



e Learning Center
RIS Royal Commission of Jubail

Royal Commission for Jubail

Colleges and Institutes Sector

eLearning Center

Blackboard

Frequently Asked Questions



Q1	Is Blackboard browser specific? If it is then which browser should I use?
A1	Chrome or Firefox.
Q2	How do I log in to Blackboard for the first time?
A2	You can log into blackboard by using your employee id
Q3	I forgot my password. What should I do?
A3	Contact the administrator in JUC
Q4	How can I get Blackboard courses for my classes?
A4	You will have all your courses when the semester starts
Q5	How can I create a course?
A5	You do not have to create a course
Q6	How should I add different curse material to my course?
A6	Check the different video tutorials on adding course materials



Q7	Can I add images to my course details?
A7	Yes. Check the video tutorials.
Q8	Can I create hyperlinked pages for course details?
A8	Yes. Check the video tutorials.
Q9	How can I add a quiz?
A9	Check the video tutorials.
Q10	Can I add images or videos to my quiz or course?
A10	Yes. Check the video tutorials.
Q11	How can I add the date limit and time limit for my quiz?
A11	When you create a test, in the test options you will find Due Date. Under due date you can change the date and time limits.
Q12	How can I add questions to my quiz?
A12	Check the video tutorials.



Q13	How should I select questions randomly for my quiz?
A13	Check the video tutorials.
Q14	How can I create a key/password for my course?
A14	You do not need one, as your students will already be there in the course
Q15	How can I create a key/password for my quiz?
A15	Check the video tutorials.
Q16	Can I restrict students to attempting a quiz only once?
A16	Yes
Q17	Can I create a practice material/quiz that be accessed any number of times?
A17	Yes
Q18	What are the several types quiz questions that can be created?
A18	Check the video tutorials.



Q19	Can I reuse a course from a previous academic year/semester?
A19	Yes
Q20	After adding all the material for my course, can I hide some of it from the students?
A20	Yes
Q21	How do I create sections for my course?
A21	You will have a course for every sections in blackboard
Q22	Can students Enroll to specific sections for specific course?
A22	No, they will already be in the courses automatically
Q23	How can I view the results for specific sections?
A23	Check the video tutorials.
Q24	Can I create an attendance for my course?
A24	No



Q25	How do I Enroll students in my Blackboard course without enrolling them manually?
A25	They will be in the course automatically, you do not have to Enroll them.
Q26	How do I manually Enroll students in my Blackboard course?
A26	They will be in the course automatically, you do not have to Enroll them.
Q27	How can I add maximum marks for my course?
A27	You can have marks for individual assessments that will add up to make a total for the course.
Q28	How can I grade my students?
A28	Students are graded automatically for every assessment, but you can grade them manually also.
Q29	How can I backup my course?
A29	Check the video tutorial.
Q30	How can I backup the results?
A30	Check the video tutorial.



Q31	How can I create calendar event for my course quizzes/assignments and exams?
A31	When you create items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day.
Q32	How can I import a course?
A32	Check the video tutorials.
Q33	How can I export a course?
A33	<p>You will use the same file to import that you exported.</p> <ul style="list-style-type: none">● Click Packages and utilities under “Course Management”.● Click Import Package / View Logs.● Click Import Package.● Click “Browse My computer” and select the file that you exported.● Select the options under “course material”.● Click submit.
Q34	How can I create and update a forum for specific course?
A34	Check the video tutorials.



Q35	How can I email or message my students in a course?
A35	<ul style="list-style-type: none">● Go to Course Management.● Click Course Tools.● Select Send Email.● Click All Student Users.● Type in the Subject and Message.● Click submit.
Q36	Can I manually grade my students in some of the questions that need detail answers?
A36	Yes. Check the video tutorials.
Q37	How can I upload files for a course or an Assignment?
A37	You can upload different files for a course and assignments Check the video tutorials.



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