NAVIGATING LEARNING MANAGEMENT SYSTEMS AT UTSPH

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The UTSPH uses Blackboard (Bb) for its learning management system in both online and face-to-face courses. This information is very important for new students. It will enable you to:

- Login to courses
- Troubleshoot minor Bb or webmail access issues
- Understand how Bb works for course availability
- Understand how Bb works for a dropped course
- Understand accessing Bb content after a course ends
- Understand accessing Bb content after graduation or withdrawing from the University

Where do I find UTH Blackboard?

https://bb.uth.tmc.edu and/or the Quick links section found at the bottom of the SPH main page: https://sph.uth.edu/

What do I need to access a course in Blackboard?

You will need your

**UT User ID and Password**

These are the same user id and password needed to access your UTH email. Contact any of the IT support specialists for assistance.
Blackboard or Webmail Login Issues

At the beginning of the semester, there are four main reasons why students, after they have logged on to Blackboard, may not be able to see a course for which they have registered.

1. Not all instructors use Blackboard. Check with your instructors to find out if they are planning on using Blackboard for their courses.
2. The instructor has not yet made the course content visible to students. Check with your instructor to see if the course has been made available.
3. You have unpaid tuition or fines.
4. You registered late or you went through a recent add/drop procedure and it may take a few days for Blackboard to automatically update your course enrollment.

If you cannot log in to Blackboard or Webmail, usually it is a password issue. To get a password changed, contact the Help Desk at 713-500-4848 or change it at https://apps.uth.tmc.edu/useradmin/faces/index.jsp.

“When will my courses for this semester appear in Blackboard?”

All courses should appear on your Blackboard courses tab the first days of class. NOTE: (1) Not all instructors choose to use Blackboard for their course and (2) You will not see a given course for Blackboard until the course instructor explicitly allows students access to the Blackboard course site.

FIRST: Make the course instructor your first contact. If you can’t see a course in your course list, contact the instructor and ask if the course has been made available to students.

SECOND: Check UTLINK to confirm that you are enrolled. You can check UTLINK yourself at http://utlink.uth.tmc.edu.
Additional solutions to Blackboard issues can be found on the Bb Wiki Page.

```
<table>
<thead>
<tr>
<th>UTHealth Blackboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the UTHealth Blackboard, an easy to use online learning tool. Accessible at any time via the Internet. Blackboard allows students and faculty to access class information as needed. You must have a username and password from The University of Texas Health Science Center at Houston or another UT System institution to enter this site.</td>
</tr>
<tr>
<td>Log in to Blackboard:</td>
</tr>
<tr>
<td>UTHealth Account</td>
</tr>
<tr>
<td>Log</td>
</tr>
<tr>
<td>System Messages:</td>
</tr>
<tr>
<td>Weekly Scheduled Downtime: Every Saturday Morning, 1 AM until 5 AM</td>
</tr>
</tbody>
</table>
```

Figure 3: Links to Other Sources for Blackboard Help

**“I’m a new student: When will I be able to login to Blackboard?”**

- You should expect to have Blackboard access 24 hours after you appear in the university directory. So, if you are unable to access Blackboard, look for yourself in the UTHSC-H online directory: [http://peopledirectory.uth.tmc.edu/peopledirectory/index.jsp](http://peopledirectory.uth.tmc.edu/peopledirectory/index.jsp)
- If you believe you should appear on the directory, but cannot find yourself, contact the Help Desk at 713-500-4848. Again, after your directory listing is fixed, please wait 24 hours for Blackboard access.

**“I dropped a course. Why is it still appearing in Blackboard?”**

- Check UTLINK to ensure that the course has been removed from your schedule. It can take some time for a course to disappear from your course list.

**“How long will I have access to a course after it ends?”**

- It’s not unusual to continue seeing a course for months after the course has ended. If you want access to a course that no longer appears in your course list, talk to the course instructor.

**“How long will I have Blackboard access after I graduate/withdraw?”**

- Immediately on graduation or withdrawal from the university, your accounts may be terminated. However, it is not unusual that you will be able to login to university systems up to 90 days after graduation.
SafeAssign is a tool in Blackboard that uses the Internet to compare your written assignments against a database of journal articles, other texts, and papers submitted by students worldwide. SafeAssign identifies similarities between your document and these other texts.

**NOTE:** Copying anything (even just a few words or phrases) violates UTSPH academic rules. UTSPH enforces this rule rigorously. In all your work at UTSPH, you must use your own words to explain your understanding of the materials you have read. When you directly quote another person’s words, you must put the words in quotation marks and reference the original source, including page number. Quotations should be used very rarely.

The information here will help you avoid violating university policy about copying material written by others.

You can use **SafeAssign** to:

- check the originality of your own work BEFORE you submit it to an instructor.
- identify parts of your writing that you need to rewrite because they borrow ideas or words from others.

**NOTE:** A low score on a **SafeAssign** report does NOT guarantee that you are submitting original work; it is simply one tool among many that you should use to make sure that your work is original and that you have properly referenced your source materials.

*You can use SafeAssign on Bb, even if none of your classes uses Bb.*

### How to submit papers using SafeAssign

![Image of UTHealth interface showing SafeAssign option](image)

*Figure 4: SafeAssign*
Enrolling in the “SPH SafeAssign” course (you need to do this only once)

- Once you are in Blackboard, click the "Organizations" tab at the top of the page.
- In the “organization search” box on the left, type "SafeAssign", and click "Go".
- The "SPH SafeAssign" course will appear. Click "Enroll", then "Submit". This will add the course to your Organization list (found under the Organizations tab), which should be present on the Blackboard site the next time you login. See Figure 4.

Submitting papers using SafeAssign

- Once you are in Blackboard, click the “Organizations” tab (top of page).
- Click "SPH SafeAssign" to enter the course.
- Click the "SafeAssign" link on the left side of the page.
- You will see a link to submit your assignment. Click it and you will see a page similar to Figure 5.

![Upload SafeAssignment](image)

**Figure 5: Upload Safe Assignment**

Upload your file using the Browse button.

**NOTE:** Do NOT check the box in section 3 (Global Reference Database). If you do so, your paper will
be permanently added to the global SafeAssign database, and future submissions of your paper by your instructor will result in a “hit” for copied material.

Click on the “submit” button at the bottom right of the screen. It may take 30 minutes or sometimes longer for the results to be posted. You may exit from Blackboard and return later to check results.

**Viewing the results of the plagiarism check**

- Login to Blackboard as before and select the “SPH SafeAssign” course.
- Click on “gradebook” (link is on the left side of the page). See Figure 6.

![Figure 6: SafeAssign View Grades](image)

- Click the exclamation mark in the SafeAssign table, “Calculated Grade” column. See Figure 7.

![Figure 7: SafeAssign Matching](image)
Percent Matching

This score gives you an indication of how much text was found to be very similar to a source. Any matching should be checked because no copying is allowed.

A high percentage matching score usually indicates that you have followed your original source too closely. A score of 90 percent means that there is a 90 percent probability that these two sentences express the same idea, even if the words are not identical. However, a high match score does not necessarily mean that you copied material. For example, citations and lists of references are usually marked as matching other sources, because other sources have cited the same resources. Matching citations do not count as copying.

Alternatively, a low match score may still indicate that you borrowed a sentence or phrase, and you must edit your work to be original. Further, a 0% matching score is not a guarantee that your work is completely original, as SafeAssign compares your work against a limited database and does not search every one of the approximately 45,000 journals published.

Use your good judgment! Do not copy the words or ideas of others!

In your SafeAssign report, check to make sure that:

- When quoted text matches the original source exactly word-for-word, you put the quote in quotation marks and cite the original source correctly with the page number for the quotation.
- When you paraphrase or summarize ideas or facts from a source, you use your own words to explain those ideas or report those facts.
- You correctly cite the source for each idea or fact that you obtained from another source (whether or not it is an exact quotation).
- You revise and restate in your own words any phrases that match more than a few (3 or 4) words in a source.
**Using the SafeAssign Report**

From this information, you will be able to:

- Interpret the results of the **SafeAssign** report.
- Identify sentence matching and basic steps needed to investigate whether matching text is properly referenced or not.

Click the link under the column titled "SA Report" to view the results of the query. See Figure 8.

![Figure 8: SafeAssign Report](image)

You will see a screen similar to Figure 9. The sources of each match will be listed (in the example, one source is indicated by the number 1 in a green circle). Also, in Figure 9 you will see the document text with the same circle and number and text in color. The colored text was found in the indicated source.
If you select the “highlight all”, the source and document text will be color coded to match. This function simplifies finding the matched text and is an easy indicator for where the source material can be found.

When you place your cursor on a phrase in your document that is marked as matching, a pop-up window will show your text on one line, and the text of the similar source material on another line.

**INTERACTIVE TELEVISION (ITV)**

At UTSPH interactive television (ITV) is used in many classes to reach students at all six campuses. A very important part of being a successful student at the UTSPH is navigating ITV. From this information, you will be able to:

- Use the basic technology for ITV participation
- Access available class recordings
- Actively participate with off-site instructors and classmates
- Contact UTSPH staff who set-up ITV connections and manage the equipment
The Interactive television (ITV) delivery method provides two-way, real-time communication between course participants at different viewing sites. To make the most of an ITV class:

- Sit close to other students in a room so that the camera can pick up everyone. A wide shot with individuals spread on far sides of the room makes it impossible for participants to see each other and get to know each other. If you are the only student in the room, zoom the camera in on yourself.

- Open the nearest microphone and speak clearly when you have a comment or question. Until participants know names, say your name. (Even with good camera work, it is still more difficult to memorize faces.)

- Take care with the microphones in the classroom. Avoid laying books and papers on top of those on the desk. Mute the microphones when no one is speaking to prevent feedback and rustling noises.

- Many lectures are recorded and can be found at http://sphstream.sph.uth.tmc.edu/tcs/. Find a recording by looking through the thumbnails by title or date, etc., or you can type the title or professor’s last name in the Search window and click Enter. The recordings are not a substitute for face-to-face class attendance or participation.

In order to playback digital recordings and live conferences from the recorder, you will need a high-speed internet connection (cable, DSL, etc.). PCs must have Flash, Windows Media Player (and having QuickTime is suggested as well). Macs must have Flash, and QuickTime downloaded.

**PCs as well as Macs must download Silverlight from the web.**

**To play a recording:**

- Click on the title or the thumbnail photo. A new window will appear with 2 tabs on the upper right. When “Silverlight” is chosen, the player will appear and you may click on the arrow and play the recording. When the “Other formats” tab is clicked, you will click on the format (sometimes you have a choice) you wish to use. Playback will begin in a new window. Older recordings can only be played using this second method.

**To view a live conference:**

- Some recordings will have a live streaming component. These can be watched live, but there will be no interactivity between the viewer and class/event being streamed. These can be identified by the red dot in the upper left corner of the thumbnail photo. Click on the photo or title to play. They often have a generic label such as “Transcode with Live Stream”.

- PARTICIPATE: Please don’t hide off camera. The camera creates an important link to other classrooms and instructors. Ask questions and get involved in the interaction.

- BE ON TIME: when you are late, the sound of your entrance is amplified and broadcasts to all of the connected sites.
• **Leave repairs and equipment adjustments to the technicians:** Cameras, microphones, televisions, directional devices and ITV control boxes can be easily damaged. Tables and camera pads are positioned to align with the cameras; moving tables or the camera pads affects the operation of the ITV system.

• **If you have difficulties during a course, or have not connected prior to the start time,** call ITV support staff at 713-500-9087 (Mary McAtee) or 500-9078 (Tony Buval).