

Blackboard Basics

learn.rochester.edu

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Learning Objectives

Participants will be able to...

- Describe Blackboard course shell components
- Manage the Course Menu area
- Use the Course Management menu
- Build in a Content Area
- Describe Assessment and Activity tools
- Communicate with Students
- Make the Course Available to Students
- View the Course as a Student



BLACKBOARD TERMINOLOGY



Blackboard Course Shell

UR Courses Online

Instructors enable the course links below when they have online content for students to view in Blackboard. If a course is designated as "unavailable," the instructor has not yet enabled the link, or may not be using Blackboard for course delivery.

2020 SUMMER Semester

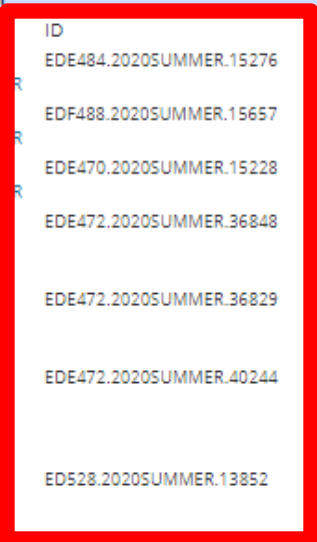
Title	ID	
ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276	Ir
PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657	Ir
TOPICS IN ONLINE TEACHING - 2020SUMMER	EDE470.2020SUMMER.15228	Ir
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERA	EDE472.2020SUMMER.36848	Ir
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERB	EDE472.2020SUMMER.36829	Ir
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERC (unavailable)	EDE472.2020SUMMER.40244	Ir
USING QUANT SFTWAR SPSS - 2020SPRING and 2020SUMMER	ED528.2020SUMMER.13852	Ir

2019-20 Year

Title	ID	

Courses by term

Course ID



Blackboard Course Shell

Courses by term

UR Courses Online

Instructors enable the course links below when they have online content for students to view in Blackboard. If a course is designated as "unavailable," the instructor has not yet enabled the link, or may not be using Blackboard for course delivery.

19 Campus Safety Training

2020 SUMMER Semester

Title	ID	R
ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276	Ir
PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657	Ir
TOPICS IN ONLINE TEACHING - 2020SUMMER	EDE470.2020SUMMER.15228	Ir
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER A	EDE472.2020SUMMER.36848	Ir
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER B	EDE472.2020SUMMER.36829	Ir
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER C (unavailable)	EDE472.2020SUMMER.40244	Ir
USING QUANT SFTWAR SPSS - 2019 SPRING and 2020SUMMER	ED528.2020SUMMER.13852	Ir

2019-20 Year

Title	ID	R

Available to Students?



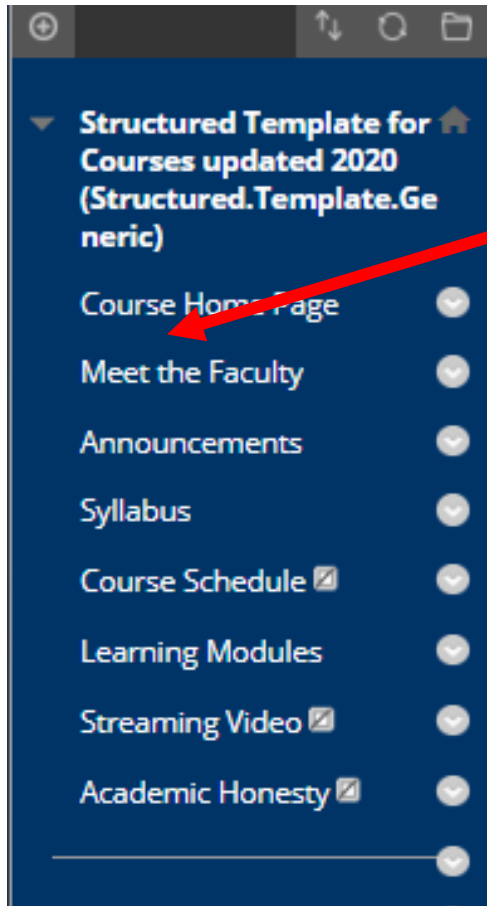
Courses Tab



Any courses older than a few terms can be accessed here



Left Hand Menu

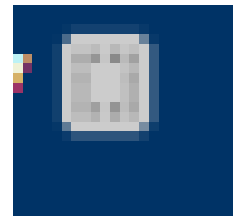
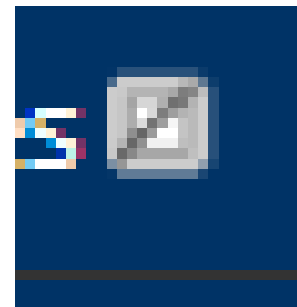
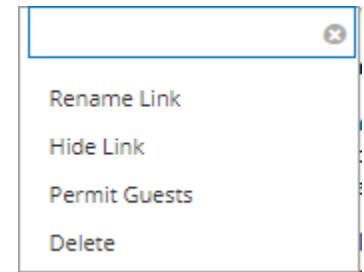


Menu items

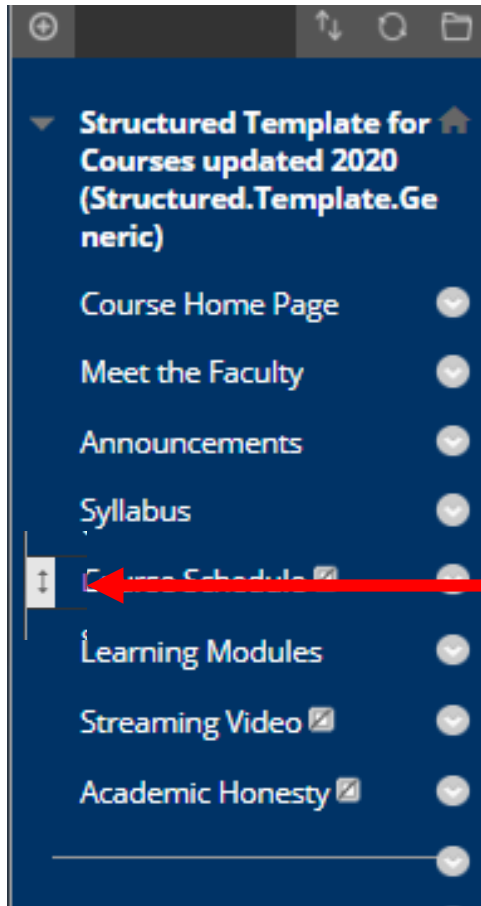
Item menu options

Hidden from Students

Empty



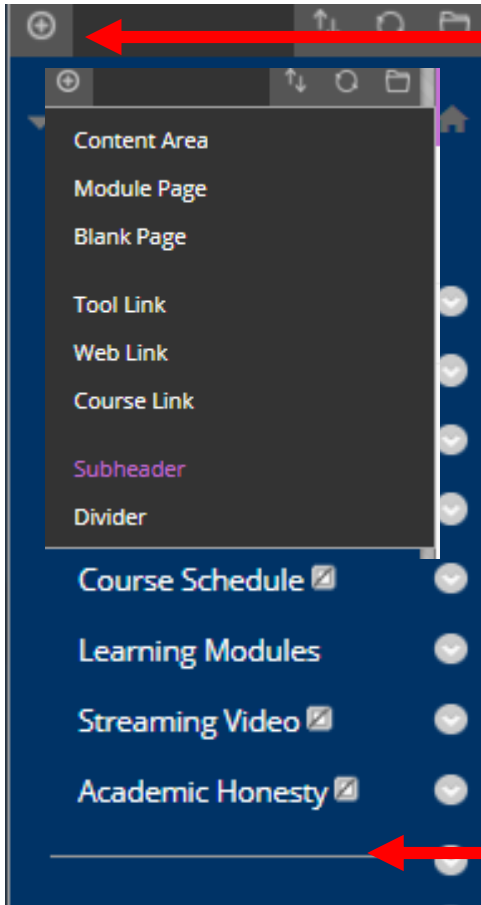
Rearrange



Drag and Drop



Add New Items



Content Area – New Space for Content

Tool Link - Link to a Bb Tool

Web Link – Link to External web

Subheader / Divider



My Grades

My Grades

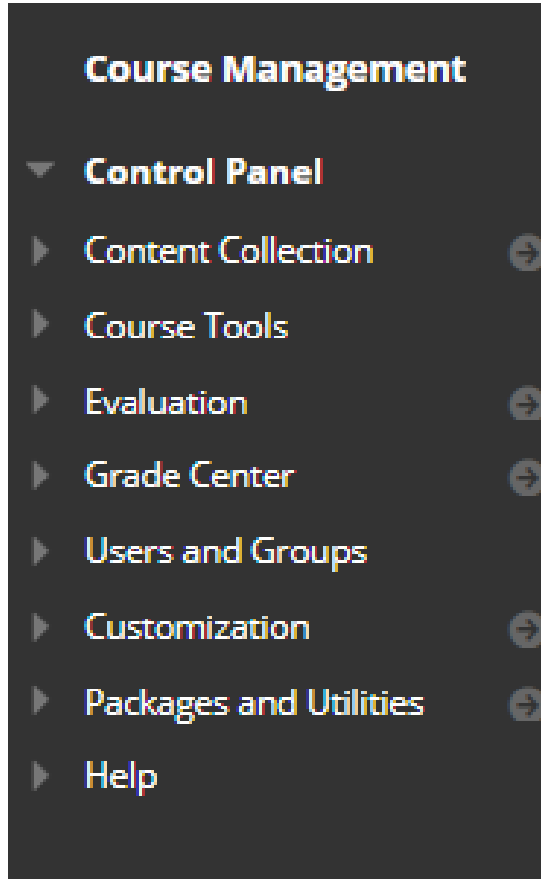
ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Total View Description Grading Criteria		-
[REDACTED]	UPCOMING	-
Journal		/10
[REDACTED]	UPCOMING	-
		/10
[REDACTED]	UPCOMING	-
Discussion		/2
[REDACTED] uiry	UPCOMING	-
		/3
[REDACTED]	UPCOMING	-
Discussion		/2
[REDACTED] Content Exploration	UPCOMING	-
DOE: JUN 4, 2020 Assignment		/2



COURSE MANAGEMENT



Course Management

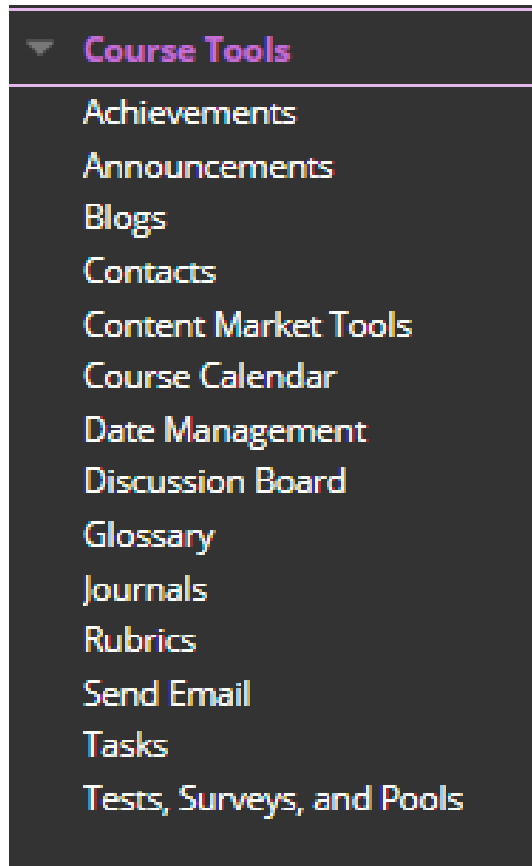


Instructor menu

Course Tools
Grade Center
Users and Groups
Customization
Packages and Utilities



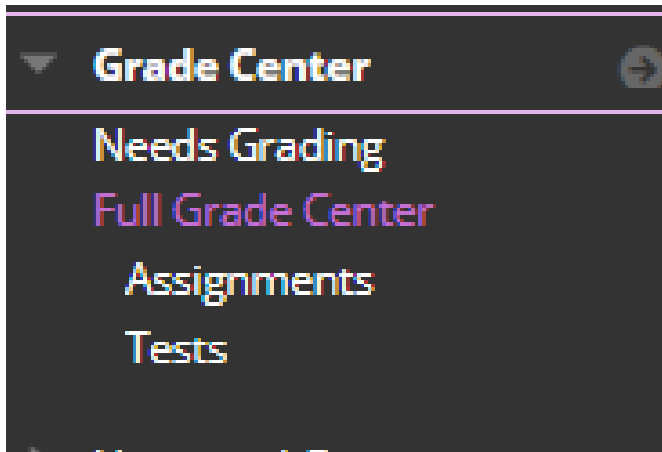
Course Tools



- Direct Access to Blackboard tools



Grade Center



- Needs Grading – Anything in need of a grade
- Full Grade Center
- Assignments – only
- Tests - only



Grade Center

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾

Move To Top Email ▾

Columns for graded assignments

Grade Information Bar

<input type="checkbox"/>	LAST NAME ▾	FIRST NAME ▾	SAMPLE COURSE ACTIVITY SURVEY ▾	SAMPLE PEER AND SELF ASSESSMENT ▾	TEST GROUP ASSIGNMENT 1 ▾	TEST PADLET FOR CLASS DISCUSSION ▾
<input type="checkbox"/>	Student1	SMDGraduate	--	--	5.00	--
<input type="checkbox"/>	Student2	SMDGraduate	--	--	--	--
<input type="checkbox"/>	Student3	SMDGraduate	--	--	5.00	--
<input type="checkbox"/>	Student4	SMDGraduate	--	--	-- ▾	--



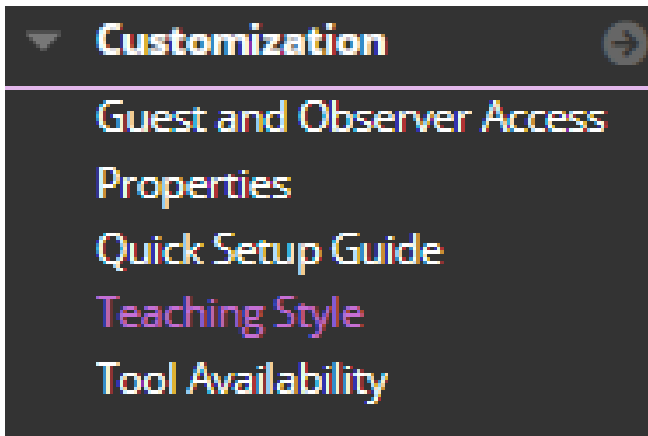
Users and Groups



- Users – See and enroll users
- Note – All registered students are automatically enrolled
- Groups – Create and manage groups



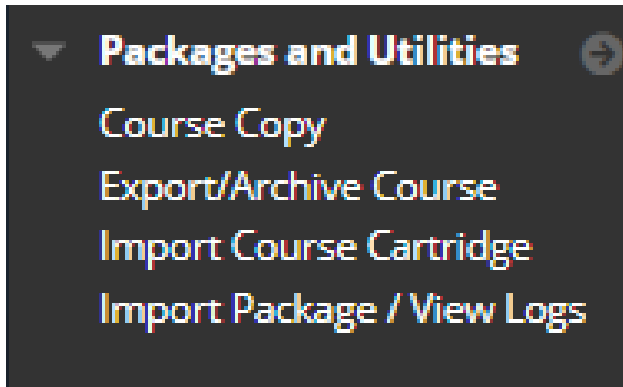
Customization



- Properties – Change Course Name, Make Course Available
- Teaching Style – Course Entry Page, Menu/Text Colors, Icons
- Tool Availability – turn on Tools



Packages and Utilities



- Course Copy – Copy from this course into another.
- Export – Create a course package
- Archive – Create an archive, including enrollments
- Import Package – Import from another course package.



CONTENT AREA

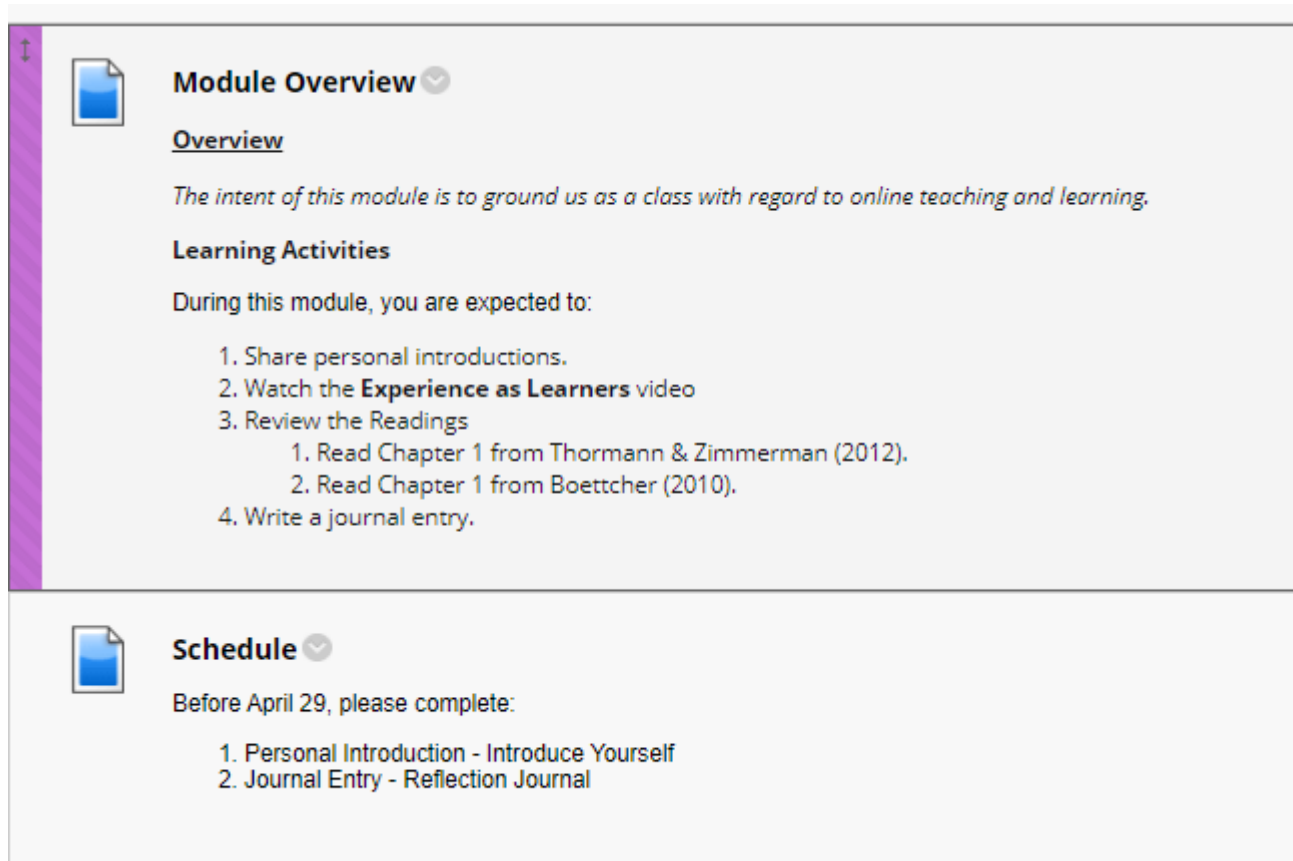


Build Content menu

- Folders
- “Items”



Items are Content



The screenshot shows a course interface with two main sections: 'Module Overview' and 'Schedule'. Each section is preceded by a blue document icon and a dropdown arrow. The 'Module Overview' section includes an 'Overview' paragraph, a 'Learning Activities' heading, and a list of four tasks. The 'Schedule' section includes a heading and a list of two tasks.

Module Overview ▾

Overview

The intent of this module is to ground us as a class with regard to online teaching and learning.

Learning Activities

During this module, you are expected to:

1. Share personal introductions.
2. Watch the **Experience as Learners** video
3. Review the Readings
 1. Read Chapter 1 from Thormann & Zimmerman (2012).
 2. Read Chapter 1 from Boettcher (2010).
4. Write a journal entry.

Schedule ▾

Before April 29, please complete:

1. Personal Introduction - Introduce Yourself
2. Journal Entry - Reflection Journal



Create Item

DESIGNING ONLINE COURSES - 2019SPRING EDE486.2019SPRING.47636 Learning Modules Module 4 - Instructional Resources and Technology Tools

Module 4 - Instructional Resources and Technology Tools

Build Content Assessments Tools Partner Content

Create	New Page
Item	Content Folder
File	Module Page
Image	Blank Page
Web Link	Mashups
Learning Module	Flickr Photo
Lesson Plan	YouTube Video
Syllabus	
Course Link	
Document Package	
Content Package (SCORM)	
Panopto Video Quiz	
Yellowdig	

Instructional resources and technology tools.

Construct and demonstrate online resources and activities with Web 2.0 tools.

ed to do the following:

book chapters.

ipate in the synchronous class sessions using the Zoom link on the course home page.

ipate in the asynchronous discussions related to the tools in the practicum.

cticum activities with Web 2.0 tools.

ment - Instructional Resources and submit by March 16 to the Instructional Resources discussion

e assignment function.

structional Resources from your thinking partners.

on the last day of the module.



Item Information
















* Indicates a required field.

CONTENT INFORMATION

* Name

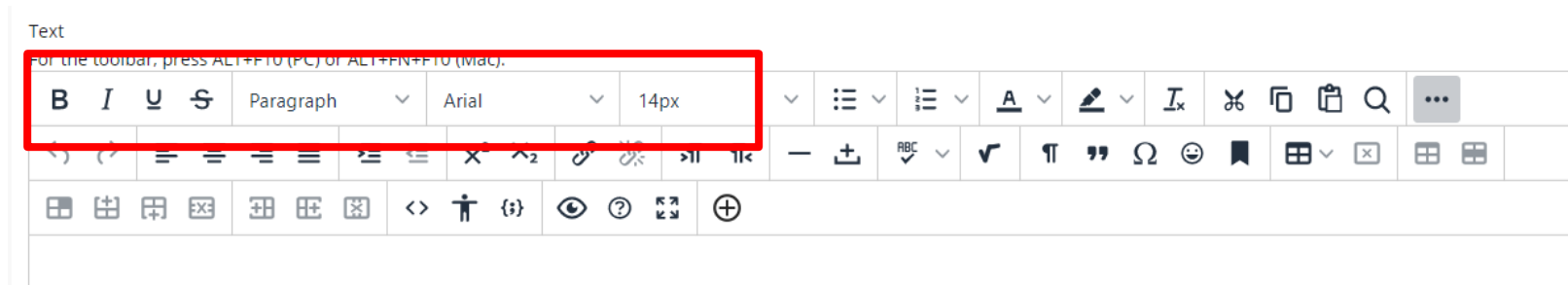
Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 14px               

Text Box Options

Text Styles

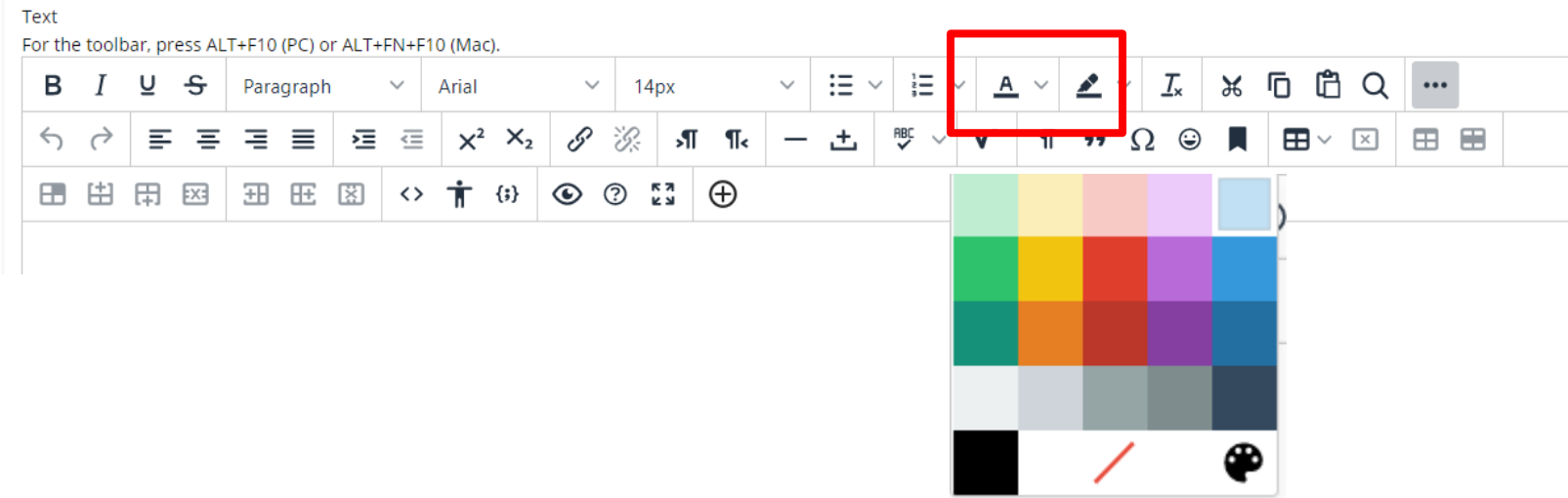


B *I* U ~~ABC~~
Heading Styles
Font and Font Size



Text Box Options

Text Color

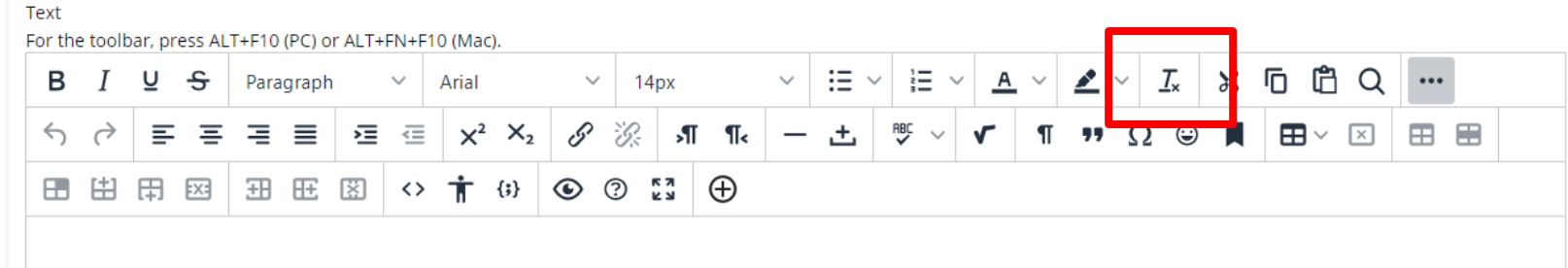


Use sparingly!



Text Box Options

Remove Formatting

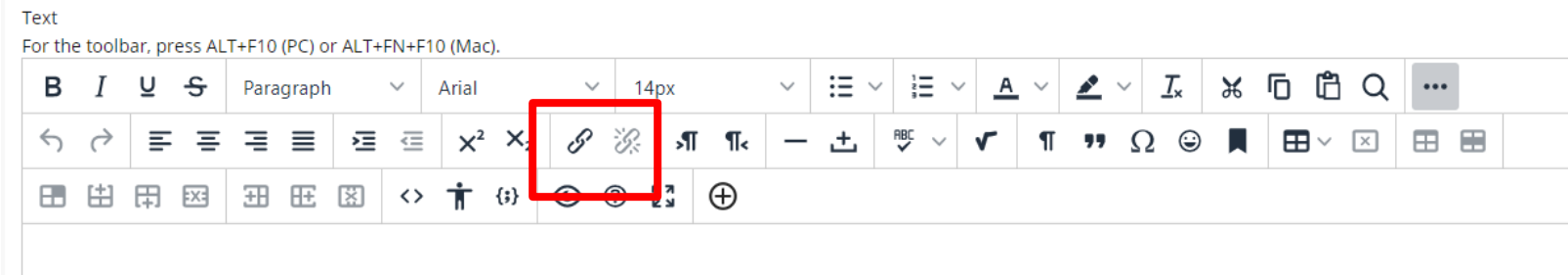


Use to remove fonts, styles when copying from web pages, Word documents, etc.



Text Box Options

Make / Remove Links



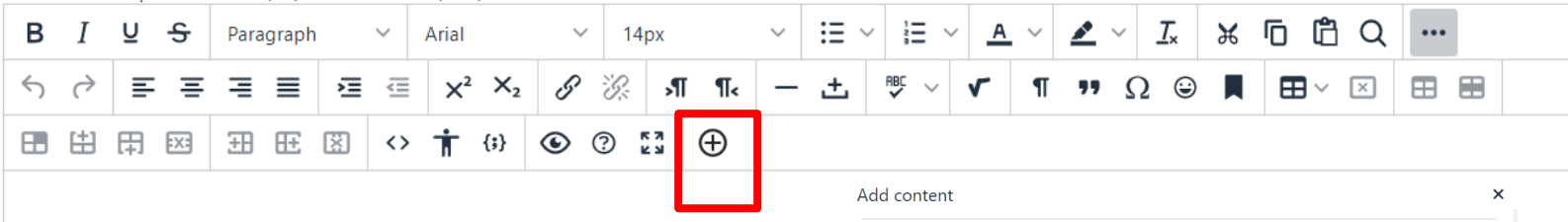
Highlight text first



Text Box Options

Add Attachment within Text

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The screenshot shows a rich text editor toolbar. The 'Add Attachment' icon, which is a square with a plus sign inside, is highlighted with a red box. To the right of the toolbar, an 'Add content' dialog box is open, showing options for inserting content. Under 'Common Tools', there are 'Insert Local Files' and 'Insert from Content Collection'. Under 'Additional Tools', there are 'Flickr Photo', 'Panopto Student Video Submission', and 'YouTube Video'. The 'Flickr Photo' option is currently selected and highlighted.

Browse computer
to find file.

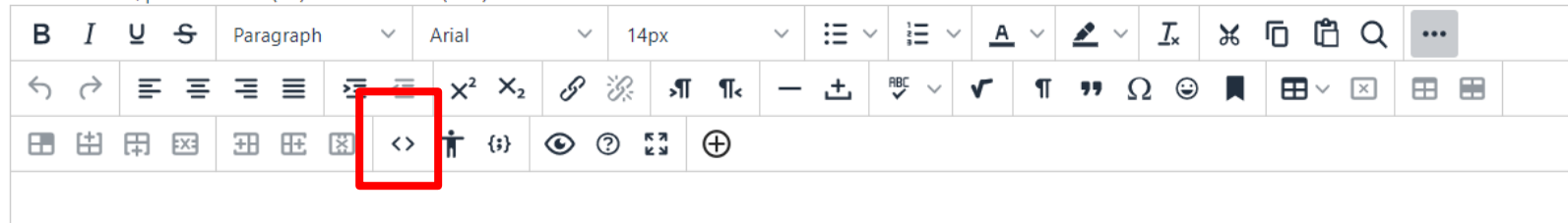


Text Box Options

HTML Editor

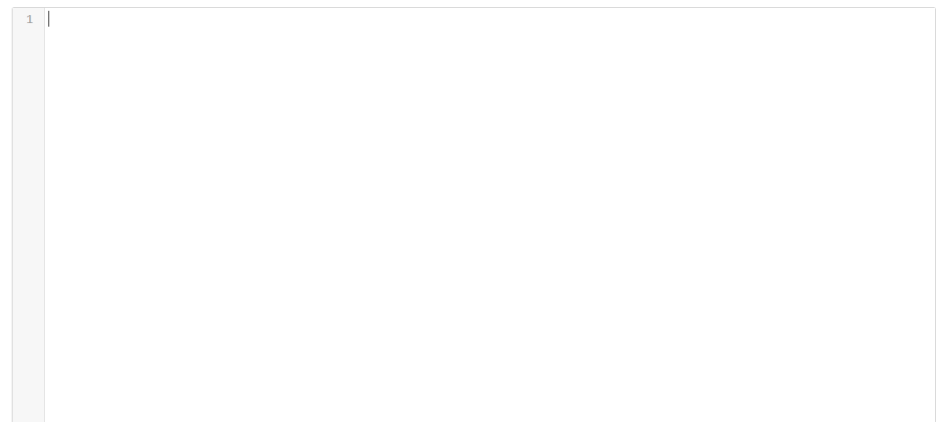
Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Useful for pasting in
embed codes!

Source code



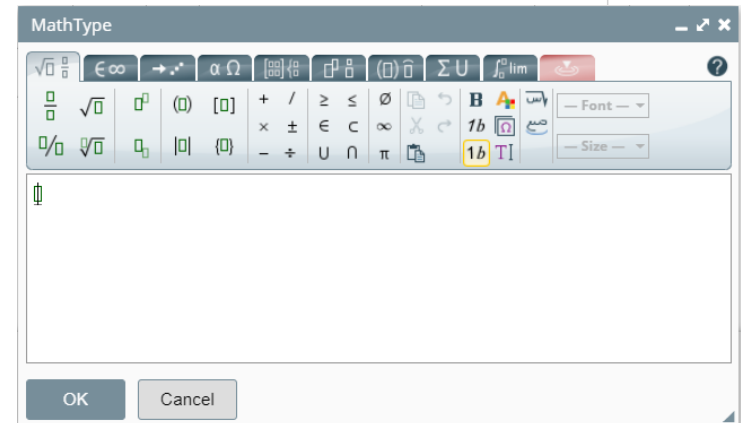
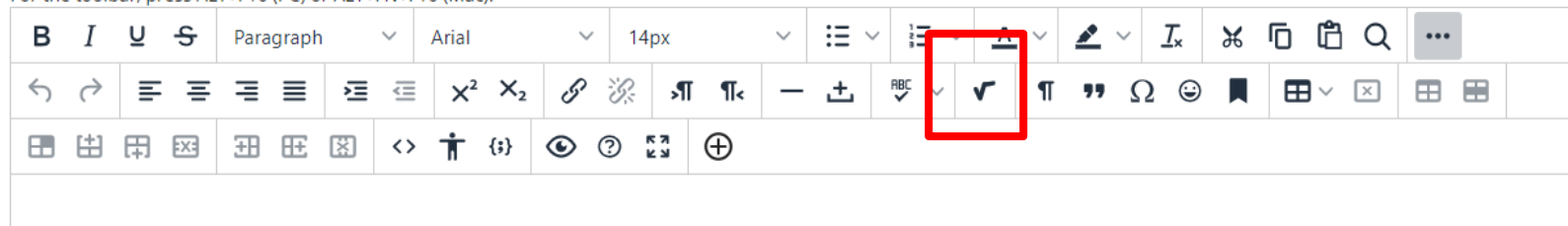
Cancel Save



Text Box Options Equation Editor

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Attachments

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.



Find Files on your
Computer to upload and
attach to this Item



Availability

STANDARD OPTIONS

Permit Users to View this Content

Yes No




Allow students to see


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.

Set date range
If desired



Folders Organize Content



Course Overview and Introduction ▼

This folder contains overall course information. Please review this material before the start of the course on January 2.



Module 1 - Establishing a Baseline ▼

This module is intended to establish a starting point for this course.

Please complete the activities in this module prior to April 29. It is expected that this should not take more than 1-2 hours.







Folder Available

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.

Allow students to see



Set date range
If desired



ASSESSMENT TOOLS



Assessments

- Test



Module 1 Quiz ▼

Take this quiz to test your understanding of the terminology presented in Module 1. These terms will be used throughout the course.

You must score 8 out of 10 in order to advance to the next module.

If you do not score 8 or better, retake the quiz.

Complete by May 22, 2020

- Assignment



Assignment - Module 2 ▼

Enabled: Adaptive Release

Attached Files: HOMEWORK - Module 2.docx ▼ (17.83 KB)
 CooperatingTeacherSurvey_Codebook.doc ▼ (122.5 KB)
 CooperatingTeacherResponses.pdf ▼ (520.008 KB)
 AppendCases.sav ▼ (3.155 KB)
 Homework2_GradingRubric.docx ▼ (16.671 KB)

Meet Professor Smith. You have just been assigned as her research assistant.

Hello, my name is Julie Smith. I hope you enjoy working as my research assistant. I just finished entering the data into SPSS. I hope you can help with this project. I need you to create the data set from the survey responses. Another student is working on entering the rest of the data. When you are done, you

Download the Homework instructions and create your own SPSS dataset from the survey



BLACKBOARD “TOOLS”



Discussion Board

List View

Tree V

Forum: Ask a Question

Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Create Thread

Unsubscribe

Search

Display ▾

<input type="checkbox"/>	DATE ▾	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
<input type="checkbox"/>	6/28/20 8:41 AM	Discussion "threads"		Published	0	0	3
<input type="checkbox"/>	6/22/20 7:17 PM	Discussion "threads"		Published	0	0	4

Thread Actions ▾ Collect Delete

Thread Actions ▾ Collect Delete

Displaying 1 to 2 of 2 items [Edit Paging...](#)



Journal or Blog

Journals

Journals are a personal space for students to communicate with you. You can create one or more journals for your students to use in your course. [More Help](#)

Create Journal

<input type="checkbox"/>	NAME	VISIBILITY	LAST MODIFIED DATE	ENTRIES
<input type="checkbox"/>	Weekly Reflective Journal	Private	6/27/20 5:37 PM	60

Displaying 1 to 1 of 1 items

Show All

Edit Paging...



Wiki

Wikis

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

Create Wiki

<input type="checkbox"/>	NAME	TYPE	STUDENT ACCESS	STUDENT COMMENT ACCESS	LAST MODIFIED DATE
<input type="checkbox"/>	Lesson Transition	Course	Open to Editing	Open to Commenting	5/22/20 11:30 AM

Displaying 1 to 1 of 1 items

Show All Edit Paging...



Groups

All Groups Group Sets All Users

Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create ▾ Import

Export Group Settings

Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	GroupProject 1 - Topic	GroupProject	0	No	Yes
<input type="checkbox"/>	GroupProject 2 - Topic	GroupProject	0	No	Yes
<input type="checkbox"/>	Project Groups 1	Project Groups	4	No	Yes
<input type="checkbox"/>	Project Groups 2	Project Groups	3	No	Yes
<input type="checkbox"/>	Project Groups 3	Project Groups	3	No	Yes

Bulk Actions ▾ View Options ▾

Displaying 1 to 5 of 5 items

Show All

Edit Paging...



External Tools

- Zoom
- Voicethread
- Panopto Video Link
- Panopto Course Tool Application
- Panopto Video Quiz
- Qwickly Attendance
- Yellowdig Engage



COMMUNICATE WITH STUDENTS

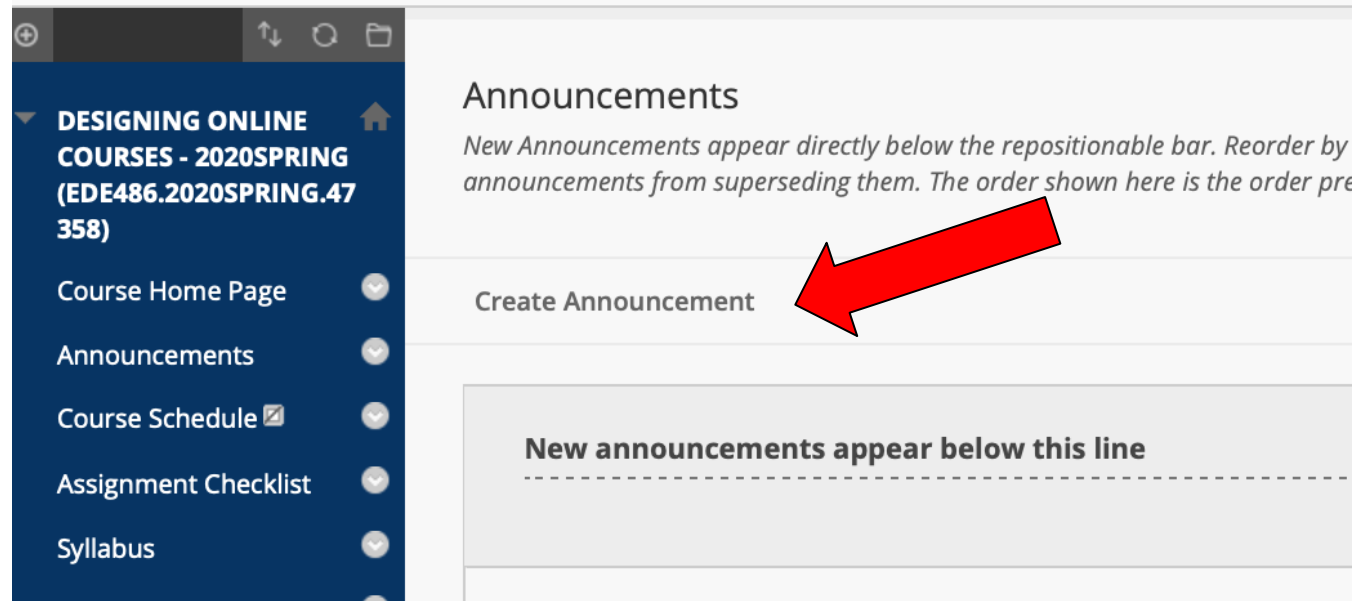


Announcement

The screenshot displays a course LMS interface. On the left is a dark blue navigation menu with the following items: DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358), Course Home Page, Announcements, Course Schedule, Assignment Checklist, Syllabus, Learning Modules, Qwicky Attendance, Discussion, Email, Library Resources, Textbooks, Reserves, Journals, Groups, and Course Evaluations. A red arrow points to the 'Announcements' item. The main content area is titled 'Course Home Page' and includes tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The first announcement is titled 'Read me first' and contains the text: 'Welcome to EDE486 - Design Hello ER', 'Me', and 'The recordings of our ZOOM session 1'. The second announcement is titled 'Meet the Faculty' and features a photo of Eric E. Fredericksen, Ed.D., with his contact information: Associate Vice President for Online Learning & Associate Professor in Educational Leadership, University of Rochester, 314 LeChase Hall, Rochester, New York 14627, t - 585.273.1714, e - eric.fredericksen@rochester.edu, and w - <https://www.warner.rochester.edu/facultystaff/fredericksen/>.



Create Announcement



The screenshot displays a course management interface. On the left is a dark blue sidebar with the following menu items: 'DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358)', 'Course Home Page', 'Announcements', 'Course Schedule', 'Assignment Checklist', and 'Syllabus'. The main content area is titled 'Announcements' and contains the text: 'New Announcements appear directly below the repositionable bar. Reorder by announcements from superseding them. The order shown here is the order pre'. Below this text is a button labeled 'Create Announcement', which is highlighted by a large red arrow. Underneath the button is a light gray box with the text 'New announcements appear below this line' and a dashed horizontal line below it.

**make sure you are in edit mode*



Write Announcement

DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47358)

Course Home Page

Announcements

Course Schedule

Assignment Checklist

Syllabus

Learning Modules

Quickly Attendance

Discussion

Email

Library Resources

Textbooks

Reserves

Journals

Groups

Course Evaluations

Student Support

My Grades

Tools

Faculty Resources

Private Faculty Reflection

Calendar

AEFIS Syllabus

Create Announcement

Announcements are an ideal way to post time-sensitive information critical to course success. [More Help](#)

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject

Message

Paragraph Arial 3 (12pt)

Type message here

Path: p Words:0

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

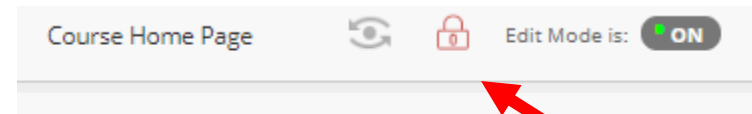


**MAKE THE COURSE
AVAILABLE**



Within Course

Course Management
Customization
Properties



From a Content Area
Click LOCK

SET AVAILABILITY

Make this course available to users?

Make Course Available

- Yes
- No
- Use Term Availability
(2020 SUMMER Semester is Available)



From Main UR Courses Online

Click Red X



UR Courses Online

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Return to Campus

Title	ID	
Return to Campus - COVID-19 Campus Safety Training	COVID19.CampusReturn.ASEGrads	S

2020 SUMMER Semester

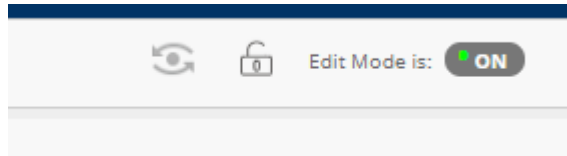
Title	ID	
<input checked="" type="checkbox"/> ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276	Ir
<input checked="" type="checkbox"/> PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657	Ir
<input checked="" type="checkbox"/> TOPICS IN ONLINE TEACHING - 2020SUMMER	EDE470.2020SUMMER.15228	Ir
<input checked="" type="checkbox"/> UR FACULTY ONLN COURSE DEVEL - 2020SUMMERA	EDE472.2020SUMMER.36848	Ir
<input checked="" type="checkbox"/> UR FACULTY ONLN COURSE DEVEL - 2020SUMMERB	EDE472.2020SUMMER.36829	Ir
<input checked="" type="checkbox"/> UR FACULTY ONLN COURSE DEVEL - 2020SUMMERC (unavailable)	EDE472.2020SUMMER.40244	Ir
<input checked="" type="checkbox"/> USING QUANT SFTWAR SPSS - 2020SPRING and 2020SUMMER	ED528.2020SUMMER.13852	Ir



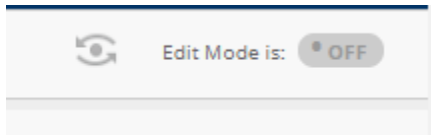
PREVIEW AS STUDENT



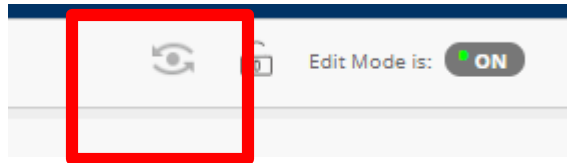
View as Student



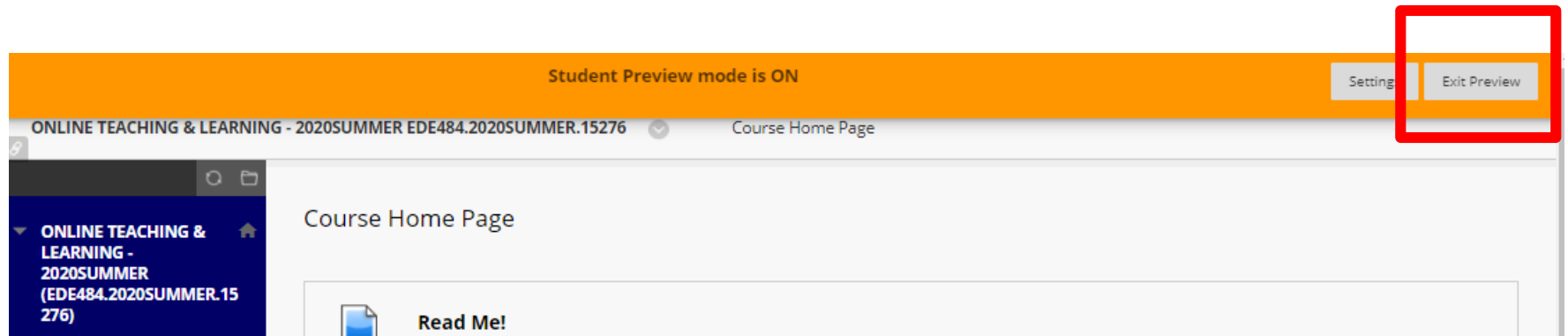
- Edit Mode is OFF



Act as Student



- Student Preview



Exit Student Preview

- Delete User and all Data
- Keep User and all Data

Exit Student Preview

You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

- Delete the preview user and all data (Recommended)
If you are finished previewing the course as a student, delete the data and remove the preview user from your course.
- Keep the preview user and all data
If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.
- Remember this choice and do not ask me again
This can be changed in Student Preview Settings, located in the Student Preview control bar.

Cancel Continue



**THANK YOU
QUESTIONS?**



More Workshops

<http://rochester.edu/online-learning/index.html>

