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Log in

- In order to log in to Blackboard, please open your browser and navigate to the following link blackboard.aucegypt.edu

- Enter your AUC email username and password which you received from ESS department.

- Example: if your email is x.y.abcd@aucegypt.edu then your username will look like this x.y.abcd

(If you have any technical problems with your email credentials or have not received them, please contact ESS technology support)
Blackboard Course Page

- **My Courses** box is where you will find the list of courses you are teaching in the current semester and this list will be removed after the semester ends and updated at the start of the new semester. A backup of your files will be saved at the end of each semester in order to reload them upon need.

- Click on the course Name in order to view the course materials and tools.
Upload Content
• Please make sure to activate the **Edit mode** to be **ON** as found on the top right of your screen as shown in the above figure.

• If the **Edit mode** is **OFF** you will be viewing your course as your students do; tool bar won’t be visible and you won’t be able to see files which you set to be invisible.
In order to create, manage or view the course material, click on Course Material or Course Content link available in the left navigation menu.

You will then view at the right pane, your course materials.

When the Edit mode is on, you will view the toolbar at the top of Course Content area which enables you to use Blackboard set of tools.
Sample Content

- Content can include folders, PDF files, Presentations “ppt” or Word documents. Presentations on PowerPoint or MS Office documents should be converted to pdf to be more secure.

- You might also use other available Blackboard tools as Assignments, Discussion Boards, Online Tests, Live Classroom, voice or video recordings.

- There are **minimum requirements** for course content on Blackboard and they are as follows:
  - Welcome announcement,
  - Course outline with chapters,
  - Course syllabus giving main sections of the course, how the participants will be evaluated and the weight of each of the evaluation components, the number of tests and their dates,
  - Any specific regulations that the participants must follow,
  - PP presentations on ESS template,
  - Reading material,
  - Assignments,
  - Online tests and evaluation.
  - It also very important to keep an open channel of communication with the participants.
Create Folder – Step 1

- On the left navigation menu, choose “Course Content” or “Course Material” and make sure the Edit mode is on
- At the top toolbar of Course Content area, click on Build Content then Content Folder
Create Folder – Step 2

- You will be directed to “Create Content Folder” Page
- Enter Folder Name: Content Folder Information -> Name
- Then click Submit
Uploading your Files – Step 1

- On the left navigation menu, choose “Course Content” or “Course Material” and make sure the Edit mode is on.

- Choose Build Content from the Course Content top toolbar, you will be able to view several options.

- To upload a file, choose Build Content -> File.

- To upload course outline or syllabus, choose Build Content -> Syllabus.

- To create a link for a YouTube Video already available on YouTube that is related to course material, choose Build Content -> YouTube Video.
Uploading your Files – Step 2

- You will be directed to “Create File” Page
- Enter File Name: Select File -> **Name**. That you want to be displayed to participants
- To upload a file from your computer go to: Find File -> **Browse My Computer**
- Extensions that can be uploaded are PDF files “pdf”, Presentations “ppt, pptx” or Word documents “doc, docx”
- Then click **Submit**
Permit Students to View Files (Visibility)

- While creating folders or files, you can choose to Permit Users to View this Content or keep them invisible until you change that option.

- You can also Select Date and Time Restrictions to automatically display or hide your files on the chosen dates.
Editing Content

• In your course content area to Edit any file or folder, click on the arrow next to its name. It will open a pop up menu with Edit option.

• You will find other options as well as Move and Delete
Assignments

Create Assignment and Download Submissions
Creating an Assignment – Step 1

- To create an assignment, please navigate to “Course Content” or “Course Material” by clicking on the link in the left navigation menu.
- Choose **Assessments** from the top toolbar then **Assignments**
Creating an Assignment – Step 2

- You will be redirected to “Create Assignment” Page
- Insert Assignment Name
- Assignment questions can be either uploaded through Attach File -> Browse My Computer or write the questions in the Assignment Instructions section
- In Grading section enter the grading points to be displayed in grade center
- In Availability section choose Number of Attempts -> Allow single attempt
- You can also choose when to display the assignment and its due date in the availability section
- Once the details are entered, click Submit
Downloading Assignment Submissions – Step 1

- Once a student submits his assignment, the instructor can download it from Grade Center
- Go to **Course Management** area in the left navigation menu
- Click on **Grade Center -> Full Grade Center -> Assignments** as shown in figure 1
- You will be redirected to “**Grade Center: Assignments**” Page where a table is displayed with all assignments names in the header
- Choose the assignment column you need then click on the arrow next to the assignment header name
- A pop up menu will appear with one of the options **Assignment File Download** as shown in figure 2
Step 2

1. Select Users

- **Name**: Khalil, Eng. Hany
- **Date**: Thursday, September 12, 2013 4:41:58 PM GMT+02:00
- **Grade**: Needs Grading (Override Grade: 17.6)

2. Select Files

- Select files to download:
  - Last attempt file
  - All attempt files

3. Submit

- You will be redirected to “Download Assignment” Page
- A students’ list will be displayed. You need to select all students from the header checkbox as shown in the above figure
- Click Submit
Downloading Assignment Submissions – Step 3

1. You will be redirected to another page to download the packaged assignments as shown in figure 1.

2. Once you click on the link “Download assignments now”, a pop up window will appear where you should choose to **Save** the **zip** file.

3. Figure 2 is an example of this pop up window, but could differ according to the windows version you are using.
When you open the downloaded zip file on your machine, the files will look as shown in the above image.

The automatic naming convention is as follows:

**AssignmentName_StudentUsername_Attempt_Date_StudentFileName.StudentFileExtension**

A text file with the same naming convention is also downloaded with the student’s details i.e. Full Name.
Grade Center

Grading, Download Class List and Assignments Download
Grading – Step 1

- Go to **Course Management** area in the left navigation menu
- Click on **Grade Center** then **Full Grade Center** as shown in figure 1
- You will be directed to the Grade Center : **Full Grade Center** page as shown in figure 2, click on the selected field to be able to enter a value
Grading – Step 2

1. Upon clicking on the field you want to grade, it will be changed to a text field. Enter your grade then press enter on your keyboard.

2. If you navigate away before submitting the grade, a message will appear asking you to confirm the grade, figure 2.
Grading - Managing columns – Step 1

- To change the display of the grade column, click on the arrow beside the column header as shown in the figure above then choose **Edit Column Information**

- This will direct you to **Edit Column** page
Grading - Managing columns – Step 2

- The most important column feature is Primary Display Percentage or letters, etc…
Grading - Managing columns – Step 3

- Points Possible is the grade assigned to this column as an assignment or test.
Grading - Managing columns – Step 4

3. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations  ○ Yes ○ No

Show this Column to Students  ○ Yes ○ No

Show Statistics (average and median) for this column to Students in My Grades  ○ Yes ○ No

4. Submit

Click Submit to proceed. Click Cancel to quit.

• Check the options you need then click submit
Send an Email through Blackboard
In order to send an email to your class list and/or teaching assistants, click on **E-mail** link available in the left navigation menu.

You will then view at the right pane, **Send Email** page.

Choose **All Users** to send to everyone in class list including instructors and teaching assistants.

Choose **Single/Select Users** to send an email to specific users.

Please note that replies to this email will be sent directly to your AUC email.
Useful Links to Blackboard Tutorials

http://www.aucegypt.edu/IT/UACT/bb/Pages/material.aspx
https://www.blackboard.com/Platforms/Collaborate/Resources/Recorded-Demos.aspx
Other Services
You can use your AUC email to log on to Faculty Banner Self Service (BSS).

BSS enables you to submit student grades, view class lists and check your schedule.

Navigate to AUC website www.aucegypt.edu, click on Faculty as shown in the figure then Teaching Technology: Banner

Or You can open ESS website www.aucegypt.edu/ess and you will find a link for Faculty Banner Self Service on Home page
Faculty Banner Self Service – Step 2

WELCOME TO BANNER SELF SERVICE!

LOGIN and GUIDELINES:
- To Login, enter your AUC Email User name and password, then Click Login
- To protect your privacy, please Exit and close your browser when you are finished.
- AUC Working hours are 8:30am - 4:30pm (Cairo Time) Sunday through Thursday

SUPPORT:
- To create an AUC email account, please click here
- For login problems, please contact the IT help desk: support@aucegypt.edu or 2615.1200
- Students with problems please click here
- Faculty and advisor with problems please click here
- For School of Continuing Education problems, please email sceregis@aucegypt.edu
- For Engineering Services problems, please email engserv@aucegypt.edu, hskhall@aucegypt.edu, samermagdy@aucegypt.edu
- For Management Center - School of Business problems, please email mcitsupport@aucegypt.edu
- To create an Instructor email account, please refer to your department.

AUC Username: 
Password: 

Click Here for Help with Login?

- Please enter your AUC username for example: if your email is x.y.abcd@aucegypt.edu then your username will look like this x.y.abcd
- Enter your password and click on login button
Faculty Banner Self Service – Step 3

- You will be directed to BSS Main Menu, choose Faculty Services
- You will be directed to Faculty and Advisors Services page
Faculty Banner Self Service – Step 4

• In the Faculty and Advisors Services page, choose Final Grades

• If the system is activated for Faculty to enter the grades, you will be redirected to Select Term page to choose the term you need to insert grades

• After you press submit, you will be redirected to Final Grades page
Faculty Banner Self Service – Step 5

- Please make sure to submit the grades often while working as the page could expire and you could lose your input data.

- In this page you have your class list displayed and you can just choose the letter grade that will be assigned to each student.
Faculty Banner Self Service – Step 6

• To view class list, click on Faculty Services tab at the top toolbar then choose **Class list**

• To log out click on **Exit** link on the top right of the window
AUC Email – Step 1

- In order to log in to your AUC email, Navigate to AUC website [www.aucegypt.edu](http://www.aucegypt.edu), click on Quick links as shown in the above figure.

- Choose **Webmail** at the end of the list.
AUC Email – Step 2

- Please enter your AUC username and password
ESS website

www.aucegypt.edu/ess
ESS Facebook Page

Please join us on ESS Facebook page to receive our announcements
AUC ESS American University in Cairo, Engineering and Science Services
https://www.facebook.com/AUC.ESS
Thank you

We appreciate your enquiries and comments

ESS IT Support

essit@aucegypt.edu