Introduction to Blackboard

Fall 2011 Pilot Program

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http://teachingcenter.wustl.edu
Agenda

- Accessing Your Course
- Creating a Syllabus and Contact Information
  - 10 minutes work time
- Creating a Content Area and adding items
  - 15 minutes work time
- Groups and Grade Center
- Discussion of Next Steps
  - 15 minutes
Accessing Blackboard

Go to bb.wustl.edu

Sign in with your WUSL Key
Accessing Your Course

- Find the “My Courses” module
  - Click on the name of your Course

- Edit Mode Button
Prepare Course Information

- Creating a contact card
  - Go to course site ➔ Control Panel ➔ Course Tools ➔ Contacts ➔ Create Contact.
  - Contacts can be grouped in folders.
  - Link to contacts on Getting Started (or Information) page.
Prepare Course Information

- **Uploading a Syllabus as a file**
  - Go to Content Area (Information) → Build Content → File

- **Creating a Syllabus**
  - Go to Content Area (Information) → Build Content → Syllabus

- **Creating a Syllabus without preset sections**
  - In a Content Area: Go to Content Area (Information) → Build Content → Blank Page
  - As a Course Menu Link: Go to Course Menu + Create Blank Page
Work Time

10 minutes
• Choose an organizational plan for your course content.
  ○ Chronologically
Plan Content Areas

- Choose an organizational plan for your course content.
  - By Content Type

![Course Menu Diagram]

- Getting Started
- Instructor Info
- Lectures
- Journals
- Readings

- Course Policies
  - Syllabus
- Topic 1 Lecture
- Topic 2 Lecture
- Topic 3 Lecture

- Topic 1 Readings
- Topic 2 Readings
- Topic 3 Readings
Plan Content Areas

- Choose an organizational plan for your course content.
  - By Topic
Creating Content Areas

Creating a Content Area in Blackboard:

1. Click on the + button in the content management section.
2. Select the 'Create Content Area' option.

My Announcements:
No Course Announcements have been posted in the last 7 days.

My Tasks:
No tasks due.

What's New:

These steps help in organizing content areas effectively in a course module.
Add Items and Tools to Content Areas
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Add Items and Tools to Content Areas

The Teaching Center, Washington University
Transferring Telesis Data

- Telesis data from Fall 2010 has been transferred to Blackboard. (Please email me if you need a different semester.)

- The Course Content can be transferred into your new course by:
  - Exporting the 2010 course
  - Importing the file into the 2011 Course
Transferring Telesis Data: Exporting a Course

Export Course creates a package of Course content that can later be imported into the same Course or into a different Course. Unlike Archive Course, Export Course does not include any user interactions. It only includes Content, Settings, and Tools. You must have Manage Permissions on these files in order to make copies of them or to re-link them when copied. [More Help]

1. **Select Copy Options**
   - Source Course ID: FL2010.L04.Chinese.341.01

2. **Course Files**
   - Copy links and copies of the content (Include all Course Files)
   - Package Size: Calculate Size
     - Include Content Areas:
       - [ ] Information
       - [ ] Content
       - [ ] Adoptive Release Rules for Content
       - [ ] Announcements
       - [ ] Blogs
       - [ ] Calendar
       - [ ] Collaboration Sessions
       - [ ] Contacts
       - [ ] Discussion Board
       - [ ] Early Warning System Rules
Transferring Telesis Data: Exporting a Course

- Download the zip file to your computer.
- The next step is importing it as a “Package” to your current course.
Transferring Telesis Data: Importing

- Import the zip file as a Package
- The imported items will appear under Content in the main menu.
Work Time

15 minutes
Choose and Create a Course Entry Point

- Choose the page students first see when entering your course.
  - Home page (with modules), Getting Started, Course Calendar?

- Go to Course Page ➔ Control Panel ➔ Customization ➔ Style ➔ 4. Select Course Entry Point, Choose from available content areas ➔ Submit
Prepare the Grade Center

- Columns are automatically created for Assignments and Tests.

- Create a new Column

- Organize the columns
  - Manage → Column Organization

- Advanced options include: calculated columns (average, total), dropping high or low scores, assigning letter grades.
Using the Groups Feature

- Go to Course Page → Control Panel → Users and Groups → Groups

- Creating a Single Group
  - Self Enroll vs Manual Enroll

- Creating a Group Set
  - Self Enroll, Manual Enroll, Random Enroll

- Tool Availability
Roles that exist
- Instructor
- Course Support
- Grader
- Teaching Assistant
- Guest

Others?

How to add?
- Faculty? Which roles?
- Contact your department administrator?
Missing Features

- Attendance
- Others?
Next Steps for Pilot

- Weekly meeting or on-call help?
- Training on specific features
  - Grade Center in Mid-August
- Other?

- We would like to survey you and your students at the end of the semester. Survey will be set up by The Teaching Center and will be online.