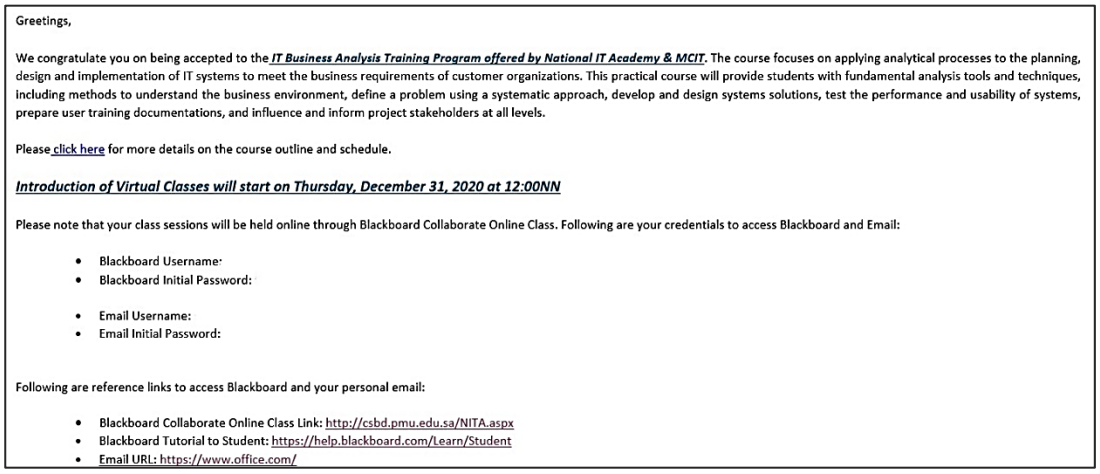
The Guidance of Utilizing LMS (Blackboard) and Support Channels.

The National Information Technology Academy offers the learning content through the LMS **(Blackboard).**

To access the learning platform, through the following link:

csbd.pmu.edu.sa/NITA.aspx

1. **Each trainee will receive the login details to the Blackboard, through e-mail (to ensure information confidentiality), as shown in the below picture:**



Greetings,

We congratulate you on being accepted to the ***IT Business Analysis Training Program offered by National IT Academy & MCIT***. The course focuses on applying analytical processes to the planning, design and implementation of IT systems to meet the business requirements of customer organizations. This practical course will provide students with fundamental analysis tools and techniques, including methods to understand the business environment, define a problem using a systematic approach, develop and design systems solutions, test the performance and usability of systems, prepare user training documentations, and influence and inform project stakeholders at all levels.

Please click here for more details on the course outline and schedule.

Introduction of Virtual Classes will start on Thursday, December 31, 2020 at 12:00NN

Please note that your class sessions will be held online through Blackboard Collaborate Online Class. Following are your credentials to access Blackboard and Email:

- Blackboard Username:
- Blackboard Initial Password:

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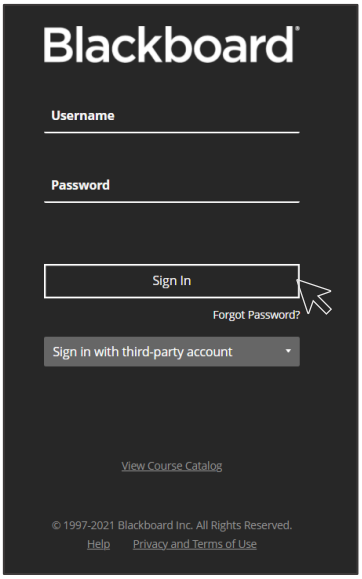
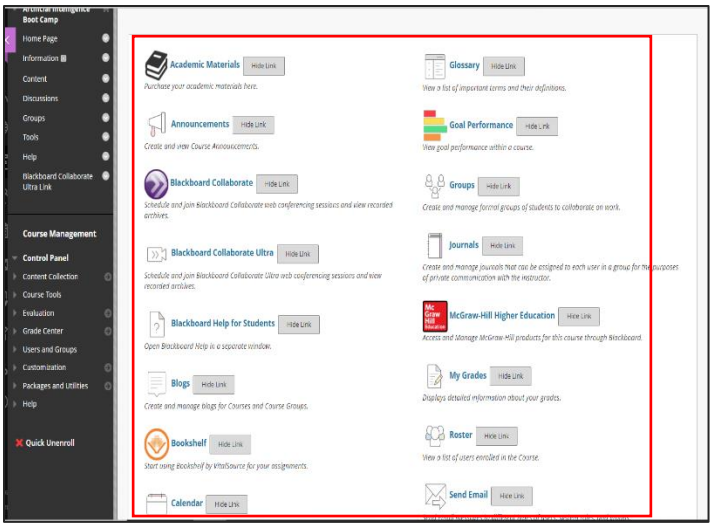
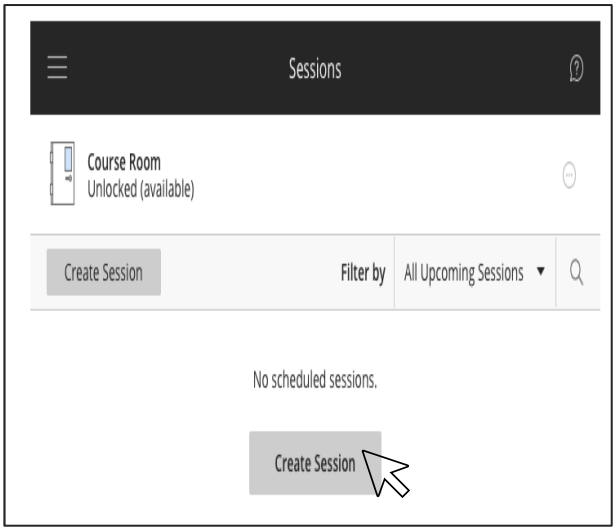
- Blackboard Collaborate Online Class Link: http://csbd.pmu.edu.sa/NITA.aspx
- Blackboard Tutorial to Student: https://help.blackboard.com/Learn/Student
- Email URL: https://www.office.com/

2. **To access the learning platform, click the "Log In" button, then insert the proffered username and password for each trainee and instructor, as shown in the below pictures:**

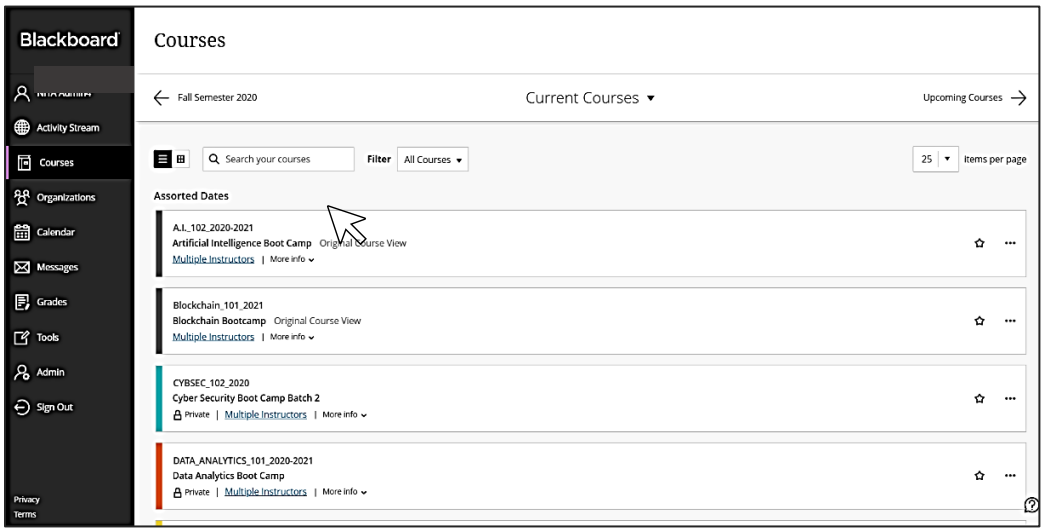


3. **The instructor conducts virtual classes by clicking on the (Create session) icon, whereas all features are available to manage the learning program, as shown in the below pictures:**

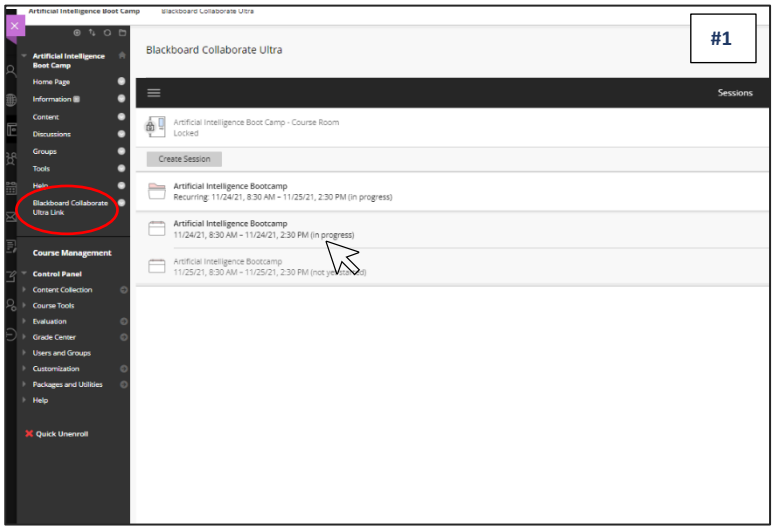


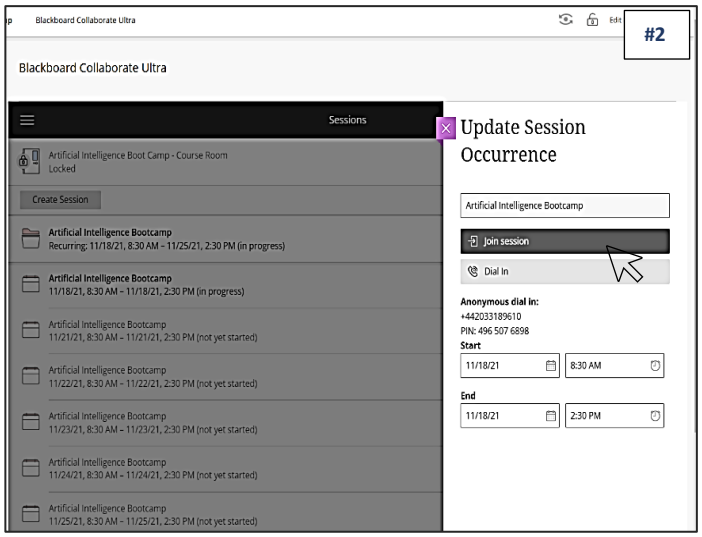


4. **To attend the virtual class, the trainee shall select the addressed program in the courses' list, as shown in the below picture:**

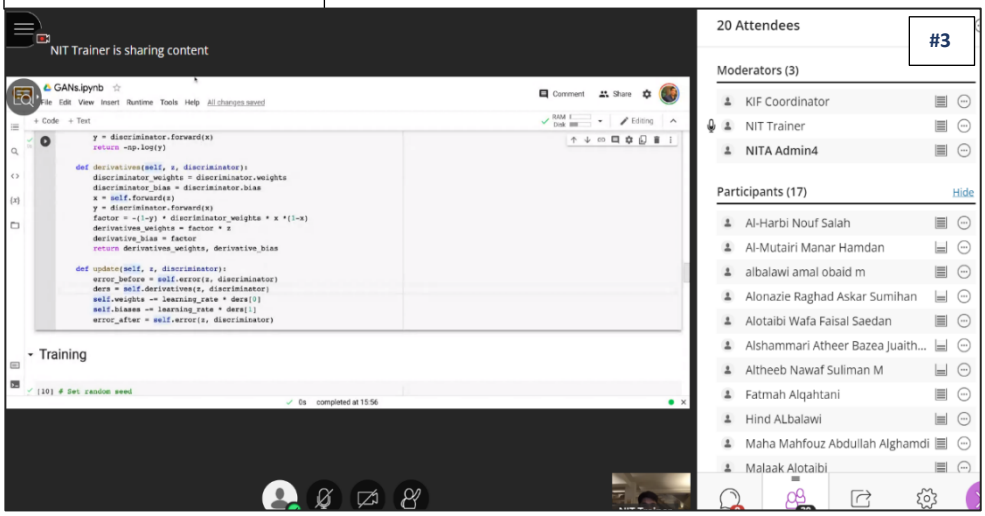


5. **To Join the virtual class by the trainee, click on the icon (Join Session), as shown in the below pictures:**

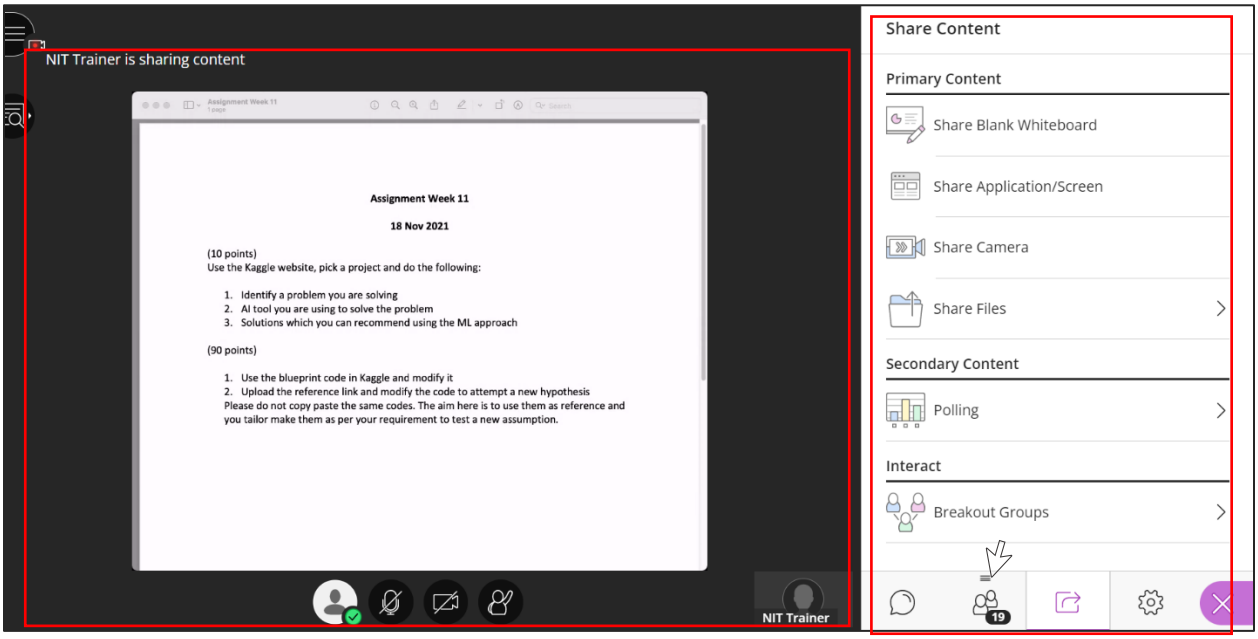




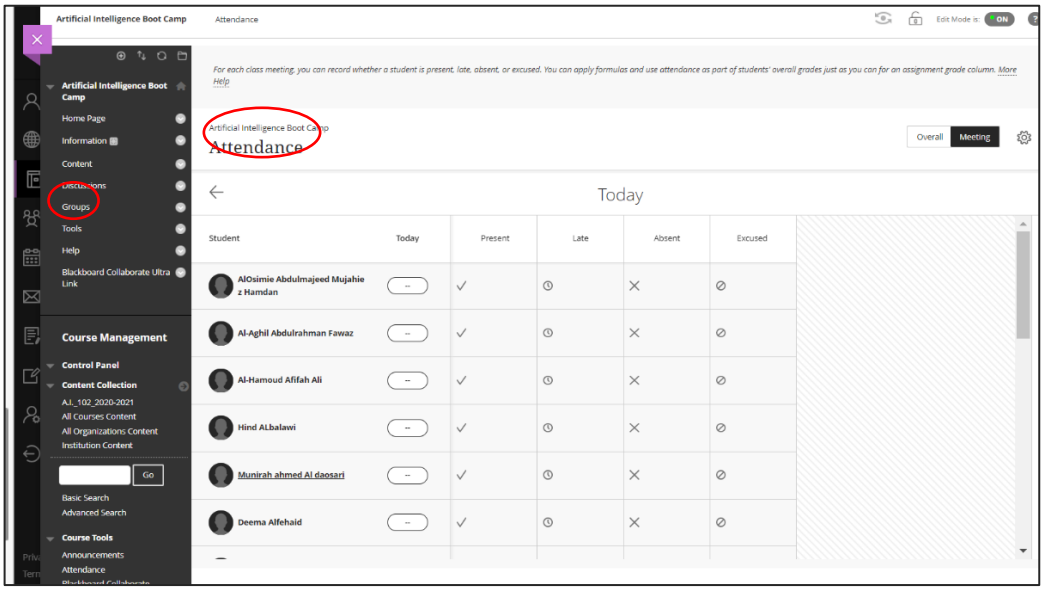
Synchronous Virtual Class:



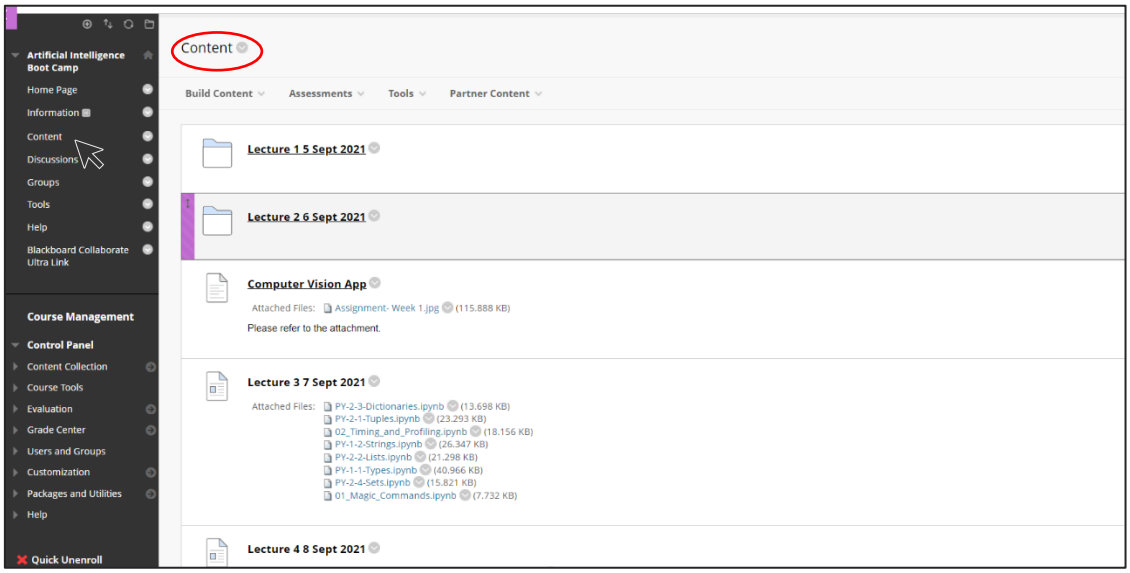
6. **By joining the virtual class (the customized training program). All the following tools will appear for each user based on their accessibility authorization, as shown in the below picture:**
   - **The trainees' (audience) attendance.**
   - **Chat and Messages Bar.**
   - **Display the course presentation (the main screen).**
   - **Microphone and sound settings.**
   - **The possibility to record the learning session by the instructor.**



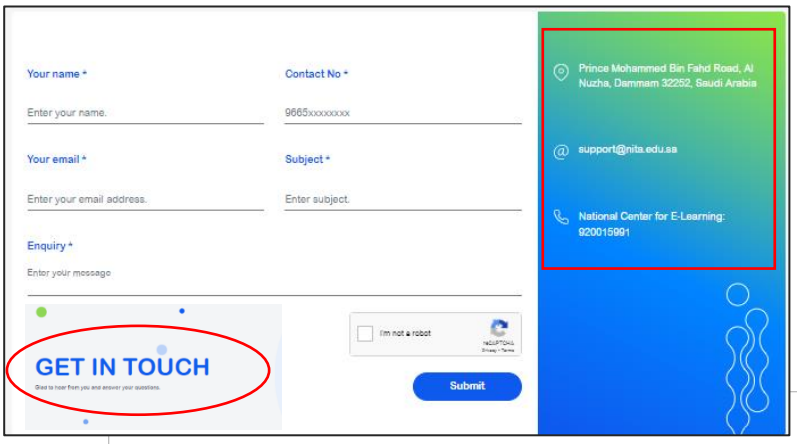
7. **From the "Tools" feature, an "Attendance" option presents the trainees' attendance to be tracked by the instructor, as shown in the below picture:**

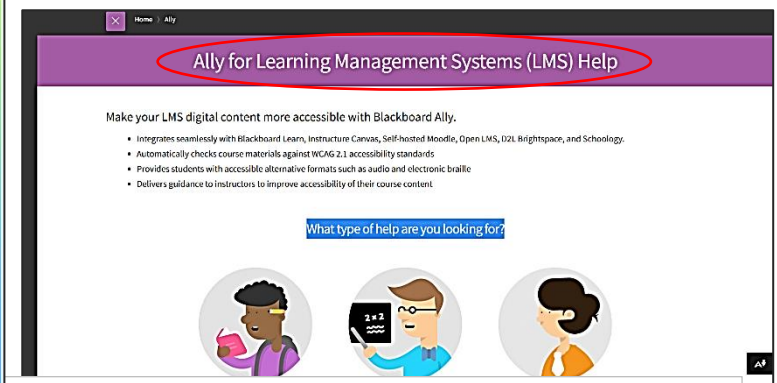


8. **To access the learning materials on the Blackboard, select the (Content) icon, as shown in the below picture:**



9. **To get further support and assistance, through the following support channels on Blackboard and NITA's website, as shown in the below pictures:**





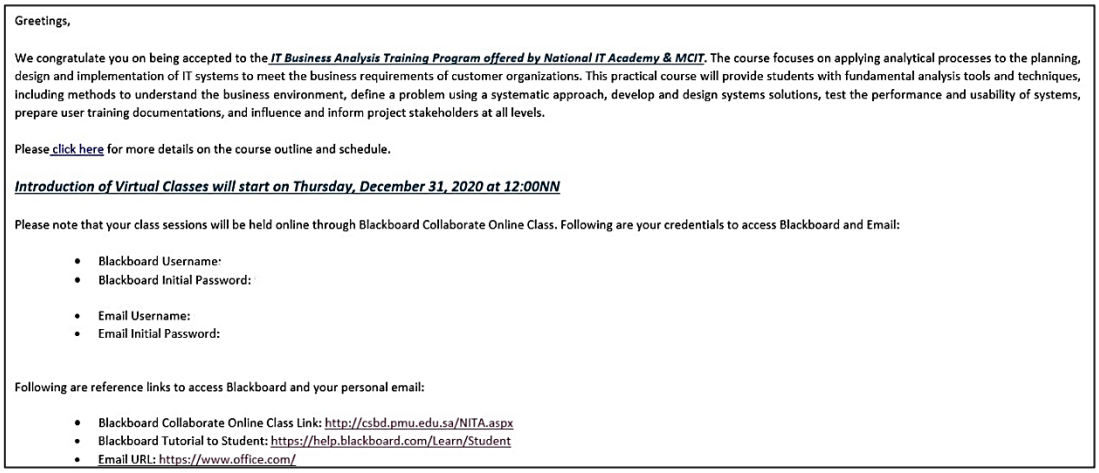
- For Instructor: Introduction to Blackboard Learn with the Ultra Experience for Instructors.
- For Trainee: Introduction to Blackboard Learn with the Ultra Experience for Students.

الدليل الإرشادي للدخول إلى منصة التعلم و قنوات الدعم للمُستفيدين خلال فترة التدريب الإلكتروني.

تُقدم الأكاديمية الوطنية لتقنية المعلومات المحتوى التعليمي الإلكتروني الخاص بها من خلال نظام إدارة التعلم **البلاك بورد:**

للدخول إلى منصة التعلم ، من خلال الرابط التالي: csbd.pmu.edu.sa/NITA.aspx

1. **يتم إرسال معلومات الدخول لمنصة التعلم ، لجميع المتدربين عن طريق البريد الإلكتروني (لضمان سرية المعلومات) ، كما يتضح بالصوره أدناه:**



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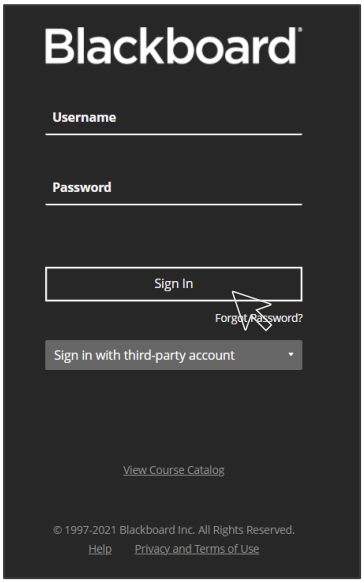
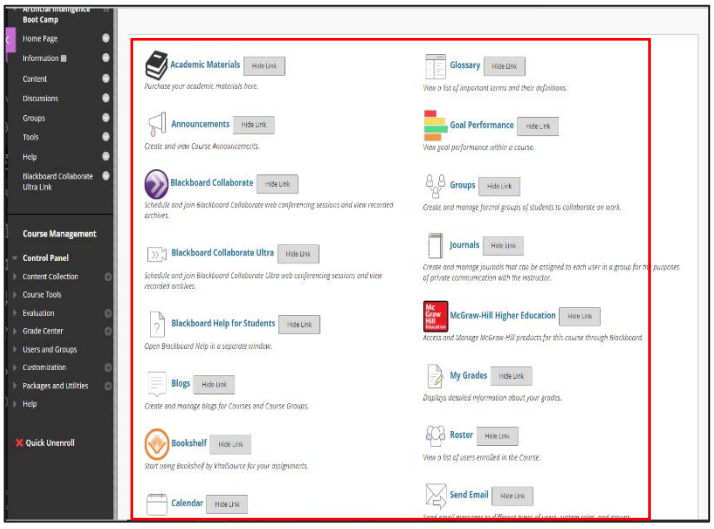
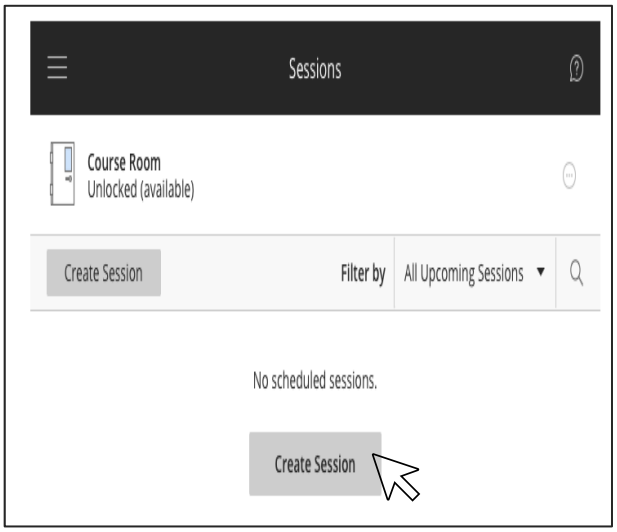
2. للدخول إلى منصة التعلم يجب الضغط على أيقونة (Log In) و إدخال اسم المستخدم و كلمة المرور الخاصة لكل مدرب و متدرب ، كما يتضح بالصور أدناه:

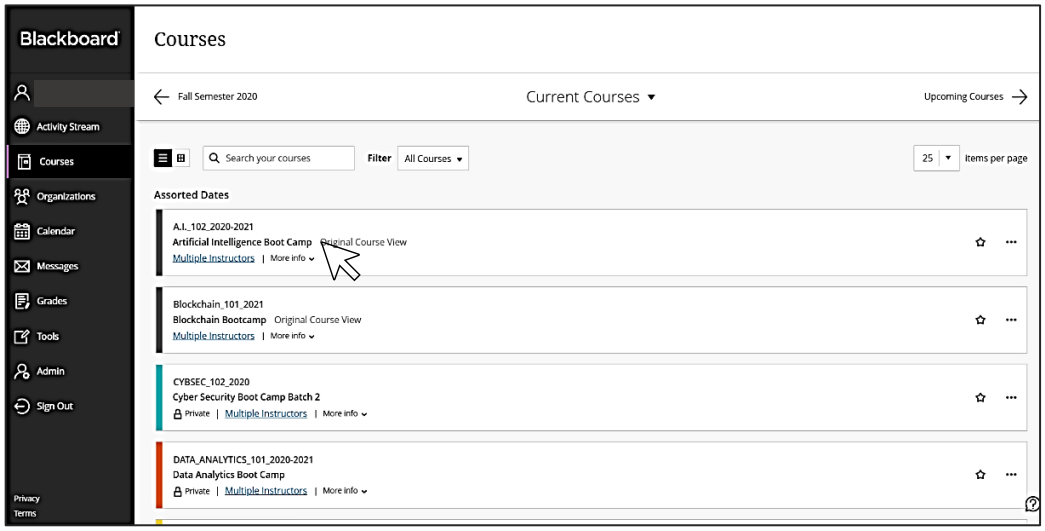


3. يتم إدارة الفصل الإفتراضي من قبل المدرب بالضغط على أيقونة (Create Session) و إستخدام الخصائص المتاحة ، كما يتضح بالصور أدناه:

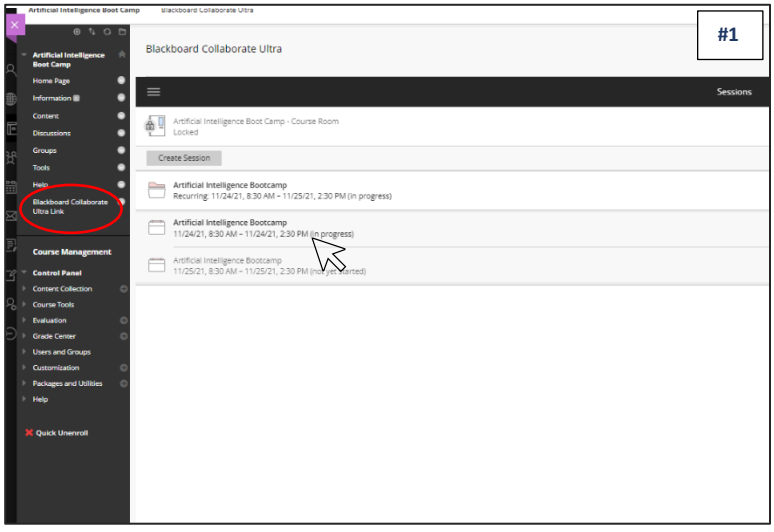


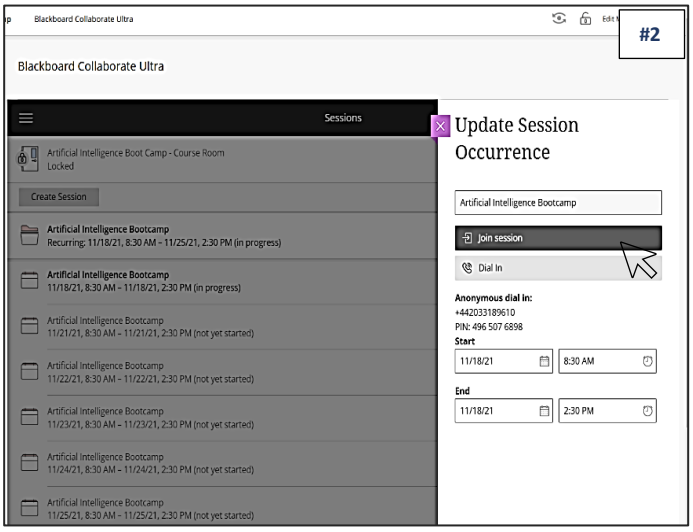


4. لحضور الفصل الإفتراضي يجب على المتدربين إختيار و الضغط علي اسم البرنامج المُخصص و الظاهر بالقائمه ، كما يتضح بالصوره أدناه:

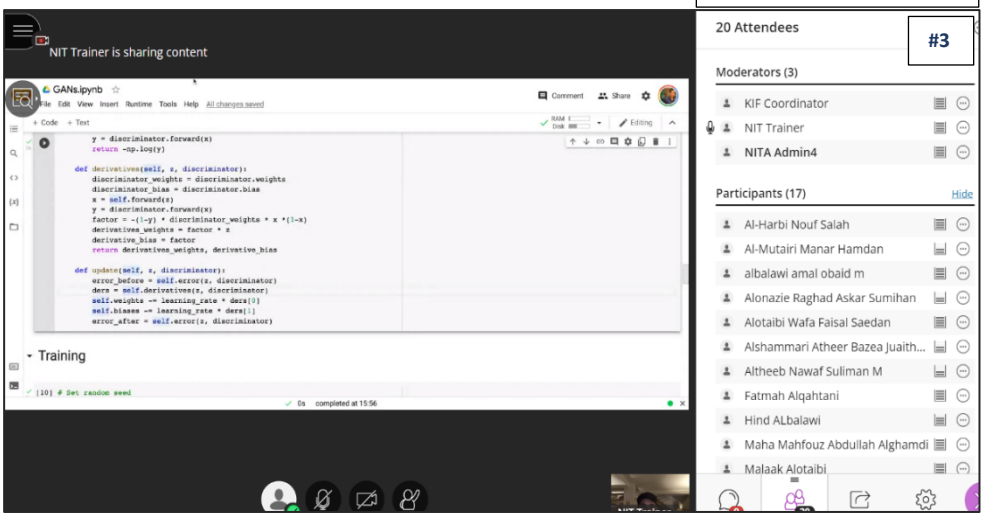


5. للدخول إلى الفصل الإفتراضي من قبل المتدربين يجب الضغط على أيقونة (Join session) لاستعراض البرنامج التدريبي، كما يتضح بالصور أدناه:



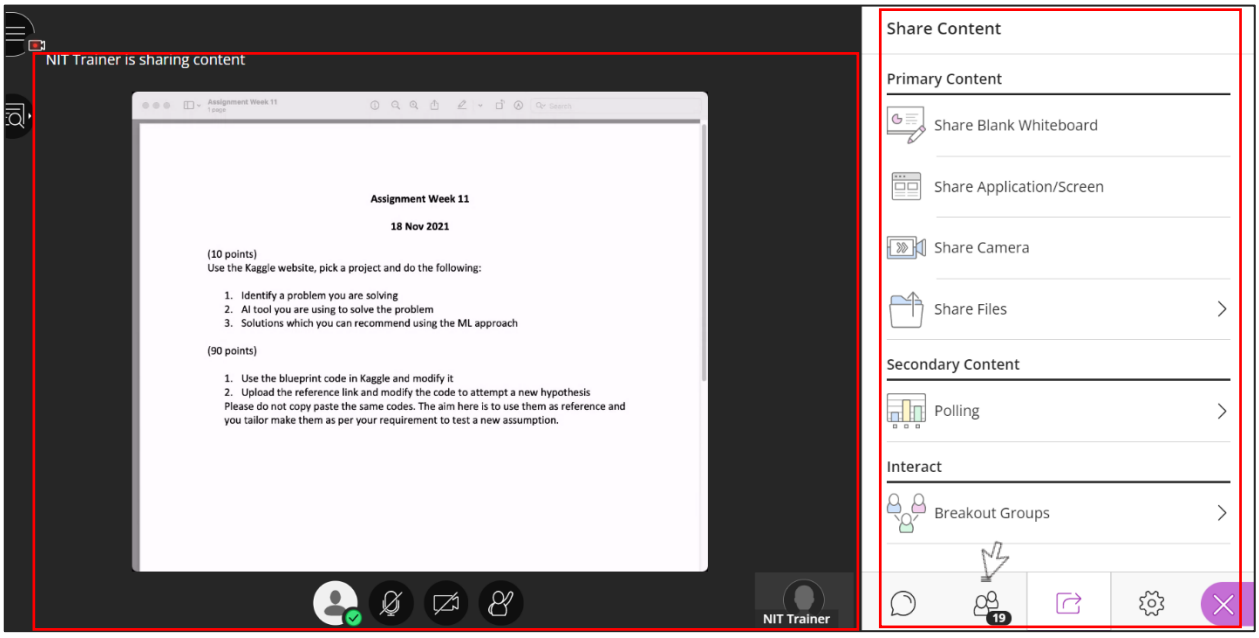


الفصل الإفتراضي التزامني

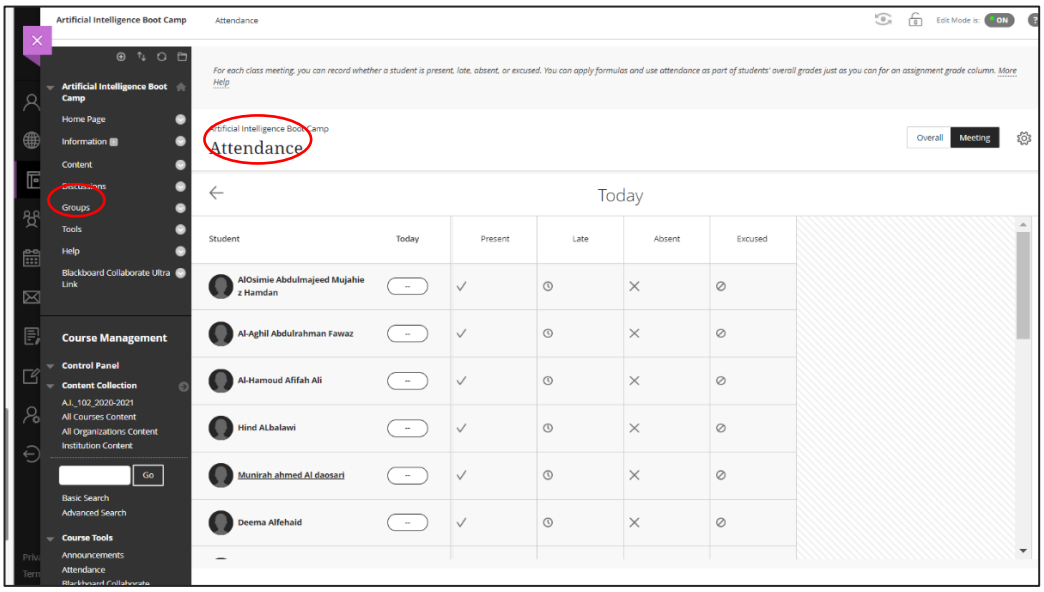


6. **عند الدخول للفصل الإفتراضي (البرنامج التدريبي المُخصص) يتم ظهور جميع الأدوات التالية بناء على صلاحية المستخدم ، كما يتضح بالصور أدناه:**

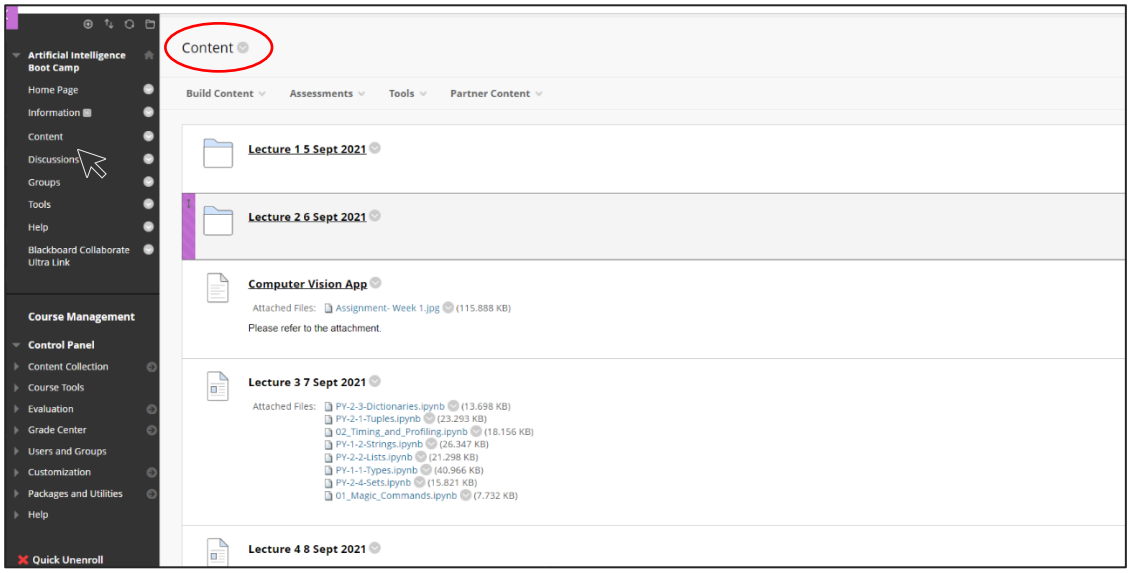
- كشف عن حضور المتدربين.
- ظهور مكان الرسائل والحادثات.
- إمكانية عرض المحتوى (الشاشة الأساسية).
- إمكانية التحكم في الميكروفون و الصوت.
- إمكانية تسجيل جميع الدورات من قِبل المدرب.



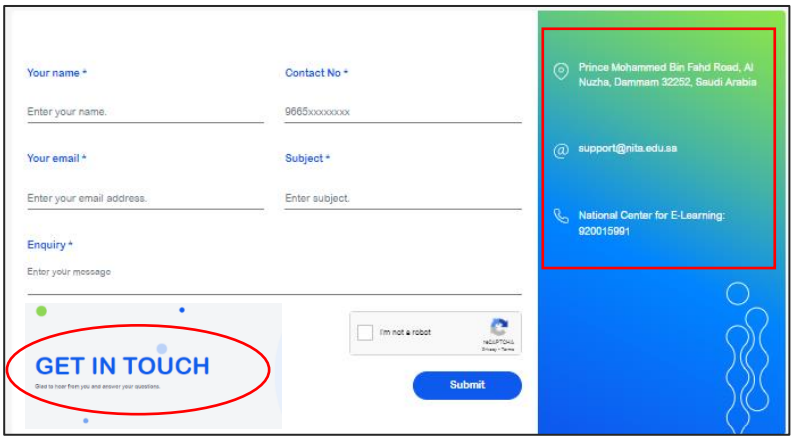
7. بالنقر على خاصية "Tools"، و بالتحديد على خيار "Attendance" يتم عرض قائمة حضور المتدربين للفصل الإفتراضي للمتابعة ، كما يتضح بالصوره أدناه:



8. بالإمكان الوصول للمواد التعليمية المُرفقه على منصة التعلم من خلال اختيار أيقونة (Content)، كما يتضح بالصوره أدناه:



9. للحصول على مزيد من الدعم و المساعده، يتم التواصل عبر بوابات الدعم التالية ، كما يتضح بالصور أدناه:



مقاطع إرشاديه لمستخدمين منصة البلاك بورد:

- للمُدرب: Introduction to Blackboard Learn with the Ultra Experience for Instructors.
- للمُتدرب: Introduction to Blackboard Learn with the Ultra Experience for Students