



# ***HCT Instructor Guide***

## **Accessing the Course for the First Time**

*Prepared By: Pearson Middle East Technical Support*

**Important Notice:** *Instructors crossing over to their course(s) for the first time, may need to wait a few minutes while the system verifies their credentials.*

# Logging in to Blackboard

The image shows a screenshot of the Blackboard Learn login interface. The background is a light gray grid pattern. At the top center, the text "Blackboard learn" is displayed in a large, dark font, with a blue plus sign and a trademark symbol to the right of "learn". Below the logo, there are two input fields: "USERNAME:" followed by a text box containing "pearson\_instructor4", and "PASSWORD:" followed by a masked password field with 12 dots. To the right of the password field is a link that says "Forgot Your Password?". Below the password field is a green "Login" button, which is circled in red. A red arrow points from a text box on the left to the "Login" button. Another red arrow points from a text box at the bottom to the "Login" button. In the top right corner, there are small icons for a search function and a refresh function.

**Step 1:** Enter your Blackboard **User Name** and **Password** in the following fields

**Step 2:** Click the **Login** button to log into Blackboard

# Your Blackboard Homepage

The screenshot shows the Blackboard LMS homepage. At the top right, the navigation bar includes 'My Institution', 'Courses', 'Community', and 'Content Collection'. The 'Courses' link is circled in red. Below this, a 'My Institution' dropdown menu is visible, with 'My Institution' and 'Notifications Dashboard' options. A red arrow points from the 'Courses' link to a text box that reads: 'You may access your courses by clicking on the **Courses** button in the top right of your screen, or via the **My Courses** dashboard highlighted below'. Below the text box, another red arrow points to the 'My Courses' link in the 'Blackboard Learn Training Resources' section, which is also circled in red. The page layout includes several widgets: 'Mobile Learn - Demo' with an iPad icon, 'HCT on iTunes U', 'Campus Bookmarks' featuring 'Respondus LockDown Browser', and 'Blackboard Learn Training Resources' with a '9.1 has arrived' banner. The 'My Announcements' section shows no recent announcements. The 'My Courses' section at the bottom right shows 'Courses where you are: Instructor'.

# Blackboard Courses Page

Please select the course(s) you are teaching from the **My Courses** dashboard

My Institution **Courses** Community Content Collection

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**Needs Attention**  
Actions  
Edit Notification Settings  
No Notifications  
Last Updated: September 3, 2013 2:20 PM

**My Courses**  
Courses where you are: Instructor  
**BUS\_1003\_SANDPIT\_201310: Bus 1003 Program MASTER**  
Instructor: Leisa Dobson; Pearson Instructor; pearson instructor; pearson instructor; Sarvanamoorthy M; Peter Saram;  
**BUS\_1103\_SANDPIT\_201310: Bus 1103 Program MASTER**  
Instructor: Pearson Instructor; pearson instructor; pearson instructor; pearson instructor; Sarvanamoorthy M; Edward McAlvanah; Peter Saram;  
**BUS\_1303\_SANDPIT\_201310: Bus 1303 Program MASTER**  
Instructor: Roudaina Houjeir; Pearson Instructor; pearson instructor; pearson instructor; pearson instructor; Sarvanamoorthy M; Peter Saram;

**Alerts**  
Edit Notification Settings  
Past Due  
Actions  
No Notifications

**Retention Center Alerts**  
▶ Bus 1303 Program MASTER (4)  
▶ Bus 1103 Program MASTER (4)  
▶ Bus 1003 Program MASTER (4)

**Activity Alerts**  
No Notifications  
Last Updated: September 3, 2013 2:20 PM

**Course Catalog**  
Course Structures  
Browse Course Catalog

# Blackboard Course Homepage

Management & Leadership (BUS 1003)

Bus 1003 Program MASTER

- Home
- Start Here
- Course Information
- Faculty Information
- Course Content
- Discussion Forums
- Reference Materials
- Calendar
- Gradebook
- Blackboard Help
- Instructor Resources**

My Announcements

No Course or Organization Announcements have been posted in the last 7 days.

Alerts

Edit Notification Settings

Past Due

Actions

My Institution Courses Community Content Collection

Home

Edit Mode is: OFF

Please click on the **Instructor Resources** link to access your course resources

Please ensure that **Edit Mode** is off

# Instructor Resources Page

The screenshot shows the Instructor Resources page for a course. The page has a green header with navigation links: My Institution, Courses, Community, and Content Collection. Below the header is a grey bar with 'Instructor Resources' and 'Edit Mode is: OFF'. The main content area is titled 'Instructor Resources' and contains several sections:

- Pearson MyManagementLab**: Includes a link 'Click to Launch Full Pearson eBook' and a link 'Pearson MyManagementLab Manage Course Materials' which is circled in red. A callout box points to the circled link with the text: 'Click the following link to access the Complete Pearson eText'. Another callout box points to the 'Manage Course Materials' link with the text: 'Click on the Pearson MyManagementLab Manage Course Materials link to access your course for the first time'.
- Chapter 1 - Mintzberg Worksheets**: Includes 'Attached Files:' with two files: 'Wk 2 Mintzberg's roles worksheet.docx (90.678 KB)' and 'Wk 2 Mintzberg's roles worksheet.pdf (518.842 KB)'. A callout box points to these files with the text: 'Click the following links to begin downloading the attached files'.
- Chapter 3 - Organizational Culture**: Includes 'Attached Files:' with two files: 'Wk 7 Organisational culture simplified handout.docx (620.126 KB)' and 'Wk 7 Seven dimensions practice Pizza Pomodoro case study.docx (676.394 KB)'. A callout box points to these files with the text: 'Click the following links to begin downloading the attached files'.
- Chapter 5 - Social Responsibility and Managerial Ethics**: This section is partially visible at the bottom.

The left sidebar contains navigation links for 'Bus 1003 Program MASTER', including Home, Start Here, Course Information, Faculty Information, Course Content, Discussion Forums, Reference Materials, Calendar, Gradebook, Blackboard Help, and Instructor Resources.

# License Agreement Page

The screenshot shows a web interface for a Pearson Education online learning system. At the top, there is a green navigation bar with a plus sign icon on the left and a user profile 'pearson instructor' with a red '3' notification on the right. Below the navigation bar are four menu items: 'My Institution', 'Courses', 'Community', and 'Content Collection'. The main content area contains a paragraph of text: 'The personal information that I use with a Pearson Education online learning system can include my name and contact information, my answers to questions that are part of the course, my marks on tests or other course requirements, and any comments about me made by my instructor.' Below this text are two sections, each with a blue header bar and a yellow content box. The first section is titled 'Pearson Privacy Statement' and contains text about protecting personally identifiable information. The second section is titled 'Pearson End-User License Agreement and Privacy Policy' and contains text about the terms of the agreement. At the bottom of the second section, there are two buttons: 'I Decline' and 'I Accept'. The 'I Accept' button is highlighted with a red circle, and a red callout box with a white background and red border points to it, containing the text: 'Please click on the **I Accept** button to accept the License Agreement and continue accessing the Study Plan'. The 'I Accept' button has a right-pointing arrow.

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My Institution Courses Community Content Collection

The personal information that I use with a Pearson Education online learning system can include my name and contact information, my answers to questions that are part of the course, my marks on tests or other course requirements, and any comments about me made by my instructor.

**Pearson Privacy Statement**

**Pearson Privacy Statement**

Pearson Education ("Pearson") recognizes the importance of protecting the privacy of Personally Identifiable Information about you as a user of our online learning applications, websites and educational evaluation tools ("applications"). Follows is an overview of Pearson's Privacy Policy which is wholly contained within the [Pearson End-User License and Privacy Agreement](#) to which end users consent when registering for a Pearson application.

Information considered by Pearson to be Personally Identifiable Information ("PII") is: your full name, address,

**Pearson End-User License Agreement and Privacy Policy**

**End-User License Agreement and Privacy Policy**

Last Revision Posted: 15 June 2012

These terms constitute an agreement between You and Pearson Education, Inc, and its direct and indirect affiliates ("Pearson"). By accessing or using the website and/or service with which these terms are associated, You acknowledge that You have read and accepted the terms of this Agreement. If You do not agree to abide by

I Decline **I Accept**

Please click on the **I Accept** button to accept the License Agreement and continue accessing the Study Plan



# MyManagementLab Homepage

The screenshot shows the MyManagementLab homepage for a Pearson instructor. The interface is divided into several sections:

- Header:** A green navigation bar with a plus icon on the left, the user name "pearson instructor" with a red notification badge "3", and a power icon on the right. Below this is a dark blue navigation bar with "My Institution", "Courses" (highlighted with a white triangle), "Community", and "Content Collection".
- Welcome Bar:** A dark blue bar with "Welcome, pearson instructor" on the left and "My Profile | Feedback | Help | Support | Close" on the right.
- Course Information:** A light blue bar with "Bus 1003 Program MASTER" and "CRSKLAQ-141898" on the left, and "Preferences" and "Go to Student View" on the right.
- Navigation Tabs:** A white bar with tabs for "Today's View", "Course Materials", "Gradebook", "Enrollments", and "Assignment Calendar". A "Tools" dropdown menu is on the right.
- Notifications Panel:** A blue header with "Notifications" and a "CUSTOMIZE" button. It contains sections for "About This Course" (with a "Welcome Message" and "There are no messages."), "Alerts" (with "Not Passed (4)", "New Grades (0)", "Idle Students (0)", "Past Due: Submitted (0)", "Past Due: Not Submitted (0)", and "Unread Comments (0)"), and "Action Items" (with "Instructor Grading (0)" and "Unread Discussion (0)").
- Calendar:** A blue header with "Calendar" and a "Close" button. It shows a calendar for "September, 2013" with a grid of days from 1 to 30.
- Announcements:** A blue header with "Announcements" and a "Close" button. It contains the text "No announcements found."