



The student handbook for the E-learning system: Blackboard

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E-Learning Directory
E-Learning Department





An Introduction about the E-learning system (Blackboard):

Dear Student,

Attention has been directed; recently, towards what is known as E-learning, which is the implantation of the educational process for theoretical lectures through the electronic learning system known as Blackboard.

The educational process through this system is characterized by high efficiency quality, which is no less than the traditional in-class study on campus. Through this system, learning materials can be presented, simultaneous and asynchronous lectures can be provided, and virtual discussion rooms and discussion groups can be established, where students and faculty members can communicate and discuss the educational process.

This type of teaching and learning supports and develops the educational process by moving from been a passive receiver of learning materials into being an active and creative learner in which learning skills can be developed. Thus, E-learning is defined as one of the interactive educational systems provided to students via means of communication technology, which depend on the use of the personal computers, smartphones, and Internet in which lectures are delivered and various different media-based learning materials are provided. By which, students can acquire knowledge by their own.



How can I use E-learning system "Blackboard" & attend online lectures and benefit from its service:

You can access the system in one of the following ways

❖ **Use Google Chrome or Firefox, then go to the college / institute website from the computer**

- 1- From the College Services icon
- 2- From the drop-down menu> E-services.
- 3- Choose "Blackboard".

After opening the Blackboard system page, log in as follows:

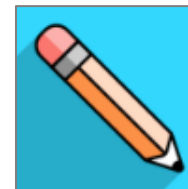
- Enter Username (your student ID number)
- Enter Password (the password for your portal system)
- Then click on Log In.

❖ **Enter from the direct link:**

Use Google Chrome or Firefox to open the following link directly: <https://lms.cisjubail.gov.sa>

❖ **Log in via smart devices:**

- Download the Blackboard application from online App-store
- Write the name of the Colleges and Institutes Sector (CIS JUBAIL)
- Enter your username: (your student ID number)
- Enter the password: (the password for your portal system)
- Click on Log In





What is the main page of the E-learning system “Blackboard”

After you log in to Blackboard you will see the main page which contains:

The screenshot shows the Blackboard main page with the following elements highlighted by numbered callouts:

- 1**: Tools menu (Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goals, QWICKLY+, Application Authorization)
- 2**: My Announcements section (Information, Web Application Development_Lecture_LC01, Session 1 - Introduction to HTML5)
- 3**: My Organizations section (You are not currently participating in any organizations.)
- 4**: My Courses section (Courses where you are: Instructor, Info & Comp Security_Lecture_LC01, Web Application Development_Laboratory_LB01, Web Application Development_Lecture_LC01, Announcements: Session 1 - Introduction to HTML5)
- 5**: Courses tab in the top navigation bar

1- **Tools**: under tools you will have:

- Announcements**: Announcements for the course.
- Send Email**: You can send an email in the course or send a mail to a faculty member.
- Personal information**: Through it, you can edit personal information, change the password, customize and change settings).

2- **My Announcements**: contains announcements for the course created by a faculty member or announcements from the college / institute.

3- **My Organizations**: are alerts for groups that you have subscribed to.

4- **My Courses**: are the courses in which you are registered.

5- **Courses tab**: contains the courses you study.



How can I change the language on "Blackboard"?

The students can change the language from Arabic to English or vice versa by following the following steps:

- 1- Go to the page top and then expand the general navigation menu next to your name.
- 2- Choose **Settings**, then **Personal Information**.
- 3- Choose **Change Personal Settings**
- 4- Determine the required language from **the user's language package**.
- 5- Click on the **Submit**.

How can I access to the Course?

- 1- Click on the Courses tab at the top of the screen or from the Courses module on the home page.
- 2- The Courses page will appear for you, choose the Course you want to enter.
- 3- After that, you will see the main page of the Course.

How can I enter to the virtual classroom?

- 1- Click on the **Courses** tab at the top of the screen
- 2- The Courses page will appear for you, select the required Course
- 3- After that, you will see the main page of the Course
- 4- Click on the **Virtual Classroom**
- 5- Click on the session you want to enter.
- 6- Press on **Join room** button, then complete the rest of the instructions.

How can I browse announcements or alerts?

- Display the Course announcements:
 - 1- Entering the Course, whose ads you want to display.
 - 2- Select **ads/announcements**
 - 3- A page appears that contains all announcements and alerts for the Course.

You can also make all announcements appear by doing the followings:

- 1- Go to the tools unit from the main page of the system.
- 2- Choose notification messages
- 3- A page appears that contains all announcements and alerts



How can I submit homework/assignments on Blackboard?

The course teacher is responsible for making assignments and uploading or adding course contents. In some cases, assignments are framed within a specific time/date to allow them to appear, hence, if assignments and other contents of the course are not found, you need to communicate with the course teacher.

Submitting Assignments

- 1- Enter the Course for which you want to complete the assignment.
- 2- Choose the assignment that you want to submit
- 3- The assignment page will appear that containing information placed by the Course teacher such as (assignment name - due date, possible points - assignment questions - file attached to the assignment if any)
- 4- You can submit the assignment in one of the following ways:

A. Write the assignment directly without attaching a file

Click on Write Presentation, then write the answer to the assignment directly in the text box that appears, then press on the Submit button.

B. Attach a file for the assignment:

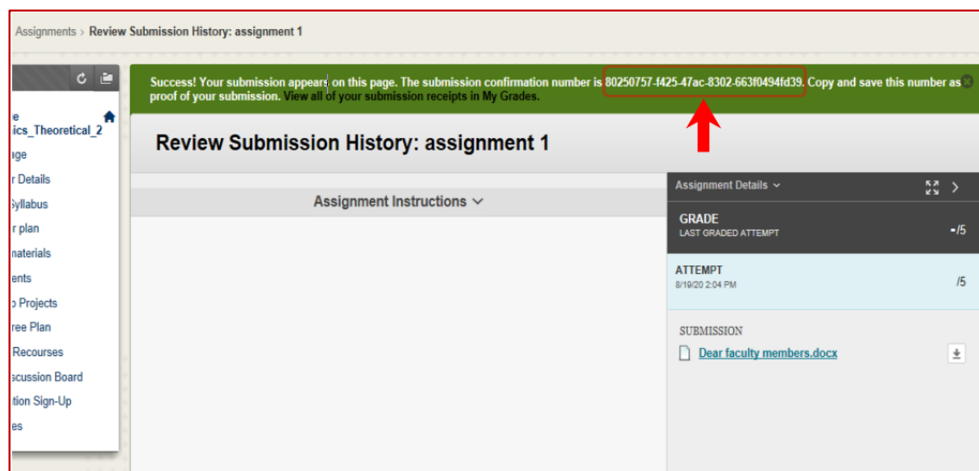
Solve the assignment in the same external file, then save it on your computer. After that, upload the file again on the assignment page, so that the file that you uploaded appears on the same page below the attached files, then click on **Submit**.

* Notice:

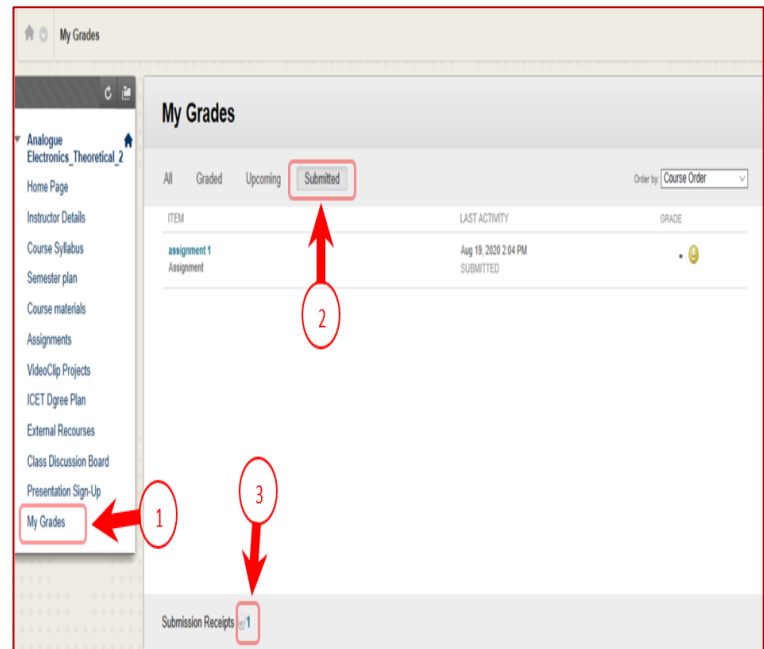
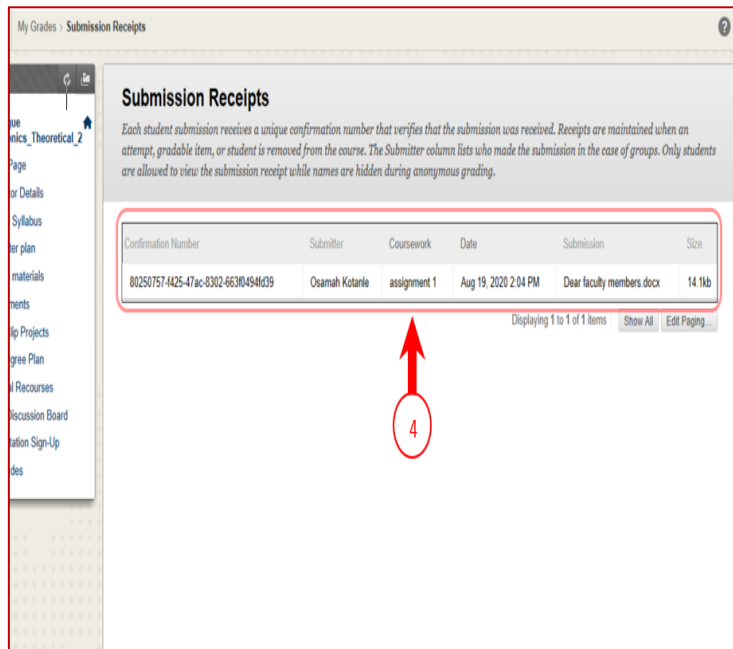
- If you want to delete the assignment, click Cancel
 - If you want to save the assignment, or to amend it later, click Save as draft.
 - If you are sure of completing the assignment, press on the Submit button.
- 5- A new page appears that contains the assignment that you have solved. You must review it, then press the OK button to send it to the course teacher.



- 6- After you successfully submit your assignments, a review page for the submission will appear with information about your assignment, such as the date and time on which you completed the assignment that was sent and a successful message with a confirmation number. Please note that you can copy this number and save it as evidence of your submission, and you will also receive an email with the confirmation number and its details such as the time of presentation of your course assignment.



- 7- To verify that the assignment was submitted successfully
- Go to the course menu and select **My Grades**.
 - Click the **Submitted** button and you will see a list of your submissions.
 - Click on the required assignment.
 - You will see a Receipts page that contain assignment information such as date, time, and paper (confirmation). As for the assignment grade, it does not appear until the course teacher grades the assignment.



How can I submit tests electronically?

Tests and exams; whether short, midterm, or final, can be submitted or completed through Blackboard.

When submitting the test, you must do the following steps:

- Check the course page on "Blackboard" E-learning system for announcement on regular basis to make sure you get updates regarding exams.
- Log in using your computer making sure that it is properly charged or keep it connected to electricity, to avoid sudden shut-down during your test.
- Avoid using the application through "smart phones" or tablet "iPad" since test or exam questions might appear inappropriately or technical problems might be faced while performing the test.
- Make sure the internet network is working properly before starting your test.
- Disable the **Popup Blockers** feature in the internet browser.
- Close all programs on your device before starting the test.
- Ensure that you can access the Blackboard system and that there is no problem with your account. If access fails, please explain the problem and send a screen shot to the E-learning technical support.
- Use the Google Chrome or Firefox browser to log in to Blackboard.
- Log in to your account 15 minutes before the actual test or exam starts.



To enter the exam page for a specific course, you must do the following:

- 1- Log in to the course in which you want to submit the test.
- 2- Choose the **exam title** you need to submit.
- 3- After entering the test, the test page will appear for you, and at the top of the page you will find instructions for the exam. Read it carefully and then click on **start** to take the test
- 4- Make sure you click on the **Save** answer after completing each question.
- 5- After completing all the answers, click on the **Save and Submit**.
- 6- A confirmation window will appear, click the **OK** button.

To check your assignment or test grades you can do the following:

- 1- Enter the course in which grades are displayed
- 2- Choose **grades**.
- 3- All grades for the given course will show

> Resetting your password

If you cannot access the Blackboard or log in to your account, make sure you entered the correct username and password and if you still cannot log in, try to reset your password by doing the following:

Click on **Forgot Your Password?**

Use one of the options: **Email Address Option** or **Username**



A- When choosing the Username Option:

Enter the first name in the same format as the letters appearing in the student information system in the (First Name) field and the family name also in the same way in the (Last Name) field and the username is (your student ID number) in the (Username) field.



B- When you choose the Email Address Option:

Enter the first name in the same format as the letters appearing in the student information system in the (First Name) field and the last name also in the same way in the (Last Name) field and the e-mail (which was set by you within the Blackboard system) in the field (Email)

Note: Official email is preferred

Click on the Submit button.

You will receive an email sent to your registered email or the email you entered in (Email field) if you choose to reset your password using the second option.



Change Password

CHANGE PASSWORD

Complete this form to change the password.

Password

Verify Password

Click Submit to proceed.

[Submit](#)

Enter the new password

Click on **send**

Your password was changed successfully.

Login

Blackboard⁺ learn™

USERNAME

PASSWORD

[Login](#) [Forgot Your Password?](#)

Password has been successfully changed



> **How can I contact the course teacher or one of my classmates on Blackboard using emails?**

- 1- Entering the course home page.
- 2- Choose from the menu (the messages and e-mail).
- 3- Click on select users.
- 4- Select the recipients in the box available for selection.
- 5- Write your own topic.
- 6- Click on the Submit button

> **What should I do if you have questions or inquiries regarding the course content or assignments?**

Enter the course discussion board and write your inquiry as follows

1. From the course menu, click on Discussion Board
2. The main discussion board page will appear in which you can add your inquiry

How can I submit a workflow or send an inquiry if I face a technical problem?

You can send a workflow request using the following email addresses:



Jubail Technical Institute
elearning@jti.edu.sa

Yanbu Technical Institute
bb_support@rcyci.edu.sa



Jubail University College
elearning@ucj.edu.sa

Yanbu University College
bb_support@rcyci.edu.sa



Jubail Industrial College
elearning@jic.edu.sa

Yanbu Industrial College
bb_support@rcyci.edu.sa



English Language Center- Jubail
elearning@jic.edu.sa

English Language Center -Yanbu
bb_support@rcyci.edu.sa



Or you can fill in the form for students in Yanbu colleges and institutes:

Helpdesk: <https://forms.gle/HctR2zPQHYIA2SpR9>

Note: please make sure you use your student official email address.