Blackboard is your virtual learning environment and essential to your studies. You access Blackboard through shuspace and your sites are displayed in the Blackboard sites channel on the My SHU tab.

All taught modules are supported by a Blackboard site, with separate organisation sites that support your course or programme of study, and some Hallam Union societies.

These sites contain information such as

- course handbooks / module guides
- lecture slides and notes
- tutorial / seminar programmes (key information to allow you to prepare for your lectures and seminars)
- assignment briefs and guidance
- staff details
- reading lists
- module grades and feedback

Tools such as assessments, discussion boards and blogs can also be found on Blackboard, depending on how your tutors have chosen to use them.

You will also access the online submission tool and Turnitin via your module Blackboard sites. Your module leader will direct you to both these submission points when classes start.

You can also access your Course Community Forum (CCF) using Blackboard. The CCFs are Blackboard sites that are used to support your course and provide you with useful information such as

- additional learning support that is available
- details of any guest lectures or employability events that may be taking place
- society events and information
- outcomes and actions following the course committee meetings
- university announcements

If you have any questions, please contact us on shuspace@shu.ac.uk
Using Blackboard Calendar to manage your assessments

The Blackboard calendar is an online diary to help you manage your coursework deadlines. It provides you with information about assessment activities, submission dates and details of when you will receive feedback on submitted work.

It displays all assessment with due dates. This includes all coursework and other assessment activities to help you manage your time.

The Blackboard calendar can be opened from the global navigation menu in the top right of shuspace and will also be available from the new Student Assessment Channel in shuspace.

When you open the calendar, you will see options for the display of the calendar and the display period.
The default is to view by month, and it will show all assessment activities due that month for all modules you are studying. Calendar items are colour-coded against each module.

You can

• see the due date and time and for all calendar items

• click on the name of the calendar item to see additional information. This includes a shortcut to the assignment submission point (if coursework submission is online), however you must access the Blackboard module site to see full details of your coursework

• navigate between different months, or switch to a weekly or daily view of calendar items (it will default to a monthly view of all modules each time you revisit the calendar)

• filter calendar items by module

• change the colour of the events that appear in your calendar for that module (click the arrow next to the title)

• export the calendar items via an iCal feed to Outlook, Google or other third party calendars (click the Get External Calendar button)

• add personal calendar events by clicking the ‘+’ button in the top right of the calendar

Exams are not displayed on your Blackboard calendar. You can access your exam timetable via shuspace and then add to your calendar using the instructions above.
Using ‘To Do’ notifications to see upcoming assessments

The To Do channel appears on the Home Page of each of your Blackboard module sites.

This channel provides a chronological list of upcoming due dates and its divided into What’s Due and What’s Past Due.

The What’s Due area displays information about any upcoming test or assignment to complete in that module. The What’s Past Due area displays any test or assignment that has passed its due date with no submission.
Accessing coursework feedback and marks on Blackboard

All assessment (whether submitted electronically or physically) will be given provisional grades and feedback through the My Grades area of your Blackboard sites. My Grades can be accessed from the left-hand menu of your Blackboard module sites. On each site, you will see feedback and marks uploaded for assessment tasks completed in that module.

All grades shown on Blackboard are provisional until they have been agreed by an assessment board, after which your final Grades will be published on My Student Record.

Your tutor will tell you when to expect to receive grades and feedback for all coursework and any assessment activities completed.

Upon accessing My Grades through the Blackboard site you should see a different row for each assessment in that module. Each column will contain the assessment title and the grade you have been given. Any feedback given may be accessed either by clicking the view feedback speech bubble next to the grade, or the name of the assessment. The row may also contain a Feedback Rubric which will show the marking criteria for the work.

Check My Grades frequently to view updated grades and feedback, in order to continually monitor and review your progress. Ensure that each time you check My Grades you click on the All option to see the most up-to-date status of all assessments submitted, or grades and feedback provided, electronically.

I can’t see My Grades

If you can access My Grades but cannot see or access grades and feedback within it, but expect to, you should ask your module leader when and how you will receive this information. If you cannot see My Grades in your Blackboard site menu you need to contact the module leader, who can make it visible.
Submitting work

Within this section we provide guidance on how to submit work including online submission.

Preparing to submit work

Module Leaders are responsible for letting you know how your work should be presented for submission (eg. font size, word limits, electronic file type, etc) for each assessment task.

HAVE YOU READ THE MODULE GUIDE? IF NOT, DO IT NOW! In it you will find details on word counts, assessment criteria your work is marked against, and the learning outcomes.

Students often lose marks by forgetting some of the more straightforward elements of their assignments. We recommend that you ‘tick off’ each of the points below as you prepare your work for submission. If you need any help, ask your tutor or module leader.

Submission checklist

- Have you read and understood the assessment criteria?
- Have you checked that the referencing/bibliography is in line with SHU guidance and that the work submitted is your own and not plagiarised?
- Have you proof-read your work and used spellcheck software to check your spelling and grammar?
- Have you made sure your font size, line spacing, file format and filename are in line with those specified by the tutor or module leader?
- Have you kept to the word count?

Learning contracts

If you have a learning contract recommendation for adjusted marking you will need to use blue stickers to alert the tutor to this. If you still have a supply of red or green stickers you can still use these until they are used up or until you collect blue ones from Student and Learning Services.

You must attach a blue sticker on all your assignments and exam scripts. If you submit work electronically you must type the wording of the sticker in blue on the front of your assignment where tutors can easily see it.

For more information, contact the Disabled Student Support team.

Assessment not submitted as specified will not normally be marked and will not be classed as a valid attempt and receive a zero mark. The assessment task will be referred (if at first submission or failed (if at referral submission).
Submitting work online

At Sheffield Hallam University, Blackboard is used to facilitate online submission. You will be told by your Module Leader/Tutor where the submission points are in your Blackboard sites.

It should be noted that Turnitin requires a separate submission point from the Blackboard summative assessment submission point. Module Leaders will tell you how to submit to Turnitin and how to submit to the Blackboard assignment submission point. Submission to Turnitin only is not classed as a valid attempt and will not be marked as a summative assessment.

Should you have problems submitting your assessment online contact IT Help for further information. Please do not try and submit your work using the Microsoft Edge web browser as there is a known issue which will prevent your documents from uploading correctly. Try an alternative browser such as Firefox, Chrome or for Apple users, Safari.
Screencasts explaining how to submit work online can be found on shuspace:

go.shu.ac.uk/submittingwork

After your work is submitted to Blackboard, you (or group of students if it is a group submission) will get an email confirming who submitted the work, when it was submitted, the module title, the assignment title, and the name of the file(s) submitted, including file size(s). It will also contain the name of the module leader and their email address as well as a link to the relevant faculty helpdesk should further help or support be needed.

For assessments that are not submitted through Blackboard, your tutor will provide further guidance.

**Submitting Group Work**

Only ONE member of the group needs to submit on behalf of the entire group. You can attach multiple files between members by saving as a draft before submitting. One person will need to submit before the deadline. Make sure all the files needed for submission have been attached. Each group member will receive an assignment receipt for the submission.

A screencast for submitting work online as a group is also available on shuspace

go.shu.ac.uk/submittingwork
Turnitin is a service that compares your work against a database of academic sources, student papers and websites to see if any text matches. Any work you submit for assessment purposes may be put through this service.

By submitting a piece of text to Turnitin, tutors and students can identify matching sources of text in their students’ work and their own. This enables the user to identify the level of matching words, poor citation and copying and to assess the originality of the writing. You can use the information in the report to help avoid plagiarising. This is not classed as a formal submission.

Turnitin searches your text for matches with

- the internet and archived copies of websites
- academic journal articles from electronic databases
- the entire database of work submitted by students or their lecturers at Sheffield Hallam University and every other UK university that subscribes to Turnitin

Matching sources are presented in colour coded ‘Originality Reports’ which highlight sections of text that have been found in other sources, and provides a ‘Similarity Index’. In a piece of text which has a large number of references, you would expect the level of matches to be higher than in a piece of creative or reflective writing.

Turnitin submission points can be accessed via the module Blackboard sites. Further instructions for using Turnitin can be found at go.shu.ac.uk/turnitin

It should be noted that submission to Turnitin only is not classed as a valid submission attempt. In addition to Turnitin submission, students must submit any assessment via the online submission tool, which is also available on the module Blackboard sites. Your module leader will direct you to both these submission points when classes start.