

## Blackboard Learn 9.1: External Examiner access

### Background

This guide is intended for External Examiners for the University of Manchester. It explains how External Examiners gain access to course units within UoM's Blackboard environment. If you have any questions about how to access specific pieces of content within a course unit on Blackboard, please speak with a School/Programme administrator.

This guide explains how External Examiners can do the following:

- Complete IT account signup;
- Access the Blackboard environment;
- Access individual course units in Blackboard.

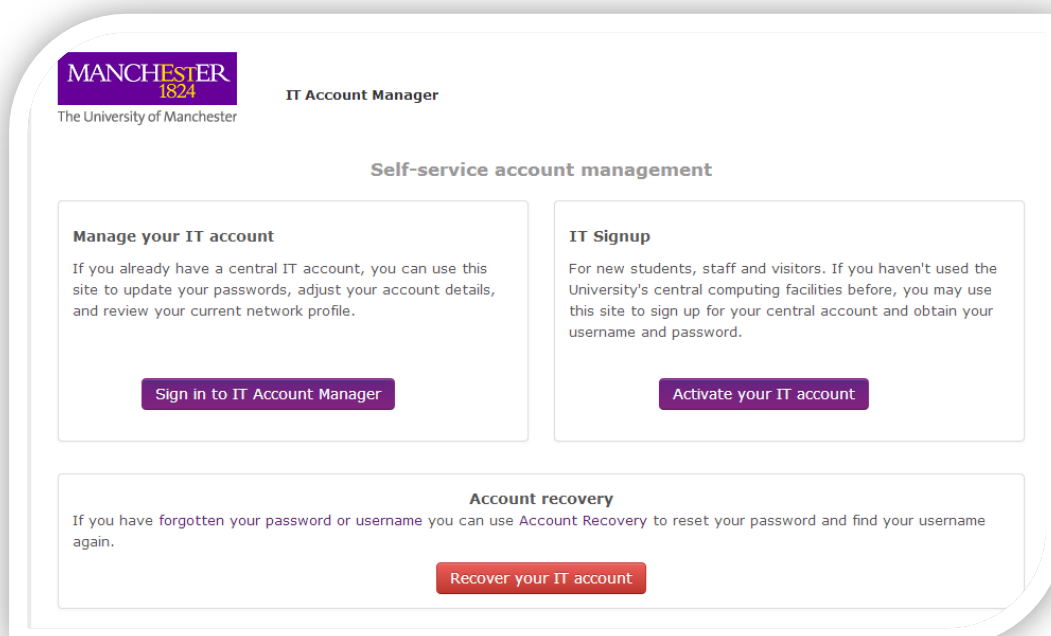
### IT Account Signup

In order to access any UoM IT system, including Blackboard, you will need to complete the IT Signup process.

**Step 1:** To begin the setup process, type the following URL into your browser:

<http://iam.manchester.ac.uk>

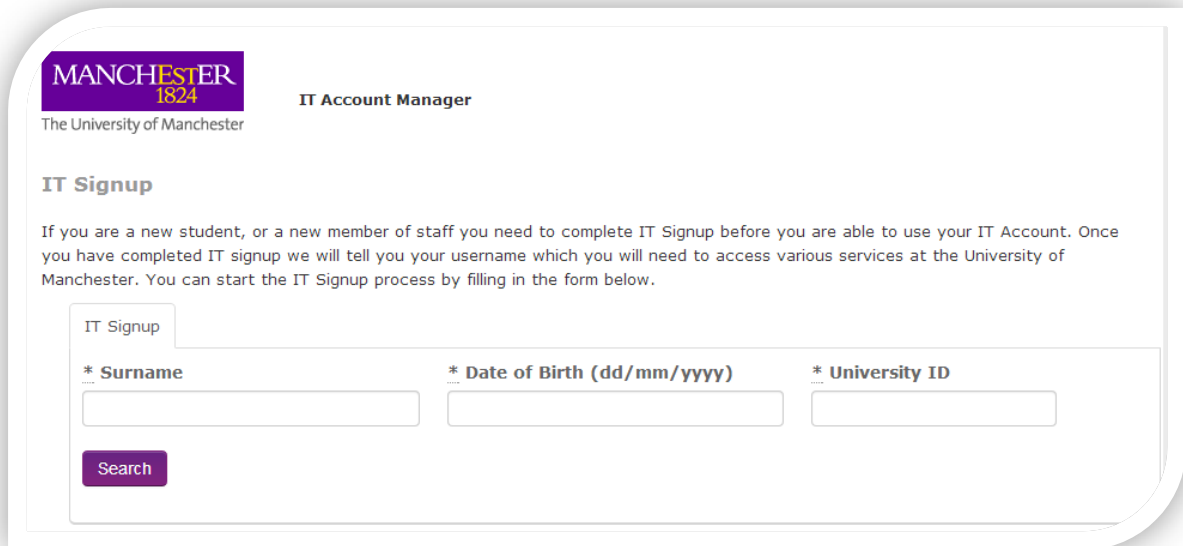
You will then see the following entry screen:



## New IT Account

If you have never had a UoM IT account, click on 'Activate your IT account'

**Step 2:** You will be asked to enter your surname, date of birth (**in the format DD/MM/YYYY**) and University ID number (which is the 7 or 8-digit number that was sent to you by the Teaching and Learning Support Office in your Acknowledgement of Offer of Engagement letter).



The screenshot shows the 'IT Account Manager' interface for The University of Manchester. It features the university's logo (MANCHESTER 1824) and the title 'IT Account Manager'. Below this is a section titled 'IT Signup' with a brief instruction: 'If you are a new student, or a new member of staff you need to complete IT Signup before you are able to use your IT Account. Once you have completed IT signup we will tell you your username which you will need to access various services at the University of Manchester. You can start the IT Signup process by filling in the form below.' The form itself contains three input fields: '\* Surname', '\* Date of Birth (dd/mm/yyyy)', and '\* University ID'. A purple 'Search' button is located below the first field.

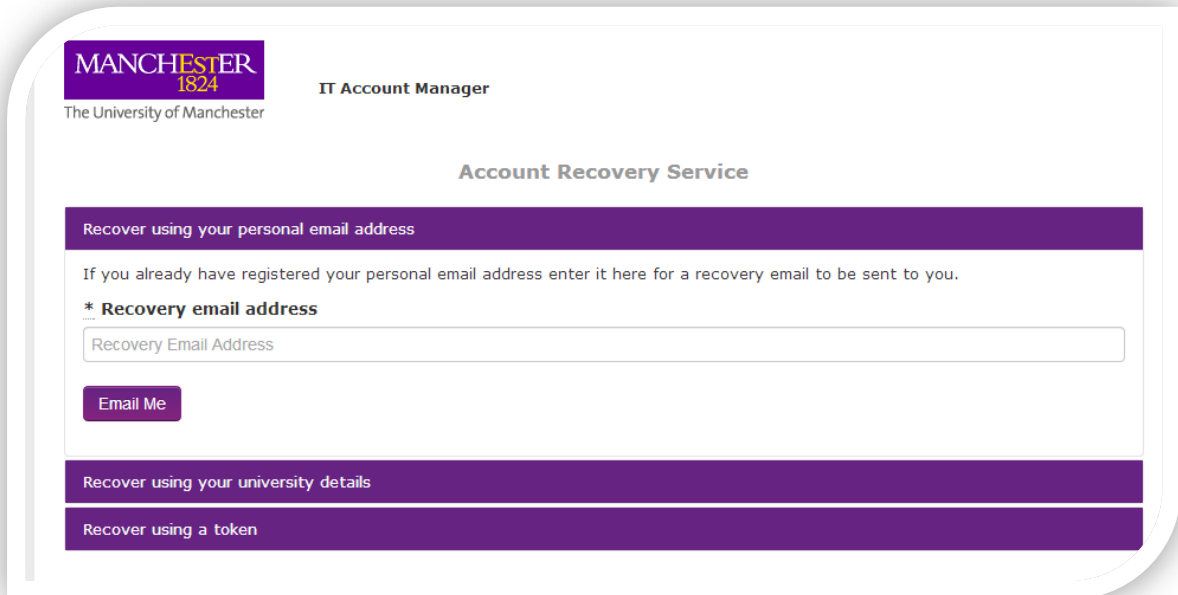
**Step 3:** After the system has located your account, follow the remaining on-screen instructions to complete the set up process.

Once you have completed the set up process you will be given an 8 digit username consisting of letters and numbers. This will be your username to access all IT services.

If you encounter any problems with IT signup, please contact IT Services on +44 (0)161 306 5544.

## Already have an IT Account

If you have already activated your UoM IT account, but cannot remember your username/password, you can use the Account Recovery option.



The screenshot shows the 'Account Recovery Service' page. At the top left is the University of Manchester logo (MANCHESTER 1824) and the text 'The University of Manchester'. To the right is 'IT Account Manager'. The main heading is 'Account Recovery Service'. Below this are three recovery options, each in a purple bar: 'Recover using your personal email address', 'Recover using your university details', and 'Recover using a token'. The first option is expanded, showing a text box for 'Recovery email address' and an 'Email Me' button. The text above the text box says: 'If you already have registered your personal email address enter it here for a recovery email to be sent to you.'

There are 3 ways your account can be recovered;

- by entering your email address
- by entering your University details - Last Name / Date of Birth / University ID Number (the 7-digit number that was sent to you by the Teaching and Learning Support Office)
- by entering a token provided by IT support or that you have requested using email recovery

After the system has located your account, you will have the opportunity to update your password and retrieve your username.

If you encounter any issues retrieving your IT account, please contact IT services on +44 (0)161 306 5544

If you have any further queries please email [External.Examiners@manchester.ac.uk](mailto:External.Examiners@manchester.ac.uk)

## Accessing Blackboard

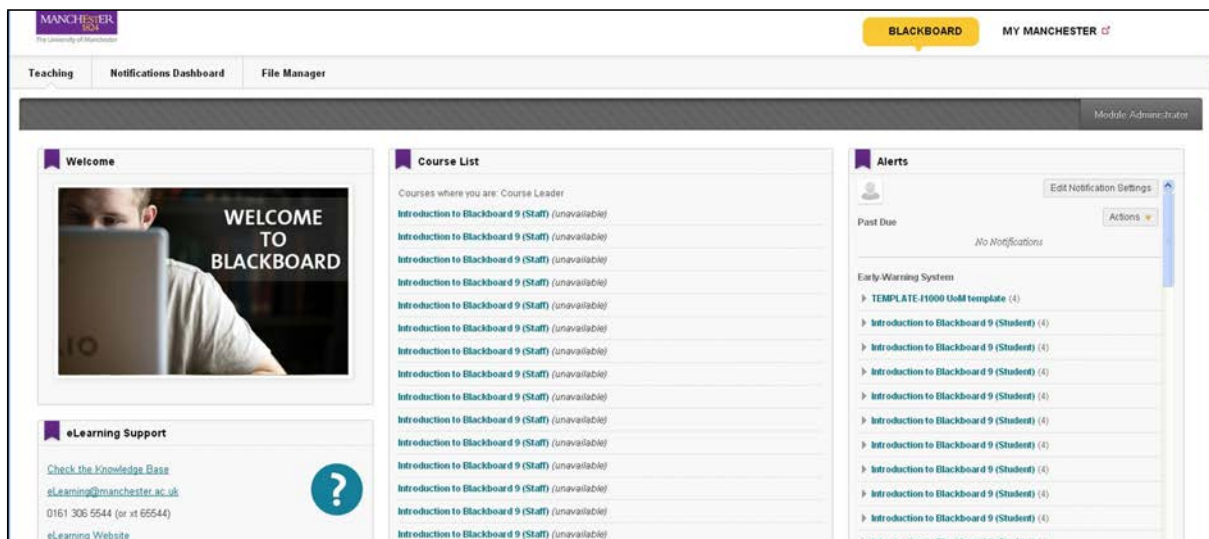
To ensure that you are able to access the tools and features in UoM's Blackboard environment successfully, it is recommended that you use as current a browser as possible. Blackboard does support Internet Explorer, Firefox, Chrome and Safari. If you would like more specific information about operating system and browser compatibility for Blackboard, please refer to the following [Blackboard help article](#).

**Step 1:** To access the University of Manchester's Blackboard environment, type the following URL into your browser:

<http://online.manchester.ac.uk>

**Step 2:** You will then be prompted to enter your University of Manchester username and password. You will have received your username and set your password as part of the IT signup process. If you have forgotten these details, please refer to the section above for instructions on how to recover your password and username.

You will then land on the Blackboard dashboard page.



## Accessing Individual Course Units in Blackboard

From the main screen, you will see a list of all of the course units to which you have been given access as an External Examiner.

Introduction to Blackboard 9 (Student) (unavailable)

PLAYGROUND-mwwsskc4 Kim\_Comer

TEMPLATE-I1000 UoM template (unavailable)

**eass10001: e-assessment playground**  
 Course Leader: Stuart Anderson; Sally Bray; Neil Briggs; Kim Comer; Steven Ellis; Feat  
 Lecturer: Anne Pinkerton; Turnitin Test; Kimberley Torrington;

Courses where you are: External Examiner

**CSEP60012 Dissertation by Independent Research 2012-13 2nd Semester**

**UCOL24002 The Art of Enterprise 2012-13 2nd Semester**

**Step 3:** Click on the link to the course unit that you would like to enter.

You will then land on the entry page for the course. The following is an example of a page:

MANCHESTER  
The University of Manchester

(Course is unavailable to students) > Welcome

Introduction to Blackboard 9 (Staff)

BB9 Dashboard

Welcome

Discussion Board

Calendar

Announcements

Contact Information

Support Material

Useful links

Test

Unit Evaluation

COURSE MANAGEMENT

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Centre
- Users and Groups

BB9.com

Welcome

Build Content Assessments Tools

Enabled: Statistics Tracking

**Manchester goes mobile!**

The University of Manchester is leading the way in using mobile technology to enhance student experience. Manchester is the first UK institution to deploy Blackboard 9 on mobile devices.

*Mobile Learn* allows staff and students to access their Blackboard 9 content on smartphones (i.e. BlackBerry, Android and iPhone) and even the iPad. You can create content, contribute to discussion boards and blogs; contact their classmates; and much more.

At the moment, *Mobile Learn* is only available for courses developed on the Vista 8 system.

Phase 1 (Sep - Sept 2010) BB9 configured, tested and deployed

Phase 2 (Sept 2010 - Jan 2011) 13 BB9 pilot courses go live Mobile Learn deployed

The University is currently piloting BB9 with a number of courses from

**NB:** The External Examiner role in Blackboard does not have the ability to edit or delete content. In order to avoid making any unintentional changes, we suggest viewing the Blackboard course in 'Edit Mode' off. The view mode button is, by default, set to 'ON', when you first enter a Blackboard course. By clicking the 'Edit Mode' button, it will change the view status to 'OFF'.



For guidance on accessing assessed activity within individual Blackboard course units (e.g. blogs, wikis, quizzes, online submissions via Turnitin, etc.), please refer to the instructions provided to you by the School.