Blackboard Learn 9.1 @ TTU

Support:

- Blackboard.com On Demand Tutorials:
    - http://ondemand.blackboard.com/
- Instructor Support for Learn 9.1
    - TLPDC, Blackboard Support Office
    - Blackboard Learn 9.1 Instructor Support @ Texas Tech
        - http://www.tlpd.ttu.edu/blackboard/
        - Karissa.Greathouse@ttu.edu or blackboard@ttu.edu
        - 806-742-0133
- Student Support for Learn 9.1
    - Blackboard Learn 9.1 Student Support @ Texas Tech
        - ttp://www.tlpd.ttu.edu/content/asp/bblearn/studentsupport.asp
    - IT HelpCentral for technical issues (eRaider, browser, network, etc.)
        - (806)742-HELP
        - ithelpcentral@ttu.edu
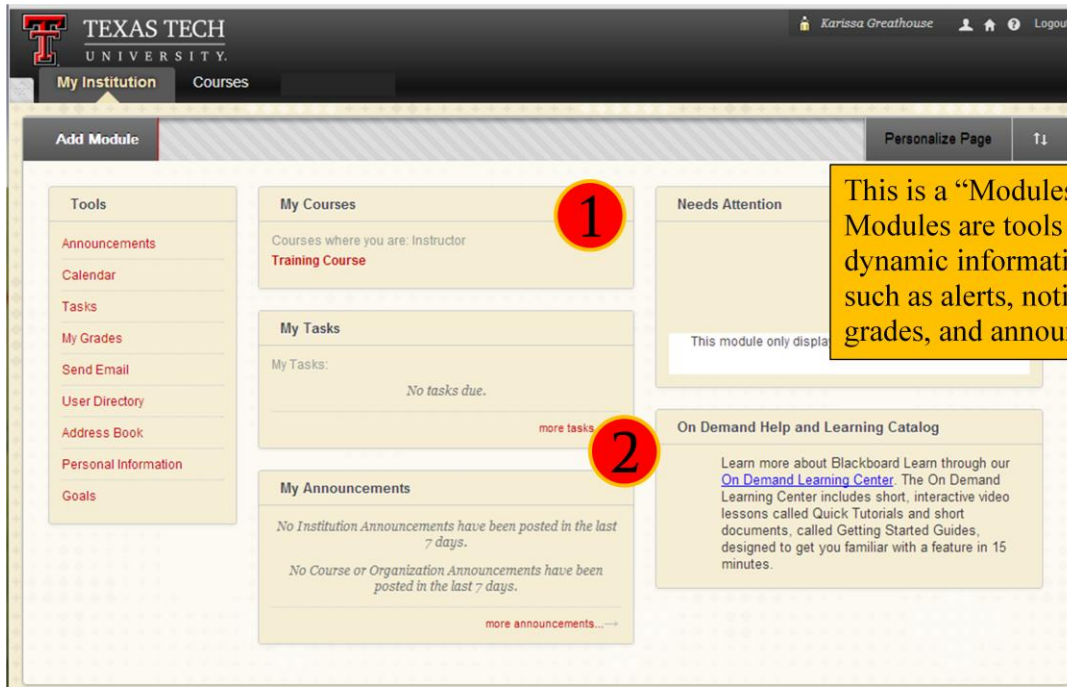

Website to access Blackboard Learn 9.1

- www.blackboard.ttu.edu (Click red Login to Blackboard 9 button)

Turn on the Term Setting in My Courses:

- Hover cursor over My Courses Module on My Institution page,
- Click the gear icon,
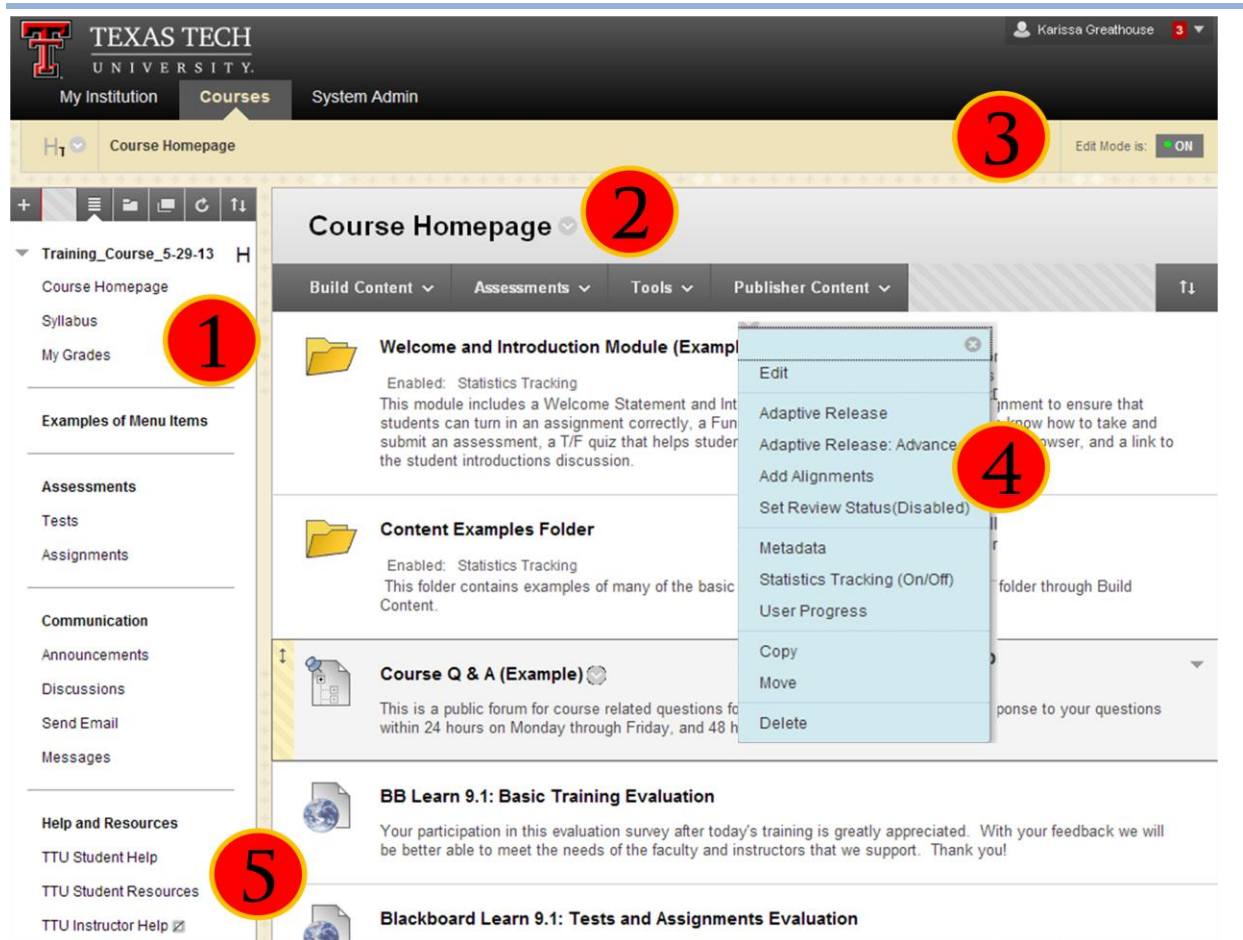- Check the box to Group by Term,
- Click Submit

My Institution (My Blackboard)

1	**Course List**		List of courses that you have been enrolled, either as Instructor, student, or other roles.
2	**Drag and Drop Modules**		A **Module** can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. Course Modules can be added to Module Pages only. Modules can be repositioned to reflect the way you want it displayed. This enables you to use the mouse to reposition items directly on a page by dragging and dropping to the desired location and releasing the mouse button.
	On Demand Learning Center		The **Blackboard Learn On Demand Learning Center** includes short, interactive video Quick Tutorials and Getting Started Guides.

Course Environment and Navigation

1	**Course Menu**	The Course Menu appears on the left side of a course page. This is the primary navigation for all course users. The menu can be changed and reordered to any format. It holds buttons or text links to Content Areas, Tools, and links. The Course Menu is usually arranged by subject or the order in which student's progress through the course.
2	**Course Homepage (Entry)**	Instructors can select the first area users see when entering the course from the drop-down list of the existing areas in the course. Go to Control Panel >> Customization >> Teaching Style >> Select Course Entry Point.
3	**Edit Mode**	The Edit Mode button allows you to change the view of content on screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off). While in Edit Mode users can add, rename, reorder or delete content. Students do not have Edit Mode. **Tests, surveys, and assignments can be completed by the instructor with Edit Mode on or off, but the results will not be recorded in the Grade Center.**
4	**Contextual Menu**	The Contextual Menu is opened by clicking an Action Link (chevron shaped icon). It is a drop-down list providing access to additional actions associated with the item.
5	**Help and Resources**	Links to TTU Student and Instructor Help and TTU Student Resources.

Control Panel (in Course Menu)

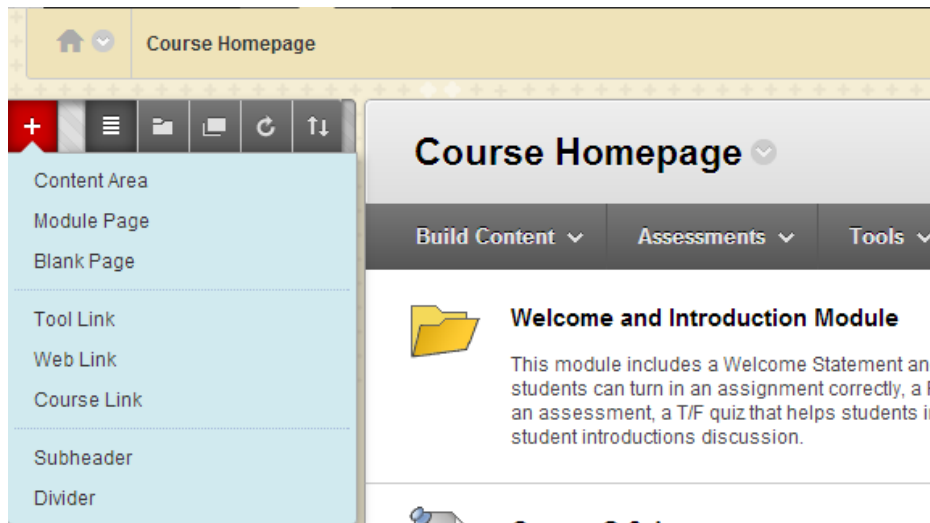|			
1	**Control Panel**	The Control Panel is the interface for managing the content, features, and appearance of a course. Students do not see the Control Panel.
2	**Files (formerly File Manager)**	Upload and store files that are used in the course content of a course. Create folders to organize your files and then link the files to areas of the course.
3	**Course Tools**	List and entry point to access course tools available in Blackboard.
4	**Grade Center**	In the Grade Center, you can provide and manage your students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self tests. You can also create grade columns for any activities or requirements you want to grade, such as special projects, participation, or attendance.
5	**Users and Groups**	Create **groups** of students within a course, such as a study or project group. The **Users** page lists all enrolled users in a course and allows you to manage their settings. See a detail definition of the **User Roles** on the next page.

Instructions to add an additional User to your course:
(See the definitions of the User Roles below.)

1. Go to the Control Panel,
2. Click on Users and Groups
3. Select Users
4. Click on the Find Users to Enroll button
5. Type the eRaider username in the field and select the Role (see descriptions below)
6. Click Submit. They will have access immediately.

- **Instructors** have full access to the course Control Panel. This role is generally assigned to the person developing, teaching, or facilitating the class. You can only copy materials into a course if you have the role of instructor. If a course is unavailable to students, users with the Instructor role may still access it.
- Users with the **Teaching Assistant** role have access to most of the course Control Panel. You can copy materials into a course if you have the role of Teaching Assistant (TA). If the course is unavailable to students, teaching assistants may still access the course. Teaching assistants cannot remove an instructor from a course.
- The **Course Builder** role has access to most areas of the course or organization Control Panel. This role is appropriate for an assistant who should not have access to student grades. You can copy materials into a course if you have the role of course builder. If the course is unavailable to students, a course builder can still access the course. The course builder cannot remove an instructor from a course.
- The **Grader** role has limited access to the course Control Panel. Graders can assist an instructor in the creation, management, delivery, and grading of assessments and surveys. The grader may also assist an instructor with adding manual entries to the Grade Center. If a course is unavailable to students, the course appears in the My Courses module and in the course list for a user with the role of Grader. However, the grader cannot enter the course until the course is available.
- **Student** is the default course user role in the Enroll Users screen. A user with the role of Student has no access to the course Control Panel.
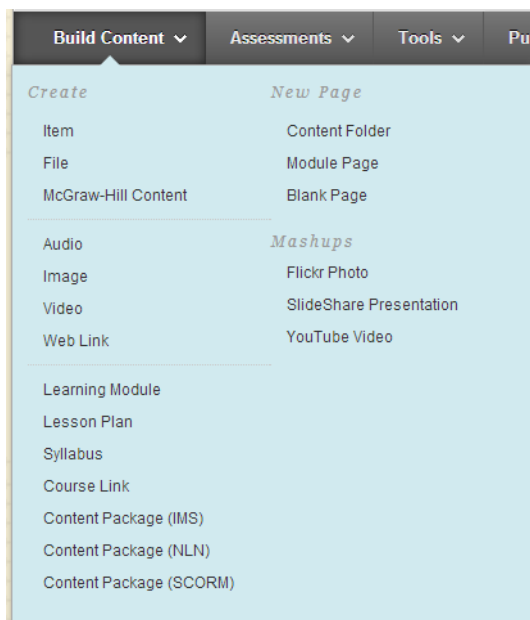
Add Links to Course Menu

DESCRIPTION OF MENU ITEMS		
	Content Area (Folder)	You can create course areas to serve as containers/folders for your course material. Course areas enable you to present various types of content in an organized and engaging way.
	Module Page	A Module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. Course Modules can be added to Module Pages only.
	Blank Page	The Blank Page tool allows you to include files, images, and text as a link in a course area. Blank pages present content in a different way than an item. There is no description that appears below the title of the page. Users see your content only after clicking the link.
	Tool Link	Create a link to an available tool in the course, such as the Calendar or Journals. You can also create a link to the Tools page.
	Web Link	Create a link to an external URL to provide quick access to a resource on the Internet.
	Course Link	Create a shortcut to an existing area, tool, or item in the course.
	Subheader	A subheader is unlinked text. You can group related links under a subheader to help users find information quickly.
	Divider	A divider is a line that visually divides the Course Menu to help users find information quickly. After you create it, you can move it to the appropriate position.

Build Content

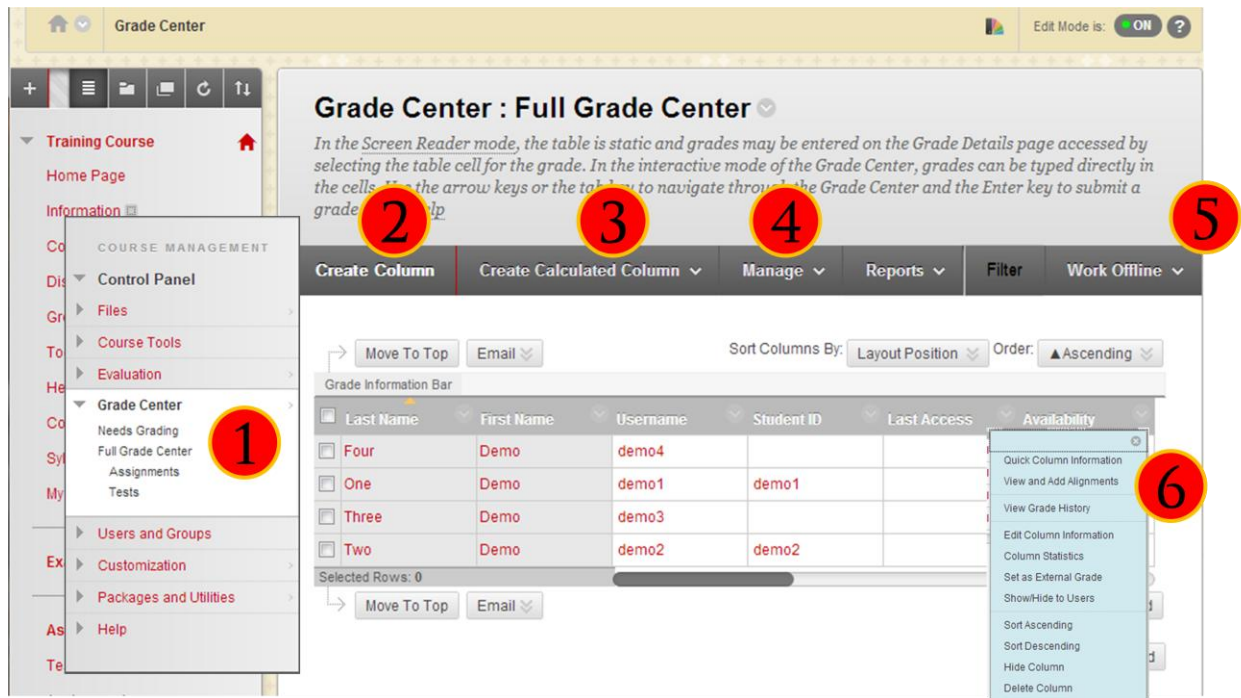| DESCRIPTION OF BUILD CONTENT (most commonly used content types)	
Item	A general piece of content, such as a file, image, text, or link to which a description and other items may be attached.
File	An HTML file that can be used in the course. These files can be viewed as a page within the course or as a separate piece of content in a separate browser window.
Audio, Image, and Video	Upload files from your computer and incorporate them in a course area.
Web Link	Link to an outside website or resource.
Learning Module	A set of content that includes a structured path for progressing through the items.
Lesson Plan	A special content type that combines information about the lesson itself with the curriculum resources used to teach it.
Syllabus	Enables you to attach an existing syllabus file or build a course syllabus by walking through a series of steps.
Course Link	A shortcut to an item, tool, or area in a course.
Content Folder	A course area that contains content items. Folders allow content to be structured with a hierarchy or categories.
Blank Page	The Blank Page tool allows you to include files, images, and text as a link in a course area. Blank pages present content in a different way than items do. There is no description that appears below the title of the page. Users see your content only after clicking the link.
Module Page	A page containing dynamic personalized content modules that help users keep track of tasks, tests, assignments, and new content created in the course.
Mashups	Mashups allow you to include content in a course that is from an external website.

Communication Tools

Asynchronous Communication Tools (Not Real-time)	
Announcements	Users and course group members can view important messages from instructors in the **My Announcements** module or through the Announcements tool.
Send Email	The Email tool allows you to send an external email to other people in your course from within Blackboard Learn without launching an external email client. ***IMPORTANT!*** Blackboard Learn keeps no record of sent or received emails. When you receive or send an email, the email will appear in the Inbox of your external email client.
Messages	Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, you must be logged in to the course to read and send messages.
Discussion Board	Building a sense of community among students is crucial for a successful online experience. The Discussion Board is an important tool for interpersonal interaction and can replicate the robust discussions that take place in the traditional classroom.
Journals	Journals are a personal space for the student to communicate privately with the instructor.
Blogs and Wikis	**Blog** writing assignments are another medium for reflective learning. With this type of assignment, students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment. **Wikis** allow multiple students to share and collaborate on one or more pages of content. Pages can be created and edited quickly, while tracking changes and additions. Instructors can create one or more wikis for all course members to contribute to and wikis for specific groups to use to collaborate. Wikis can also be used to record information and serve as a repository for course information and knowledge.
Synchronous Collaboration Tools (Real-time)	
Chat	The Chat tool allows you to interact with other users using a text-based chat. Chat is part of the Virtual Classroom. It can also be accessed separately. Use the Chat tool when real-time discussion is required. Most students will be familiar with using some form of chat and will be comfortable using this form of communication.
Virtual Classroom	Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. Both types of collaboration can be recorded and saved for future review.

Full Grade Center

1	**Grade Center**		Grade Center Entry Point in Control Panel. Note that there are additional filter selections on the menu to allow for viewing only items that need to be graded or specific types of assessments. You also have the abilities to hide and show columns, associate columns with categories and Grading Periods, and view columns in any order.
2	**Create Column**		Click to create a column that represents a gradable item in your course. Grade columns represent gradable items such as tests and papers. You can create grade columns for activities students complete outside of Blackboard Learn or for activities that do not have grade columns created automatically for them.
3	**Create Calculated Column**		From the drop-down list, select one of the following calculated columns: Average, Minimum/Maximum, Total, or Weighted. The Weighted column is a type of calculated column that generates a grade based on the result of selected columns and categories, and their respective percentages.
4	**Manage**		From the drop-down list, select an option to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Send Email.
5	**Download Grades**		Full or partial data can be downloaded from the Grade Center and saved to your computer.

Needs Grading

	Needs Grading	Instructors can view attempts ready for grading or review on the **Needs Grading** screen.
1		
2	Filter Criteria	Use the Filter drop-down lists to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**.
3	Grade All	Click **Grade All** to place attempts in a queue for easy navigation among items; if a filter has been applied, only the filtered items appear in the queue. Attempts appear in the order they were sorted on the Needs Grading page. Once attempts have been graded, they do not appear on the Needs Grading page and the number of items updates to reflect the current number that needs to be graded.
4	Grading Options in Contextual Menu	Use an assignment's **contextual menu** to **Grade All Users** or **Grade Anonymously**. For tests, the contextual menu also includes **Grade Tests by Questions** and **View Attempts**. A total number of attempts for the selected item is listed in parentheses.