

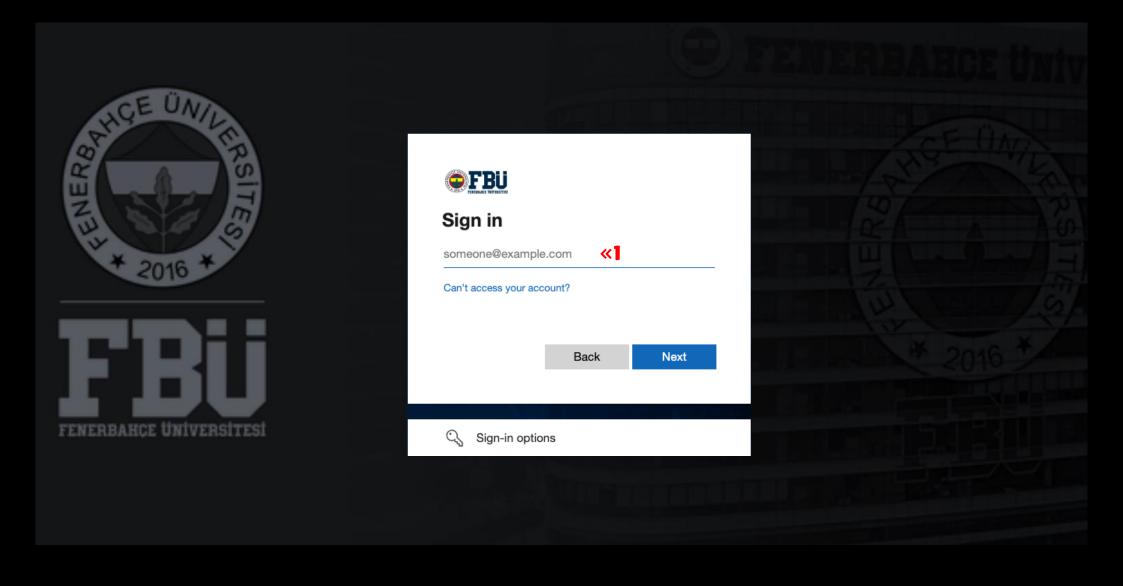
BLACKBOARD BEGINNER'S GUIDE

CONTENTS//

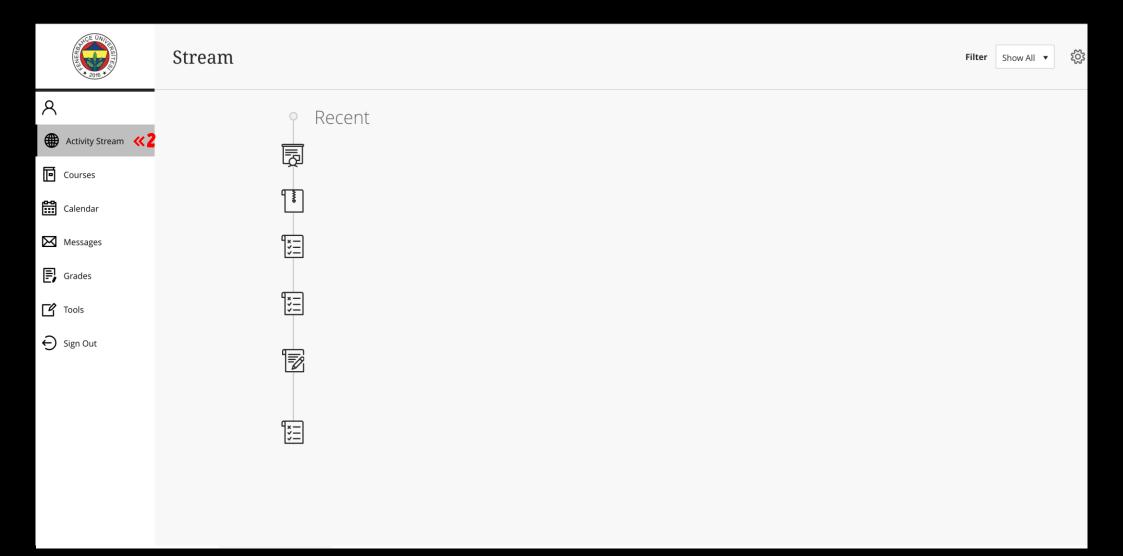
01	Navigation Panel Usage
02	Online Course Participation
03	Access to Course Records
04	Access to Course Materials
05	Access to Assignments - Submission of Assignments
06	Turnitin Assignment Submission
07	Alternatives of Access To Exam
08	Frequently Asked Questions



NAVIGATION PANEL USAGE



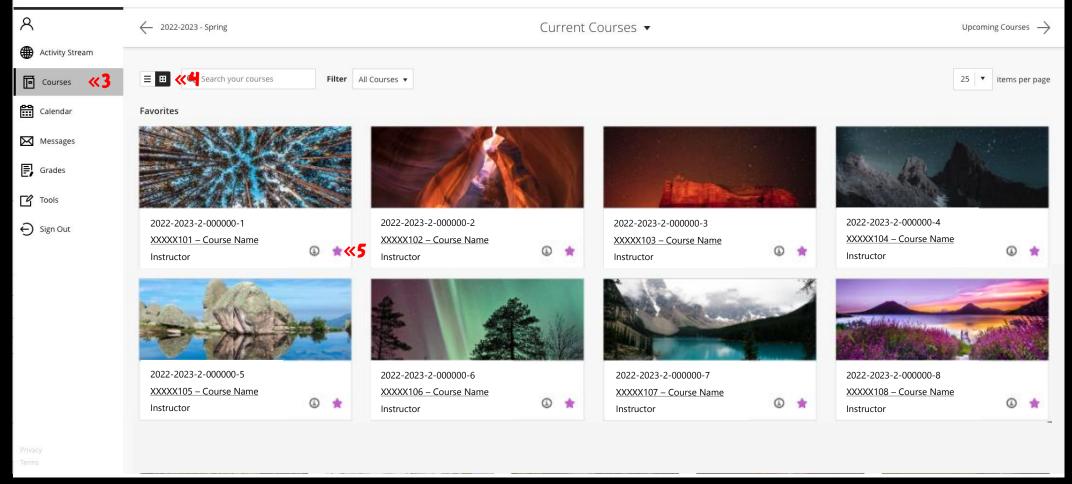
Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



You can view updates, assignments, and course content that take place in classes through the "Activity Stream".



Courses



3

You can view your current enrolled courses by clicking on the "Courses" link.

4

You can view current courses in either list or gallery view.

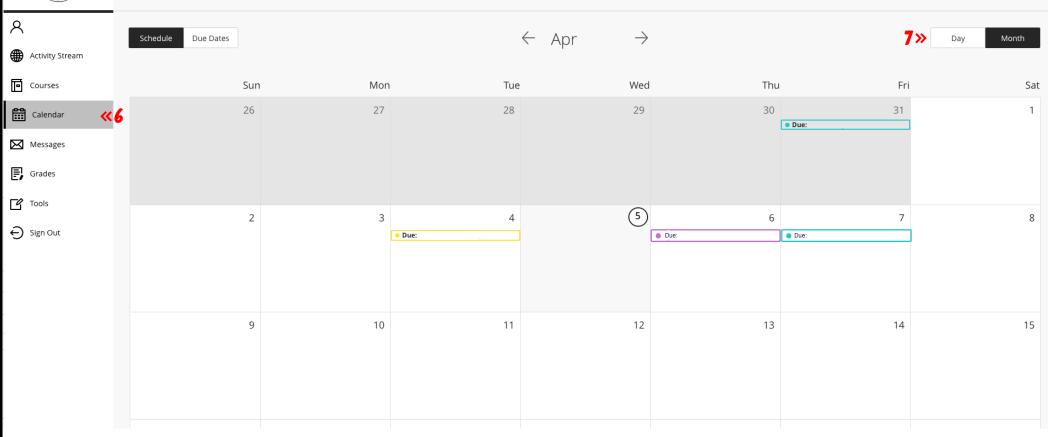
You can easily access your courses by adding them to your favorites using the star icon located at the bottom right in gallery view or at the right side of each row in list view.



Calendar





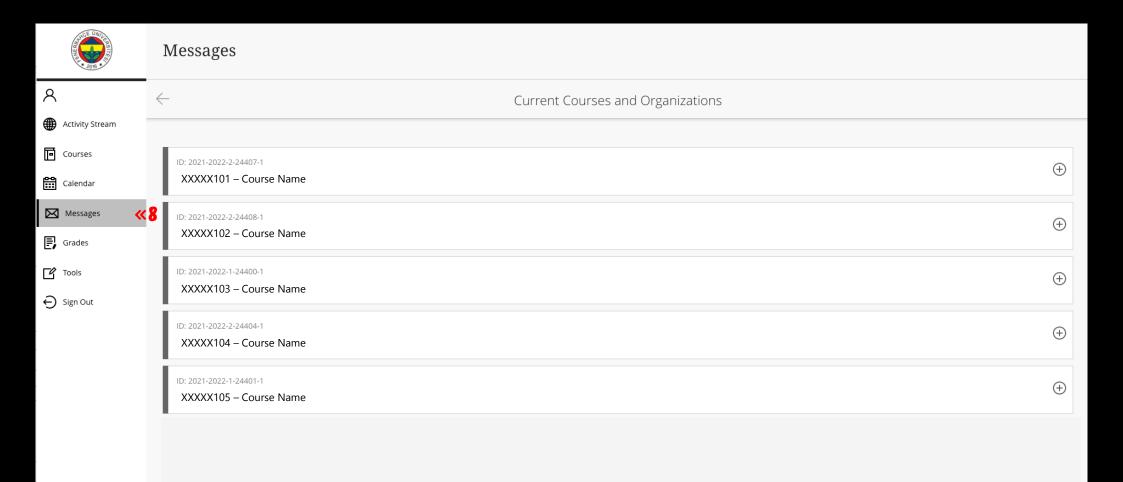


6

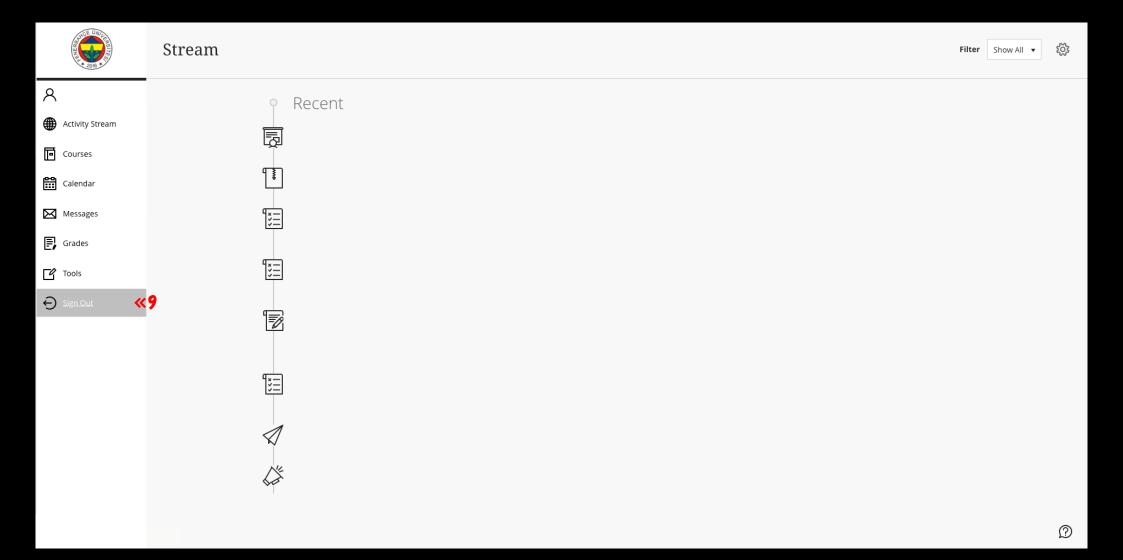
You can view scheduled assignments and classes and participate in classes through the "Calendar".

7

You can adjust the calendar view as "Day" or "Month".



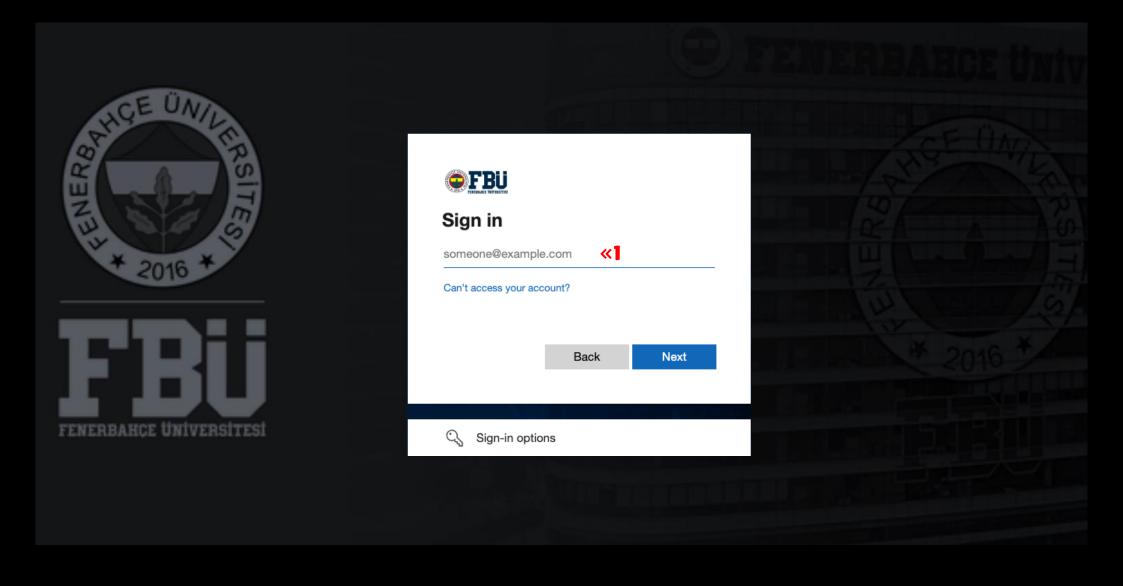
You can view and communicate with messages from instructors and students by clicking on the "Messages".



You can end your current session from the "Log Out".



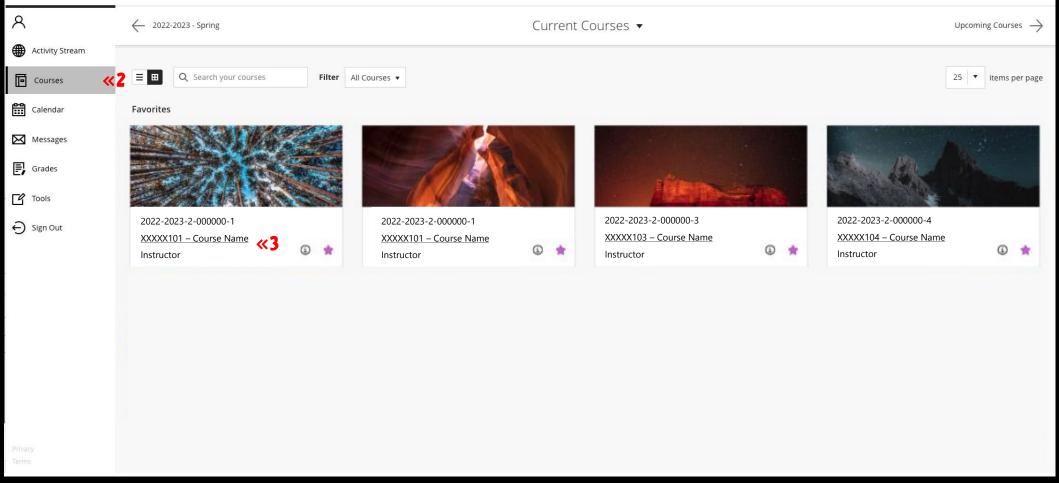
PARTICIPATION IN ONLINE CLASSES



Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



Courses

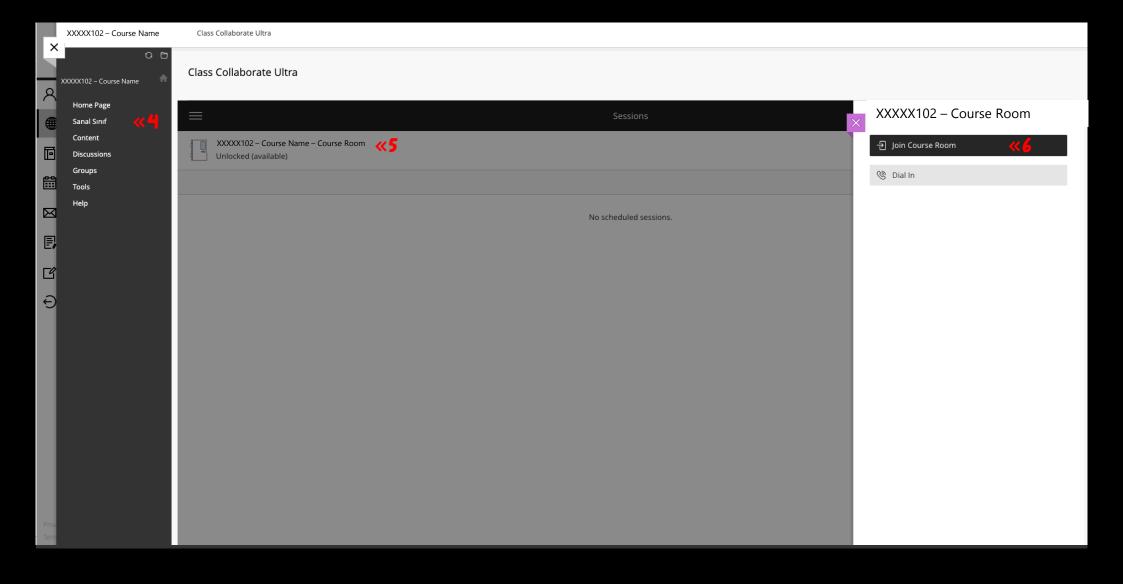


2

Select the "Courses" on the left side.

3

Select the course you will attend online.





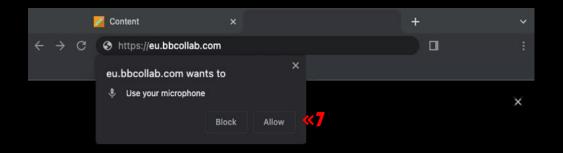
Select the "Virtual Classroom" on the left panel in the window that opens.

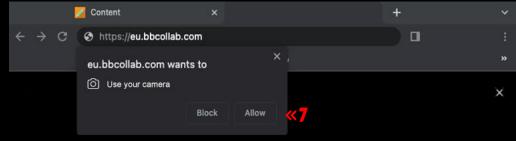
5

Choose the Course Room.

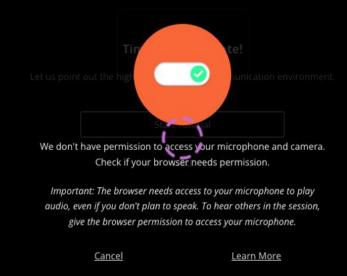
6

Select "Join Course Room" on the right side of the window that opens.









"In the permission window that appears for microphone and camera access, "Allow" should be selected."

If the page does not open, click on the icon located in the address bar and set it as "Allow Cookies".





Welcome!

You're the only one in the room.

While you wait, check out the Session menu to take a quick tour of Collaborate.





R

To share audio or stop sharing, select that button.

9

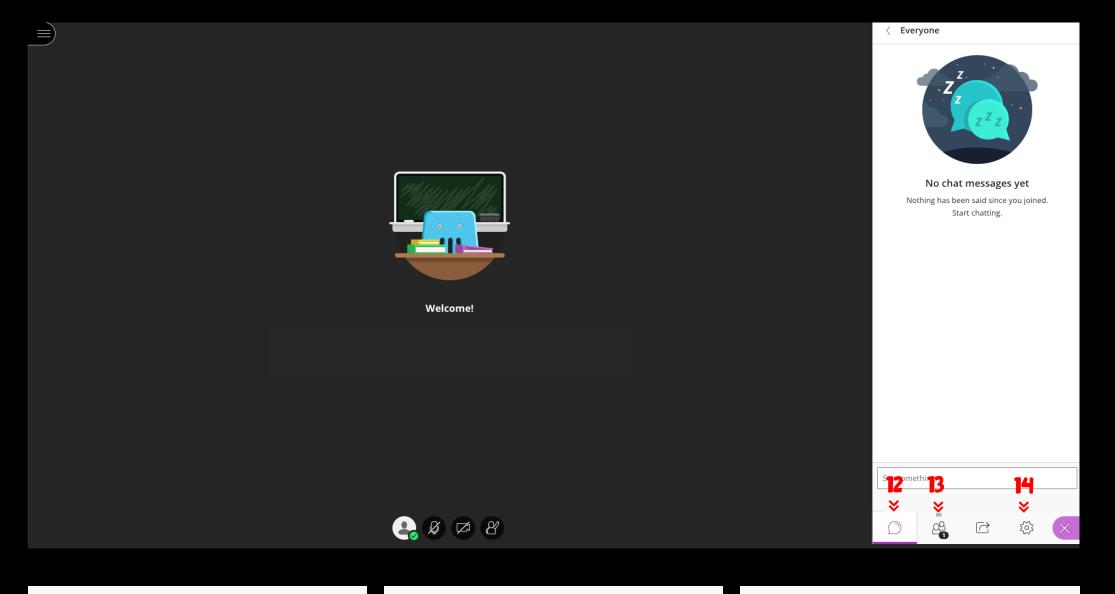
To share video or stop sharing, select that button.

0

To raise your hand, select that button.

11

To access chat panel, participant list, content sharing menu, audio, video, and notification settings select that button.



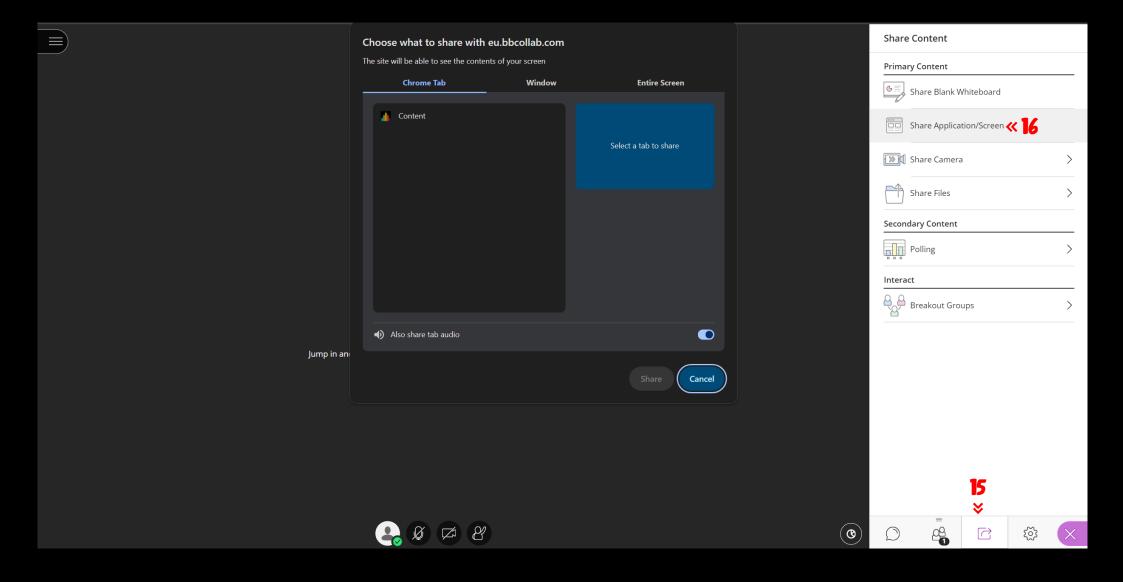
To open the chat panel, select that button.

13

To access the list of participants in the session, select that button.

4

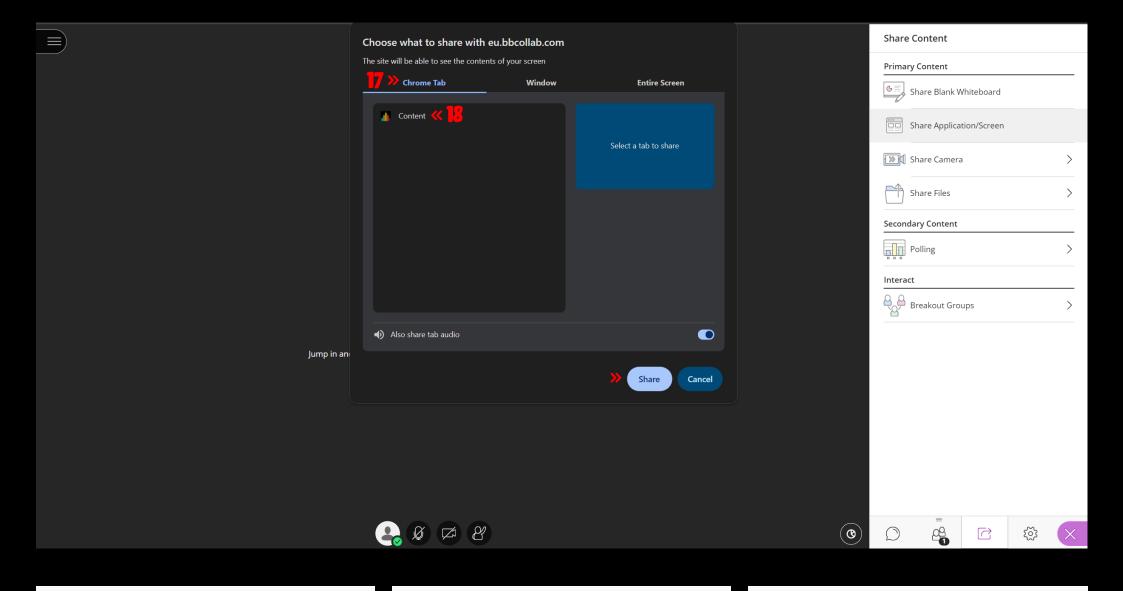
To access audio and video, notification, and session settings, select that button.



Click on the "Share Content" button to share the application or screen.

16

Select the "Share Application/Screen" link under the Primary Content heading.



«

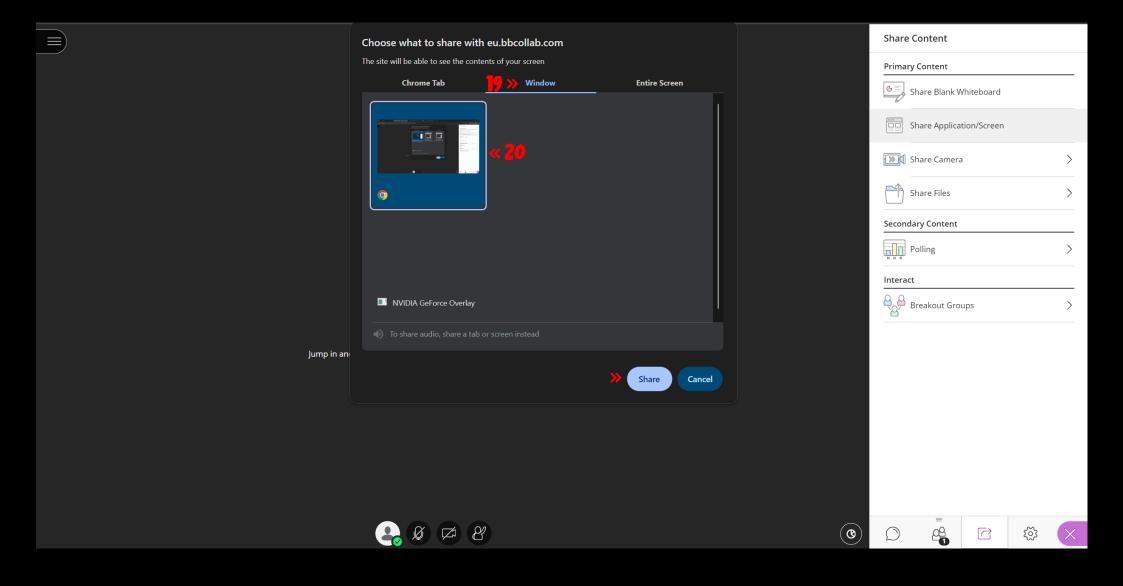
In the window that opens, select the appropriate option from Chrome Tab / Window / Entire Screen.

*The tab name varies according to the browser used.

17

"Chrome Tab" allows you to share the tabs open in the internet browser. 12

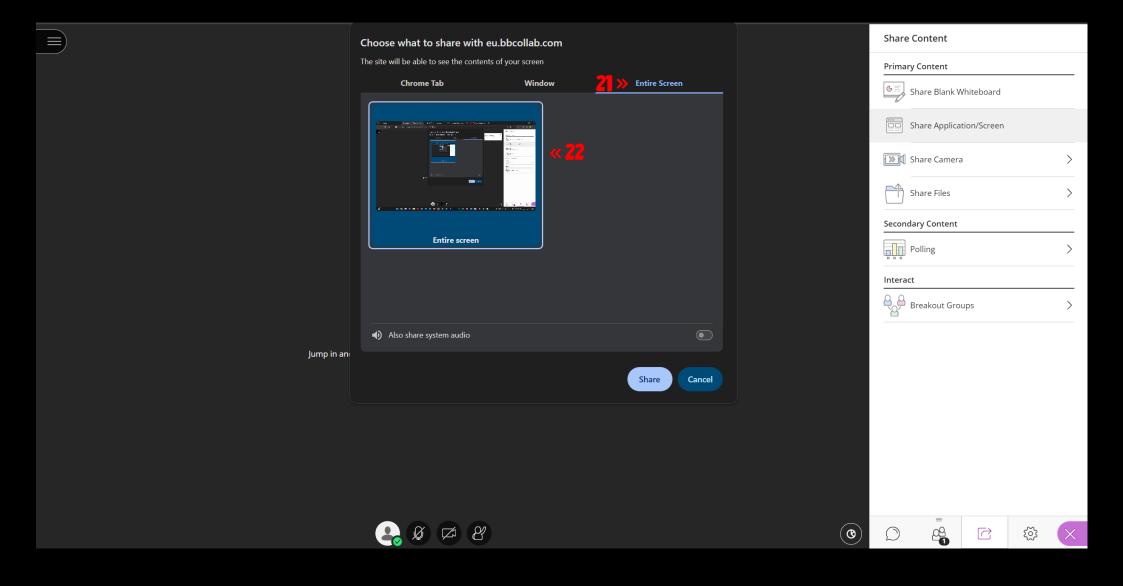
Select the tab you want to share and click the "Share" button. If you want to switch to a different tab, sharing should be stopped and the new tab should be selected.



"Window" allows sharing of all application windows open on the computer. If you want to switch to a different window, sharing should be stopped and a new window should be selected.

20

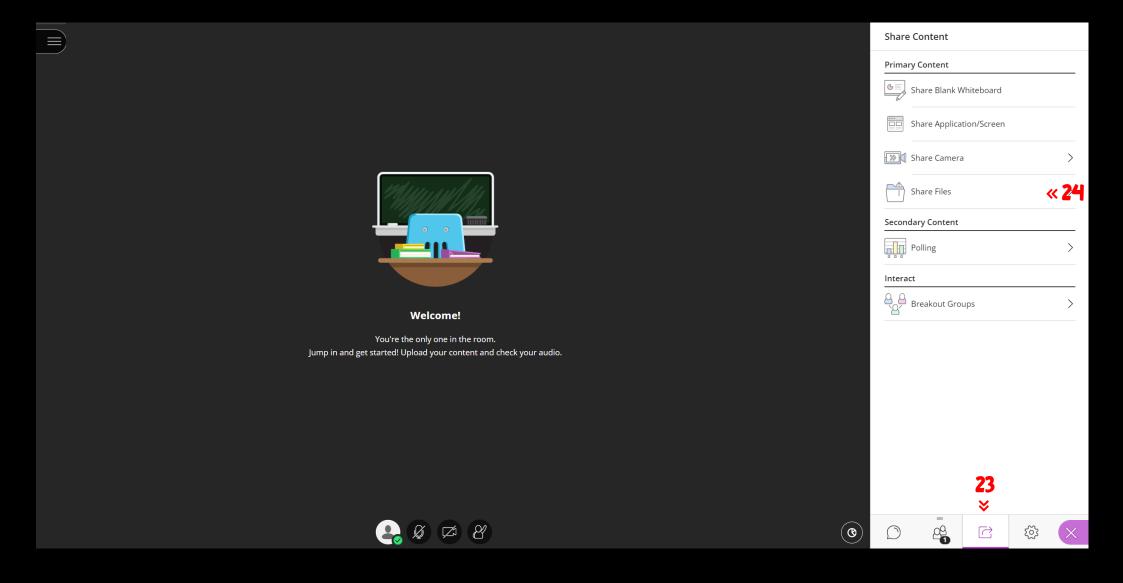
Select the application window you want to share and click the "Share" button.



"Entire Screen" enables uninterrupted sharing of all applications open on the computer.

22

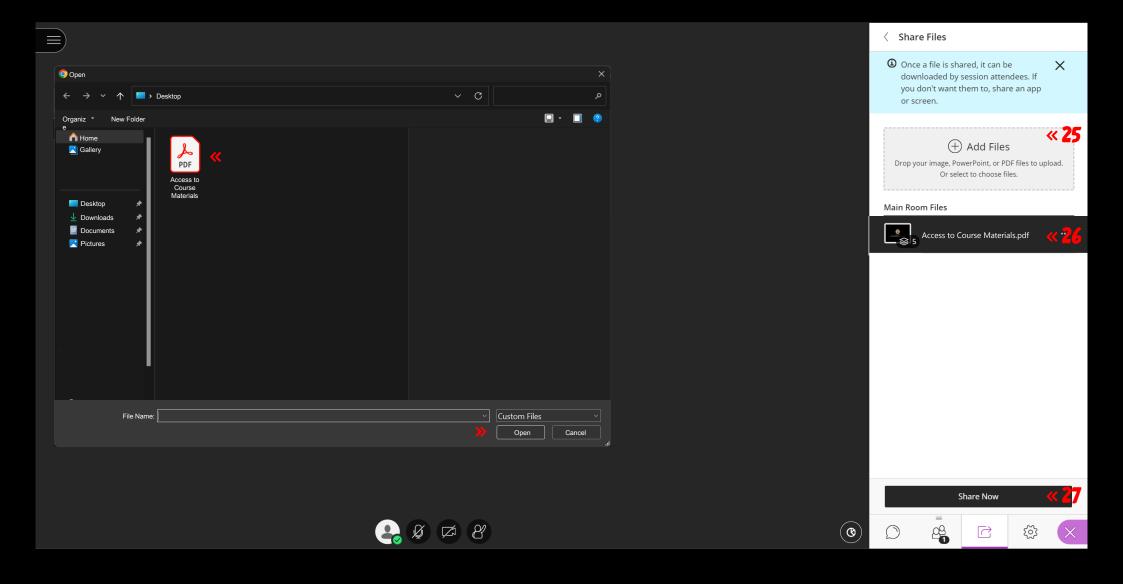
Select the **Entire Screen** window and click on the **"Share"** button.



Click on the "Share Content" button to share files.

24

Select the "Share Files" link under the Primary Content heading.



Click to add a file.

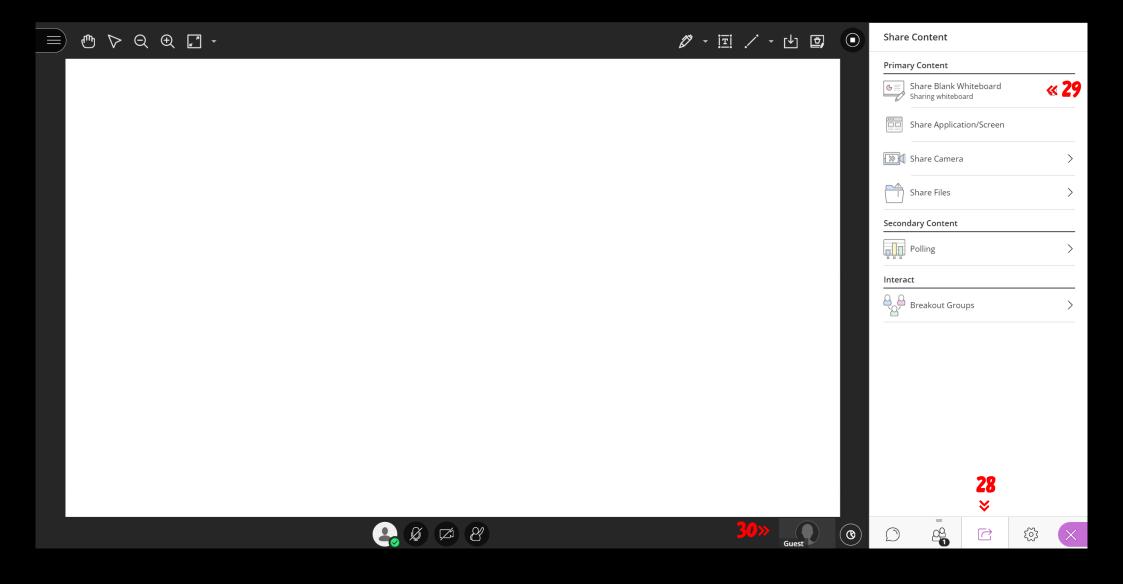
Select the relevant file in the window that opens. Click on the "Open" button.

26

After the upload is complete, the file will be listed under the Main Room Files heading.

27

Select the file and click on the "Share Now" button.



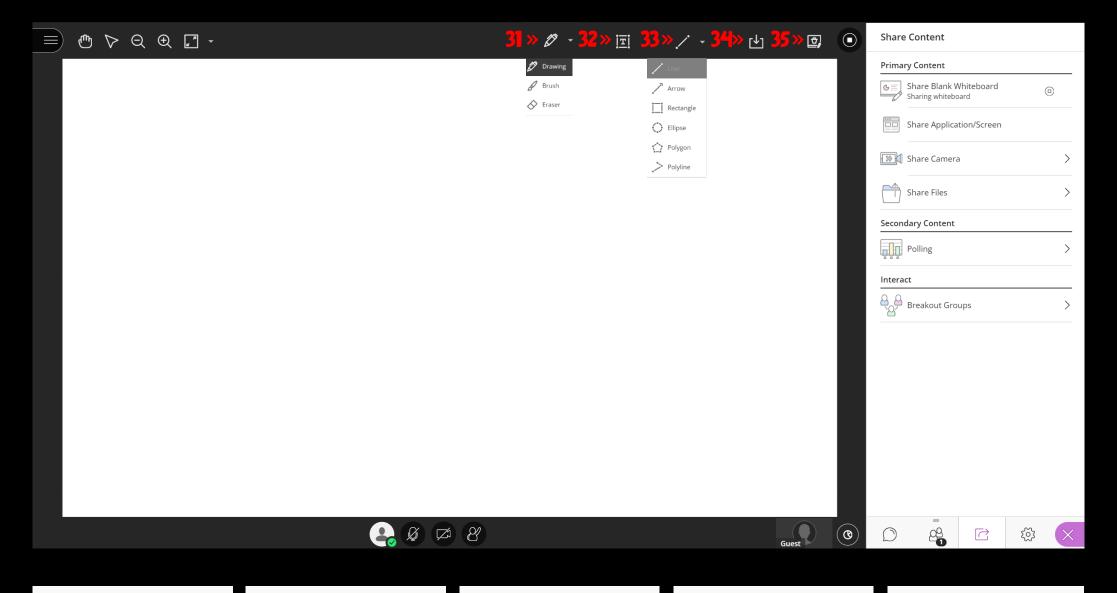
Click on the "Share Content" button to share the blank whiteboard.

29

Select the "Share Blank Whiteboard" link under the Primary Content heading.

30

To return to the participants screen while sharing the whiteboard click the button.



To draw or erase it click the button.

32

To add text click the button.

33

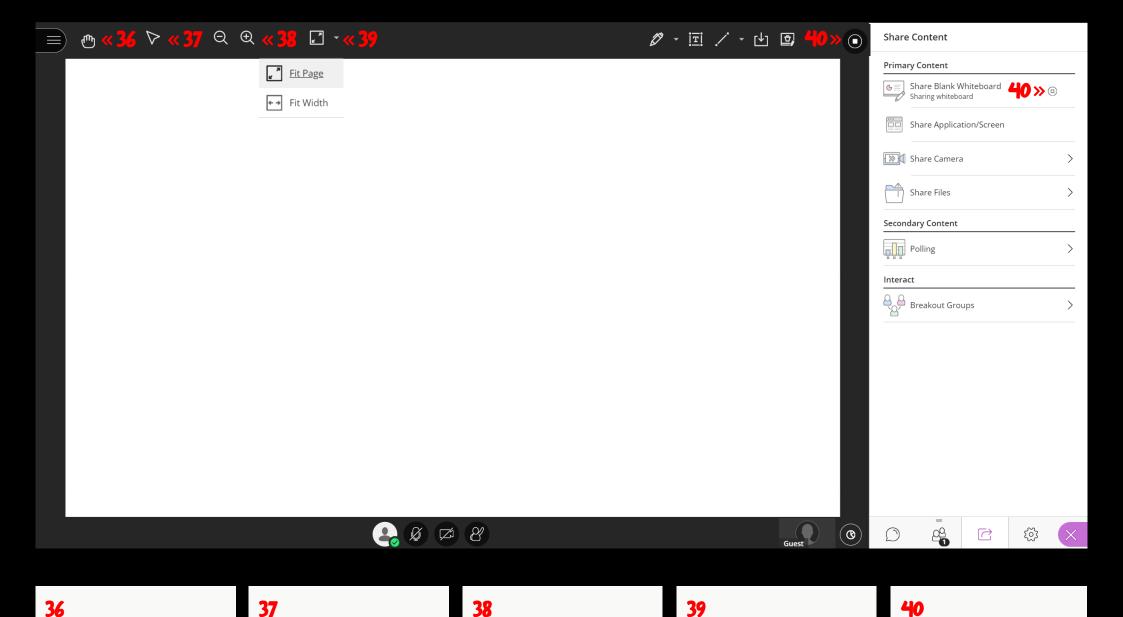
To draw figure click the button.

34

Click the button to download the added explanations.

35

Click the button to erase the added explanations.



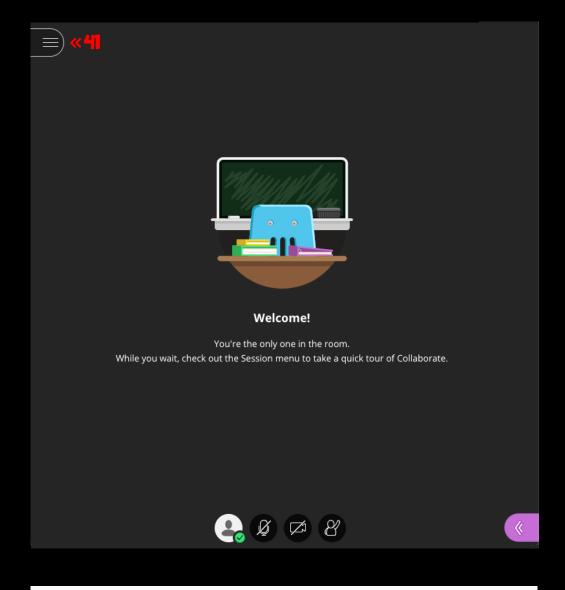
Click here to edit the content and location of the added annotations.

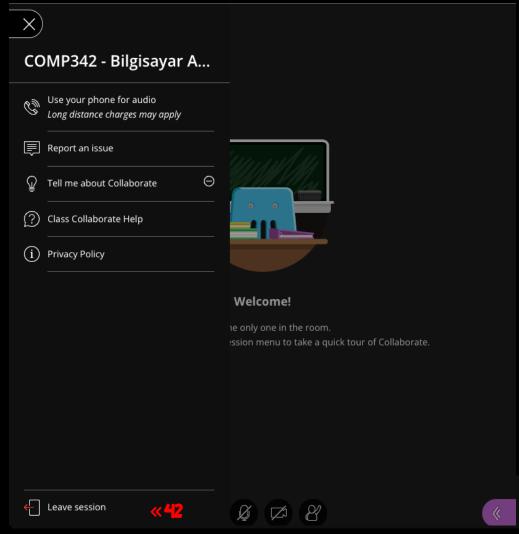
37 Click to open the pointer.

Click to zoom in or out the image.

Click to adjust the image on the screen.

Click here to stop sharing.







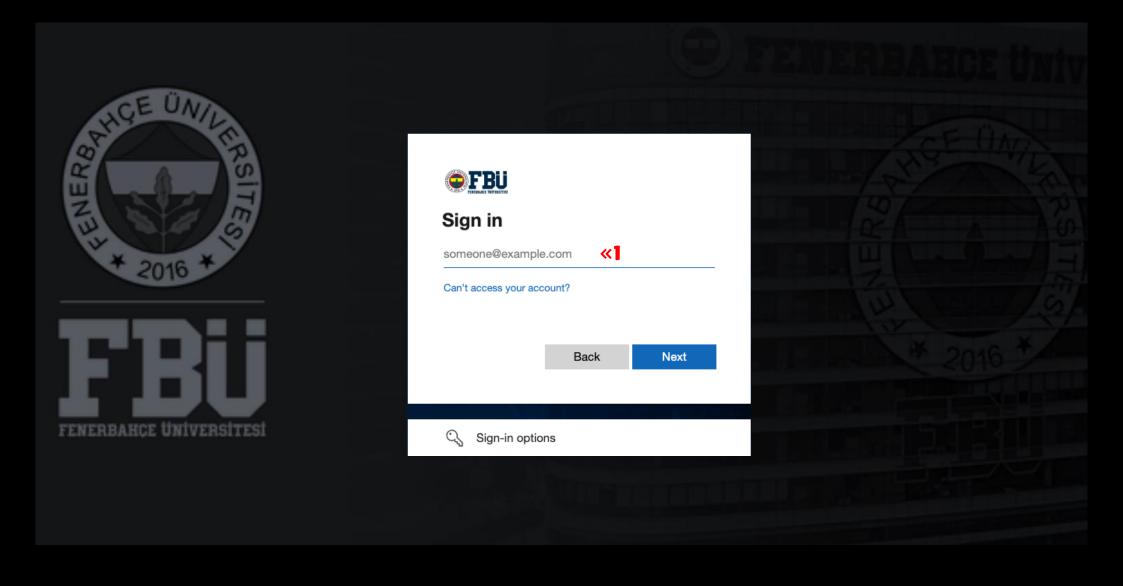
To access the session menu click on the button.

42

To leave the session, select the "Leave Session" in the session menu.



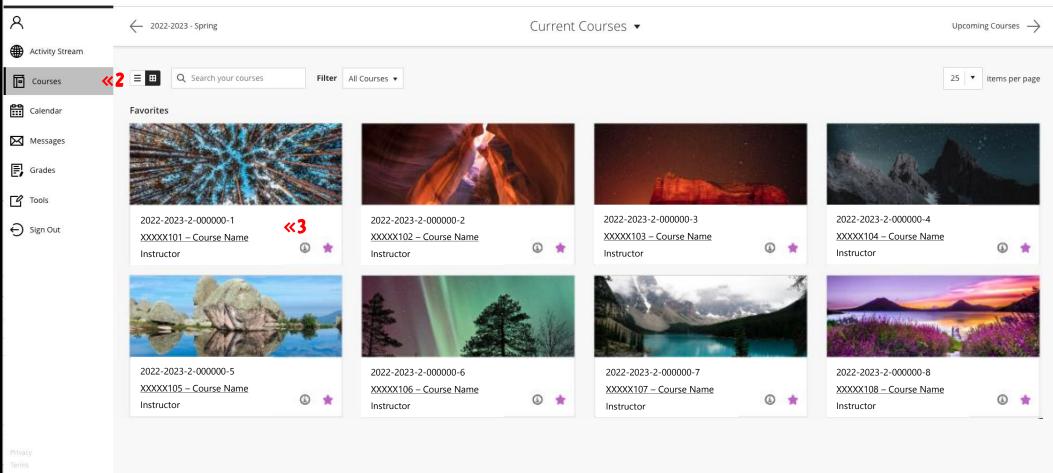
ACCESS TO COURSE RECORDS



Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



Courses

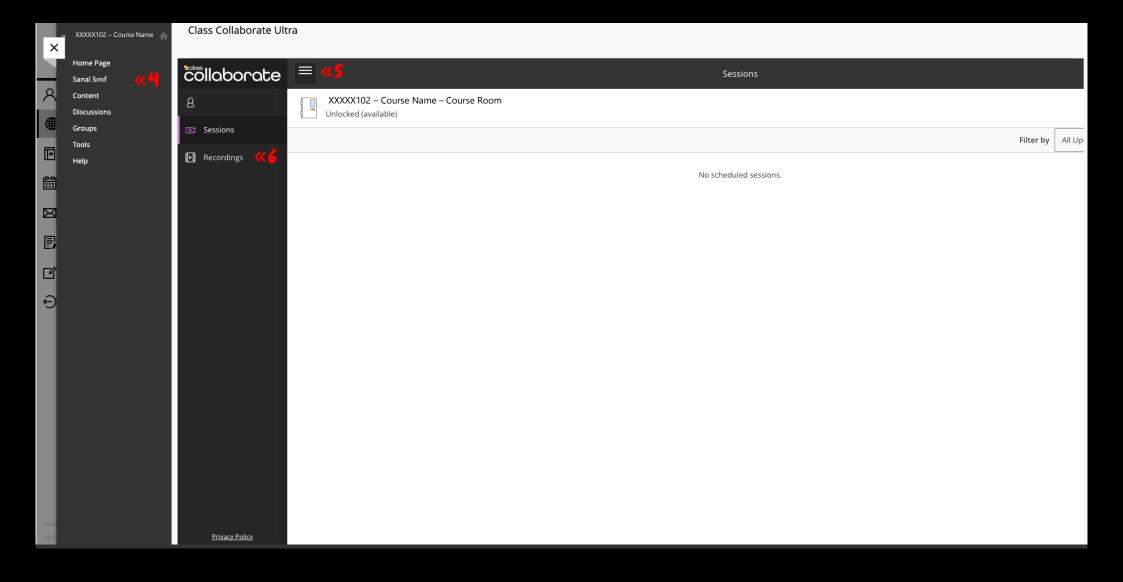


2

Select the "Courses".

3

Select the course you want to watch the course recording of.



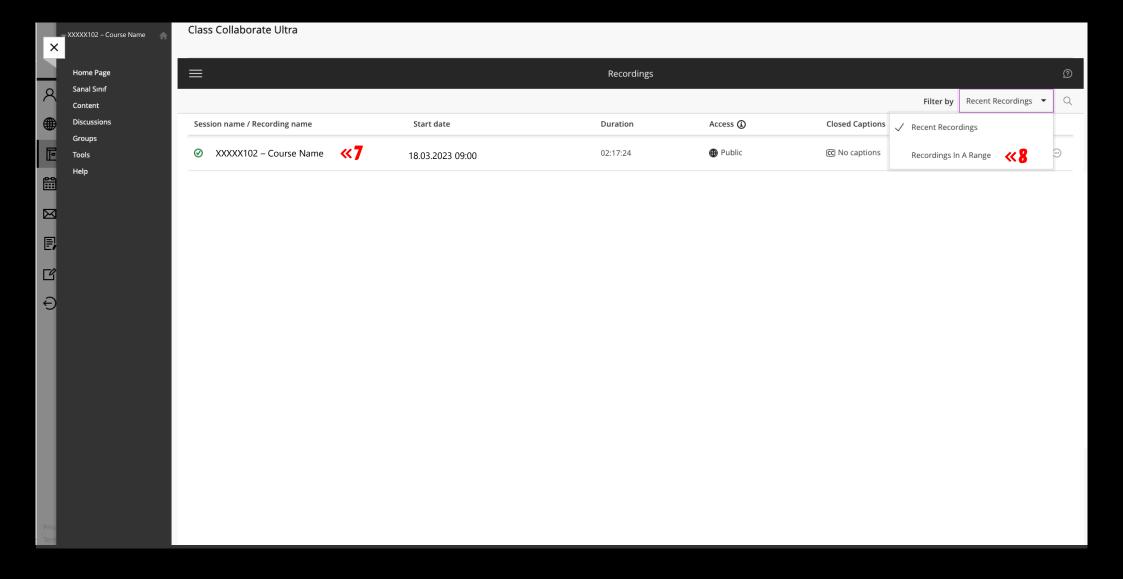


Select the "Virtual Classroom"/ Sanal Sınıf" in the window that opens. 5

Click the icon in the upper part of the window.

6

Select the "Recordings" in the panel that opens on the left side of the window.



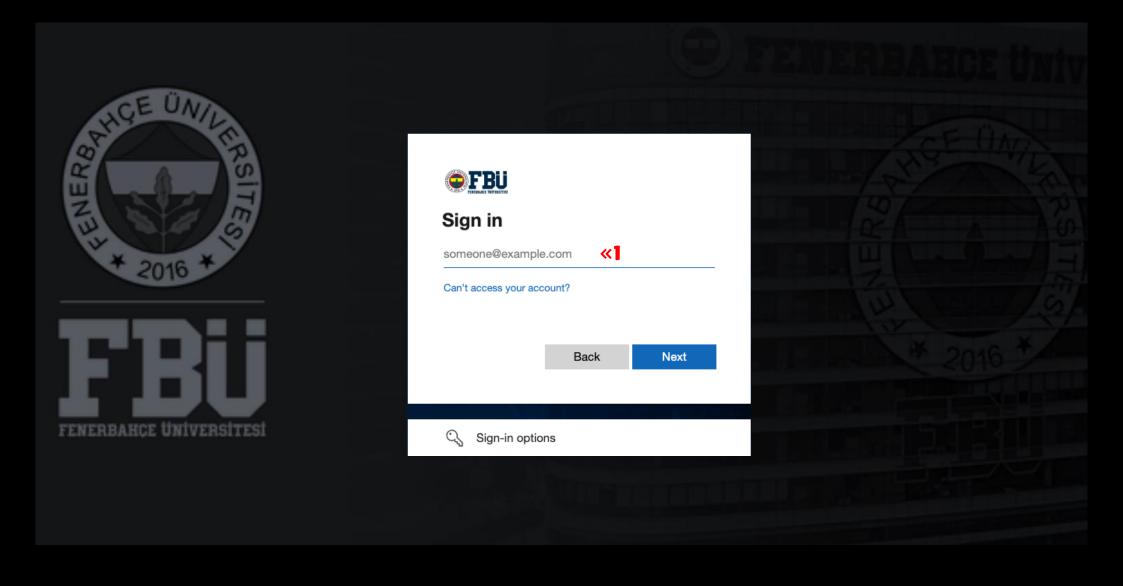
You can access the course recordings you want to watch in the window that opens.

8

To access old recordings that are not listed on the screen, select the "Recent Recordings" heading in the upper right corner of the window and change it to "Recordings in A Range". In the opened screen, you can access the list by changing the date range.



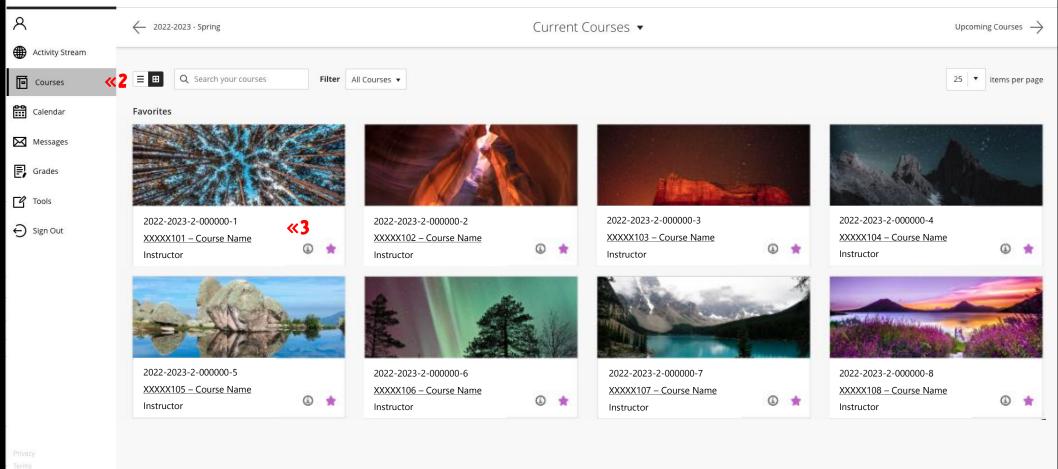
ACCESS TO COURSE MATERIALS



Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



Courses

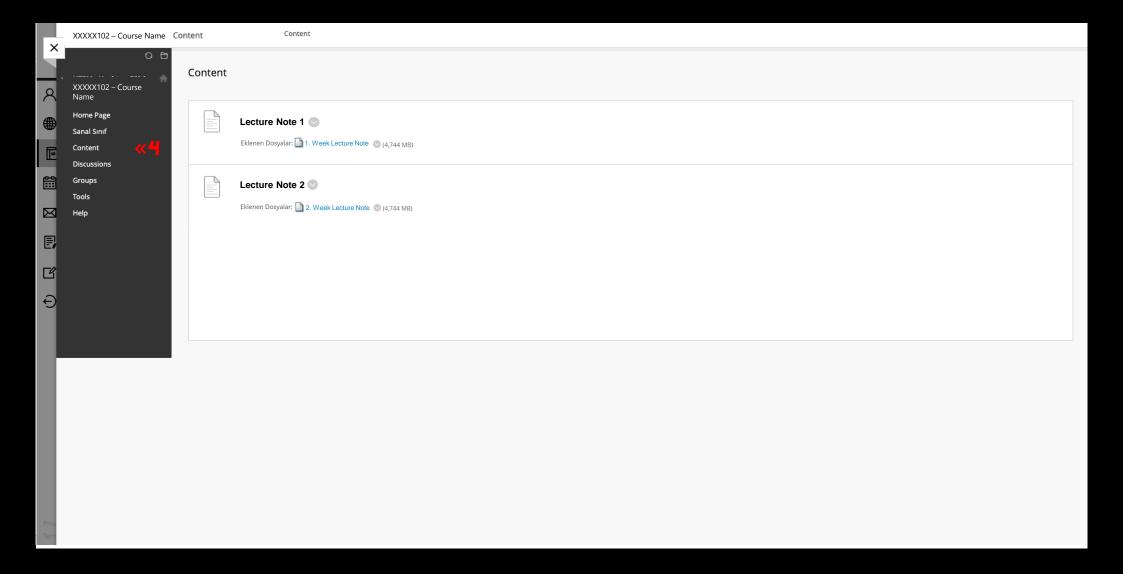


2

Select the "Courses".

3

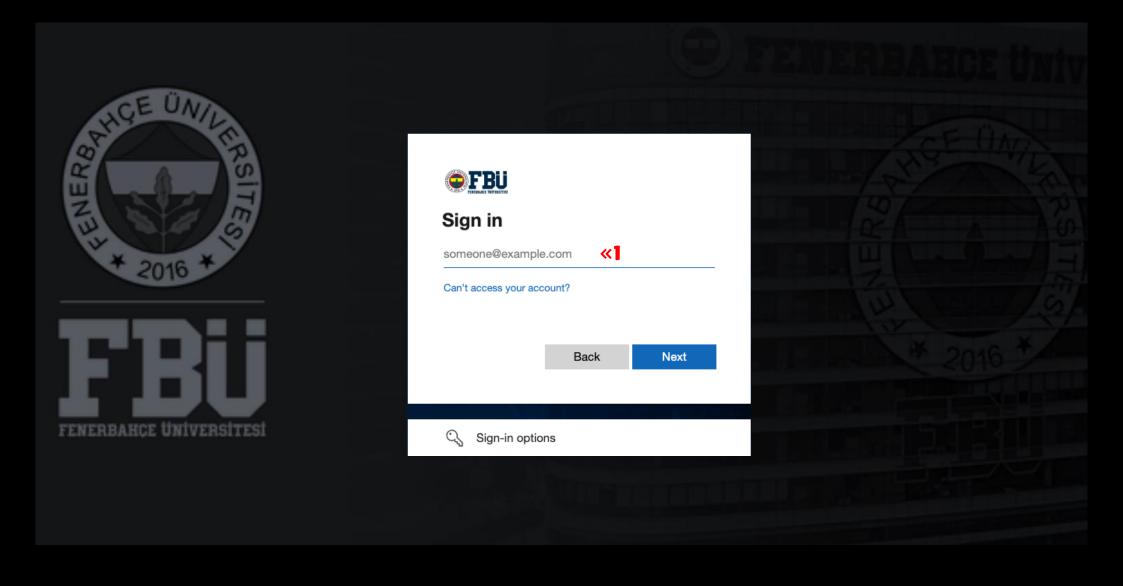
Select the course you want to access the course materials.



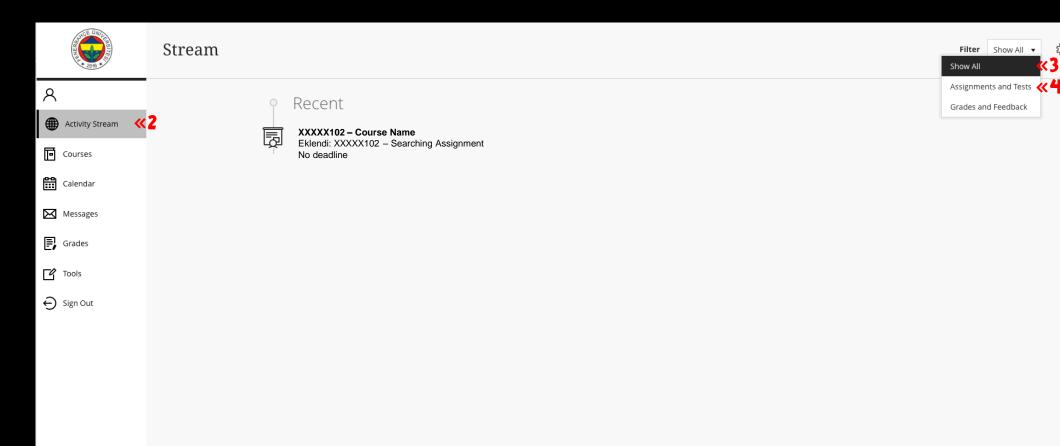
You can access course materials by selecting the "Content".



ACCESSING & SUBMITTING ASSIGNMENTS



Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



You can use the "Activity Stream" for quick access to assignments.

3

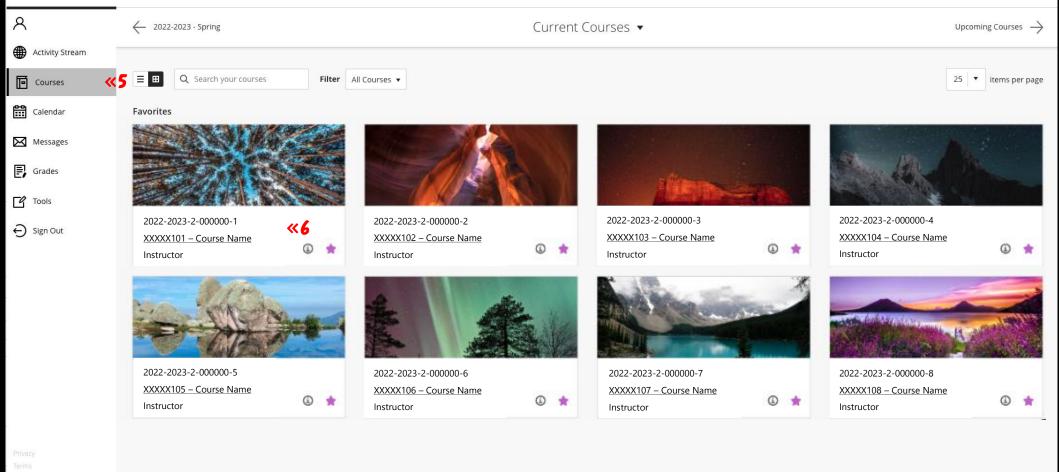
You can view assignments and added comments in the activity stream by selecting the "Show All" option.

4

You can filter assignments and tests with the "Assignments and Tests" option.



Courses

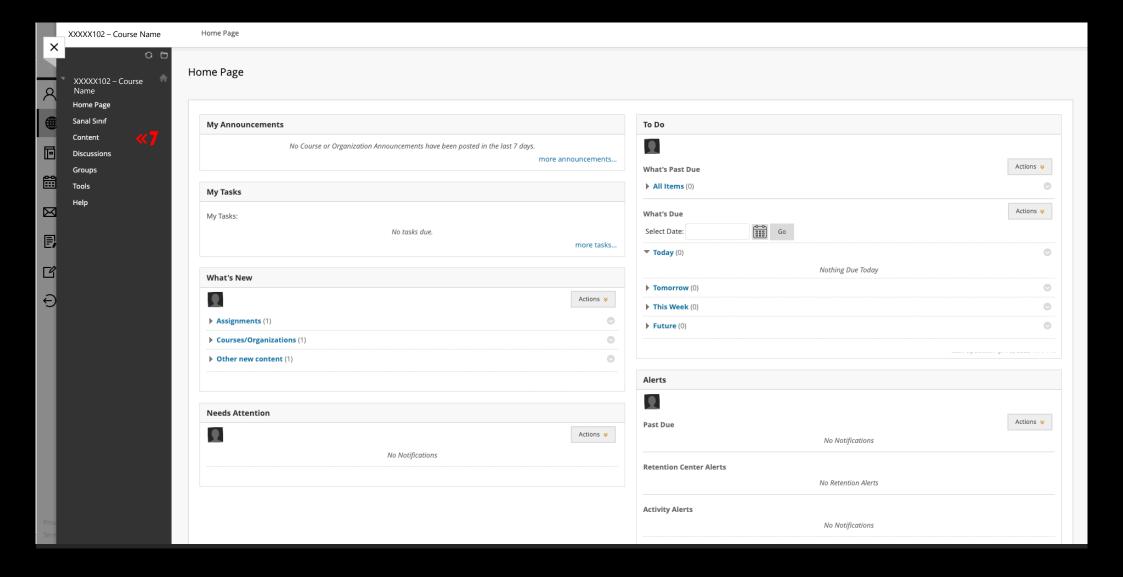


5

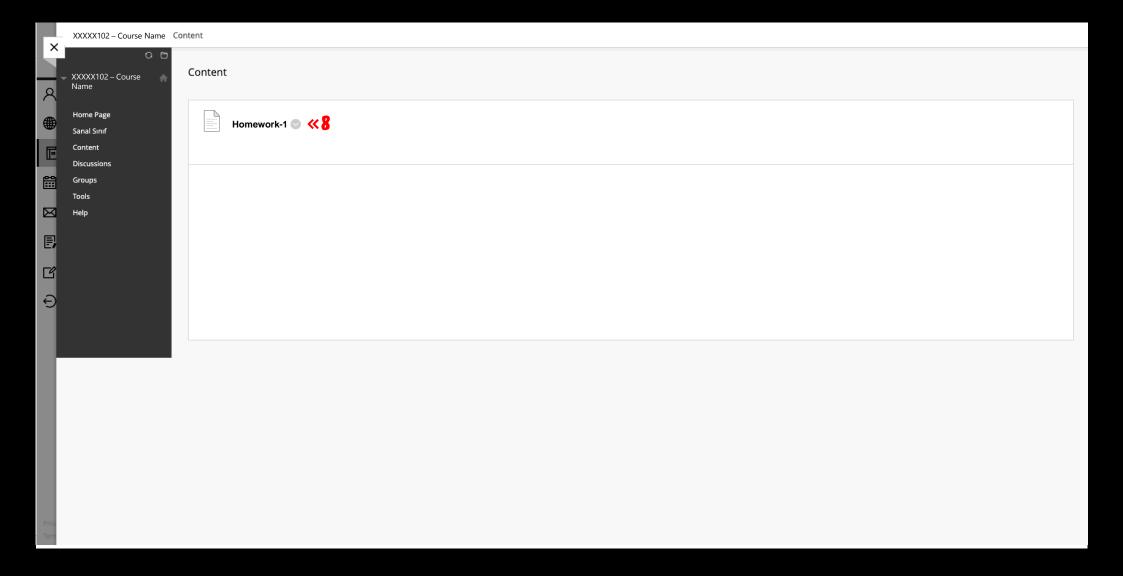
To access detailed information about the assignments, select the "Courses" link.

6

Select the course with the relevant assignment.

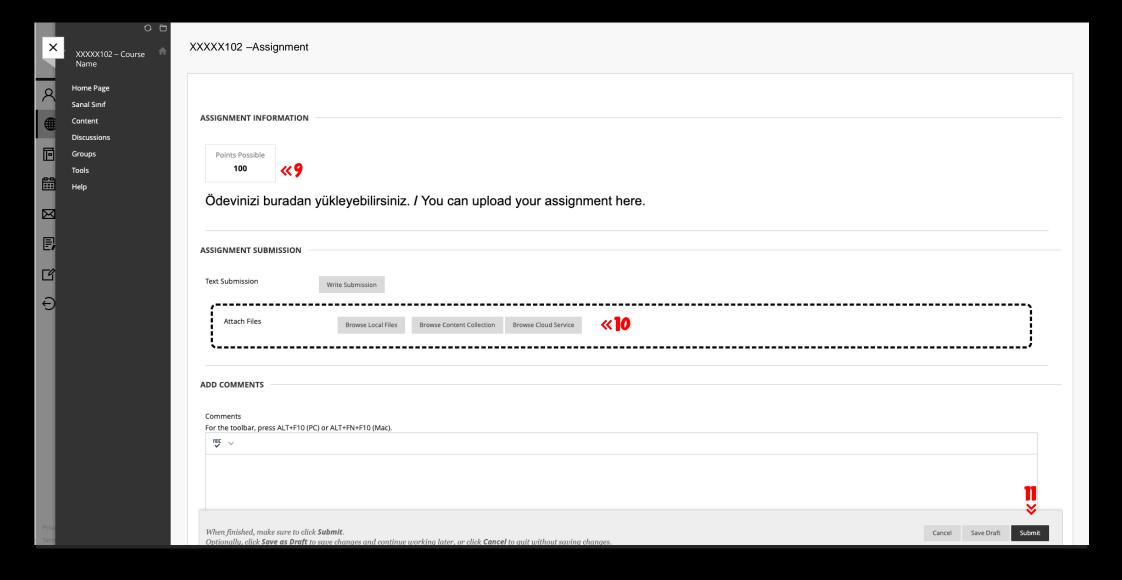


Select the "Content" on the left panel of the course page.



B

Select the relevant assignment title to access the assignment details and submit the assignment. After selecting the assignment title, the "Upload Assignment" page will open.



It shows the maximum score that can be obtained.

10

To add a file, select the appropriate one from the attach files options and upload the relevant file. 11

You can complete the assignment submission with the "Submit" button.

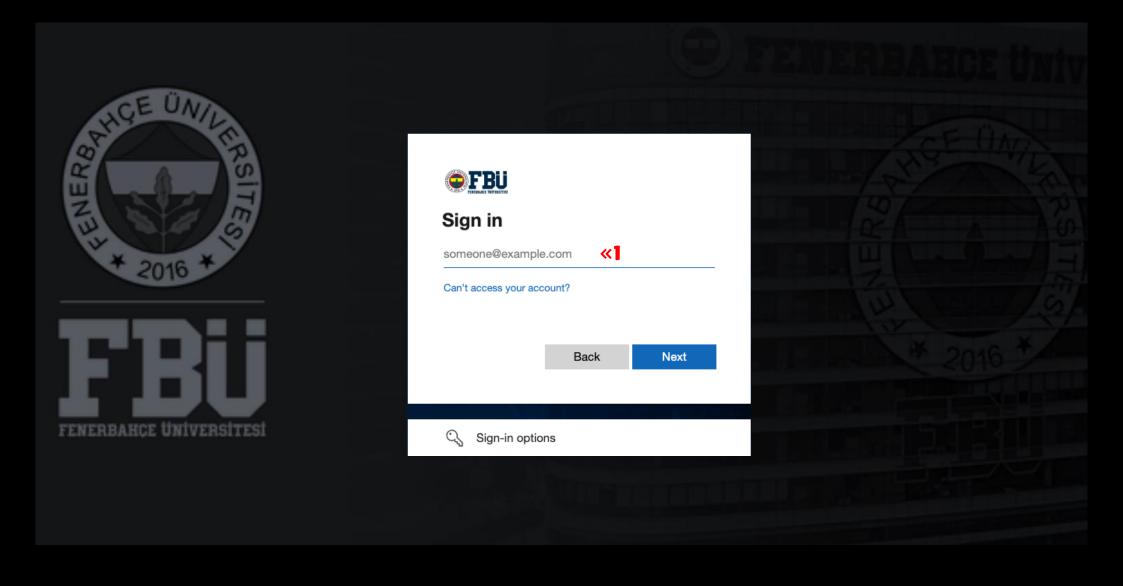


TURNITIN ASSIGNMENT SUBMISSION

Plagiarism is an academic crime and has serious moral and legal consequences for students. Therefore, students should refer to the sources included in their studies. Students should cite all the sources they include in their academic studies and follow the source usage rules. Scientific research and publication ethics rules should be followed at every stage of the study. In this regard, the contrary actions and types of violations included in the Interuniversity Board Scientific Research and Publication Ethics Directive should be read carefully and such mistakes should not be made. Students are always responsible for any mistakes they make in their studies, whether they did them on purpose or not.

In this context, as per the Senate decision dated June 6, 2022, each student must submit a "Similarity Report" within the rules determined for the relevant study to the responsible lecturer of the course in which the study is carried out regarding the software support offered by the Library Directorate of Fenerbahçe University. Otherwise, the relevant instructor does not evaluate the study. In this case, all responsibility belongs to the student.

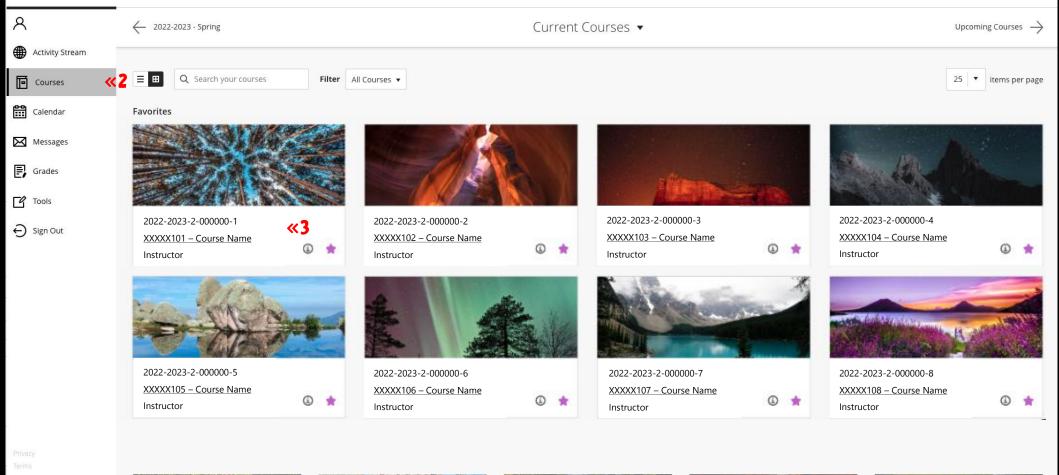
Similarity rate in the Similarity Report; within the scope of courses at the associate, undergraduate, and graduate levels, the written works requested from students can be at a maximum of 30%, excluding the bibliography and abstract (if any). The fact that the similarity rate is at the maximum level specified in the report does not refer that it isn't plagiarism itself. In the writing studies, scientific citation, quotation, and ethical procedures should be followed.



Log in to the Blackboard Platform using your firstname.surname@stu.fbu.edu.tr email address and password.



Courses

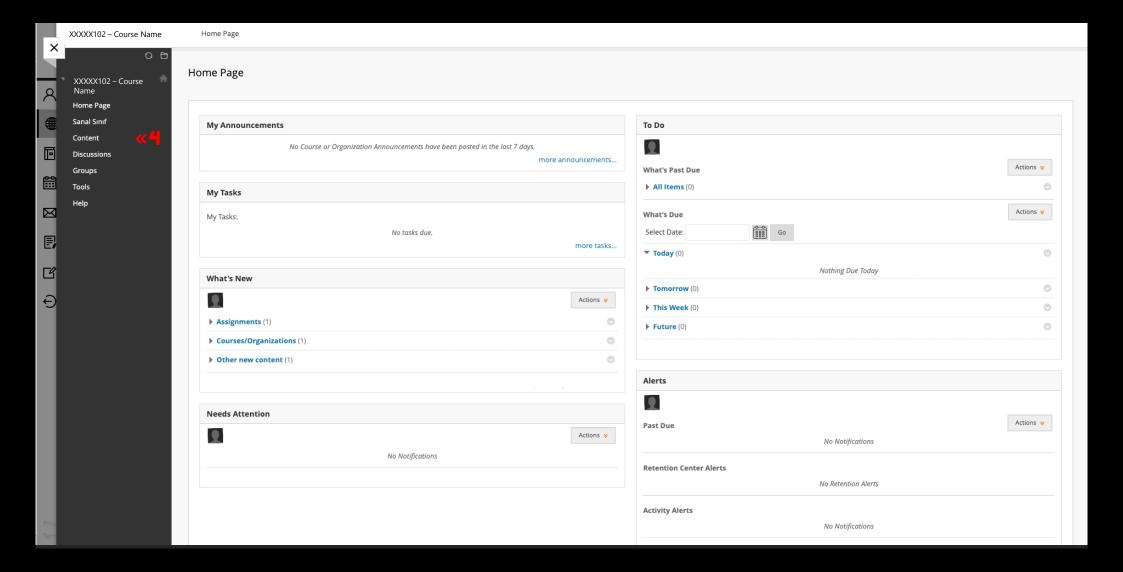


2

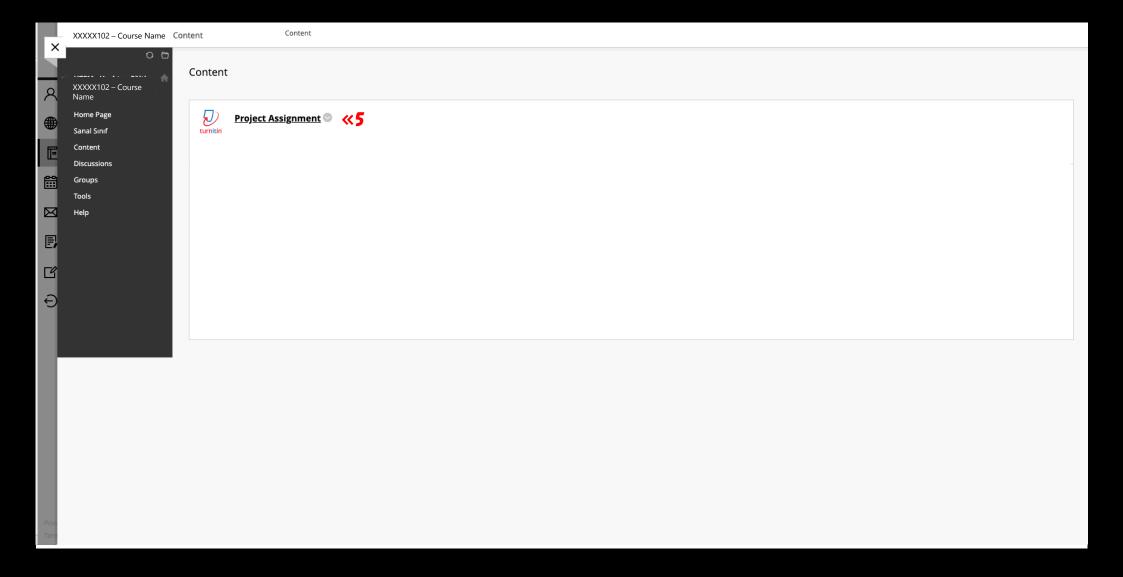
Select the "Courses".

3

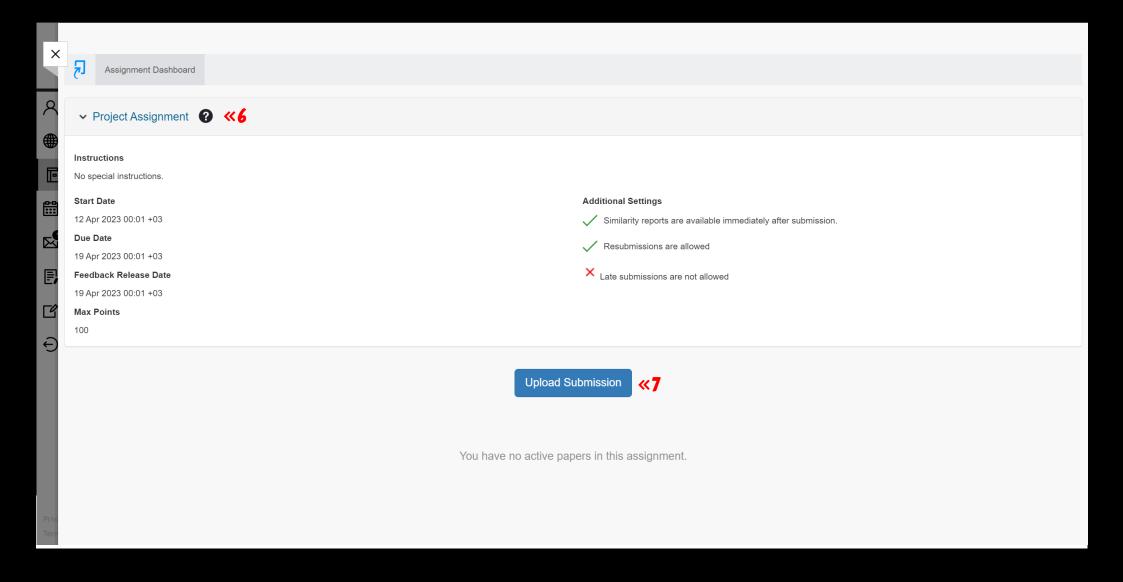
Select relevant course.



Select the "Content".

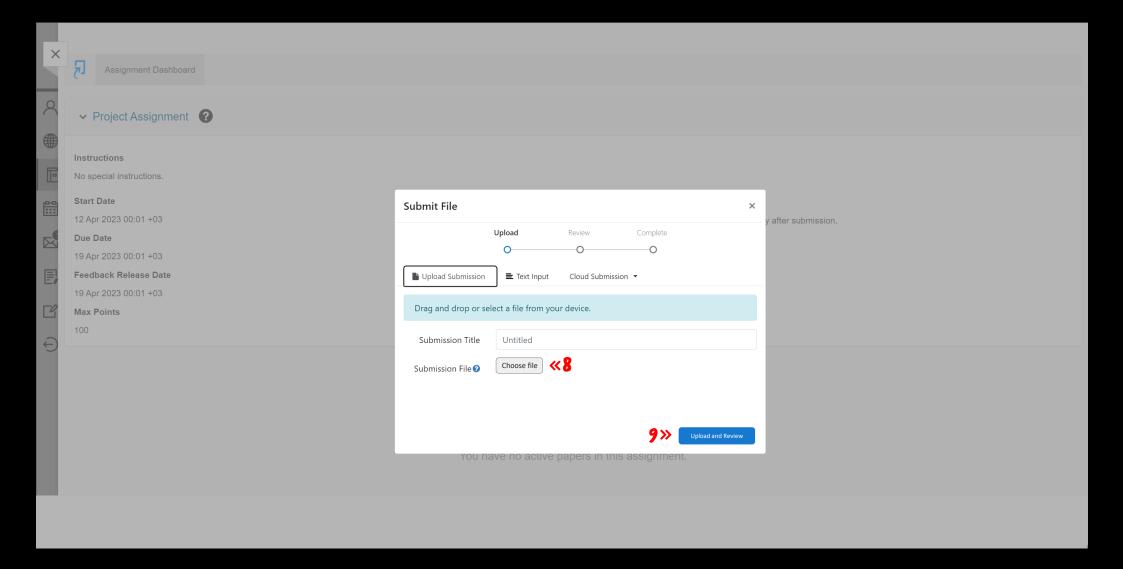


Select the assignment title to which the assignment will be submitted.



6 Click on the assignment title to access the assignment details on the screen that opens.

Click the "Upload Submission" button to upload the assignment.

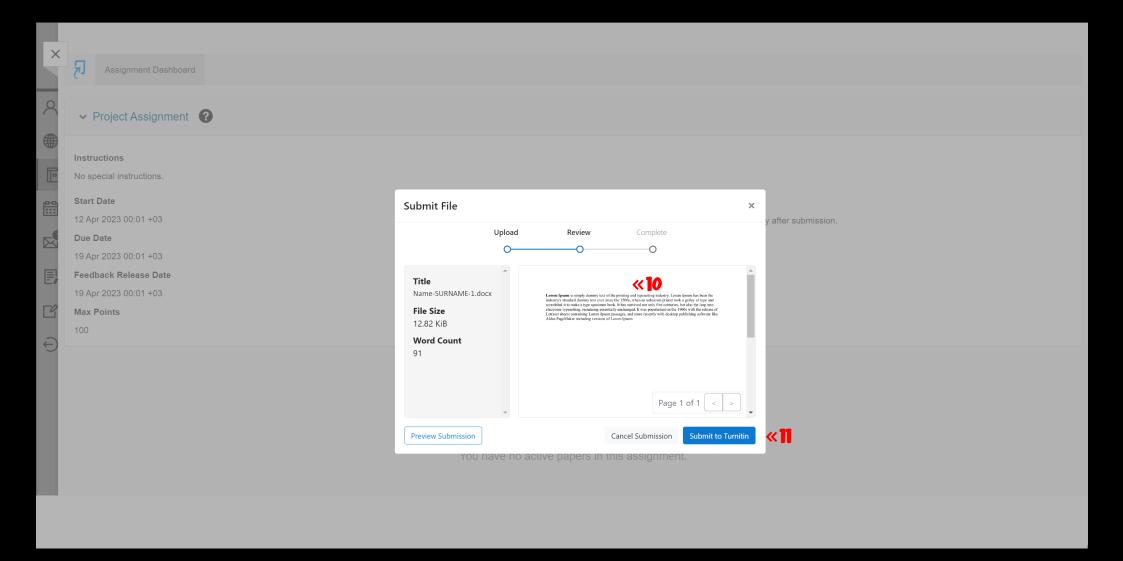


B

To upload the assignment, click the "Choose File" button and select the relevant file.

9

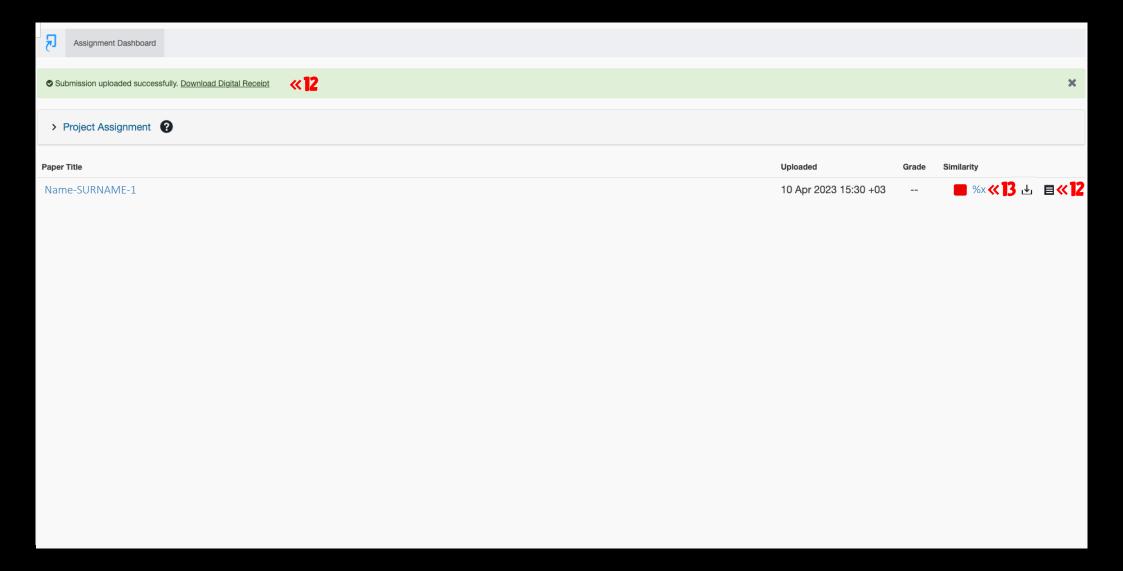
After the assignment is uploaded, click the "Upload and Review" button.



The preview of the uploaded assignment can be seen on this screen.

1

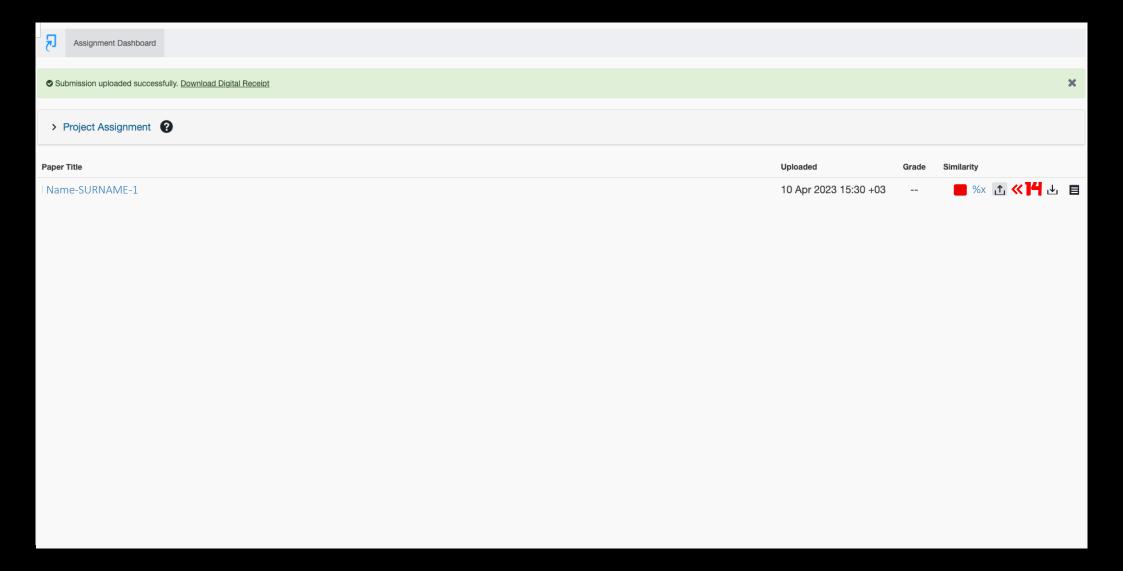
After the assignment check is completed, click the "Send to Turnitin" button.



Click on the "Download Digital Receipt" link to download the digital receipt of the submitted assignment.

13

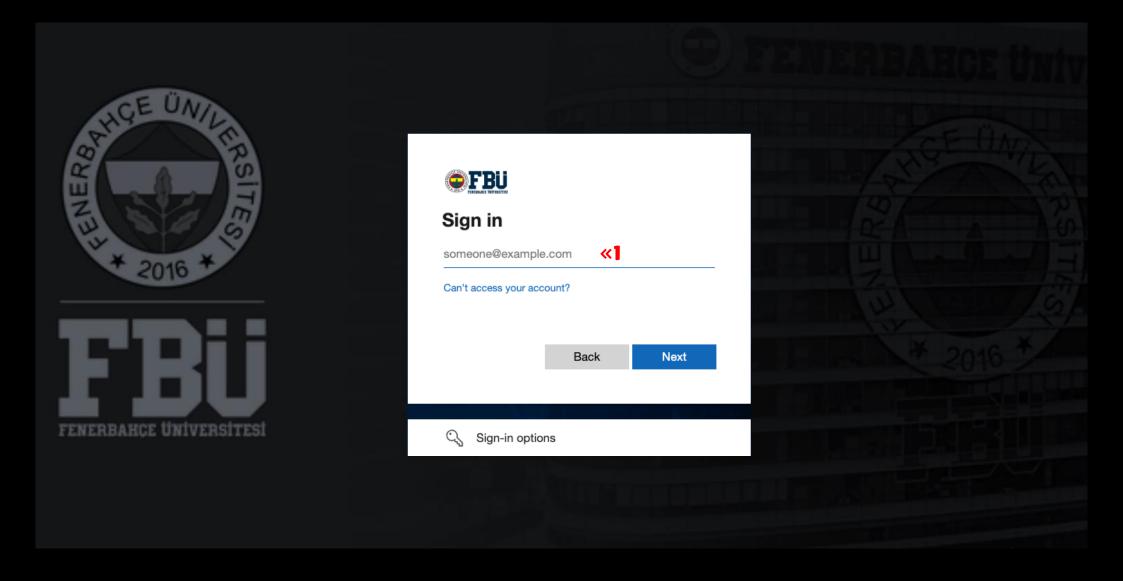
You can view the assignment similarity score in this area after a while the assignment upload is completed.



If the assignment is to be resubmitted, click this button.



ALTERNATIVES OF ACCESS TO EXAM



«

There are 4 alternative ways to access the exam.

The first alternative way to access is by selecting

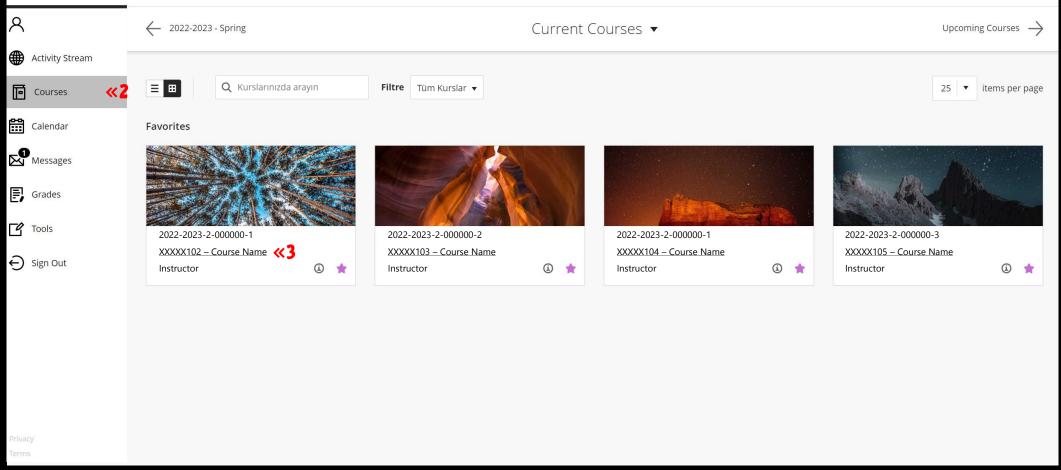
"Contents".

1

Log in to the Blackboard Platform with your name.surname@stu.fbu.edu.tr e-mail address and password.

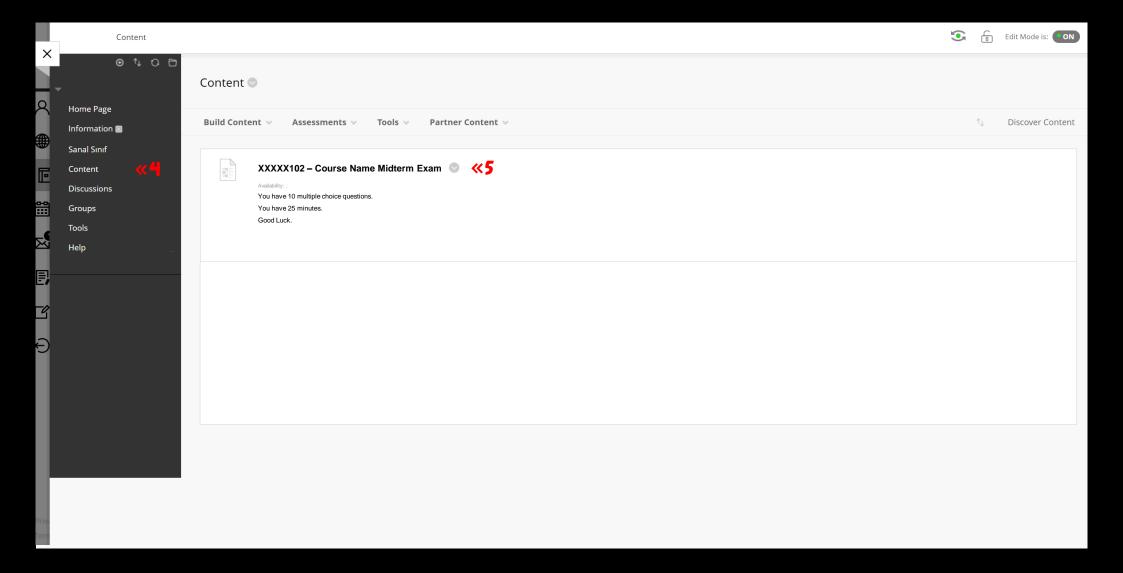


Courses



2 Select the "Courses".

Select the course which you have exam.

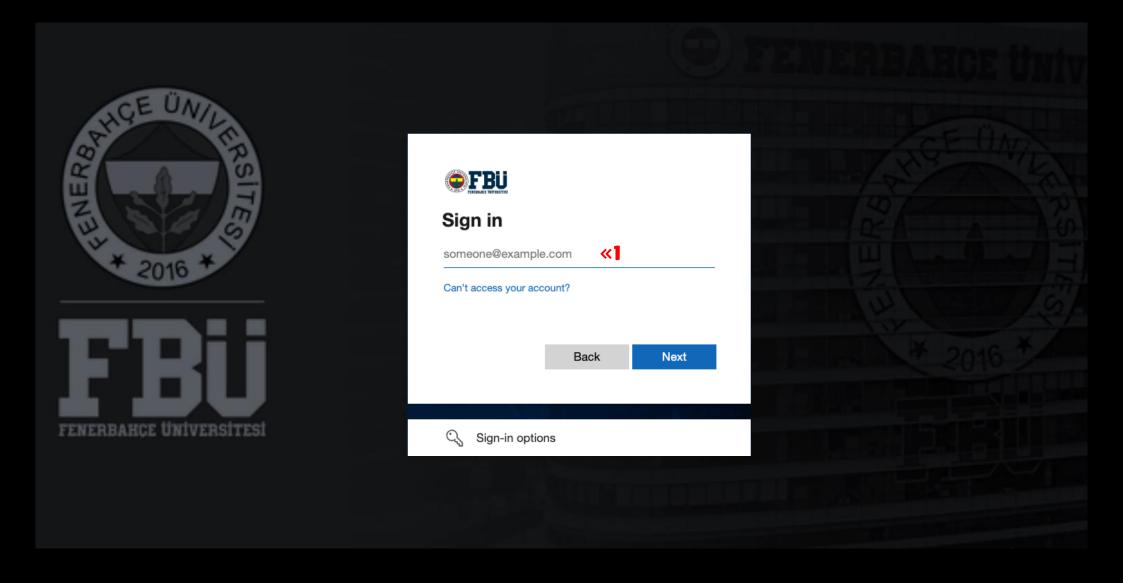




Select the "Content".

5

The exam will be displayed on the screen. You can join the exam by clicking on the title of the exam. If the exam is not visible on the screen when the exam starts, please refresh the page.



«

Second alternative way to access; "Activity Stream"

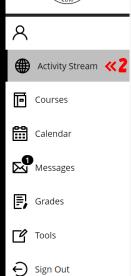
1

Log in to the Blackboard Platform with your name.surname@stu.fbu.edu.tr e-mail address and password.



Stream







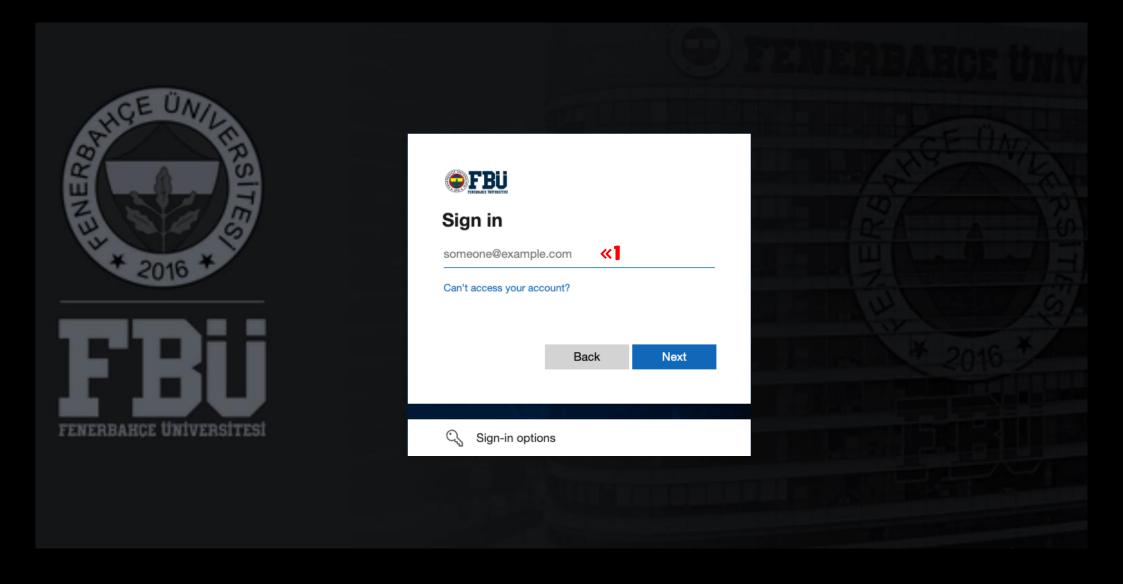


2

Select the "Activity Stream".

3

The exam will be displayed on the screen. You can join the exam by clicking on the title of the exam. If the exam is not visible on the screen when the exam starts, please refresh the page.

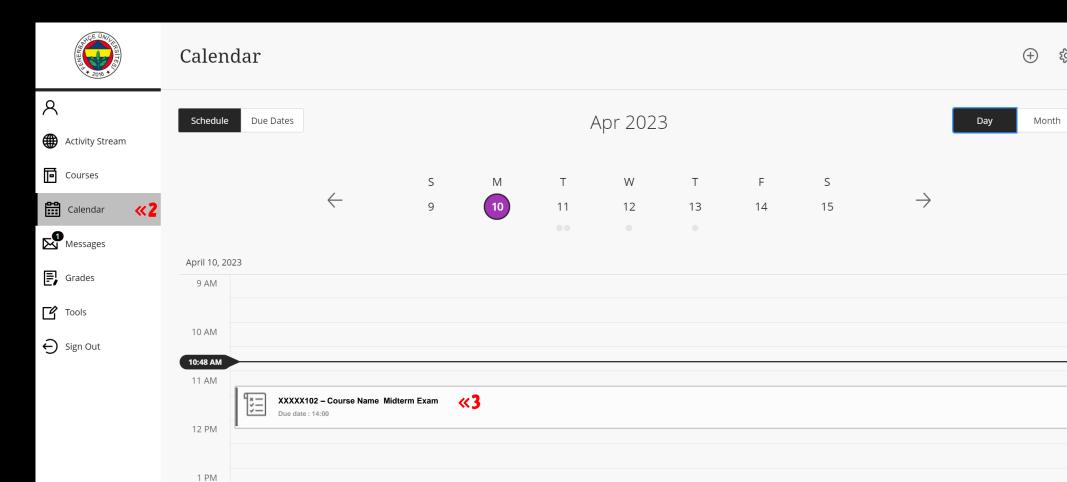


«

The third alternative way; "Calendar"



Log in to the Blackboard Platform with your name.surname@stu.fbu.edu.tr e-mail address and password.

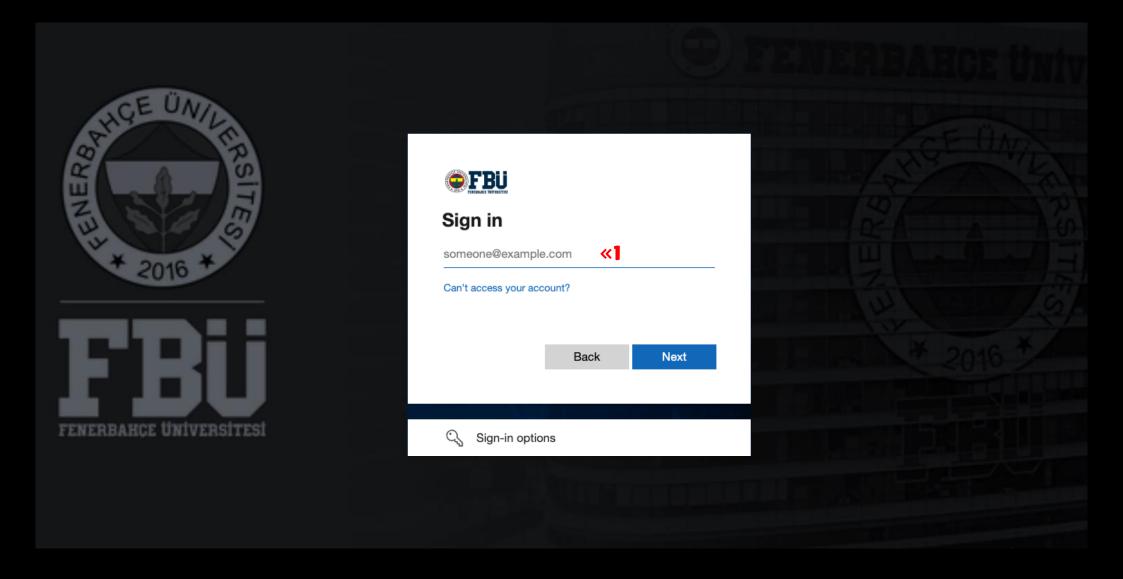


2 Select the "Calendar".

2 PM

3

The exam will be displayed on the screen. You can join the exam by clicking on the title of the exam. If the exam is not visible on the screen when the exam starts, please refresh the page.

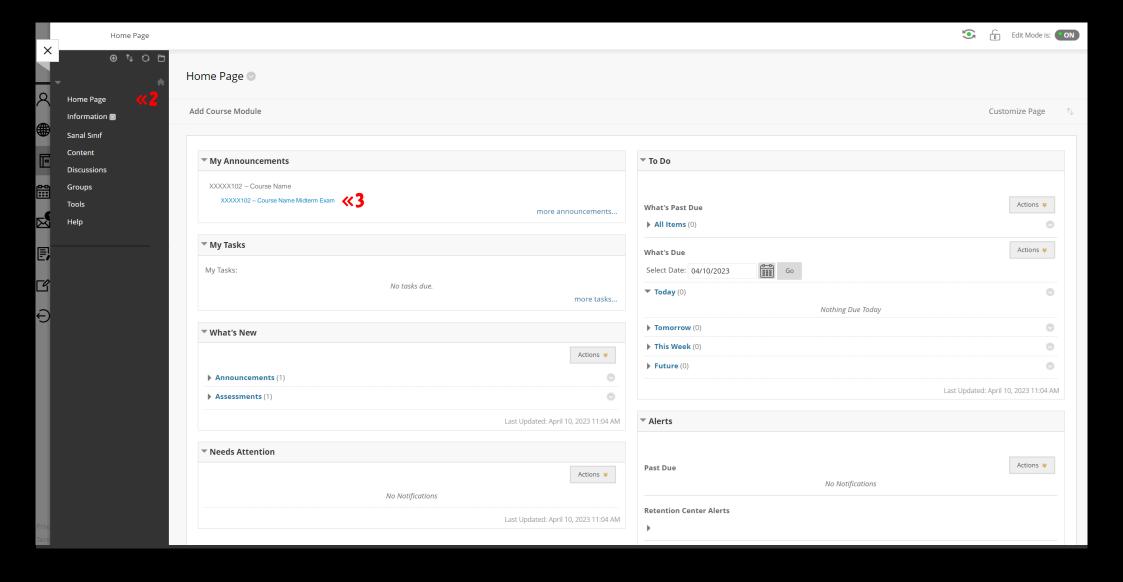




The fourth alternative way; "Announcements"



Log in to the Blackboard Platform with your name.surname@stu.fbu.edu.tr e-mail address and password.



After logging into the course, select the "Home Page".

3

The exam will be displayed under the "My Announcements" on the screen. You can join the exam by clicking on the title of the exam. If the exam is not visible on the screen, please refresh the page.



FREQUENTLY ASKED QUESTIONS

The System closed while doing the exam. I can not enter. What should I do?

Check your internet connection. If there is no problem with your internet connection, you can access the exam by refreshing the page within the specified time for taking the exam. If you have exceeded the time set for taking the exam, you must contact the instructor of the course via e-mail.

My answers are not being saved. What should I do?

Answers are recorded automatically in exams. Failure to save your answers may be due to an interruption in your internet connection. Responses may be recorded with a short delay depending on the status of your internet connection. Your answers will be saved automatically when you check your internet connection and provide the connection.

I can not see my exam results on the Blackboard Platform. What should I do?

Exam grades are announced on the OIS Platform.

I can not see my course records from the last weeks. What should I do?

You can access the course recordings from the Virtual Classroom link. In the window where the records are listed, change the filtering criteria of "Recent Recordings" to "Recordings in A Range" in the upper right part. When the date range is changed on the screen that opens, the records will be listed.

I can not find course materials. What should I do?

You can access the course materials from the Content.

I entered the course in the virtual course, but no one is there. What should I do?

Lessons in the virtual classroom can be taught through the Course Room or a scheduled session. If no one is visible in the session you are logged in, check the scheduled session.

I can not find my course. What should I do?

In order to your courses to be viewed on the Blackboard Platform, your course registrations must be approved. You should check your course registration approval on the OIS Platform and contact your advisor if approval is required. Once your course registration is confirmed, you can view your courses by logging into the Blackboard Platform and selecting the Courses.

I can not enter the virtual classroom. What should I do?

Browser cookies should be cleared. Next, click on the strike through eye sign in the browser address bar and select Allow.

I can not enter the OİS Platform. What should I do?

You can access the OIS Platform at https://ois.fbu.edu.tr/. **Student** should be selected under the **User Group** heading. In the **User Name** field, type your username without the @stu.fbu.edu.tr. If you cannot log in even though you have entered this information correctly, you can reset your password from the **Forgot Password** field.

I do not know my user name and/or student number. What should I do?

You can learn your username and/or student number from the Student Affairs Office.

When I reset the password in the OİS Platform, it gives a warning "User Information Incorrect". What should I do?

You can access the OİS Platform at https://ois.fbu.edu.tr/. To reset the password, select the Forgot Password heading and enter the username, student number and date of birth.

There is a browser related shift when resetting the password on the OİS platform. What should I do?

In the first blank: name.surname

In the second blank: Student number

By entering the date of birth in the date field you can reset the password .

I could not find a problem I have in the Frequently Asked Questions section. What should I do?

For solutions related to the Blackboard Platform, you can create a request via the help desk at https://portal.fbu.edu.tr.