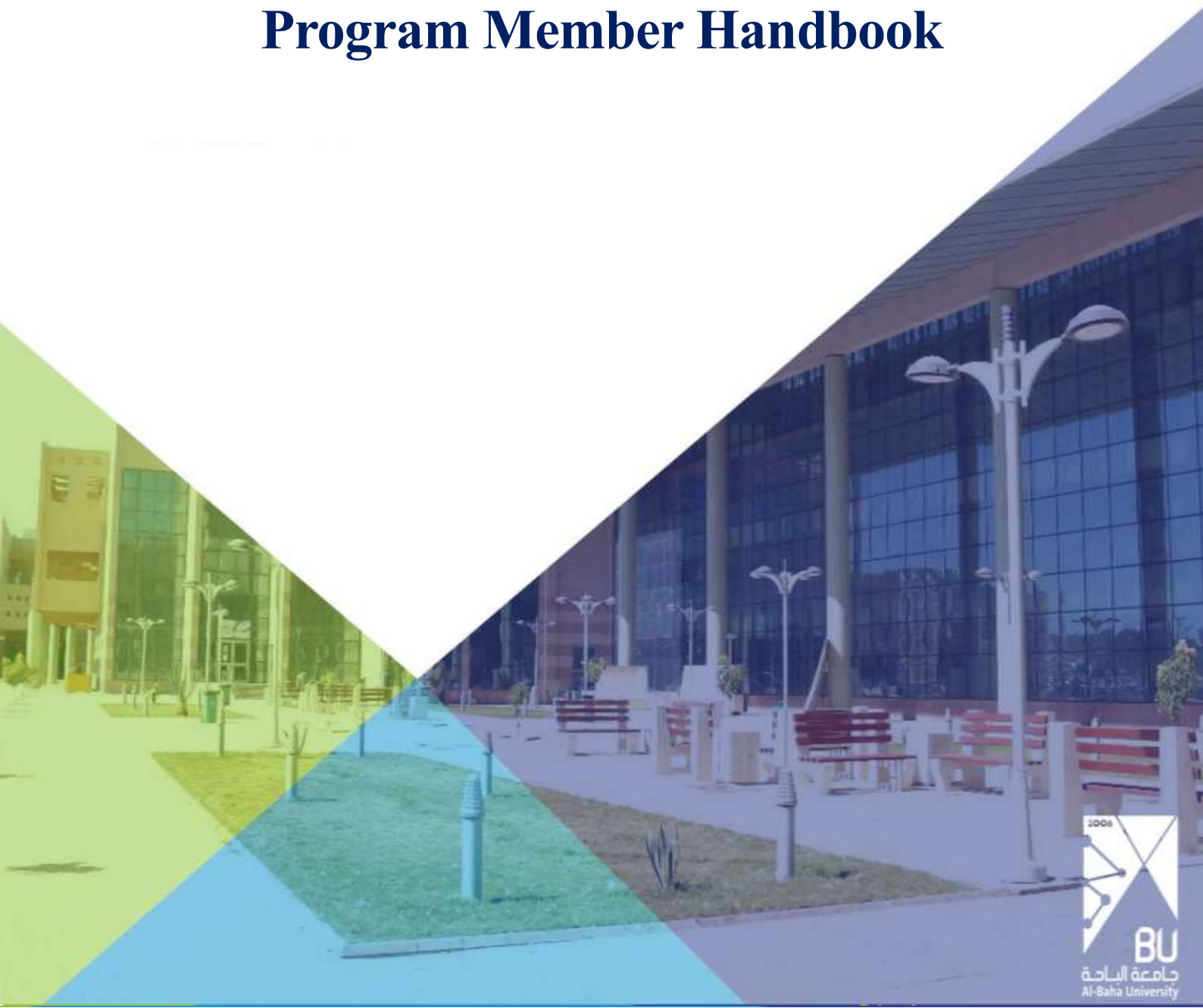


Al-Baha University

Faculty of Science

Bachelor's Degree in Mathematics

Program Member Handbook



Contents

Introduction	6
Faculty Vision	7
Faculty Mission	7
Faculty Objectives	7
Program Vision	8
Program Mission	8
Program Objectives	8
Program Learning Outcomes	9
Program's Graduate Attributes	10
Program Organizational Structure.....	11
Administrative committee	12
First: Schedules and Exams Committee	12
Second: Alumni Affairs Committee.....	12
Third: Academic Advisory Committee	12
Fourth: Curricula and Study Plans Committee	13
Fifth: Community Service and Partnership Committee	13
Sixth: Graduate Studies and Scientific Research Committee	14
Seventh: Development and Quality Committee	14
Study plan	15
Academic staff list	17
List of program member's manuals	19
Guide for Rights and Duties of Saudi Academic Staff	19
Guide for Rights and Duties of Non-Saudi Academic Staff	19
Regulations for Training and Scholarships.....	19
Complaints and Grievances guide for Staff members	19
Executive Regulation for Employment to the Rank of Assistant Professor	19
Executive Regulation for Promotion of Faculty Members	19
Executive Regulation for Disbursing Excellence Allowance for Faculty Members and Their Equivalents ...	19
General Code of Ethics for Scientific Research	19
Study and Examination Regulations.....	19
Regulations of Student Conduct and Discipline	19
Guidance and Counseling Services Guide	19



Responsibilities and Authorities of Al-Baha University	19
E-Services Guide for Faculty Members	19
Access and Search Mechanism in the Saudi Digital Library (SDL) Via the University Portal	19
Mechanism of Access and How to Use the “Baaheth” Service	19
Books Borrowing Guide.....	19
The Implementing Rules of the eLearning Regulations.....	19
Guide of Quality for Programs and Courses in Distance Education.....	19
How to Access Blackboard Ultra	19
How to Set a New Password in Blackboard Ultra	19
How to Access Blackboard Ultra via Mobile	19
Editing Personal Information in Blackboard Ultra.....	20
Changing the Language in Blackboard Ultra	20
Creating a Learning Module in the Course Content in Blackboard Ultra	20
Creating a Folder in the Course Content in Blackboard Ultra	20
Creating a Document in the Course Content in Blackboard Ultra	20
Adding a Web Link in the Course Content in Blackboard Ultra.....	20
Batch Editing Content in Blackboard Ultra	20
Creating Check Your Understanding Questions in Blackboard Ultra	20
Adding and Viewing Videos from the DNAX Repository in Blackboard Ultra	20
Adding Educational Resources from the OERx Platform to Blackboard Ultra.....	20
Creating a New Virtual Classroom in Blackboard Ultra	20
Automatic Student Attendance in Virtual Classrooms in Blackboard Ultra	20
Student Attendance Recording for in- person Classes in Blackboard Ultra	20
Accessing the Attendance Report in the Virtual Session in Blackboard Ultra	20
How to Conduct a Poll in Virtual Classrooms	20
Interactive Tools in Virtual Classrooms	20
Sharing Screen, Applications, or Files in the Virtual Classroom.....	20
Ending the Virtual Classroom	20
How to Use the Whiteboard	20
Dividing Students into Groups in the Virtual Classroom.....	20
Enabling Microphone Access from the Browser in the Virtual Session	20
Managing Oral Exams in Virtual Classrooms	20
Recording the Virtual Session and Making It Available to Students	21



How to Create an Announcement in Blackboard Ultra	21
How to Create a Discussion Board and Make It Available to Students in Blackboard Ultra	21
How to Create an Assignment in Blackboard Ultra	21
Setting Assignment Options in Blackboard Ultra	21
How to Grade an Assignment in Blackboard Ultra	21
Enabling SafeAssign in Blackboard Ultra	21
Viewing and Grading SafeAssign Assignments in Blackboard Ultra	21
How to Create a Rubric in Blackboard Ultra	21
How to Grade Assignments Using Rubrics in Blackboard Ultra	21
Creating an Online Test in Blackboard Ultra	21
Setting Test Options and Properties in Blackboard Ultra	21
Creating Question Banks in Blackboard Ultra	21
Building a Test by Importing Questions from a Question Bank in Blackboard Ultra	21
Creating a Question Bank in Excel file and Uploading It to Blackboard Ultra	21
How to Save a Single Student's Answers After a Test in Blackboard Ultra	21
How to Download Test Results for All Students in Blackboard Ultra	21
Assigning a Test to a Specific Group of Students in Blackboard Ultra	21
Providing an Additional Test Attempt to a Student in Blackboard Ultra	21
Deleting a Test Attempt and Providing Another Attempt in Blackboard Ultra	21
Accessing the Exams Platform	21
Building a Question Bank in the Advanced Exams System	21
Creating an Assessment Plan and Adding a Test	22
Viewing the Types of Questions Available in the Advanced Exams System	22
How to Add Learning Outcomes to Question Banks	22
How to Import Learning Outcomes from an Excel File	22
Exporting Learning Outcomes	22
Deleting or Editing Learning Outcomes	22
Updating Learning Outcomes (Batch Update)	22
Creating a Test in the E-Learning Exam System	22
Publishing the Test to the Assessment Plan	22
Preparing Test Settings and Publishing by the Course Instructor	22
Scheduling and Managing an Electronic Test Session	22
Grading Essay Questions in the Test and Exporting the Results	22



Administering and Monitoring an Electronic Test	22
Steps to Create a Column in the Gradebook in Blackboard Ultra	22
Explanation of Column Types in the Grade Center in Blackboard Ultra	22
How to Make Grade Columns Visible to Students in Blackboard Ultra	22
How to Arrange Gradebook Columns in Blackboard Ultra	22
How to Archive Your Course in Blackboard Ultra	22
How to Import a Course into Blackboard Ultra	22
Email Service Guide.....	22
Office 365 Services Guide at Al-Baha University.....	22
Accessing OneDrive.....	22
Creating a New Folder or Document on OneDrive	23
Uploading Files and Images to OneDrive.....	23
Deleting Files on OneDrive	23
Sharing a File or Folder on OneDrive	23
Plagiarism Handling Policy	23



Introduction

Dear program members,

We are delighted to present to you a comprehensive guide for Mathematics members. The purpose of this guide is to provide you with essential regulations, systems, and detailed instructions pertaining to the rights and responsibilities that play a vital role in realizing the vision, mission, and objectives of the Bachelor of Mathematics program.



Faculty Vision

A distinguished faculty in basic sciences education and scientific research to serve the community.

Faculty Mission

Providing distinguished educational and research programs in basic sciences to prepare graduates that contribute the community service through motivating academic environment and efficient use of the resources.

Faculty Objectives

1. Creating an excellent academic environment to enhance the competitiveness of faculty students.
2. Achieving excellence among the faculty staff.
3. Developing and improving the faculty's scientific research infrastructure
4. Establishing postgraduate programs that are in line with labor market demands.
5. Developing and improving faculty community service activities.
6. Contributing to the development of the university's resources.



Program Vision

A distinguished mathematics program in education and scientific research for community service.

Program Mission

Providing an outstanding academic program in the field of mathematics that qualifies highly skilled graduates who contribute to community service through scientific research and a supportive academic environment.

Program Objectives

1. Creating a motivating academic environment for both teaching and research.
2. Equipping students with the essential knowledge and skills in mathematics to meet the needs of the labour market.
3. Enhancing the use of modern technologies to achieve educational and research excellence in mathematics and its applications.
4. Developing a robust scientific research framework in the field of mathematics.
5. Preparing qualified graduates to contribute to community service.



Program Learning Outcomes

Knowledge and understanding	
K1	Students should be able to define mathematical concepts and other concepts in other different sciences.
K2	Students should be able to state mathematical axioms and theorems.
Skills	
S1	Students should be able to apply mathematical concepts, axioms and theorems in solving mathematical problems by both analytical and numerical methods.
S2	Students should be able to construct mathematical arguments and proofs of mathematical theorems.
S3	Students should be able to write the relevant mathematical ideas and relations to mathematical formulas (Diagrams, graphs, curves and mathematical tables, etc).
S4	Students should be able to use suitable communications and information technologies to collect and analyze and interpret the given information verbally and written.
Values, Autonomy, and Responsibility	
V1	Students should be able to develop self-learning skills.
V2	Students should be able to take academic responsibility for their own learning.



Program's Graduate Attributes

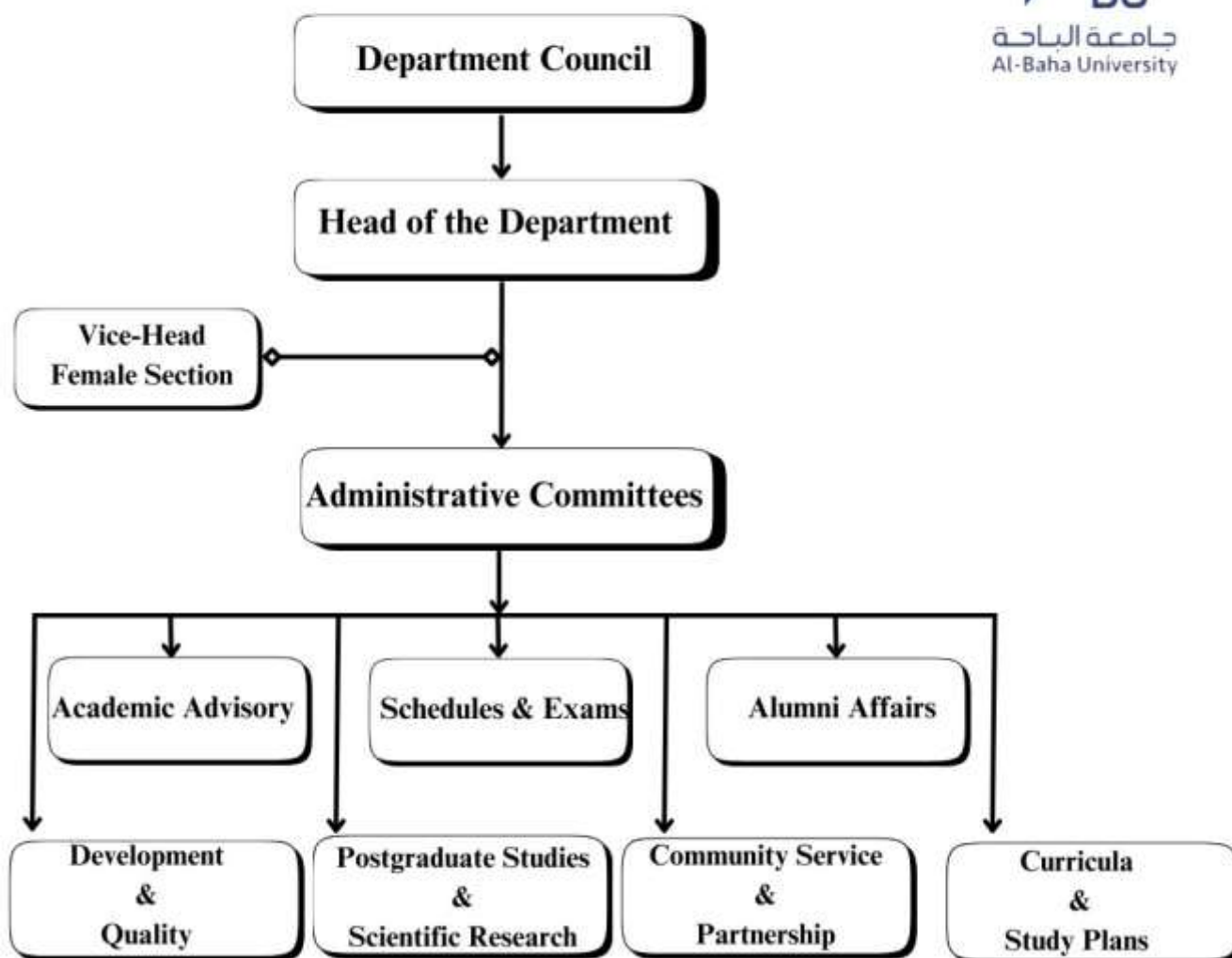
Mathematics program adopted same university's graduate attributes. The following table illustrates University Graduate Attributes with correspondent codes.

Program's Graduate Attributes	
Code	Description
PGA1	Critical thinking and problem solving
PGA2	Creativity and innovation
PGA 3	Collaboration and teamwork
PGA 4	Communication skills
PGA 5	Information technology and proficiency skills
PGA 6	Information skills
PGA 7	Flexibility and adaptability
PGA 8	Initiative sand self-direction skills
PGA 9	Productivity skills



Program Organizational Structure

Organizational Structure



Administrative committee

First: Schedules and Exams Committee

Its tasks are as follows:

- Preparing class schedules and examination timetables for each academic semester in coordination with the relevant departments.
- Distributing courses in a manner that ensures transparency and fairness among faculty members.
- Announcing class schedules and examination timetables to receive and address feedback.
- Following up on any amendments to class schedules and exam timetables and finding appropriate solutions.
- Allocating classrooms and exam halls according to the number of students and the nature of the courses.
- Preparing lists of exam invigilators and assigning them to committees to ensure proper conduct of examinations.
- Monitoring the progress of examinations on site and addressing any urgent issues.
- Documenting all procedures related to class schedules and examination timetables.
-

Second: Alumni Affairs Committee

Its tasks are as follows:

- Creating a comprehensive and updated database of graduates and their fields of employment.
- Maintaining continuous communication with alumni and employers through various means (website – email – meetings).
- Organizing activities and meetings with alumni to support them and gather their feedback.
- Preparing career guidance programs and workshops to develop graduates' skills in line with labor market needs, in coordination with the Deanship of Admission and Registration.
- Documenting all procedures and collecting data related to alumni.

Third: Academic Advisory Committee

Its tasks are as follows:

- Conducting orientation sessions for newly admitted students.
- Publishing academic advising guides and awareness materials.
- Educating students about academic regulations, rules, rights, and university responsibilities.



- Monitoring the performance of academic advisors and ensuring they fulfil their duties toward students.
- Identifying outstanding students, academically struggling students, and students with disabilities, and providing appropriate support in coordination with relevant entities.
- Organizing programs and workshops to enhance self-confidence and develop time-management skills.
- Documenting all procedures and data related to academic advising and guidance.

Fourth: Curricula and Study Plans Committee

Its tasks are as follows:

- Preparing study plan guides and course specifications.
- Proposing new academic programs that meet community and labor market needs.
- Reviewing and updating study plans regularly according to labor market requirements.
- Following up on improvement plans included in course reports.
- Reviewing course specifications and learning outcomes to ensure alignment with quality standards and accreditation requirements issued by the Education and Training Evaluation Commission.
- Documenting all procedures and data related to curricula and study plans.

Fifth: Community Service and Partnership Committee

Its tasks are as follows:

- Developing a timeline for activities and programs that can be offered to the community.
- Strengthening partnerships between the department and governmental, private, and charitable sectors through cooperative training.
- Proposing community initiatives that contribute to addressing community issues and promoting development.
- Organizing events and activities that serve the community in collaboration with relevant entities.
- Evaluating the participation of students and faculty in community service programs and measuring the satisfaction of beneficiary organizations.
- Highlighting the department's role in national and international occasions (Foundation Day – National Day – Flag Day – International Days).
- Documenting all procedures and data related to community partnership and service.



Sixth: Graduate Studies and Scientific Research Committee

Its tasks are as follows:

- Conducting orientation sessions for postgraduate students regarding regulations and policies.
- Organizing regular courses and workshops to develop research skills.
- Introducing new postgraduate programs that meet community and labor market needs.
- Monitoring the implementation of postgraduate programs and ensuring their alignment with development and quality requirements.
- Reviewing research proposals and theses plans and recommending supervisors.
- Following up on the affairs of sponsored/externally funded students in coordination with the Faculty Vice-Deanship for Graduate Studies, Research, Innovation, and Quality.
- Monitoring the progress of postgraduate students and addressing challenges they face.
- Developing a departmental research plan aligned with university priorities and national directions.
- Proposing mechanisms to encourage research, creativity, and innovation.
- Tracking and updating the department's research output and citation rates regularly.
- Reviewing applications for academic appointments, promotions, and excellence awards for faculty members.
- Documenting all procedures and data related to graduate studies and scientific research.

Seventh: Development and Quality Committee

Its tasks are as follows:

- Promoting quality and academic accreditation culture by organizing meetings and workshops in relevant fields.
- Following up on the timeline for development, quality, and program accreditation processes issued by the Deanship of Development and Quality.
- Supervising the update and revision of course and program specifications and reports.
- Developing operational plans for academic programs, monitoring their indicators, and setting improvement plans.
- Collecting and analysing program performance indicators regularly.
- Communicating with departmental committees to gather necessary data for the annual report.
- Following up on updates to academic and administrative policies and procedures in accordance with quality standards.
- Documenting all procedures and data related to quality and accreditation activities.



Study plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements
Level 1	ISLM1001	Islamic Culture (1)	Required	-	2	University
	ARAB1001	Language Skills	Required	-	2	University
	BIO1001	General Biology	Required	-	4	College
	PHYS1001	General Physics	Required	-	4	College
Level 2	ISLM1003	Quranic Recitation and Guidance	Required	-	2	University
	HIST1001	History of the Kingdom of Saudi Arabia	Required	-	2	University
	MATH1001	Calculus (1)	Required	-	4	College
	CHEM1001	General Chemistry	Required	-	4	College
Level 3	ISLM1002	Islamic Culture (2)	Required	-	2	University
	CS1002	Fundamentals of Digital Transformation	Required	-	2	University
	ENGL1005	English Language	Required	-	3	College
	MATH1002	Basic Mathematics	Required	—	3	Program
	MATH1003	Principles of Algebra	Required	—	3	Program
Level 4	STAT1251	Introduction to Statistics	Required	—	3	Program
	MATH1250	Calculus (2)	Required	MATH1001	4	Program
	MATH1251	Analytical Geometry	Required	—	3	Program
	MATH1252	Linear Algebra	Required	—	3	Program
Level 5	MATH1253	Calculus (3)	Required	MATH1250	4	Program
	MATH1254	Classical Mechanics	Required	MATH1250	3	Program
	MATH1255	Solid Geometry	Required	MATH1251	3	Program
	MATH1256	Number Theory	Required	MATH1002	3	Program
Level 6	STAT1252	Probability Theory	Required	STAT1251	3	Program
	MATH1257	Differential Equations (1)	Required	MATH1253	3	Program
	MATH1258	Vector Calculus	Required	MATH1253	3	Program
	MATH1259	Real Analysis (1)	Required	MATH1001	3	Program
Level 7	STAT1500	Statistical Inference	Required	STAT1252	3	Program
	MATH1500	Differential Equations (2)	Required	MATH1257	3	Program
	MATH1501	Real Analysis (2)	Required	MATH1259	3	Program
	MATH1502	Abstract Algebra (1)	Required	MATH1002	3	Program
Level 8	MATH1503	Partial Differential Equations	Required	MATH1257	3	Program
	MATH1504	Complex Analysis	Required	MATH1259	3	Program
	MATH1505	Abstract Algebra (2)	Required	MATH1502	3	Program
	MATH1506	Mathematical Programming	Required	MATH1252	3	Program
Level 9	MATH1507	Introduction to Financial Mathematics	Required	MATH1250	3	Program
	MATH1508	Computational Mathematics	Required	MATH1506	3	Program
	MATH1509	Numerical Analysis	Required	MATH1257	3	Program
	MATH1560	Introduction to Topology	Required	MATH1259	3	Program



Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements
Level 10	MATH1750	Mathematical Methods	Required	MATH1503	3	Program
	MATH1751	Applications of Algebra	Required	MATH1505	3	Program
	MATH1752	Mathematical Modeling	Required	MATH1257	3	Program
		Elective (1)	Required		3	Program
Level 12	MATH1753	Functional Analysis	Required	MATH1501	3	Program
	MATH1754	Differential Geometry	Required	MATH1258	3	Program
	STAT1750	Statistical Analysis	Required	STAT1252	3	Program
	MATH1756	Research Project	Required	Pass 120 units	3	Program
		Elective (2)	Required		3	Program
Level 12	CS1774	Introduction to Data Science	Required	STAT1251	3	Program
	MATH1757	Dynamical Systems	Required	MATH1500	3	Program
	MATH1758	Operations Research	Required	MATH1252	3	Program
		Elective (3)	Required		3	Program

Elective Courses

Course Code	Course Title	Credit Hours	Pre-Requisite Courses Credit Hours	Type of requirements (Institution, College, or Program)
MATH1755	Discrete Mathematics	3	MATH1002	Program
MATH1759	Actuarial Mathematics	3	MATH1507	Program
MATH1760	Fluid Mechanics	3	MATH1503	Program
MATH1761	Euclidean and Non- Euclidean Geometry	3	MATH1255	Program
MATH1762	Measure and Integration Theory	3	MATH1501	Program
MATH1763	Encryption Theory	3	MATH1256	Program
MATH1764	Topics in Topology	3	MATH1560	Program
MATH1765	Structures and Graph Theory	3	MATH1252	Program
MATH1766	History of Mathematics	3	-	Program



Academic staff list

No	Name	Gender	Nationality	Degree	Academic Rank	Specific Specialty	Institution graduated from
1.	Mohammed Saleh Althubayani	M	Saudi	Ph.D.	Assistant Professor	Mathematical Biology	York University
2.	Salem Mubarak Salem Alzahrani	M	Saudi	Ph.D.	Associated Professor	Operational Research and Applied Statistics	Salford University
3.	Ahmad Ali Zaher Alalyani	M	Saudi	Ph.D.	Associate Professor	Numerical Analysis	Florida Tech
4.	Bader Mutair Alqurashi	M	Saudi	Ph.D.	Assistant Professor	Differential Equation	WITS
5.	Mohammed Mousa Albuhayri	M	Saudi	Ph.D.	Assistant Professor	Mathematical Finance	Malardalen University
6.	Faisal Muteb K. Almalki	M	Saudi	Ph.D.	Assistant Professor	Applied Mathematics	Newcastle University
7.	Ali Sarrah Abdullah Alessa	M	Saudi	PhD	Assistant Professor	Mathematical Modeling	Exeter University
8.	Ismail Hamid Elsanousi	M	Sudanese	Ph.D.	Professor	Stochastic functional analysis	Oslo University
9.	Devendra Kumar Sher Singh	M	Indian	Ph.D.	Professor	Complex Analysis	H.N.B. Garhwal University
10.	Hosny Ammar Hessian Sayed	M	Egyptian	Ph.D.	Professor	Quantum Mechanics	Assiut University
11.	Abdelaziz Hamad Elawad	M	Sudanese	Ph.D.	Associate Professor	Mathematical Modeling	UTM Malayisa
12.	Abdelnasser Ghareeb Abdelrahman Aly	M	Egyptian	Ph.D.	Associate Professor	Topology	South Valley University
13.	Elhadi Elnour Elniel Dalam	M	Sudanese	Ph.D.	Associate Professor	Functional Analysis	Sudan University of Science and Technology
14.	Yousif Mohammed Modawy Elmahy	M	Sudanese	Ph.D.	Assistant Professor	Real Analysis	Omdurman University
15.	Ahmed Musa Ibrahim Adam	M	Sudanese	Ph.D.	Assistant Professor	Linear Functional Analysis	Omdurman University
16.	Ibrahim Abdelmegeed Abdelhamid Noaman	M	Egyptian	Ph.D.	Assistant Professor	Topology	Tanta University
17.	Mahmoud Mohamed El-Soufi Ali Elghamri	M	Egyptian	Ph.D.	Assistant Professor	Abstract Algebra	Fayoum University
18.	Emadeldeen Noureldaim Hamed	M	Sudanese	Ph.D.	Assistant Professor	Computation mathematics	Mohammed V
19.	Ali Ahmed M Algamedi	M	Saudi	Higer-Dip In Maths	Teaching Assistant	Applied	Exeter University
20.	Abdul Qadir Ali Abdullah Bahazq	M	Saudi	Master	Teaching Assistant	Mathematical statistics	Sydney university



21.	Fahad Hassan Saad Alzahrani	M	Saudi	Master	Teaching Assistant	Numerical Analysis	King Abdulaziz University
22.	Aishah Ibraheam Basha	F	Saudi	PhD	Assistant Professor	Linear Algebra	WSU
23.	Ohud Fahad Alghamdi	F	Saudi	PhD	Assistant Professor	Topology	King Abdulaziz University
24.	Ghada Awad Elkarim	F	Sudanese	PhD	Assistant Professor	Mathematical Modeling	Alneelain University
25.	Faizah Aali Alomari	F	Saudi	PhD	Assistant Professor	Numerical Analysis	Manchester University
26.	Kaouther Ahmed Boulehmi	F	Tunisian	PhD	Assistant Professor	Partial Differential Equations	Carthage University
27.	Khadeeja Abaker Adam Helal	F	Sudanese	PhD	Assistant Professor	Functional Analysis	Omdurman Islamic University
28.	Reemah Abdullrahman Alhothali	F	Saudi	PhD	Assistant Professor	Differential Equation	FIT
29.	Reem Magboul Algethami	F	Saudi	PhD	Assistant Professor	Operation Research	Surrey University
30.	Salihah Safar Alghamdi	F	Saudi	PhD	Assistant Professor	Statistics	Glasgow University
31.	Azza Muhammed Alghamdi	F	Saudi	PhD	Assistant Professor	Complex Analysis	Uppsala University
32.	Ourida Ben Khalifa	F	Tunisia	PhD	Assistant Professor	Complex Analysis	Paris VI University
33.	Asma Ahmad A Alzahrani	F	Saudi	Ph.D.	Assistant Professor	Applied statistics	Newcastle University
34.	Taghreed Abdulghani Alqurashi	F	Saudi	PhD	Assistant Professor	Complex Analysis	Leeds University
35.	Bashayer Saleh Alharbi	F	Saudi	Ph.D.	Assistant Professor	Algebra	UQU
36.	Abeer Abdullah Alghawazi	F	Saudi	PhD	Assistant Professor	Differential Geometry	King Abdulaziz University
37.	Khadeeja Maqaad Salem Alnefaie	F	Saudi	Master	Teaching Assistant	Applied Mathematics	King Abdulaziz University
38.	Ghaithah Abdullah Saeed Al-Zahrani	F	Saudi	Master	Teaching Assistant	Statistics	Taif University

*M.: Male *F.: Female



List of program member's manuals

1.	Guide for Rights and Duties of Saudi Academic Staff	Click here
2.	Guide for Rights and Duties of Non-Saudi Academic Staff	Click here
3.	Regulations for Training and Scholarships	Click here
4.	Complaints and Grievances guide for Staff members	Click here
5.	Executive Regulation for Employment to the Rank of Assistant Professor	Click here
6.	Executive Regulation for Promotion of Faculty Members	Click here
7.	Executive Regulation for Disbursing Excellence Allowance for Faculty Members and Their Equivalents	Click here
8.	General Code of Ethics for Scientific Research	Click here
9.	Study and Examination Regulations	Click here
10.	Regulations of Student Conduct and Discipline	Click here
11.	Guidance and Counseling Services Guide	Click here
12.	Responsibilities and Authorities of Al-Baha University	Click here
13.	E-Services Guide for Faculty Members	Click here
14.	Access and Search Mechanism in the Saudi Digital Library (SDL) Via the University Portal	Click here
15.	Mechanism of Access and How to Use the “Baaheth” Service	Click here
16.	Books Borrowing Guide	Click here
17.	The Implementing Rules of the eLearning Regulations	Click here
18.	Guide of Quality for Programs and Courses in Distance Education	Click here
19.	How to Access Blackboard Ultra	Click here
20.	How to Set a New Password in Blackboard Ultra	Click here
21.	How to Access Blackboard Ultra via Mobile	Click here



22.	Editing Personal Information in Blackboard Ultra	Click here
23.	Changing the Language in Blackboard Ultra	Click here
24.	Creating a Learning Module in the Course Content in Blackboard Ultra	Click here
25.	Creating a Folder in the Course Content in Blackboard Ultra	Click here
26.	Creating a Document in the Course Content in Blackboard Ultra	Click here
27.	Adding a Web Link in the Course Content in Blackboard Ultra	Click here
28.	Batch Editing Content in Blackboard Ultra	Click here
29.	Creating Check Your Understanding Questions in Blackboard Ultra	Click here
30.	Adding and Viewing Videos from the DNAX Repository in Blackboard Ultra	Click here
31.	Adding Educational Resources from the OERx Platform to Blackboard Ultra	Click here
32.	Creating a New Virtual Classroom in Blackboard Ultra	Click here
33.	Automatic Student Attendance in Virtual Classrooms in Blackboard Ultra	Click here
34.	Student Attendance Recording for in- person Classes in Blackboard Ultra	Click here
35.	Accessing the Attendance Report in the Virtual Session in Blackboard Ultra	Click here
36.	How to Conduct a Poll in Virtual Classrooms	Click here
37.	Interactive Tools in Virtual Classrooms	Click here
38.	Sharing Screen, Applications, or Files in the Virtual Classroom	Click here
39.	Ending the Virtual Classroom	Click here
40.	How to Use the Whiteboard	Click here
41.	Dividing Students into Groups in the Virtual Classroom	Click here
42.	Enabling Microphone Access from the Browser in the Virtual Session	Click here
43.	Managing Oral Exams in Virtual Classrooms	Click here



44.	Recording the Virtual Session and Making It Available to Students	Click here
45.	How to Create an Announcement in Blackboard Ultra	Click here
46.	How to Create a Discussion Board and Make It Available to Students in Blackboard Ultra	Click here
47.	How to Create an Assignment in Blackboard Ultra	Click here
48.	Setting Assignment Options in Blackboard Ultra	Click here
49.	How to Grade an Assignment in Blackboard Ultra	Click here
50.	Enabling SafeAssign in Blackboard Ultra	Click here
51.	Viewing and Grading SafeAssign Assignments in Blackboard Ultra	Click here
52.	How to Create a Rubric in Blackboard Ultra	Click here
53.	How to Grade Assignments Using Rubrics in Blackboard Ultra	Click here
54.	Creating an Online Test in Blackboard Ultra	Click here
55.	Setting Test Options and Properties in Blackboard Ultra	Click here
56.	Creating Question Banks in Blackboard Ultra	Click here
57.	Building a Test by Importing Questions from a Question Bank in Blackboard Ultra	Click here
58.	Creating a Question Bank in Excel file and Uploading It to Blackboard Ultra	Click here
59.	How to Save a Single Student's Answers After a Test in Blackboard Ultra	Click here
60.	How to Download Test Results for All Students in Blackboard Ultra	Click here
61.	Assigning a Test to a Specific Group of Students in Blackboard Ultra	Click here
62.	Providing an Additional Test Attempt to a Student in Blackboard Ultra	Click here
63.	Deleting a Test Attempt and Providing Another Attempt in Blackboard Ultra	Click here
64.	Accessing the Exams Platform	Click here
65.	Building a Question Bank in the Advanced Exams System	Click here



66.	Creating an Assessment Plan and Adding a Test	Click here
67.	Viewing the Types of Questions Available in the Advanced Exams System	Click here
68.	How to Add Learning Outcomes to Question Banks	Click here
69.	How to Import Learning Outcomes from an Excel File	Click here
70.	Exporting Learning Outcomes	Click here
71.	Deleting or Editing Learning Outcomes	Click here
72.	Updating Learning Outcomes (Batch Update)	Click here
73.	Creating a Test in the E-Learning Exam System	Click here
74.	Publishing the Test to the Assessment Plan	Click here
75.	Preparing Test Settings and Publishing by the Course Instructor	Click here
76.	Scheduling and Managing an Electronic Test Session	Click here
77.	Grading Essay Questions in the Test and Exporting the Results	Click here
78.	Administering and Monitoring an Electronic Test	Click here
79.	Steps to Create a Column in the Gradebook in Blackboard Ultra	Click here
80.	Explanation of Column Types in the Grade Center in Blackboard Ultra	Click here
81.	How to Make Grade Columns Visible to Students in Blackboard Ultra	Click here
82.	How to Arrange Gradebook Columns in Blackboard Ultra	Click here
83.	How to Archive Your Course in Blackboard Ultra	Click here
84.	How to Import a Course into Blackboard Ultra	Click here
85.	Email Service Guide	Click here
86.	Office 365 Services Guide at Al-Baha University	Click here
87.	Accessing OneDrive	Click here



88.	Creating a New Folder or Document on OneDrive	Click here
89.	Uploading Files and Images to OneDrive	Click here
90.	Deleting Files on OneDrive	Click here
91.	Sharing a File or Folder on OneDrive	Click here
92.	Plagiarism Handling Policy	Click here

