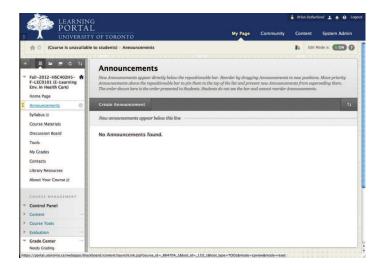


# Blackboard Essentials

Blackboard is an advanced learning management system (LMS) that organizes the administration, documentation, tracking, and communication activity related to a course of study. The three essential uses of a system like Blackboard, also known as 'The Portal' are: 1) creating course announcements and emails, such as clarifying an assignment or rescheduling a class; 2) sharing course information, such as lecture outlines; 3) posting grades, so each student may only see his or her own.



# Sharing Course Information

The Blackboard course shell can be divided into any number of content areas which support the posting of course information, be it course syllabi, lecture slides in Powerpoint, an assignment description or even the video of a lecture. Select 'Build Content' > 'Create Item' to add an item to a page, then provide a title, details, and upload documents (8MB each), if desired. Like announcements, items of course information can be edited or deleted later by selecting the downward pointing arrow next to the item title.

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### Creating Course Announcements

Once you've logged in to Blackboard, select the 'Announcements' screen. In 'Edit Mode', a charcoal coloured button should be visible just below the title: 'Create Announcement'. This allows you to enter a title and details, select between permanent or a scheduled announcement, and optionally email the class. At any point an announcement can be edited or deleted by selecting the downward pointing arrow next to the title, and then selecting from the context menu.

#### PORTAL My Page 2 E-LearningByDesign E-Learning By Design What do we have IN COMN for everybody? The readin applied to this problem. ( 8 Peter E.; Terry, Krista P.; Mariano, Gina J. (2009) <u>Multimedia Learning and Working N</u> (17-33) 5\_Plumbin 6 Video Cognitive Effects of Multimedia Learning, 2005 Aore (optional) reading 9 SocialMedia nbridge handbook of mi 10 Evaluation 11\_Pres\_Skill Flash Lab Samp

## Posting Grades

Select 'Grade Center' (sic) and then 'Full Grade Center' to access the spreadsheet from the course management menu. Select the'Create Column' button to create an evaluation item, and provide name and description, score and options. To enter grades, simply click the cells one by one, or use the work offline option to upload a spreadsheet. When you are finished, click on the double-downward pointing arrow next to the title to edit the column options and set 'Show this Column to Students' to 'Yes'.



# Blackboard Features

Blackboard 9 features state of the art web -based navigational controls that make it work more like a desktop application than a web site.

## Interactive Web Controls

Minor changes to page content do not require a full browser page refresh: faster browsing! File uploading displays a progress bar.

# Floating Context Menus with Help

The course menu and control panel system has been completely replaced by floating, expandable context

menus activated by icons: this makes Blackboard work more like a desktop application. Select a course management category and a context menu zips down with more choices. For each function or tool, a detailed description now appears at the top of its management screen. View content AND manage it in the same place with confidence!

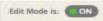
	COURSE MANAGEMENT							
*	Control Panel							
*	Content							
*	Course Tools							
	Announcements							
	Blogs							
	Collaboration							
	Contacts							
	Course Calendar Course Portfolios							
							Discussion Board Clossary Journals Rubrics Send Email Tasks Tests, Surveys, and Pools	
	UT Manage Groups							
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	Þ	Evaluation	-					
	Þ	Grade Center	-					
	Þ	Users and Groups						
		Customization						

Packages and Utilities

# Course Lifecycle

4 months prior	_
new course shells created from ROSI	
2 months prior	_
register in a training session	
45 days prior	_
students are enrolled in Bb but course	
not visible until made "available"	
1 week	_
add teaching assistants, etc.	
using the "UT Manage Users" tool	
1 day	-
set course "available" to students	
First day of class	_
post welcome + syllabus; review	
policies for use of Bb in the course	
Last day of teaching	_
download grades from Grade Center	
archive + download course content	
set course "not available" to students	
90 days after	_
students deregistered from courses;	
once deregistered, they cannot be	
added back, even for a deferred exam	
16 months after	_
course shell no longer available to	
instructor, deleted from system	

# 'Edit Mode' On/Off



Edit Mode on/off allows you to toggle between the student view and instructor view, and it makes it a snap to 'show me what a student sees'.

# Drag and Drop Sequencing

Grab the menu item or the course item by the double ended vertical arrow, and drag it to where you want it. No page refresh!



# Course Archiving

Select 'Packages and Utilities' from the menu to Archive or Copy your course, which content you would like to archive, then save the .zip file generated.

### Set Availability

Set your Blackboard course 'available' when you are ready to let the students in to access the content. This is now in 'Customization' > 'Properties'.

Website: http://ctl.utsc.utoronto.ca/technology/blackboard

Support: blackboard@utsc.utoronto.ca