Blackboard Basics

Eric Fredericksen, EdD
Associate Vice President for Online Learning
Associate Professor in Educational Leadership

Lisa Brown, EdD
Assistant Director
University IT & URMC Institute for Innovative Education
Planning Committee & Presenter Declarations

There are no relevant personal or financial relationships with any commercial interests pertaining to this activity.
Accreditation/Certification Statements

The University of Rochester School of Medicine and Dentistry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The University of Rochester School of Medicine and Dentistry designates this live activity for a maximum of 1.0 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

No commercial funding was received to support this activity.

ACCME Standards of Commercial Support of CME require that presentations be free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. When discussing therapeutic options, faculty are requested to use only generic names. If they use a trade name, then those of several companies should be used. If a presentation includes discussion of any unlabeled or investigational use of a commercial product, faculty are required to disclose this to the participants.
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

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.

Courses by term

Course ID

<table>
<thead>
<tr>
<th>2020 SUMMER Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>ONLINE TEACHING &amp; LEARNING - 2020SUMMER</td>
</tr>
<tr>
<td>PRACTICUM IN ONLINE TEACHING - 2020SUMMER</td>
</tr>
<tr>
<td>TOPICS IN ONLINE TEACHING - 2020SUMMER</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMER</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMERB</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMERC (unavailable)</td>
</tr>
<tr>
<td>USING QUANT SOFTWARE SPSS - 2020SPRING and 2020SUMMER</td>
</tr>
</tbody>
</table>

2019-20 Year

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE ID 2019-2020</td>
<td></td>
</tr>
</tbody>
</table>
Blackboard Course Shell

Available to Students?

Courses by term
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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LAST ACTIVITY</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Total</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>View Description</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Grading Criteria</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>View Description</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Grading Criteria</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

- **Journal**: Upcoming, 10/10
- **Discussion**: Upcoming, 2/2
- **Survey**: Upcoming, 3/3
- **Discussion**: Upcoming, 2/2
- **Content Exploration**: Upcoming, 2/2
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
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.
Build Content menu

- Folders
- “Items”
Create Folder

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.

CONTENT FOLDER INFORMATION

- Name
- Color of Name
  - Black

Text

Path: /
Folder Available

- Allow students to see
- Set date range if desired

STANDARD OPTIONS

- Permit Users to View this Content: Yes or No
- Track Number of Views: Yes or 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.
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.
Create Item
Item Information

**CONTENT INFORMATION**

- **Name**
  
  **Color of Name**
  - [ ] Black

**Text**

*Indicates a required field.*

Provide Text here
Text Box Options

Text Styles

Bold, Italic, Underline, Strikethrough

Heading Styles

Font and Font Size
Text Box Options
Text Color

Use sparingly!
Text Box Options
Bullet/Numbered Lists
Text Box Options
Alignment

Left, Center, Right, Full
Text Box Options
Superscript, Subscript
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 Image

Browse computer to find image file
Add alternate text!
Text Box Options
Add Attachment within Text

Browse computer to find file
Text Box Options
Table
Text Box Options
HTML Editor

Useful for pasting in embed codes!
Text Box Options

Equation Editor
Find Files on your Computer to upload and attach to this Item
Availability

- Allow students to see
- Set date range if desired
Items are Content

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
ASSESSMENT TOOLS
Assessments

- Test

- Assignment

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 - Module 2

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 set into SPSS. I hope you can help with this project. I need you to create the data set. Another student is working on entering the rest of the data. When you are done, you need to check with me.

Download the Homework instructions and create your own SPSS dataset from the survey.
BLACKBOARD “TOOLS”
Discussion Board

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

- Thread Actions
- Collect
- Delete

<table>
<thead>
<tr>
<th>DATE</th>
<th>THREAD</th>
<th>AUTHOR</th>
<th>STATUS</th>
<th>UNREAD POSTS</th>
<th>UNREAD REPLIES TO ME</th>
<th>TOTAL POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/20 8:41 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/22/20 7:17 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Published 0 0 3
Published 0 0 4

Displaying 1 to 2 of 2 items | Edit Paging...
# Journal or Blog

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.

## Create Journal

<table>
<thead>
<tr>
<th>NAME</th>
<th>VISIBILITY</th>
<th>LAST MODIFIED DATE</th>
<th>ENTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Reflective Journal</td>
<td>Private</td>
<td>6/27/20 5:37 PM</td>
<td>60</td>
</tr>
</tbody>
</table>

Displaying 1 to 1 of 1 items

[Show All][Edit Paging]
Wiki

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE</th>
<th>STUDENT ACCESS</th>
<th>STUDENT COMMENT ACCESS</th>
<th>LAST MODIFIED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Transition</td>
<td>Course</td>
<td>Open to Editing</td>
<td>Open to Commenting</td>
<td>5/22/20 11:30 AM</td>
</tr>
</tbody>
</table>

Displaying 1 to 1 of 1 items
Groups

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>GROUP SET</th>
<th>ENROLLED MEMBERS</th>
<th>SELF-ENROLL</th>
<th>AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GroupProject 1 - Topic</td>
<td>GroupProject</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>GroupProject 2 - Topic</td>
<td>GroupProject</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Groups 1</td>
<td>Project Groups</td>
<td>4</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Groups 2</td>
<td>Project Groups</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Groups 3</td>
<td>Project Groups</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

Welcome to EDE486 - Designing Online Courses - 2020SPRING (EDE486.2020SPRING.47358)

Course Home Page

Read me first

Welcome to EDE486 - Designing Online Courses - 2020SPRING (EDE486.2020SPRING.47358)

The recordings of our ZOOM session are available here.

Meet the Faculty

Eric E. Fredericksen, Ed.D.
Associate Vice President for Online Learning
& Associate Professor in Educational Leadership
University of Rochester
314 LeChase Hall
Rochester, New York 14627
L: 885-273-1714
E: eric.fredericksen@rochester.edu
W: https://www.warner.rochester.edu/facultystaff/fredericksen/
Create Announcement

New Announcements appear directly below the repositionable bar. Reorder by announcements from superseding them. The order shown here is the order presented to students.

Create Announcement

*make sure you are in edit mode
Write Announcement

Create Announcement

Announcements are an ideal way to post time-sensitive information critical to course success. More Help

ANNOUNCEMENT INFORMATION

- Subject

Message

Type message here

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.
MAKE THE COURSE AVAILABLE
Within Course

Course Management
Customization
Properties

From a Content Area
Click LOCK
From Main
UR Courses Online

Click Red X

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.

Return to Campus

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to Campus - COVID-19 Campus Safety Training</td>
<td>COVID19.CampusReturn.ASEGrads</td>
</tr>
</tbody>
</table>

2020 SUMMER Semester

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE TEACHING &amp; LEARNING - 2020SUMMER</td>
<td>EDE484.2020SUMMER.15276</td>
</tr>
<tr>
<td>PRACTICUM IN ONLINE TEACHING - 2020SUMMER</td>
<td>EDF488.2020SUMMER.15667</td>
</tr>
<tr>
<td>TOPICS IN ONLINE TEACHING - 2020SUMMER</td>
<td>EDE470.2020SUMMER.15228</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMER</td>
<td>EDE472.2020SUMMER.36848</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMERB</td>
<td>EDE472.2020SUMMER.36829</td>
</tr>
<tr>
<td>UR FACULTY ONLN COURSE DEVEL - 2020SUMMERC (unavailable)</td>
<td>EDE472.2020SUMMER.40244</td>
</tr>
<tr>
<td>USING QUANT SFWAR SPSS - 2020SPRING and 2020SUMMER</td>
<td>ED528.2020SUMMER.13852</td>
</tr>
</tbody>
</table>
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
THANK YOU
QUESTIONS?
Evaluation

- https://forms.gle/NaSBqVMyKHHVe1VM6
More Workshops

http://rochester.edu/online-learning

- How to Facilitate a Live Zoom Session
  - Wednesday, July 15, 12noon
- How to Record and Share Lectures with Students
  - Monday, July 20, 12noon
- How to Facilitate an Online Exam
  - Friday, July 24, 12noon
- How to Use Voicethread for Discussions
  - Monday, July 27, 12noon
- How to Facilitate Discussions
  - Wednesday, July 29, 12noon
- How to Manage the Grade Center
  - Monday, August 3, 12noon
Video Tutorials

- [http://rochester.edu/online-learning/disruption/index.html](http://rochester.edu/online-learning/disruption/index.html)