

# Acknowledgment of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.





# Congratulations!

You're now a part of the Humanities and Social  
Sciences Faculty

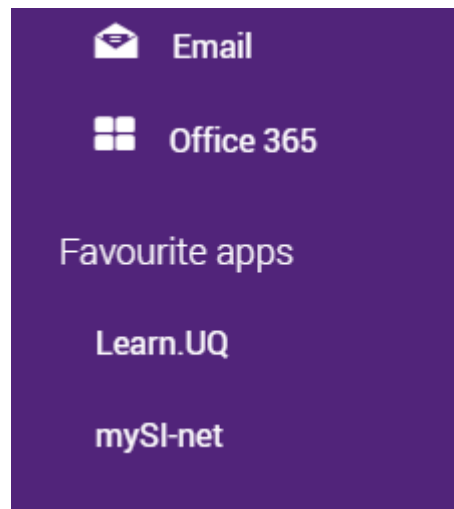


THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Introduction to Learn.UQ (Blackboard)

# What is Learn.UQ (Blackboard)



Online Learning Management System

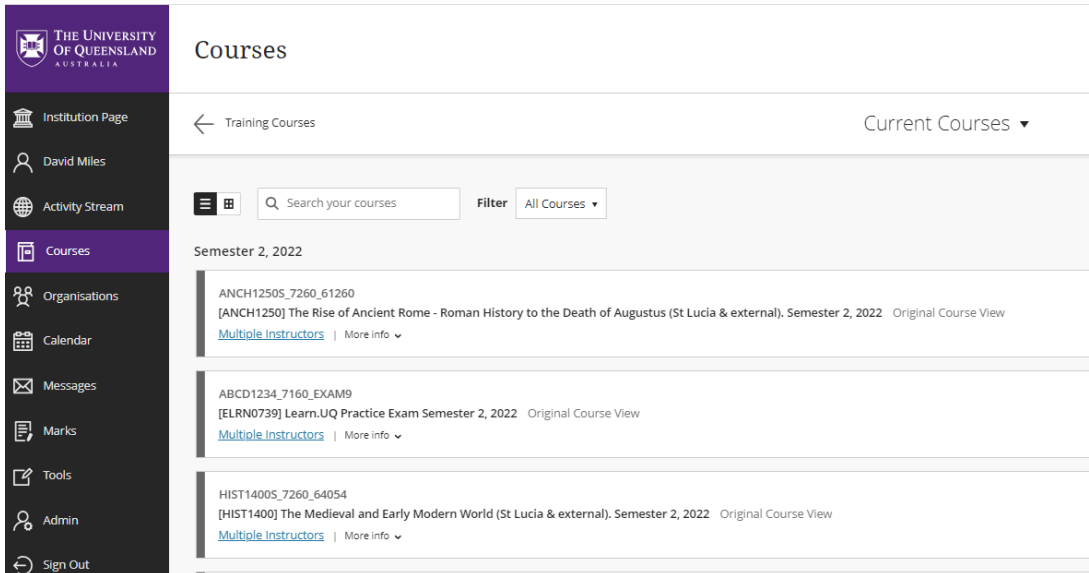
System is called Blackboard

UQ has branded it Learn.UQ

Both names are interchangeable

Can be accessed via [my.uq.edu.au](https://my.uq.edu.au) dashboard or  
via [learn.uq.edu.au](https://learn.uq.edu.au) directly

# The Welcome Screen



The screenshot shows the 'Courses' page in the LMS. On the left is a dark navigation sidebar with icons and labels for 'Institution Page', 'David Miles', 'Activity Stream', 'Courses' (highlighted), 'Organisations', 'Calendar', 'Messages', 'Marks', 'Tools', 'Admin', and 'Sign Out'. The main content area has a header with 'Courses' and a breadcrumb 'Training Courses' with a back arrow. A 'Current Courses' dropdown is on the right. Below is a search bar with 'Search your courses' and a 'Filter' dropdown set to 'All Courses'. The course list is for 'Semester 2, 2022' and contains three entries:

- ANCH12505\_7260\_61260  
[ANCH1250] The Rise of Ancient Rome - Roman History to the Death of Augustus (St Lucia & external). Semester 2, 2022 Original Course View  
[Multiple Instructors](#) | [More info](#)
- ABCD1234\_7160\_EXAM9  
[ELRN0739] Learn.UQ Practice Exam Semester 2, 2022 Original Course View  
[Multiple Instructors](#) | [More info](#)
- HIST14005\_7260\_64054  
[HIST1400] The Medieval and Early Modern World (St Lucia & external). Semester 2, 2022 Original Course View  
[Multiple Instructors](#) | [More info](#)

Courses is the first screen you see upon login

Displays any current courses

Link to Training Courses at top left

# Training Courses

← Semester 2, 2022 Training Courses ▾

☰ ☒ 🔍 Search your courses Filter All Courses ▾

AskIT0001\_6320\_bbTraining  
Ask Us Blackboard Student Training Original Course View  
[Multiple Instructors](#) | More info ▾

FBSX0202N\_6720\_00001  
Expense Management System Training Original Course View  
[Multiple Instructors](#) | More info ▾

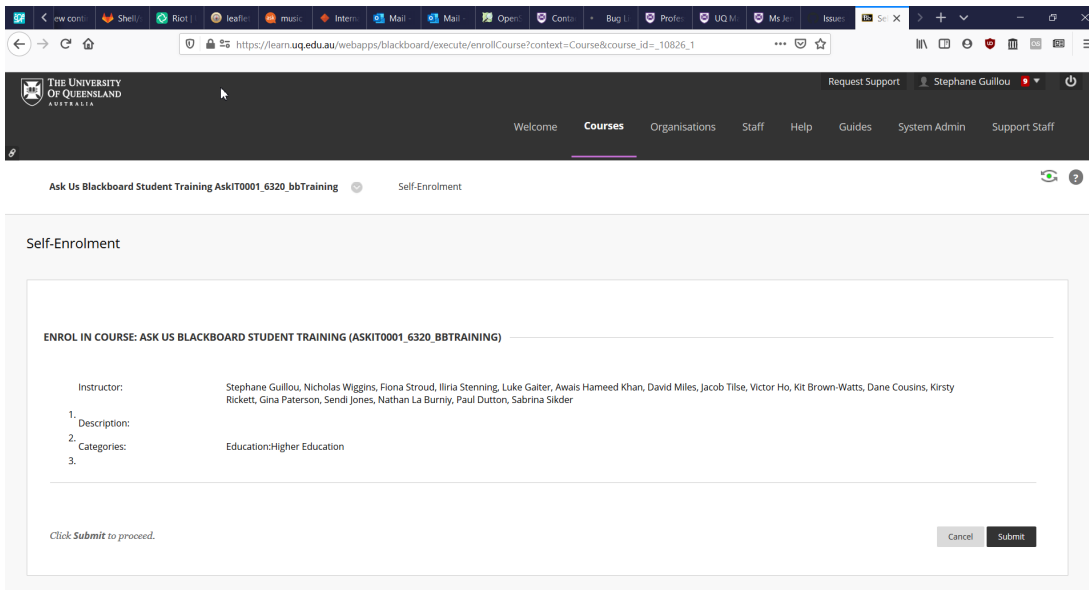
UNIF0002N\_0000  
Finance Training – Training Courses Original Course View  
[Multiple Instructors](#) | More info ▾

LIB101N\_6380STx  
LIBRARY 101 Original Course View  
[Multiple Instructors](#) | More info ▾

Training courses are completed as necessary  
You will be informed by your course coordinators  
which ones you will need to complete

Please click on Ask Us Blackboard Student Training  
**Note:** This is a training course and is not connected in any way to  
your final grades

# Self enrolling in a course



The screenshot shows a web browser window displaying the Blackboard self-enrollment page for the course 'Ask Us Blackboard Student Training (ASKIT0001\_6320\_BBTRAINING)'. The page title is 'Self-Enrolment'. The course details are as follows:

Instructor:	Stephane Guillou, Nicholas Wiggins, Fiona Stroud, Iliria Stenning, Luke Galter, Awais Hameed Khan, David Miles, Jacob Tilse, Victor Ho, Kit Brown-Watts, Dane Cousins, Kirsty Rickett, Gina Paterson, Sendi Jones, Nathan La Burniy, Paul Dutton, Sabrina Sikder
1. Description:	
2. Categories:	Education:Higher Education
3.	

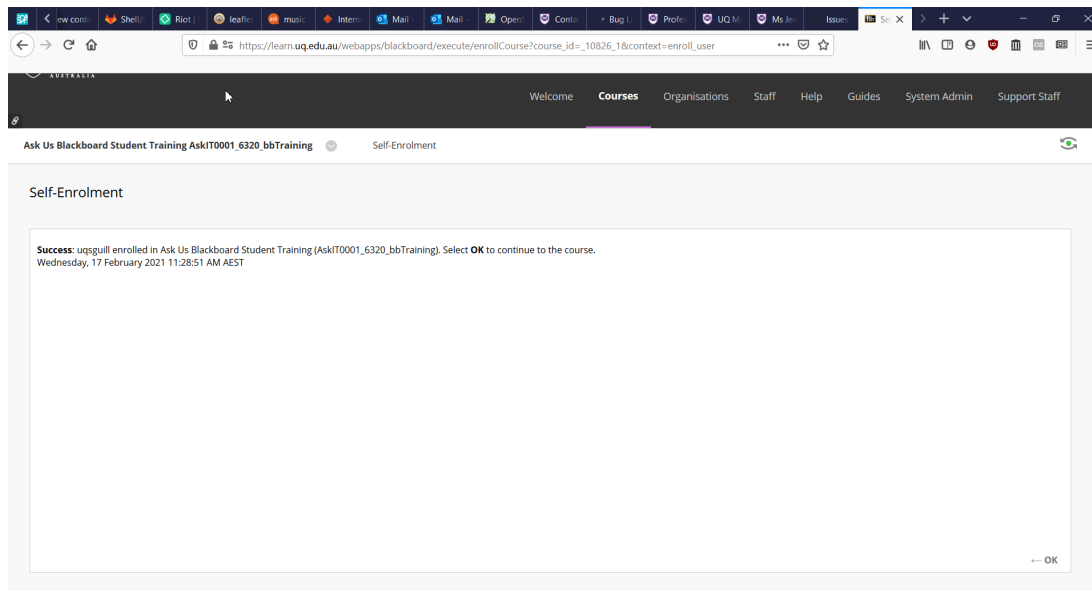
At the bottom of the form, there is a 'Click **Submit** to proceed.' instruction and two buttons: 'Cancel' and 'Submit'.

You may be asked to self enrol in the course

Check the course details

Click **Submit** button on bottom right

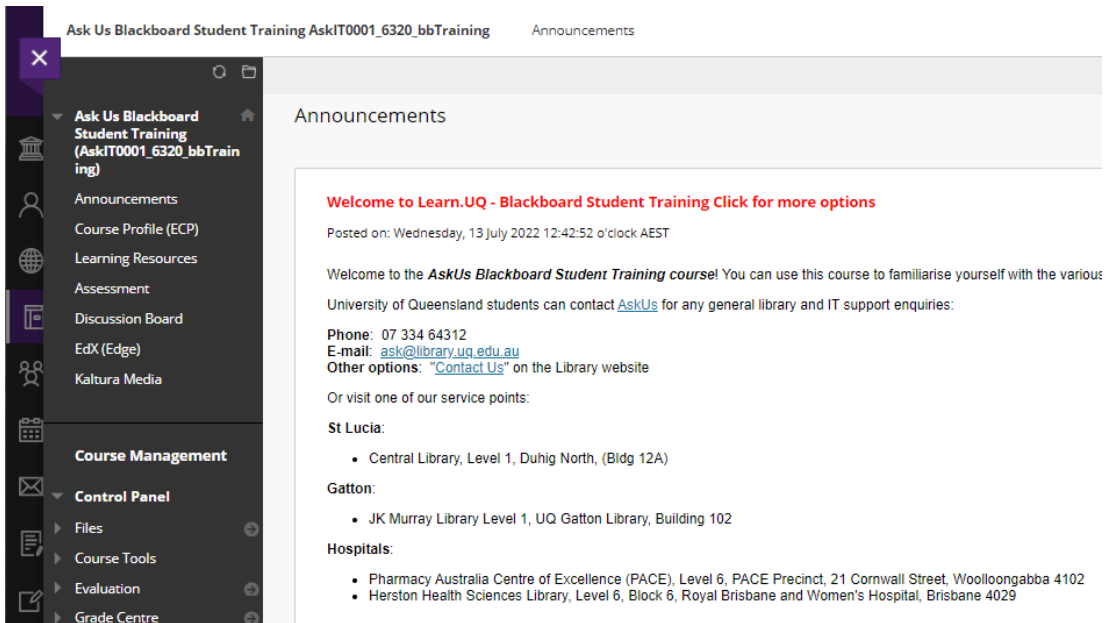
# The success screen – Click OK



Self-Enrolment will be confirmed  
Click OK bottom right



# Announcements



Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining Announcements

Announcements

**Welcome to Learn.UQ - Blackboard Student Training** [Click for more options](#)

Posted on: Wednesday, 13 July 2022 12:42:52 o'clock AEST

Welcome to the *AskUs Blackboard Student Training course!* You can use this course to familiarise yourself with the various University of Queensland students can contact [AskUs](#) for any general library and IT support enquiries:

Phone: 07 334 64312  
E-mail: [ask@library.uq.edu.au](mailto:ask@library.uq.edu.au)  
Other options: "[Contact Us](#)" on the Library website

Or visit one of our service points:

**St Lucia:**

- Central Library, Level 1, Duhig North, (Bldg 12A)

**Gatton:**

- JK Murray Library Level 1, UQ Gatton Library, Building 102

**Hospitals:**

- Pharmacy Australia Centre of Excellence (PACE), Level 6, PACE Precinct, 21 Cornwall Street, Woolloongabba 4102
- Herston Health Sciences Library, Level 6, Block 6, Royal Brisbane and Women's Hospital, Brisbane 4029

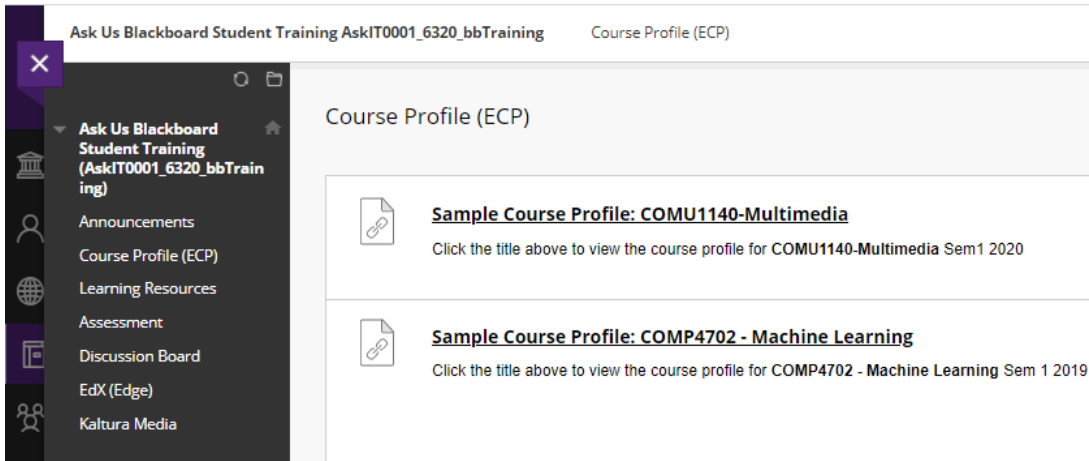
The course screen will open on top of the Courses screen.

Note the close cross in the top left corner

Announcements screen is the first screen you will see when entering a course

Can show both course specific and system wide announcements

# Electronic Course Profile (ECP)



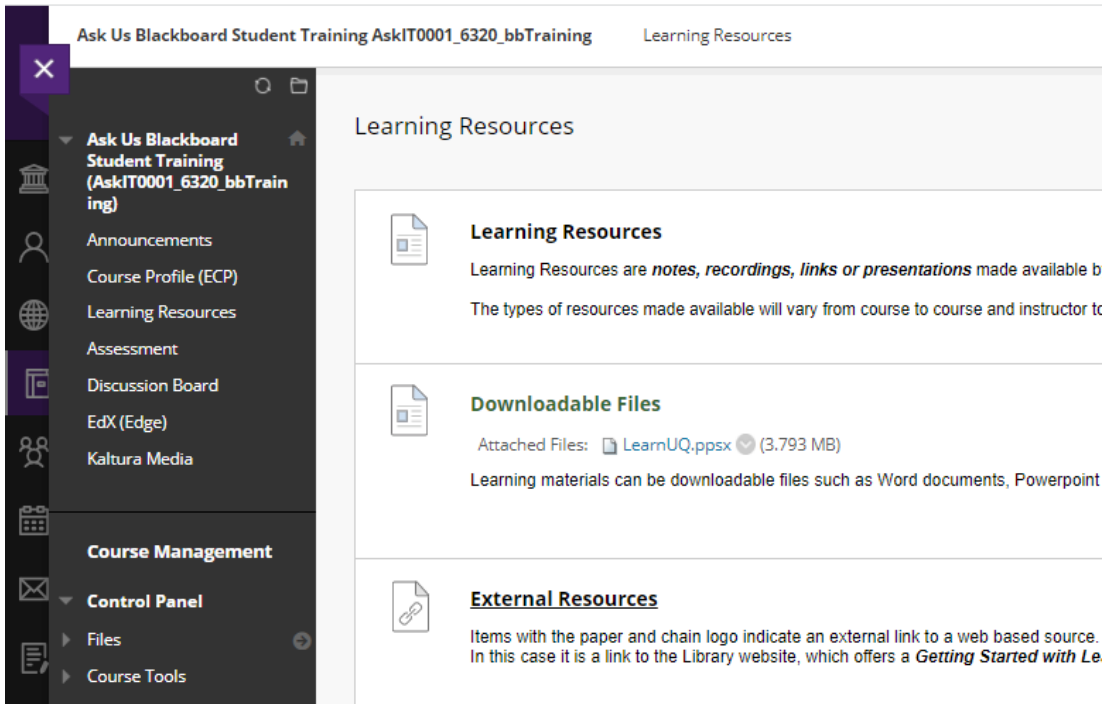
The screenshot displays the Blackboard Student Training interface. The top navigation bar shows "Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining" and "Course Profile (ECP)". A sidebar menu on the left lists various options: "Ask Us Blackboard Student Training (AskIT0001\_6320\_bbTraining)", "Announcements", "Course Profile (ECP)", "Learning Resources", "Assessment", "Discussion Board", "EdX (Edge)", and "Kaltura Media". The main content area, titled "Course Profile (ECP)", contains two links, each with a document icon and a chain link icon:

- Sample Course Profile: COMU1140-Multimedia**  
Click the title above to view the course profile for COMU1140-Multimedia Sem1 2020
- Sample Course Profile: COMP4702 - Machine Learning**  
Click the title above to view the course profile for COMP4702 - Machine Learning Sem 1 2019

Electronic Course Profile contains course details

- Course Coordinator details
- Learning Resources
- Learning Activities
- Assessment
- Policies and Guidelines


# Learning Resources



Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining Learning Resources

## Learning Resources

**Learning Resources**  
Learning Resources are *notes, recordings, links or presentations* made available b  
The types of resources made available will vary from course to course and instructor to

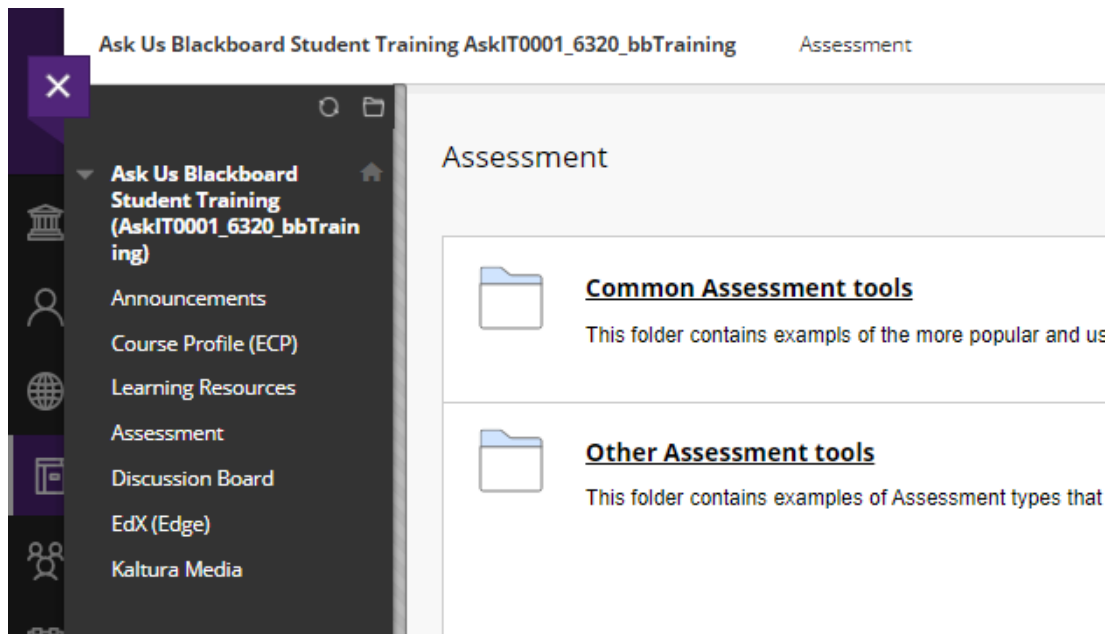
**Downloadable Files**  
Attached Files:  [LearnUQ.ppsx](#) (3.793 MB)  
Learning materials can be downloadable files such as Word documents, Powerpoint

**External Resources**  
Items with the paper and chain logo indicate an external link to a web based source.  
In this case it is a link to the Library website, which offers a *Getting Started with Le*

Course Resources which can include:

- Lecture recordings (both audio and video)
- Readings
- Links to external resources
- Other materials as necessary (e.g. Maps in ANCH1250 The Rise of Ancient Rome)

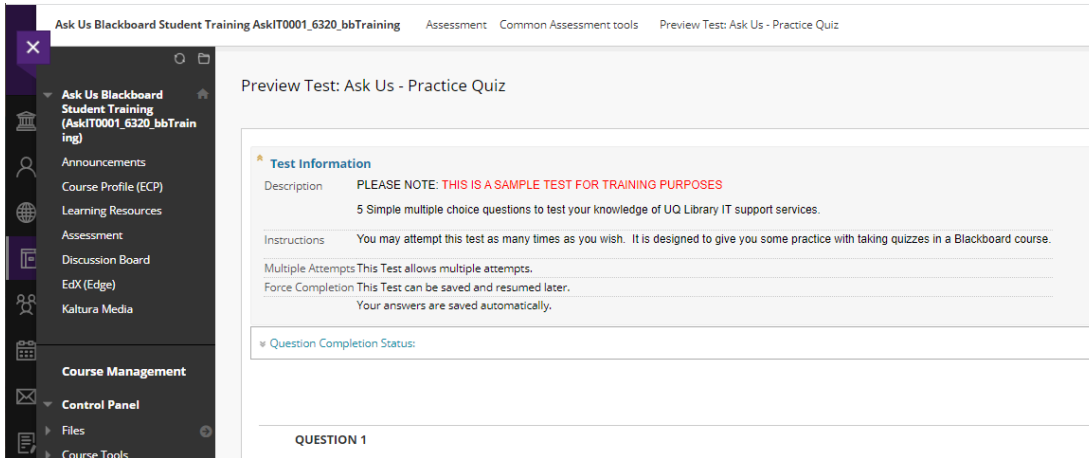
# Assessments



All information relating to assessment in the course

- Assessment summaries with due dates and weightings
- Study guides
- Tutorial information
- Quizzes
- Information about academic integrity

# Quizzes



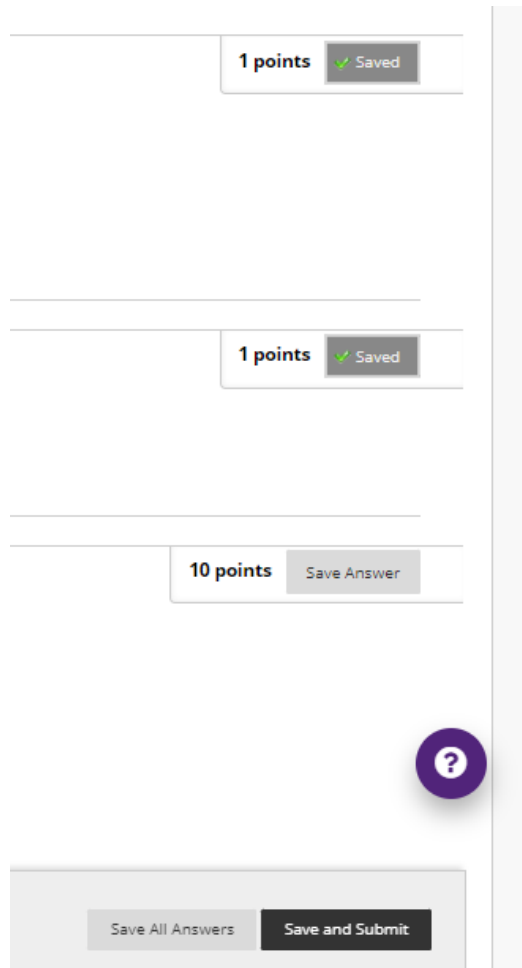
The screenshot shows the Blackboard Student Training interface. The top navigation bar includes "Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining", "Assessment", "Common Assessment tools", and "Preview Test: Ask Us - Practice Quiz". The left sidebar contains a navigation menu with items like "Announcements", "Course Profile (ECP)", "Learning Resources", "Assessment", "Discussion Board", "EdX (Edge)", and "Kaltura Media". The main content area is titled "Preview Test: Ask Us - Practice Quiz" and displays "Test Information" with a description: "PLEASE NOTE: THIS IS A SAMPLE TEST FOR TRAINING PURPOSES" and "5 Simple multiple choice questions to test your knowledge of UQ Library IT support services." It also includes instructions, multiple attempts, and force completion settings. Below this, there is a section for "Question Completion Status" and a heading for "QUESTION 1".

Used frequently in courses for both academic grading and information gathering

Many options available to the course coordinators for setting up e.g.

- Question pools
- Shuffling questions and answers
- Making answers available after the completion
- Instant grading

# Submitting the answers

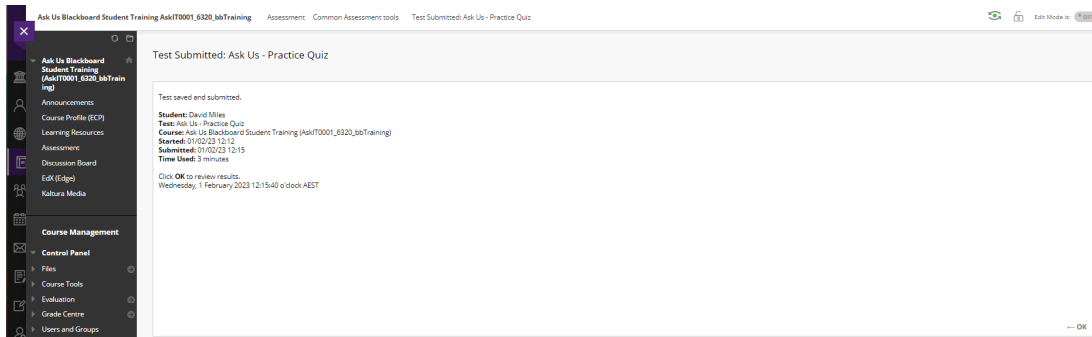


The screenshot shows a vertical list of three question boxes. The first two boxes are for 1-point questions and each has a 'Saved' button with a green checkmark. The third box is for a 10-point question and has a 'Save Answer' button. At the bottom of the page, there are two buttons: 'Save All Answers' and 'Save and Submit'. A purple circular help icon with a white question mark is located on the right side of the page.

Always ensure the answers are saving either automatically or by clicking the Save Answer button on the right

Ensure you Save and Submit as necessary upon completion

# Confirmation of submission

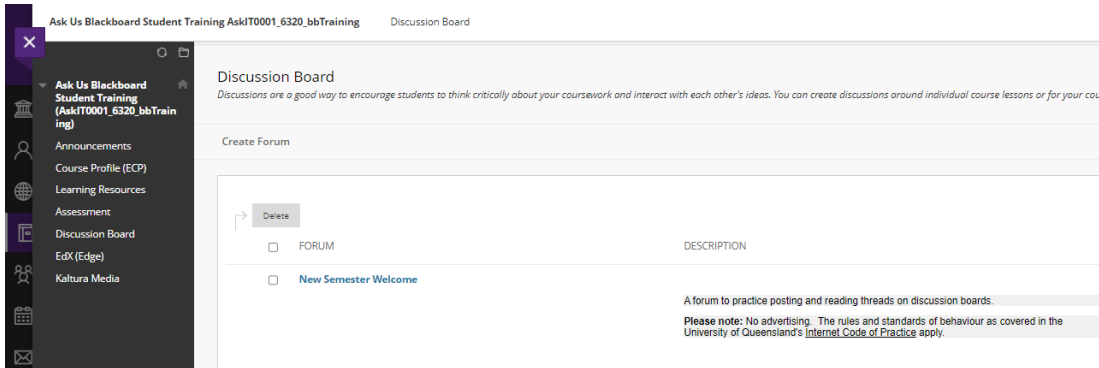


Successful submission will display the submission page

Good habit to screenshot and save as evidence

Press the OK button at bottom right to exit the screen

# Discussion Boards / Forums



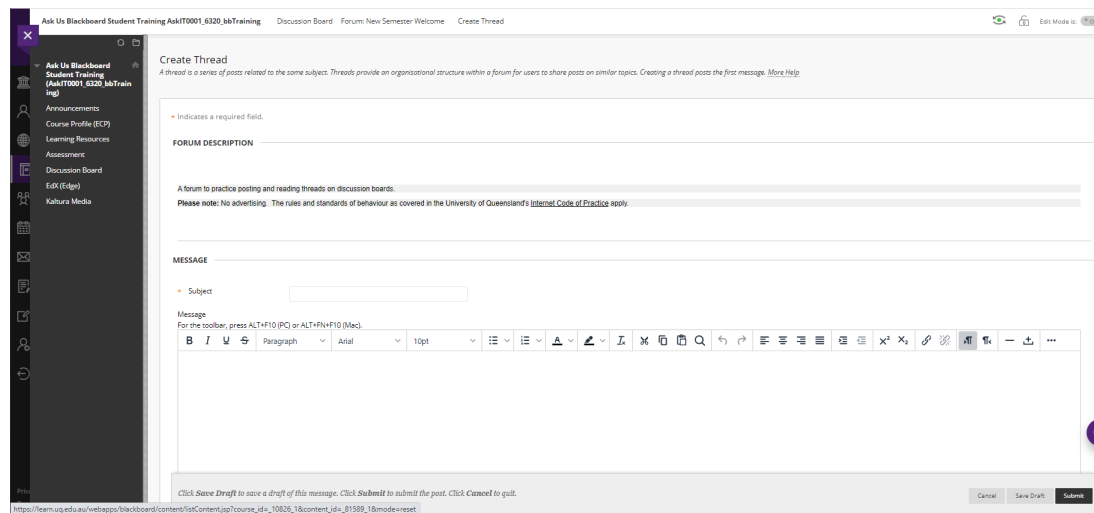
The screenshot shows a Blackboard interface for a course titled "Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining". The left sidebar contains navigation options: Announcements, Course Profile (ECP), Learning Resources, Assessment, Discussion Board (selected), EdX (Edge), and Kaltura Media. The main content area is titled "Discussion Board" and includes a "Create Forum" button. Below this, there is a table with columns for "FORUM" and "DESCRIPTION". One forum entry is visible: "New Semester Welcome" with a description: "A forum to practice posting and reading threads on discussion boards. Please note: No advertising. The rules and standards of behaviour as covered in the University of Queensland's Internet Code of Practice apply."

Can be used for both information gathering and general use

Very strict rules about standards of behaviour as covered in UQ's Internet Code of Practice



# User interface for making a post



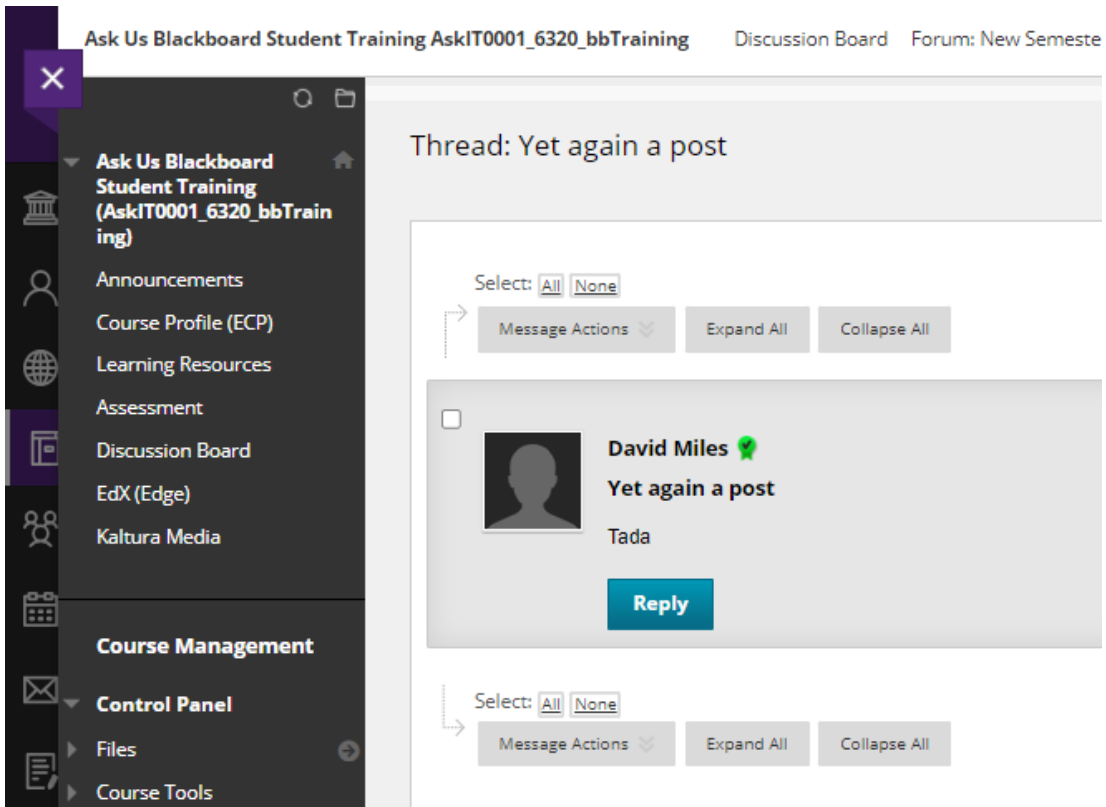
All boards use a simple graphical user interface to enter data

Three buttons at the bottom

- Cancel – all data is deleted and cannot be recovered
- Save Draft – only you can see the information
- Submit – everyone can see the submission

Cannot delete posts – be certain you want to submit

# Replying to a post





Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining Discussion Board Forum: New Semeste

Thread: Yet again a post

Select: [All](#) [None](#)

Message Actions Expand All Collapse All

 **David Miles**   
**Yet again a post**  
Tada

[Reply](#)

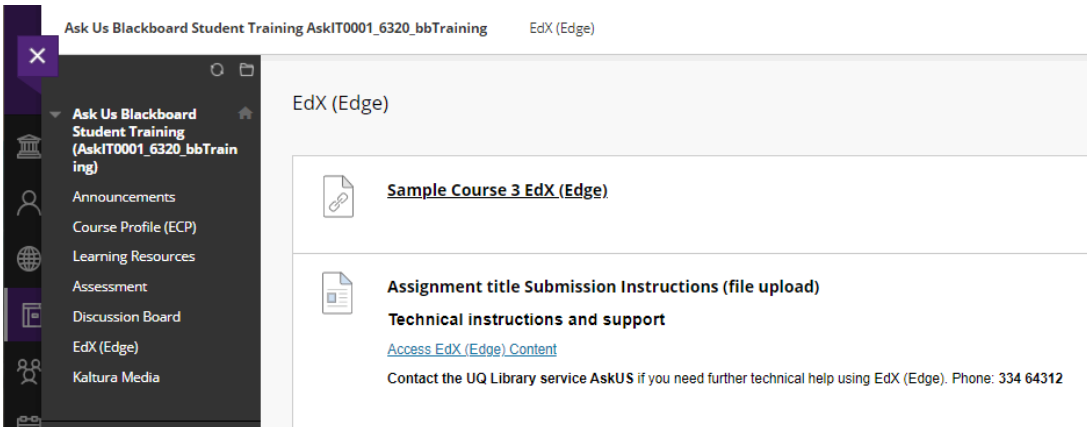
Select: [All](#) [None](#)

Message Actions Expand All Collapse All

Click Reply button to respond to a post

Hover on a post to see the Quote button. This is reply with history

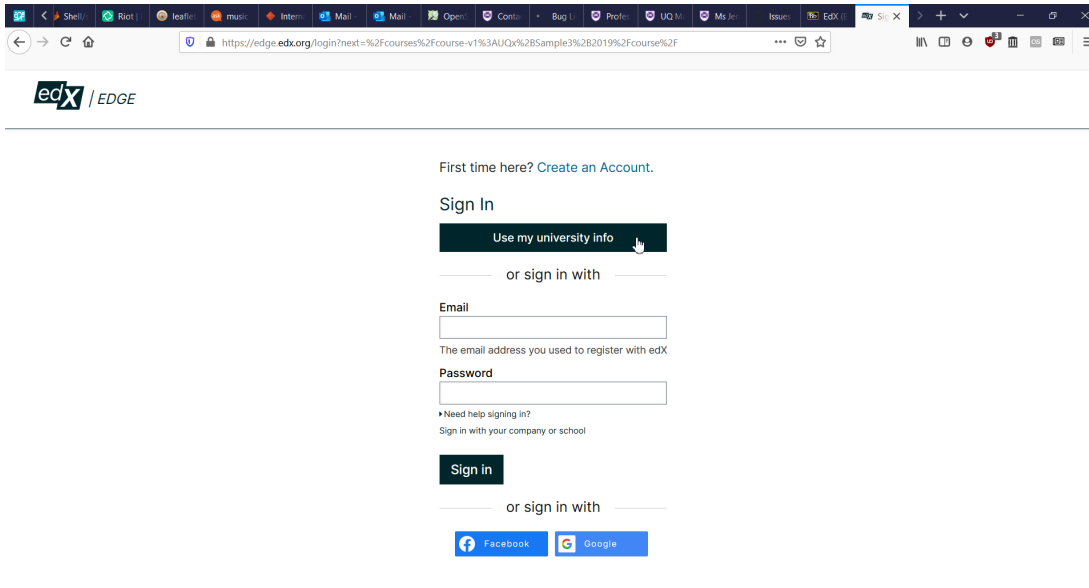
# EdX (Edge)



The screenshot shows a Blackboard course interface. The top navigation bar includes the text "Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining" and "EdX (Edge)". A left-hand navigation menu lists various course components: "Ask Us Blackboard Student Training (AskIT0001\_6320\_bbTraining)", "Announcements", "Course Profile (ECP)", "Learning Resources", "Assessment", "Discussion Board", "EdX (Edge)", and "Kaltura Media". The main content area, titled "EdX (Edge)", contains a link for "Sample Course 3 EdX (Edge)", a section for "Assignment title Submission Instructions (file upload)", and "Technical instructions and support" with a link to "Access EdX (Edge) Content". At the bottom of this section, it states: "Contact the UQ Library service AskUS if you need further technical help using EdX (Edge). Phone: 334 64312".

Some courses make use of modules from EdX which is a massive open online course provider  
UQ offers some courses via EdX

# Signing in to Edge



First time here? [Create an Account.](#)

Sign In

[Use my university info](#)

or sign in with

Email

The email address you used to register with edX

Password

Need help signing in?  
Sign in with your company or school

[Sign in](#)

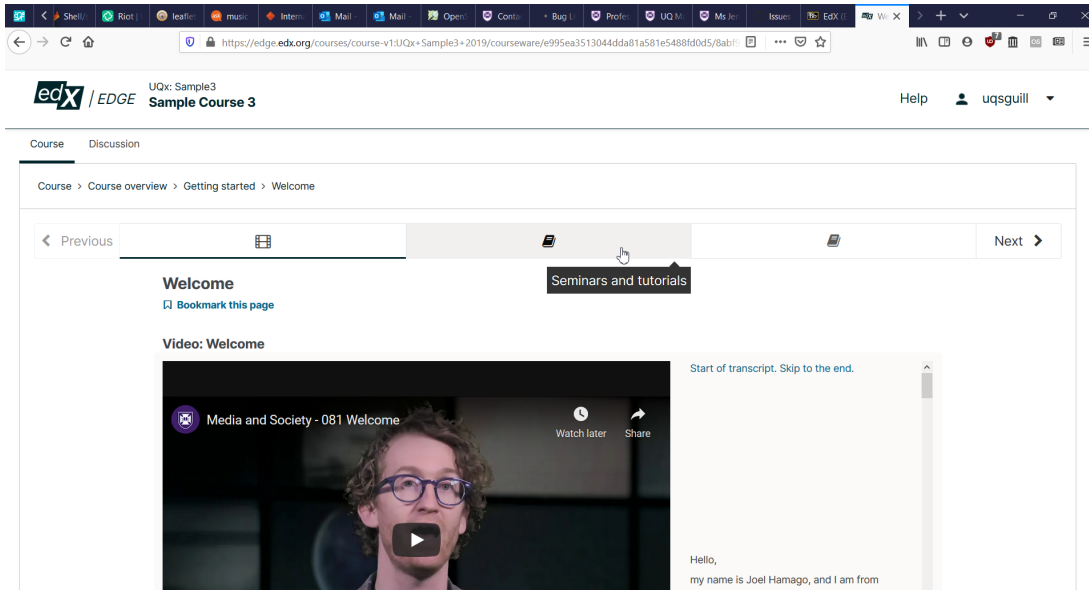
or sign in with

[Facebook](#) [Google](#)

Sign in using your university information

- Username e.g. S1234567
- Password – normal logon password

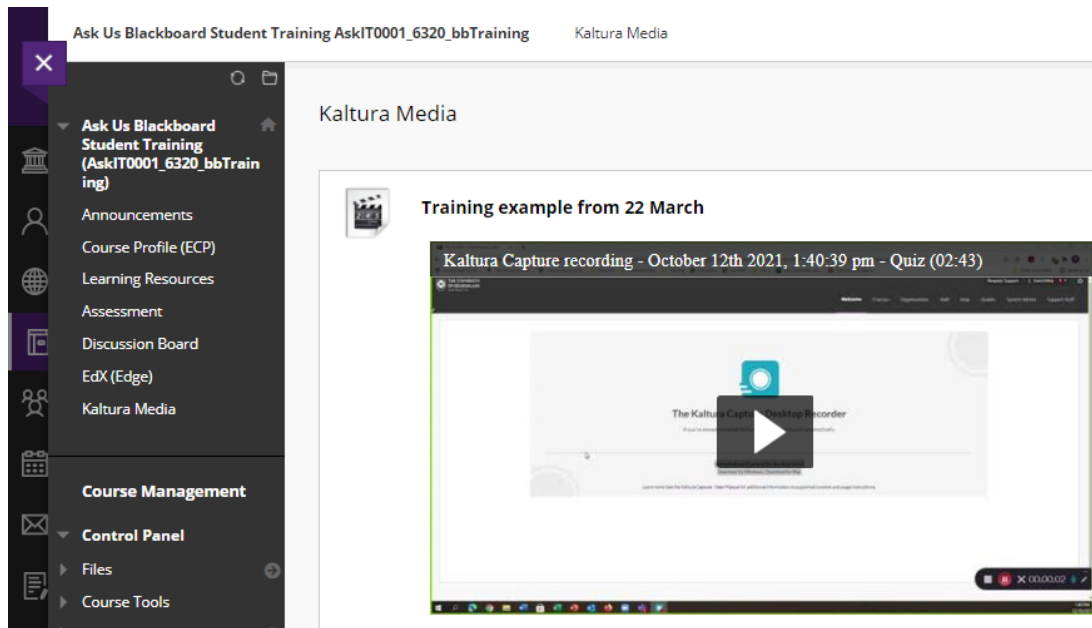
# Edx format



The screenshot shows a web browser window displaying an EdX course page. The browser's address bar shows the URL: <https://edge.edx.org/courses/course-v1:UQx+Sample3+2019/courseware/e995ea3513044dda81a581e5488fd0d5/8abf/>. The page header includes the EdX logo, the course name "Sample Course 3", and a user profile "uqsguill". The main content area features a navigation bar with "Previous" and "Next" buttons, and a central tab labeled "Seminars and tutorials". Below this, the "Welcome" section is displayed, including a "Bookmark this page" link and a "Video: Welcome" player. The video player shows a man with glasses speaking, with a play button overlay. To the right of the video, a transcript is visible, starting with "Start of transcript. Skip to the end." and "Hello, my name is Joel Hamago, and I am from".

You should see the part of the course you need to work through with video and transcript

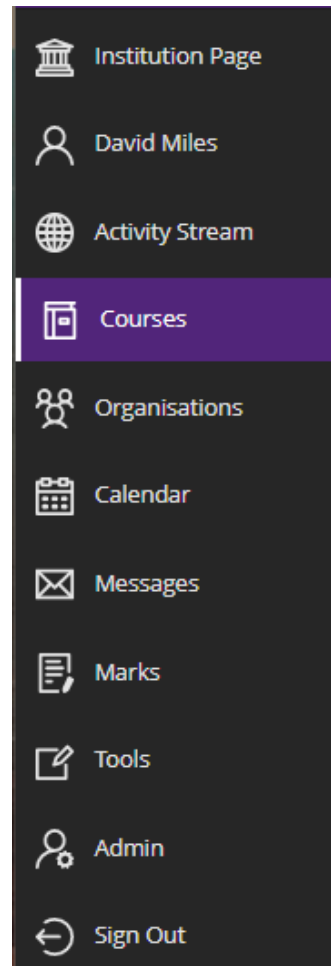
# Kaltura



The screenshot shows a Blackboard course interface. The top navigation bar includes the course name 'Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining' and the page title 'Kaltura Media'. A dark sidebar on the left contains a navigation menu with options like 'Announcements', 'Course Profile (ECP)', 'Learning Resources', 'Assessment', 'Discussion Board', 'EdX (Edge)', 'Kaltura Media', 'Course Management', 'Control Panel', 'Files', and 'Course Tools'. The main content area displays a video player titled 'Kaltura Media' with a video titled 'Training example from 22 March'. The video player shows a recording of a desktop screen with a play button in the center. The video title is 'Kaltura Capture recording - October 12th 2021, 1:40:39 pm - Quiz (02:43)'. The video player interface includes standard controls like play/pause, volume, and a progress bar.

Kaltura is a simple desktop recording and editing tool that can make use of attached cameras  
Videos can be saved and uploaded to Blackboard courses

# Global Navigation Menu



Global Navigation Menu (on left hand side of screen) gives access to

- Activity in all your courses
- Organisations you are a part of
- Calendar of course information (if the course coordinators are updating it)
- Messages you may have sent or received within the course (like an incourse email – not connected to your outlook email accounts)
- Grades that have been loaded for your courses



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Help us to improve! 2 minute survey







THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Thank you!