BLACKBOARD LEARN: ESSENTIAL SKILLS

TABLE OF CONTENTS

Where to Begin:

The new Blackboard Learn course interface is <u>menu driven</u>. Before you can place elements on the page you need to create a Menu Item on the course menu.

Course Layout

Allows you to jump from course to course

Edit Mode On/Off:

On Allows you to Build

Off Student view

+ allows you to add tools in the course menu.

Control Panel:

Contains administrative controls such as Gradebook, Setting up Groups, Run reports… Students do not see this

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MAKING COURSE Available/Unavailable.

Courses will automatically be made available on the first official day of the semester. If you want to make your course available to your students prior to the semester starts, be it a week before school starts or a day, then follow these instructions:

- On Course Menu go to Control Panel, click **Customization**
- Then **Properties**
- Under 3. Set Availability, select **Yes**
- Under 4. Mark **Select Dates**
  - o Change the **Start Date**
- Then click **Submit**

Note: Courses will automatically be open on the first class day

Edit Mode

> Found on the upper right-hand side corner of the course page.

Edit Mode is: ⚫ **ON**
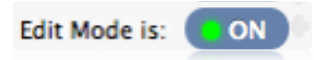
> The Edit Mode allows you Toggle ON and OFF, OFF mode lets you see what the course looks from the student's perspective. Note this is not a true student view.

Student Previewer

> Also Found on the upper right-hand corner of course page. Instructors can   see
>
> their courses and interact with them exactly how students do.

Reorder Items

> It has become easier to reorganize different elements of your course. This applies to Course Menu and Content Areas

- Hover your mouse over an item in the course, a 'handle' appears (looks like vertical arrows ↕).
- Use this handle to drag the item up or down to a new location.
- Just left-click on the handle, keep your finger pressed down on the mouse button, and drag to the desired location.

Start Here

About Your Instructor

Communication HUB

Blackboard IM

Course Material

↕ Module 1: Beginners ⌄

Module 2: Intermediate

Module 3: Appearence

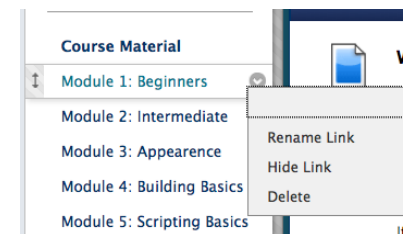Module 4: Building Basics

Modifying Items

> This feature allows you to rename items added to your course, or is where it gives you the option to edit its features.

- Hover your mouse over an item in the course, a menu item options button (⌄) appears.
- By left-mouse clicking on it will display a drop-down menu with options on it.
- Depending on where in the course and what tool clicked will determine what options it gives:

Course Menu

> Course menu buttons can be modified by clicking the button ⌄ opens a drop-down menu with several options:

- ***Rename Link** - Allows one to change the name of the course menu item.
- ***Hide/Show Link** - Allow one to hide/show menu items from their students.
  - a. Hidden menu items will display a (⊘) to the right of the menu item.
- ***Delete**
- **Set Link to Open in a New Window** - *Option only found on web links*
- **Web Link**- Allows the instructor to modify the URL provided
  - a. *Option only found on web links*

Course Material

↕ Module 1: Beginners ⌄

Module 2: Intermediate

Module 3: Appearence

Module 4: Building Basics

Module 5: Scripting Basics

Rename Link

Hide Link

Delete

Content Areas

Content Areas also have the ⌄ button to allow you to modify that area.

To modify an item in this page, hover your mouse over Faculty Start Here and click on ⌄ . You'll notice more options appear then that of items in the course menu.

Some of the options that appear include (illustrated on the right):

- **Edit**- Allows instructor to edit the name, text, and options for the tool
- **Adaptive Release**-controls the release of content to users based on a set of rules created by the instructor.
  - ○ The rules may be related to availability, date and time, individual users, group membership, scores or attempts on any Grade Center item, calculated columns in Grade Center, or review status of an item in the course.
  - ○ Instructors may apply more then one rule.
- **Set Review Status**- when option is active will allow each student to mark which content item they have read. You can check who has reviewed the item, and you can use Review Status as Adaptive Release criteria.
- **Statistics Tracking** – allows you to turn on tracking for that element. When you run reporting you can see which student clicked on that item and when.
- **Copy** – Allows you to make an exact Copy of the element or item and allows you to set it to a different location and even a different course.
- **Move** – Allows you to move an item to a different location and a different course. The difference with this tool is that the item will no longer be available to view at the previous location.
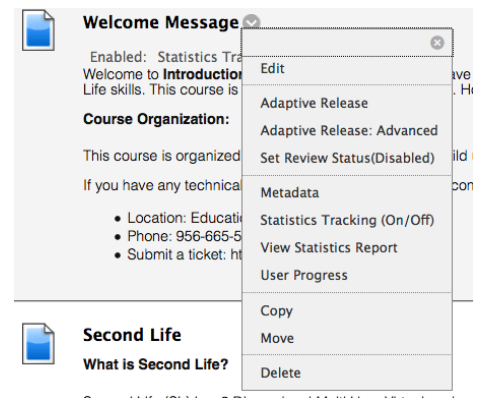
Adding Tools

Adding tools and content is easy. Here we will show you how to add items within the course menu and content area.

Course Menu

1. To Add an item on the Course Menu click on the (+) button found on the top left hand side of the menu.
2. A drop down menu appears providing you with a list of options:
   - **Content Area:** A top-level container that contains links to content an instructor has added to the course, such as lecture notes, assignments, and tests.
     - o   How you organize the content area is up to you. Be it weekly, unit or module based.
   - **Module Page:** contain Course Modules that you select from a list, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. Course Modules can be added to Module Pages only.
     - o   Not used to display instructor course materials
   - **Blank Page:** allows instructor to include files, images, and text as a link in a course area. Blank pages present content in a different way than items do.
     - o   **Examples of use:** Syllabus, About the Instructor
   - **Tool Link**- allows the instructor to create a link to a specific Blackboard tool onto the course menu.
   - **Web Link** - Allows you to add a web link to the course menu.
   - **Course Link** – allows instructor to create a link to another area of the same course.
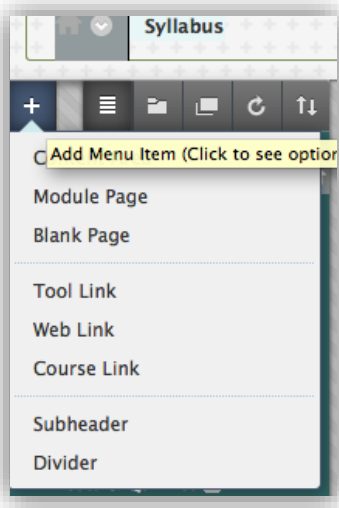
Notice: new options allow instructors to better organize the course menu by adding Sub headers and Dividers.

Content Area

Within a content area instructors are given the ability to add much more items/tools through the content area menu bars (highlighted in red below). Take a look at the illustration below:
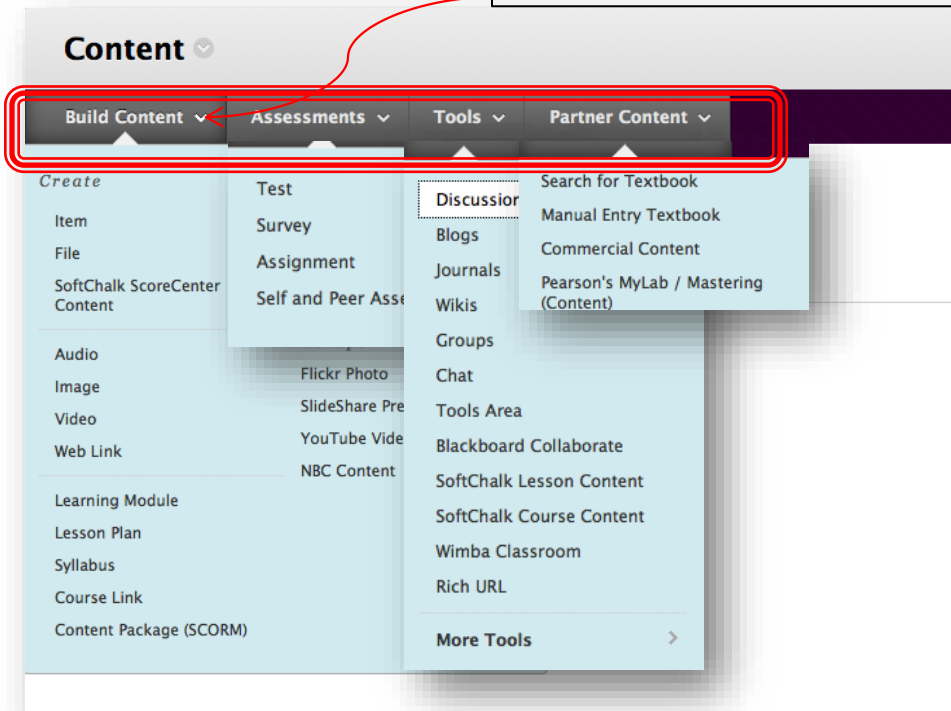
The above image displays the content menu bar, in this illustration we expose the options provided in each

I.   Build Content
   • Provides instructors items to organize their content (Content Folder, Learning Module, Lesson Plans), add material to their course (Item, File, Blank Page) and add resources (Images, Web Links, YouTube Videos) etc.

II. Assessments
   • Assessments menu bar allows the instructor to insert Test, Survey's, Assignments, Peer Review, Safe Assignment.

III. Tools
   • Tools menu bar allow the instructor to add Blackboard Tools to help engage the students with the material.

IV. Publisher Content
   • Publisher Content allow the instructor to add materials and resources from a publisher they are working with.

Build Content:

This page we will cover the commonly used options found under Build Content.

Item:

Allows you to embed a combination of text, images, links and attached files to the content area.

- Use the text box to type in your text.
- Use the WYSIWYG editor as you would use the options in the Word document.

Best Practices: Use this feature if your text is not that long. You do not want to overwhelm the student with a lot of text

File:

Allows you to attach a file from your computer to the Content Area.

- You will need to select Browse My Computer.
- You are also given the option to open in new window.
  - For .doc, .docx, .xls, .ppt (students will be prompted to save to their computer)
  - For .pdf it will display within the page or in a new page, depending on the option you selected.

Weblink:

Allows you to add weblinks to the content area, and provide a description and attachment if you would like to.

Assessments

Tests/Quizzes

In this training we will not cover test and quizzes but recommend that you take advantage of the Respondus trainings we offer. It will cover moving test/quizzes/surveys from the old platform to BB Learn. And it will also cover how to go about creating new exams and importing to BB Learn.

Assignments

Assess students in ways where they can apply the course concepts and demonstrate their knowledge in tangible ways. With assignments, you can create coursework, and manage the grades and feedback for each student separately

1. On the **Course**, click the content area to which you want to add an assignment.
2. Point to **Assessments**, and then select **Assignment**
3. The **Create Assignment** page appears
4. Give it a title, under the Name and Color box
5. In the Instructions area, type in your instructions for   your students
6. Attach a file if you have one under the Assignment   Files Area
7. Under **Grading**, type in the total points possible for assignment
8. After this you have some additional options
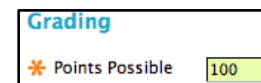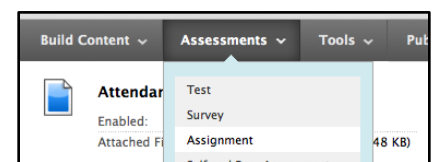
Submission Details

Grading Options

Display of Grades

9. Under Submission Details:

10. Under Grading Options:

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

☐ Enable Anonymous Grading
Student names are hidden during the grading process.

☐ Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

11. Under **Availability**, set your availability date and restrictions; this includes number of attempts for each assignment.
12. Under **Due Dates**, select the day you want to make the assignment due; this is not a required step.
13. When you have finished creating your assignment, click **Submit**.

What do you want me to learn (Objective)?

Effective online assignments provide clear expectations and detailed directions. You can include the following elements:

- Submission deadline
- Grading criteria (Rubrics)
- Accepted file formats: DOC, DOCX, PPT, PPTX, XLS, XLSX, and PDF
- Required length or size of submission
- Suggested resources
- Preference for source citation: MLA, APA, CBE, and so on
- How the assignment ties into the goals and objectives for your course
- Model or example of a successful assignment

Availability

☑ Make the Assignment Available

Number of Attempts   ⦿ Allow single attempt
            ○ Allow unlimited attempts
            ○ Number of attempts: ☐

Limit Availability   ☑ Display After 09/24/2012   📅 11:59 PM
           ☐ Display Until   📅

☑ Track Number of Views

Due Dates

Due Date   ☑ 10/12/2012   📅 11:59 PM

Safe Assignment

Safe Assignments function like the existing Assignment content type with the added layer of a plagiarism detection check once papers are submitted.

Control Panel

All course administration is accessed through links in the **Control Panel**.

- It is only available if you are an Instructor or TA.
- The Control Panel appears below the course menu.
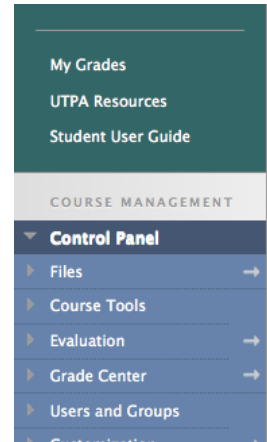
Grade Center

The Blackboard Learn Grade Center is more than just a way to record students' grades; it is a dynamic and interactive tool.

When you click on the Grade Center you are given three options:

- Needs Grading
- Full Grade Center
- Assignments
- Tests

Here we will take a look at the Full Grade Center.

Full Grade Center

Adding a Column
1. Click **Create Column**
2. Under Column Information > **Column Name**, give column a name.
   a. Under **Category**, its important to place column in category if you plan to calculate your grades later on.
   b. Under **Points Possible** enter maximum points
   c. Click **Submit**

Adding a Category
1. Click on **Manage**
2. From the drop-down menu, select **Categories**
3. Select **Create Category**
4. Give it a name,
5. Select **Submit**

Tips: If quizzes and exams are worth different percentages for overall grade create a category for quizzes. Do the same for Final Exam if that is worth a different percentage.

Adding a Calculated Column
1. From the drop-down menu, select one of the following columns: Average, Minimum/Maximum, Total, or Weighted. Here we will work on **Weighted Column**
2. In the Create Weighted Column, enter a column name. Ex. Final Grade
3. Scroll Down to Select Columns... <u>Look at Categories</u> to Select:
4. Select a column you want to use and move to the Selected Columns area using the > button
   a. You can use the CTRL key to select more then one
   b. Hold Shift if you have several categories next to each other to add
5. Once your columns are in Selected Columns
   a. Enter % for each, in the end all must have a total weight of 100
   b. You can also choose to Drop the lowest grade. Enter the number of lowest grades you want to drop.

This will only work if the maximum points for each column you created is 100. Ex. Homework 1 = 100; Quiz 1 = 100, Discussion 1 = 100 etc.

Resources

Where can you go to find additional resources?

- Blackboard Learn On Demand: http://ondemand.blackboard.com
  - o When you log into blackboard you will find it on the bottom right of the page.
  - o Provides video tutorials on the various tools and course management of Blackboard Learn.
- Blachkboard Help: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor
  - o Provides updates of new features as well as tutorials for all tools

The University of Texas
Rio Grande Valley
Center for Online Learning
& Teaching Technology