Getting Started with Blackboard Learn

Distance Learning
Chapman 633/632
mxccdistance@mxcc.edu
www.mxcc.edu/distance
(860) 343 - 5756

Workshop Web Site – workshop schedule
www.mxcc.edu/Content/Educational_Technology_Training.asp

Blackboard Basic Features

- An Internet-based course management system used for
  - Online classes
  - A supplemental tool for on campus classes
- Content Tools
  - Class materials: syllabus, lecture notes, key terms, summary, assignments, homework, etc.
- Communication Tools
  - Internal e-mail, discussion board, announcements, calendar, and, collaboration.
- Assessment Tools
  - Online tests
  - Assignment drop boxes
  - Grade book

Logon to Blackboard Learn via myCommNet
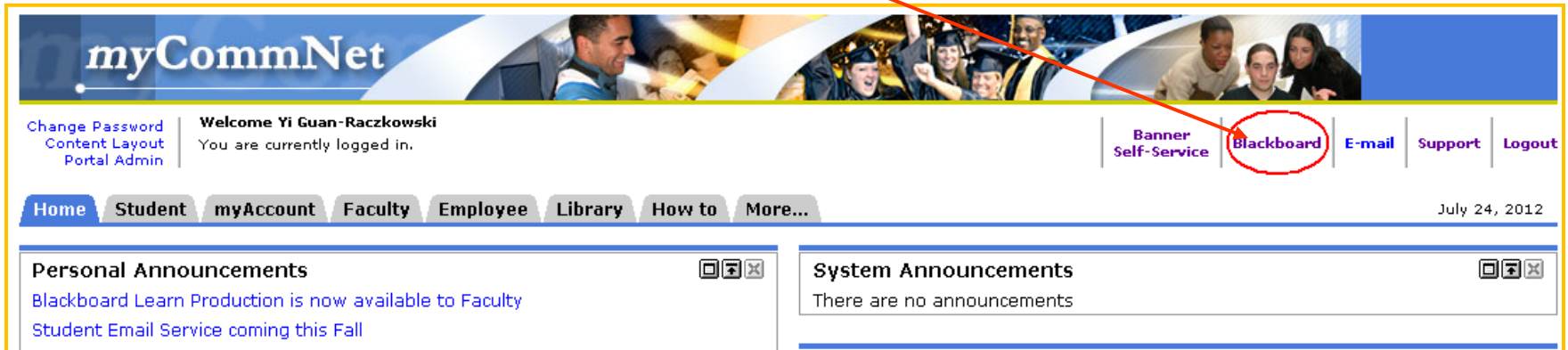
- Go to my.commnet.edu and enter your NetID and password.
  - NetID: BannerID@mxcc.commnet.edu
    - Example of NetID: 09109109@mxcc.commnet.edu
    - Look up your NetID: https://bor.ct.edu/netid/lookupnetid.asp
  - Password: 8-digit NetID password
  - The same password to access a campus computer and your e-mail at www.mail.commnet.edu.
- If you have never logged on to a campus computer or accessed your college email at www.mail.commnet.edu, then use your initial password.
  - **Initial Password:**
    - 1st three letters of birth month with first letter capitalized
    - Ampersand character: &
    - Last 4 digits of SS#
    - Example:
      - John Brown was born April of 1968 and SS# is 045-84-9583.
      - His initial password is Apr&9583
  - **Change password:**
    - When you log on the first time, you will be prompted to change to a new password.
      - At least 8 characters in length
      - At least 3 of the 4 following criteria:1. Upper case letters, 2. lower case letters, 3. numbers, or 4. special characters.

Having trouble logging on?
Contact IT service in Wheaton Hall or call (860) 343-5711.

Accessing Blackboard

•You must first log on to <u>my.commnet.edu</u> using your NetID and password.

•Click on the **Blackboard** icon at upper right corner.

Best Performance in Blackboard

- Before you work in Blackboard, there are a few things you need to do to ensure best performance in Blackboard.
    - Disable all pop-up blockers to ensure the Blackboard window opens.
    - Once you are in myCommNet, click **Blackboard Learn** icon **(**upper right) to access my Blackboard page.
    - Once you see **My Blackboard** page, close out myCommNet window. This is to avoid a time-out messages in myCommNet when you work in Blackboard.
        - Click **Logout** at the upper right corner of myCommNet window. Close myCommNet window by clicking X sign.
        - Click the maximize icon in Blackboard window to enlarge the Blackboard window.
    - When working in Blackboard, if you are prompted to either stay or logout in MyCommNet, click on Logout to exit MyCommNet.
    - To hide courses in **My Blackboard** page, click [icon] icon at the upper right corner of the Course List. In the first column, uncheck the courses you don't want to display in **My Blackboard** and click **Submit** button (bottom-right or upper-right).

My Blackboard

- List of courses:
  - A Blackboard orientation course for training handouts and useful files and plug-ins.
  - Courses you teach or enrolled as a student at any of 12 CT community colleges.
- Help and Tutorials
  - Help desk and tutorials for faculty and students.
- Blackboard Learn maintenance alerts
- Tools: My Grades and Personal Information
- My Announcements

Hide/Show Course Titles in My Blackboard

- You may hide courses listed in My Blackboard page.
- Click ⚙ icon.

- Hide Courses
  - Uncheck the courses you would like to hide. Click on **Submit.**
- Show Courses
  - Check the courses you would like to Show. Click on **Submit.**

MxCC Template for On Campus Classes

- The MxCC template
  - Announcement, discussions, my grade
  - Links: getting started, syllabus, course content
  - Helpful resources: Help contact, support services, tutorials, training, etc.
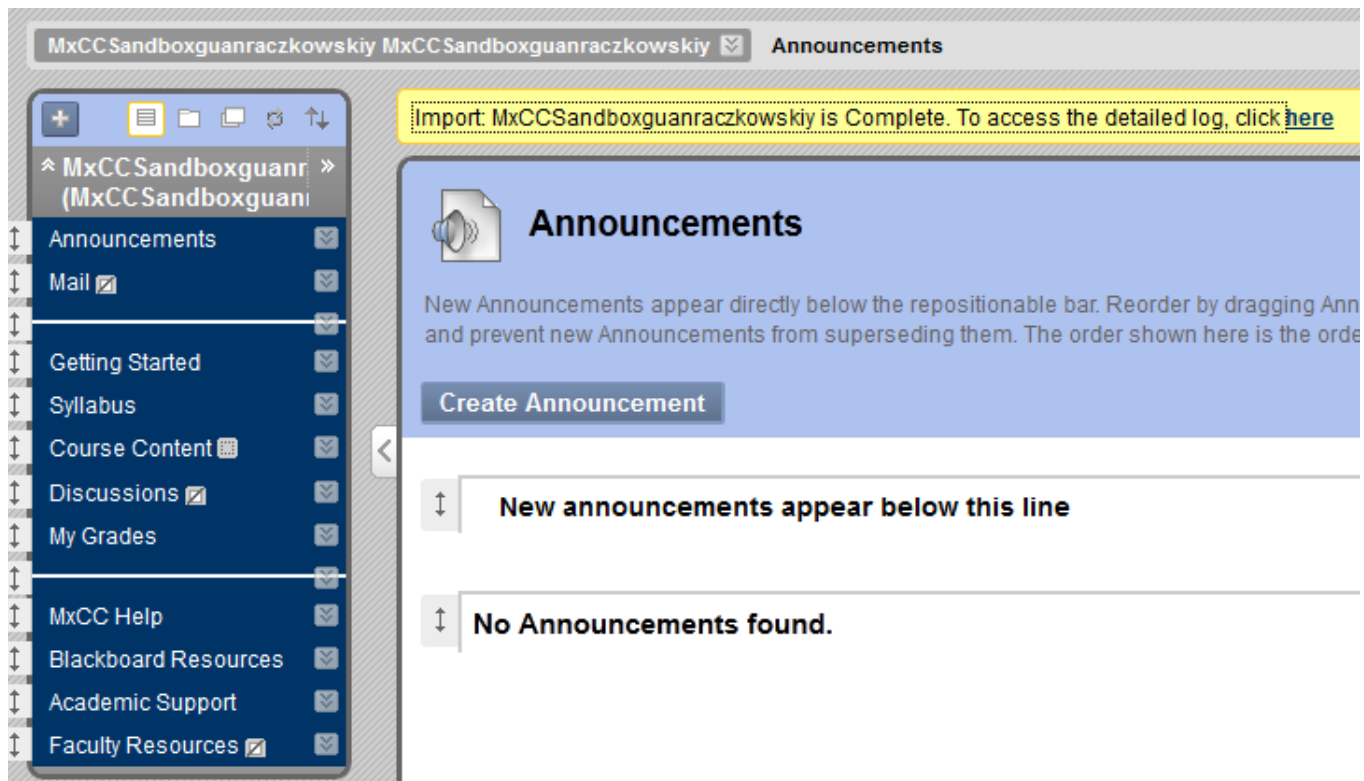
Blackboard Learn Layout

- **Course Menu, Control Panel, Edit Mode, Content Page**

Expand or collapse the Course Menu.

Course Menu

- In Course Menu, there are tools and links.
  - Tools: announcements, discussions, my grades
  - Content Area: Getting Started, Syllabus, Course Content, help, support services, resources.
- Icons next to a link

- Hidden
- No content
- Action icon
  - Rename, show/hide, delete
- Reorder
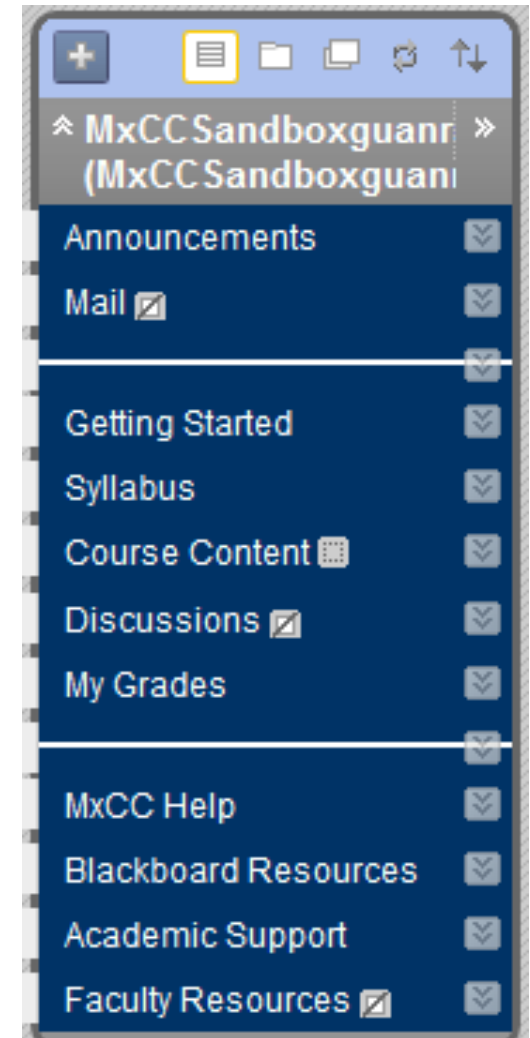
Content Areas (Folders)

- Add files and tools: Getting Started, Syllabus, Course Content, Help Resources, etc.

Content Area or Content Folder

Publisher Content ˅

Search for Textbook
Manual Entry Textbook
Cengage Learning MindLinks™
Pearson's MyLab / Mastering (Content)
WileyPLUS
McGraw-Hill Content

Build Content ˅ | **Assessments ˅** | **Tools ˅**

Create

Item
File

Audio
Image
Video
Web Link

Learning Module
Lesson Plan
Syllabus
Course Link
Document Package

New Page

Content Folder
Module Page
Blank Page

Mashups

Flickr Photo
SlideShare Presentation
YouTube Video
Kaltura Media

Assessments ˅ | **Tools ˅**

Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test
McGraw-Hill Assignment

Tools ˅ | **Publi**

Discussion Board
Blogs
Journals
Wikis
Groups
Chat
Virtual Classroom
Kaltura Media

More Tools

Content Area (Folders)

- Example – "Getting Started": links and text

Steps of Adding a MS Word Syllabus

If your syllabus is MS Word file with simple format and no images, the simplest way to add your syllabus is to copy and paste text from the MS Word document to Blackboard Learn.

- Step 1, Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.

- Step 2, Open the MS Word syllabus file and copy all text in the syllabus to a clipboard.

- Step 3, Paste the text into the Text Editor of Syllabus item and Submit.

- Step 4, Review and Edit the Syllabus in Blackboard Learn.

Add a MS Word Syllabus: Step 1

- Leave Edit mode as On.
- In Course Menu
  - Show the Syllabus link to students: Click on the Action icon of the Syllabus link and select "Show Link".
  - Click on the Syllabus link to display the syllabus page.
- In Syllabus - Content Area
  - Click on the "Syllabus" link in Course Menu. Go to the Action icon next to the Syllabus Item and select "Edit".
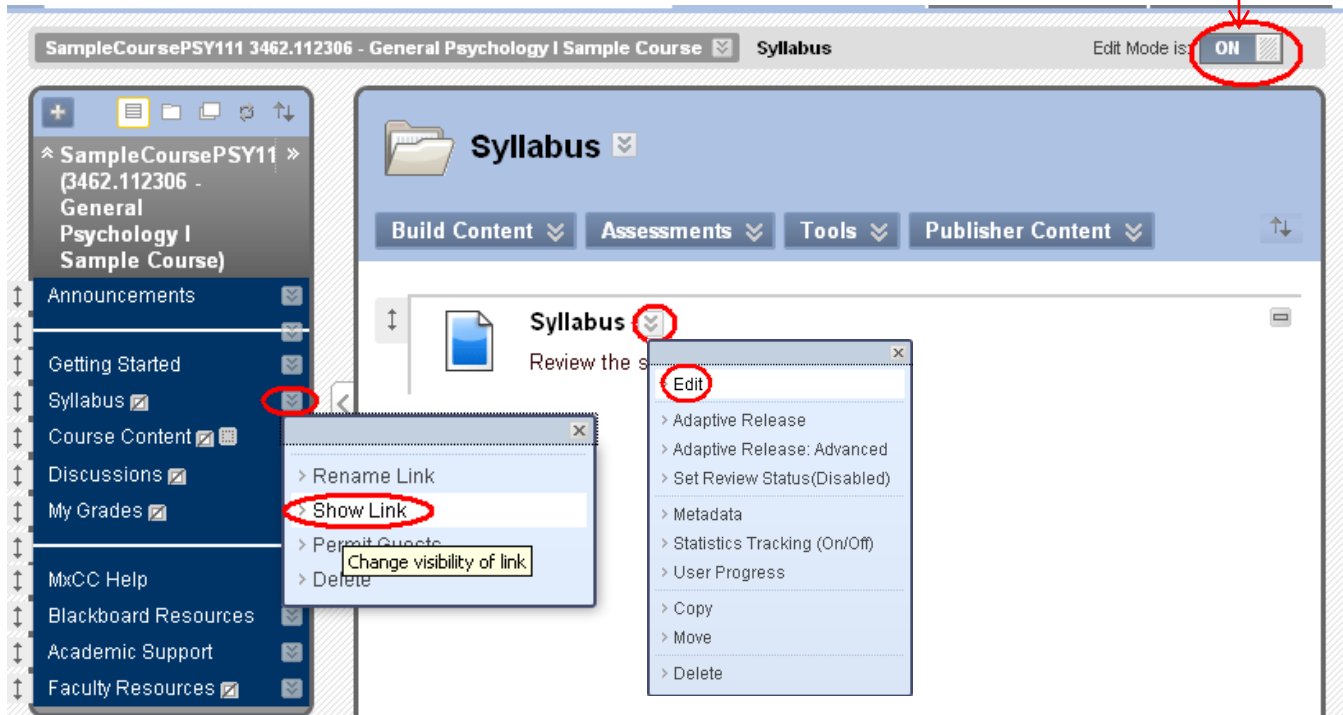
- Minimize the Blackboard window by clicking on Minimize icon at upper right corner of the page. By doing this, it helps you locate your syllabus file and open it in MS Word.

Add a MS Word Syllabus: Step 2

- Open the MS Word syllabus file and copy all text in the syllabus to a clipboard.
  - Locate your syllabus file and double click on it to open the file in MS Word.
  - To select all text, press **Ctrl and A** keys together. Or highlight all text in the syllabus file.
  - Click on "Copy" icon to copy the selected text to a Clipboard. Another way to copy the selected text is to press **Ctrl and C** keys together. The selected text is then copied to the Clipboard.
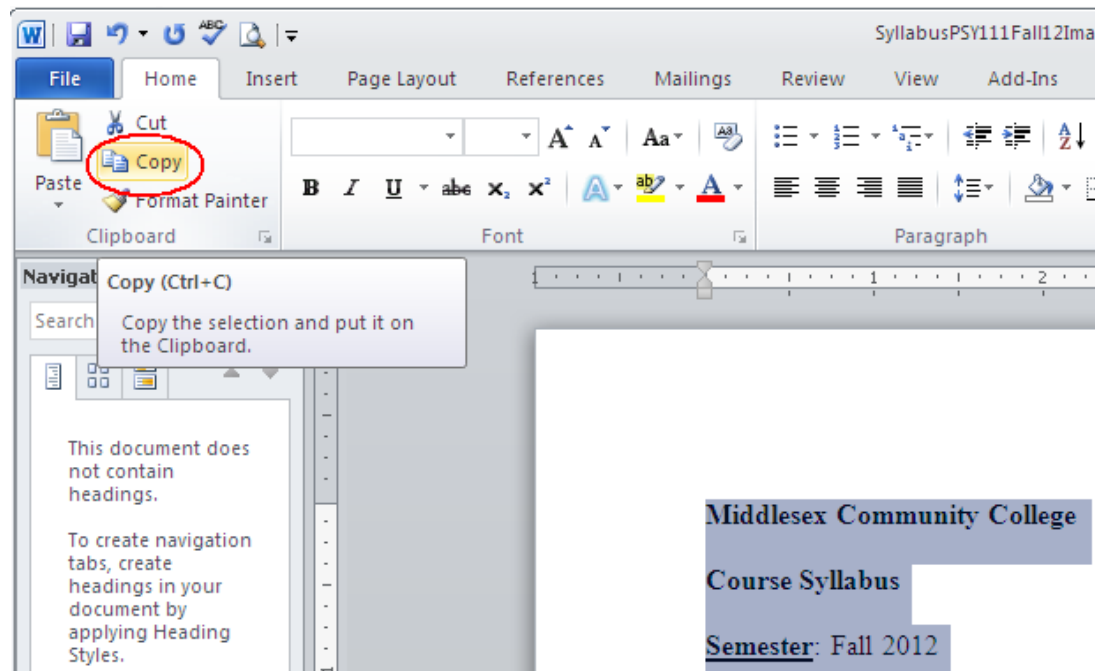
Add a MS Word Syllabus: Step 3

- **Paste text into the Text Editor of Syllabus item and submit.**
  - Click on the Blackboard Learn tab at the bottom of the window to bring the Blackboard page back.
  - Right-click on the Text Editor textbox and select "Paste". Or you may point at an area in the textbox in Text Editor and press CTRL and V keys together to paste the text to the textbox.

Add a MS Word Syllabus: Step 4

- **Review and Edit the Syllabus in Blackboard Learn.**
  - To review the syllabus you just copied; go to Edit Mode and click On to turn it off. When Edit Mode is in Off, you will view your course in student's perspective.
  - Click on the "Syllabus" link in Course Menu. You will see your syllabus. Examine the layout and formatting of your syllabus.
  - If you would like to make editing in your syllabus, turn Edit Mode back on by clicking on Off.
  - You will click on the Action icon next to the Syllabus Item and select "Edit". Edit the text and click on "Submit" again.
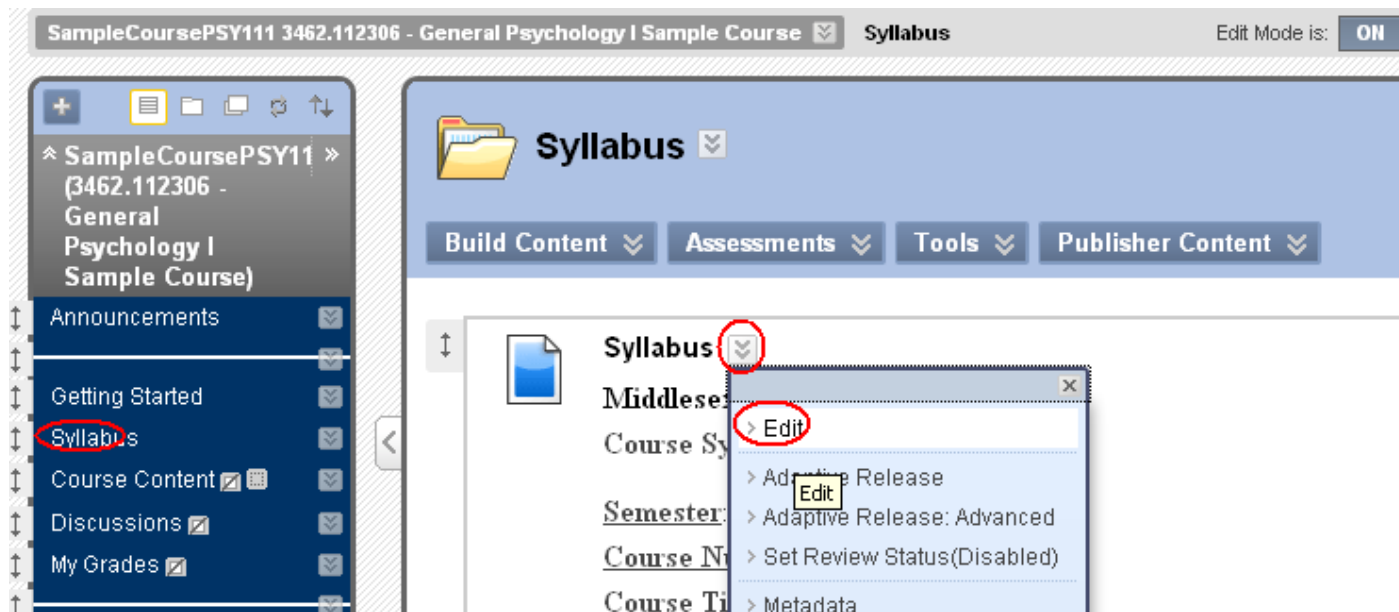
Files in Blackboard Learn

- You can upload files in Blackboard Learn.
    - Classify the files by function.
        - Study Guides
        - Notes
    - You may use the existing link, Course Content, to add files.
        - Attach a syllabus file in .doc or .pdf can be done in the Syllabus page.
    - You may create a content area in the Course Menu and upload files in the content area.

Create a Content Folder

- Click on Course Content to view the content area.
  - Go to Build Content and select Content Folder.
  - Type a name and click on Submit.

Add the Files to a Folder

- Click on the folder link "Study Guides" to enter the folder page.

- Go to "Build Content" and select "File".

- At next page, click on "Browse My Computer".

- Locate the file you would like to upload and double-click on it.

- Click on "Submit".

- You will use the same steps to add any type of files in Blackboard Learn.
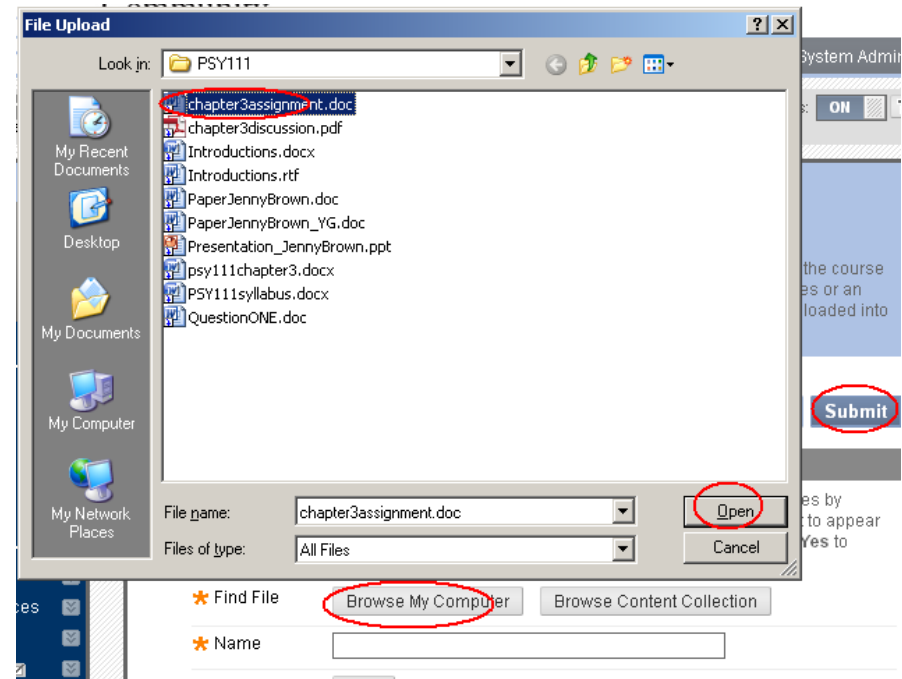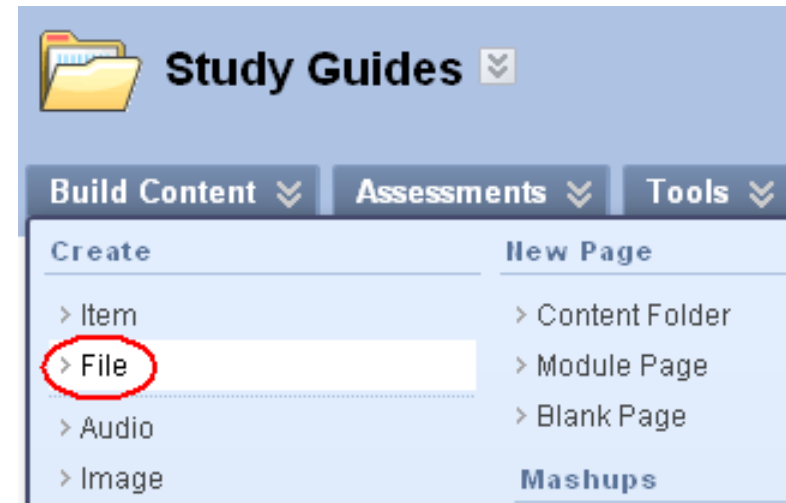
Files in Blackboard Learn

- You may use the same way to add various files such as MS Word .doc or .docx, MS PowerPoint files, or MS Excel files.

  - For students to open a file, they need an appropriate application (e.g. MS Word - .docx or .doc)

  - Please be aware that some students may not have MS Office applications to open the files added to Blackboard.

Use Item and Blank Page in Blackboard

- For MS Word files with simple format, you may copy/paste text to an Item or a Blank Page.
  - Students are able to view the text immediately – convenient for students.
  - You are able to edit the text online – save your time in editing.
- We highly suggest professors teaching online courses to use either Item or Blank Page for MS Word based files.
- Item: students will see the content directly.
  - Use an Item for a Header or a footer.
- Blank Page: it is like a "hyperlink", need to click on the page title to view the content.
  - Use a Blank Page for instructions, notes, etc.
- Practice
  - Add an item and copy text.
  - Add a blank page and copy text.
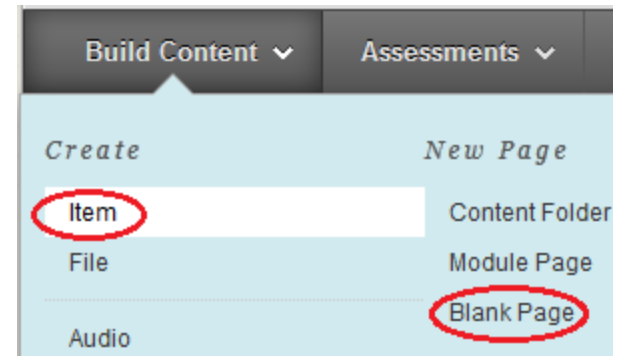
PDF Files in Blackboard Board

- For MS Word files with images, special characters, and complex formatting, you may convert it to.pdf.

- For MS PowerPoint or MS Excel files, you may convert them to .pdf.

- In MS Word, MS PowerPoint, or MS Excel, open the file.
  - Go to File and select Save As. Select .pdf in File Type. Click on Save.
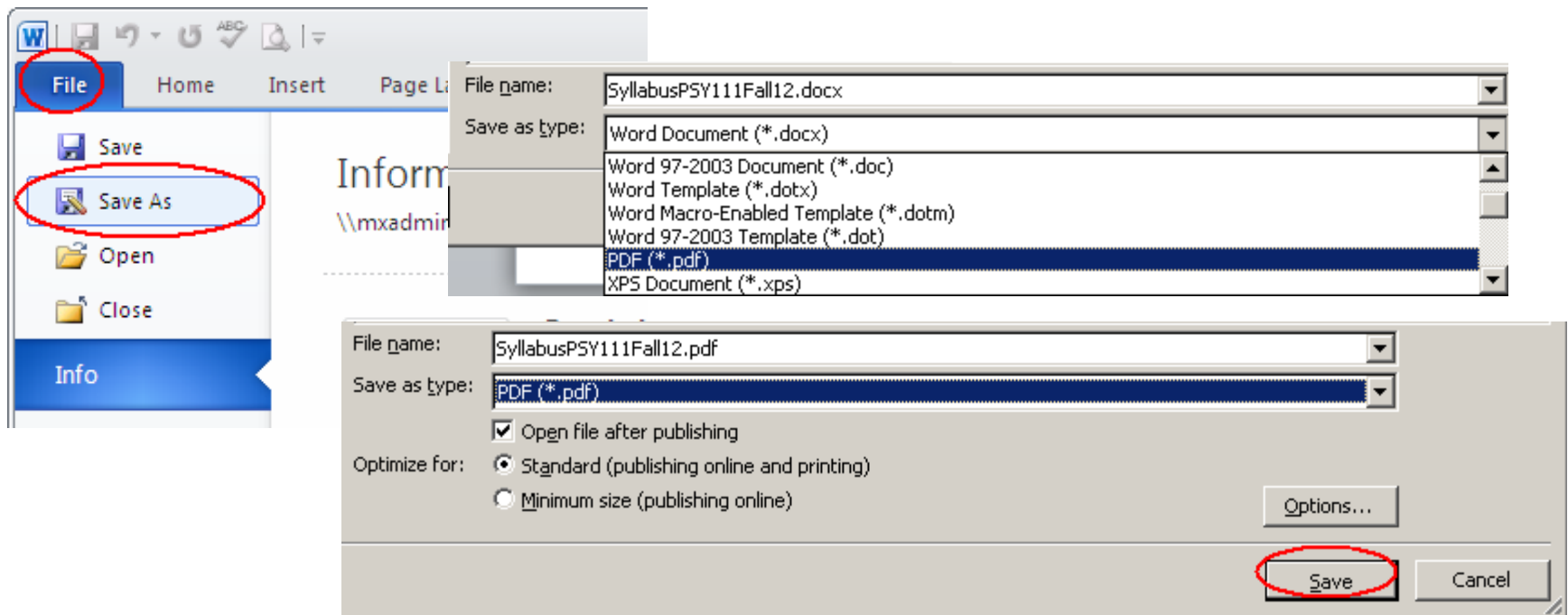
  - Add a PDF file uses the same steps as adding a MS Word file.

Learning Module vs. Content Area

- A Learning Module has a Table of Content window and a Content Area.
- A learning Module is often used in online/hybrid courses that organize course content by weeks, units, or sessions.
  - An example of a Weekly Learning module in PSY111 online course.

Table of Contents

- 📁 Week 1 Assignments
- 📄 Discussion Netiquette
- 📄 Week 1 - SmarterMeasure As
- 📄 How to Take a SmarterMeasu
- 📄 Week 1 - Introductions

Week 1 ⊻

| Build Content ⊻ | Create Assessment ⊻ | Add Interactive Tool ⊻ | Assign Textbook ⊻ |

↕ **Week 1 Assignments** ⊻

↕ **Discussion Netiquette** ⊻

↕ **Week 1 - SmarterMeasure Assignment** ⊻

Enabled: Statistics Tracking
You are to take the self-assessment test, SmarterMeasure (READI). The test information can be found /Content/READI.asp.
After taking the test, you will evaluate the results based on the test report. You need to write a summary weaknesses (yellow or red on the bar chart). In the weak areas, state how you plan to improve your ski this class.
You need to post your summary report here by **Sunday, January 29th.** This assignment is worth 20 po

↕ **How to Take a SmarterMeasure Test?** ⊻

↕ **Week 1 - Introductions** ⊻

Create a Learning Module

- Click on Course Content to view the content area.
  - Go to Build Content and select Learning Module.
  - Type a name and click on Submit.

Add Files or Tools in a Learning Module

- Click on the Learning Module link "Unit1" to enter the module content page.
- Go to "Build Content" and select "Learning Module".
- At next page, click on "Browse My Computer".
- Locate the file you would like to upload and double-click on it.
- Click on "Submit".
- You will use the same steps to add any types of files.
- You may add a discussion board, an assignment dropbox, a test, or an URL in the learning module.
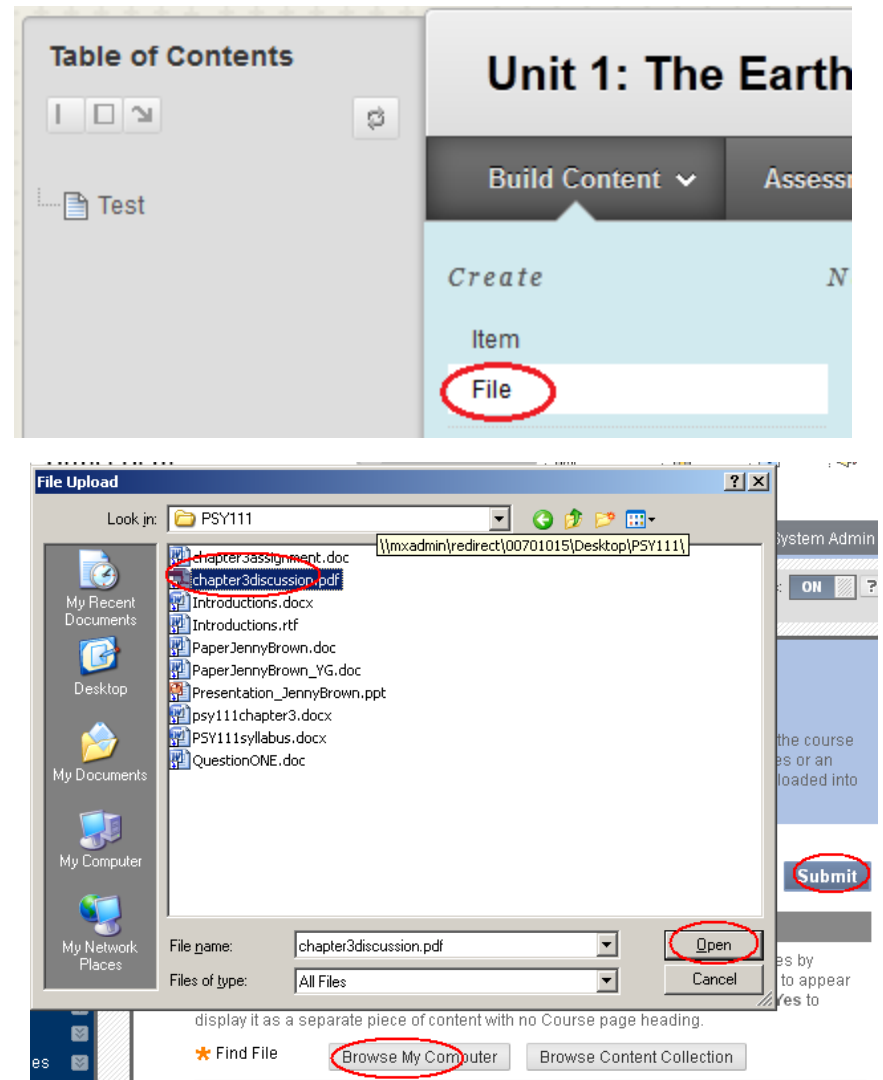
Add a Link in Course Menu
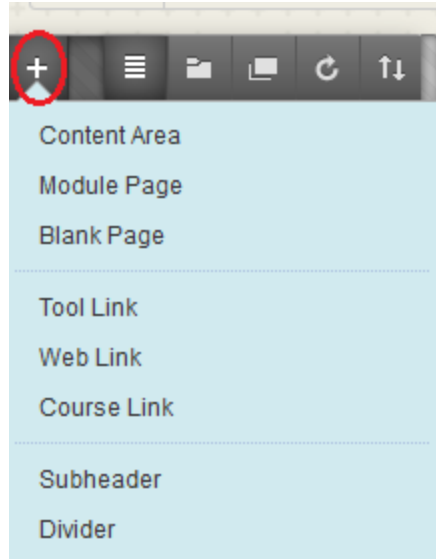
- You can add various links in the Course Menu.
  - Content Area
  - Module Page
  - Blank Page
  - Tool Link
  - Web Link
  - Course Link –any link within the course.
  - Subheader
  - Divider

Announcements

- Click on **Create Announcement** button.
- Type the Subject and the Message.
- Choose Not Date Restricted or select a date to release.
- Click on Submit.

Post an announcement immediately

Post an announcement on a set schedule

Link the announcement to a Course Link

Edit/Delete/Reorder an Announcement

- As default, an announcement posted in the past 7 days will be shown under the Course Name in My Blackboard Learn page.

- The newly posted announcement is listed at the top.

- To edit an announcement,
  - Click on the Action icon of the announcement and select Edit.
  - Edit the text and click Submit.

- To delete an announcement,
  - Click on the Action icon of the announcement and select Edit.
  - Edit the text and click Submit.

- To reorder an announcement,
  - Point at the reordering icon of a message and drag it to the order where you would like it to be.
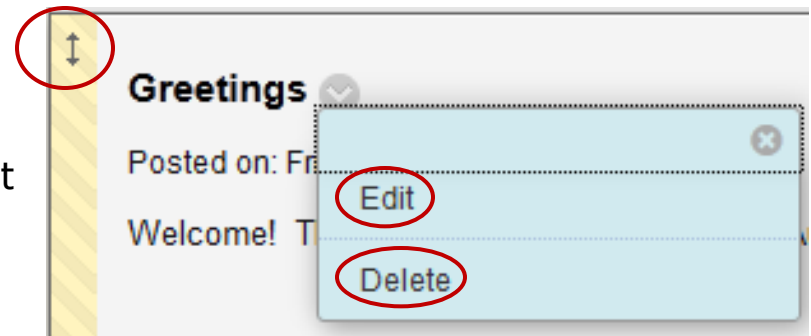
Messages – Internal Mail

- Messages tool in Blackboard is an internal mail tool: only enrolled students and the instructor can email to each other. It is mainly used for private communication between a student and an instructor or among students.

- In the MxCC template, the message tool is labeled as "Mail". In default, the Mail link is hidden from students.

- To use the Messages tool, you will need to show the "Mail" link.

- Move the mouse next to the right of "Mail" link. You will see the Option icon. Click on the icon, you will see the menu options for the "Mail" link.

- Select "Show Link".

Announcements

Mail ☑

Rename Link

Show Link

Delete
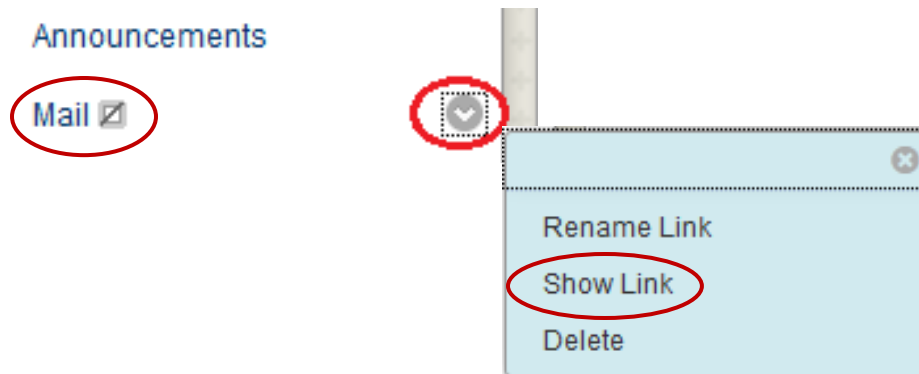
Internal Mail – Messages – Send a Message

- Send an email to a student.
- Click on the Messages link, "Mail".
- Click on "Create Message".

Internal Mail – Messages: Send a Message

- Click on "To" box. You will see a list of students and your name.
- Choose a student and click on the "->" to bring the student name to Recipients.
- Type a Subject in the subject box.
- Type your message in the Message box.
- Click on "Submit".

Internal Mail – Messages: Read a Message

- Messages will be delivered to Inbox. But there is no alert next to the Messages link in Course Menu.
- Click on the Subject link to open a message.

	📎	Status	Sender	Subject	Date
☐	📎	✉	Audrey LaRosa	Journal Article Review	Tuesday, May 15, 2012 8:16 PM

- If there is a file attached, click on the file link. A dialog box pops up.
  - Choose Open to open the file. Click OK to confirm.
  - Choose Save to save the file to your computer. Click OK to confirm.
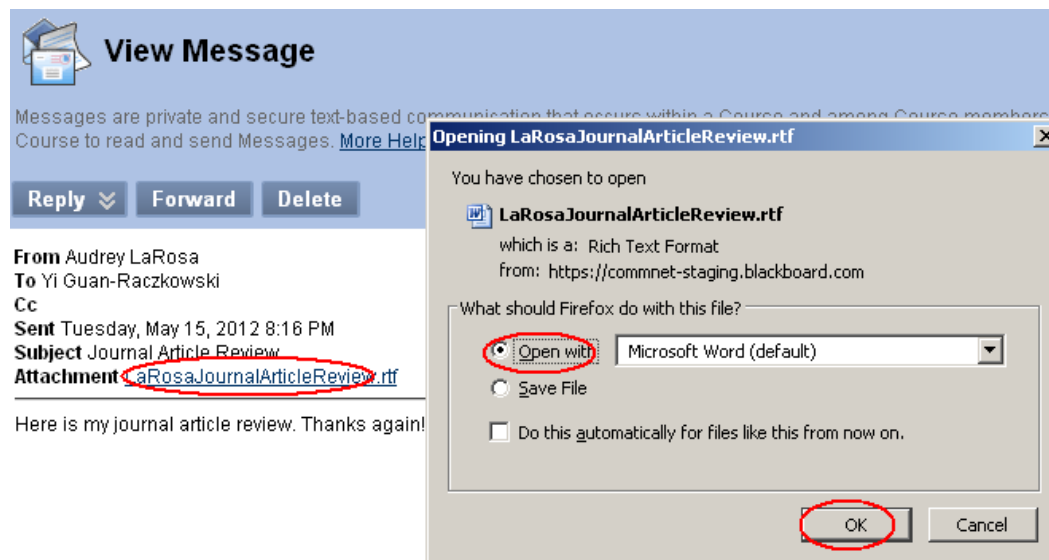
Messages: Delete, Create a Sub-Folder, Move

- In Inbox page, click on the Action box next to a message:
    - Delete: delete the message.
    - Mark Read: mark the message as read.
    - Mark Unread: mark the message has not been read.
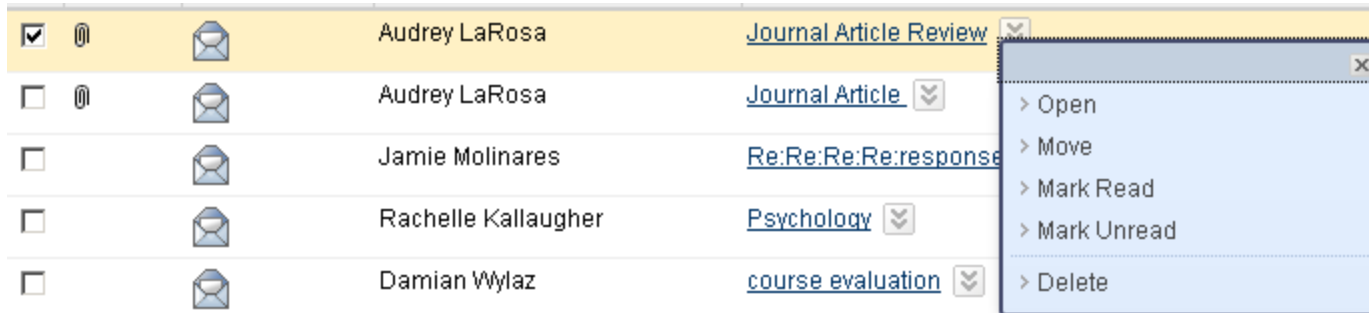
- In Messages page, click on Create Folder.   Type the folder name and click on "Submit".
    - You may move a message:
        - Click on the Action menu at a message subject line.
        - Select Move.
        - Choose the Folder to which moved.
        - Click on "Submit".
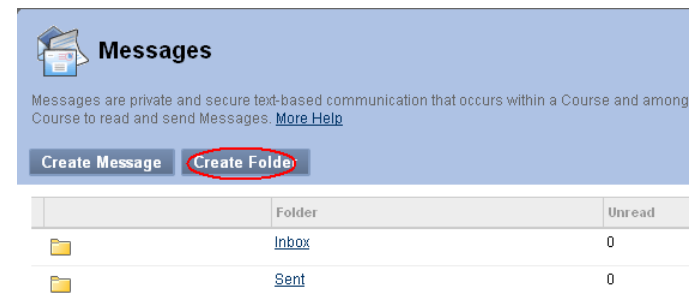
Email – External mail

- Email tool in Blackboard Learn is External Mail. If you use Email tool, mails will be delivered to student's College Email address.
- A professor may need to use Email to communicate with students who have not logged on to Blackboard. You may do so in Grade Center.
  - In Control Panel, click on Full Grade Center.
  - Check a student's last name.
  - Go to Email and select Email Selected Users.
  - Type the Subject and Message.
  - Click on **Submit**.
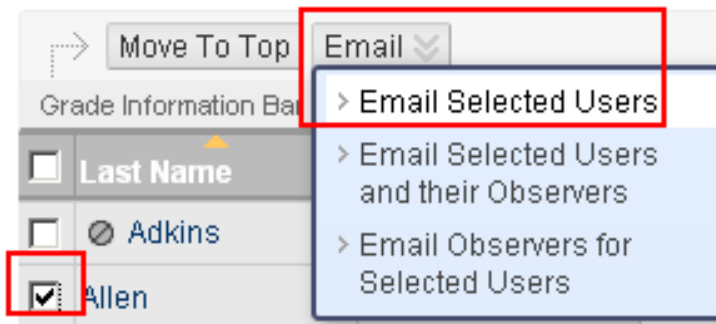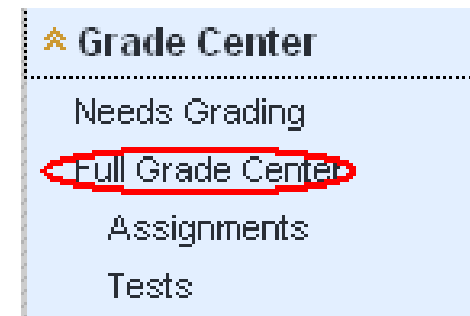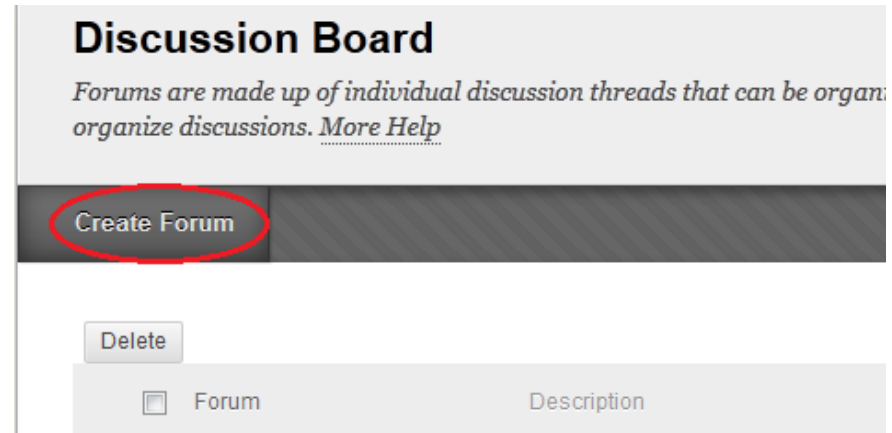
Discussions and Examples

- Learning can be enhanced through engaging active interactions among learners.
- All online courses at MxCC use discussion boards as one of learning activities for students.
- Discussions in Blackboard allow students to post messages at different time at various locations.
  - Examples for on-ground courses:
    - Sociology and Education
      - Continuation of group discussions after classes
    - Medical Terminology
      - Jeopardy game to learn medical terms.
    - Psychology
      - Respond to the instructor's questions.
      - Respond to at least 2 student answers.
    - Human Service
      - Assign discussion buddies: pair up students and they respond to each other's questions.

Discussions - Create a Forum

- Make Discussions link available.
    - In Course Menu, move the mouse over "Discussions" link. Click on the Option icon next to Discussions link. Click on "Show Link".
- In Course Menu, click on Discussions link.
- Click on Create Forum.
- Type a name and description.
- In Forum Availability
    - Yes – available
    - Choose display date, end date.
    - If the forum is graded, check Grade Discussion Forum and type a point value.
    - Click on "Submit".

Discussion Board

Forums are made up of individual discussion threads that can be organize organize discussions. More Help

Create Forum

Delete

☐ Forum   Description

✳ *Indicates a required field.*

Cancel   Submit

2. Forum Availability

Available   ● Yes ○ No

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

Grade   ○ No Grading in Forum
                   ● Grade Discussion Forum: Points possible: [10]
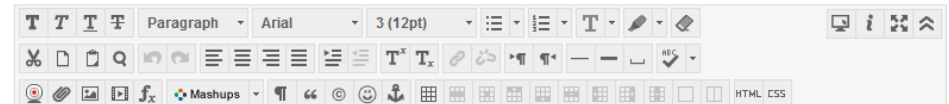
1. **Forum Information**
   ✳ Name   [Week 1 Discussions]
   Description
   [T T T T Paragraph ▾ Arial ▾ 3 (12pt) ▾ ...]
   Introduce yourself to the class.

Discussion Forum Setting
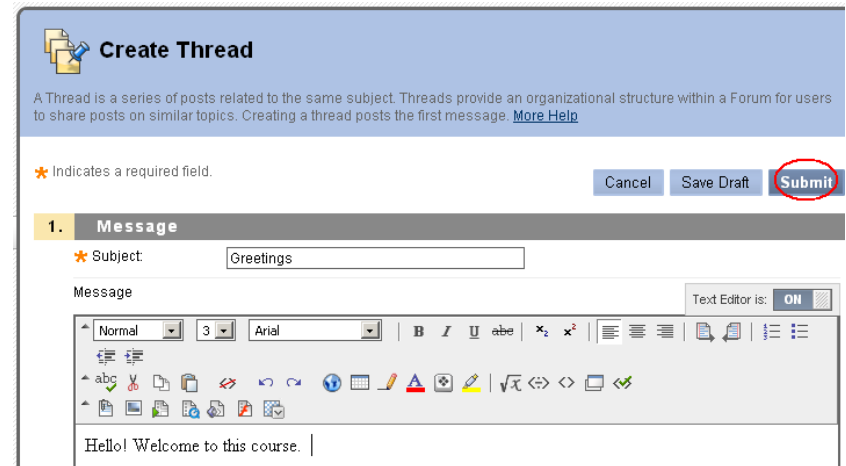
- For a discussion forum, you are able to reorder, change settings, delete, Mange student roles, copy, and delete.
  - Click on the Action icon next to a forum,
    - Edit: change forum name, description, grade points, etc.
    - Reorder the forum.
    - Grade the forum.
    - Copy or Delete.
    - Manage: Change student role to Readers – students can only read messages but unable to post. This setting serves as "locking" a forum after its deadline.

Week 2 Discussions - Chapter 1

Week 3 Su... Ch2

Week 3 Di... Chapter 2

Week 4 Dis... Chapter 3

Week 5 D... Chapter 4

Week 5 Su... Ch3 and Ch4

> Open
> Edit
> Grade
> Manage
> Copy
> Delete
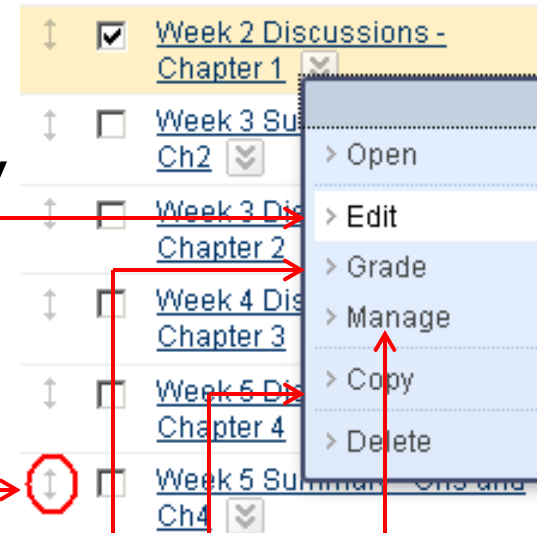
Post a Message in Discussion Forum

- Enter a discussion forum by clicking on the Forum Name.

- Click on "Create Thread".

- Type the message subject.

- Type the message.

- If you wish to attach a file, click on "Browse My Computer". Locate the file on your computer and double click on it. Click on Submit.

- Click on "Submit".

Operations on a Message

- In List View, click on the Action icon next to a message. You are able to do the following operations:
    - Collect – see the message and replied message.
    - Delete.
    - Mark as Read/Unread
    - Hide, Make Unavailable
    - Publish
    - Lock/Unlock
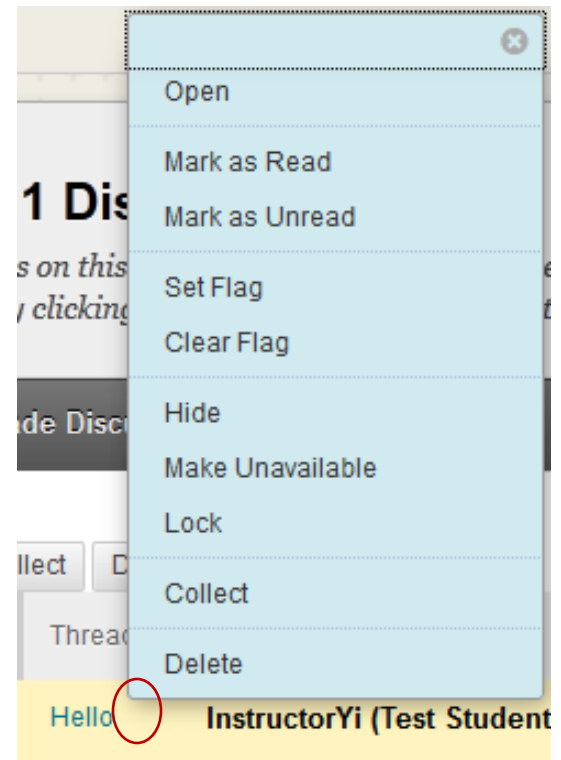
"List View" of Discussion Messages

- In Course Menu, click on Discussions link. Forums are displayed with Description, Total Posts, Unread Posts, and Total Participants.

	Forum	Description	Total Posts	Unread Posts	Total Participants
↕ □	Questions and Answers ⌄	Post your questions about this class here.	2	0	2
↕ □	Week 1 - Introductions ⌄	Tell us a little about yourself, why you are in school, why you take this course, your expectations about the course, what your career goals are, etc. Share	48	5	34

- Click on a Forum Name to enter the forum. As "default", 25 messages are displayed in List View. The messages are in chronological order with the most recent at the top. Click on Display and select Show All to show all messages.

Create Thread	Grade Discussion Forum	Subscribe		Search	Discover Content	Display ⌄

Show All
Published Only
Hidden Only
Locked Only
Unavailable Only
Drafts Only

Thread Actions ⌄	Collect	Delete

☑	⚑ Date ⌄	Thread	Author		Status	Unr
☑	7/30/13 3:11 PM	Hello ⌄	**InstructorYi (Test Student) Guan-Raczkowski**		Published	0

Thread Actions ⌄	Collect	Delete

"Tree View" of Discussion Messages

- If you choose "Tree View" in a Discussion Forum page, you will see the messages in "thread."

- When there is a reply to a message, it creates a "thread". In a thread of messages, you will see how the messages associate with each other.

- A thread of messages is indicated by a "+" next to the Subject line of the initial message.

- To view a thread with the initial message and replies, you will click on the Subject line of the initial message. Then click on the subject lines of replied messages.

Discussions-Read/Reply to a Message

- Click on a message Subject to read the message.
- To reply, click on Reply button. Type your message and click on "Submit".
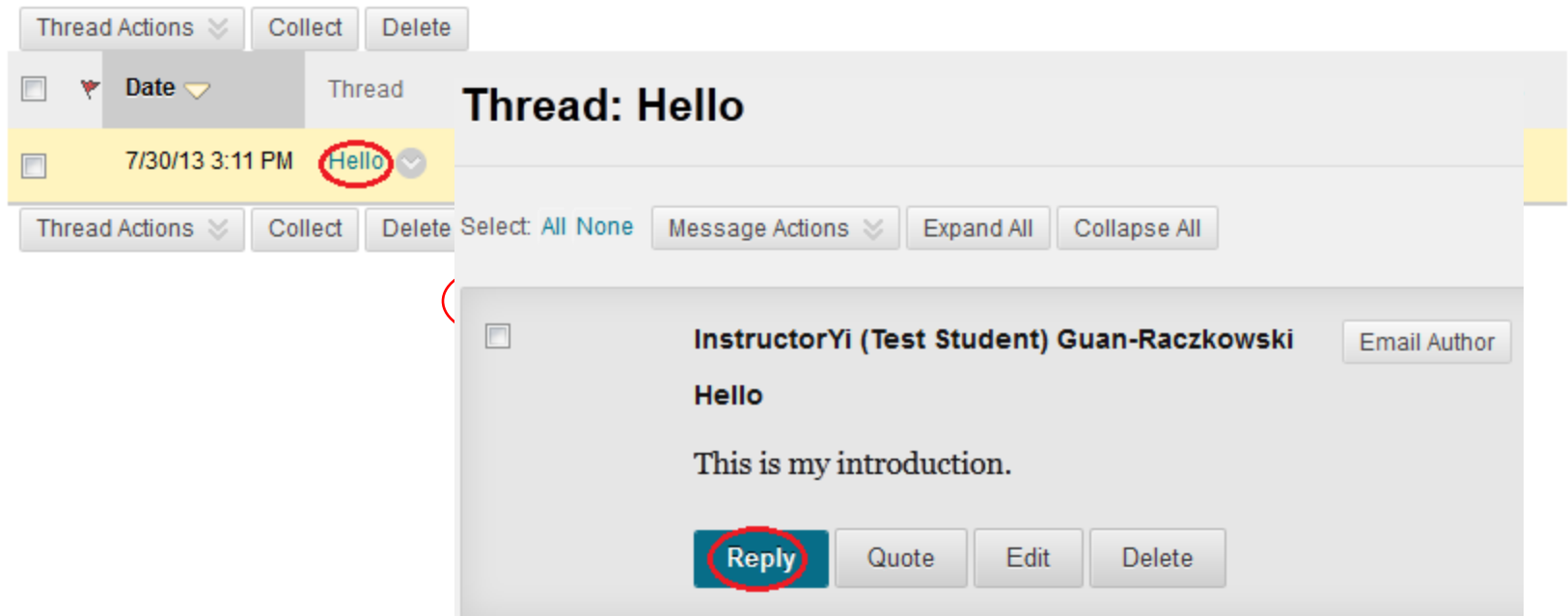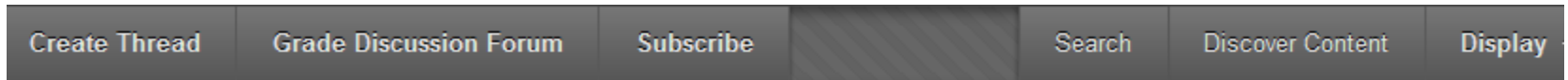
Discussions – Edit or Delete a Message

- To edit a message you posted.
  - Click the message Subject to open the message.
  - Click **Edit Message** button.
  - Make revision
  - Click **Submit**.
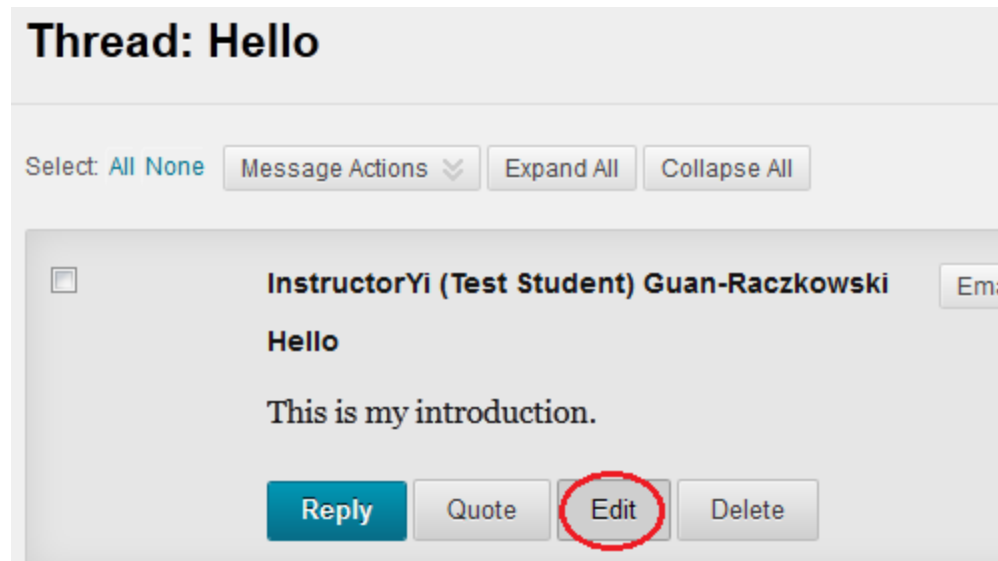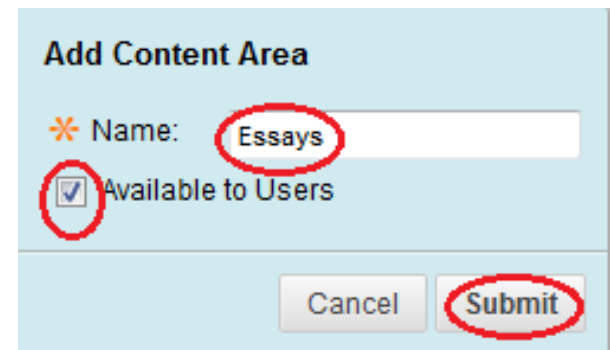
- Delete a message
  - Click on Delete when you open a message.
- "Email Author" will send an email to the author's external email account. For students, it will be their college email account.

Assignment Dropbox - Planning

- An assignment dropbox is used to collect projects or papers.
- Planning
    - Each assignment will use a dropbox.
    - Decide the number of assignments you will be collecting.
    - Decide where you would like the dropboxes to locate.
    - Write down the instruction for each of the assignments.
- Example: Create a page named "Essays". Put all essay assignment dropboxes in the page.

Assignment Dropbox - Example

- Create the page in which the assignment dropboxes are located.

- In Course Menu, create a link, "Essays".
  - Click on Add Item icon, "+".
  - Select "Create Content Area".
  - Type the name of the link, "Essays".
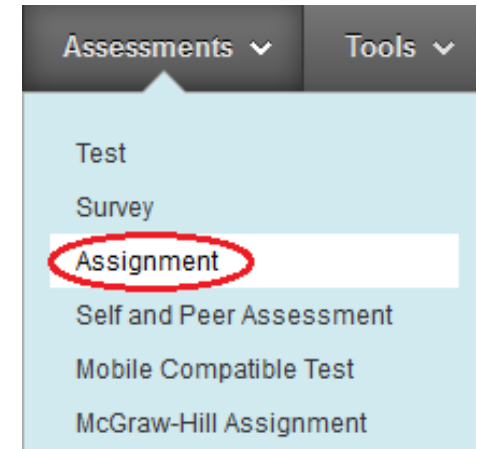 - Check "Available to Users".
  - Click on "Submit".
  - The new link will be placed at the bottom in Course Menu.
  - Drag the reorder icon to reposition the Essays link.

Create an Assignment Dropbox

- In Course Menu, click on the "Essays" link.
- Under Assessment, choose "Assignment".
- Type the name and brief instruction.

Assessments ∨　**Tools ∨**

Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test
McGraw-Hill Assignment

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help

* *Indicates a required field.*

Cancel　Submit

1. **Assignment Information**

* Name and Color　Essay1　■ ⊘ Black

Instructions

Submit your argument essay in .rtf or .doc format. Refer to the syllabus for instruction.

Assignment Dropbox

- Enter the grade points in Points Possible.
- Availability vs. Due Date
  - Availability –Display Until
    - After the date set in Display Until, students are unable to see the Assignment link.
  - Due Date
    - After the set due date, students are able to see the assignment link and submit their work. However their work is labeled as late.

Grade Center

- Last Access: show a time stamp on when a student last time accessed the course.
- The grade columns carried over from graded discussion forums, assignment dropboxes, and tests.
- Under "Control Panel", click on "Grade Center".
- Click on Full Grade Center. You will see the columns:
  - Student names, Last Access
  - Columns for Discussion Forums
  - Columns for Assignments
- Grading
  - You are able to access grading page directly in Grade Center.
  - If a student submit an assignment, you will see "**!**".
  - Click the Action icon for the assignment and select View Grade Details.
  - Click Grade Attempts to enter the grading page.
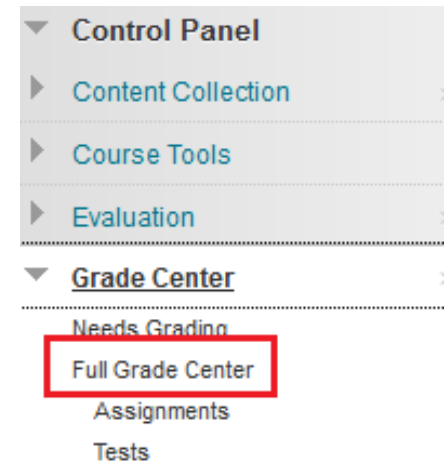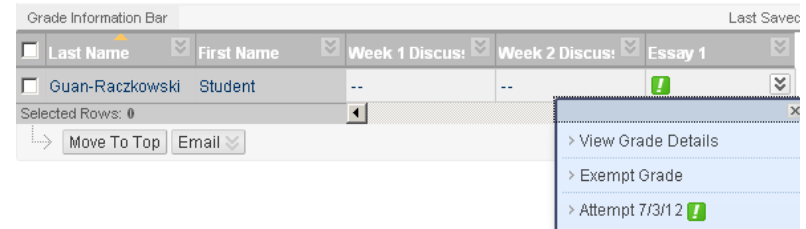
Faculty - Learning Blackboard Learn

- Group training
  - Training schedules are posted at
  www.mxcc.edu/Content/Educational_Technology_Training.asp
- Online Training - learn on your own
  - In **My Blackboard** page, click on the training class named as

  OR-112306: Blackboard Learn Student Orientation - Fall 2012

- One-on-one assistance
  - Distance Learning staff: starting the third week of a semester, you may schedule an appointment with a distance learning staff to assist you with the use of Blackboard Learn. Email to mxccdistance@mxcc.edu or call **860-343-5756** to schedule an appointment.

Inform Your Students

- You **MUST** inform your students when you use Blackboard Learn for your on-ground course.

- Students will log on to Blackboard Learn via MyCommNet just like Faculty. For Students, NetID is BannerID@student.commnet.edu. Initial password and change of password apply the same rule as Faculty.

- At various computer labs, there are "bookmarks" and instructions to direct students on how to log on to MyCommNet.

- With students' home computer, they may refer to the instruction at
  - www.mxcc.edu/distance.

Students – Learn Blackboard Learn

- ## Multimedia Tutorials
  - www.mxcc.edu/distance/orientation
- ## Blackboard FAQs
  - www.mxcc.edu/distance/orientation/faq.shtml
  - The above two sites are linked in MxCC Help
  - Stop by the Distance Learning office
  - Chapman 633/632
  - 9:00 am – 5:00 pm, Mon-Fri.
  - Student Technical Support Center
    - http://websupport.ct.edu
    - 860-493-0221

Technical Help in Blackboard Learn

- Distance Learning/Educational Technology
  - Chapman 633/632, Middletown Campus
  - (860) 343-5756
  - mxccdistance@mxcc.edu
  - Any technical difficulties with Blackboard Learn
  - M-F, 9:00 am – 5:00 pm