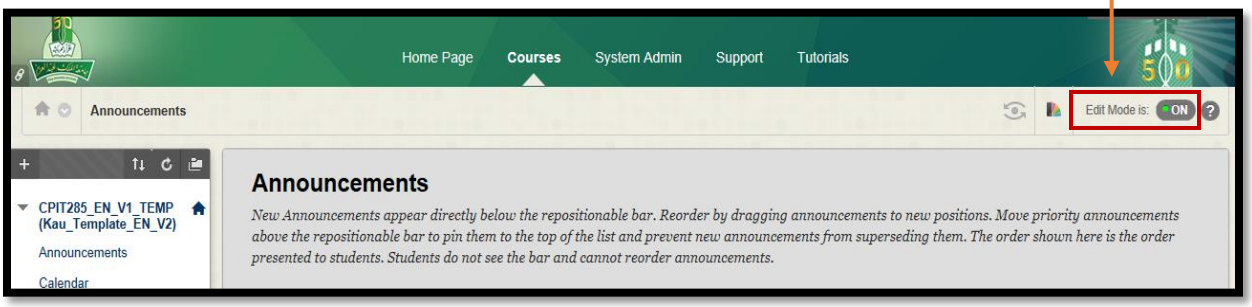
User Guide

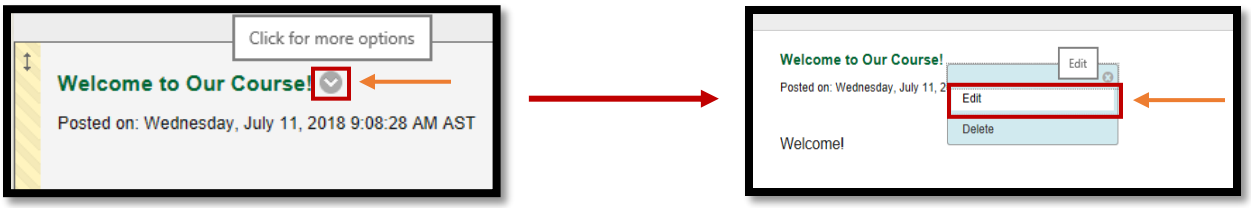
Introduction: This guide is designed for faculty members who use the exemplary course template on Blackboard. You must follow the steps below to prepare and use the course in an ideal way and to make it dedicated to your assigned section. The guide only focus on editable pages (Announcements-Getting Started-Contact Professor-Course Information- Learning Material-Assignments-Quizzes and Tests-Forums)

Notes :

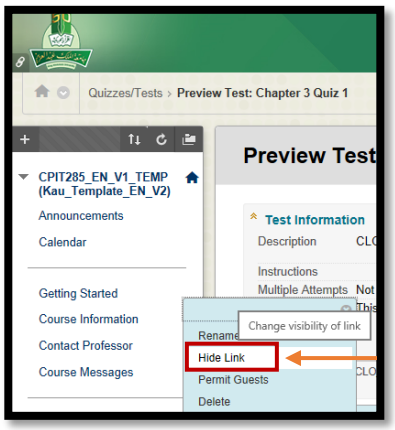
- Please do not delete pages from the template
- Hide the pages you do not use in your course.
- Be sure to turn the Edit mood **ON** (check the top right section of your page)

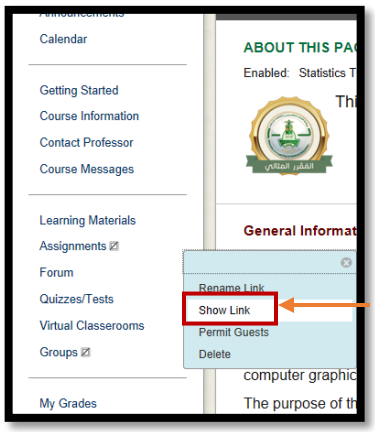


- To edit any element press the gray arrow next to it, then select (edit) from the menu.

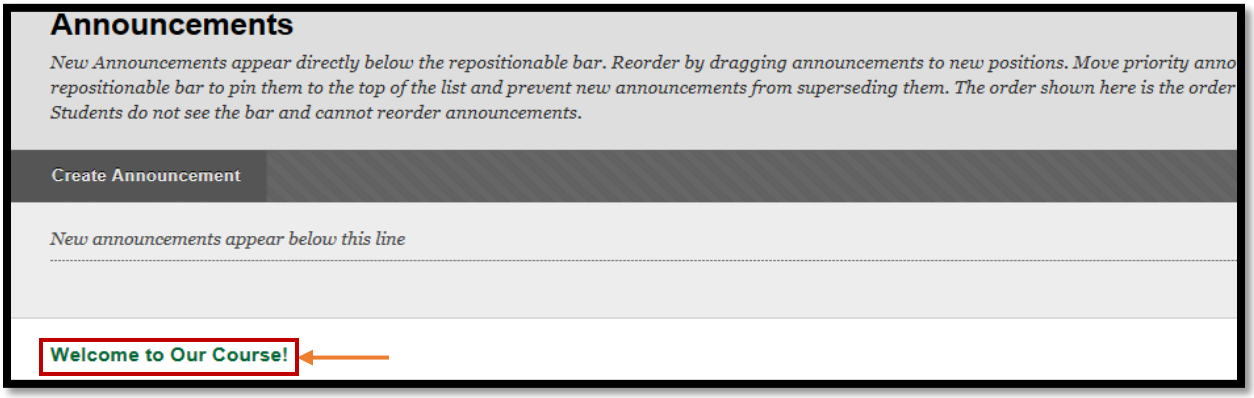


- To hide any page press the gray arrow next to it then select (Hide Link) and select (Show Link) to show pages.

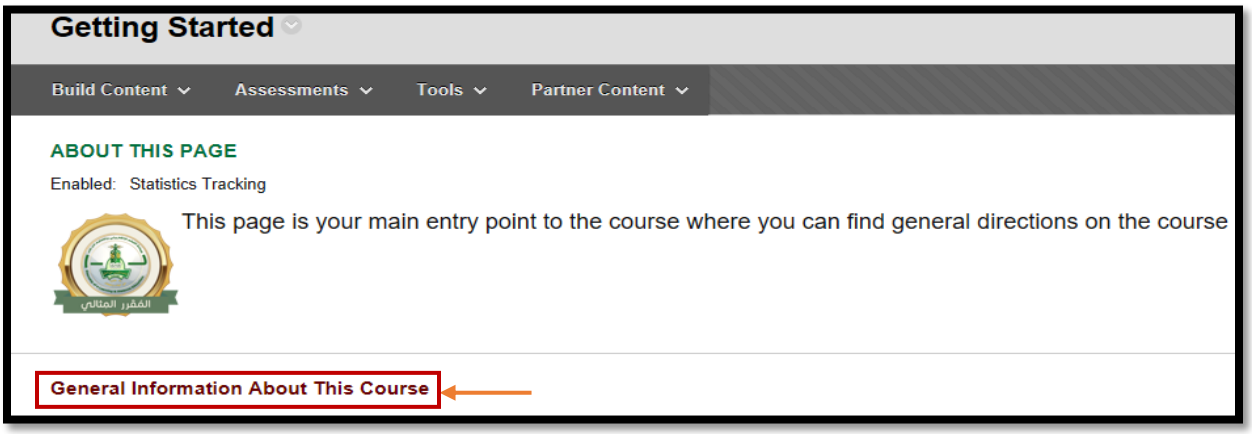




First: (The Announcements Page) in this page you have **to edit the welcome announcement by adding your name** and other welcoming messages as appropriate. Later, you can add any announcements as you see fit.

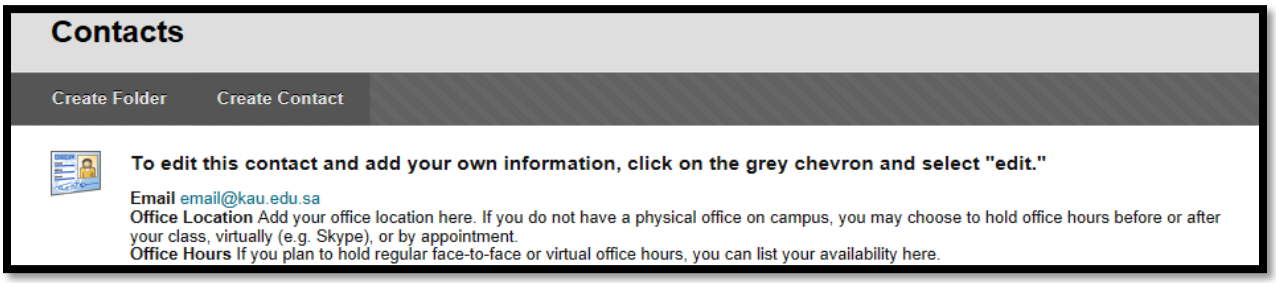


Second: (The Getting Started Page) is where students are oriented to the various aspects of the course for the first time, and is therefore crucial to course design. **Edit the (General Course Information about This Course)** and add your name at the end.

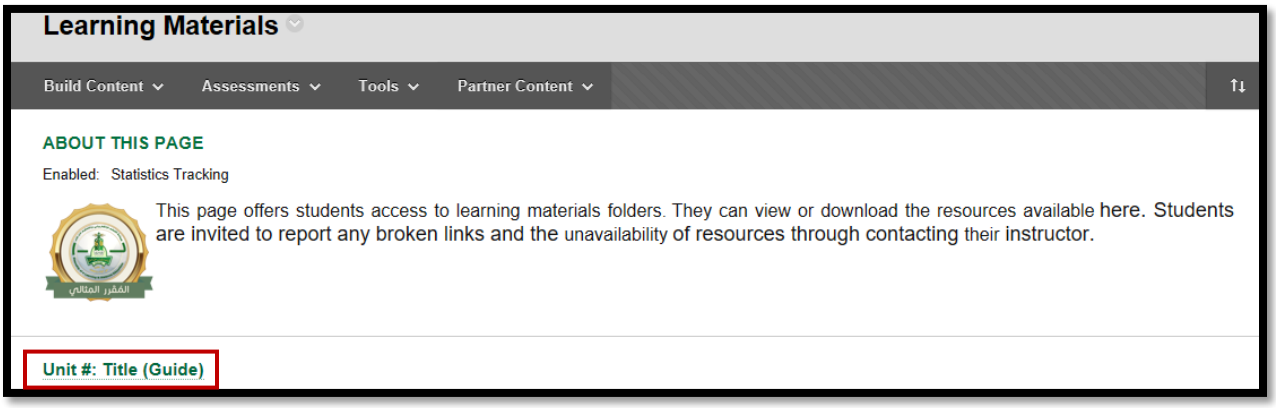


Third: (The Course Information Page) this page is where you can find specific information about the course's description, learning outcomes, the assessments required of students, and the course's grading policy. **Please, check this content carefully and update it necessary before you start.**

Fourth: (The Contact Professor Page) all contacts needed by students were added in this page. **Don't forget to update this contact card with your details but do not delete existing contacts.**

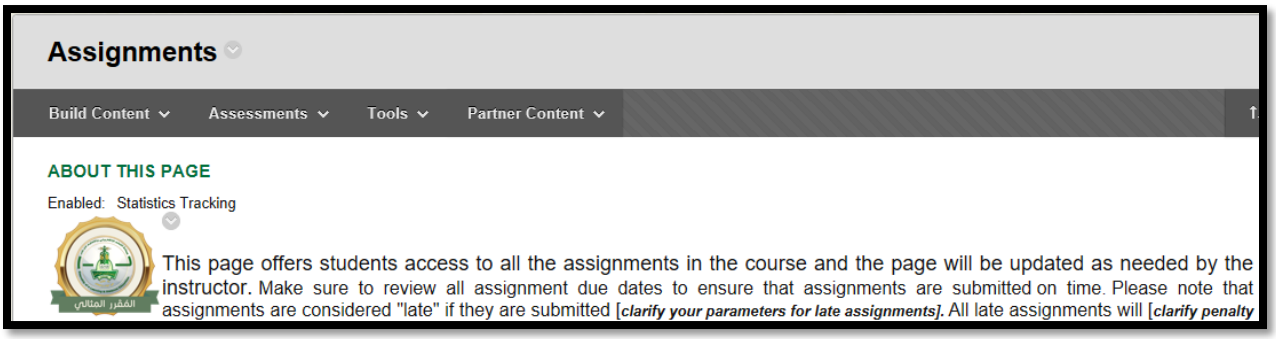


Fifth: (The Learning Material Page) offers students access to learning materials folders. They can view or download the resources available here. Some materials folders (chapters) were created by this course developer. **You are free to update elements inside them (ppt, docx, pdf, figures and videos).** If there is some missing chapters you can use the following element (Unit#: Title (Guide) to create new ones.



Sixth: (The Assignments Page) offers students access to all assignment in the course and the page will be updated as needed by you as an instructor. Some assignment samples are available, you can edit them and reuse them. Also, you can create new ones. **Don't forget to Show this page's link when you start publishing assignments.**

Also you have to **update the first element (ABOUT THIS PAGE)** by replacing the bold sentences with the required info (check the next figure).



Seventh: (The Quizzes and Tests Page) offers students access to all the online quizzes and tests in the course and the page will be updated as needed by the instructor. **You have to show this page's link once you start posting quizzes or testes.** You may find some quizzes and test, you can edit them before using them or create new ones.