How to do common tasks with tools in MyAberdeen

How do I set up groups in MyAberdeen?
Groups are extremely useful for allocating students to different markers for assignments, setting group assignments, creating adequately sized discussion groups, releasing different material to different groups to work on, encouraging group learning activities.
Read more about creating groups.

How do I set up Discussions, Journals, Blogs or Wikis?
My Aberdeen has a range of tools available for encouraging group learning, debate, individual reflection, opinion dispersal and information gathering/display. These tools can all be assessed (see Assessments FAQ). The following links give you a basic idea of how to utilise the tools.
Discussion board tutorial video.
Journals in MyAberdeen video
Blogs in MyAberdeen
Wikis in MyAberdeen

Can I manage "Release Dates" for content/assessments without going into each one separately?
After a course is rolled over onto a new academic year, mass altering of release dates for your content is possible. You can easily check and alter dates for all your content release at any time (not just during a rollover) using Date Management (look under "Tools" in the "Control Panel").
For more detailed information on how to manage release dates effectively, watch the Blackboard video on How to Automatically Adjust Dates.
For further advice on any of the above, visit BlackBoard Help.

Student problems accessing material in MyAberdeen

Why can't students see links to content/assessments in my course?
If you have added content/assessments, informed students the content is available, yet students can't see it, check first that you have made the folder/content/assessment available (Edit the folder/assessment/content item (down arrow to the right of the content name) and check under "Standard Options" that you have set "Permit Users to View this Content" to "Yes").
Secondly, check that you have set the right "availability" dates or other "Adaptive release" criteria (review status, group membership or grades).

Why can’t students view files or open links in my course that I know are available?
When adding any content to MyAberdeen, we recommend that you set all files - particularly PDF files and links to external websites – to open in a new window.
For files, choose to "Edit" the content (down arrow to the right of the content name) and change the option to open in a new window to 'yes'.

If it is a link within a content item, choose to “Edit” the item (down arrow to the right of the content name), click on any point within the link and select the “Insert/Edit Link” button positioned at the top of the text box (as shown on image below). Then select “Open in New Window” from the Target scroll-down menu, and click “Update”.

When you create a new link the default setting is for it to open in the same window/frame. However, when linking to a page out-with MyAberdeen, a pop-up window will prompt you to change the setting to open the link in a new window. By selecting “OK”, it will automatically change it for you.

If a pop-up window is appearing to students, asking "Do you want to view only the content that was delivered securely?", please advise students to select "no" so they can see mixed content.

Some basics of Assessment

NB: Whenever you set up a summative Assessment, of any sort, on MyAberdeen the assessment’s total points MUST be 22 and must only be displayed to students as alphanumeric CGS grades (not percentages and not scores).

How do I set a basic essay type assessment?

- For advice on how to create/edit a MyAberdeen assignment with online grading, please read the Blackboard Create and Edit Assignments information.
- For advice on how to create a TurnitinUK assignment with online grading and text matching, please read the Turnitin Quick Start Guide, section 4 “Creating a new assignment”.
TurnitinUK assignments are accessed through MyAberdeen. Open the relevant MyAberdeen course page, *make sure Edit Mode is ON* (top right of the MyAberdeen page), hover your mouse over the Assessments tab (at the top) and select Turnitin Assignment from the drop-down list.

**Can I use a Rubric to grade assignments?**

You can. Please see the following resources for further advice:

- Turnitin Instructor Guide on Grading Tools
- Blackboard’s How to Create a Rubric for Grading Student Work video
- Blackboard’s How to Grade Using a Rubric video
- Blackboard Inline Grading for Assignments video

**Can I see how and when students submitted MyAberdeen Assignments?**

Yes, you can view the whole grade history for the class by visiting the Grade Centre (under the Control Panel on the left-hand side), choosing “Full Grade Centre” and locating the assignment’s column. Using the down arrow to the right of the column title, select “View Grade History”. If no items are showing, you may need to select a different time interval using the scroll-down menu on the right-hand side.

For further information, please watch Blackboard’s How to Use Grade Details to See Attempts and Assign Grades video.

**Can Blogs, Wikis, Journals and Discussion Boards be graded?**

Yes, each of these can be graded either for individuals or groups of individuals (see Discussions, Journals, Blogs or Wikis set-up FAQ). The options to grade and not grade are given during the set-up of all these tools.

On the BlackBoard Help for Instructors page, you can find more information on how to Grade Blogs, Grade Wikis, Grade Journals and Grade Discussions.

**Online Tests, Quizzes, Assessments in MyAberdeen**

**What are the most important guidelines for online tests in MyAberdeen?**

- Think through your objectives clearly and choose different types of questions that really test learning outcomes – not just memory.
- Make sure that you award different point scores to easy, moderate and difficult questions.
- Ensure that your points total adds-up to 22. You can give decimal points values to questions, e.g. 1.855, 0.254, etc. such that any number of questions are balanced by difficulty, address learning objectives and add up to 22.

**How do I create an online test in MyAberdeen?**

Watch the video on How to Create a Test in Blackboard Learn.
How do I create randomly deployed questions in an online test?

By using "Random Blocks", you can create different questions for each student. Please watch Blackboard’s How to Create a Random Block of Test Questions video to find out more.

Can I create pools of questions that can be used in other tests or courses?

Yes, you can do so by creating a pool rather than a test. Watch Blackboard’s video on How to Build a Pool of Test Questions.

Can I get some indication of how well my test is performing?

You can perform an "Item Analysis", on your test, in order to decide how your test may be improved and/or discuss the test results with your students. For more information, watch Blackboard’s video on Using Item Analysis in Blackboard Learn and visit the BlackBoard Help page on Item Analysis for tests.

Why can’t I see all the students in my course in my Turnitin assignment homepage?

Sometimes not all of the students in the class appear in the Turnitin assignment homepage, so the student list needs to be refreshed. In order to do so, you can carry out a Roster Sync. To do this, go to your Control Panel (on the left-hand side, under the course menu), select Course Tools then Turnitin Assignments. Click on the assignment name to enter the assignment inbox. From the options on the right-hand side, click Roster Sync.

Panopto documentation and training videos

1. How do I provision my course area with Panopto?

Read the Quick Guide on Panopto Provisioning and/or watch the Panopto Provisioning Video.

2. How do I create a Panopto recording?

Read the Quick Guide on Creating a Panopto Recording and/or watch the Panopto Recording video.

3. How can I perform basic editing on my Panopto recording?

Read the Quick Guide on Panopto Basic Editing and/or watch the Panopto Basic Editing video.

4. How can I deploy a Panopto recording in a course area?

Read Quick Guide on deploying you recording in MyAberdeen and/or watch the Deploying a recording video.

How do I add or remove users from MyAberdeen?

Can I remove students from my course?

No, you cannot remove students from your course. However, if you are certain that a student should not have access to your course, you can make them unavailable so they will not see the course page. To do this, go to the "Control Panel" (on the left-hand side, underneath the course menu), select "Users & Groups"
and then "Users". Click the drop-down menu next to the username, select "Change User's Availability in the Course" and change the setting in the drop-down menu to "No". Then, click "Submit".

Finally, please email the eLearning Team (elearning@abdn.ac.uk) quoting the course and student username to have the user(s) permanently removed from your course.

**Can I add students to my course?**

No, you cannot add students to your course. Students are automatically enrolled in course areas through Student Records. If you believe that your student list is incorrect, please contact registry. The email address of your school's registry officer can be found in the [Registry Contacts](#).

**Can I remove staff from my course?**

No, you cannot remove students from your course. However, if you are certain that a student should not have access to your course, you can make them unavailable so they will not see the course page. To do this, go to the "Control Panel" (on the left-hand side, underneath the course menu), select "Users & Groups" and then "Users". Click the drop-down menu next to the username, select "Change User's Availability in the Course" and change the setting in the drop-down menu to "No". Finally, click "Submit".

Please also email the eLearning Team (elearning@abdn.ac.uk) quoting the course and staff username to have the user(s) permanently removed.

**Can I add staff to my course?**

As long as they are a University of Aberdeen member of staff, course co-ordinators or School Administrative Officers can add them to the course. To do this, go to the Control Panel (on the left-hand side, underneath the course menu), select Users and Groups > Users > Enrol User. You can then search for staff in the browse button and choose which role to give them. For a more detailed explanation on how to add staff to your course, please read this [Adding a User (Manually to MyAberdeen)](#) quick guide.

**How do I do basic tasks in MyAberdeen**

**Can I see an overview of MyAberdeen?**

Please watch the video on [Getting Oriented with Blackboard Learn](#).

**How do I make my course available to students?**

Please watch Blackboard’s video on [How to Make Your Course Available to Students](#).

**How do I make my learning materials accessible?**

Blackboard Ally will check common document types for accessibility and provide advice for teaching staff. Additional information on preparing documents is available in the Quick Guide [MyAberdeen: Creating accessible eLearning content](#).

**What is the "Student Preview" and how do I get it?**

The student preview allows you to review your course content, design and function, to check that everything works as expected before students see it. To switch it on, click on the icon at the top right-hand side of your screen (near the edit mode switch) that shows two arrows pointing in a circle with a green spot.
in the middle. For more information, see the Blackboard Help page on the Student Preview and/or watch Blackboard’s Student Preview video.

**How do I add external content to MyAberdeen?**

To add content such as videos from third parties (i.e. YouTube) you can use the Mashups Tool, which can be found both in the Content Editor and under the Build Content tab at the top of the course area (you need to have *Edit Mode switched ON*).

**Does MyAberdeen have a Calendar and how do I access it?**

In the Ultra Experience, the Calendar is easily accessed from the list of links in the Global Navigation Menu (on the left-hand side).

For more information about how to use it, visit the article on the Calendar on Blackboard Help.

**Can I create announcements for all students on the course?**

Please see the Announcements page on the Blackboard Help website for information on these.

You can also send messages to an individual student, a group or the whole class: these messages stay within the system, and this avoids students receiving too many emails. Messages are accessed via the Global Messages page, which is the seventh link on the Global Navigation Menu list in Ultra.

**Additional Quick Guides**

Creating a TurnitinUK assignment (PDF)

Creating Wikis (PDF)

Creating a Multiple Choice Test (PDF)

Creating an Assignment (PDF)

Editing Your Notification Settings (PDF)

Creating a Discussion Board (PDF)

Creating Groups (PDF)

Creating Journals (PDF)

Sending Email (PDF)

Adding a User Manually on MyAberdeen (PDF)