

Blackboard Instructor Guide (Ultra Course View)

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I. Access CUHK Blackboard system

- **Web** (https://cuhk.service-now.com/sp?id=kb_article&sys_id=904b7b72db2087400b2f5fa0cf9619bb) (*Please also check Blackboard Help: **Browser Support*** (https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started/Browser_Support))
- **Blackboard Learn App** (https://help.blackboard.com/Blackboard_App)
- **2FA (DUO Two Factor Authentication)** (<https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>) is required.

II. Selected Blackboard Learn Videos and Blackboard Help

A. Getting Started

- Navigate Outside a Course
 - Watch video: **Base Navigation** (https://www.youtube.com/watch?v=4Fcc_2vB8IY)
- **Blackboard Help: Getting Started** (https://help.blackboard.com/Learn/Instructor/Ultra/Getting_Started)

B. Set Up Courses

- Set Up Notifications
 - Watch video: **Notification Settings** (https://www.youtube.com/watch?v=uvv2N-OvyQo&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=4)
- Student Preview
 - Watch video: **Student Preview** (https://www.youtube.com/watch?v=OHAYpMaYzHw&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=7)
- **Blackboard Help: Set Up Courses** (<https://help.blackboard.com/Learn/Instructor/Ultra/Courses>)

C. Course Content

- Create Content
 - Watch video: **Add Content to the Course Content Page** (https://www.youtube.com/watch?v=6GsDkyjhccg&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=30)
 - Watch video: **Create a Document** (https://www.youtube.com/watch?v=z9vZSXzNrQ8&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=35)
 - Watch video: **Create Learning Modules** (https://www.youtube.com/watch?v=Uzpx_sCkVwc&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=25)
 - Watch video: **Use the Content Editor** (https://www.youtube.com/watch?v=RVfkuPtZQG4&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=42)
- Release Content
 - Watch video: **Release Conditions** (https://www.youtube.com/watch?v=EYFLrZFz02Y&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=46)
- Batch Edit
 - Watch video: **Batch Edit** (https://www.youtube.com/watch?v=XJ0Uxl-Qx_E&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=24)
- **Blackboard Help: Course Content** (https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content)
- **Note: The 'Zoom Meeting' tool in Blackboard Learn Ultra Courses is integrated with Panopto. By default, the Zoom cloud recordings recorded with that tool will be uploaded automatically to the course Panopto**

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folder and shared with users enrolled in that course.

D. Interact with Students

- Announcements
 - Watch video: **Create Announcements** (https://www.youtube.com/watch?v=h5lrqfVswb0&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=44)
- Discussions
 - Watch video: **Create a Discussion** (https://www.youtube.com/watch?v=lqNM36lfn9o&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=41)
 - Watch video: **Discussion Analysis** (https://www.youtube.com/watch?v=JqdIkTYF4pU&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=14)
- Groups
 - Watch video: **Create Course Groups** (https://www.youtube.com/watch?v=alx5Ctgwja4&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=39)
- **Blackboard Help: Interact with Students** (<https://help.blackboard.com/Learn/Instructor/Ultra/Interact>)

E. Assignments

- Create and edit assignments
 - Watch video: **Create an Assignment** (https://www.youtube.com/watch?v=g2rQmHas_n4&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=26)
 - Watch video: **Create Group Assignments** (https://www.youtube.com/watch?v=g7rlqBIku1I&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=34)
- Grade assignments
 - Watch video: **Grading Assignments** (https://www.youtube.com/watch?v=KNWoDe309XQ&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=16)
 - Watch video: **Inline Grading** (https://www.youtube.com/watch?v=EnCowGJaDfQ&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=17)
- Grade offline
 - Watch video: **Download Assessment Submissions** (https://www.youtube.com/watch?v=75vCLml1xVQ&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=18)
- **Blackboard Help: Assignments** (<https://help.blackboard.com/Learn/Instructor/Ultra/Assignments>)

F. Tests, Pools, and Surveys

- Create tests and surveys
 - Watch video: **Create a Test** (https://www.youtube.com/watch?v=b7igmJ8KvH0&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=33)
 - Watch video: **Grant Assessment Exceptions** (https://www.youtube.com/watch?v=UVL9kdf54tQ&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=13)
 - Watch video: **Timed Assessments** (https://www.youtube.com/watch?v=2w-jbL-pabg&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=29)
- Reuse questions
 - Watch video: **Import Question Banks** (https://www.youtube.com/watch?v=abD9cIIQNdo&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=31)
 - Watch video: **Reuse Questions** (https://www.youtube.com/watch?v=8k3DGSnpU38&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=11)
 - Watch video: **Use Question Pools in Assessments** (https://www.youtube.com/watch?v=cuWBxIV2FVM&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=27)

- Secure tests
 - **Add an Access Code to an Assessment** (https://www.youtube.com/watch?v=Y6Y23II0Xg&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=43)
- **Blackboard Help: Tests, Pools, and Surveys** (https://help.blackboard.com/Learn/Instructor/Ultra/Tests_Pools_Surveys)

G. Grading

- About the gradebook
 - **Watch video: Gradebook** (https://www.youtube.com/watch?v=rWqpvZ8QDTY&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=47)
 - Set up gradebook settings and options
 - **Watch video: Grant Student Accommodations** (https://www.youtube.com/watch?v=C0h_BZ23FA8&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=12)
 - Grade student submissions
 - **Watch video: Bb Annotate Overview** (https://www.youtube.com/watch?v=WFaEf_7-KaM&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=38)
 - Rubrics
 - **Watch video: Create Rubrics** (https://www.youtube.com/watch?v=BHzpkChSREc&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=23)
 - **Watch video: Associate Rubrics** (https://www.youtube.com/watch?v=s-zHm4Nm9CQ&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=22)
 - **Watch video: Grade Using a Rubric** (https://www.youtube.com/watch?v=FSUpi7ACDY&list=PLontYaReEU1tCbsCDP-u_wsKdkDBeglhH&index=19)
 - **Blackboard Help: Grading** (<https://help.blackboard.com/Learn/Instructor/Ultra/Grade>)
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