GLENVILLE STATE COLLEGE

1872

Blackboard Learn Training

Creating a Course Using Blackboard

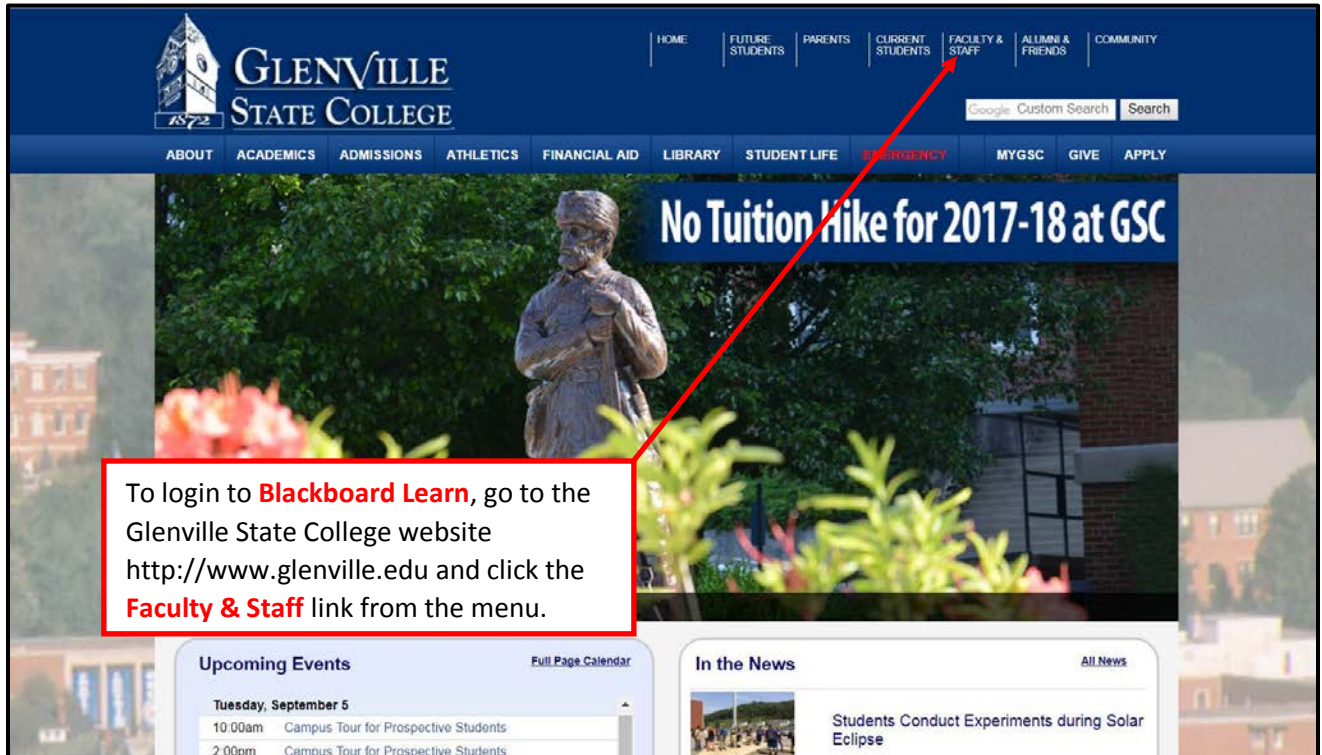Glenville State College Office of Technology

Fall 2017

Table of Contents

Logging into Blackboard Learn

To login to **Blackboard Learn**, go to the Glenville State College website http://www.glenville.edu and click the **Faculty & Staff** link from the menu.

Logging into Blackboard Learn (cont.)

Select **Blackboard Learn**.

Logging into Blackboard Learn (cont.)

Username/Password

Your user name and password are the same as your EdNet.

Your username is your ID number. Your password is more than likely your birthdate DDMMYY (make sure you have the correct format.) Students also log in with their EdNet credentials. If you want to change your password you must so in Ednet.

Overview of the Learn Dashboard

Terms to Remember

My Institution Tab

The **My Institution** tab displays an overview of the courses you are currently teaching or are enrolled in.

Modules

The modules that you see on your **My Institution** tab provide you with quick access to the courses that you are currently enrolled in. With these modules you can see your courses, the announcements that have been created within those courses, any calendar events that have been, as well as the tasks.

Courses
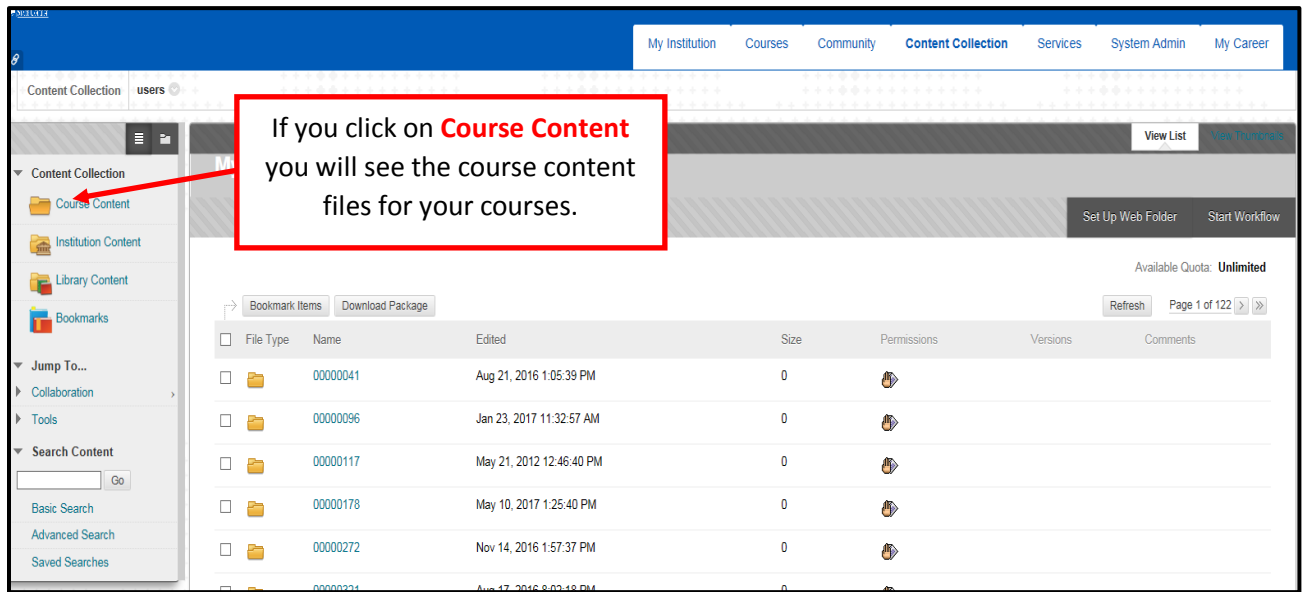
The **Courses tab** allows you to see a list of courses that you are currently teaching or are enrolled in. You access your courses from this

Content Collection

Blackboard's Content Collection is a file repository that allows faculty and students to store, manage, and share content. The **My Content** area is much like the "One Drive" feature of Office 365. The **Course Content** section is your actual courses. The **Content Collection** functions as a virtual hard drive that can be accessed from any computer by logging into a user's Blackboard account. When a file resides in the **Content Collection**, it can be easily reused and linked to any Blackboard course. If a file that resides in **Content Collection** needs updating, faculty need to update it only once, eliminating the need to go into each course to upload an updated version of the file.

Content Collection

If you click on **Course Content** you will see the course content files for your courses.
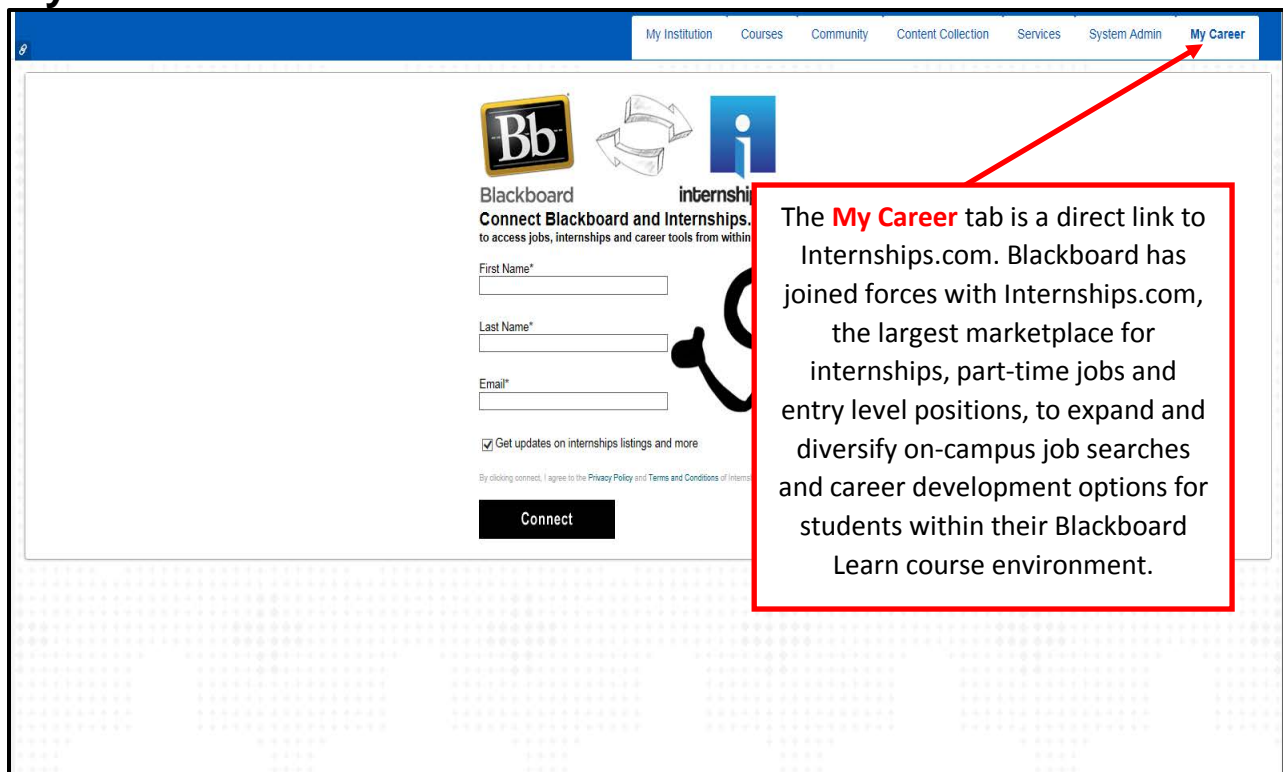
My Career

The **My Career** tab is a direct link to Internships.com. Blackboard has joined forces with Internships.com, the largest marketplace for internships, part-time jobs and entry level positions, to expand and diversify on-campus job searches and career development options for students within their Blackboard Learn course environment.

Creating Your Course
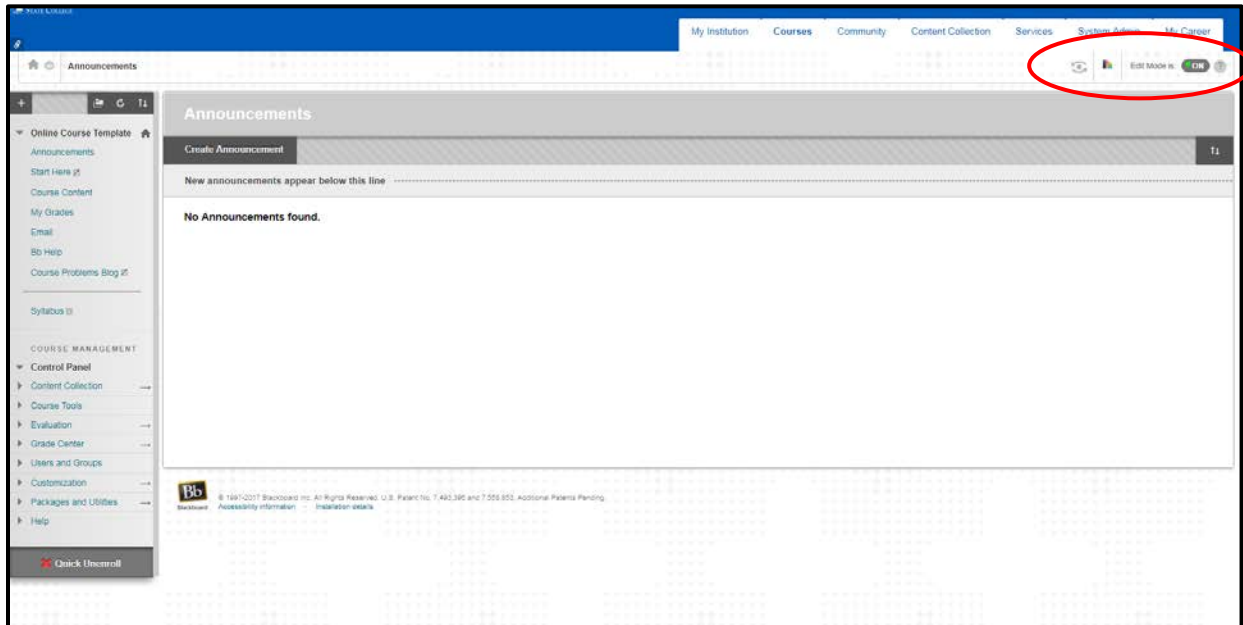
Edit Mode

When **Edit Mode** is off, you can view the course as if you were the student. In **Edit Mode** on, you can rearrange modules, within your courses, as well as add and delete items, etc.
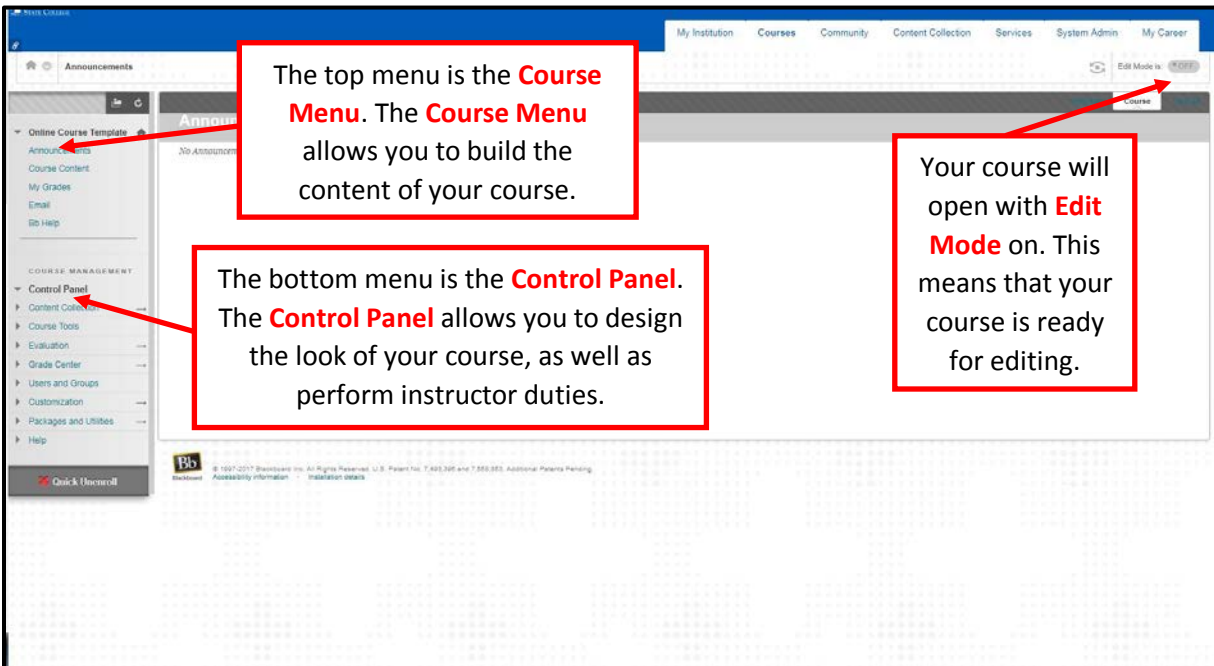
Student Preview
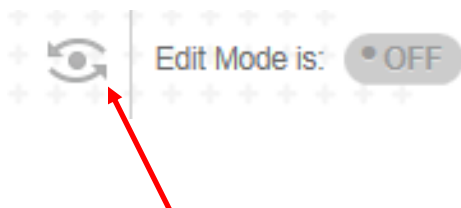
The **Student Preview** allows you to view the course the way a student would see it. This is very helpful when designing your course.

Your Course Home Page
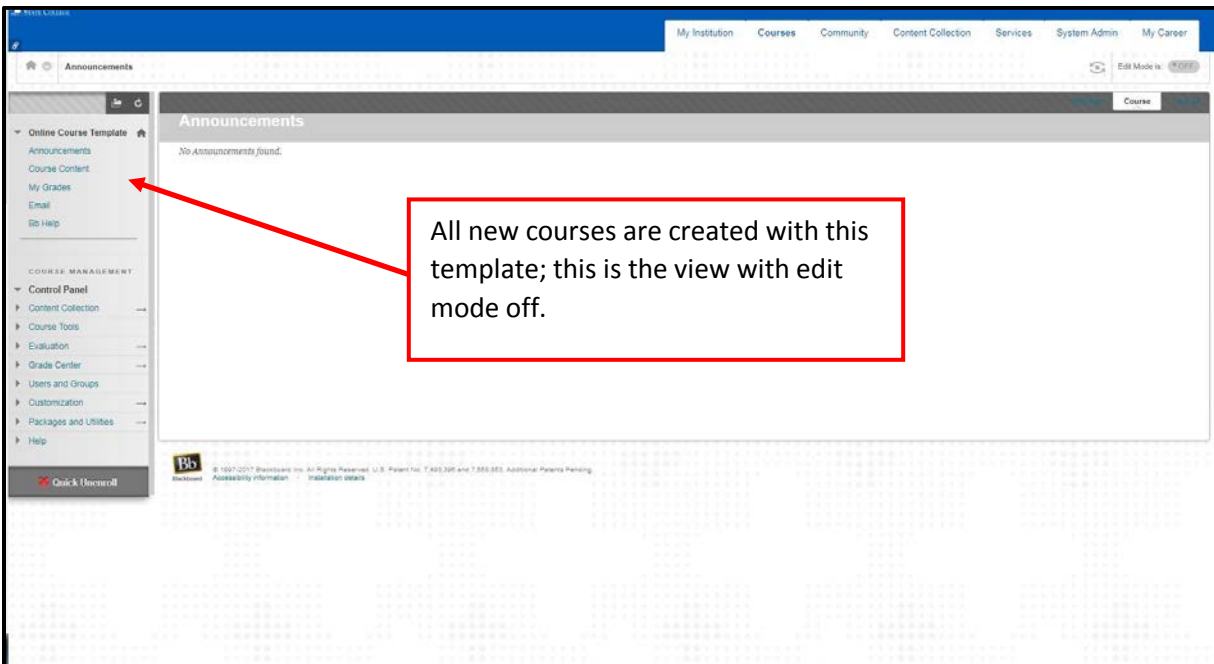
The top menu is the **Course Menu**. The **Course Menu** allows you to build the content of your course.

Your course will open with **Edit Mode** on. This means that your course is ready for editing.

The bottom menu is the **Control Panel**. The **Control Panel** allows you to design the look of your course, as well as perform instructor duties.
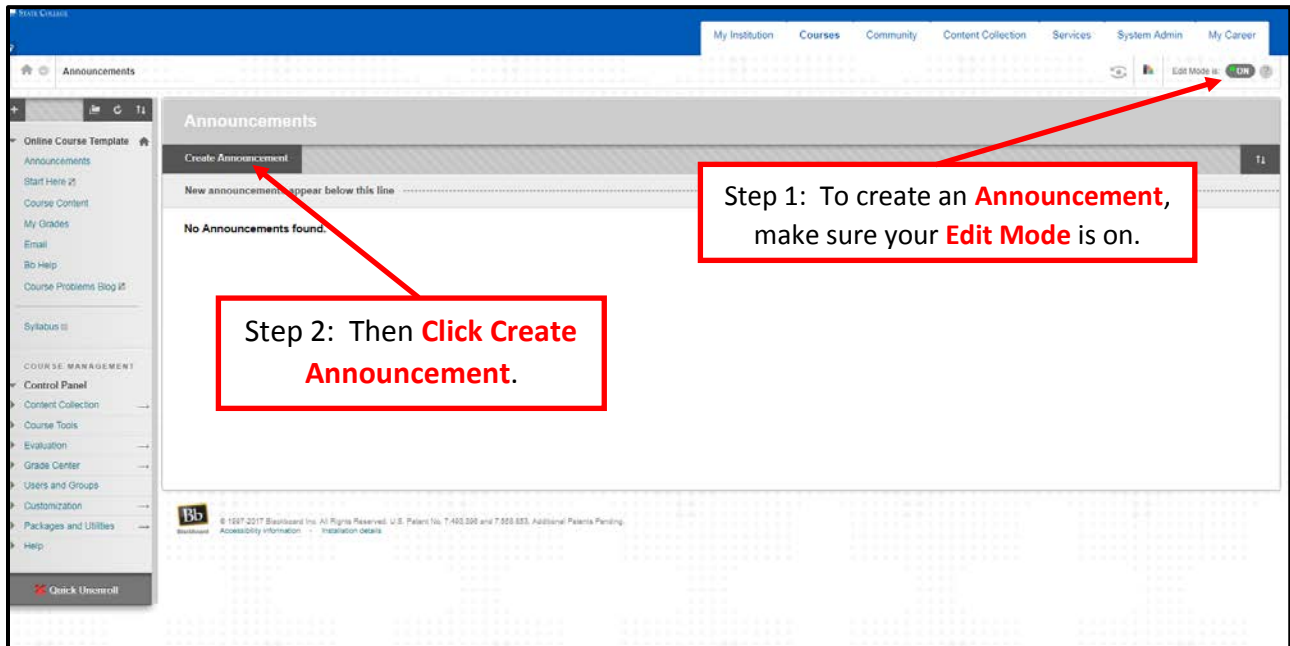
Standard Template

All new courses are created with this template; this is the view with edit mode off.
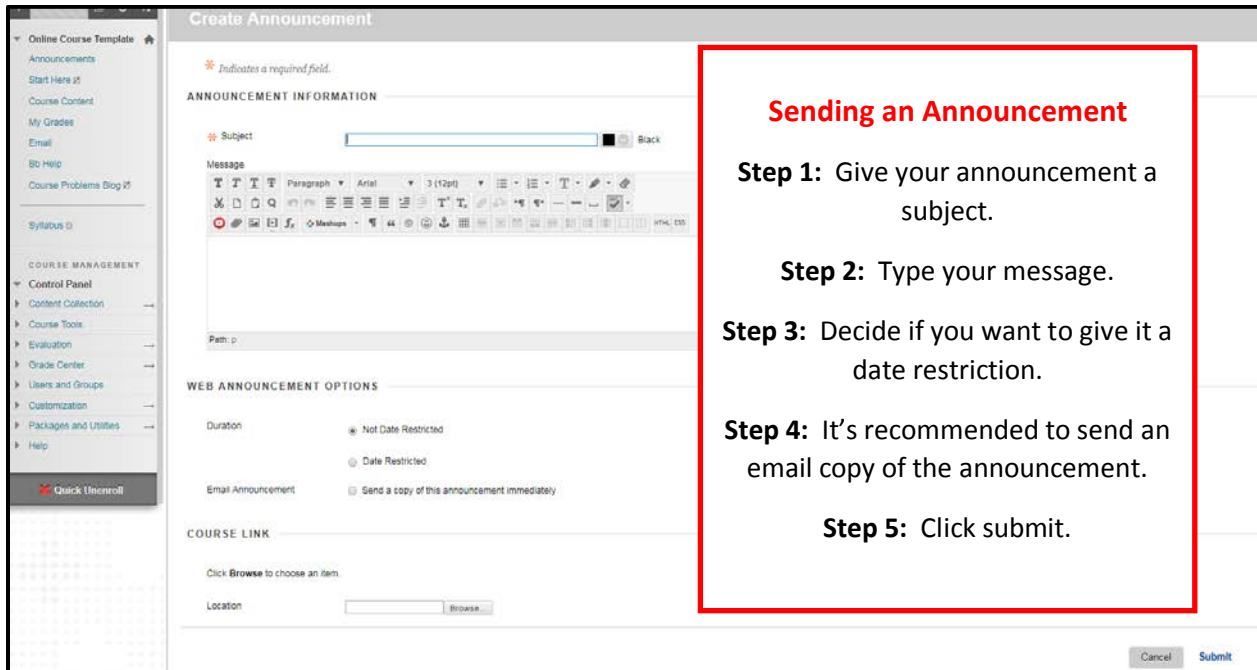
Creating Announcements

Step 1: To create an **Announcement**, make sure your **Edit Mode** is on.

Step 2: Then **Click Create Announcement**.

Creating Announcements (cont.)

Sending an Announcement

Step 1: Give your announcement a subject.

Step 2: Type your message.

Step 3: Decide if you want to give it a date restriction.

Step 4: It's recommended to send an email copy of the announcement.

Step 5: Click submit.
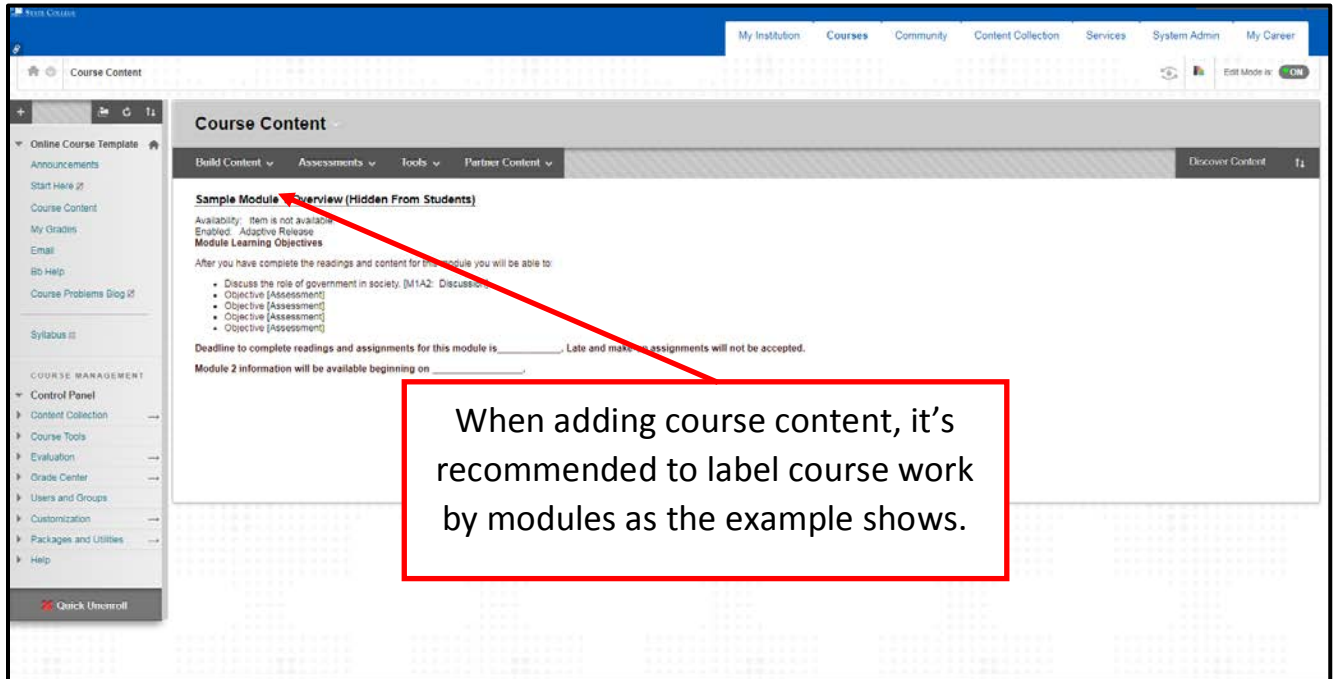
Start Here
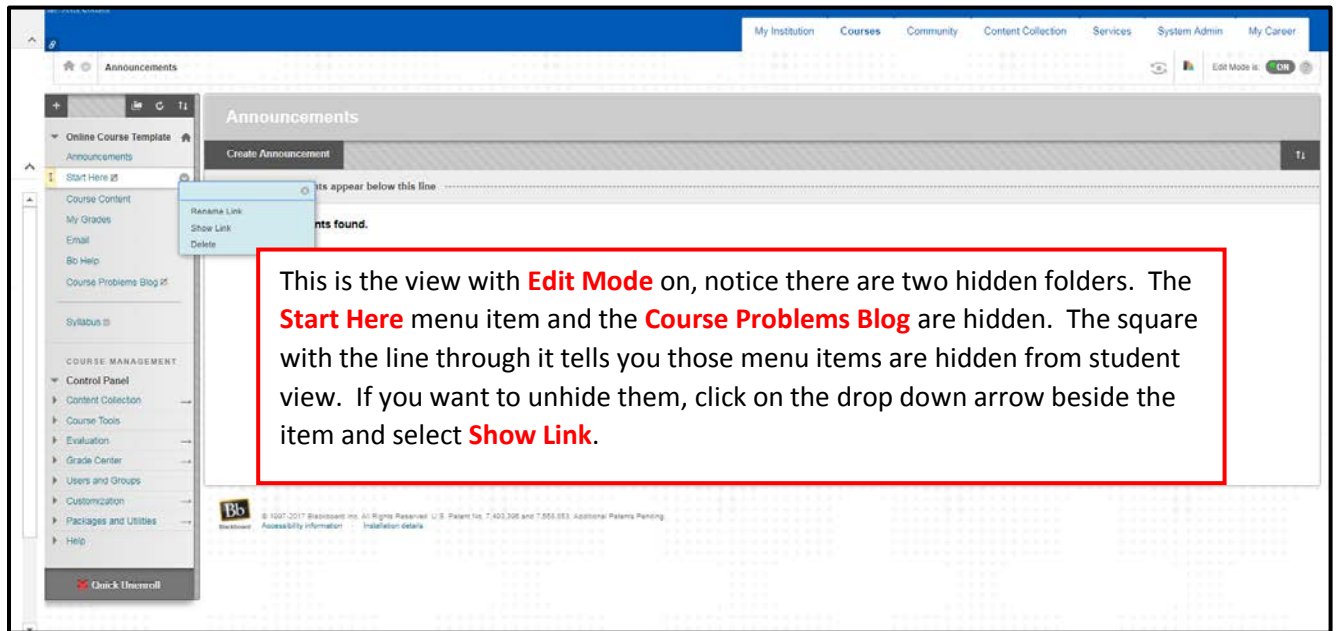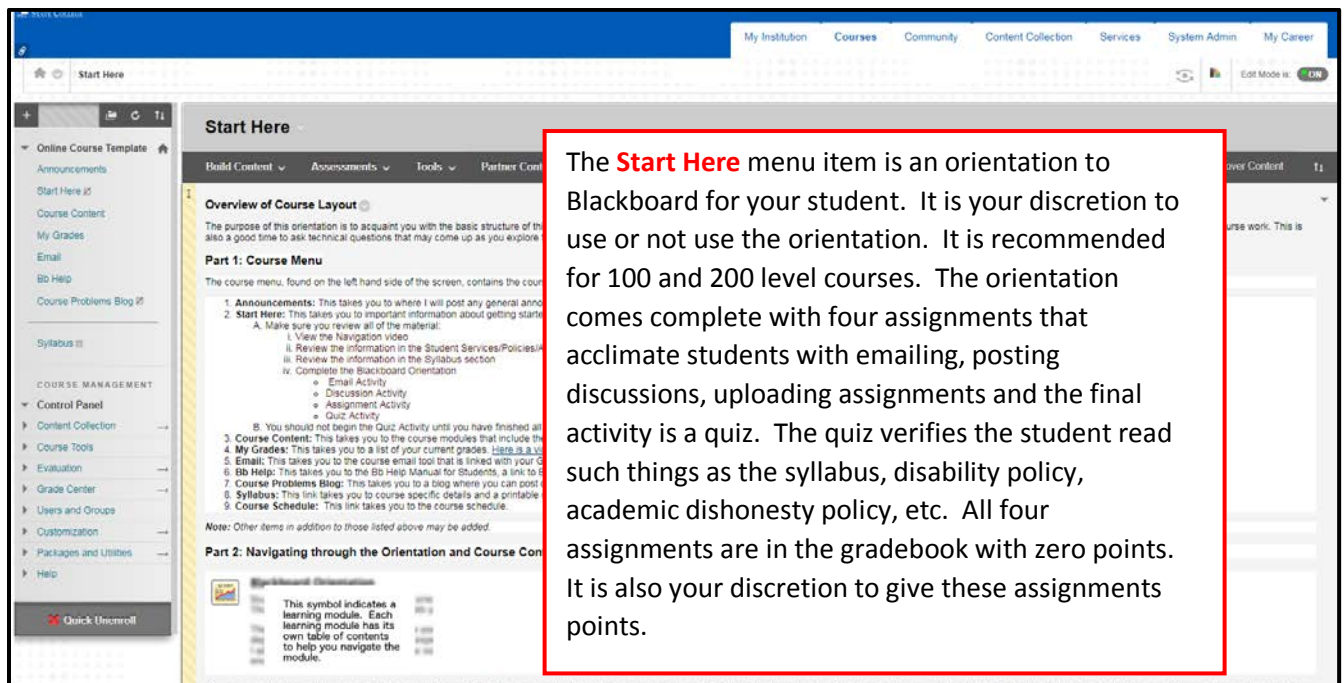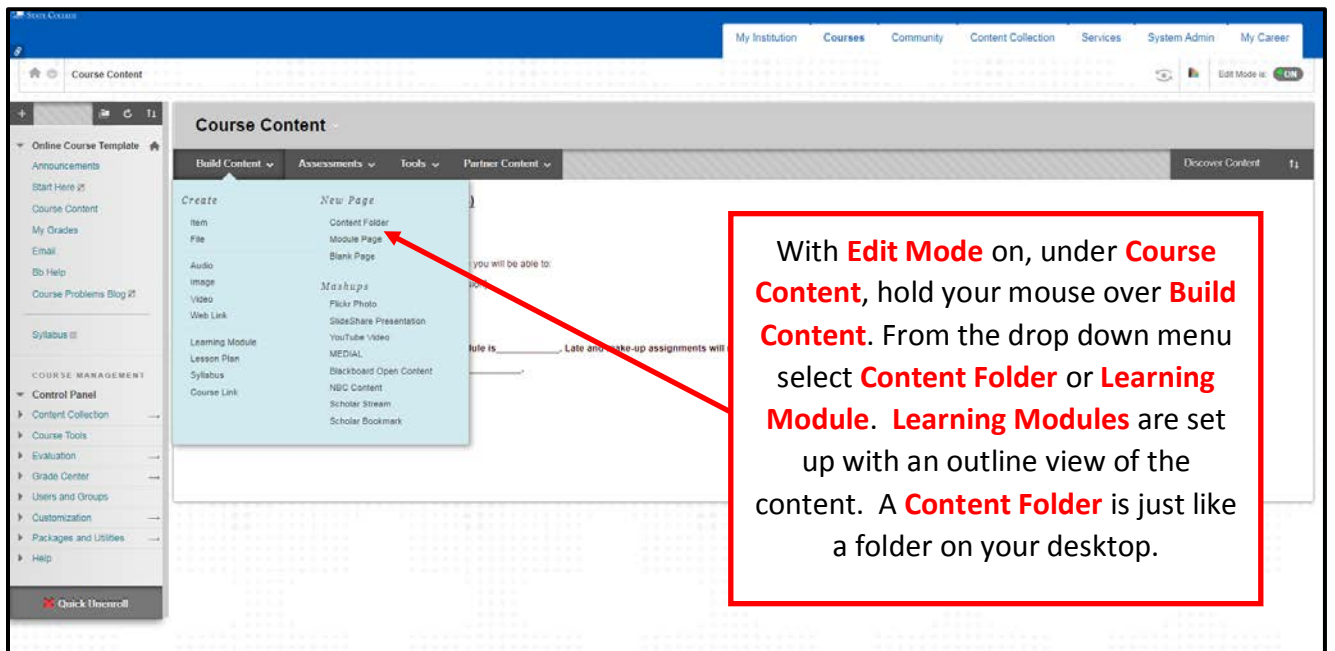
This is the view with **Edit Mode** on, notice there are two hidden folders. The **Start Here** menu item and the **Course Problems Blog** are hidden. The square with the line through it tells you those menu items are hidden from student view. If you want to unhide them, click on the drop down arrow beside the item and select **Show Link**.

Start Here (cont.)

The **Start Here** menu item is an orientation to Blackboard for your student. It is your discretion to use or not use the orientation. It is recommended for 100 and 200 level courses. The orientation comes complete with four assignments that acclimate students with emailing, posting discussions, uploading assignments and the final activity is a quiz. The quiz verifies the student read such things as the syllabus, disability policy, academic dishonesty policy, etc. All four assignments are in the gradebook with zero points. It is also your discretion to give these assignments points.

Course Content

When adding course content, it's recommended to label course work by modules as the example shows.

Adding Course Content

With **Edit Mode** on, under **Course Content**, hold your mouse over **Build Content**. From the drop down menu select **Content Folder** or **Learning Module**. **Learning Modules** are set up with an outline view of the content. A **Content Folder** is just like a folder on your desktop.

Adding Course Content (cont.)

Create Content Folder
A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. *More Help*

* *Indicates a required field.*

CONTENT FOLDER INFORMATION

* Name

Color of Name ___ Black

Text

Path: Words:0

Name your new folder and select a text color. In the textbox you can enter a description or directions along with a picture, sound, etc.

Adding Course Content (cont.)

STANDARD OPTIONS

Permit Users to View this Content   ● Yes ○ No

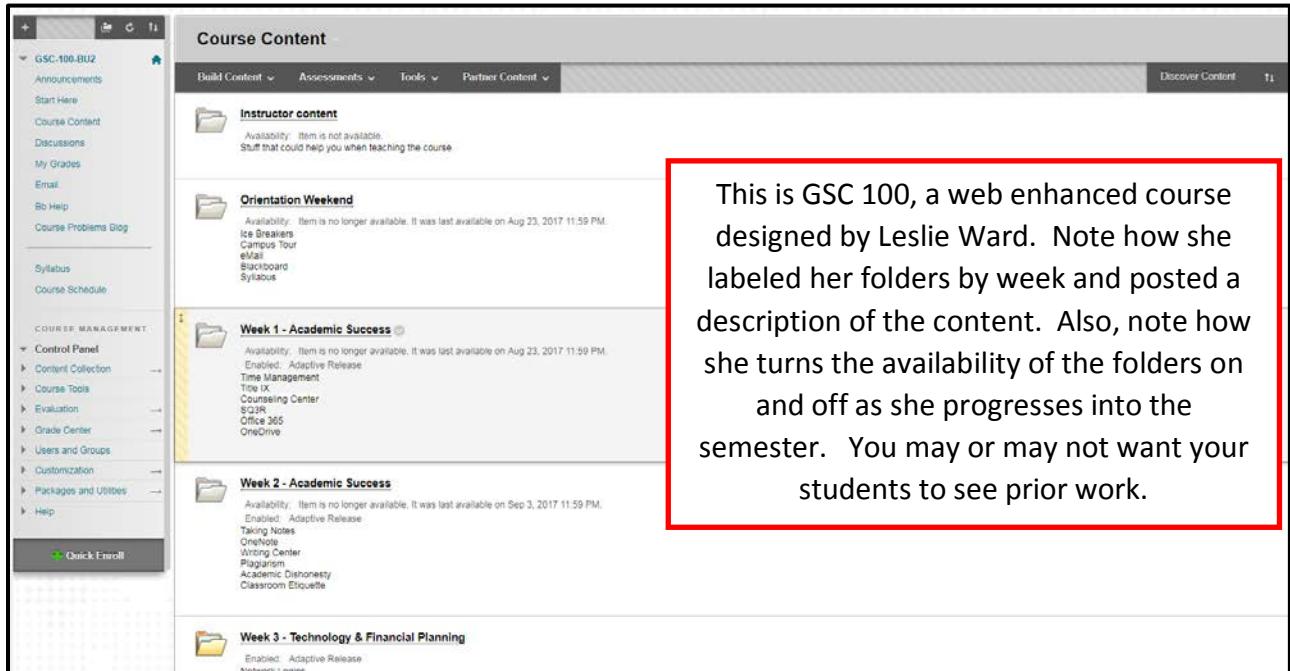Track Number of Views   ○ Yes ● No

Select Date and Time Restrictions
☐ Display After ___ ___
Enter dates as mm/dd/yyyy. Time may be entered in any increme
☐ Display Until ___ ___
Enter dates as mm/dd/yyyy. Time may be entered in any increme

*Click **Submit** to proceed. Click **Cancel** to go back.*
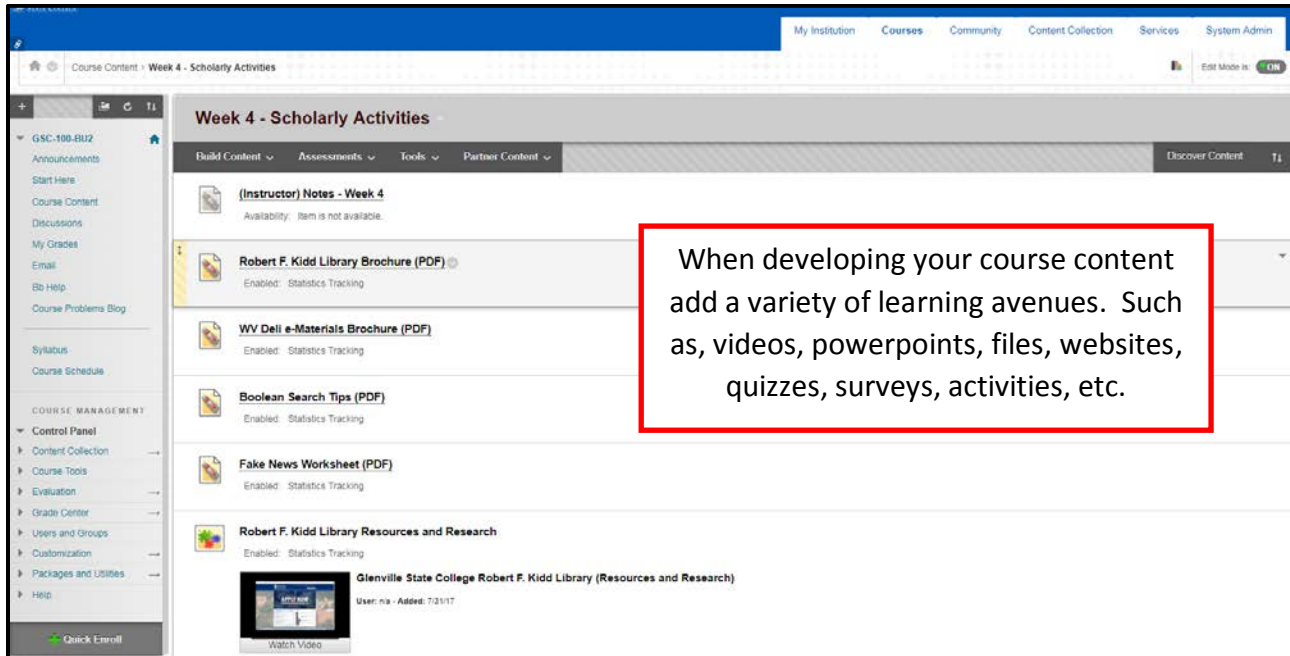
Cancel   **Submit**

Make sure you have selected **Yes** to **Permit User to View this Content** if you want students to see this file. Also, select **Yes** if you want to **Track Number of Views**. You can also set **Date and Time Restrictions** on the availability of the item. When you are finished, click **Submit**.

Example of a Course Layout

This is GSC 100, a web enhanced course designed by Leslie Ward. Note how she labeled her folders by week and posted a description of the content. Also, note how she turns the availability of the folders on and off as she progresses into the semester. You may or may not want your students to see prior work.
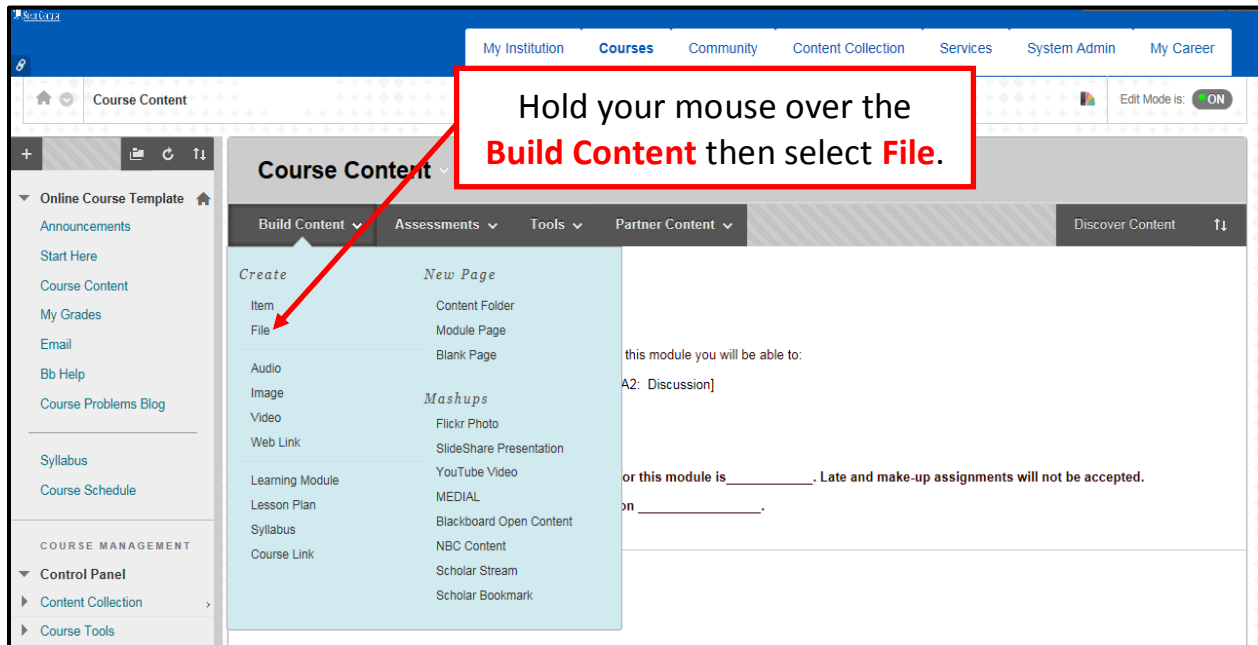
Example of a Course Layout

When developing your course content add a variety of learning avenues. Such as, videos, powerpoints, files, websites, quizzes, surveys, activities, etc.

Adding a File

Hold your mouse over the **Build Content** then select **File**.

Adding a File (cont.)

Name your file. Click **Browse My Computer** to select the file you wish to upload. You can set time and date restrictions and change the font color. You can select **Yes** to **Track Number of Views**. When finished, click **Submit**.

Adding an Image
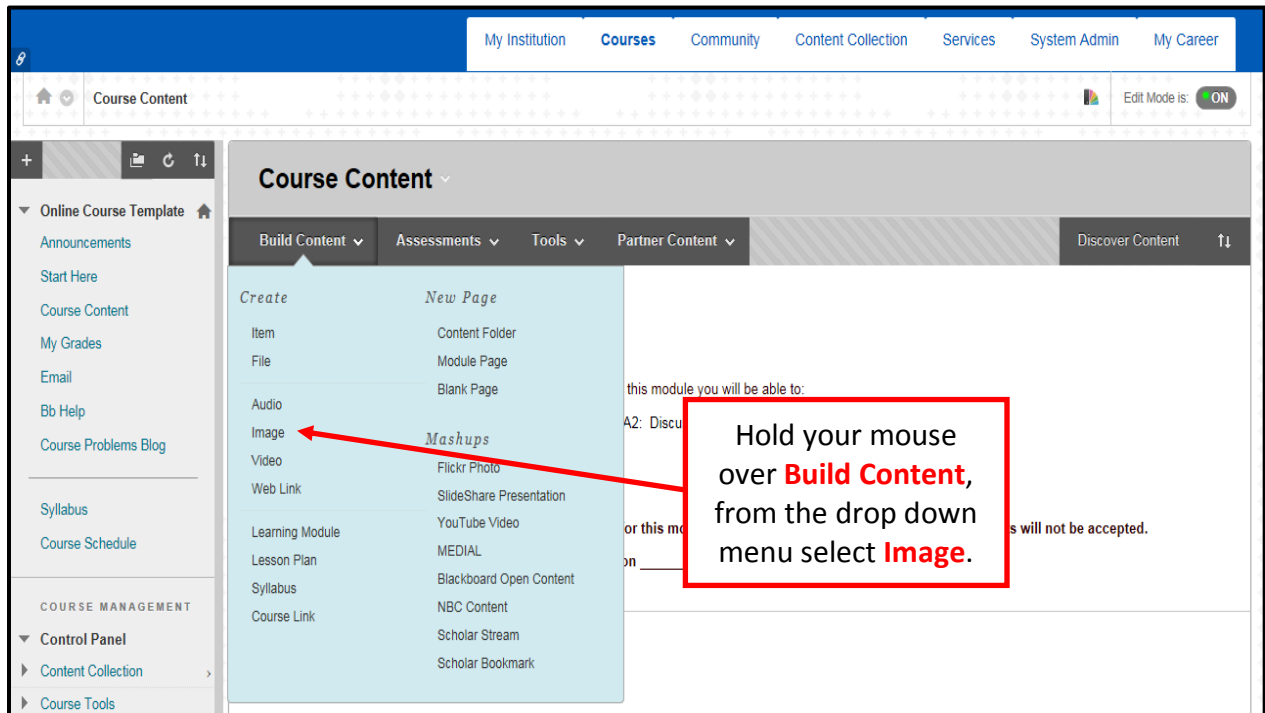
Hold your mouse over **Build Content**, from the drop down menu select **Image**.

Adding an Image (cont.)

Name your file. Select **Browse My Computer** to find the image you wish to upload. **[Note: Supported Images types are .png, .jpg and .gif.]** You can also change the font color or add a description.

Adding an Image (cont.)

Character count: 0

Provide a description for people who cannot see the image.

IMAGE OPTIONS

Dimensions	⦿ Original
	○ Custom
Border	None ▾
Image Target URL	
Open in New Window	⦿ Yes ○ No
Add alignment to content	○ Yes ⦿ No

STANDARD OPTIONS

Permit Users to View this Content	⦿ Yes ○ No
Track Number of Views	○ Yes ⦿ No
Select Date and Time Restrictions	☐ Display After _____ 📅 _____ 🚫
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	☐ Display Until _____ 📅 _____ 🚫
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   Preview   **Submit**

> You may add a border to your image. Further down the page you will see **Track Number of Views**; select **Yes** if you wish to track the item. You can set **Date and Time Restrictions**. Click **Submit** when you are finished.

Adding a URL (Web link)

Edit Mode is: ⦿ ON

Course Content ⌄

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ | Partner Content ⌄ | | Discover Content ↑↓ |

Create
- Item
- File

- Audio
- Image
- Video
- Web Link

- Learning Module
- Lesson Plan
- Syllabus
- Course Link

New Page
- Content Folder
- Module Page
- Blank Page

Mashups
- Flickr Photo
- SlideShare Presentation
- YouTube Video
- MEDIAL
- Blackboard Open Content
- NBC Content
- Scholar Stream
- Scholar Bookmark

this module you
A2: Discussion]

or this module is_____. Late and make-up assignments will not be accepted.

on _____.

> Hold your mouse over the **Build Content** action link and select **Web Link**.

Adding a URL (Web link)(cont.)

Name your URL, add the web link **(make sure the web link includes the http://)** and then give it a description.

Notes:

_____

_____

_____

_____

_____

_____

Adding a URL (Web link)(cont.)

You can add **Date and Time Restrictions** and choose **tracking, viewing, and opening** options. Once you are finished, click **Submit**.

Notes:

_____

_____

_____
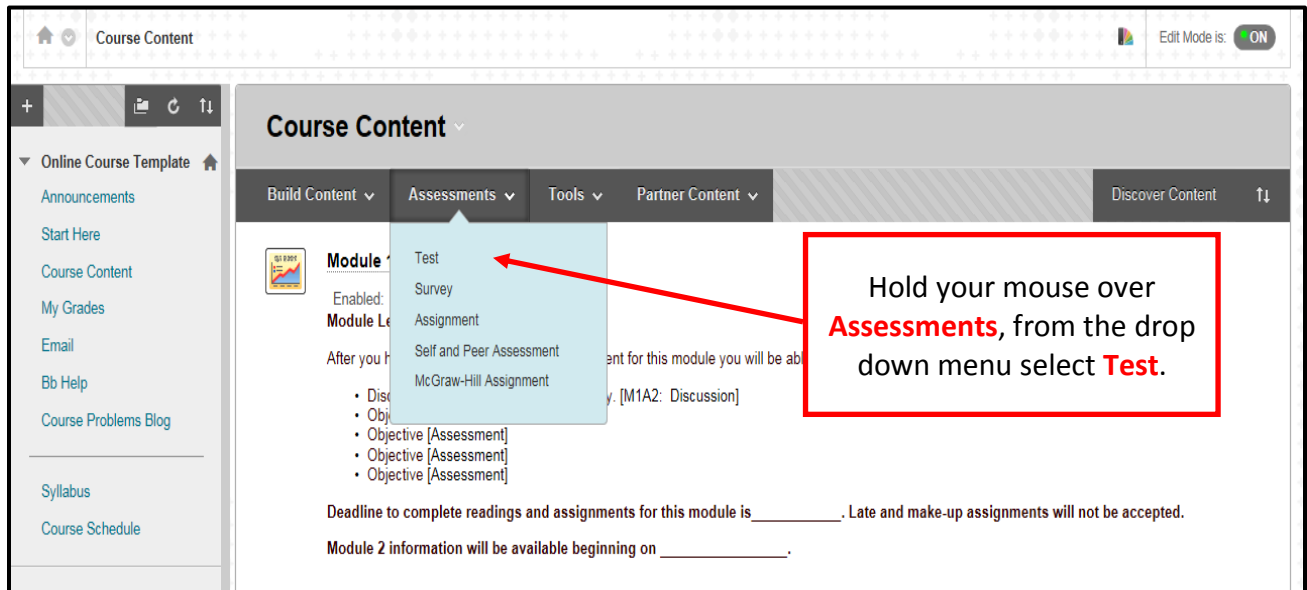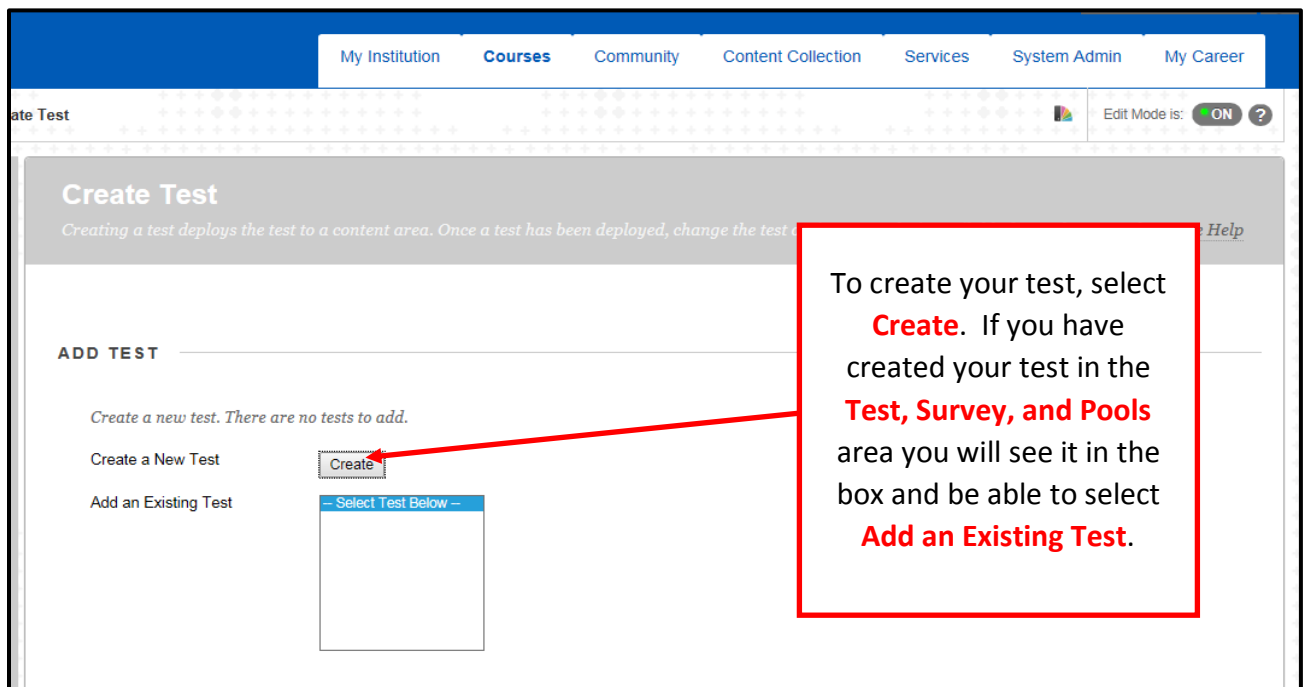
_____

_____

_____

_____

_____

Creating a Test

Hold your mouse over **Assessments**, from the drop down menu select **Test**.

Creating a Test (cont.)

To create your test, select **Create**. If you have created your test in the **Test, Survey, and Pools** area you will see it in the box and be able to select **Add an Existing Test**.

Creating a Test (cont.)

Test Information

Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. More Help

Name your test, give it a description, and provide instructions. Click **Submit**.

✱ Indicates a required field.

TEST INFORMATION

✱ Name

Description

Path: Words:0

Instructions

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   **Submit**

Notes:

Creating a Test (cont.)

Success: Test ! created.

Test Canvas: Test ! ⌄

The Test Canvas allows you to add and edit questions, add question sets or random block

Create Question ⌄   **Reuse Question** ⌄   **Upload Questions**   ...ion Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

This test has no que...

Create questions or add questi...
resources.

Hold your mouse over the **Create Question** action link; from the drop down menu select a type of question. In which some of these types include: **Multiple Choice, Short Answer, True/False,** etc. Each question has a slightly different creation process. We will demonstrate how to create a **Multiple Choice** question. To begin, select **Multiple Choice** from the menu.

Creating a Test (cont.)

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question.
More Help

Title your question and add your text in the appropriate field.

✳ *Indicates a required field.*

QUESTION

Question Title

✳ Question Text

Path: Words:0

Creating a Test (cont.)

Select your **Answer Numbering** from the drop down menu. Then select your **Answer Orientation** and whether or not you would like your answers to be random.
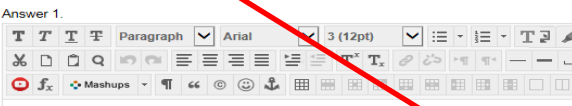
Next select the **Number of Answers** you would like to have and type the answers in the boxes provided. Be sure to indicate which answer is the correct. Once you are finished, click **Submit**.

Creating a Test (cont.)

When you click on the drop-down arrow beside a test or quiz you have the ability to: **1.** edit the actual test **2.** edit the test options **3.** set adaptive releases **4.** move the test or **5.** delete the test

Edit the Test Options

You can give your test a name and description. You can set it to open in a new window. **Test Availability** settings are very important. If **No** is selected for **Make the link available** students will not be able to see the test. You can also create an announcement for the test.

Edit the Test Options (cont.)

You can allow multiple attempts, force students to complete test, set a timer, have an exact start and end time and even make the test password protected.

Edit the Test Options (cont.)

It's preselected for the test grade to post in the grade center. You can allow feedback to student. You can also select different test presentations, some of which prohibit cheating. When finished click **Submit**.

Creating a Test (cont.)

From the drop down button of the **Quiz Activity** item you also have the ability to **Move** the test to another section within the course or **Delete** the test.

Setting Adaptive Release

You can set adaptive releases for tests and other items. When you open the drop-down menu beside an item you will see **Adaptive Release**.

Notes:

_____

_____

_____

_____

_____

Setting Adaptive Release (cont.)

DATE

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date ☐ Display After [_____] 📅 [_____] 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [_____] 📅 [_____] 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

MEMBERSHIP

This content item is visible to all users until a Membership criterion is created. Users must be spec...

Username [_____] [Browse...]

*Enter one or more Username values or click **Browse** to Search. Separ...*

GRADE

This content item is visible to all users until a Grade criterion is created. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column [None ▼]

Select Condition ⦿ User has at least one attempt for this item

An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

○ Score ○ Percent [Less than or equal to ▼] [_____]
○ Score ○ Percent Between [_____] and [_____]

REVIEW STATUS

*Click **Submit** to proceed. Click **Cancel** to go back.*

[Cancel] **Submit**

> Select the dates that you would like the item to be available. You may also choose to release to individual students or groups of students. Don't forget to add the item to the grade center and set grading options. Click **Submit** when finished.
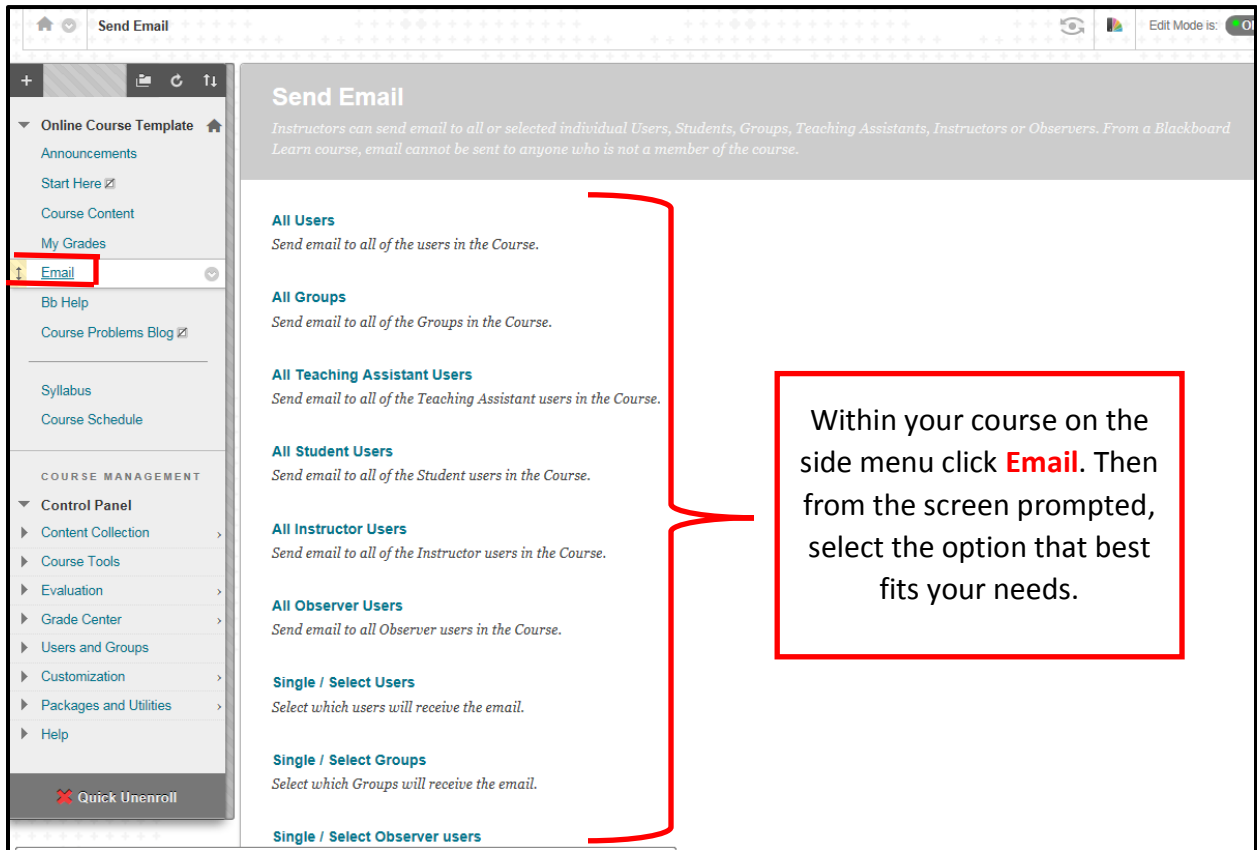
Notes:

_____

_____

_____

_____

Sending Email

Within your course on the side menu click **Email**. Then from the screen prompted, select the option that best fits your needs.

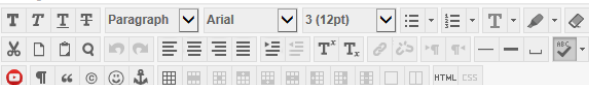## Notes:

Sending Email (cont.)

All Instructor Users

EMAIL INFORMATION

To	Cottrill, Robin
From	Robin Cottrill - robin.cottrill@glenville.edu (robin.cottrill@glenville.edu)
Subject	
Message	

A copy of this email will be sent to the sender.
Return Receipt

Attachments   Attach a file

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

> Browse to select your **recipient**, and then provide a **subject** and message for the email. Attach a file if you wish, click **Submit** when finished.

> Once you have sent your email, a copy of the message will be sent to your Glenville email and the actual message will be sent to the student's Glenville email account. [Note: Messages are external and will NOT be saved in the Learn system!]

Bb Help

Bb Help

Technical Support
For Blackboard technical support, please contact the Blackboard help desk at **304-462-6449** between the hours of 8:00am and 4:00pm or by email at **Blackboard.Help@glenville.edu.**

After Hours Help Desk
Instructors and Students: If you need Blackboard help after 4:00pm but before 8:00am please contact WVNET at **1-304-293-5192.**
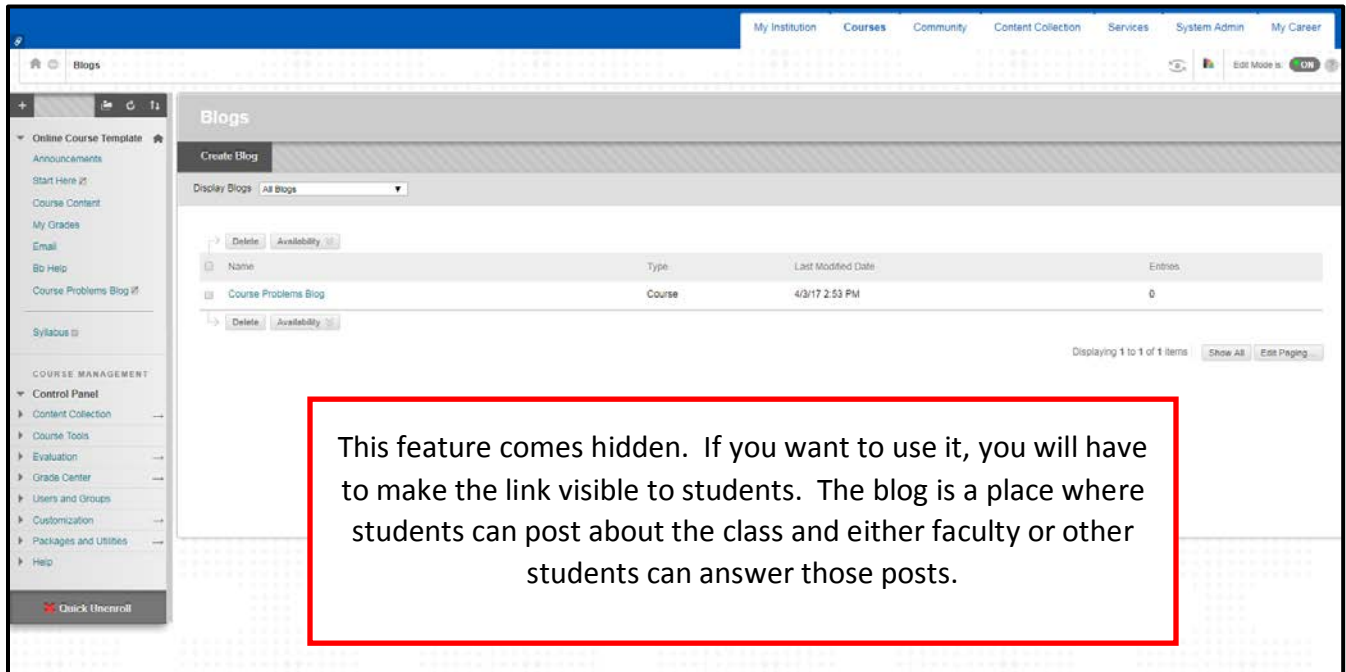
Blackboard On Demand Learning Center
Enabled: Statistics Tracking

> **Bb Help** is built into every course, it has contact information for local and after hours help. It also has educational videos for faculty and students.

Course Problems Blog

This feature comes hidden. If you want to use it, you will have to make the link visible to students. The blog is a place where students can post about the class and either faculty or other students can answer those posts.

Syllabus

The **Syllabus** section is where you post your syllabus. You can either add it as an **item** or a **file**. It is recommended to post your syllabus in Word format. PDF formats are harder to manipulate for those students with disabilities that have to increase the font size.

Creating an Assignment

Click on **Assessments**, then select **Assignment**.

Creating an Assignment (cont.)

Name your assignment and type instructions. You can attach a file if you would like. You can also assign a due date.

Creating an Assignment (cont.)

You must enter the number of points possible. [Note: Setting **Points Possible** automatically creates a column in the Grade Center]

You can choose to add a **rubric**. If you click on **Submission Details** you have more choices. If you decide to use the **plagiarism tools**, the student's work will be checked for violations and you will receive a report.
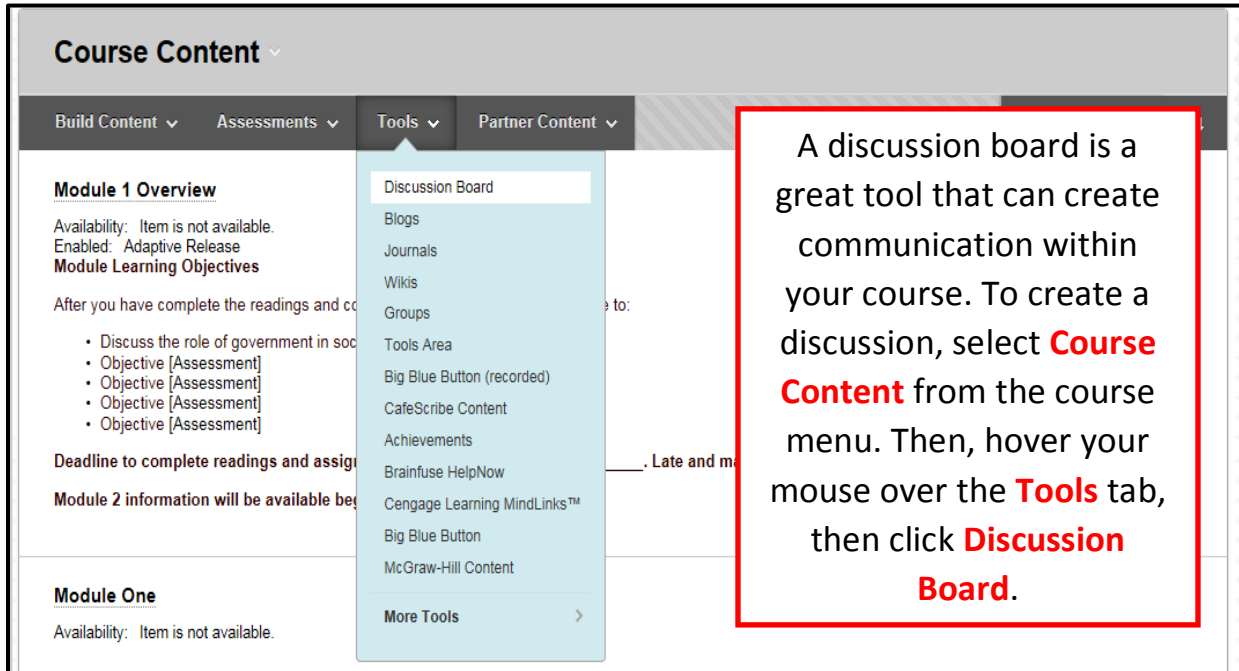
Creating an Assignment (cont.)

When you click on **Grading Options** and **Display of Grades** more options become visible. You can set the availability of the assignment and track the number of views and then click **Submit** when finished.

Creating a Discussion Board

A discussion board is a great tool that can create communication within your course. To create a discussion, select **Course Content** from the course menu. Then, hover your mouse over the **Tools** tab, then click **Discussion Board**.

*If you are teaching a course that is 100% online is it imperative that you have several discussion activities thought out the semester to show good communication between faculty and students.

Creating a Discussion Board (cont.)

Click **Create New Forum**, then click **Next**.

Creating a Discussion Board (cont.)

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

Title your forum and add a description.

* *Indicates a required field.*

FORUM INFORMATION

* Name

Description

Path: Words:0

Creating a Discussion Board (cont.)

FORUM AVAILABILITY

Available   ● Yes ○ No

Enter Date and Time Restrictions   ☐ Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Set the availability and choose the settings that would like, and then click **Submit**.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies   ● Standard View
○ Participants must create a thread in order to view other threads in this forum.
If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade   ● No Grading in Forum
○ Grade Discussion Forum: Points possible:
○ Grade Threads

Subscribe   ○ Do not allow subscriptions
○ Allow members to subscribe to threads
● Allow members to subscribe to forum
          ○ Include body of post in the email
          ● Include link to post

Create and Edit   ☐ Allow Anonymous Posts
☐ Allow Author to Delete Own Posts
☐ Allow Author to Edit Own Published Posts
☑ Allow Members to Create New Threads

*Click **Submit** to proceed. Click **Cancel** to go back.*   Cancel   **Submit**

Creating a Discussion Board (cont.)
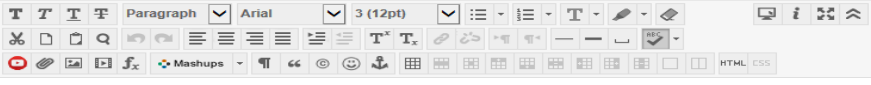

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. More Help

Create Forum   Search   Discover Content ⬆⬇

Delete

☐	Forum	Description	Total Posts	Unread Posts	Total Participants
☐	Discussion Activity	Knowing more about each other is helpful in building good interaction in the discussions. Introduce yourself to the class. In your introduction, address the following questions: 1. Tell us about your background? 2. What is your major? 3. Your goals for this course. 4. How computer literate do you consider yourself? **Response Guideline:** For this discussion question, you only need to have your initial response.	0	0	0

Delete

Displaying **1** to **1** of **1** items   Show All   Edit Paging...

> Once you have created your forum, you can start a **thread**. Click on the name of your forum.

Creating a Discussion Board (cont.)

List View   Tree View

Forum: Discussion Activity

Organize Forum Threads on this page and apply settings to several or all threads. Th... ...rted by clicking the column title or the caret at the top of each column. More Help

Create Thread   Grade Discussion Forum   Subscribe   Search   Discover Content   Display ⌄

> Click **Create Thread**.

Creating a Discussion Board (cont.)

Create Thread

A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the first message. More Help

✻ *Indicates a required field.*

FORUM DESCRIPTION

Knowing more about each other is helpful in building good interaction in the discussions. Introduce yourself to the class. In your introduction, address the following questions:

1. Tell us about your background?
2. What is your major?
3. Your goals for this course.
4. How computer literate do you consider yourself?

Response Guideline:
For this discussion question, you only need to have your initial respons[...]

MESSAGE

✻ Subject

Message

> Type in the **Subject** of your thread and add a message. You can also add an attachment. When you are finished, click **Submit**.

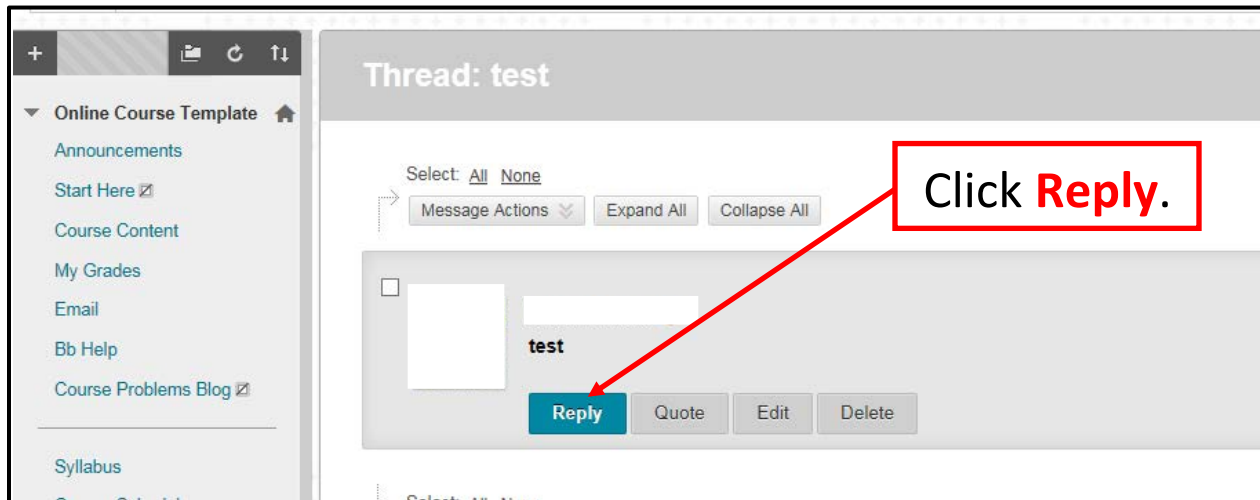Path: Words:0

Click Save Draft to save a draft of this message. Click Submit to submit the post. Click Cancel to quit.

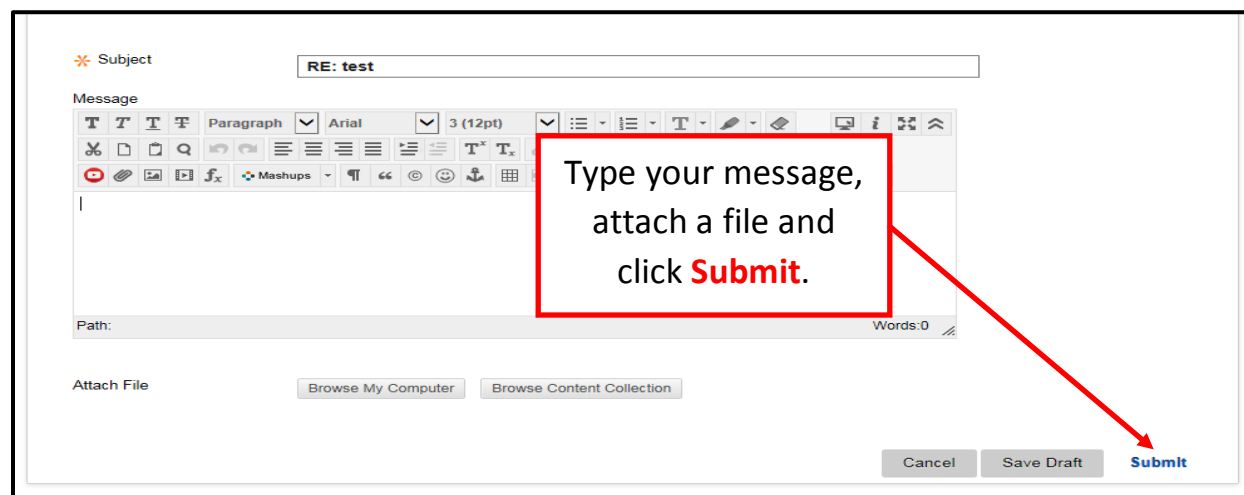Cancel   Save Draft   **Submit**

Creating a Discussion Board (cont.)

Create Thread   Grade Discussion Forum

> To reply to a message in the forum, click on **Thread**.

Thread Act...   ...ect   Delete

☐ ❤ **Date**   Thread

☐   8/24/17 12:29 PM   test

Thread Actions ⌄   Collect   Delete

Creating a Discussion Board (cont.)

Click **Reply**.

Creating a Discussion Board (cont.)

Type your message, attach a file and click **Submit**.

Navigating the Grade Center

The **Grade Center** is broken down into four areas: **Needs Grading, Full Grade Center, Assignments, and Tests**.

Needs Grading shows only items that need graded.

Full Grade Center shows all users and all items in the course.

Assignments shows only assignments for all users.

Tests shows only tests for all uses.

Notes:

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Full Grade Center

The **Full Grade Center** displays the student's ID number, last access date, and grades.

Full Grade Center (cont.)
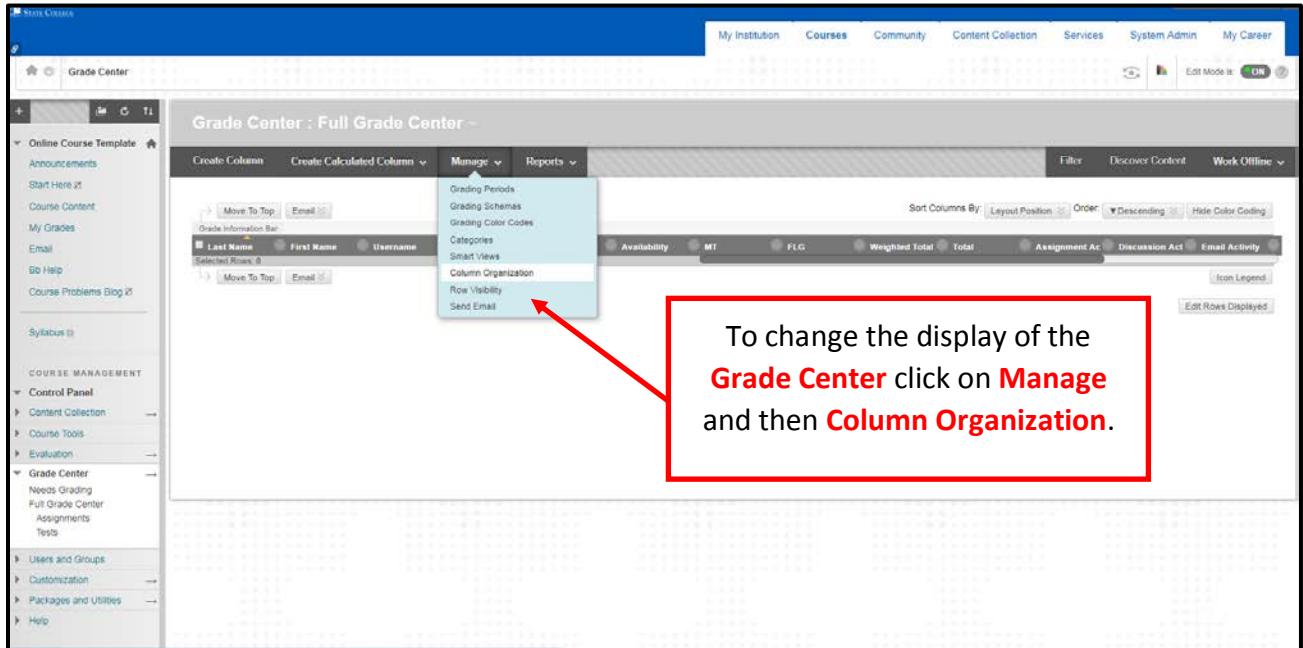
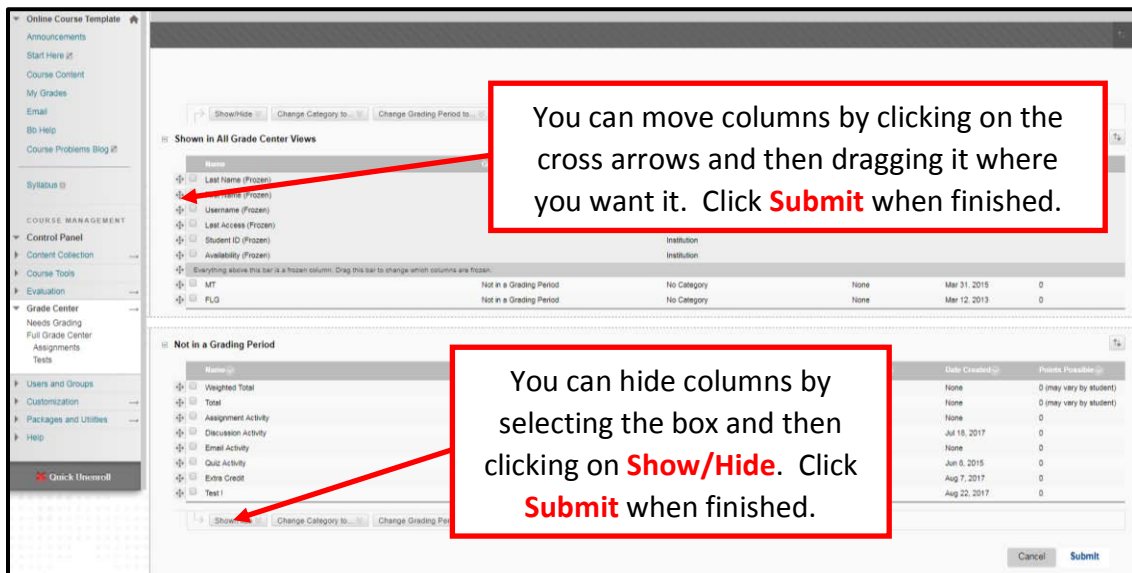When you click on the down arrow by the column you have several options, including deleting the column.

Full Grade Center (cont.)

To change the display of the **Grade Center** click on **Manage** and then **Column Organization**.
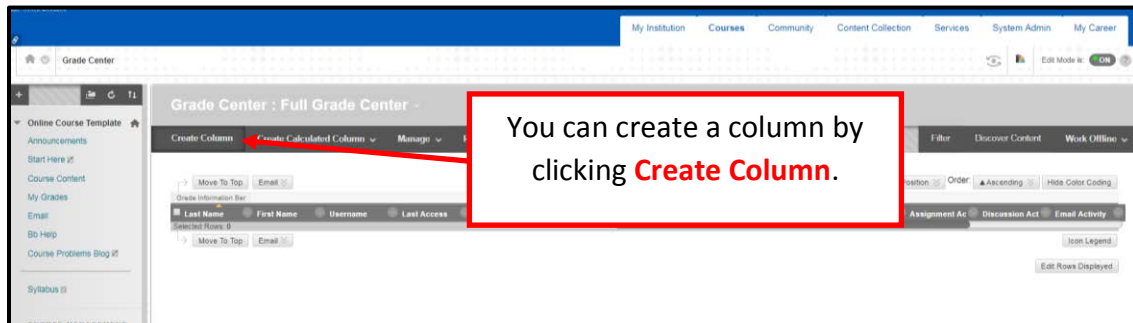
Full Grade Center (cont.)

You can move columns by clicking on the cross arrows and then dragging it where you want it. Click **Submit** when finished.

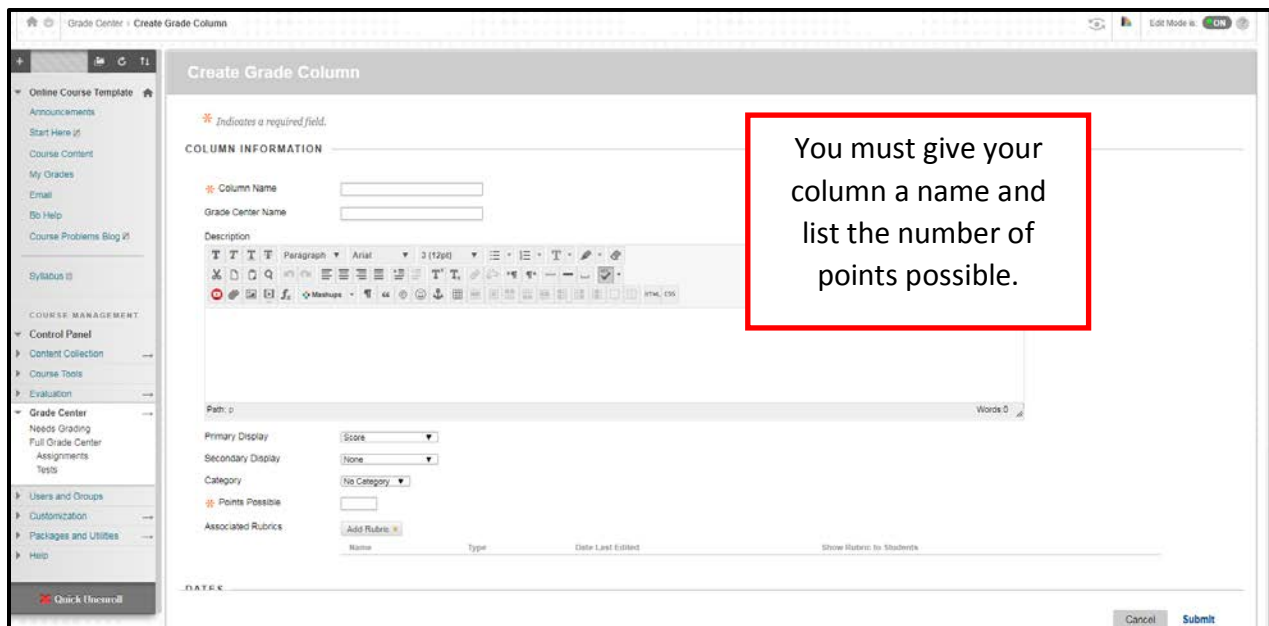You can hide columns by selecting the box and then clicking on **Show/Hide**. Click **Submit** when finished.

Full Grade Center (cont.)

You can create a column by clicking **Create Column**.

Full Grade Center (cont.)

You must give your column a name and list the number of points possible.

Full Grade Center (cont.)

Make sure you select the correct value.

Full Grade Center (cont.)

You can add a rubric and set due dates. The options are mostly likely set how you would like, but you do have the ability to change them. When finished click **Submit**.

Notes:

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Questions or for More Information

For Blackboard technical support, please contact the Blackboard help desk at 304-462-6449 between the hours of 8:00am and 4:00pm or by email at Blackboard.Help@glenville.edu.

If you need Blackboard help after 4:00pm but before 8:00am please contact WVNET at 1-304-293-5192