



NOHA Blackboard Student Guide

Version August 2020



**university of
 groningen**



With the support of the
Erasmus+ Programme
of the European Union

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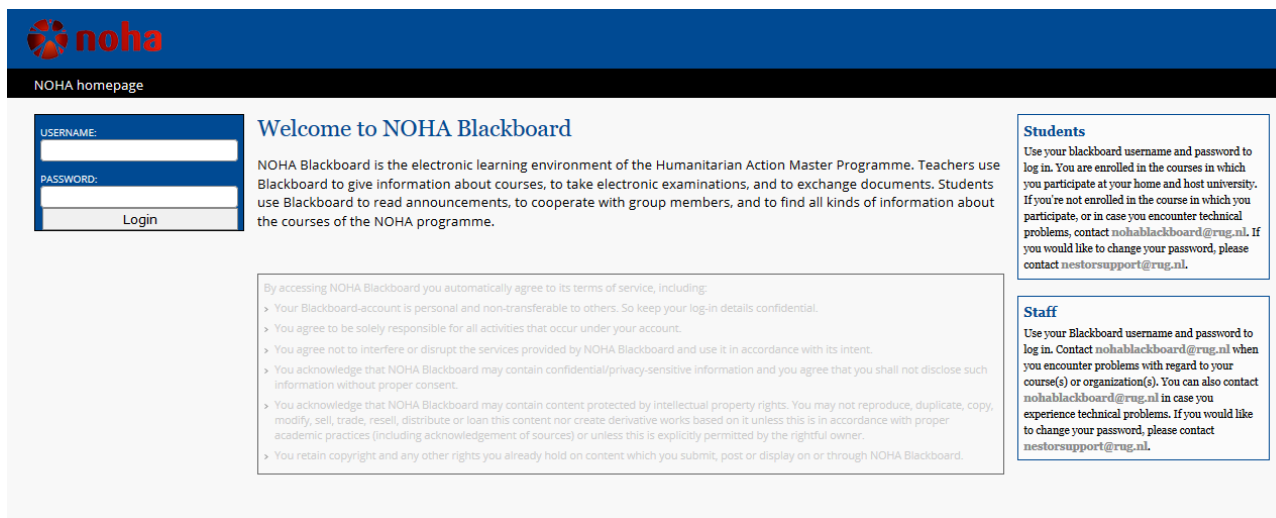
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Your NOHA Blackboard account

Once the NOHA Blackboard support team has created your Blackboard account, you will receive an automatic email from do-not-reply@blackboard.com with your username and randomly generated password. In this email you will also find instructions on how to change your password. You are advised to try to log in to Blackboard before September 1st to allow the Blackboard support team to solve any potential issues.

1. Accessing the NOHA Blackboard

1) Visit noha.rug.nl



noha
NOHA homepage

USERNAME:

PASSWORD:

Login

Welcome to NOHA Blackboard

NOHA Blackboard is the electronic learning environment of the Humanitarian Action Master Programme. Teachers use Blackboard to give information about courses, to take electronic examinations, and to exchange documents. Students use Blackboard to read announcements, to cooperate with group members, and to find all kinds of information about the courses of the NOHA programme.

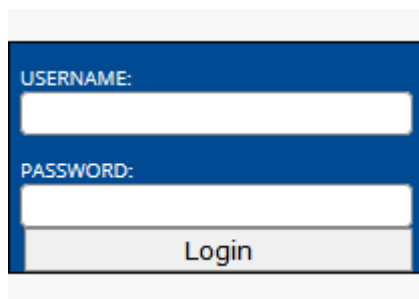
Students
Use your blackboard username and password to log in. You are enrolled in the courses in which you participate at your home and host university. If you're not enrolled in the course in which you participate, or in case you encounter technical problems, contact nohblackboard@rug.nl. If you would like to change your password, please contact nestorsupport@rug.nl.

Staff
Use your Blackboard username and password to log in. Contact nohblackboard@rug.nl when you encounter problems with regard to your course(s) or organization(s). You can also contact nohblackboard@rug.nl in case you experience technical problems. If you would like to change your password, please contact nestorsupport@rug.nl.

By accessing NOHA Blackboard you automatically agree to its terms of service, including:

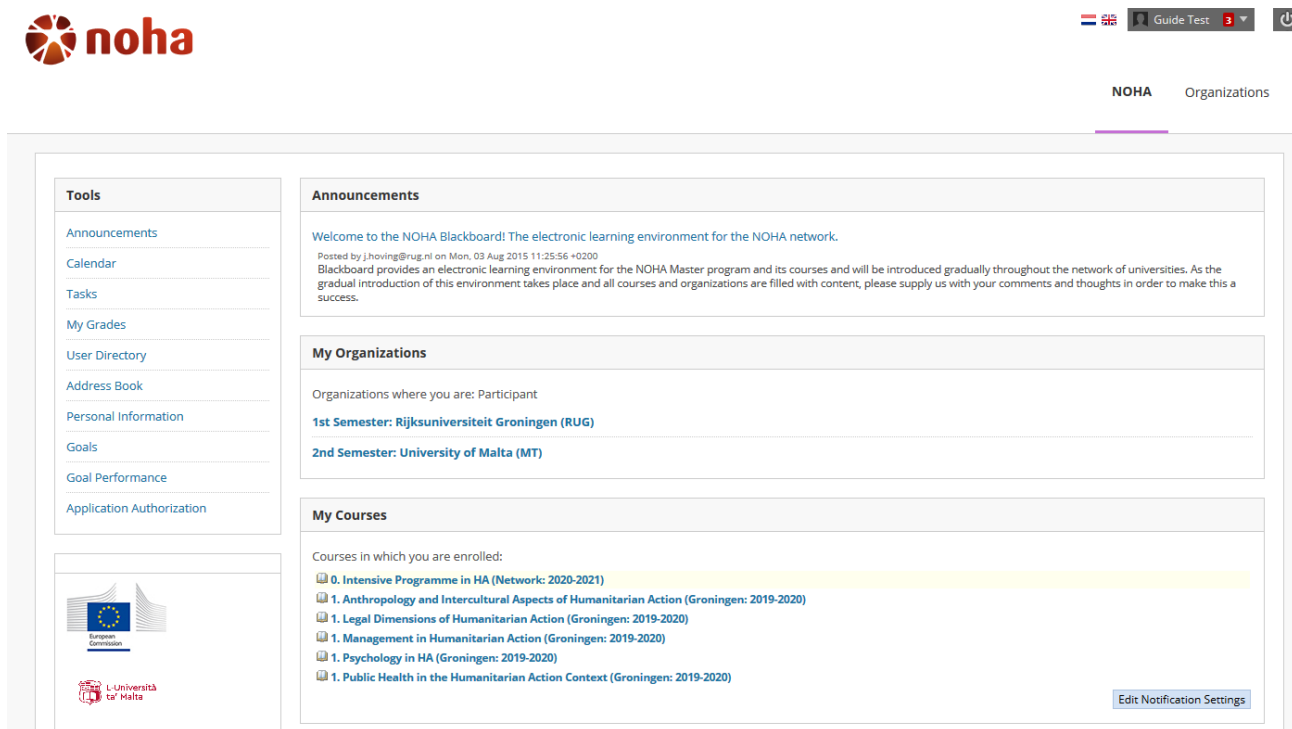
- > Your Blackboard-account is personal and non-transferable to others. So keep your log-in details confidential.
- > You agree to be solely responsible for all activities that occur under your account.
- > You agree not to interfere or disrupt the services provided by NOHA Blackboard and use it in accordance with its intent.
- > You acknowledge that NOHA Blackboard may contain confidential/privacy-sensitive information and you agree that you shall not disclose such information without proper consent.
- > You acknowledge that NOHA Blackboard may contain content protected by intellectual property rights. You may not reproduce, duplicate, copy, modify, sell, trade, resell, distribute or loan this content nor create derivative works based on it unless this is in accordance with proper academic practices (including acknowledgement of sources) or unless this is explicitly permitted by the rightful owner.
- > You retain copyright and any other rights you already hold on content which you submit, post or display on or through NOHA Blackboard.

2) Enter your log-in details and select 'Login'



A login form with a blue header. It contains two input fields: 'USERNAME:' and 'PASSWORD:'. Below the fields is a grey button labeled 'Login'.

3) You will be directed to the NOHA Blackboard homepage



The screenshot shows the NOHA Blackboard homepage. At the top left is the NOHA logo. In the top right corner, there are flags for the Netherlands and the United Kingdom, a user profile for 'Guide Test' with a red '3' notification, and a power icon. Below the logo, there are navigation links for 'NOHA' and 'Organizations'. The main content area is divided into three sections: 'Tools', 'Announcements', and 'My Organizations'. The 'Tools' section lists various navigation options like 'Announcements', 'Calendar', 'Tasks', 'My Grades', 'User Directory', 'Address Book', 'Personal Information', 'Goals', 'Goal Performance', and 'Application Authorization'. The 'Announcements' section contains a welcome message from L.hoving@rug.nl dated Mon, 03 Aug 2015 11:25:56 +0200. The 'My Organizations' section lists '1st Semester: Rijksuniversiteit Groningen (RUG)' and '2nd Semester: University of Malta (MT)'. The 'My Courses' section lists several courses, including '0. Intensive Programme in HA (Network: 2020-2021)', '1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020)', '1. Legal Dimensions of Humanitarian Action (Groningen: 2019-2020)', '1. Management in Humanitarian Action (Groningen: 2019-2020)', '1. Psychology in HA (Groningen: 2019-2020)', and '1. Public Health in the Humanitarian Action Context (Groningen: 2019-2020)'. At the bottom right of the 'My Courses' section is an 'Edit Notification Settings' button. Logos for the European Commission and the University of Malta are visible in the bottom left corner.

Important sections of the NOHA Blackboard Homepage

1. My Organizations



My Organizations

Organizations where you are: Participant

1st Semester: Rijksuniversiteit Groningen (RUG)

2nd Semester: University of Malta (MT)

Under ‘My Organizations’ you will find links to the organisation pages of your home and host universities. On these pages, useful university-specific information can be found.

2. My Courses



My Courses

Courses in which you are enrolled:

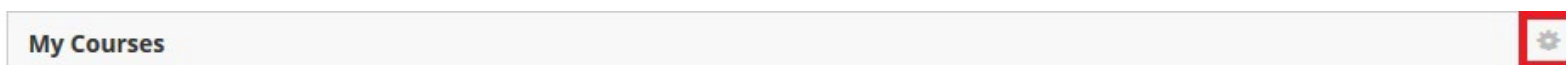
-  0. Intensive Programme in HA (Network: 2020-2021)
-  1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020)
-  1. Legal Dimensions of Humanitarian Action (Groningen: 2019-2020)
-  1. Management in Humanitarian Action (Groningen: 2019-2020)
-  1. Psychology in HA (Groningen: 2019-2020)
-  1. Public Health in the Humanitarian Action Context (Groningen: 2019-2020)

[Edit Notification Settings](#)

Under 'My Courses' you will find links to all the NOHA courses for which you have been enrolled. Clicking on the course title will take you to the corresponding course page.

2.1 Adjusting Course Visibility

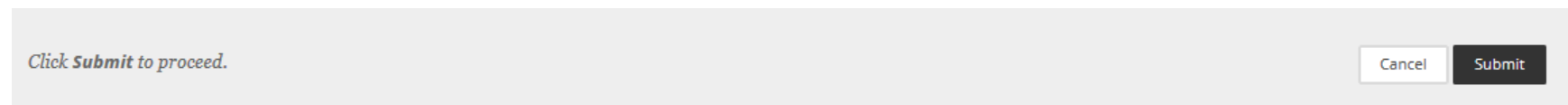
If you hover your cursor over the 'My Courses' header, a small cogwheel will appear.



Clicking on this cogwheel will direct you to the 'Personalize: My Courses' page, where you can edit which courses show up in the 'My Courses' overview. By default, all courses will have their visibility set to 'auto'. This means that some courses may disappear from the 'My Courses' overview when they are no longer active. If you wish to change this, you can set the visibility for any course to 'always'.



After adjusting your preferences, select the 'Submit' button at the bottom of the page to save your changes. You will then be redirected to the NOHA Blackboard homepage.



The Course Page

1. Course Announcements & Course Menu

1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) NOHA-RUG.ANT.3.2019-2020.1

Announcements

1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) (NOHA-RUG.ANT.3.2019-2020.1)

Announcements

Course Information

Contacts

Course Documents

Assignments

Forthcoming

Posted on: Tuesday, February 18, 2020 10:59:52 AM CET

Dear all,

Posted by: Elisabetta Costa
Posted to: 1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) NOHA-RUG.ANT.3.2019-2020.1

clarification

Posted on: Friday, January 10, 2020 5:09:25 PM CET

Dear all,

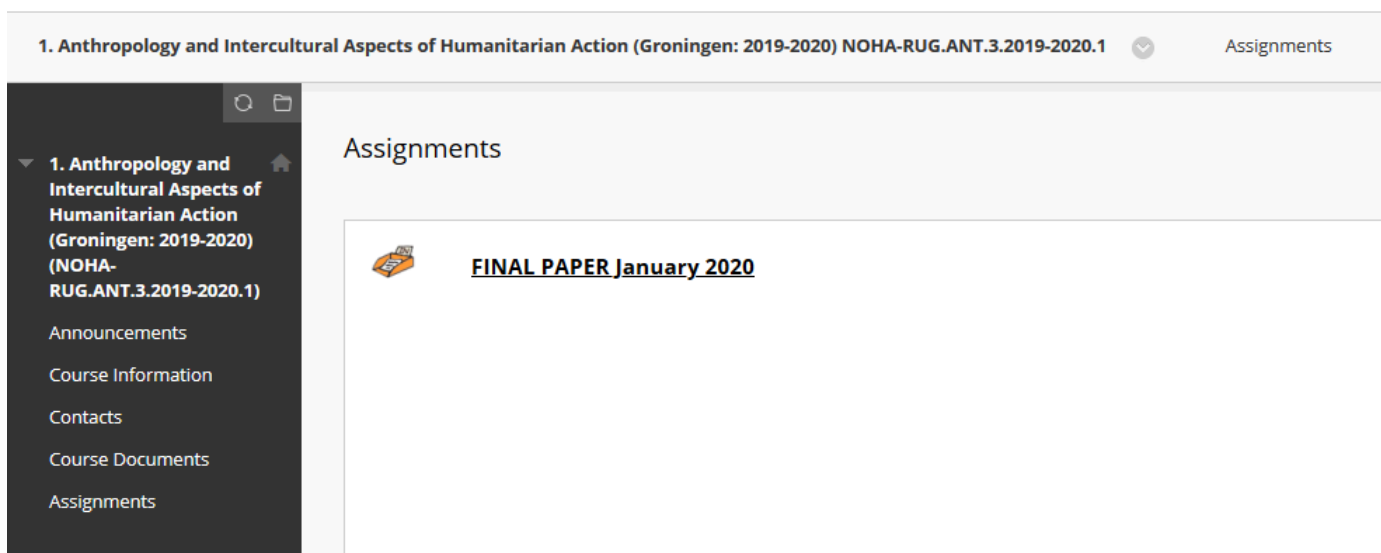
Posted by: Elisabetta Costa
Posted to: 1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) NOHA-RUG.ANT.3.2019-2020.1

Clicking on a course in the 'My Courses' menu will lead you to that course's homepage. On the right side, you will see recent course announcements that have been posted by the lecturer(s). On the left side, you will see the course menu.

The contents of the course menu will vary between courses, but the links will usually be self-explanatory (i.e. 'course information', 'course documents', 'assignments', etc.).

2. Uploading Assignments

Some NOHA universities require their students to submit assignments via the NOHA Blackboard. If this is the case at your university, please carefully read this section.



The page to upload your assignments for a specific course will usually look like this. Clicking on the link next to the orange assignment icon will take you to the 'Upload Ephorus Assignment' page. Ephorus is an anti-plagiarism software that is integrated into Blackboard. It will automatically check any submitted assignments for signs of plagiarism and report the results to the lecturer.

On the 'Upload Ephorus Assignment' page, click on the 'Browse...' button to open your computer's file explorer. Navigate to the document you wish to upload and double-click on it to select it. Once the document has been selected, click on the 'Submit' button in the bottom right corner to upload your assignment to Ephorus.

Upload Ephorus Assignment

* Indicates a required field.

ASSIGNMENT INFO

Name	FINAL PAPER January 2020
Instructions	
Points Possible	0

YOUR DOCUMENT

Comments must be plain text (no HTML).

Comments

* Attach File Browse... No file selected.

*Click **Submit** to proceed.*

3. Your Grades

If the assignment you uploaded has been graded, you will find your grade in the ‘My Grades’ overview on the NOHA Blackboard. Please note that not all NOHA universities use Blackboard to register grades and that some NOHA universities may use both Blackboard and their own grade registration platform.

To access your grades, click on the ‘My Grades’ button on the NOHA Blackboard homepage, located under the ‘Tools’ section. This will take you to the ‘My Grades’ overview, which contains a list of all the courses you are enrolled in and the grades you have received for each assignment.



Tools

- Announcements
- Calendar
- Tasks
- My Grades**
- User Directory
- Address Book
- Personal Information
- Goals
- Goal Performance
- Application Authorization

My Grades

All Courses | Last Graded | Filter results: All | Custom

Current Grade (Total)
In 2nd Semester: University of Malta (MT) (NOHA-HOST_MT)

Current Grade (Total)
In 1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) (NOHA-RUG.ANT.3.2019-2020.1)

Current Grade (Total)
In 1. Public Health in the Humanitarian Action Context (Groningen: 2019-2020) (NOHA-RUG.PH.3.2019-2020.1)

Current Grade (Total)
In 1. Psychology in HA (Groningen: 2019-2020) (NOHA-RUG.PSY.3.2019-2020.1)

Current Grade (Total)
In 1. Management in Humanitarian Action (Groningen: 2019-2020) (NOHA-RUG.MGT.5.2019-2020.1)

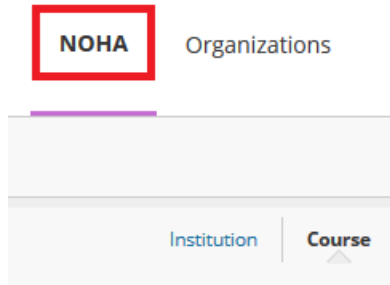
Current Grade (Total)

1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) (NOHA-RUG.ANT.3.2019-2020.1)

1. Anthropology and Intercultural Aspects of Humanitarian Action (Groningen: 2019-2020) (NOHA-RUG.ANT.3.2019-2020.1)

ITEM	LAST ACTIVITY	GRADE
Total		-
View Description	Grading Criteria	
Thesis		-
Ephorus Assignment	UPCOMING	
Assignment 2 2013		-
Ephorus Assignment	UPCOMING	
Assignment 3 2013		-
Ephorus Assignment	UPCOMING	
Assignment 4 2013		-
Ephorus Assignment	UPCOMING	
HOMEWORK WEEK 2		-
Ephorus Assignment	UPCOMING	
HOMEWORK WEEK 4 - 6 FIELDWORK		-
Ephorus Assignment	UPCOMING	
FINAL PAPER January 2020		-
Ephorus Assignment	UPCOMING	

4. Returning to the NOHA Blackboard homepage



To return to the NOHA Blackboard homepage, you can click on the NOHA button in the top right corner.

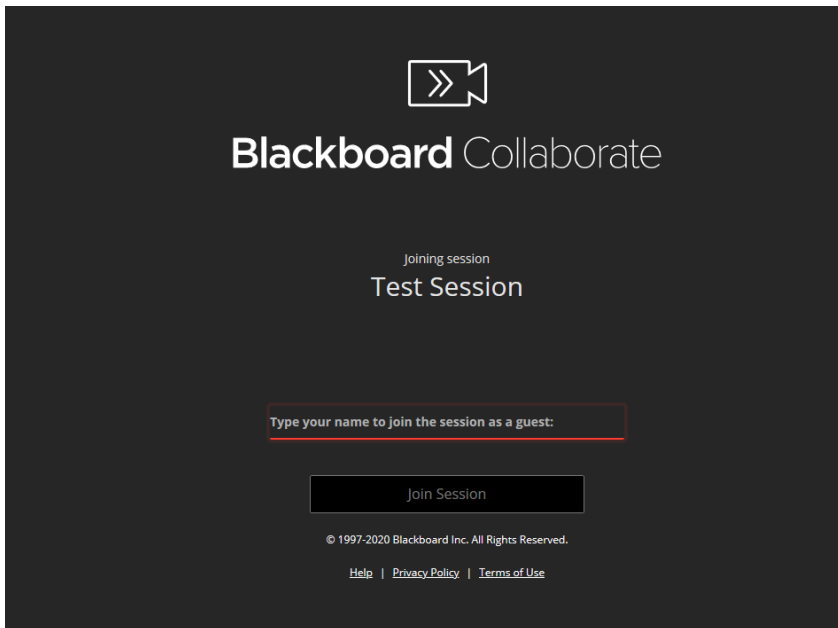
More help with the NOHA Blackboard

- If you have any content-related questions regarding the organisation pages on the NOHA Blackboard, please contact your university's programme coordinator.
- If you have any content-related questions regarding the course pages on the NOHA Blackboard, please contact your lecturer or course coordinator.
- If you have any technical questions regarding the NOHA Blackboard, please [contact](#) the NOHA Blackboard support team.

Blackboard Collaborate Ultra

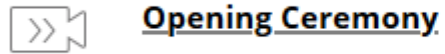
Blackboard Collaborate is a real-time video conferencing tool that is used for online lectures and workshops. You can access Blackboard Collaborate in two ways:

1. Accessing Blackboard Collaborate via a guest link

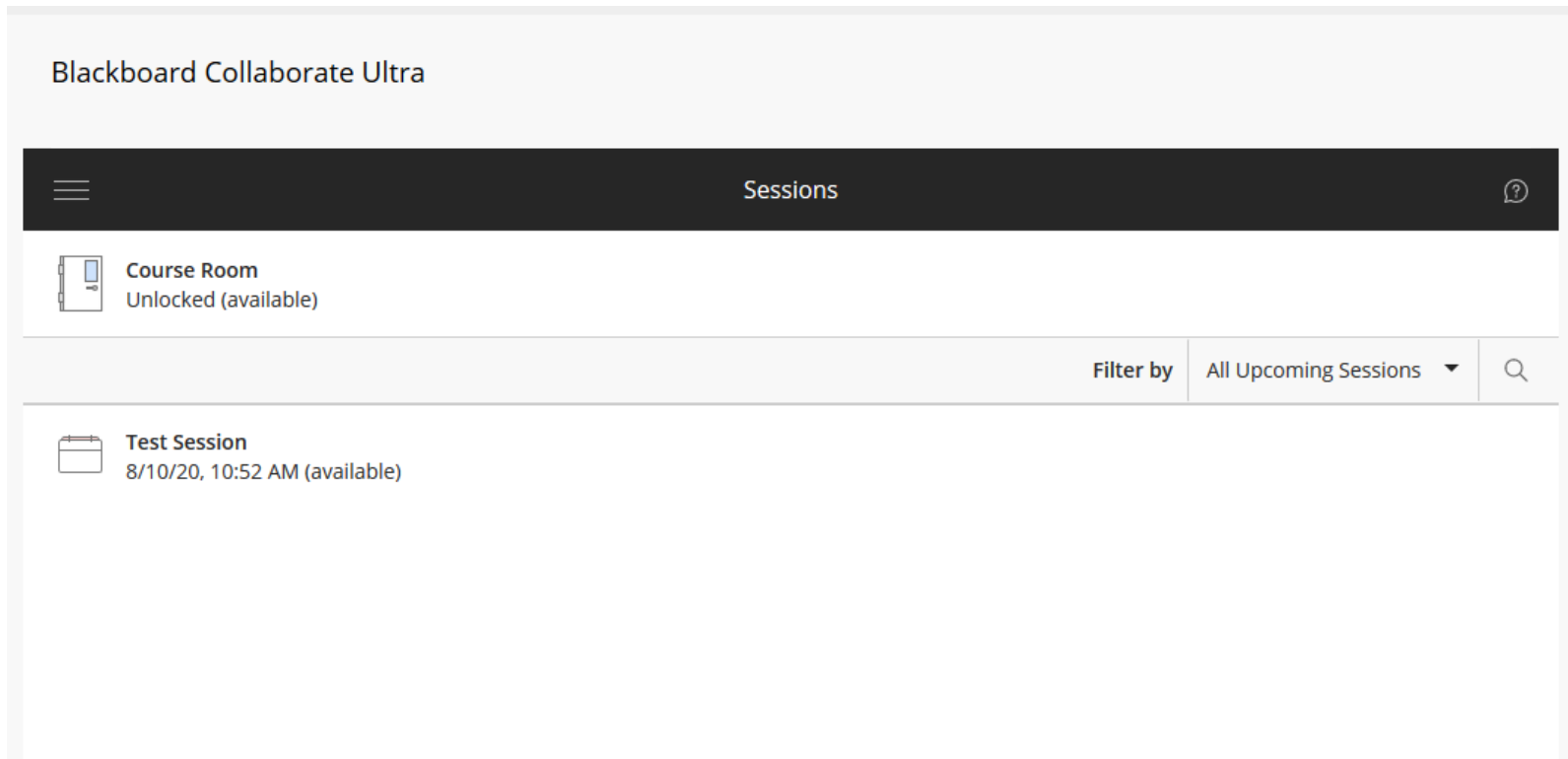


A Blackboard Collaborate guest link will always start with <https://eu.bbcollab.com/>. Clicking on the link will lead you to the Blackboard Collaborate log-in menu. To join the session, type your name and then click the 'Join Session' button.

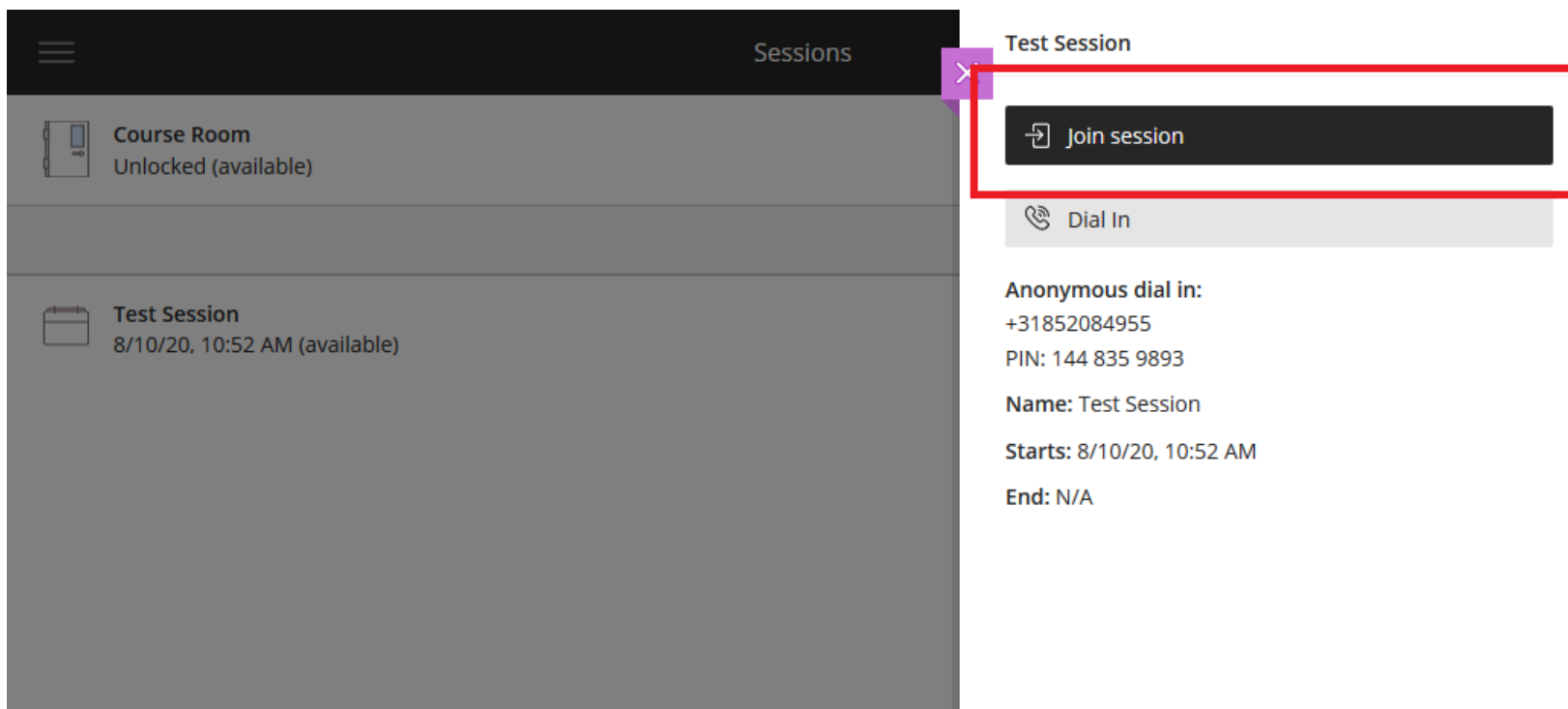
2. Accessing Blackboard Collaborate via a Blackboard course page



A link to Blackboard Collaborate that is posted on the NOHA Blackboard will look like the image above. Clicking on it will lead you to the Blackboard Collaborate sessions overview page.

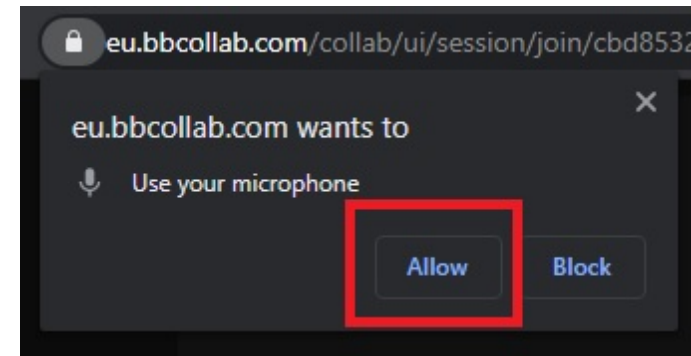
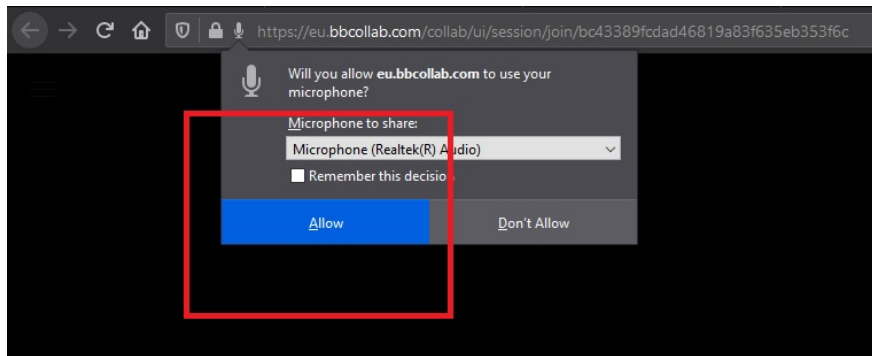


To join a session, click on the session name. A new menu will appear on the right. Click on the 'Join session' button.



A new tab with the Blackboard Collaborate log-in page will open in your browser. Depending on your browser's settings, you may need to grant permission for Blackboard Collaborate to open in a new tab.

Blackboard Collaborate will also inform you if it needs access to your computer's microphone and camera. Your browser will likely show you a prompt asking you if you allow access. If possible, select 'Remember this decision' before selecting 'Allow'. The images below show the prompt in Mozilla Firefox and Google Chrome, respectively. Other browsers will have similar prompts.



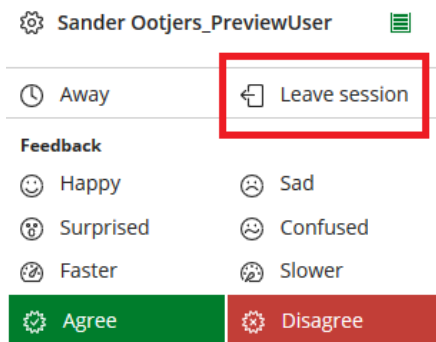
Once you have allowed access to your microphone and camera, you will be automatically logged-in and the Blackboard Collaborate session will appear.

3. The Blackboard Collaborate Session Window

3.1 The Blackboard Collaborate session menu

In the bottom centre of the Blackboard Collaborate session window you will find four icons.





Clicking on the leftmost icon will show a pop-up menu. Here you can leave the session by selecting the 'Leave session' button.

The middle two icons will enable your microphone and camera, respectively. Please note that your microphone and camera are disabled by default. After enabling them, the icons will turn green to let you know they are in use. Selecting the icons again will disable your microphone and camera.

The rightmost button will allow you to raise and lower your hand, see the following section for more information.

3.2 Common practices regarding microphone and camera use



To avoid background noise or echoing, only enable your microphone when you have been given permission to say something.



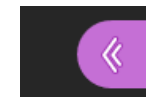
Most lecturers prefer seeing their students' faces so if requested please also enable your camera when you have been given permission to say something.



If you wish to say something, select the rightmost icon to raise your virtual hand. After the lecturer has given you permission, select the icon again to lower your hand.

3.3 Chats, attendees, shared files, and settings

In the bottom right corner of the Blackboard Collaborate session window you will find a purple ribbon.



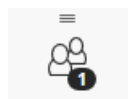
Selecting the ribbon will make the chat window appear. By default, students only have access to the 'Everyone' chat group. Clicking on the chat group will open it and allow you to send messages to other students in the group. Please note that lecturers are able to see private chats between students and that you should refrain from using it for non-educational purposes.

Chat

Find someone to chat with



Everyone



Selecting the 'Attendees' icon will take you to the attendees page, where you can see the other students and lecturers currently present in the session.



If a lecturer shares a file during the session, it will become available under the 'Share Content' tab.

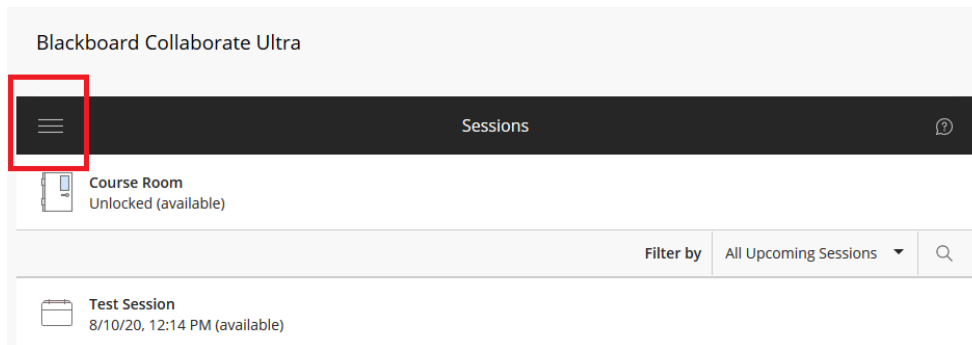


You can adjust audio and video settings, such as the speaker volume, under the 'My Settings' tab.

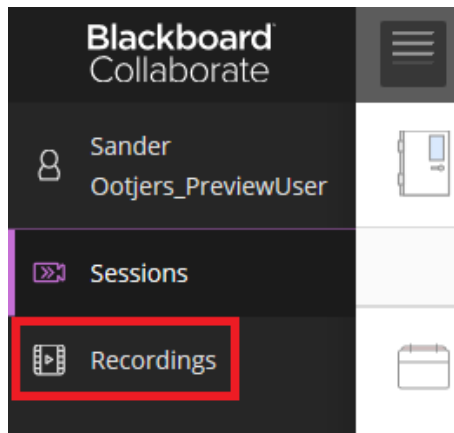



4. Watching or downloading recorded Blackboard Collaborate sessions

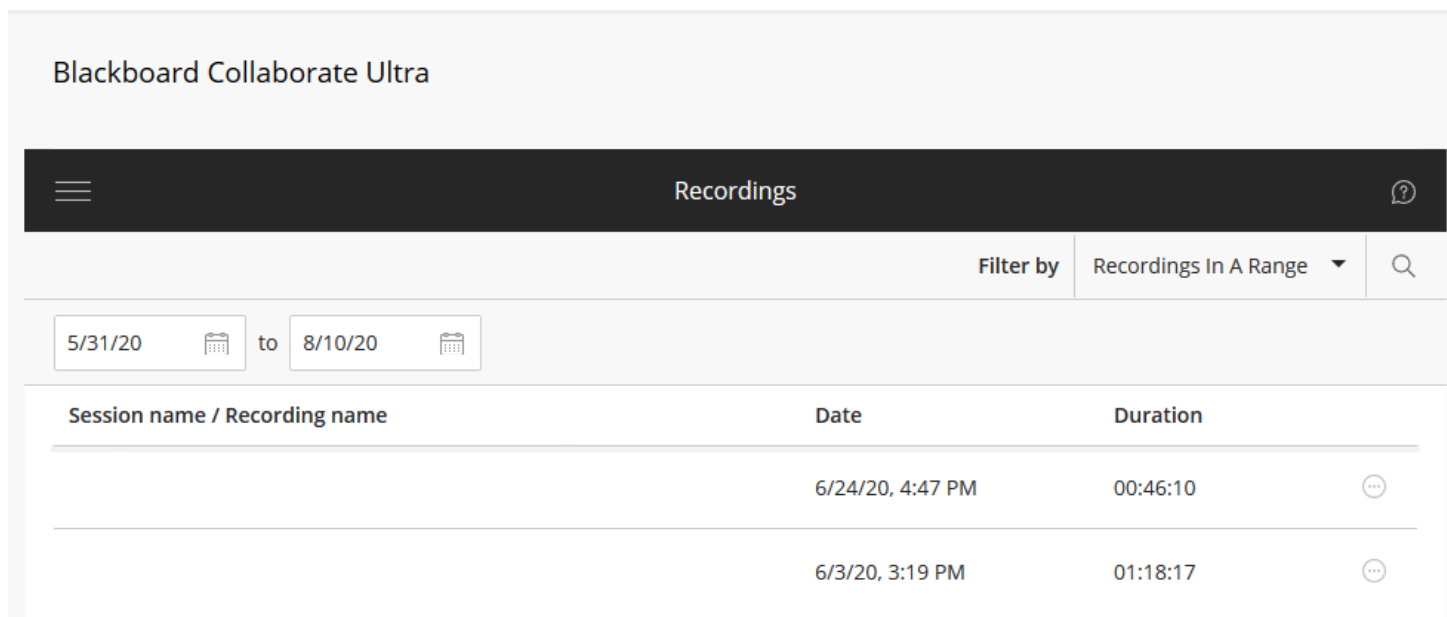
If you accessed Blackboard Collaborate via a Blackboard course page, you can watch or download a recorded Blackboard Collaborate session by going to the sessions overview page and clicking on the menu button in the top left corner.





A new window will appear that allows you to switch to the recordings overview by selecting the 'Recordings' button.



This will bring you to the recordings overview page. To watch a recording, select the options icon  and then click on 'Watch now'. To download a recording, click on 'Download'.



The screenshot shows the Blackboard Collaborate Ultra interface. At the top, it says "Blackboard Collaborate Ultra". Below that is a dark header with a hamburger menu icon on the left, the word "Recordings" in the center, and a help icon on the right. Underneath the header, there are filter options: "Filter by" followed by a dropdown menu currently set to "Recordings In A Range", and a search icon. Below the filters, there are two date selection boxes: the first contains "5/31/20" with a calendar icon, followed by "to", and the second contains "8/10/20" with a calendar icon. Below the date selectors is a table with three columns: "Session name / Recording name", "Date", and "Duration". The table contains two rows of data. The first row has a blank cell in the first column, "6/24/20, 4:47 PM" in the second, and "00:46:10" in the third, with an options icon to the right. The second row has a blank cell in the first column, "6/3/20, 3:19 PM" in the second, and "01:18:17" in the third, with an options icon to the right.

Session name / Recording name	Date	Duration	
	6/24/20, 4:47 PM	00:46:10	
	6/3/20, 3:19 PM	01:18:17	

5. More help with Blackboard Collaborate

If you run into issues with Blackboard Collaborate, please consult Blackboard's extensive [knowledge base](#) first. If your issue is not listed there, you can [contact](#) the NOHA Blackboard support team.

Code of Conduct for Online Education

1. Make sure you have prepared your workspace in advance so you can focus on the lectures.
2. Make sure your internet connection is stable and that you are using an internet browser that is supported by the NOHA Blackboard (i.e., Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge).
3. Follow the lecturer's instructions regarding asking questions and using your microphone.
4. Act professional towards your lecturer and fellow students, both during and outside the lectures.
5. Participate actively in the lectures and make sure you have read the required reading beforehand.
6. Make sure you are aware of any attendance rules at your university and follow them accordingly.
7. Inform your lecturer if you are not able to attend a lecture.
8. Do not record sessions without your lecturer and fellow students' authorisation.
9. Do not share class materials (especially session recordings) outside of your study group.