

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 AND NAVIGATION





 Institution Page


 Lisa Brown


 Activity Stream

 Courses


 Organizations

 Calendar

 Messages

 Grades

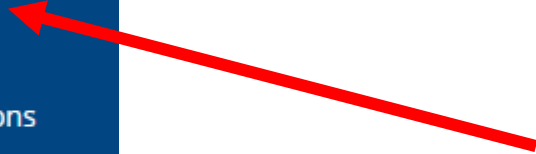
 Tools

 Sign Out

Left Hand Menu

Access Various areas of
Blackboard from the Left Hand
menu

Courses



Courses

Course Catalog

← SPRING2022ASE

Current Courses ▼

Upcoming Courses →



Search your courses

Filter

All Courses ▼

25

items per page

SPRING2022ASE

BIOL210.1.SPRING2022ASE

Cell Biology - SPRING2022ASE Original Course View

Lisa Brown | More info ▼

TEST.Ultra1

Ultra Course Example - Demo Instructor 1

Demo1 Instructor | More info ▼

SPRING2022WSE

Lisa.Ultra.ED528

Lisa - Build ED528 in Ultra

Lisa Brown | More info ▼

All courses appear here

Organized by Terms

Most recent terms on top



Blackboard Course Shell

SUMMER2022ASE ← Courses by term

SART141.1.SUMMER2022ASE Introduction to Photography - SUMMER2022ASE Original Course View Private More info	☆
PSYC209.1.SUMMER2022ASE ← Course ID Psychology of Human Sexuality - SUMMER2022ASE Original Course View Private More info	☆

SPRING2022ASE



Available to Students?

SUMMER2022ASE

SART141.1.SUMMER2022ASE

Introduction to Photography - SUMMER2022ASE Original Course View

Private | More info



PSYC209.1.SUMMER2022ASE

Psychology of Human Sexuality - SUMMER2022ASE Original Course View

Private | More info



NO

SPRING2022ASE

BIOL210.1.SPRING2022ASE

Cell Biology - SPRING2022ASE Original Course View

Lisa Brown | More info



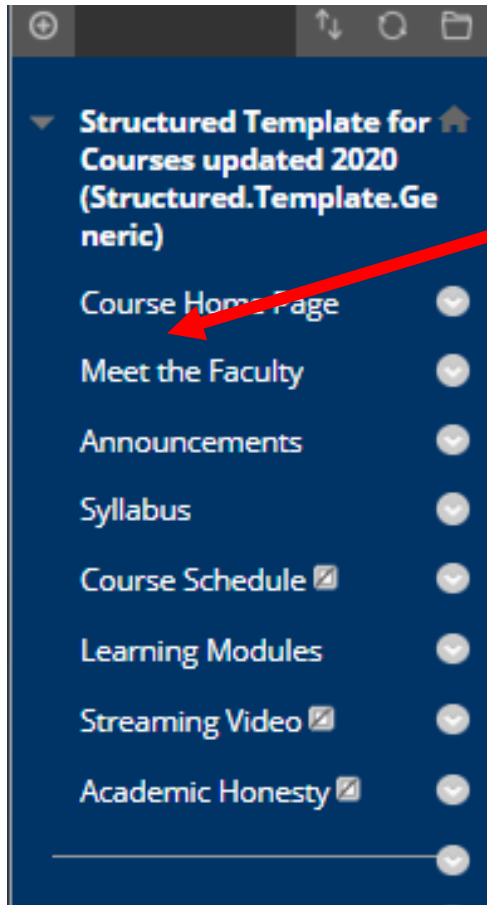
Yes

Make course private

Hide course



Left Hand Menu

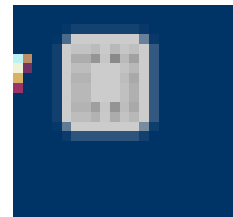
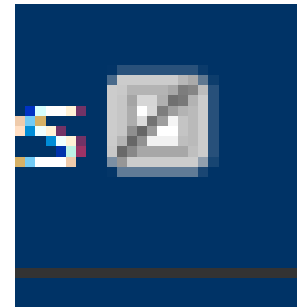
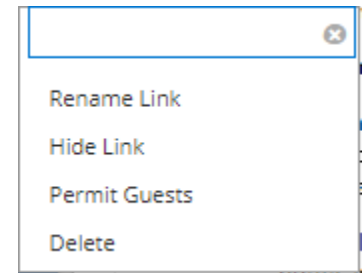


Menu items

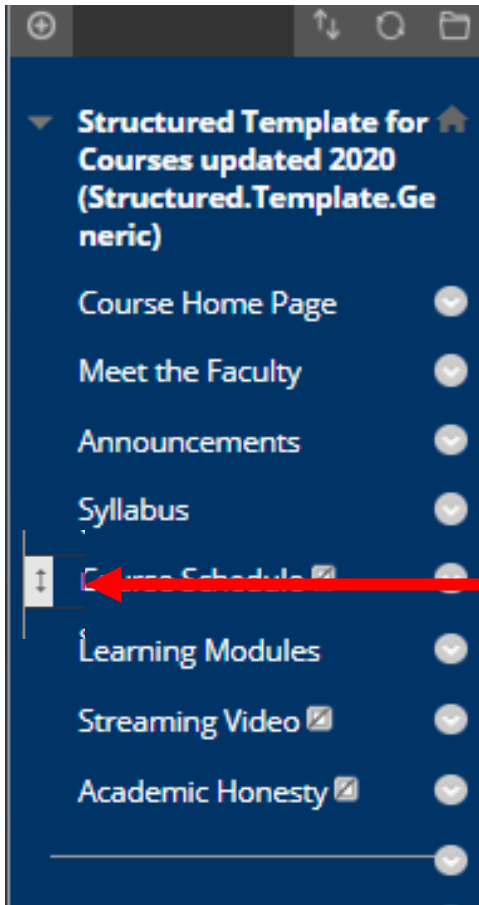
Item menu options

Hidden from Students

Empty



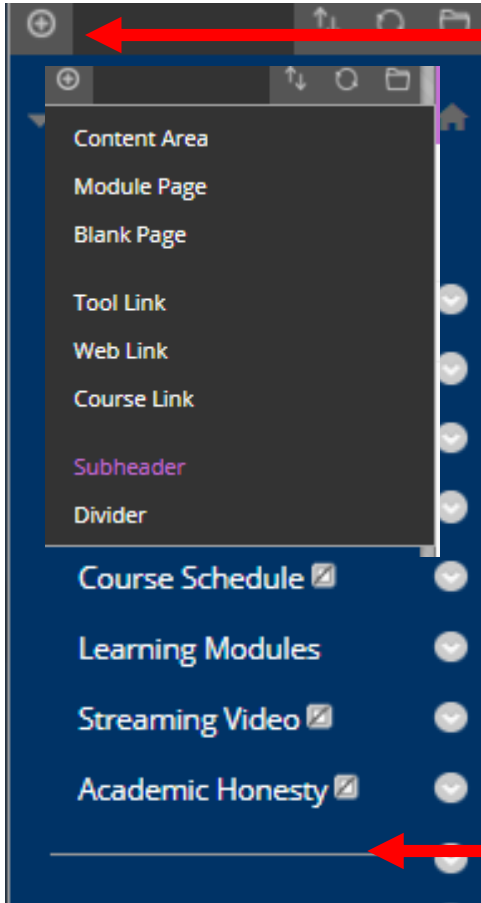
Rearrange



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

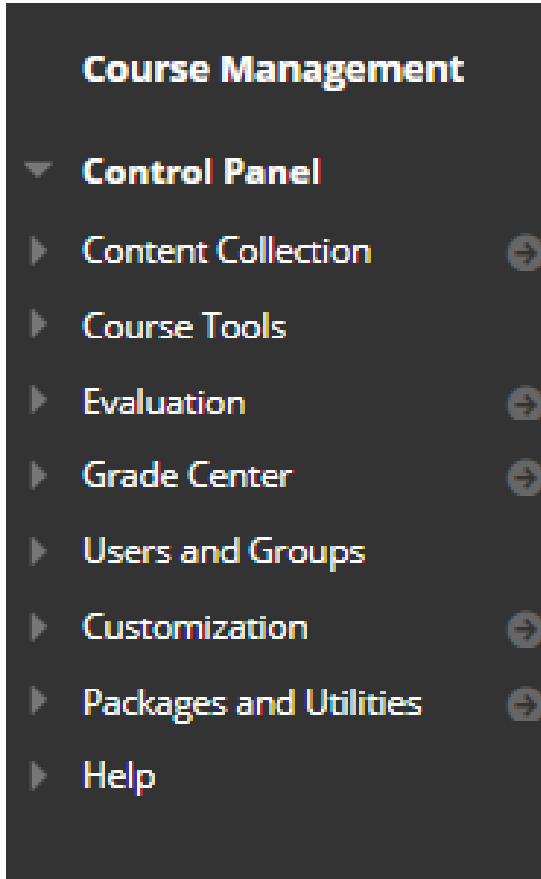
ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Total View Description Grading Criteria		-
[REDACTED]	UPCOMING	-
Journal		/10
[REDACTED]	UPCOMING	-
		/10
[REDACTED]	UPCOMING	-
Discussion		/2
[REDACTED] uiry	UPCOMING	-
		/3
[REDACTED]	UPCOMING	-
Discussion		/2
[REDACTED] Content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



COURSE MANAGEMENT



Course Management

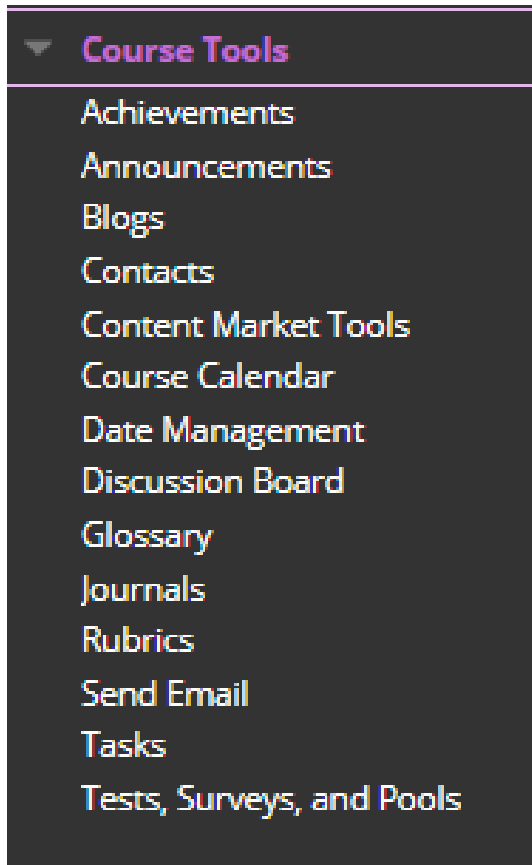


Instructor menu

Course Tools
Grade Center
Users and Groups
Customization
Packages and Utilities



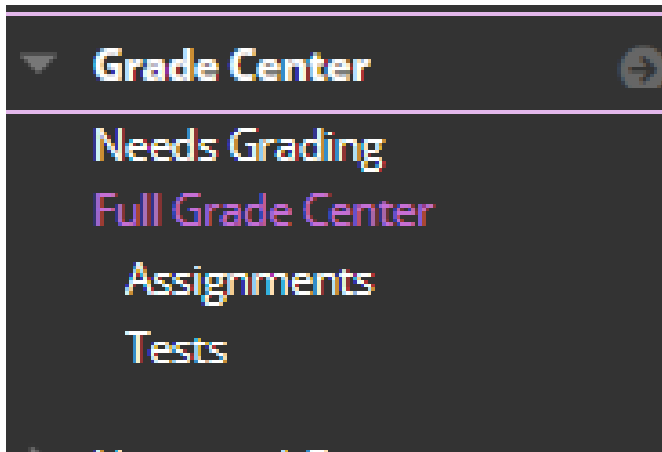
Course Tools



- 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	--	--	-- ▾	--



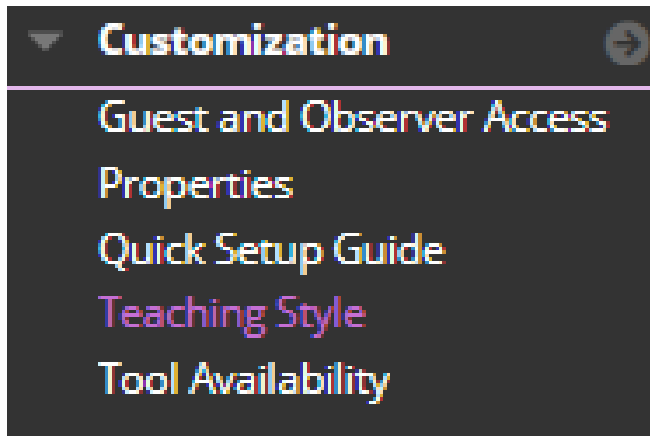
Users and Groups



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



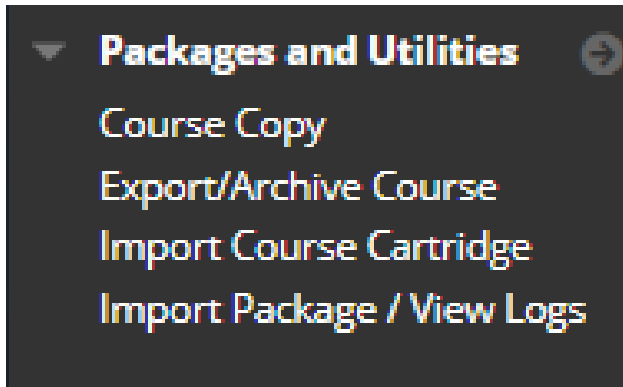
Customization



- 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



Class Lessons and Whats Due This Week

This week we will be going over the class plans, syllabus and schedule and discussing "What is Advertising", and creating project teams.

Monday:

1. Introduction to syllabus and class

Wednesday:

1. Lecture-What is Advertising

Homework Assignments Due: Activity 1

1. View: The History of Advertising and fill out work sheet. Add to assignment dropbox. You will find this in the Assignments Folder.
2. Due in Blackboard - Friday, 5:00 p.m. 5% of grade



Schedule

Before Friday, September 10 complete the following:

1. View: The History of Advertising and fill out work sheet. Add to assignment dropbox. You will find this in the Assignments Folder.
2. Due in Blackboard - Friday 5:00 p.m. 5% of grade



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           

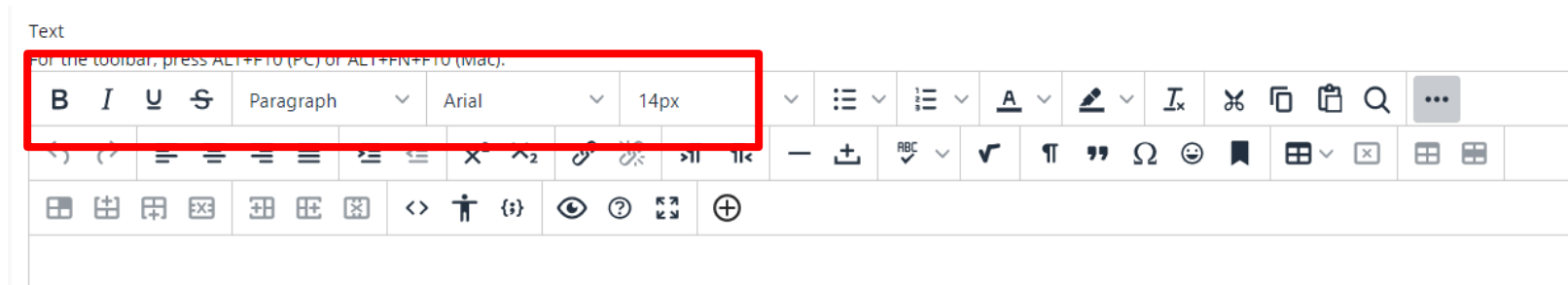
   

Provide Text here



Text Box Options

Text Styles

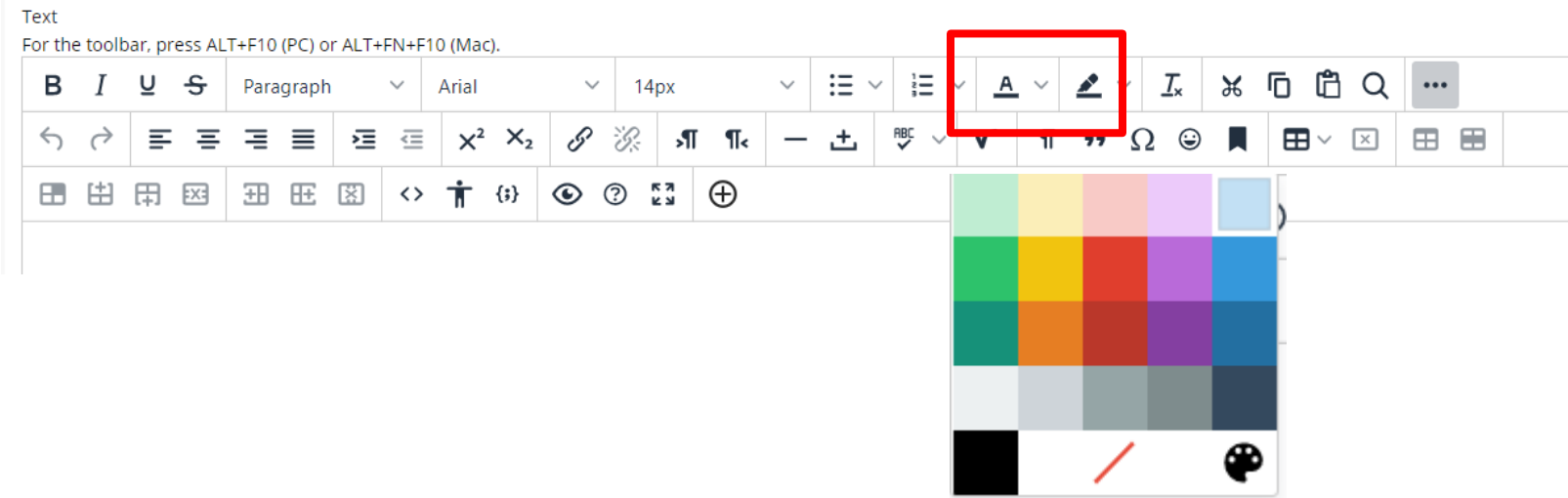


B *I* U ~~ABC~~
Heading Styles
Font and Font Size



Text Box Options

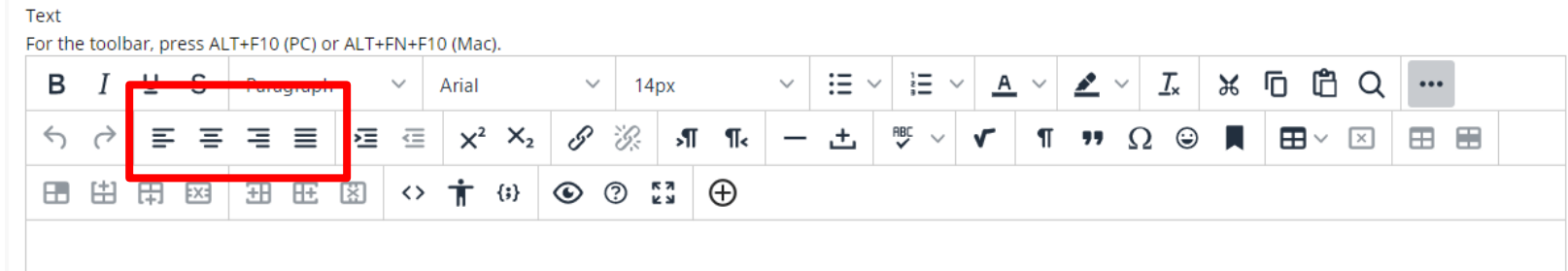
Text Color



Use sparingly!



Text Box Options Alignment



Left, Center, Right, Full

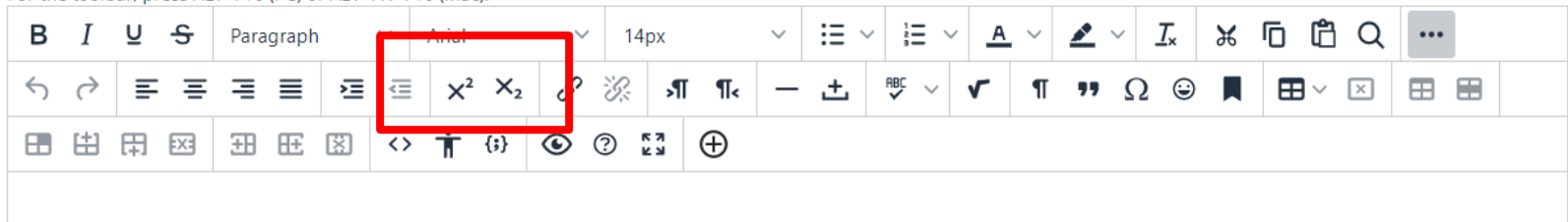


Text Box Options

Superscript, Subscript

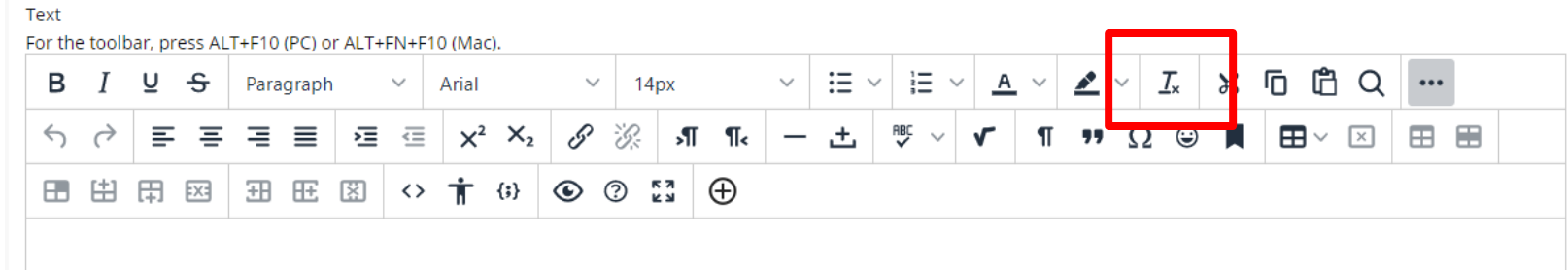
Text

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



Text Box Options

Remove Formatting



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

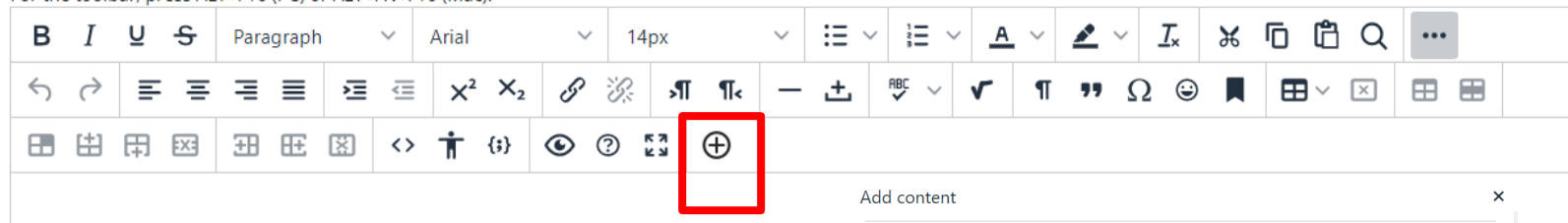


Text Box Options

Add Image

Text

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



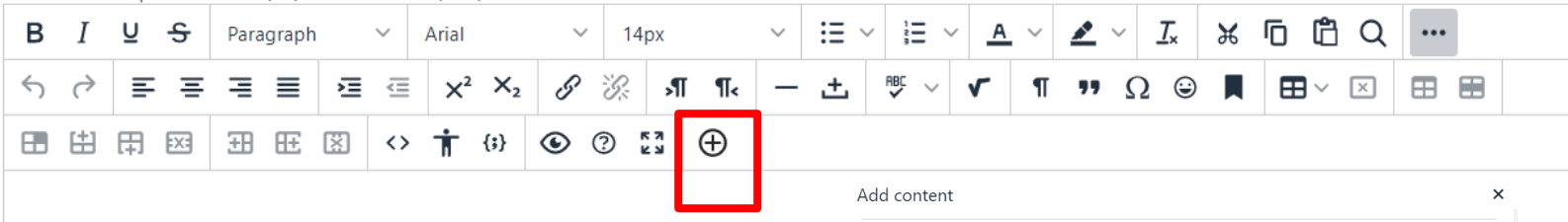
Browse computer
to find image file
Add alternate text!



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, represented by a plus sign inside a circle, is highlighted with a red square. Below the toolbar, an 'Add content' dialog box is open, showing options for inserting content. The 'Flickr Photo' option is currently selected and highlighted in grey.

Add content

Common Tools

- Insert Local Files
- Insert from Content Collection

Additional Tools

- Flickr Photo
- Panopto Student Video Submission
- YouTube Video

Browse computer
to find file.

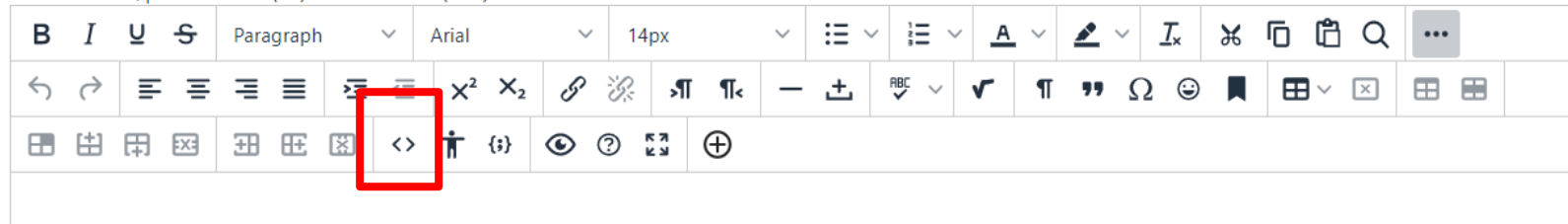


Text Box Options

HTML Editor

Text

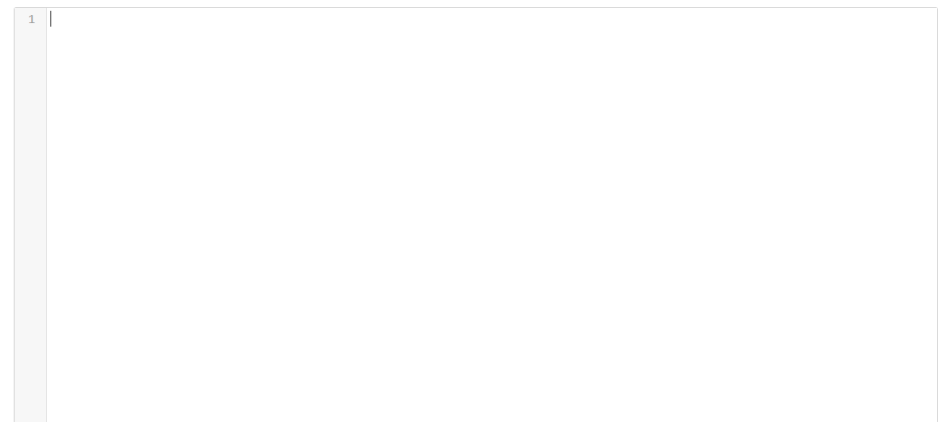
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The screenshot shows the toolbar of the HTML Editor. The toolbar is organized into several sections. The first row contains text formatting options: Bold (B), Italic (I), Underline (U), and Strikethrough (ABC), followed by Paragraph style, font face (Arial), and font size (14px). The second row contains alignment and list options, including left, center, right, and justified alignment, bulleted and numbered lists, and various text and image icons. The third row contains additional icons, including a source code icon (two arrows pointing left and right) which is highlighted with a red box, and other utility icons like undo, redo, and search.

Useful for pasting in
embed codes!

Source code



The screenshot shows the Source code editor window, which is a simple text editor with a white background and a light gray border. The window title is "Source code" and it has a close button (X) in the top right corner. The text area is currently blank, with a vertical line number indicator on the left side showing the number "1".

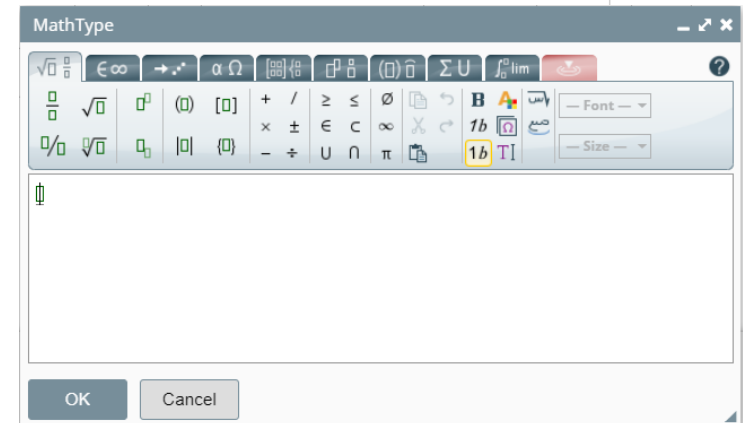
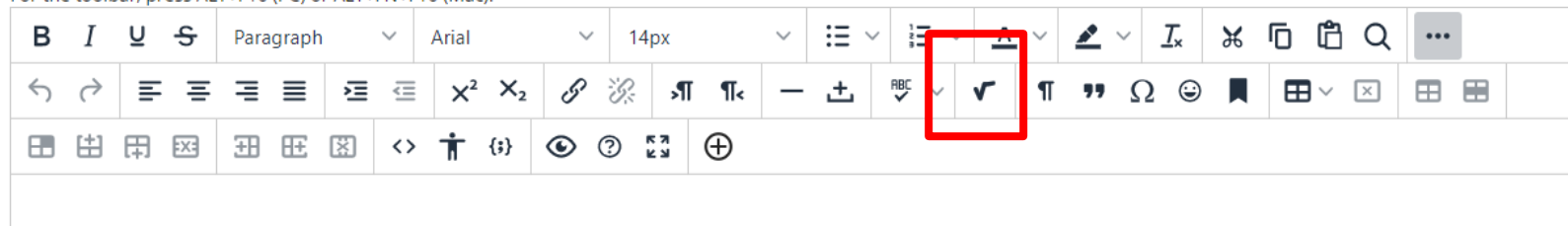
Cancel Save



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 ✓

This folder contains all overview information. Please review before September 3.



Week 1 ✓ A↓

What is Advertising



Week 2 ✓ A↓

Introducing your marketing team and what do you know about your audience.







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



The Research Process Quiz ▼

The research process is important to know for not only this class and for other college courses, but will help you search and discover valid sources of information outside of your academic career. This quiz is a required assignment. Please complete the quiz by the scheduled date, noted on the syllabus.

■ Assignment



Assignment 2 Client Marketing Analysis ▼

Attached Files: [ASSIGNMENT 2 Client Marketing Analysis.docx](#) ▼ (22.73 KB)

For Assignment 2 - Client Marketing Analysis each team find two video commercial advertisements, one national and one international, that you believe will reach your “*target client audience*”, (for example, Health and Beauty apparel in USA and Netherlands).

Due Thursday, 5:00 p.m.



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

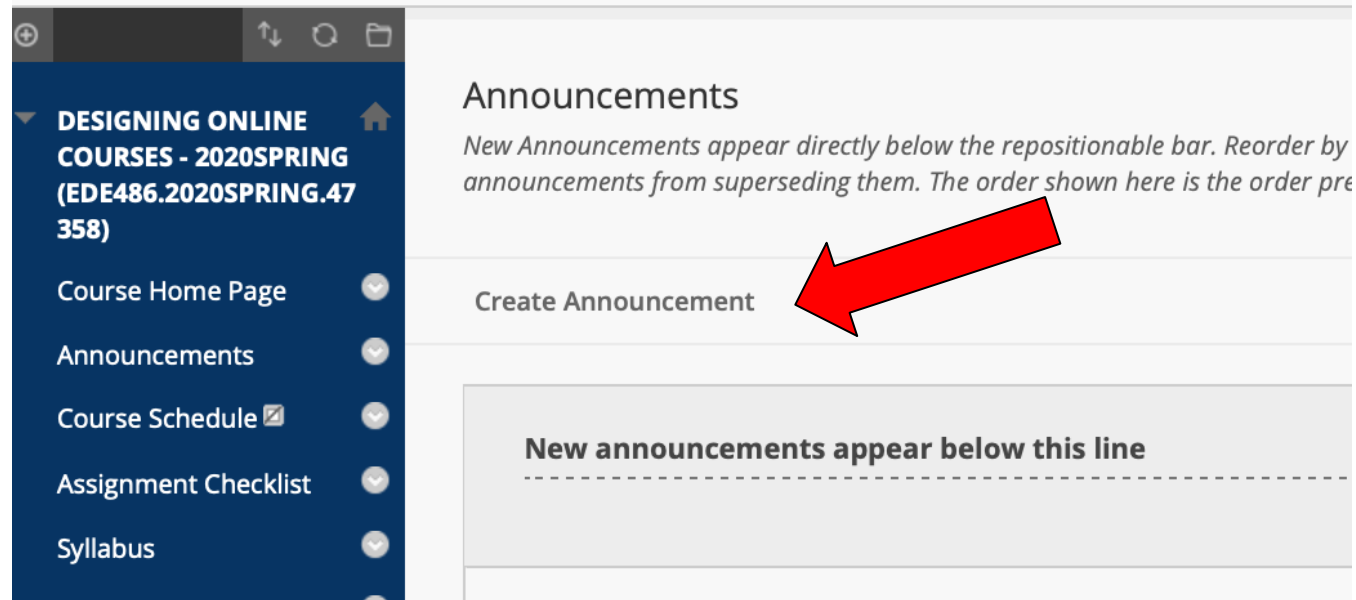


Announcement

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 grey 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

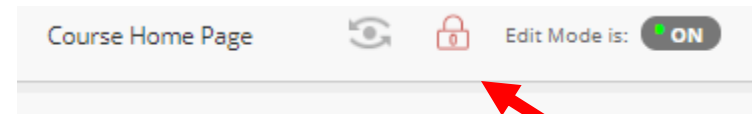


**MAKE THE COURSE
AVAILABLE**



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 Courses Page

BIOL210.1.SPRING2022ASE
Cell Biology - SPRING2022ASE Original Course View ☆ ⋮

Private | [Multiple Instructors](#) | More info ▾

PHYS114.01.SPRING2022ASE
General Physics II - SPRING2022ASE Original Course View ☆ ⋮

Open course

Hide course

Open Course?



Open the course to allow student access. You can continue to edit and release content as it's ready.

Make Available

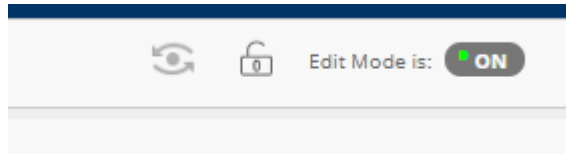
Cancel **Open to Students**



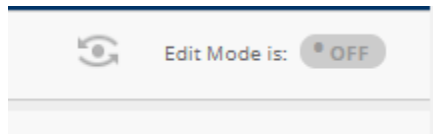
PREVIEW AS STUDENT



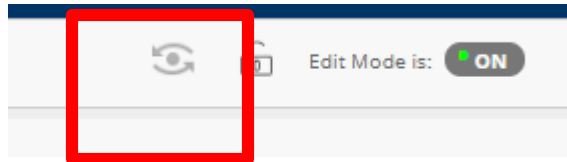
View as Student



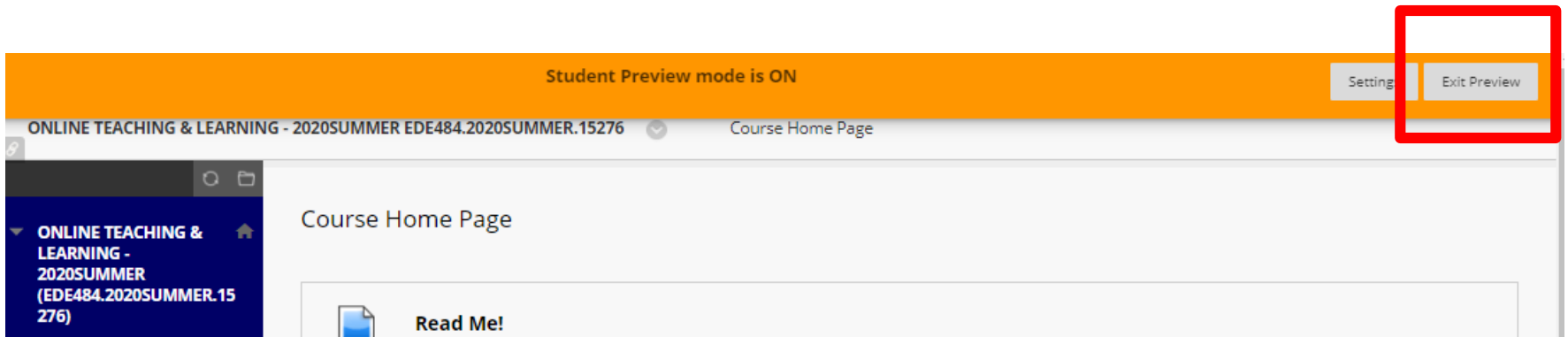
- Edit Mode is OFF



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.



Getting Started Workshops

- **Getting Started: Using the Blackboard Course Template to Organize your Course**
 - August 9, 10am- 11am
- **Getting Started: Collecting Assignments, Projects, and Presentations Online**
 - August 16, 2023 10am - 11am
- **Getting Started: Facilitating Student Discussion and Interaction**
 - August 17, 2023 10am - 11am
- **Getting Started: How to Create and Facilitate an Online Exam, Test, or Quiz**
 - August 22, 2023 10am - 11am
- **Getting Started: Planning to use the Blackboard Grade Center**
 - August 24, 2023 10am - 11am



Additional Workshops in August

- **Add Interactivity to your Class: Poll Everywhere**
- **How-to Pre-Record and Deliver Video Content to your Students**
- **How to Facilitate a Live, Interactive Zoom Session**
- **Collaborative Annotation using Perusall**
- **Building Community in your Course with Yellowdig**
- **Enhancing your Discussion and Student Interaction using VoiceThread**
- **Improve the Accessibility of your Course with Ally**
- **How to Use Padlet: A Digital Discussion Board**
- **Qwickly Tools for Attendance and Course Management**
- **Enhancing your Discussion and Student Interaction using Harmonize**
- **Repurpose, Reuse & Upcycle Video Content with PlayPosit! (Sept)**



Getting Help

Online Documentation

<https://tech.rochester.edu/services/learning-management-system/>

Upcoming Workshops

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



Reach Out!

Blackboard Support
Digital Instructional Design Support

UnivITHelp@Rochester.edu

275-2000



**THANK YOU
QUESTIONS?**

