

Blackboard Learn
Advanced

Where are we headed?

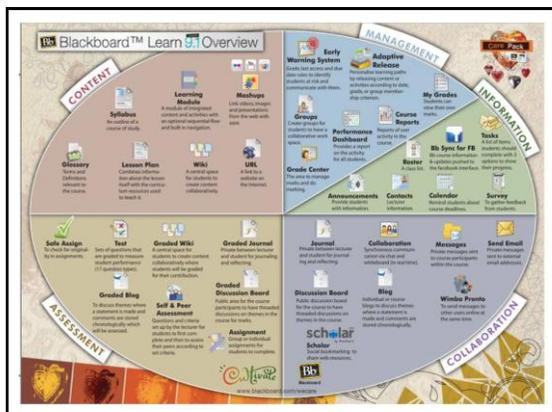
- Move WebCT Courses to Blackboard Learn
- Create a Course & Add Content
- Use Advanced Collaboration Features
- Locate Additional Resources

Key Dates

- May 1, 2011
 - New WebCT courses are no longer available
- January 1, 2012
 - WebCT will be shut down
 - WebCT courses no longer available

Additional Trainings

- **June 8**
 - Advanced Session
 - 10am-12pm
 - Beginner Session
 - 2pm-4pm
- **August 2**
 - Beginner Session
 - 10am-12pm
 - Advanced Session
 - 2pm-4pm
- **August 3**
 - Advanced Session
 - 10am-12pm
 - Beginner Session
 - 2pm-4pm



What About my old WebCT Courses?

- Log in to the K-12 Data Center Members site (<https://k12.sd.us>)
- Under the Personal tab, click on the **Course Services** link.



- In the Your WebCT sections area, locate the section you wish to migrate to Blackboard Learn.
- Click the **Migrate** link to the right of the section.
- Verify that you have chosen the correct WebCT section to migrate, then click the **Submit** button.



- While the migration is in progress, the Migrate link will change to Migrating...
- Once the migration process has completed:
 - The Migrating... link will change to Migrated.
 - You will receive an email notification with additional information.



Migrated WebCT Course Reminders

- WebCT will be shut down on January 1, 2012.
 - WebCT sections that have not been migrated by that date will no longer be available.
- The migration process does not remove the original WebCT section.
 - You can continue using the original WebCT section to complete the current semester.
- Student enrollment is not migrated to Blackboard Learn.
 - This includes grades, submitted assignments, etc.
 - Only course content is migrated.

Creating a new class...

- You can request a new Blackboard Learn class at any time.
- Log in to the K-12 Members site (<https://members.k12.sd.us>).
- Under the Personal tab, click on the Course Services link.



- Enter the name of the class in the "Request a Blackboard Learn class" field and click the Submit button.
- The class name will appear in your pending Blackboard Learn classes area.
- Once the class has been created:
 - The class name will appear in the Your Blackboard Learn classes area.
 - You will receive an email notification with additional information.



Logging-in to Your Course

- Go to <https://courses.k12.sd.us>.
- Type in your State K-12 username and password.



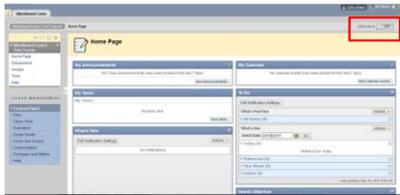
User Dashboard

- Made up of components that provide information from various sources in the Blackboard system
- The user can always return to the home page by clicking the Blackboard tab regardless of the page he or she is viewing.
- The Settings button (gear icon) will allow users to customize settings for information displayed by certain modules



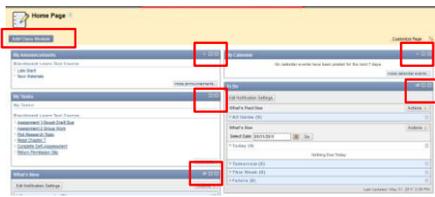
Course Home Page

- Toggle Edit Mode ON/OFF
- Allows users to change the way they are viewing the content on screen.
- Switching the Edit Mode to ON allows users with certain roles in the system to add, remove, and edit content and tools in the course.
- Switching the Edit Mode to OFF displays the Course as students would see it.
- The Edit Mode toggle will only appear to those users who have permission to use it.



Course Home Page

- Provides user with information from various sources in the course
- Modify the layout by dragging modules to different locations in the content area or clicking the Add Modules button.
- Modules can be minimized or deleted using the control buttons in the upper right-hand corner of the module pane.
- The Settings button (gear icon) will allow the user to customize the settings for information displayed by certain modules.



Course Content

- Course content is the set of materials assembled by the course builder which are used to teach the course.
 - Folders
 - Files
 - Assignments
 - Tests
- Materials may be created outside of Blackboard Learn
 - Documents
 - Audio/Video files
- Materials may be created within Blackboard Learn
 - Discussion boards
 - Wikis
 - Blogs
- Content is added, deleted, edited and organized using the Course Menu and Control Panel.

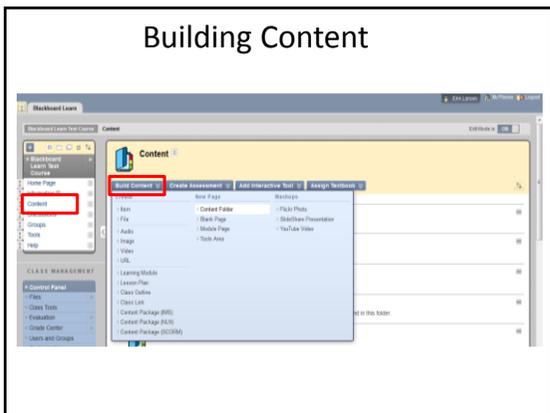
Adding a Content Area

- By default, a specific number of Content Areas appear in a class.
- Teachers may create additional Content Areas or edit existing Content Areas.
- To add a Content Area to the Class Menu:
 - Toggle Edit Mode On
 - Point to the plus sign above the Class Menu.
 - Select Create Content Area.
 - Complete the remaining options for the particular content.
 - Click Submit.
- The new Content Area appears on the Class Menu
 - If the Content Area contains no content, an icon of a dotted square appears.
 - If the Content Area is unavailable to students, an icon of a square with a line through it appears.

Building Content

- Files (documents, PDFs, presentations, etc.) may be uploaded to Blackboard Learn
- The following steps will add content to your course:
 - Toggle Edit Mode ON.
 - Click on a content page within the Course Menu
 - Click Build Content.
 - Click the link of the type of content you wish to add.
 - Complete the remaining options for the particular content.
 - Click Submit.

Building Content



Adding Mashups

- Allow instructors to include content from an external website.
 - Flickr Photo
 - Link to a site for viewing and sharing photographic images
 - SlideShare
 - Link to a site for viewing and sharing PowerPoint presentations, Word documents, or Adobe PDF Portfolios
 - YouTube
 - Link to a site for viewing and sharing online videos

Adding Mashups

- The following steps will add a mashup to a course:
 - Toggle Edit Mode ON.
 - Click on a content page within the Course Menu
 - Click Build Content.
 - Click the Mashup link
 - Search by keyword for the type of content you wish to add.
 - Click Submit

Folders

- Set up a hierarchy to group related material together.
 - E.g.: based on a theme such as all placing all media clips in one folder.
 - E.g.: group material together based on a schedule, such as placing all items for "week 1" together.
- The following steps will add a folder to your course:
 - Toggle Edit Mode to ON.
 - Open a Content Area.
 - Point to Build and select content folder.
 - Complete the remaining options for the particular content.
 - Click Submit.

Lesson Plans

- Combines information about the lesson itself with the curriculum resources used to teach it.
- Default Lesson Plan includes
 - instructional level
 - grade level
 - objectives
 - subject area

Creating Lesson Plans

- The following steps will add a lesson plan to your course:
 - Toggle Edit Mode ON
 - Access the Class area where the Lesson Plan will be added.
 - Point to Build Content and select Lesson Plan.
- Lesson Plans are created in two steps based on the two tabs presented on the Create Lesson Plan page.

Learning Modules

- A collection of content items focused on a specific subject.
- Teachers can create a structured path for progressing through the items.
- The path can be set so that students must view content sequentially, or set to permit users to view the content in any order.
- Content within a Learning Module is added and managed just like content in a Content Folder.

Information Tools

Class Outline

- Syllabus builder
- Allows teachers to use a customizable template to pre-build lessons as needed.
- How to Create a Class Outline
 - Select a Content Area.
 - Edit Mode is ON.
 - Point to Build Content.
 - Select Class Outline.
 - Type a Class Outline Name.
 - Choose Create New Class Outline to use the Class Outline Builder tool.
 - Click Submit.

Creating Announcements

- The announcement tool allows instructors to create and manage announcements distributed to the class.
- Instructors can also send announcements as an email to students in the course to ensure students receive the information even if they do not login to the course
- The following steps will create a class announcement:
 - Toggle Edit Mode ON.
 - Click Class Tools on the Control Panel.
 - Click Announcements.
 - Click Create Announcement.
 - Enter the announcement information and options.
 - Click Submit.

Creating Calendar Events

- Allows instructors to post course events to the course calendar.
- The following steps will create a calendar event:
 - Toggle Edit Mode ON.
 - Click Course Tools on the Control Panel.
 - Click Course Calendar.
 - Click Create Class Event.
 - Enter the event information and options.
 - Click Submit.

Creating Tasks

- Instructors can post tasks to users participating in their courses.
- Each user can post personal tasks to their page.
- Task information is arranged in columns that display the priority, task name, status, and due date.
- The following steps will create a task:
 - Toggle Edit Mode ON.
 - Click Class Tools on the Control Panel.
 - Click Tasks.
 - Click Create Class Task.
 - Enter the task information and options.
 - Click Submit.

Rubrics

- Lists evaluation criteria for an assignment.
- Made up of rows and columns.
 - Rows correspond to the various criteria of an assignment.
 - Columns correspond to the level of achievement expressed for each criterion.
- New rubrics default to three rows and three columns.
- Rubrics can be duplicated by selecting the copy option from the contextual menu.

Creating Messages

- Messages are private communications that occur within a Class and among Class members.
- Users must be logged into the class to read and send messages.
- The Messages area has two folders, **Inbox** and **Sent** that cannot be deleted or renamed.
- Students are not notified if they receive a new message, so routine checks must be made for new messages.
- The following steps will create a message:
 - Click Class Tools on the Control Panel.
 - Click Messages.
 - Click Create Message.
 - Enter the message information and options.
 - Click Submit.

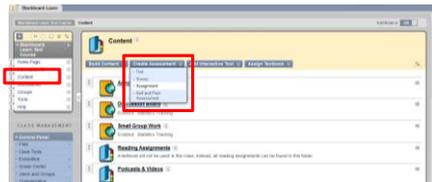
Assessment Tools

Assignments

- Allow instructors to create coursework and manage grades and feedback for each student.
- Files may be attached to the assignments.
- Students may access the assignment, complete it in a separate file, and send it back to the instructor.
- Instructors may respond to each student separately, sending comments about their individual assignment, and attaching files.

Creating an Assignment

- The following steps will add an assignment to a folder:
 - Toggle Edit Mode ON.
 - Open a folder.
 - Click Create Assessment
 - Click Assignment.
 - Complete the Assignment Information, Assignment Files, Grading, Availability, Due Dates, and Recipients information.
 - Click Submit.



Grading Assignments

- Assignments can be accessed for grading through the Needs Grading Page or through the Grade Center.
- Accessing Assignments for Grading from the Grade Center
 - In the Control Panel, expand the Grade Center section.
 - Click Assignments.
 - Point to the cell to access the Action Link and click it to access the contextual menu.
 - Select Attempt.
- On the Grade Assignment Page
 - The submission content can be found under Review Current Attempt.
 - Click the file name to view any attached files.
 - Type a numerical value in the grade box.
 - Click Save and Exit to return to the Grade Center.

Assigning a Test

- Tests are deployed to students in the course by adding the tests to a folder.
- Instructors may view and grade tests submitted by students in the Grade Center.
 - Tests submitted by students may not be viewed or graded from the folder where they are posted.
- The following steps will add a test to a folder:
 - Toggle Edit Mode ON.
 - Select a folder.
 - Click *Create Assessment*.
 - Click *Test*.
 - There are two options for adding a Test:
 - Create a New Test (Click Create).
 - Select an existing Test (Select a Test from the Add Test box).
 - Click *Submit*.
- After a Test is added to a folder, the Test Options page is displayed.

Test Options

- Make the Test Link Available
 - If this option is set to No, it will not appear to students.
- Add a New Announcement for this Test/Survey
 - The announcement will include the date and state "an Assessment has been made available in..."
- Multiple Attempts
 - Allows students to take the assessment multiple times.
- Force Completion
 - Students must complete the assessment the first time it is launched
- Set Timer
 - Select this check box to set a time limit for finishing the assessment.
- Password
 - Select this check box to require a password for students to access the test.

Exam View

- Tests created in Exam View may be imported into a class.
 - Create test in Exam View
 - File>Export>Blackboard 7.1
 - Save test
 - Log in to Blackboard
 - Class Tools-tests/surveys/pool
 - Click on test link; import a test; browse computer and find test file
 - Submit
- Edit the test as necessary and deploy the test from a folder.
- [Video Guide](#)

Collaboration Tools

- ## Collaboration Tools
- Virtual Classroom
 - Users engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions.
 - Users may also access the Whiteboard to display text and images.
 - Chat
 - part of the Virtual Classroom.
 - can also be accessed separately from Virtual Classroom.
 - Virtual Classroom and Chat sessions can be recorded and saved for future playback

- ## Virtual Classroom
- Follow the steps below to open the Virtual Classroom.
 - In the Class Tools area of the Control Panel, click Collaboration.
 - Click Join from the contextual menu of a Virtual Classroom session.

Management Tools

Enrolling Users

- Click on the class that you would like to enroll students to
- User pool is based on K12 Data Center usernames.
- The following steps will enroll users in a class:
 - Click on Control Panel → Users and Groups → Users.
 - Click on Find Users to Enroll button.
 - In the Username text field type the user ID that you would like to enroll. (Use the Browse button to search by a different field)
 - Click the Submit button.
- The student should appear on the bottom of the page.

Class Roles

- Course Builder
 - The course builder role has access to most areas of the Control Panel.
 - Does not have access to Student Grades.
- Grader
 - The grader role has limited access to the Control Panel.
 - Can assist the instructor in the creation, management, delivery, and grading of tests.
- Guest
 - Users with the role of Guest have no access to the Course Control Panel
- Instructor
 - Instructors have access to all areas in the Course Control Panel.
 - This role is generally given to the person developing, teaching or facilitating the class.
- Student
 - Student is the default user role.
 - As user with the role of student has no access to any areas on the Course Control Panel.
- Teaching Assistant
 - Teaching assistants have access to nearly everything in the Course Control Panel.
- All new users added to a course are students by default.
 - To change someone to a different role, send an email message to help@k12.sd.us

Groups

- Can be created one at a time or in sets.
- Each Group has its own homepage, with links to tools to help students collaborate.
- Instructors can manually select Group members or allow students to self-enroll.
 - Self-enrollment allows students to add themselves to a Group using a sign-up sheet.
 - For Manual Enroll, the teacher assigns each student in the class to a Group.

Creating Groups

- Create a Single Group
 - On the Control Panel, select Groups in the Users and Groups section.
 - On the Groups listing page, point to Create Single Group.
 - Select Self-Enroll or Manual Enroll.
 - Complete the additional information about the Group.
 - Click Submit.
- Create a Group Set
 - On the Control Panel, select Groups in the Users and Groups section.
 - On the Groups listing page, point to Create Group Set
 - Select Self-Enroll, Manual Enroll or Random Enroll.
 - On the Create Enrollment Group Set page, type a Name and optional Description.
 - In the Group Set Options section for Manual Enroll, type the Number of Groups to create or in the Membership section for Random Enroll, type the Number of Students per Group to create or the Number of Groups.
 - Click Submit.

Adaptive Release

- Used in connection with Learning Modules.
- Provides controls to release content to users based on a set of rules provided by the Instructor.
- Basic Adaptive Release
 - rule consists of a set of criteria that defines the visibility of a content item to users.
 - if a rule has multiple criteria, the user must meet all criteria before the item is available.
- Advanced Adaptive Release
 - enables teachers to create multiple rules for a single content item, and each rule can consist of multiple criteria.

Basic Adaptive Release Criteria

Criteria	Description
Date and Time	Display content based on a date or time.
Username	Display content to one or more users.
Class Groups	Display content to members of one or more Groups in a Class.
Grade Center Column	Display content item to users based a grade or a calculated column.
Grade Center: Item with at least one attempt	Display content based on a recorded attempt by the user, instead of a required score.
Grade Center: Item with a specific score	Display content based on a required score.
Grade Center: Item with a score between X and Y	Display content based on a range of scores.
Review Status an item	Display content to the user only after an associated item has been marked Reviewed by the user.

Adding Adaptive Release Criteria

- Follow the steps below to add criteria to an adaptive release rule:
 - Open a Content Area from the Control Panel.
 - Edit Mode is ON.
 - Select Adaptive Release from the contextual menu for the item.
 - Complete the additional information.
 - Click Submit.

Performance Dashboard

- Provides an up-to-date report on the activity for all students.
 - Review Status: Displays the number of Content Items that have been reviewed by a user.
 - Discussion Board: Displays the number of posts for the user.
- How to Check User Progress from the Performance Dashboard
 - Under Evaluation, click Performance Dashboard on the Control Panel.
 - The Performance Dashboard appears.

Class Reports

- Found within the Evaluation Tool on the Control Panel
- Provides different ways to view information about student activity, content usage, class standards, and class objectives.
- Running Reports
 - Click the action link next to the report title and select Run.

Early Warning System

- A rule-driven communication tool that teachers can use to send notification messages to students when Early Warning System rule criteria are met.
- Rules are created by teachers and can be based on a test score, calculated column, due date, or class access.
- How to Create a Rule
 - On the Control Panel, click Early Warning System under the Evaluation section.
 - On the Early Warning System page, click Create Rule to access the drop-down list, and select Grade Rule, Due Date Rule, or Last Access Rule.
 - On the Add Early Warning System Rule page, enter a name for the rule.
 - Next to Availability, select the radio node next to Yes to activate

Early Warning System

- Refreshing Rules
 - The Early Warning System does not continuously monitor the class.
 - Refresh the Early Warning System rules periodically to discover incidents that trigger a warning.
- Sending Notification Email Messages
 - The Early Warning System does not automatically notify students.
 - It is up to the Teacher to communicate the

Grade Center

- A central repository for
 - assessment data
 - student information
 - instructor notes
- A communication and reporting tool which can assist students and instructors to understand student progress
- Found in the Control Panel

Needs Grading Page

- Teachers can view assignments ready for grading or review on the Needs Grading page.
- The total number of items to grade appears above the list of items.
 - Once attempts have been graded, they do not appear on the Needs Grading page.

Check Class Links

- Allows teachers to check the links to class files that have been added to a class.
- Detects any broken links added to the following areas:
 - Content, Learning Modules & Folders
 - Announcements, Calendar Events, and Tasks
 - Discussion Board, Journals, and Blogs
- How to Check Class Links
 - On the Control Panel under Packages and Utilities, select Check Class Links.
 - On the Check Class Links page, click OK to start the

More Resources

Exemplary Courses

- Blackboard Learn recommended courses
 - <http://kb.blackboard.com/display/EXEMPLARY/Exemplary+Course+Program>
 - Click on “Course Tour” in the right hand column

Additional Resources

- Teacher Help Manual
 - Link within the Control Panel
- Student Help Manual
 - Link within the Course Menu
- Blackboard Learn K12 Teacher Center
 - <http://connections.blackboard.com/groups/690c134764/summary>
- Blackboard Partnerships
 - <http://www.blackboard.com/Partnerships/Extensions.aspx>

Still need help?

- Try Google-ing your question
 - Several help videos and discussion boards exist
- Search K-12 Data Center FAQs
 - <http://k12.sd.us/>
- Email K-12 Data Center Help Desk
 - help@k12.sd.us
