

Starting to use Blackboard at Qatar University

- **Login to Blackboard**: access QU main Blackboard servers which contains your courses at the link: <http://elearning.qu.edu.qa/>
You can also use the test server for training at: <http://mybb91test.qu.edu.qa/>
- **Make your course available to students**: From the “Control Panel”, select “Customization” and then “Properties”. In the “Set availability” region, select “Yes” next to “make Course Available” and click “Submit”
- **Modify the course design**: From the “Control Panel”, select “Customization” and then “Teaching Style”.
- **Upload instructor Information**: Select “Instructor Information” from the main left menu and then “Create contact”. Insert the instructor details and set availability to “Yes” in the “Create contact” Page.
- **Send Announcements to students**: Select “Announcements” from the main left menu and then “Create Announcement”. Insert the subject and message of the announcement and click “Submit”.
- **Send Emails**: Select “Send Email” from the main left menu and then select the group of users that you want to send the email to. Enter Email subject and message and click “Submit”
- **Upload Syllabus or Content**: Select “Course Syllabus” or “Course Content” from the main left menu. Select “Create Content” and then “Item”. In the “create item” page, insert the content name and details and attach a file if any.
- **Recourses (Tutorials and videos) available at OFID website at the link:**
http://www.qu.edu.qa/offices/ofid/BlackBoard_Resources.php

For questions related to Blackboard training, you may contact OFID Education technology Team:

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