

UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



“جامعة المستقبل”
“The University of the Future”

Creating and Managing Course e-Portfolio Repository System

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1 The Need for Course e-Portfolio

A course portfolio is more than a collection of files. It is a detailed anatomy of a course showing what faculty do as teachers and what students do as learners. It includes documents and materials which collectively suggest the scope and quality of the faculty's teaching performance. Because of its importance, it has been used for many years by UAEU administration as an essential tool for evaluating faculty teaching performance during the promotion process. It is also utilized by some colleges for faculty annual evaluation of teaching. Reviewing course portfolios for evidence of the teaching practices is also a standard practice in all national and international accreditation visits (e.g., WASC, CAA, ABET, etc.) and program reviews.

Organized and well maintained course portfolios can help faculty improve their teaching skills in many ways. The cumulative nature of the course portfolio helps instructors avoid previous mistakes and identify common difficulties that students experience. Course portfolios also facilitate the documentation of the most effective teaching techniques accumulated by faculty over the years. Having an up-to-date portfolio gives faculty more time to focus on teaching techniques and curriculum revisions. Faculty can also share their portfolios with others for discussion, feedback, formal review, as well as for gaining peer recognition of teaching excellence (e.g., applying for teaching awards). Sharing course portfolios could also be used to help new faculty and faculty teaching the course for the first time with a head start.

Course portfolios can be collected and maintained in either hard copy or electronic forms. However, hard portfolios are much harder to create, manage, maintain, present, and search than electronic ones. Most of the required components for the course portfolio are already in electronic format (lecture notes, labs, exams, student feedback, assessment files, etc.). Making hardcopies of these teaching materials at the end of each semester for all the offered sections is a huge waste of time and resources. It is also difficult to maintain and display hard portfolios collected over several years. Moreover, some courses use multimedia contents (e.g., videos, audio, iBook, etc.) as essential components of the student learning experience. Obviously, these contents cannot be presented in hard format. Therefore, electronic portfolios (e-portfolios) are highly recommended over the hard copy ones.

Course portfolios are becoming necessity to satisfy both CAA, and WASC accreditation requirements, as well as the new UAEU periodic program review. Therefore, the program and curriculum office has recently developed an e-portfolio directory structure as per the course portfolio components mandated by CAA Stipulation 7. The program and curriculum office has also developed a repository structure to store all the developed graduate and undergraduate e-portfolios online using the Blackboard "Content Collection" module. Both the e-portfolio and the online repository structures have been approved by the university program and curriculum committee and the graduate council. In the following Sections the approved e-portfolio directory structure is explain in detail along with a step be a step procedure on how to store and maintain the developed e-portfolios online.

2 E-Portfolio Directory Structure

The CAA Stipulation 7 requires that institutions maintain updated files for each course of instruction. These must contain sufficient information on each presentation of the course so that the faculty or other

persons who assess program effectiveness can determine whether the course is meeting its learning outcomes, and whether changes to the course are appropriate.

Course files must include the following information, which may be in electronic form or hard copy:

- C1. Syllabi for the current and previous offerings of the course;
- C2. Copies of all instructor teaching materials;
- C3. Copies of all assessment instruments;
- C4. Instructor worked answers and marking schemes for all assessment instruments;
- C5. Examples from across the range of student performance of graded responses to all assessment instruments;
- C6. A comprehensive instructor review of the presentation of the course, covering:
 1. Appropriateness of the course learning outcomes;
 2. Extent to which the syllabus was covered;
 3. Extent to which learning outcomes were met (with evidence);
 4. Appropriateness of textbooks and other learning resources;
 5. Appropriateness of assessment instruments in relation to learning outcomes;
 6. Appropriateness of the balance of assessment;
 7. Appropriateness of prerequisites;
 8. General comments on any problems encountered with the course;
- C7. Quantitative analysis of student performance during the course presentation (e.g., grade distributions);
- C8. Summary of student feedback on the evaluation of the course.

To satisfy the above requirements, the UPCC requires each faculty teaching a course to create and maintain a course e-portfolio according to the following directory structure:

- 📁 Syllabus (C1)
- 📁 Teaching Materials (C2)
 - 📁 Lecture Notes
 - 📁 Labs
 - 📁 Handouts
 - 📁 iBook
 - 📁 Others
- 📁 Assessment Instruments and Reports
 - 📁 2015-2016
 - 📁 2014-2015
 - 📁 Fall
 - 📁 Spring
 - 📁 Assessment Instruments (C3, C4)
 - 📁 Exams
 - 📁 Assignments
 - 📁 Quizzes
 - 📁 Projects
 - 📁 Others
 - 📁 Students Graded Samples (C5)
 - 📁 Assessment Reports (C6, C7, C8)

- The Syllabus directory will be used to store the syllabi for current and previous course offerings. Keeping a history of the course syllabus is needed to track down the important amendments done to improve the attainability of the course learning outcomes and enhance the students learning experience.
- The “Teaching Materials” directory will be used to store both current and the previous versions of the teaching materials.
- Faculty may delete subdirectories or create new ones if deemed appropriate. For example, the “Labs” subdirectory could be deleted if the course does not have a lab component, while new subdirectories could be created to store software packages, or reading materials.
- According to the CAA requirements, assessment instruments and reports should be collected for each presentation of the course. Hence, the “Assessment Instruments and Reports” folder should have a subfolder for each semester the course is offered.
- The “Assessment Instruments” directory should include all the assessment instruments used during the semester along with the associated worked answers (model answers and mark distribution).
- The “Students Graded Samples” directory is used to store graded samples of all the assessment instruments used during the semester. For each assessment instrument, collect A, B, C, and D samples, if possible. At the end of the semester, scan the samples collected for each grade together to generate a single PDF file. Store the four generated PDF files (A, B, C, and D) under the “Students Graded Samples” directory.
- **The graded samples MUST be anonymous.** Please ensure that the students’ names and ids are removed before scanning.
- The “Assessment Reports” directory should include the following three files:
 1. Faculty assessment report that covers all the eight elements specified by CAA under point “C6” above.
 2. Students grade distribution (C7)
 3. Summary of student feedback on the course evaluation (C8). It is recommended to use the first part of the SET report (Course Comparative Analysis), which includes question related to course evaluation.

3 Course e-Portfolio Repository Structure

Although the above e-portfolio structure can be created and maintained offline, uploading and maintaining the developed e-portfolios online facilitates sharing them with colleagues, students, and the accreditation bodies. Hence, the program and curriculum office has approved a new repository structure that will be used to maintain the developed e-portfolios online using the Blackboard Content Management module. The Content Management module provides a native file management environment for faculty to easily create, manage, and share electronic contents. It functions as a virtual hard drive that is available from anywhere, and provides an easy drag-and-drop interface for copying and managing large number of files. Blackboard is also a perfect host as all faculty and instructors already have blackboard accounts with proper credentials, and most of them know how to upload and manage files and packages on blackboard.

- The root of the course e-portfolios repository is the “Institution Content\institution” folder under the content collection module.
- A subfolder has been already created under the institution folder for each of the nine colleges. For example in case of the College of Science (COS), the folder structure is:

```

  / Institution Content
    / institution
      / College of Science
  
```

- A “Curricula” subfolder has to be created under the college folder as shown below. The folder will be used to store all the graduate and undergraduate e-portfolios generated by the college.

```

  / Institution Content
    / institution
      / College of Science
        / Curricula
  
```

- Course e-portfolios are organized under the Curricula folder as per their subject codes. Therefore, a subfolder for each subject code needs to be created under the Curricula folder as shown below.

```

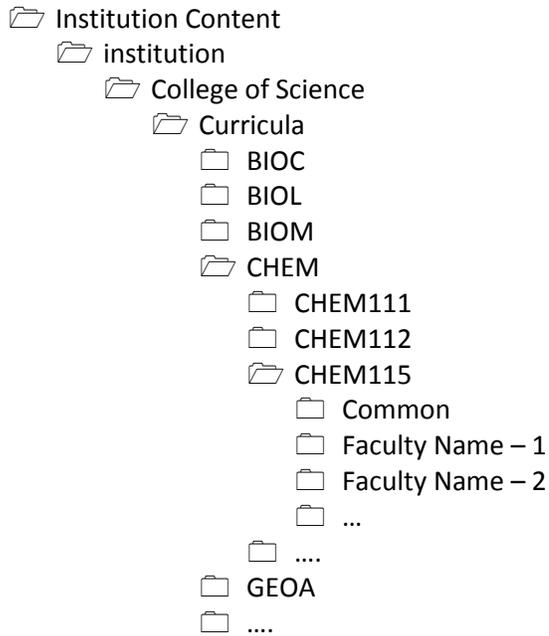
  / Institution Content
    / institution
      / College of Science
        / Curricula
          / BIOC
          / BIOL
          / BIOM
          / CHEM
          / ...
  
```

- A subfolder should be then created for each course under the designated subject code folder. For example, subfolders for CHEM111, CHEM112, etc. have to be created under the CHEM directory.

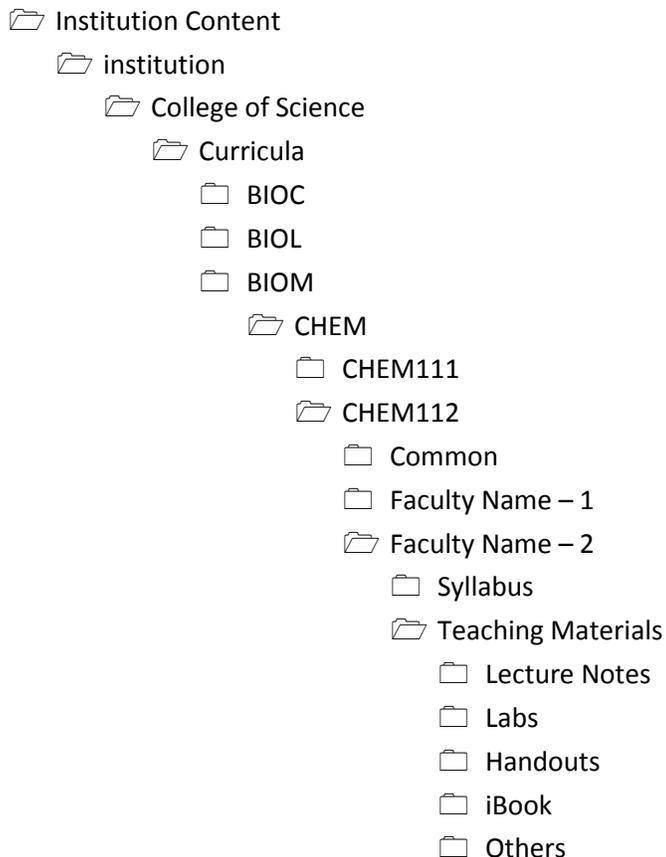
```

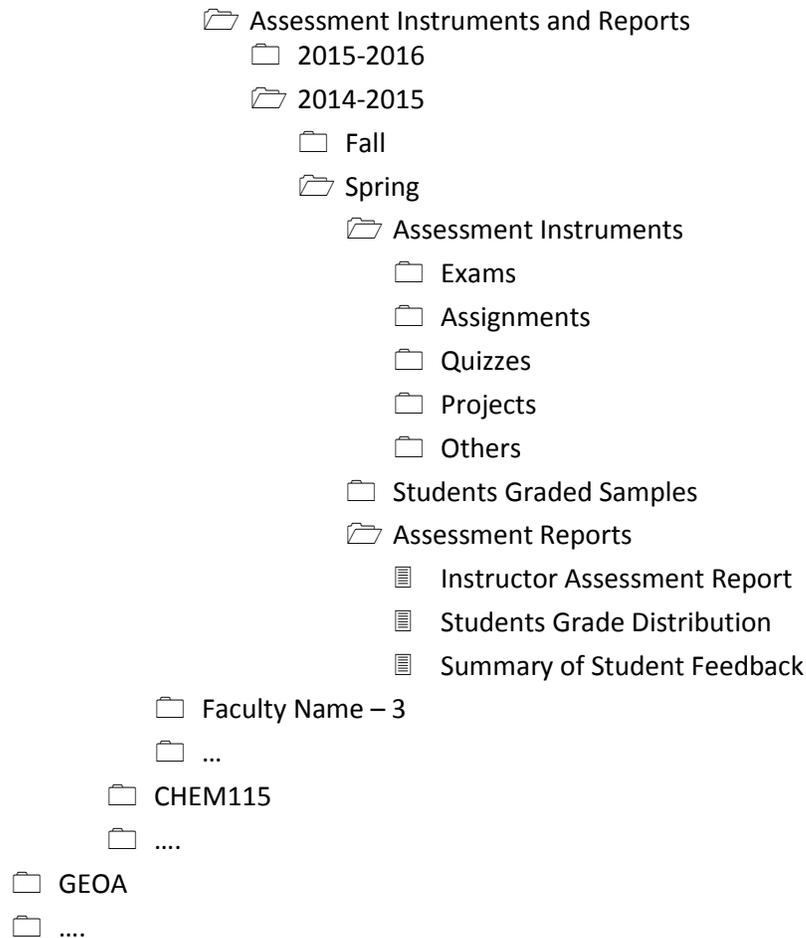
  / Institution Content
    / institution
      / College of Science
        / Curricula
          / BIOC
          / BIOL
          / BIOM
          / CHEM
            / CHEM111 – General Chemistry I
            / CHEM112 – General Chemistry II
            / CHEM115 – General Chemistry Lab
            / ...
  
```

- Since several faculty might teach the same course with different teaching materials, a subfolder has to be created for each faculty teaching the course. A common subfolder could also be created if common materials (lecture notes, labs, handouts, software, assessment instruments, etc.) are adopted by the course committee.



- Faculty are responsible for uploading and maintaining their course e-portfolios under their designated directories, while the course coordinator is responsible for uploading and maintaining the common e-portfolio, if applicable. The uploaded e-portfolio should conform to the instructions provided in Section 2. An example of the complete directory structure is shown below:





4 Creating the Course e-Portfolio Repository Structure

4.1 College and Subject Code Leaders

Before creating the e-portfolio repository structure online, each college should appoint a leader for the college repository. The college leader will have full access permissions on the “Curricula” folder. He/She will be responsible for initiating the creation of the repository structure, and for providing faculty with adequate permission to upload and maintain their course e-portfolios. The college leader is also responsible for enforcing the college approved access permission scheme. The access permission scheme defines who has read, write, remove, and/or manage permission on each file and subfolder under the college designated folder.

The college should also appoint a leader for each subject code. The subject code leader will have full access permissions on the designated folder created for the subject code under the Curricula folder. The subject code leader role could be assigned to the subject code originator (as defined in CurricUNET), the program coordinator, the department chair, or other faculty member appointed by the college.

Please note that all the blackboard file and folder management features that might be required for creating the repository structure, and uploading and maintaining the online e-portfolios are detailed in Appendix A.

4.2 Creating the Repository Structure

Before uploading the course e-portfolios online, the college leader and the subject code leaders should collaborate to implement the e-portfolio repository structure by following the steps provided below.

Steps to be taken by the College Leader:

- 1- Send a request to help desk to grant the college leader account a full access permissions on the college designated folder under content collection.
- 2- Send a request to helpdesk to create a college organization that includes all members who will have access to the college e-portfolios (e.g., faculty, instructors, program coordinators, department chairs, etc.).
- 3- Send a request to helpdesk to grant the created organization a read access to the college designated folder. This is essential to provide faculty with the required permission to navigate through the repository structure and reach their courses.
- 4- Login to blackboard and navigate to the college folder as explained in Appendix A.1.
- 5- While inside the college folder, create the “Curricula” folder as explained in Appendix A.3.1.
- 6- Under the Curricula folder, create a subfolder for each graduate and undergraduate subject code offered by the college.
- 7- Grant subject code leaders full access permissions to the created subject code folders as explained in Appendix A.2.3.

Steps to be taken by the Subject Code Leaders:

1. Login to blackboard and navigate to the college folder as explained in Appendix A.1.
- 2- Navigate to the subject code folder
- 3- While inside the subject code folder, create a subfolder for each course that belongs to the subject code as explained in Appendix A.3.1. The course subfolder should have the name format “course code – course name”
- 4- Under the course folder, create a subfolder for each faculty teaching the course.
- 5- Create a “common” subfolder if the course has common teaching materials (lecture notes, labs, handouts, lab manuals, exams, etc.)
- 6- Grant each faculty read, write, and remove permissions on his subfolder as explain in Appendix A.2.3.
- 7- Grant the course coordinator read, write, and remove permissions on the common subfolder.
- 8- Grant each faculty teaching the course with a read permission on the common subfolder.

5 Uploading and Maintaining the Course e-Portfolios Online

5.1 Uploading the Course e-Portfolios

Use the following steps to upload the entire course e-portfolio to the designated folder in the repository structure. This could be used when the course e-portfolio is uploaded for the first time.

1. Create the course e-portfolio offline as explained in Section 2.
2. Use winzip to compress the created e-portfolio.
3. Login to blackboard and navigate to the college folder as explained in Appendix A.1.
4. From the college folder navigate to the course folder and then to the faculty designated folder
5. Upload the compressed e-portfolio zip file using package upload as explained in Appendix A.3.3.

5.2 Updating the Teaching Materials Folder

Use the following steps to update the uploaded teaching material. There is no need to upload the whole teaching materials each semester the course is offered.

1. Login to blackboard and navigate to the college folder as explained in Appendix A.1.
2. From the college folder navigate to the course folder and then to the faculty designated folder
3. Navigate to the “Teaching Materials” folder
4. To update the lecture notes, navigate to the “Lecture Notes” folder
5. Upload the new file(s) as explained in Appendix A.3.2.
6. Delete obsolete file(s), if needed, using the steps described in Appendix A.3.4.
7. Repeat steps 4 to 6 to update other folders if needed

5.3 Updating the “Assessment Instruments and Reports” Folder

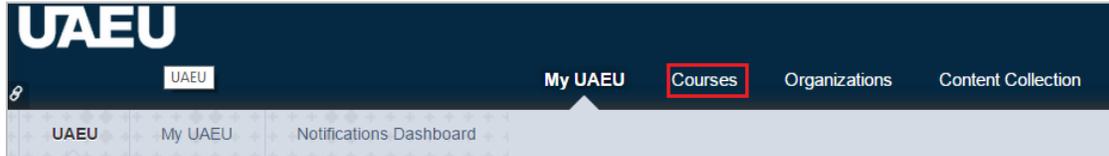
Use the following steps to create a new subfolder and upload the assessment materials each semester the course is offered. For the sake of presentation, assume that the course is offered in Spring semester of the 2014-2015 academic year.

1. Create the “Spring” folder offline on your machine and store all the required files mentioned in Section 2.
2. Use winzip to compress the Spring folder.
3. Login to blackboard and navigate to the college folder as explained in Appendix A.1.
4. From the college folder navigate to the course folder and then to the faculty designated folder
5. Navigate to the “Assessment Instruments and Reports” folder
6. If the “2014-2015” subfolder does not exist, go to step 7, otherwise go to step 8.
7. Create the “2014-2015” folder as explained in Appendix A.3.1.
8. Navigate to the 2014-2015 folder
9. Upload the Spring.zip file using the Upload Package feature as explained in Appendix A.3.3

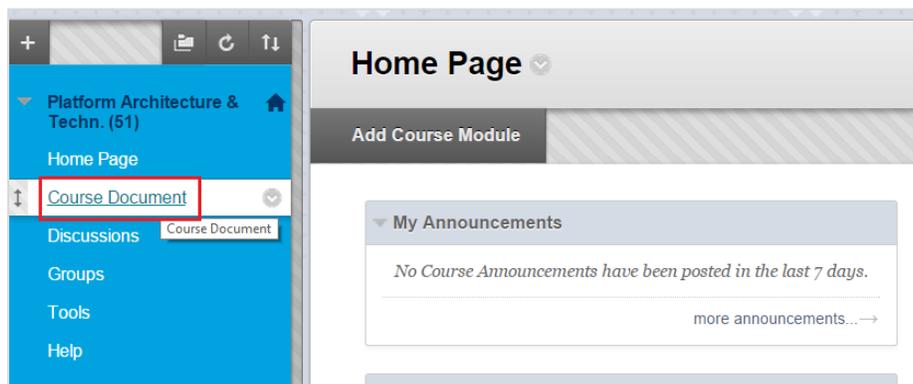
6 Sharing the Uploaded Teaching Material with Students

One of the major benefits of uploading the course e-portfolios on Blackboard is the ability to share the teaching materials with students instead of uploading them over and over again to multiple sections. Use the following steps to share the uploaded “Lecture Notes” folder with multiple sections.

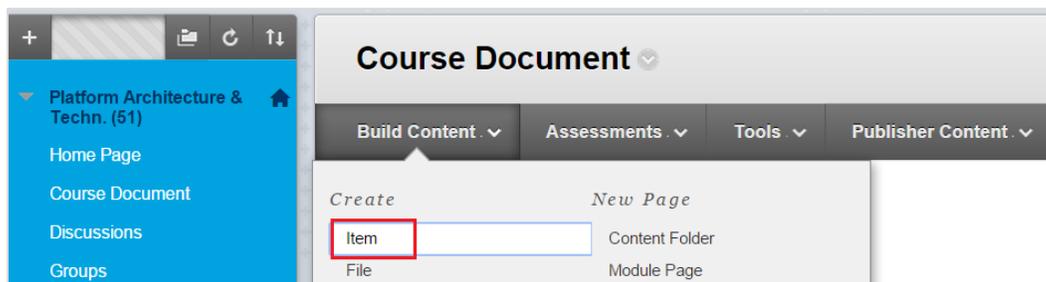
- 1- Login to Blackboard and click on Courses.



- 2- From the course list select the section that you would like to share the lecture notes with.
- 3- In the course home page, click on “Course Document” in the left side menu



- 4- In the Course Document page click on the “Build Content” menu and then select “Item” as shown below



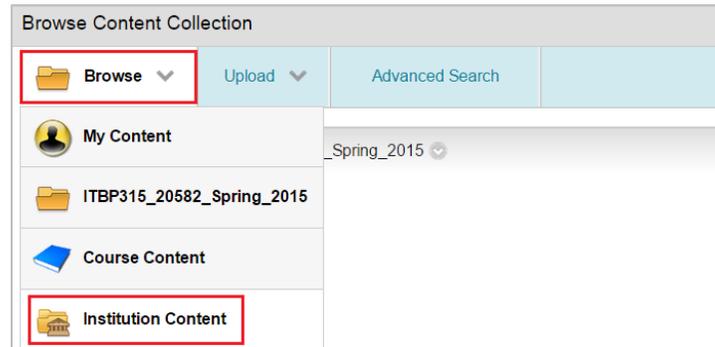
- 5- While in the “Create Item” page, specify the name of the content in the “Content Information” section (e.g. Lecture Notes).

1. Content Information

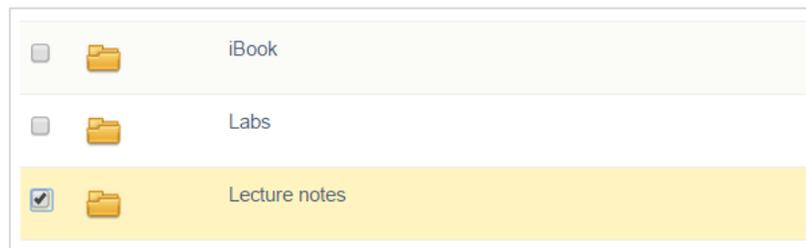
* Name

Color of Name

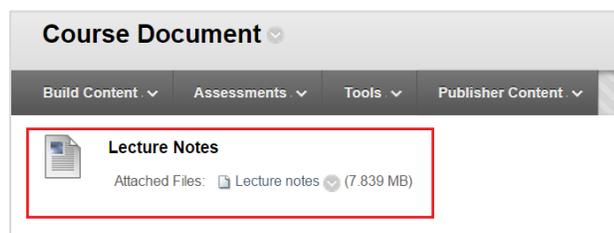
- 6- Click on the “Browse Content Collection” button
- 7- While in the “Browse Content Collection” page, click on the “Browse” menu then select “Institution Content”.



- 8- Select your college folder, and then navigate the college contents until you reach your intended course e-portfolio
- 9- Click on the “Teaching Materials” folder
- 10- While in the “Teaching Materials” folder, check the “Lecture Notes” folder, and click the submit button.



- 11- Click the “Submit” button in the “Create Item” page.
- 12- The “Lecture Notes” item will appear in “Course Document” page with a link to the lecture notes stored in the content collection.



- 13- When a student clicks on the lecture notes link, blackboard will open a new window and display the content of the lecture notes folder stored in the content collection.
- 14- The faculty may use the above steps to share other folders such as labs, assignments, etc. with students.

7 File Naming Convention

Faculty may follow the following file naming convention guidelines when preparing their e-portfolio. Having a naming convention streamline the e-portfolio creation, and facilitate the search for specific file types. The file naming convention consists of the following five parts:

CC_SEM_SEC_TYPE_NUM

1. CC: the course code
2. SEM: the semester when the file is created or modified (e.g., FA14, or SP15, etc.).
3. SEC: the section number (e.g., 01, 03, 51, 53, etc.). The section number should be specified if different versions of the file are used for different sections. For example, files for syllabus, lecture notes, and labs may not have a section number specified. You may specify multiple section numbers separated by ‘&’ if the same file is used for multiple sections (e.g., 01&51&53).
4. TYPE: Different abbreviations are used for different file types. Some of the common abbreviations are presented in the following table. Other abbreviations could be used if the file type is not listed below.
5. NUM: A number is used to specify the file sequence when several files are associated with the same file type (e.g., lecture notes, labs, assignments, etc.)

File Type	Abbreviation	Example
Syllabus	SYL	ITBP103_FA13_SYL
Lecture Notes	LCN	ITBP103_SP14_LCN_1
Final Exams	FE	ITBP103_SP15_51_FE
Final Exams Worked Answers	FE_WA	ITBP103_SP15_51_FE_WA
Midterm Exams	MTE	ITBP103_SP14_53_MTE
Midterm Exams Worked Answers	MTE_WA	ITBP103_SP14_53_MTE_WA
Assignments	ASG	ITBP103_FA12_01_ASG_3
Assignments worked answers	ASG_WA	ITBP103_FA12_01_ASG_3_WA
Assignments Rubric	ASG_RBC	ITBP103_FA12_55_ASG_3_RBC
Quizzes	QZ	ITBP103_SP14_02_QZ_6
Quizzes worked answers	QZ_WA.pdf	ITBP103_SP14_02_QZ_6_WA
Tests	TST	ITBP103_SP14_01_TST_1
Tests worked answers	TST_WA	ITBP103_SP14_01_TST_1_WA
Labs	LAB	ITBP103_SP14_LAB_3
Lab Quiz	LAB_QZ	ITBP103_SP14_01&51_LAB_QZ_3
Lab Test	LAB_TST	ITBP103_SP14_01&51_LAB_TST_1
Project	PRJ	ITBP103_SP14_51&53_PRJ_1
Project Rubric	PRJ_RBC	ITBP103_SP14_51&53_PRJ_1_RBC
Students Graded Samples	GS	ITBP103_SP14_GS_A ITBP103_SP14_GS_D
Assessment Report	AR	ITBP103_SP14_AR
SET Summary	SET	ITBP103_SP14_SET
Grade Distribution	GD	ITBP103_SP14_GD

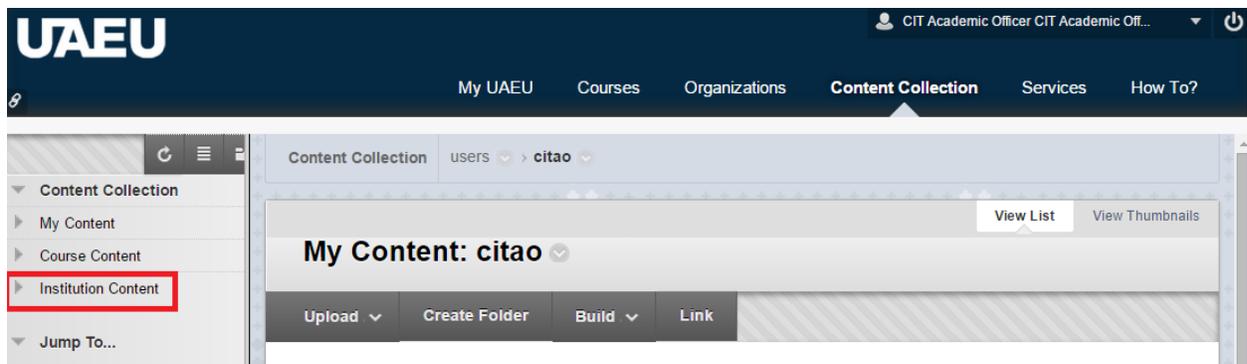
Appendix A: Basic Folder and File Management Functionalities

A.1 Accessing the College Folder

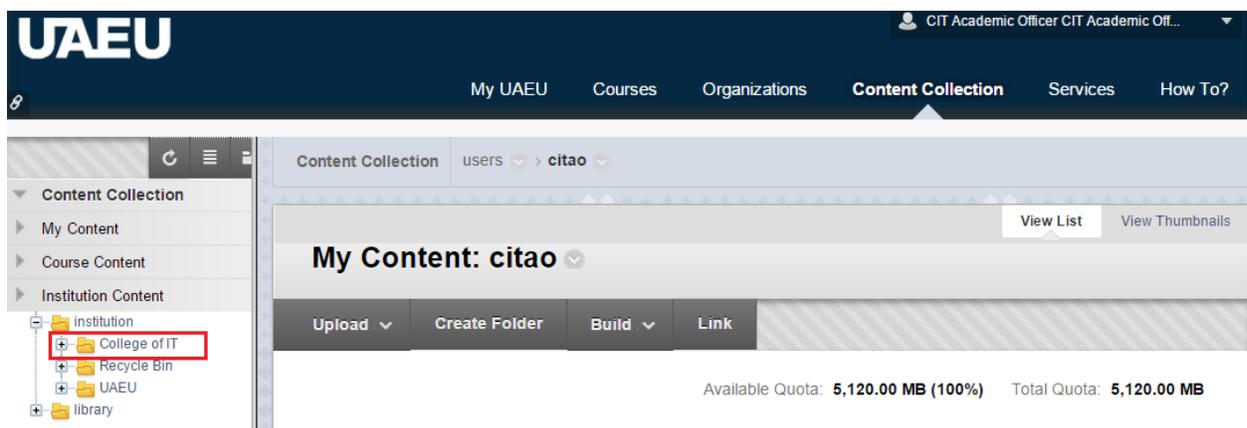
- 1- Login to Blackboard using your user name and password
- 2- While in the blackboard main page, click on “Content Collection” menu.



- 3- Click the “Institution Content” menu item on the left side menu as shown below



- 4- Expand the institution folder. You should be able to see your college folder along with the UAEU, and the “Recycle Bin” folders.



A.2 Managing Access Permissions

Blackboard provide users with the flexibility to determine who can view and perform actions on files and folders by managing the following four access permission types:

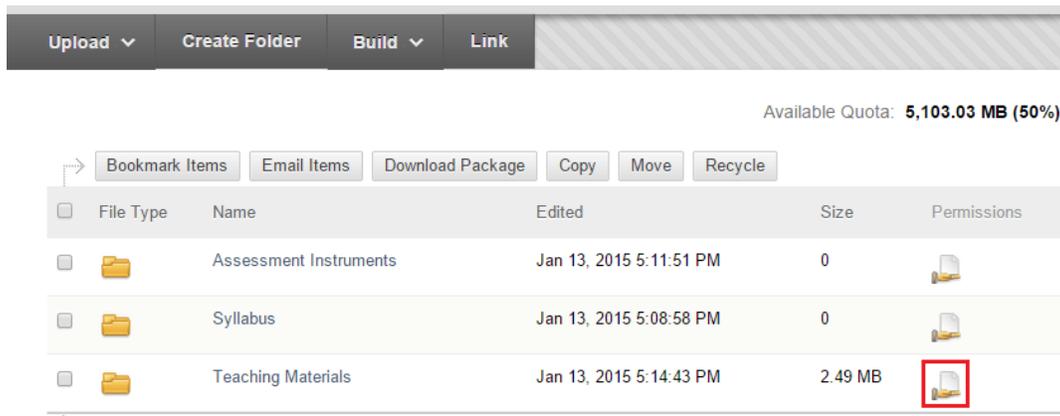
- Read: View and download files and folders
- Write: Edit and overwrite files, and upload files and folders to a folder
- Remove: Delete files from the folder or the folder itself
- Manage: Set permissions on the Manage Permissions page

An account that have a manage permission on a folder can use the folder’s “Manage Permissions” page to control who can access the folder and at which capacity. The following steps describe in detail how the “Manage Permissions” page can be used to add, remove, or modify the access permissions to a specific folder. The same steps can be used to manage the access permissions of files as well.

A.2.1 Opening the Manage Permissions Page

Follow the following steps to access the Manage Permissions page. The “Teaching Materials” folder is used as an example.

1. Go to the college folder as explained in Appendix A.1.
2. From the college folder navigate to the parent folder of the “Teaching Materials” folder.
3. If you have a manage permission on the “Teaching Materials” folder, you should be able to see the edit permission icon on the right hand side of the folder name as shown below.



4. Click on the edit permission icon.
5. The “Manage Permissions” page will open and display the list of users who currently have access to the folder and the permissions assigned to each one of them as shown below.

Manage Permissions: Teaching Materials

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users

Select Specific Users By Place

Select Roles

Permit Anyone

<input type="checkbox"/> User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> CIT Academic Officer CIT Academic Officer	✓	✓	✓	✓
<input type="checkbox"/> CIT ORGANIZATION (CIT_ORGANIZATION): All Organization Users (User List)	✓			
<input type="checkbox"/> Walid Ibrahim	✓	✓	✓	✓

A.2.2 Changing the Access Permissions of an Existing User

1. Open the “Manage Permissions” page as explained in Appendix A.2.1.
2. Move the mouse cursor over the user name. The option menu (small circle) will appear to the right of the user name as shown below.

Manage Permissions: Teaching Materials

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users

Select Specific Users By Place

Select Roles

Permit Anyone

<input type="checkbox"/> User/User List	Read	Write	Remove	Manage
<input type="checkbox"/> CIT Academic Officer CIT Academic Officer	✓	✓	✓	✓
<input type="checkbox"/> CIT ORGANIZATION (CIT_ORGANIZATION): All Organization Users (User List) <input type="checkbox"/>	✓			
<input type="checkbox"/> Walid Ibrahim	✓	✓	✓	✓

3. Click on the options menu and then select the edit option to open the “Edit Permissions” window
4. The “Edit Permissions” window has a checkbox associated with each permission type.
5. Check only the permission types that you would like the user to have, and click the submit button as shown below.
6. You may check the overwrite checkbox to ensure that the specified permissions overwrite the current permissions for all folder contents.

Edit Permissions: Teaching Materials

Cancel

Submit

1. Edit Permissions

CIT ORGANIZATION (CIT_ORGANIZATION): All Organization Users (User List)

2. Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

3. Advanced Folder Options

Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

A.2.3 Adding New Username(s) to the Access List

1. Open the “Manage Permissions” page as explained in Appendix A.2.1.
2. Click on “Select Specific Users” button to open the “Add User” window.

Manage Permissions: Teaching Materials

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users

Select Specific Users By Place

Select Roles

Permit Anyone

3. The “Add User” window has three sections (select users, set permission, and advanced options).
4. In the select users section, specify the username(s) of the user(s) you would like to add.
5. The username is the first part of the user(s) email address. For example, if the email address is xyz@uaeu.ac.ae, the username is xyz.
6. If multiple usernames to be added, use commas to separate between them as shown below.

Add User: Teaching Materials

* Indicates a required field.

Cancel

Submit

1. Select Users

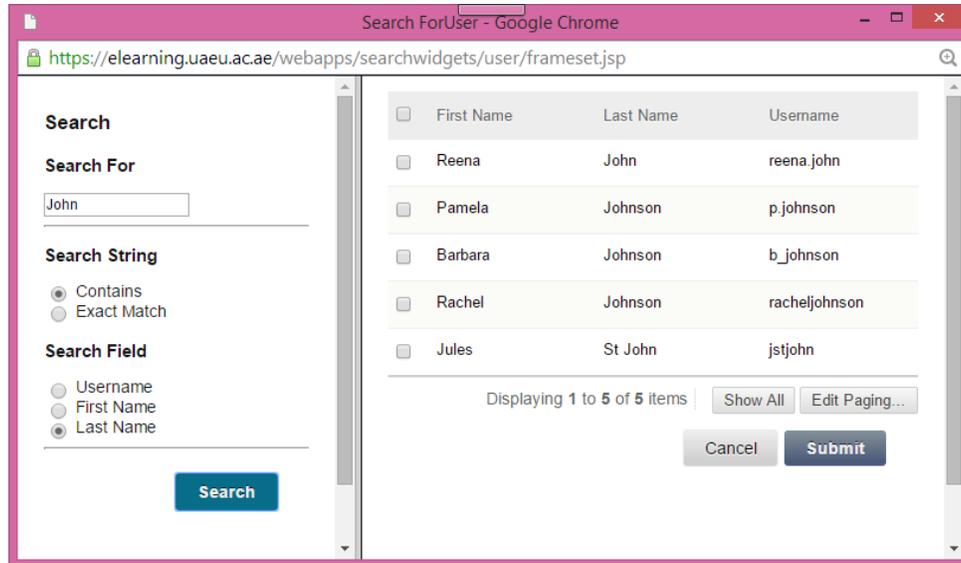
Enter one or more Usernames or click **Browse** to search. Separate multiple Usernames with commas.

* Username

walidibr, helsyaed, alakas, abe

Browse...

7. If you do not know the username, you may click the browse button to search for the username using his first or last name. The figure below shows the results of searching for a user with last name John.



8. In the search window, select the intended user name and click the submit button.
9. After specifying the username(s), go to the second section.
10. In the second section, check the permission types that will be granted to the specified username(s).
11. You may check the overwrite checkbox in the third section to ensure that the specified permissions overwrite the current permissions for all folder contents.
12. The above steps grant the specified usernames the same access permissions.
13. You may repeat the above steps to grant a different list of usernames different access permissions.

A.2.4 Managing Organization Permissions

Blackboard uses the organization concept to simplify the management of large groups of users. Members of an organization may share access permission on a certain file or a folder. You may ask UITS helpdesk to create an organization that includes all the faculty and instructors at your college. You may then follow the following steps to grant all members of the created organization access permissions to any file or folder.

1. Open the "Manage Permissions" page as explained in Appendix A.2.1.
2. Click on "Select Specific Users By Place" menu item, and then click on Organization as shown below to open "Add Organization User List" page.

Manage Permissions: Lecture Notes

Share files and folders by assigning one or more permissions to individual users and groups of users.

Select Specific Users | **Select Specific Users By Place** | Select Roles | Permit Anyone

Course
 Organization

<input type="checkbox"/>	User/User List	Read
<input type="checkbox"/>	CIT Academic Officer CIT Academic Officer	✓

- In the “Choose Organizations” section, select the intended organization from organization list, or click on the browse button to search for it.

Add Organization User List:Lecture Notes

* Indicates a required field.

Cancel Submit

1. Choose Organizations

Select check boxes from the list of organizations below or enter the Organization IDs. Click **Browse** to search for organizations. Separate multiple Organization IDs with commas.

* Organizations CIT ORGANIZATION (CIT_ORGANIZATION)

Additional Organizations Browse...

- In the “Select Roles” section, check the “All Organization Users” option.

2. Select Roles

* Roles

- All Organization Users
- Organization Builder
- EnrollLeader
- Grader
- LimitedParticipant
- Leader
- Participant
- Assistant
- Guest

- In the “Set Permissions” section, check the permissions to be granted to the selected organization. You may check the overwrite option to ensure that the selected permissions overwrite exiting permission for all the folder content.

3. Set Permissions

Permissions

- Read
- Write
- Remove
- Manage

6. Click the submit button.

Delete					
<input type="checkbox"/>	User/User List	Read	Write	Remove	Manage
<input type="checkbox"/>	CIT Academic Officer CIT Academic Officer	✓	✓	✓	✓
<input type="checkbox"/>	CIT ORGANIZATION (CIT_ORGANIZATION): All Organization Users (User List)	✓			

A.2.5 Removing Username(s) from the Access List

1. Open the “Manage Permissions” page as explained in Appendix A.2.1.
2. While in the “Manage Permissions” page, select the user(s) that you want to remove from the access list.
3. Click the delete button

Delete					
<input type="checkbox"/>	User/User List	Read	Write	Remove	Manage
<input type="checkbox"/>	CIT Academic Officer CIT Academic Officer	✓	✓	✓	✓
<input checked="" type="checkbox"/>	CIT ORGANIZATION (CIT_ORGANIZATION): All Organization Users (User List)	✓			
<input checked="" type="checkbox"/>	Walid Ibrahim	✓	✓	✓	✓

Delete

4. Blackboard will remove the user(s) and return back to the “Manage Permissions” page.

Delete					
<input type="checkbox"/>	User/User List	Read	Write	Remove	Manage
<input type="checkbox"/>	CIT Academic Officer CIT Academic Officer	✓	✓	✓	✓

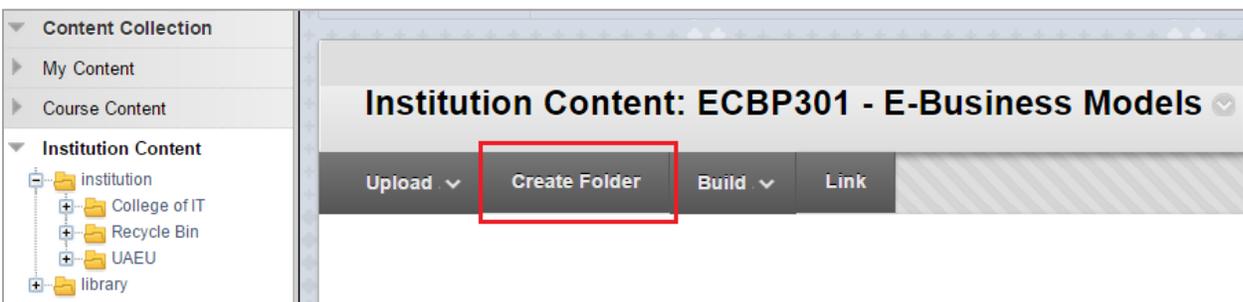
Delete

A.3 Managing Files and Folders

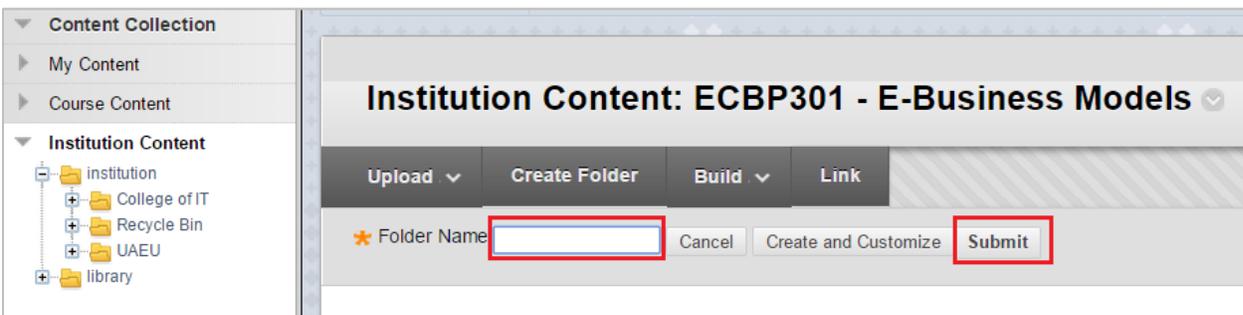
A.3.1 Creating a Folder

1. Go to the college folder as explained in Appendix A.1.
2. From the college folder navigate to the parent folder.
3. While inside the parent folder click on the “Create Folder” button at the top left side on the folder window as shown below.

Please note that you will not be able to see the “Create Folder” button, if you do not have write permission on the parent folder. If this is the case, contact the subject code leader or the college leader to get the required write permission.



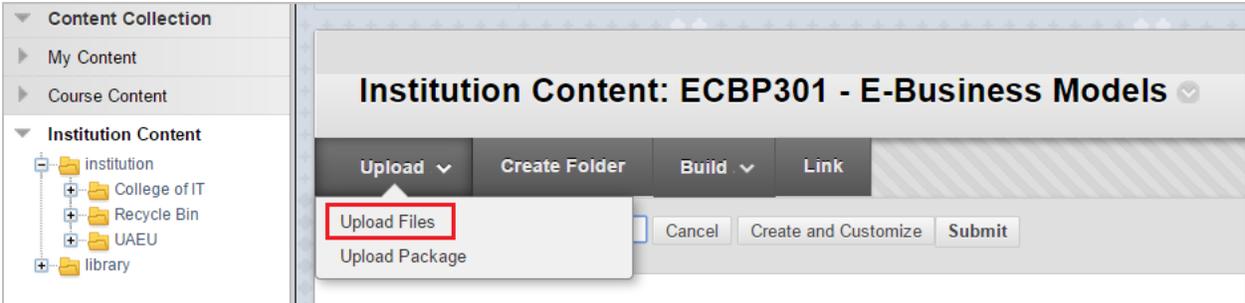
4. Specify the directory name and click on the submit button



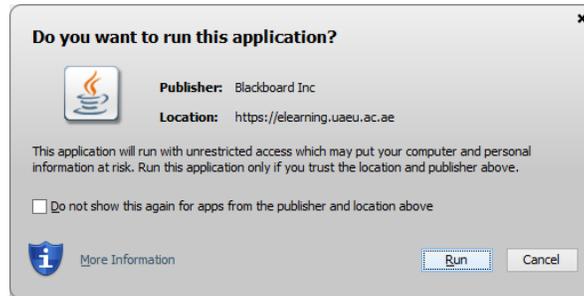
A.3.2 Uploading Files to a Folder

1. Go to the college folder as explained in Appendix A.1.
2. From the college folder navigate to the destination folder.
3. While inside the destination folder click on the “Upload” menu at the top left side of the screen and select the “Upload Files”.

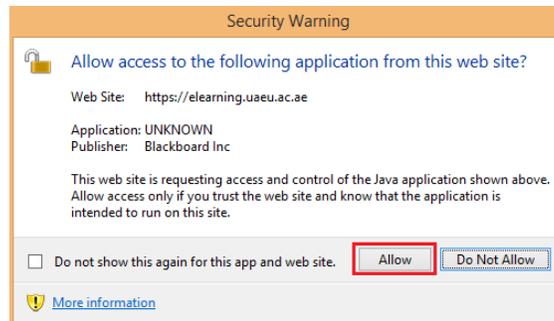
Please note that you will not be able to see the “Upload” menu, if you do not have write permission on the destination folder. If this is the case, contact the subject code leader or the college leader to get the required write permission.



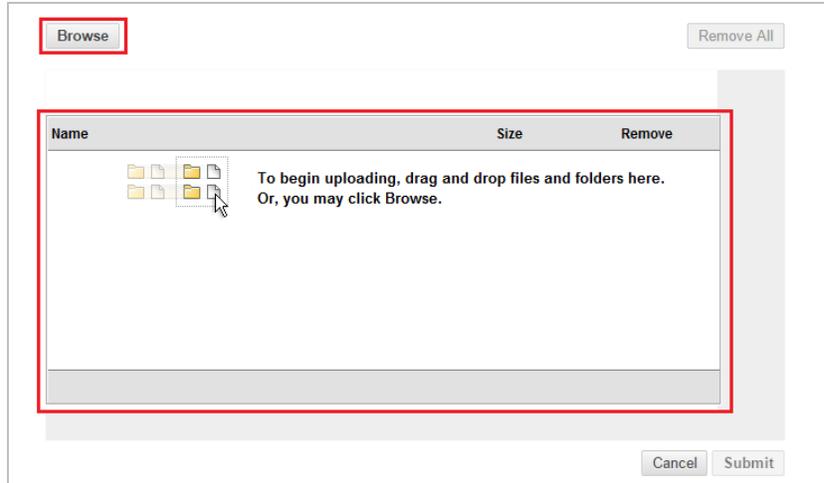
4. Once the ‘Upload Files’ menu item is selected, blackboard will check if the required java version is installed on your machine.
5. If not, blackboard will guide you to download and install the required java version.
6. After ensuring that the required java version is installed, the following dialogue will be displayed by blackboard asking for your permission to run. Click on the run button.



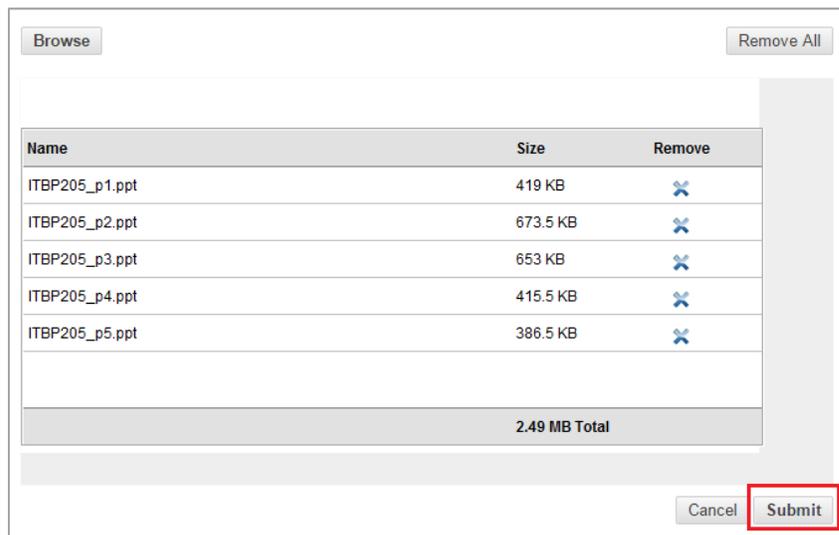
7. Click the “Allow” buttons when the following security warning is displayed.



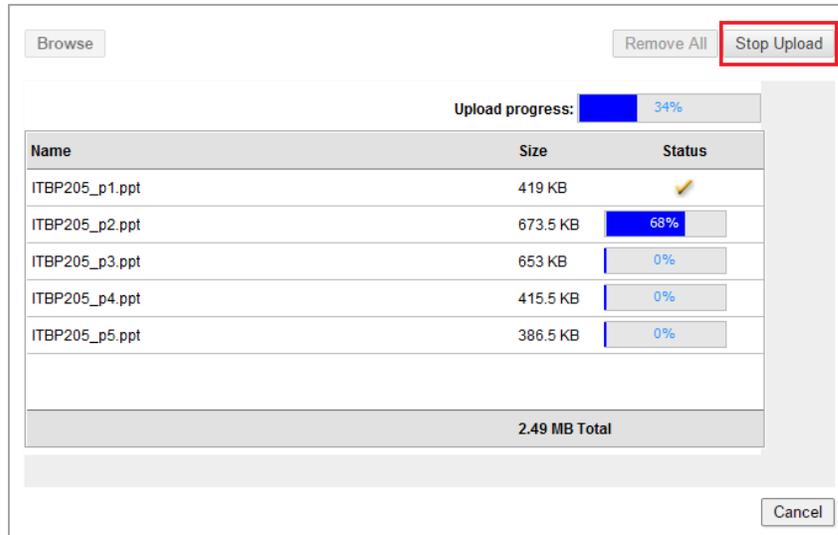
8. Once the allow button is clicked, Blackboard will display the multiple file uploading window shown below.



9. Open a file explorer on your machine and select the files to be uploaded.
10. Drag the selected files and drop them inside the blackboard window.
11. You may use the browse button shown above to browse the files on your machine and select the files to be uploaded.
12. You may repeat the drag and drop process to select files stored on different directories on your machine.
13. Once all the files are selected and dragged into the blackboard multiple files window, confirm uploading by clicking on the submit button.



14. Blackboard will start uploading the files and show the upload progress status for each file.
15. You may click the “Stop Upload” button to stop the upload process at any time.



16. Once the uploading process is complete, the uploaded files will be displayed under the destination folder.

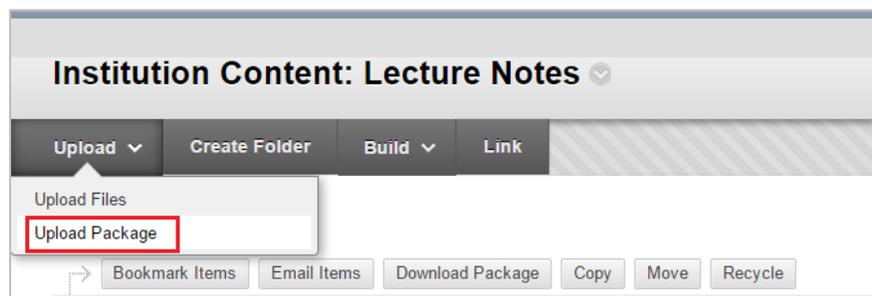
A.3.3 Uploading a Package

A package in blackboard is a zip file that might include a complete directory structure with folders, subfolders, and files. The faculty may use this feature to upload a complete course e-portfolio in few steps as follows:

1. Use winzip to create a zip file that include all the contents you would like to upload.
2. From the college folder, navigate to the folder under which the package will be uploaded.
3. While inside the destination folder, click on the “Upload” menu in the upper left corner of the folder window, and then click on “Upload Package”

Please note that you will not be able to see the “Upload” menu, if you do not have write permission on the destination folder. If this is the case, contact the subject code leader or the college leader to get the required write permission.

4. Click the “Upload” menu at the top left side of the screen and select the “Upload Package” option.



5. In the Upload Package page, click the “Choose File” button to browse the files on your machine and select the package zip file.
6. Click the submit button.

Upload Package

Upload a ZIP file and unpack the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.

* Indicates a required field.

Cancel

Submit

1. File Information

Browse to select a file to upload.

* File

Choose File

No file chosen

If selected, the system automatically overwrites the existing file with the same name.

7. Once the package is uploaded, the zip file will be unzipped and the content will be displayed under the destination folder.

A.3.4 Deleting Files and Folders

1. Go to the college folder as explained in Appendix A.1.
2. From the college folder navigate to the folder where the files are stored.
3. While inside the folder, select the files to be deleted.
4. Click the Recycle button.

Institution Content: Lecture Notes

Upload Create Folder Build Link

Available Quota: 5,103.03 MB (50%) Total Quota

Bookmark Items Email Items Download Package Copy Move Recycle

File Type	Name	Edited	Size	Permissions	Versions
<input type="checkbox"/>	ITBP205_p1.ppt	Nov 6, 2008 12:00:38 PM	419 KB		Off
<input checked="" type="checkbox"/>	ITBP205_p2.ppt	Feb 20, 2010 11:31:45 AM	673.5 KB		Off
<input checked="" type="checkbox"/>	ITBP205_p3.ppt	Aug 12, 2008 1:28:19 PM	653 KB		Off
<input checked="" type="checkbox"/>	ITBP205_p4.ppt	Aug 12, 2008 1:39:29 PM	415.5 KB		Off
<input type="checkbox"/>	ITBP205_p5.ppt	Aug 12, 2008 12:00:12 AM	386.5 KB		Off

This is a table showing the attributes of a collection of items.

5. If you have remove permissions on the selected files, blackboard will move the files to the recycle bin.
6. If you do not have remove permission, the file will not be removed and blackboard will display the error message "This action is prohibited. Additional permissions required."