

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



Blackboard Course Shell

Courses by term

UR Courses Online

Instructors enable the course links below when they have online content for students to view in Blackboard. If a course is designated as "unavailable," the instructor has not yet enabled the link, or may not be using Blackboard for course delivery.

2020 SUMMER Semester	
Title	ID
ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276
PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657
TOPICS IN ONLINE TEACHING - 2020SUMMER	EDE470.2020SUMMER.15228
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERA	EDE472.2020SUMMER.36848
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERB	EDE472.2020SUMMER.36829
UR FACULTY ONLN COURSE DEVEL - 2020SUMMERC (unavailable)	EDE472.2020SUMMER.40244
USING QUANT SFTWAR SPSS - 2020SPRING and 2020SUMMER	ED528.2020SUMMER.13852

2019-20 Year	
Title	ID

Course ID



Blackboard Course Shell

Courses by term

UR Courses Online

Instructors enable the course links below when they have online content for students to view in Blackboard. If a course is designated as "unavailable," the instructor has not yet enabled the link, or may not be using Blackboard for course delivery.

19 Campus Safety Training

2020 SUMMER Semester

Title	ID	
ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276	In
PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657	In
TOPICS IN ONLINE TEACHING - 2020SUMMER	EDE470.2020SUMMER.15228	In
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER A	EDE472.2020SUMMER.36848	In
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER B	EDE472.2020SUMMER.36829	In
UR FACULTY ONLN COURSE DEVELOPMENT - 2020SUMMER C (unavailable)	EDE472.2020SUMMER.40244	In
USING QUANT SFTWAR SPSS - 2020 SPRING and 2020SUMMER	ED528.2020SUMMER.13852	In

2019-20 Year

Title	ID	

Available to Students?



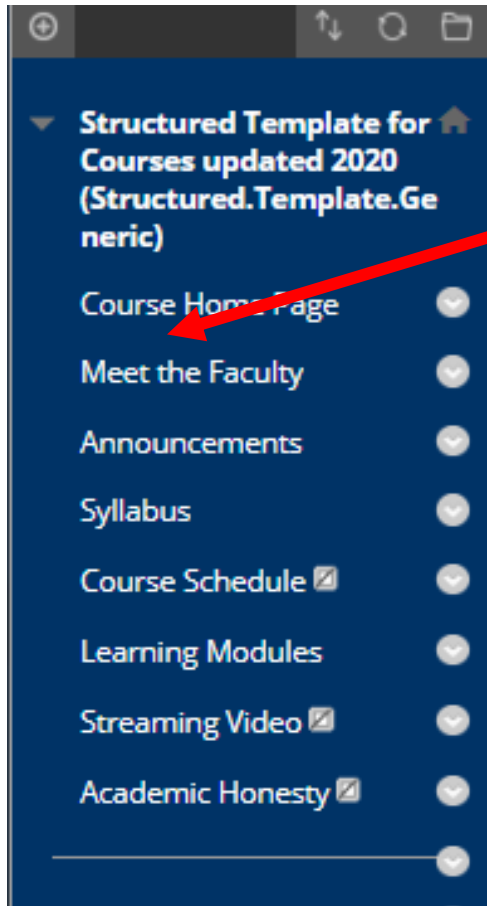
Courses Tab



Any courses older than a few terms can be accessed here



Left Hand Menu

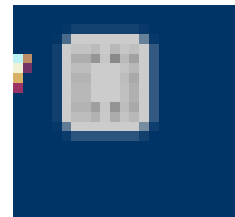
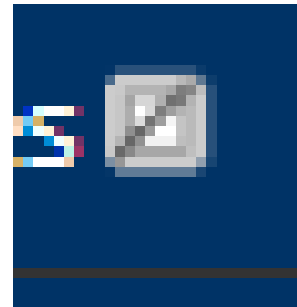
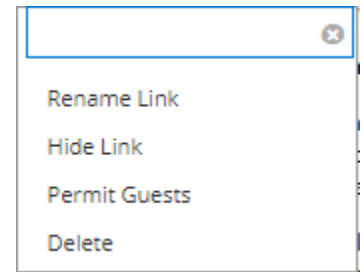


Menu items

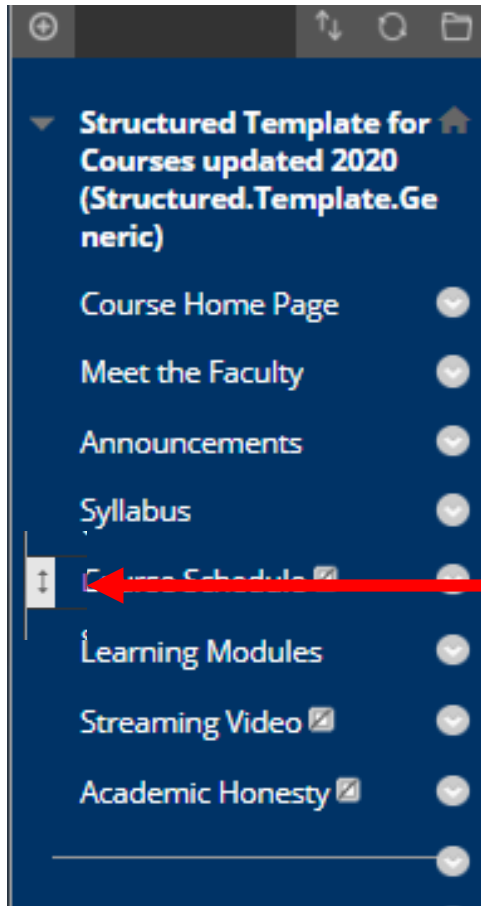
Item menu options

Hidden from Students

Empty



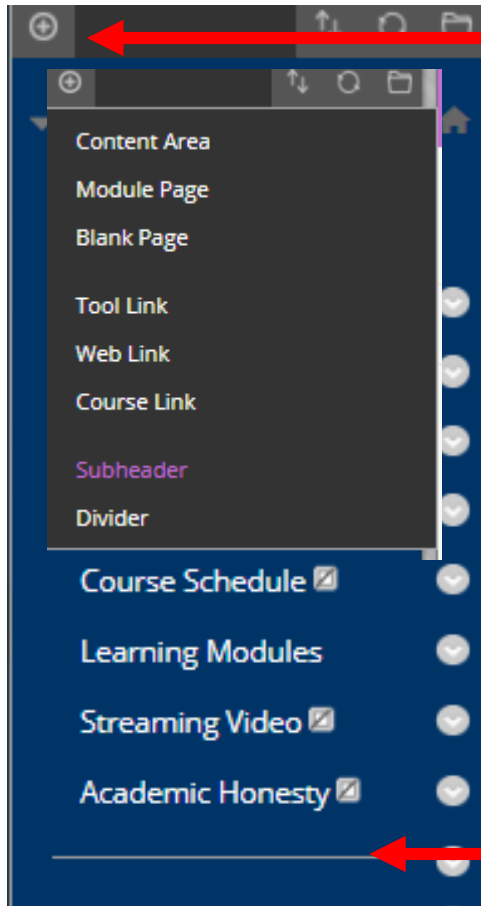
Rearrange



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

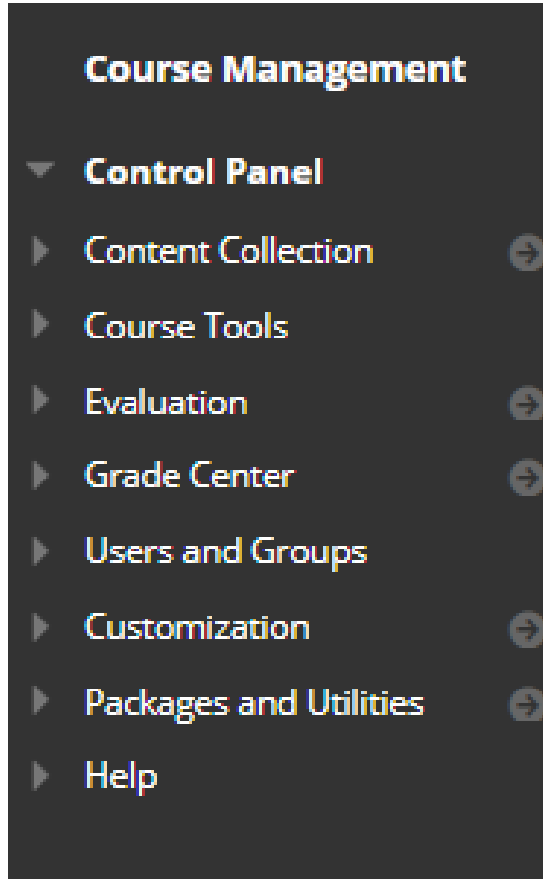
All Graded Upcoming Submitted			Order by: Course Order ▼
ITEM	LAST ACTIVITY	GRADE	
Weighted Total View Description Grading Criteria		-	
Total View Description Grading Criteria		-	
Journal	UPCOMING	- /10	
Journal	UPCOMING	- /10	
Discussion	UPCOMING	- /2	
Inquiry	UPCOMING	- /3	
Discussion	UPCOMING	- /2	
Content Exploration DUE: JUN 4, 2020 Assignment	UPCOMING	- /2	



COURSE MANAGEMENT



Course Management

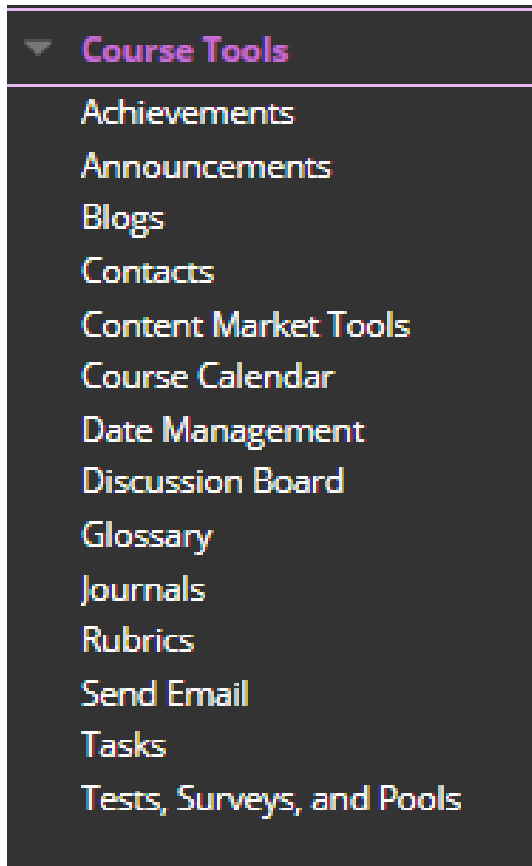


Instructor menu

Course Tools
Grade Center
Users and Groups
Customization
Packages and Utilities



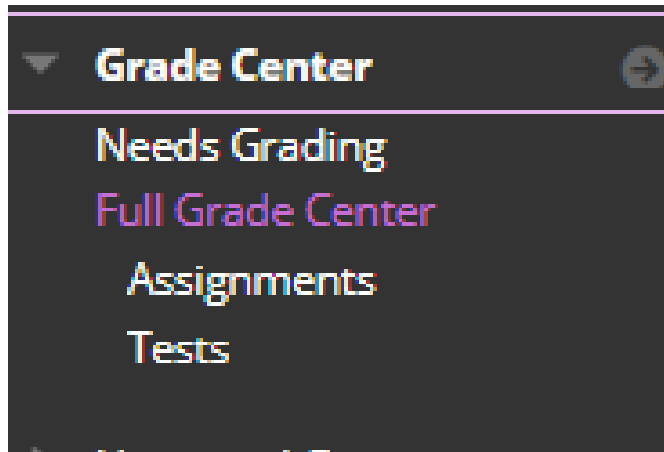
Course Tools



- 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 ▾						
Columns for graded assignments						
Grade Information Bar						
☐	LAST NAME ▾	FIRST NAME ▾	SAMPLE COURSE ACTIVITY SURVEY ▾	SAMPLE PEER AND SELF ASSESSMENT ▾	TEST GROUP ASSIGNMENT 1 ▾	TEST PADLET FOR CLASS DISCUSSION ▾
☐	Student1	SMDGraduate	--	--	5.00	--
☐	Student2	SMDGraduate	--	--	--	--
☐	Student3	SMDGraduate	--	--	5.00	--
☐	Student4	SMDGraduate	--	--	-- ▾	--



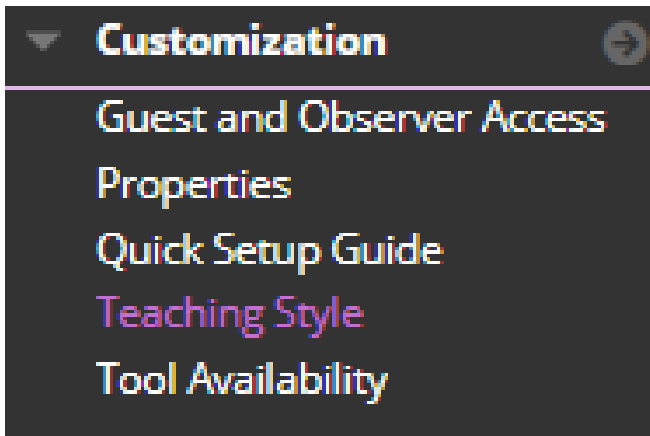
Users and Groups



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



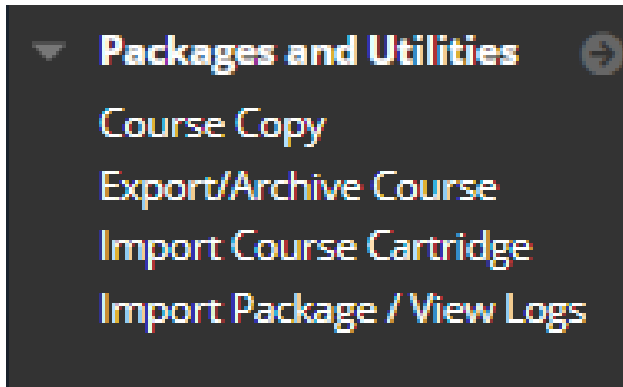
Customization



- 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



**Module Overview** 

Overview

The intent of this module is to ground us as a class with regard to online teaching and learning.

Learning Activities

During this module, you are expected to:

1. Share personal introductions.
2. Watch the **Experience as Learners** video
3. Review the Readings
 1. Read Chapter 1 from Thormann & Zimmerman (2012).
 2. Read Chapter 1 from Boettcher (2010).
4. Write a journal entry.

**Schedule** 

Before April 29, please complete:

1. Personal Introduction - Introduce Yourself
2. Journal Entry - Reflection Journal



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 ~~S~~ Paragraph Arial 14px

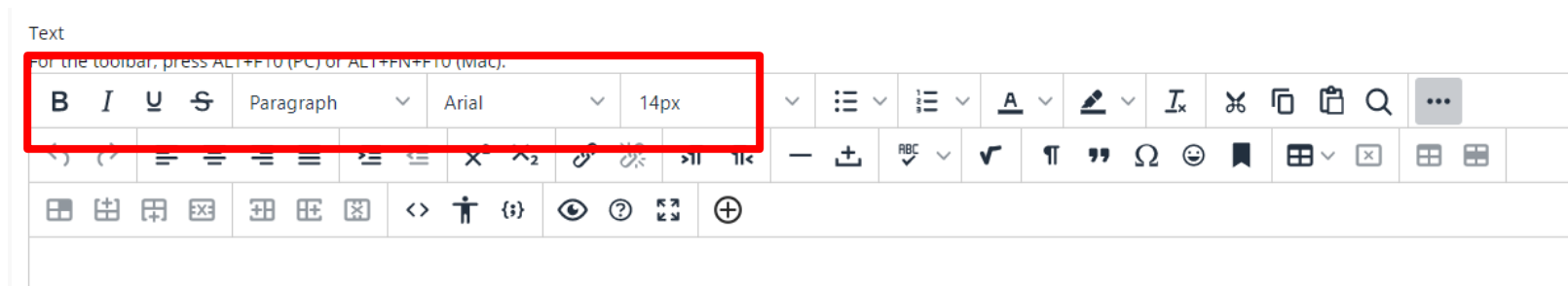
≡ ≡ ×² ×₂ 🔗 🔗 ⤴ ⤵ — ⤶ ABC ✓ ¶ ” Ω ☺ 📖

👁️ ? ↻ ⊕

Provide Text here

Text Box Options

Text Styles

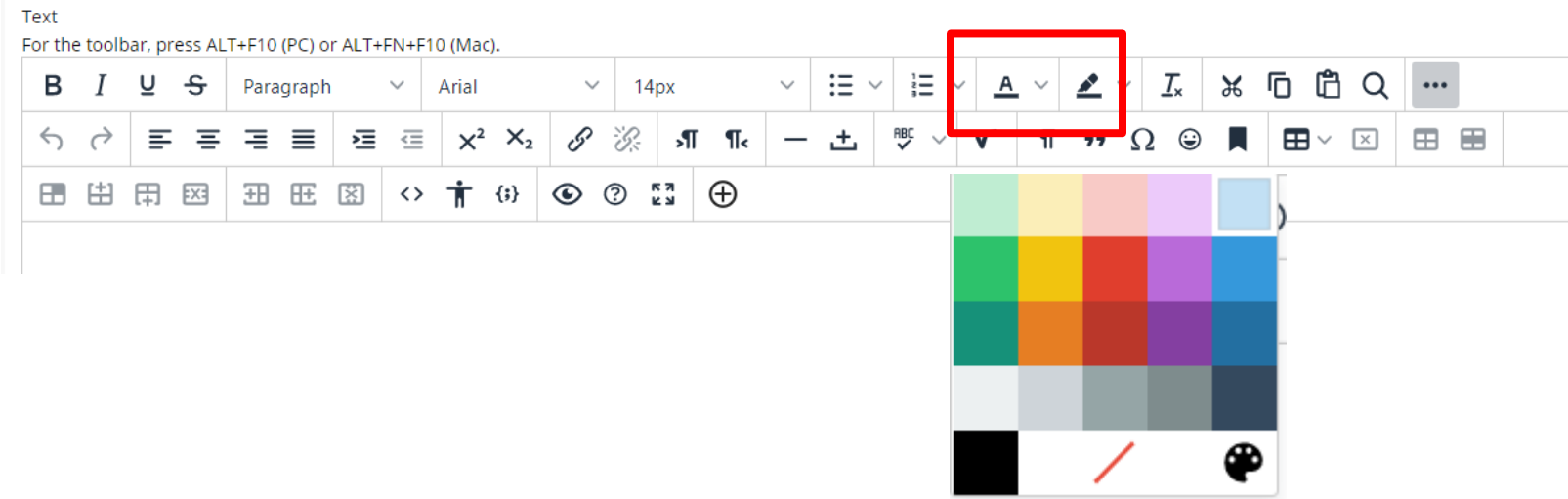


Bold, Italic, Underline, Strikethrough
Heading Styles
Font and Font Size



Text Box Options

Text Color

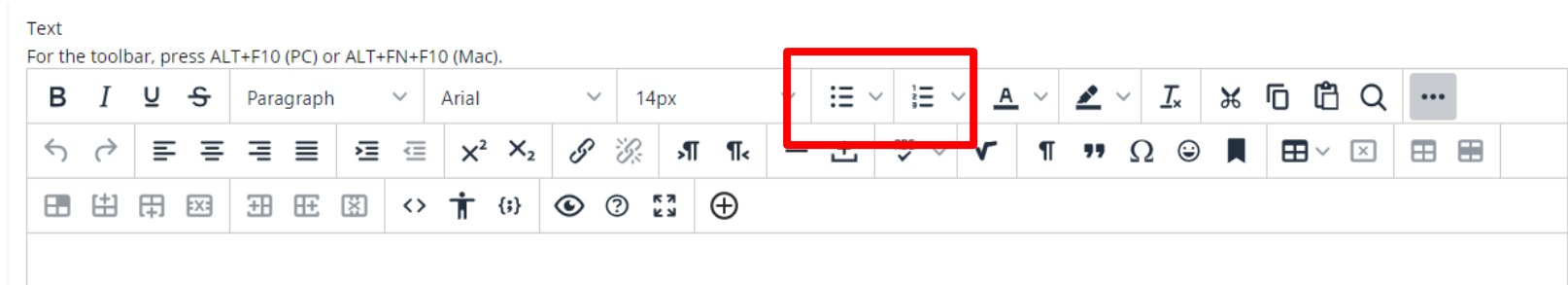


Use sparingly!



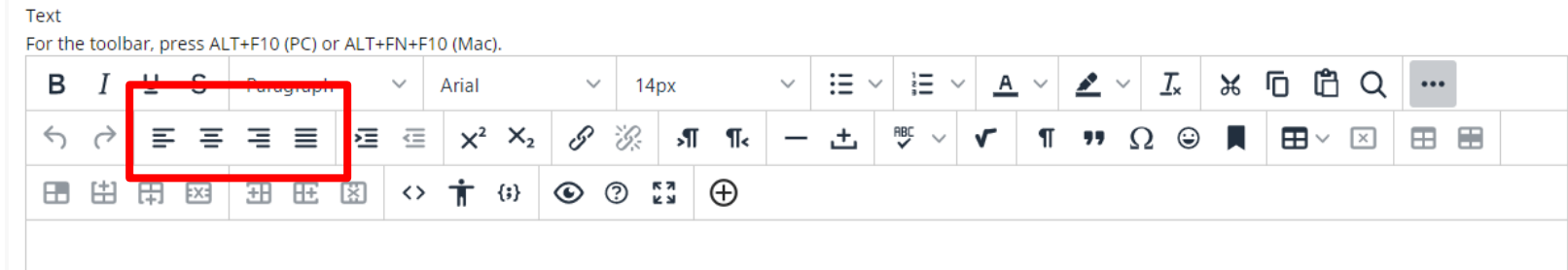
Text Box Options

Bullet/Numbered Lists



Text Box Options

Alignment



Left, Center, Right, Full

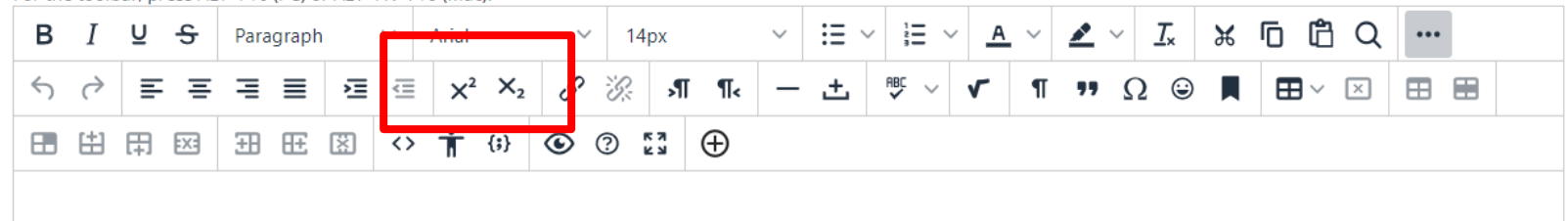


Text Box Options

Superscript, Subscript

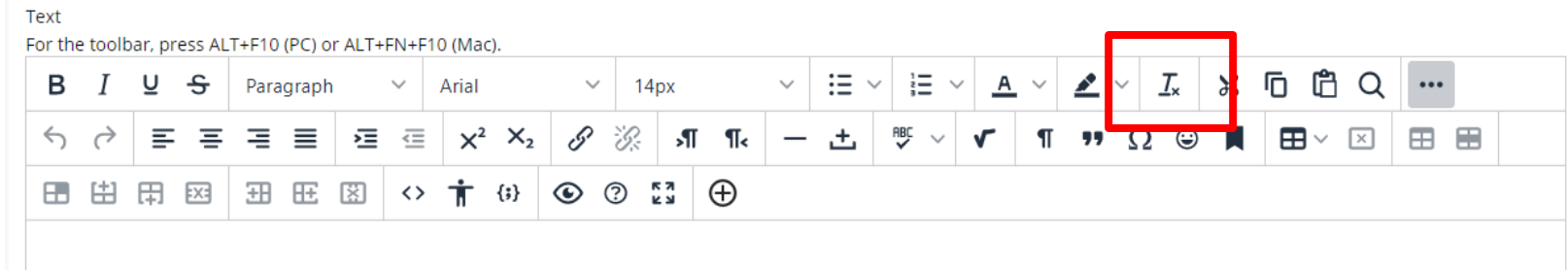
Text

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



Text Box Options

Remove Formatting

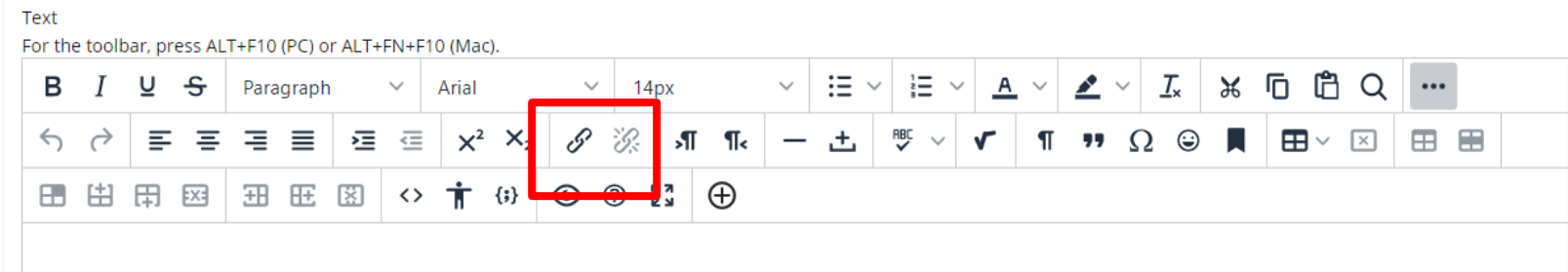


Use to remove fonts, styles
when copying from web
pages, Word documents, etc.



Text Box Options

Make / Remove Links



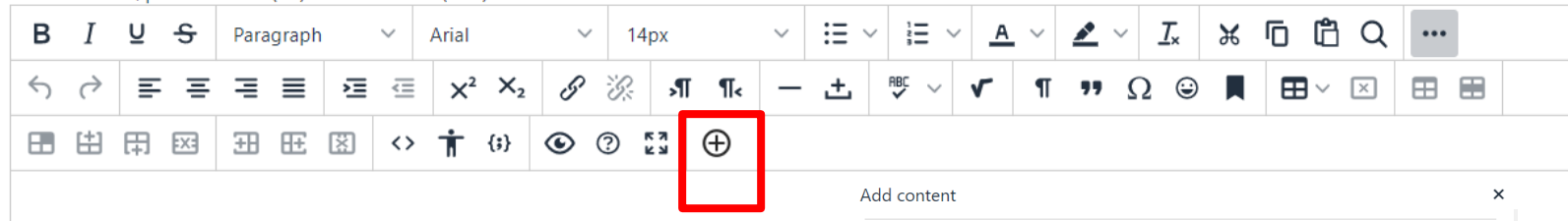
Highlight text first

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!

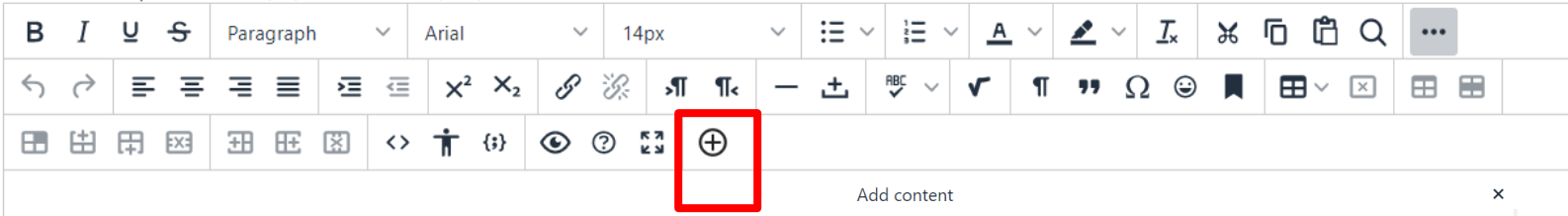


Text Box Options

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 plus icon, located in the bottom row of the toolbar, is highlighted with a red square. This icon is used to add attachments or content to the text.

Browse computer to find file.

Add content

Common Tools

- Insert Local Files
- Insert from Content Collection

Additional Tools

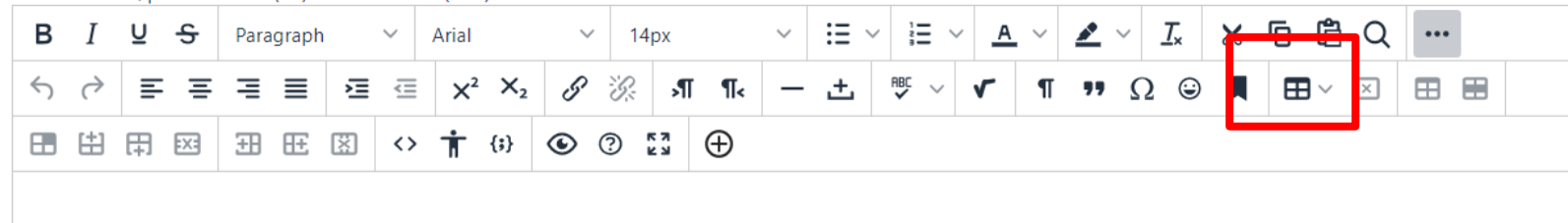
- Flickr Photo
- Panopto Student Video Submission
- YouTube Video



Text Box Options Table

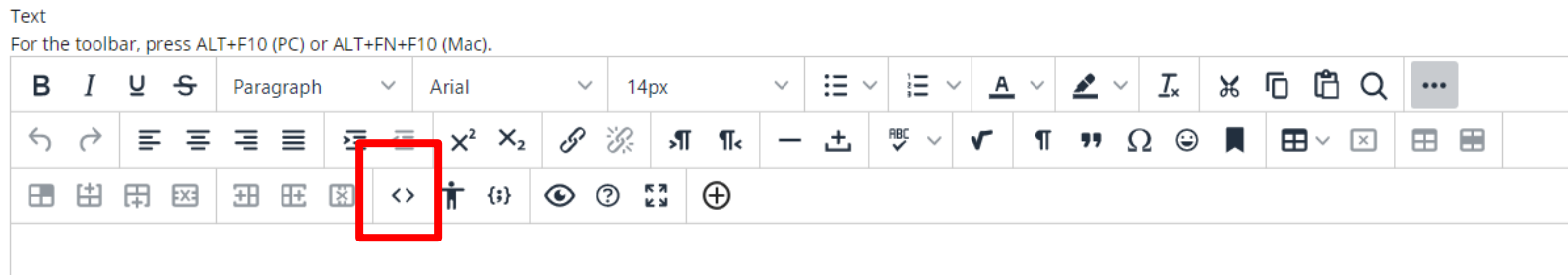
Text

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



Text Box Options

HTML Editor



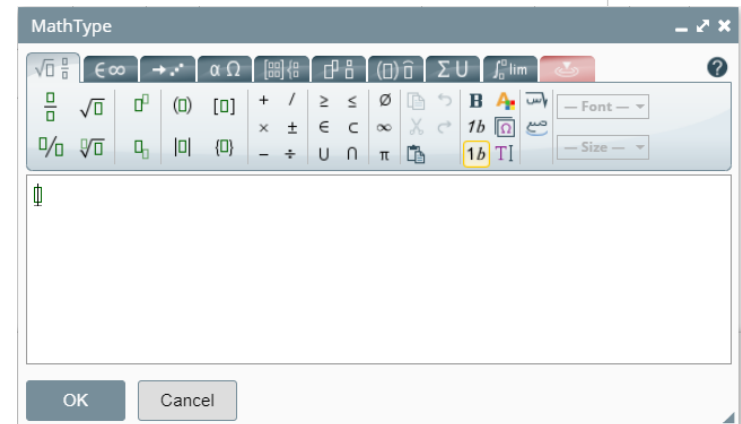
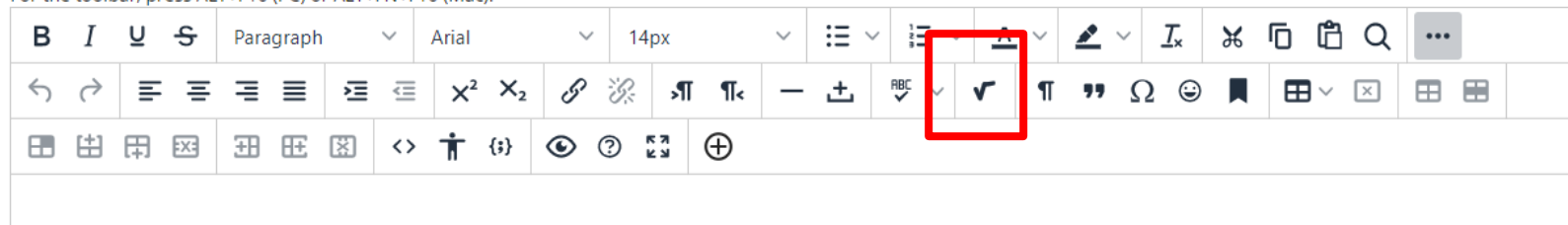
Useful for pasting in
embed codes!

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.*

Attach Files

Browse My Computer

Browse Content Collection

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 and Introduction ▼

This folder contains overall course information. Please review this material before the start of the course on January 2.



Module 1 - Establishing a Baseline ▼

This module is intended to establish a starting point for this course.

Please complete the activities in this module prior to April 29. It is expected that this should not take more than 1-2 hours.



Create Folder

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

CONTENT FOLDER INFORMATION

* Name

Color of Name



Black

Text

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

[illegible]

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



Module 1 Quiz ▼

Take this quiz to test your understanding of the terminology presented in Module 1. These terms will be used throughout the course.

You must score 8 out of 10 in order to advance to the next module.

If you do not score 8 or better, retake the quiz.

Complete by May 22, 2020

- Assignment



Assignment - Module 2 ▼

Enabled: Adaptive Release

Attached Files:  [HOMEWORK - Module 2.docx](#) ▼ (17.83 KB)
 [CooperatingTeacherSurvey_Codebook.doc](#) ▼ (122.5 KB)
 [CooperatingTeacherResponses.pdf](#) ▼ (520.008 KB)
 [AppendCases.sav](#) ▼ (3.155 KB)
 [Homework2_GradingRubric.docx](#) ▼ (16.671 KB)

Meet Professor Smith. You have just been assigned as her research assistant.

Hello, my name is Julie Smith. I hope you enjoy working as my research assistant. I just finished entering the data into SPSS. I hope you can help with this project. I need you to create the data set from the survey responses. Another student is working on entering the rest of the data. When you are done, you can upload the data to the course site.

Download the Homework instructions and create your own SPSS dataset from the survey data.



BLACKBOARD “TOOLS”



Discussion Board

[List View](#)[Tree View](#)

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](#) ▼

Thread Actions Collect Delete							
☐	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
☐	6/28/20 8:41 AM	Discussion "threads"		Published	0	0	3
☐	6/22/20 7:17 PM			Published	0	0	4
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

→

Delete

Availability ▾

☐	NAME	VISIBILITY	LAST MODIFIED DATE	ENTRIES
☐	Weekly Reflective Journal	Private	6/27/20 5:37 PM	60

→

Delete

Availability ▾

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

Delete

Availability ▾

Student Access ▾

Student Comment Access ▾

☐	NAME 	TYPE	STUDENT ACCESS	STUDENT COMMENT ACCESS	LAST MODIFIED DATE
☐	Lesson Transition	Course	Open to Editing	Open to Commenting	5/22/20 11:30 AM

Delete

Availability ▾

Student Access ▾

Student Comment Access ▾

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 ▾

☐	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
☐	GroupProject 1 - Topic	GroupProject	0	No	Yes
☐	GroupProject 2 - Topic	GroupProject	0	No	Yes
☐	Project Groups 1	Project Groups	4	No	Yes
☐	Project Groups 2	Project Groups	3	No	Yes
☐	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

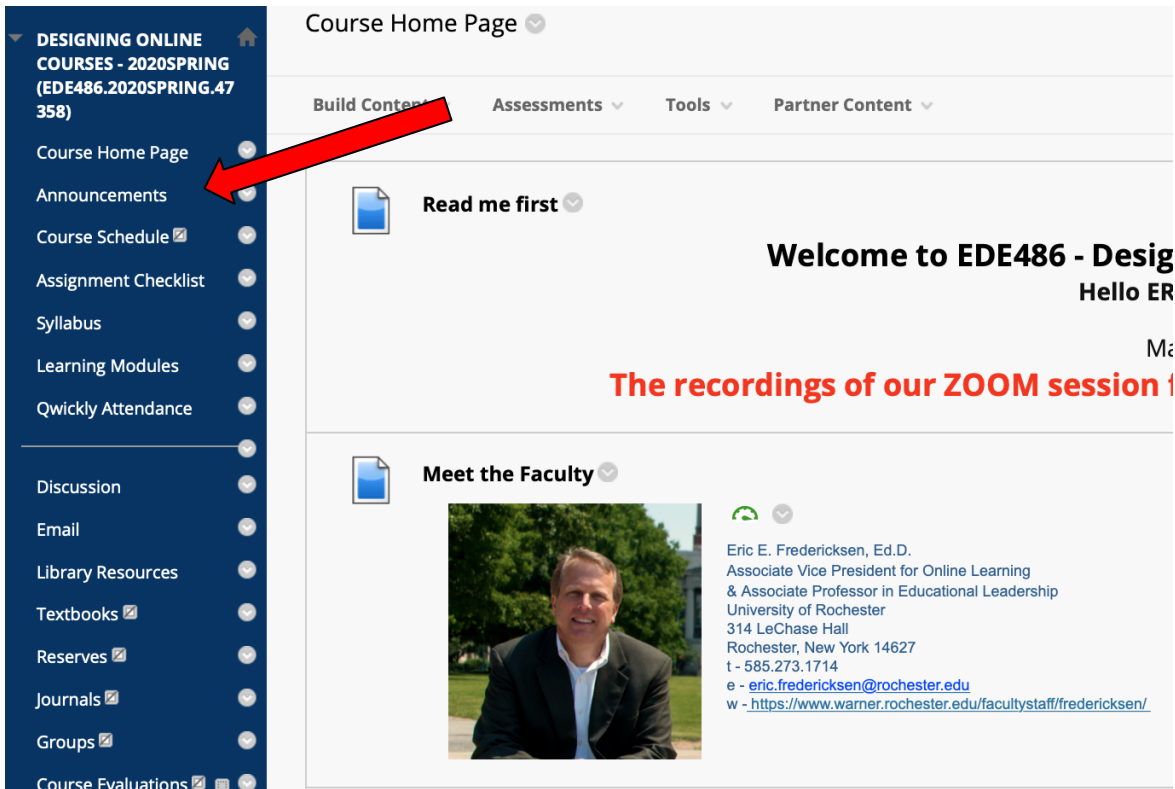
- Zoom
- Voicethread
- Panopto Video Link
- Panopto Course Tool Application
- Panopto Video Quiz
- Qwickly Attendance
- Yellowdig Engage



COMMUNICATE WITH STUDENTS



Announcement



The screenshot shows a course homepage for "DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47358)". The left sidebar contains a list of navigation links: Course Home Page, Announcements, Course Schedule, Assignment Checklist, Syllabus, Learning Modules, Quickly Attendance, Discussion, Email, Library Resources, Textbooks, Reserves, Journals, Groups, and Course Evaluations. A red arrow points to the "Announcements" link. The main content area has a header "Course Home Page" and a sub-header "Build Content | Assessments | Tools | Partner Content". Below this, there is a "Read me first" section with a document icon and a "Welcome to EDE486 - Design" message. The message includes "Hello ER" and "The recordings of our ZOOM session 1". Below this, there is a "Meet the Faculty" section with a photo of Eric E. Fredericksen, Ed.D., and his contact information.

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

Course Home Page

Build Content | Assessments | Tools | Partner Content

Read me first

Welcome to EDE486 - Design

Hello ER

The recordings of our ZOOM session 1

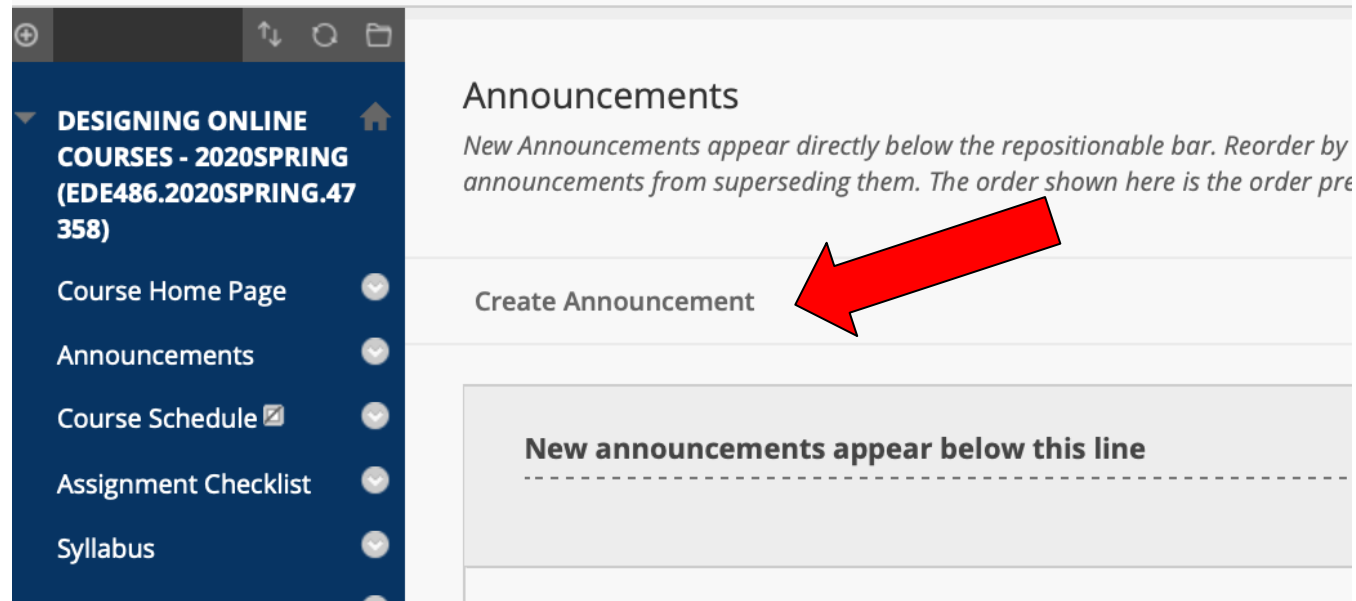
Meet the Faculty



Eric E. Fredericksen, Ed.D.
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
w - <https://www.warner.rochester.edu/facultystaff/fredericksen/>



Create Announcement



The screenshot displays the Canvas LMS interface. On the left is a dark blue sidebar with the course title "DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358)" and a list of navigation links: "Course Home Page", "Announcements", "Course Schedule", "Assignment Checklist", and "Syllabus". The main content area is titled "Announcements" and includes a descriptive paragraph: "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 light gray box containing the text "New announcements appear below this line" followed by a dashed horizontal line.

**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)

Undo Redo Bold Italic Text Color Background Color Link Unlink Image Video Audio Embedments

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

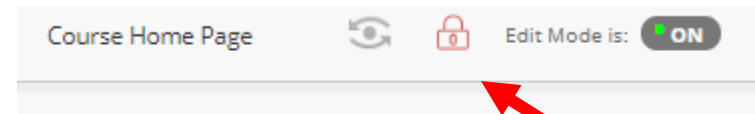
Submit

**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 Main UR Courses Online

Click Red X



UR Courses Online

Instructors enable the course links below when they have online content for students to view in Blackboard. If a course is designated as "unavailable," the instructor has not yet enabled the link, or may not be using Blackboard for course delivery.

Return to Campus

Title	ID	
Return to Campus - COVID-19 Campus Safety Training	COVID19.CampusReturn.ASEGrads	

2020 SUMMER Semester

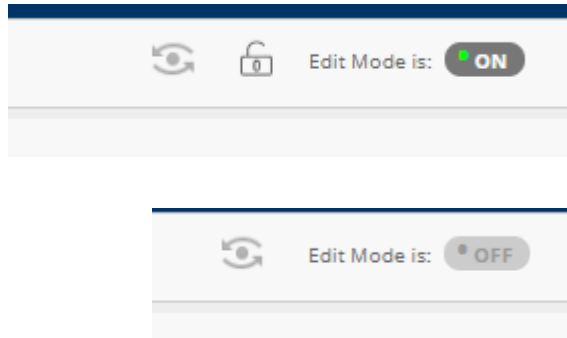
Title	ID	
 ONLINE TEACHING & LEARNING - 2020SUMMER	EDE484.2020SUMMER.15276	
 PRACTICUM IN ONLINE TEACHING - 2020SUMMER	EDF488.2020SUMMER.15657	
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 USING QUANT SFTWAR SPSS - 2020SPRING and 2020SUMMER	ED528.2020SUMMER.13852	



PREVIEW AS STUDENT



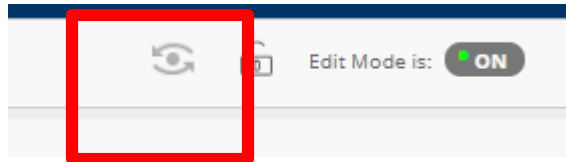
View as Student



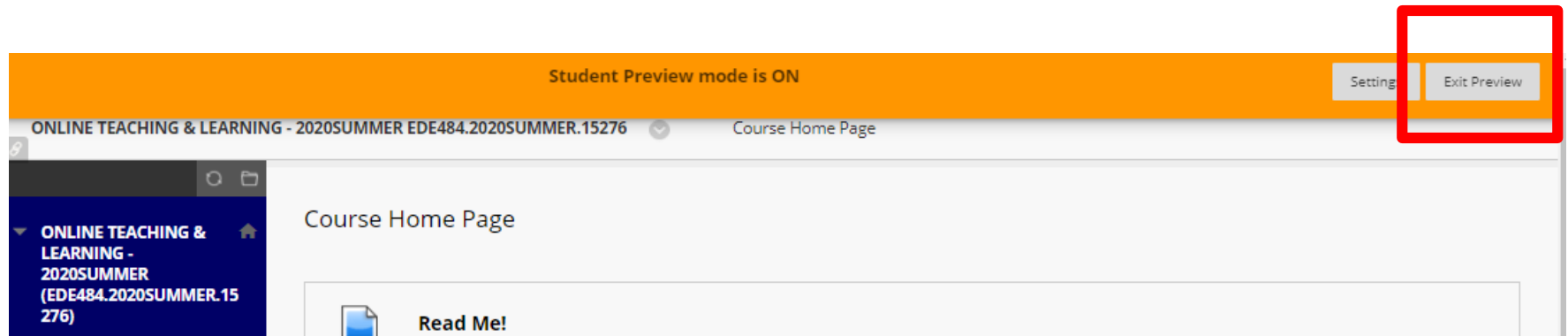
- Edit Mode is OFF



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.

Cancel

Continue



**THANK YOU
QUESTIONS?**



More Workshops

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

