

Blackboard Learn Beginner

Key Dates

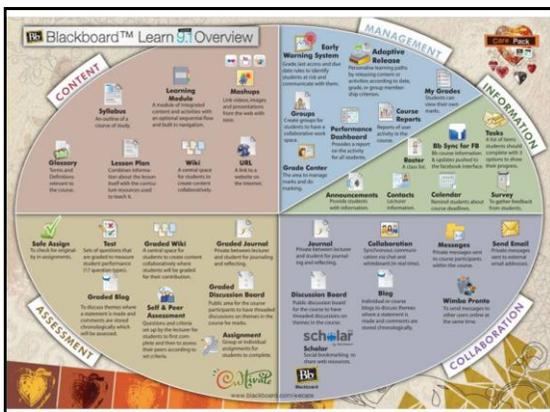
- **May 1, 2011**
 - New WebCT courses are no longer available
- **January 1, 2012**
 - WebCT will be shut down
 - WebCT courses no longer available

Additional Trainings

- | | |
|---|---|
| <ul style="list-style-type: none">• June 7<ul style="list-style-type: none">– Advanced Session<ul style="list-style-type: none">• 2pm-4pm• June 8<ul style="list-style-type: none">– Advanced Session<ul style="list-style-type: none">• 10am-12pm– Beginner Session<ul style="list-style-type: none">• 2pm-4pm | <ul style="list-style-type: none">• August 2<ul style="list-style-type: none">– Beginner Session<ul style="list-style-type: none">• 10am-12pm– Advanced Session<ul style="list-style-type: none">• 2pm-4pm• August 3<ul style="list-style-type: none">– Advanced Session<ul style="list-style-type: none">• 10am-12pm– Beginner Session<ul style="list-style-type: none">• 2pm-4pm |
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What is Blackboard Learn?

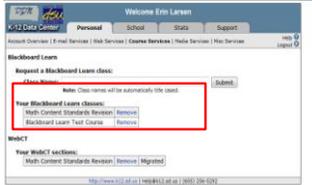
- Online course management system
- New WebCT
 - improves upon WebCT features
 - Includes Web 2.0 technologies
- Additional tools have been added
 - Blogs
 - Wikis



Why would I use Blackboard Learn?

- Increased access to course materials
 - Available online at anytime and anywhere
- Quick feedback
 - objective-based questions graded and available immediately after submission
 - survey option allows students to respond immediately and anonymously to multiple choice or true-false questions in class
- Improved communication,
 - Announcements
 - Class discussions
 - Virtual classroom
- Additional student data
 - Track student usage of courses and related materials

- 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 the 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.



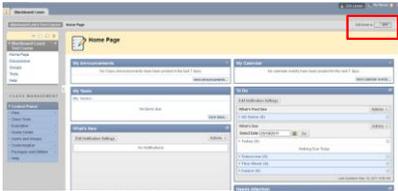
User Dashboard

- 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



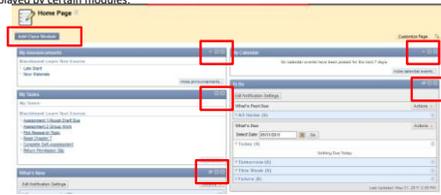
Course Home Page

- 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.



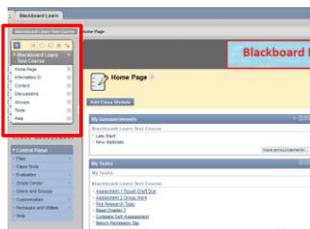
Course Home Page

- 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.



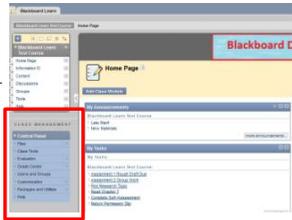
Course Menu

- Contains links to the content area as well as other areas of the course.
- Includes default links that can be renamed or rearranged



Course Management

- Performed through the Control Panel located on the lower left-hand corner of the Blackboard Learn window.
- Only Instructors, Teaching Assistants, Graders, and System Administrators can access the control panel.
- Control Panel allows users to
 - Access file manager.
 - Create class announcements.
 - Update the course calendar.
 - Work in the grade center.

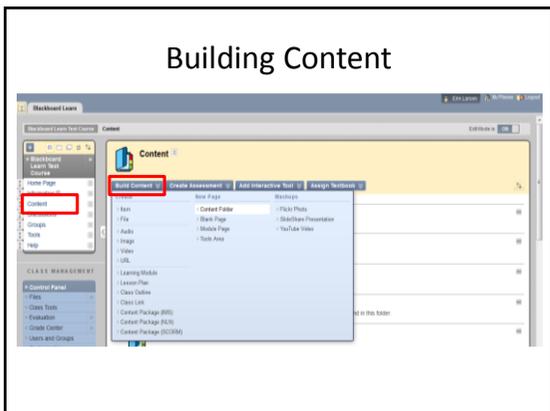


Course Content Tools

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.

Building Content



Content Availability

- An availability option on the Add and Edit pages allows the user to set the content to available or unavailable.
- Availability option allows instructors to create content and save it in a draft format before it is made available within a class.
- This availability setting is separate from adaptive release settings.
 - If an item is not available, users may not access it regardless of the adaptive release rules.

Creating a Content Folder

- Variety of ways to organize course
 - Folders for each week of the course
 - Folders for each topic
 - Separate folders for assignments and assessments
- Once a folder is created, content and additional subfolders may be added.
- The following steps will add a folder to a Content Area:
 - Toggle Edit Mode ON.
 - Open a Content Area.
 - Click Build Content.
 - Click Content Folder.
 - Enter folder Information and folder options.
 - Click Submit.

Adding File Content

- Files (documents, PDFs, presentations, etc.) may be uploaded to Blackboard Learn
- Can be included as content in a folder.
- The following steps will add a file to a folder:
 - Toggle Edit Mode ON.
 - Open a folder.
 - Click Build Content.
 - Click File.
 - Browse you local computer, select the file to be uploaded, and complete the remaining options.
 - Click Submit.

Adding Video Content

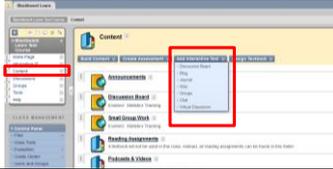
- Videos may be uploaded as content.
- The following steps will add a video to a folder:
 - Toggle Edit Mode ON
 - Open a folder.
 - Click Build Content.
 - Click Video.
 - Browse you local computer, select the video file to be uploaded, and complete the remaining options.
 - Click Submit.

Adding a Web Link

- Links to outside web sites and resources may be added to folders.
- Always enter the full web address to the link (e.g.: <http://www.sample.com>).
- The following steps will add an external link to a folder:
 - Toggle Edit Mode ON.
 - Open a folder.
 - Click Build Content.
 - Click URL.
 - Enter a Name (This will become the link users click on to access the content).
 - Enter the full URL.
 - Use the text box to add a description and complete the remaining options.
 - Click Submit.

Creating a Discussion Board

- Discussion Boards allow instructors to post a topic and students to discuss the topic in a forum-like environment.
- The following steps will add a discussion board to a folder:
 - Toggle Edit Mode ON.
 - Select a folder.
 - Click *Add Interactive Tool*.
 - Click *Discussion Board*.
 - Link to an existing discussion board or create a new forum.
 - Click *Submit*.



Learning Modules

- A collection of content items focused on a specific subject that students can navigate at their own pace.
- A pathway can be set so that students must view content in sequentially or set to permit students to view the content in any order.
- All types of content, such as items, assignment, and assessments may be included

Information Tools

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.
- 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.

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.

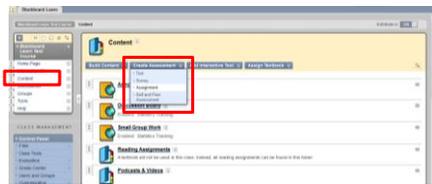
Assessment Tools

Assignments

- Allow instructors to create coursework and manage grades and feedback for each student.
 - 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.
- 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

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
 - Select Yes to make a link to the assessment appear to students.
 - If this option is set to No, it will not appear to students.
 - Use the Display After and Display Until fields to limit the amount of time the link appears.
- Add a New Announcement for this Test/Survey
 - Select Yes to create an announcement for the Test.
 - The announcement will include the date and state "an Assessment has been made available in..."
 - This Announcement will appear in the Course Announcements.
- Multiple Attempts
 - Allows students to take the assessment multiple times.
 - The status of multiple attempts is displayed to students at the top of the assessment.
 - Select Number of Attempts and enter a numeral to indicate a specific number of attempts that is allowed.

Test Options

- Force Completion
 - Students must complete the assessment the first time it is launched
 - Students may not exit the assessment and continue working on it at a later date.
- If the Force Completion option is enabled, it is explained to students at the top of the assessment.
- If Force Completion is not enabled, students may save their progress and complete the assessment at another time.

Test Options

- Set Timer
 - Select this check box to set a time limit for finishing the assessment.
 - If this option is selected, the time elapsed is displayed to the Student during the assessment.
- Password
 - Select this check box to require a password for students to access the test.
 - Passwords cannot be longer than 15 characters and are case sensitive.

Collaboration Tools

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.

Groups Tool

- Allows instructors to organize students into groups of any size.
- Instructors can provide communication and collaboration tools that only group members can access.
 - Discussion boards
 - Blogs
 - Messages
 - Tasks
 - File Exchange
-
- Groups can be designated as Self-Enroll
 - Students add themselves to a group
- Groups can be designated as Manual Enroll

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

- Users are assigned a role for each class they participate.
 - E.g.: a User with a role of teaching assistant in one class can have a role of student in another class.
- Class role is set when a user is enrolled.
 - Can be edited after enrollment from the control panel.
- Roles are based on access to the Control Panel
- All new users added to a course are students by default.
 - In order to change a student's role, send an email message to help@k12.sd.us

Class Roles

- Course Roles include:
 - 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.

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

Course Copy

- Course Copy will copy of the content of one course to another in Blackboard Learn.
- Perform the following steps to copy a course:
 - Open Control Panel in the course to be copied and click *Packages and Utilities*.
 - Click *Class Copy*.
 - Select *“Copy Class Materials into an Existing Course” for the copy type*.
 - Enter the Destination Course ID (Must have a blank course set-up).
 - Place a checkmark by each item under *Select Course Materials*.
 - Click *Submit*.

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>
- Blackboard On-Demand
 - <http://ondemand.blackboard.com/>

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
