



SUNWAY
INTERNATIONAL
SCHOOL

An Introductory Blackboard (eLearn) Guide For Parents

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Introduction:

Blackboard is a course management system widely used in educational settings. At SIS and Sun-U, the system is also sometimes called 'eLearn.' Blackboard is an electronic platform accessible through the World Wide Web that facilitates communication between students and teachers. More importantly, it supports learning. At SIS, Blackboard is an educational backbone with each course making regular use of the system.

How to Access Blackboard:

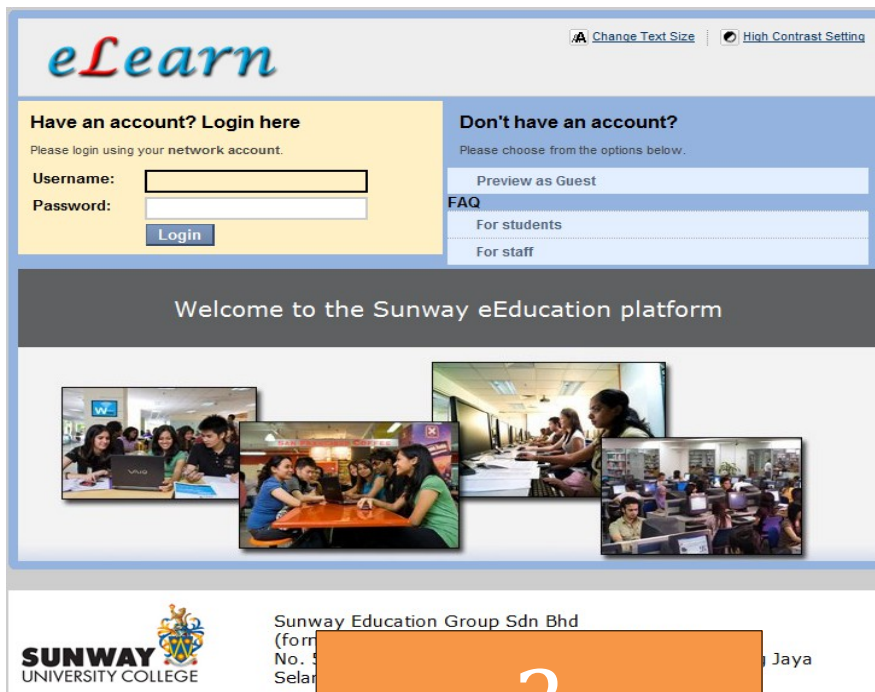
Whether at SIS, at home, or on vacation you can access SIS's Blackboard system. Simply open up the Mozilla Firefox web browser and visit the following URL: <https://elearn.sunway.edu.my/>



Although you can use other web browsers to access Blackboard, **Mozilla Firefox** provides the best overall experience. Using other browsers such as Google Chrome, Internet Explorer or Safari will not always display the pages correctly.

Mozilla Firefox can be downloaded for free at <http://www.mozilla.com/>

When you have successfully accessed the site, you will see the screen below.



*****Security Warning*****

When logging onto the site for the first time from a given computer, you may receive a 'warning message' from your web browser suggesting that visiting our website is unsafe. This is not the case but related to a technical glitch with Sun-U's security certificate. In order to access the site, you can ignore the security warning and accept the security certificate and then proceed to the site.

How to Log Onto Blackboard

SIS provides each student with a unique username and password to access the Blackboard System. If your son or daughter has not received this information please notify Ms. Wong Bee Fung (bfwong@sunway.edu.my) and she will assist your child to acquire their account.

All SIS students' usernames follow a series of numbers based on their student card and time of enrollment.

Your child will receive a paper from the SIS Administration Office indicating their initial password and username.

To follow your child's coursework through the Blackboard system you will need to login using their username and password.

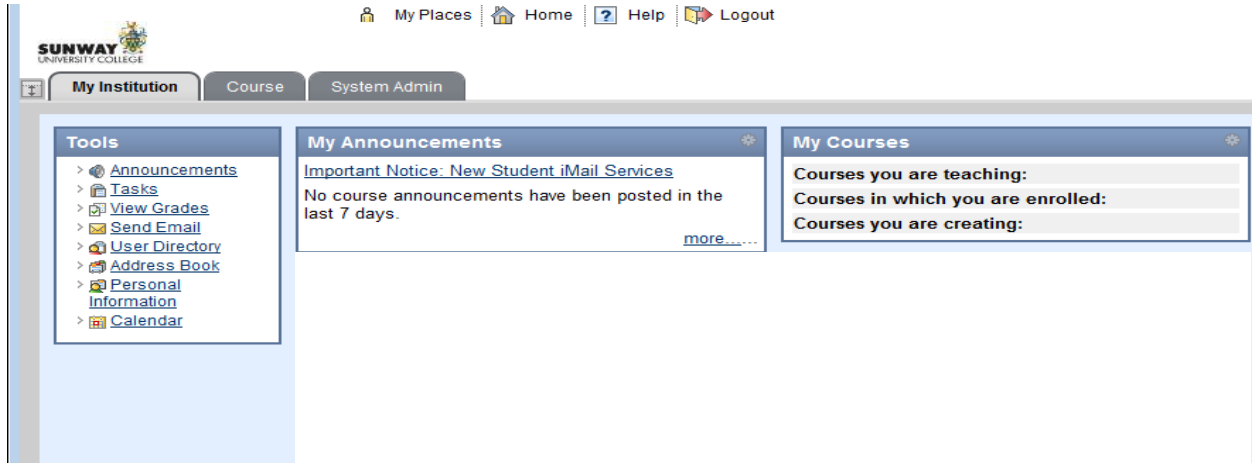
My Child's Username

My Child's Password

The image shows a screenshot of the Sunway eLearn login page. At the top left is the 'eLearn' logo. On the right, there are links for 'Change Text Size' and 'High Contrast Setting'. The main content area is divided into two sections: 'Have an account? Login here' and 'Don't have an account?'. The 'Have an account?' section contains fields for 'Username:' and 'Password:', and a 'Login' button. The 'Don't have an account?' section contains a 'Preview as Guest' button and a 'FAQ' section with links for 'For students' and 'For staff'. Below the login fields, there is a banner that says 'Welcome to the Sunway eEducation platform' and several small images of students. A callout box with a black arrow pointing to the login fields contains the text: 'To login in, enter your child's Username and Password: Username: XXXXXXXX Password: ***** [Your child should be able to provide you with these details.]'. At the bottom left is the Sunway University College logo. At the bottom right, there is a footer with the text 'Sunway, 46150 Petaling Jaya'. A large orange box with the number '3' is overlaid on the bottom center of the page.

What Will I See When I Log In?

By default, when each user logs onto Blackboard, they will be brought to the “My Institution” tab. From here, they will be able to get a quick overview as to what is happening in each of their courses.



The table below provides a brief overview of some of the important features found under the “My Institution” tab.

Area	Description
Tools	The tools options permit the user to update their personal information.
My Announcements	Provides a quick overview of the announcements made in each course.
My Courses	Provides a listing of the courses in which the student is currently enrolled.

How Can My Child Enroll In His or Her SIS Courses?

Each SIS teacher will instruct your child on the enrollment procedures. In order to assist your child to enroll a course, you will need to know the grade level, course code and enrollment password. Your child's subject teacher can provide you with these details. After the first two weeks of school, if your child still has not registered for their courses on Blackboard on their own, you may wish to contact their teachers to get the enrollment passwords.

Grade Level Course Code Enrollment Password (Access Code)

The following example details the steps for enrolling into the grade 11 biology course SBI3U. If you need to assist your child in enrolling, you can follow a similar process.

The screenshot shows the Blackboard interface with the following elements:

- Top navigation: My Places, Home, Help, Logout
- Left sidebar: My institution, **Course** (selected), System Admin
- Course Search: Input field and Go button
- My Course List: Courses you are teaching: [empty]
- Course Catalog: A list of folders including A Level, AUSMAT, American Degree Transfer Program, Art & Design, Australian University Program, Canadian International Matriculation Program, Department of Performance and Media, Financial Courses, Foundation in Arts, Language & Compulsory Subjects Center, Monash University Foundation Year, School of Business, School of Computer Technology, School of Health & Natural Science, School of Hospitality, Tourism & Leisure Management, Sunway International School, Teaching and Learning, and VUMBA. A link for Browse Course Catalog is at the bottom.

Instructional callouts:

1. Click on the <<Courses>> tab. (Arrow points to the 'Course' tab in the left sidebar)
2. Click on the <<Sunway International School>> folder. (Arrow points to the 'Sunway International School' folder in the Course Catalog)

A large orange box with the number 5 is overlaid on the bottom right of the screenshot.

3. Click on the <<Grade 11>> link.

Browse Course Catalog

Search Catalog Course Name Contains []

AND Creation Date Before 07/09/2010 [] Go

Search this Category Search Entire Catalog

[English Support \(2\)](#); [Grade 10 \(8\)](#); [Grade 11 \(8\)](#); [Grade 9](#); [SCORM Test \(1\)](#)

Course ID	Course Name	Instructor Names	Description
SIS	SIS Announcement	Lum Pey Wah SIS, Wong Bee Fung SIS, Khor Song Kah ITS, Annie Lim Mei Woon SIS, Zarith Sofia Abdul Rahman SIS	
sis_staff	SIS Staffs		

Search Catalog Course Name Contains []

AND Creation Date Before 07/09/2010 [] Go

Search this Category Search Entire Catalog

[BAF3M \(1\)](#); [BMI3C \(1\)](#); [BMO \(1\)](#); [ENG3C \(3\)](#); [LPCDO \(1\)](#); [MCF3M \(1\)](#); [MCR3U \(1\)](#); [PPL3O](#); [SPH3U \(1\)](#)

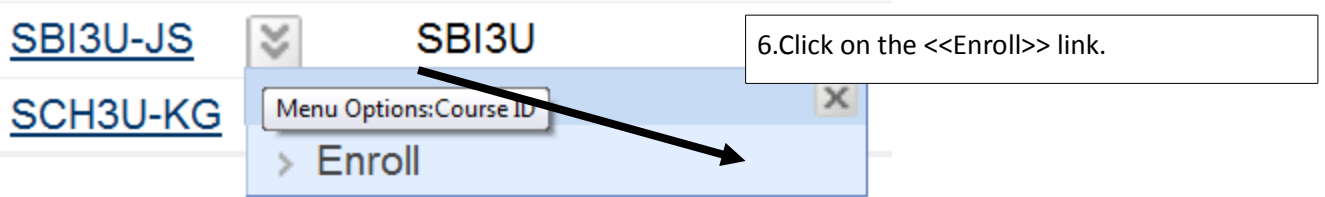
Course ID	Course Name	Instructor Names	Description
CHT30-GM	CHT30	Gregory David Monteith SIS	
ENG3C-GM	Grade 11 College English	Guy Richard Morgan CIMP	
HSP3M-LC	Grade 11 Intro to Anthropology, Sociology, Psychology		
LPCDO-DA	Grade 11 Bahasa Malaysia		
MCR3U-DT	Grade 11 University Functions		
PPL3O-TU	Grade 11 Healthy Active Living Education	Tanya Orlande SIS	
SBI3U-JS	SBI3U	Janice Smajda SIS	
SCH3U-KG	A5 SCH3U Chem	Kimberley Ann Gagnon SIS	

4. Browse the catalog to find the relevant course code and matching instructor.

5. Click on the double arrow button.



[PPL3O-TU](#) [] Grade 11 Healthy
[SBI3U-JS](#) []
[SCH3U-KG](#)



SBI3U-JS

SBI3U

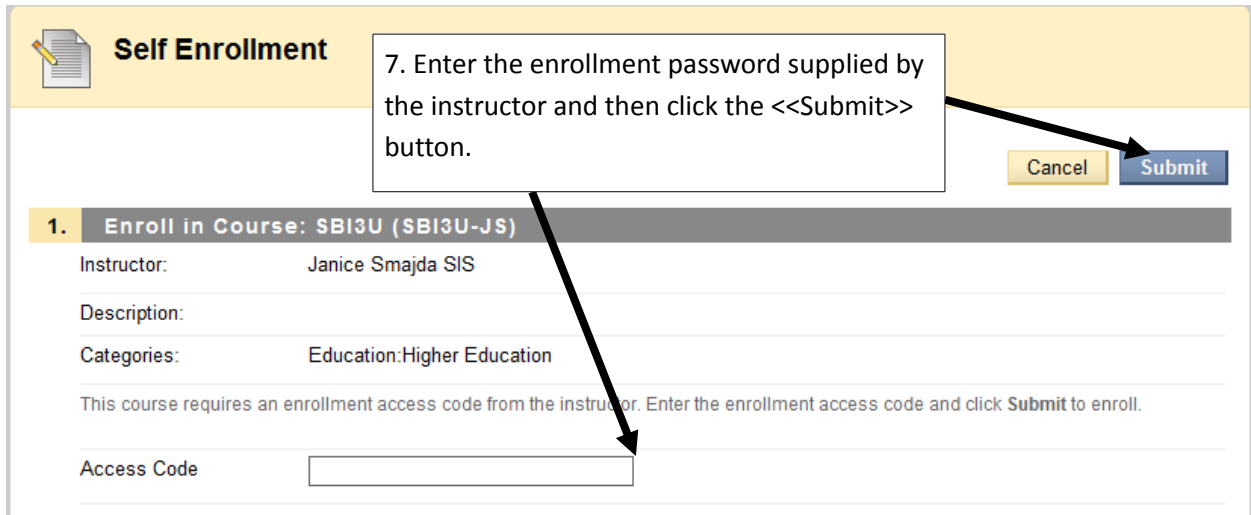
SCH3U-KG

Menu Options: Course ID

> Enroll

6. Click on the <<Enroll>> link.

This screenshot shows a Blackboard course menu. The course ID 'SBI3U-JS' is selected, and the course name 'SBI3U' is displayed. A dropdown menu is open, showing 'Menu Options: Course ID' and a link '> Enroll'. An arrow points from a text box containing the instruction '6. Click on the <<Enroll>> link.' to the 'Enroll' link.



Self Enrollment

7. Enter the enrollment password supplied by the instructor and then click the <<Submit>> button.

Cancel Submit

1. Enroll in Course: SBI3U (SBI3U-JS)

Instructor: Janice Smajda SIS

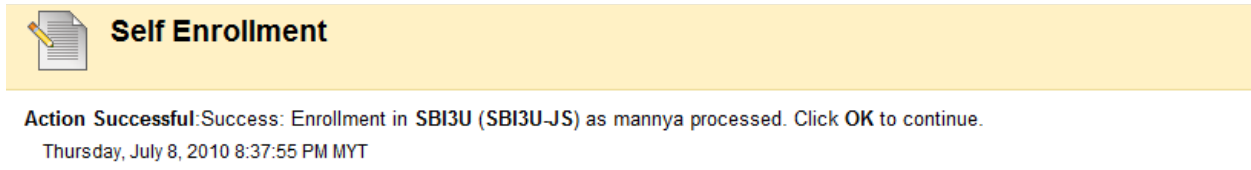
Description:

Categories: Education: Higher Education

This course requires an enrollment access code from the instructor. Enter the enrollment access code and click **Submit** to enroll.

Access Code

This screenshot shows the 'Self Enrollment' form. A text box with the instruction '7. Enter the enrollment password supplied by the instructor and then click the <<Submit>> button.' has an arrow pointing to the 'Submit' button. The form displays course details for 'SBI3U (SBI3U-JS)' and includes an 'Access Code' input field. The 'Submit' button is highlighted in blue.

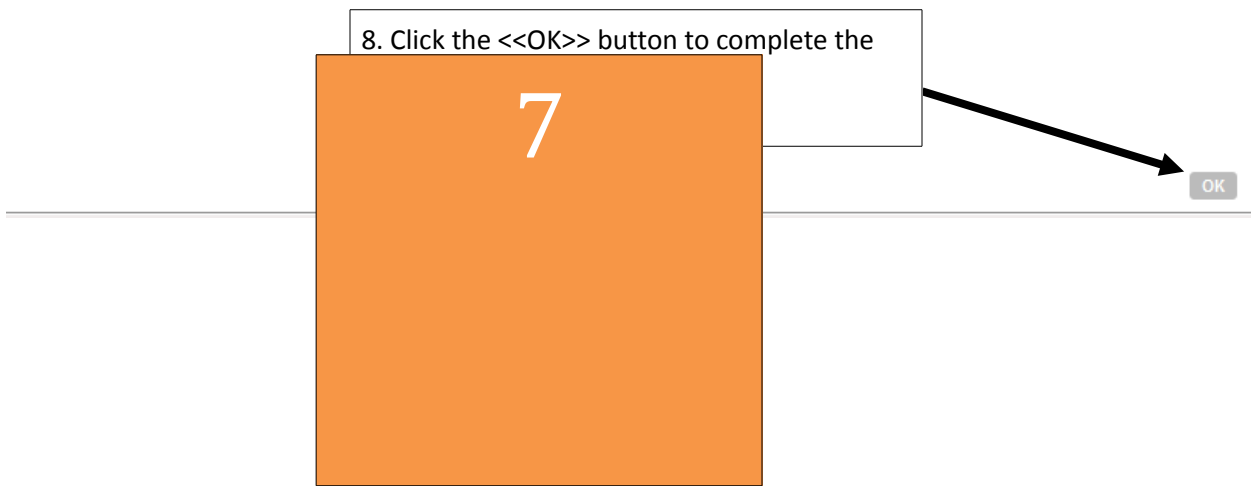


Self Enrollment

Action Successful: Success: Enrollment in SBI3U (SBI3U-JS) as mannya processed. Click OK to continue.

Thursday, July 8, 2010 8:37:55 PM MYT

This screenshot shows a success message for the enrollment process. The message reads: 'Action Successful: Success: Enrollment in SBI3U (SBI3U-JS) as mannya processed. Click OK to continue.' Below the message is the timestamp 'Thursday, July 8, 2010 8:37:55 PM MYT'.



8. Click the <<OK>> button to complete the

7

OK

This screenshot shows a large orange box with the number '7' inside. A text box with the instruction '8. Click the <<OK>> button to complete the' has an arrow pointing to an 'OK' button.

How Can I View My Child's Courses?

Once your child has completed the self-enrollment process for all of their SIS courses, you can easily navigate to your child's courses from the "My Courses" panel. You may need to click on the "My Institution" tab to view the "My Courses" panel. To proceed to a given course click on the course code link (ie: For Grade 11 Biology, click SBI3U).

1. Click on the <<My Institution>> tab.

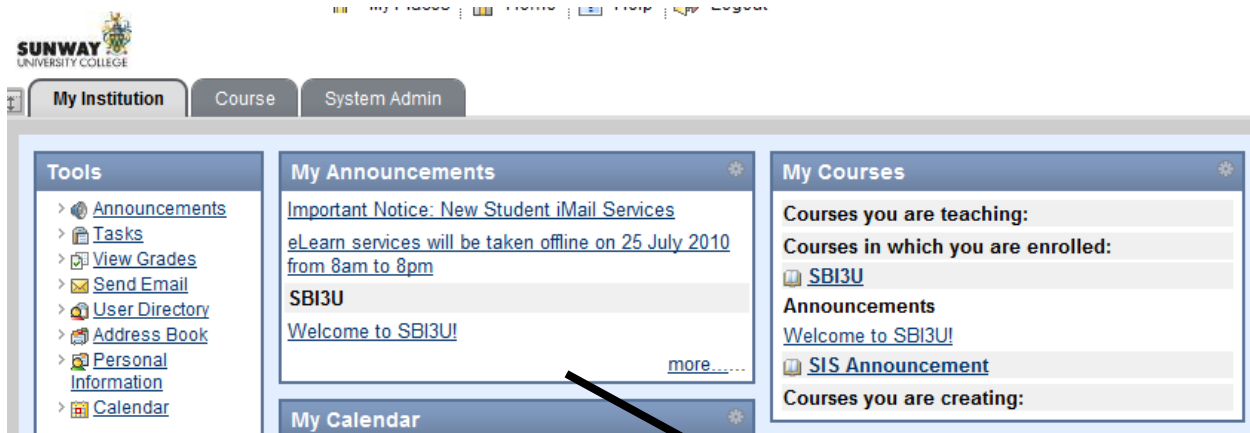
2. Click on any of the course code links in the "My Courses" panel to proceed to a course area.

In short, the "My Institution" tab can provide you a quick update on what is happening in your child's courses and serve as the port of entry to the more specific course areas.

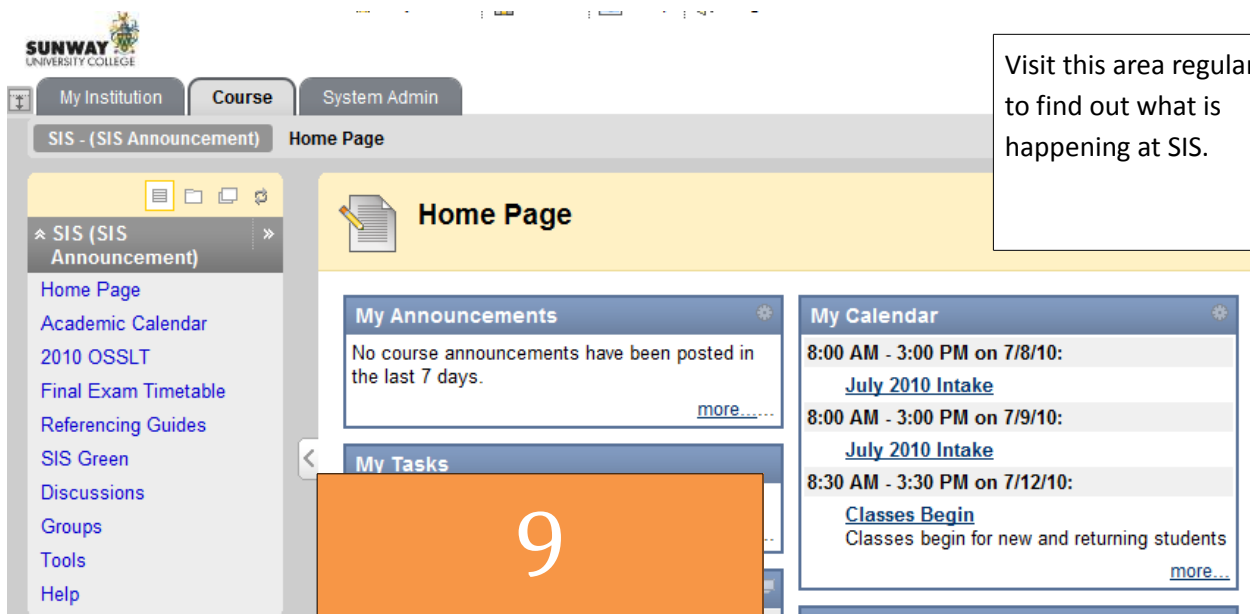
Each week the announcement entries displayed will change automatically as teachers add new content.

What is "SIS Announcements"?

The SIS Announcements area is a space for SIS administrators and teachers to communicate with all SIS students and parents. In this area, parents can expect to read about upcoming events at SIS and stay informed about extracurricular activities.



To access the SIS Announcements click the appropriate link in the My Courses panel.



Visit this area regularly to find out what is happening at SIS.

What Does An SIS Course Area Look Like?

On the left hand side you will find the navigation buttons. On the right hand side you will find the content that the teacher has distributed. The following example is for a biology course (SBI3U).

For SBI3U:

The screenshot shows a Blackboard course page for SBI3U-JS (SBI3U). The top navigation bar includes 'My Institution', 'Course', and 'System Admin'. The course title 'SBI3U-JS - (SBI3U)' and 'Announcements' are displayed. A navigation menu on the left lists: Home Page, Announcements, Contact Info, Jan 2010 Class Material, Homework, Weekly Updates, and Class Photos. The main content area features a banner with the text 'Welcome to SBI3U - Grade 11 Biology with Mrs Smajda' and an illustration of students at desks. Below the banner, there is a section titled 'Announcements' with a speaker icon. The announcement text reads: 'Welcome to SBI3U! I hope everyone had a safe & relaxing holiday. I am looking forward to teaching you Grade 11 Biology this semester!'. The post is attributed to 'Janice Smajda SIS' and dated 'Wed, Jul 7, 2010'. There are also 'SYSTEM', 'COURSE', and 'VIEW ALL' buttons.

Each SIS teacher will organize the course materials and navigational structure to cater for needs of their subject. However, the following navigational links will be standardized across the courses:

Link/Button	Description
Announcements	Used by the teacher to make general announcements to the class.
Contact Info	How students and parents can contact the teacher; teacher's office hours
Class Material	Course Notes, Assignments, etc.
Homework	Updated daily by the teacher

Teachers may provide additional links to the navigation area for commonly accessed tools or resources.

What does the homework area look like?

Each day your child's teachers will update the homework area to help your child stay organized. As a parent you can participate in your child's education by periodically monitoring their studies at home.

The homework tasks will be organized inside a table and at a minimum, provide details on the following:

- Date assigned
- Description of homework tasks
- If it is a laptop based task
- Estimated time to complete the homework
- Due date

The following is an example provided from a grade 11 biology class (SBI3U).



Homework

ONGOING:

To ensure success - students should REVIEW course material on a daily basis. Every time a new lesson is taught, there is always a quiz the next day at the beginning of class.

Date	Homework Task	Laptop	Est. Time	Due Date
Mon. 7-12	Successfully enroll onto SBI3U blackboard. Enroll onto turnitin.com for SBI3U. Go to Library & take out SBI3U textbook.	required	30min	Tues. 7-13
Tues. 7-13	Review lesson on classification. Select a living organism for poster. Identify its full identification name.	required	30min	Wed. 7-14
Wed. 7-14				
Thurs. 7-15				
Frid. 7-16				

What types of things will my child be using Blackboard for?

Depending on the subject your child is studying, his or her teacher may be using Blackboard slightly differently. Different tools support different types of learning. SIS teachers will make the best selections to support your child. Some ways your child may use Blackboard include:

- Content Areas where the teacher can distribute resources like class notes or website links
- Online tests to assess understanding
- Discussion Boards for student interaction
- Communication with teachers and peers

- Tracking significant dates and deadlines

Your Notes:

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