

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 AND NAVIGATION



Left Hand Menu

Access Various areas of
Blackboard from the Left Hand
menu

Courses

Courses

Course Catalog

← SPRING2022ASE

Current Courses ▼

Upcoming Courses →



Search your courses

Filter

All Courses ▼

25 ▼

items per page

SPRING2022ASE

BIOL210.1.SPRING2022ASE

Cell Biology - SPRING2022ASE Original Course View

Lisa Brown | More info ▼

TEST.Ultra1

Ultra Course Example - Demo Instructor 1

Demo1 Instructor | More info ▼

SPRING2022WSE

Lisa.Ultra.ED528

Lisa - Build ED528 in Ultra

Lisa Brown | More info ▼

All courses
appear here

Organized
by Terms

Most recent
terms on top



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Blackboard Course Shell

SUMMER2022ASE



Courses by term

SART141.1.SUMMER2022ASE

Introduction to Photography - SUMMER2022ASE Original Course View

Private | More info



PSYC209.1.SUMMER2022ASE

Psychology of Human Sexuality - SUMMER2022ASE Original Course View

Private | More info



Course ID



SPRING2022ASE



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Available to Students?

SUMMER2022ASE

SART141.1.SUMMER2022ASE

Introduction to Photography - SUMMER2022ASE Original Course View

Private | More info



PSYC209.1.SUMMER2022ASE

Psychology of Human Sexuality - SUMMER2022ASE Original Course View

Private | More info



NO

SPRING2022ASE

BIOL210.1.SPRING2022ASE

Cell Biology - SPRING2022ASE Original Course View

Lisa Brown | More info



Yes

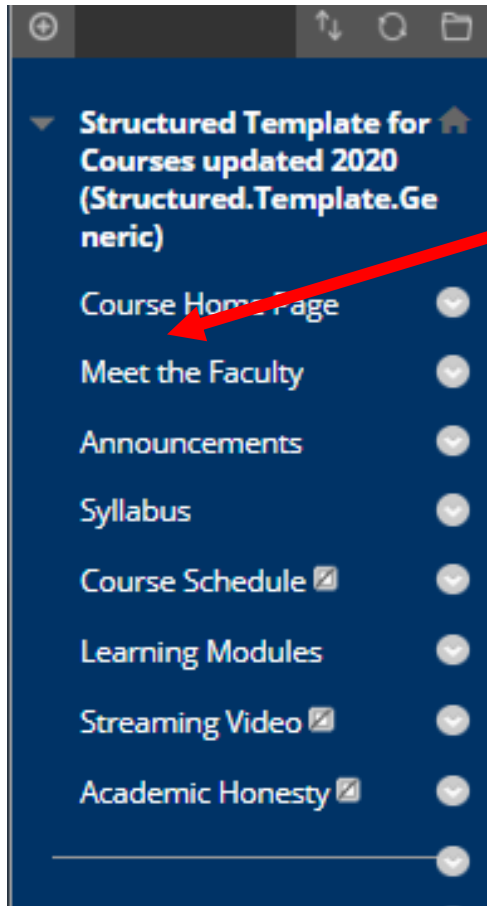
Make course private

Hide course



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Left Hand Menu

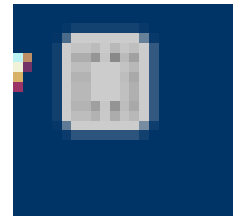
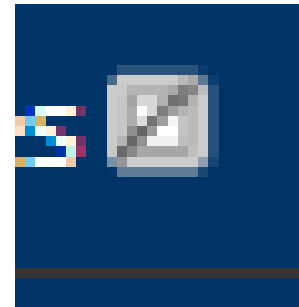
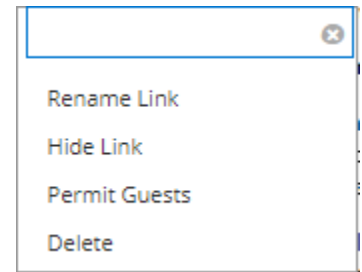


Menu items

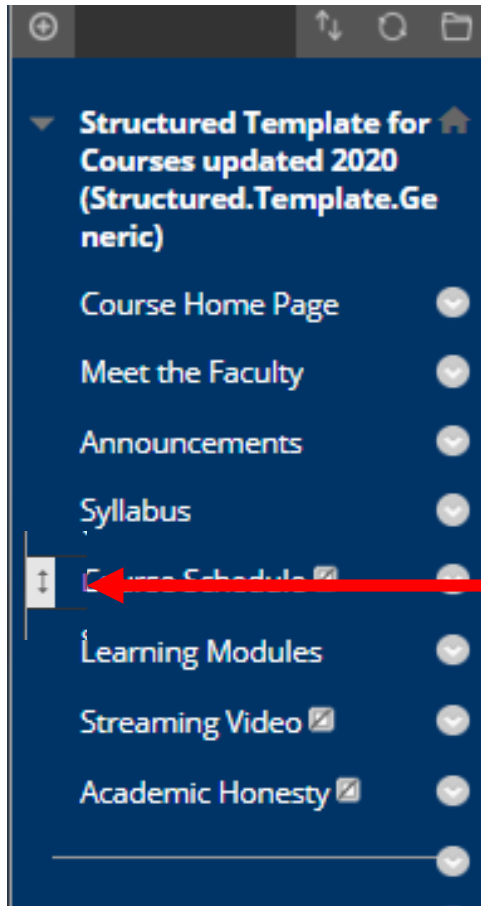
Item menu options

Hidden from Students

Empty



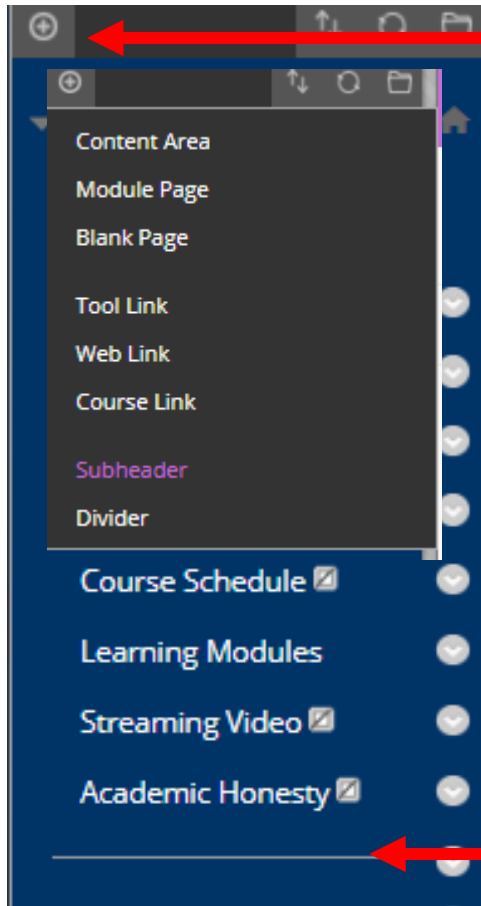
Rearrange



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

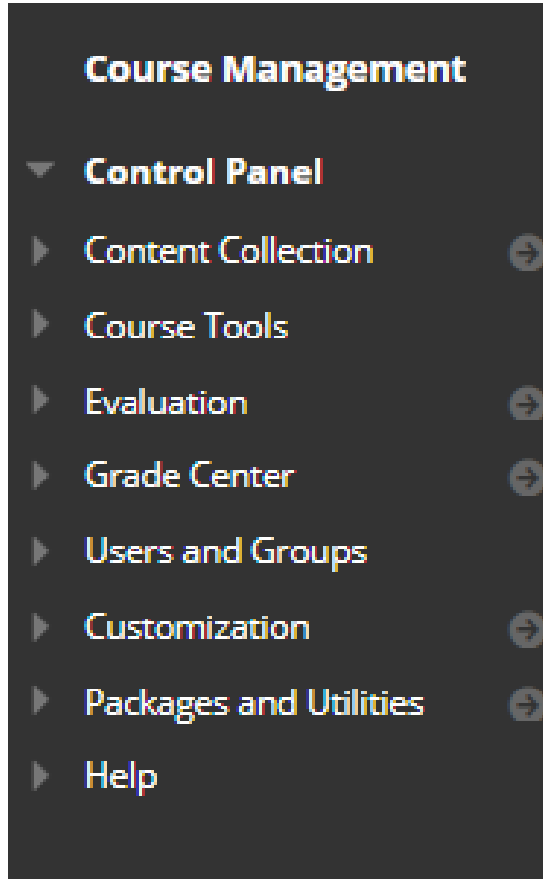
All Graded Upcoming Submitted			Order by: Course Order ▼
ITEM	LAST ACTIVITY	GRADE	
Weighted Total View Description Grading Criteria		-	
Total View Description Grading Criteria		-	
Journal	UPCOMING	- /10	
Journal	UPCOMING	- /10	
Discussion	UPCOMING	- /2	
Inquiry	UPCOMING	- /3	
Discussion	UPCOMING	- /2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



COURSE MANAGEMENT



Course Management

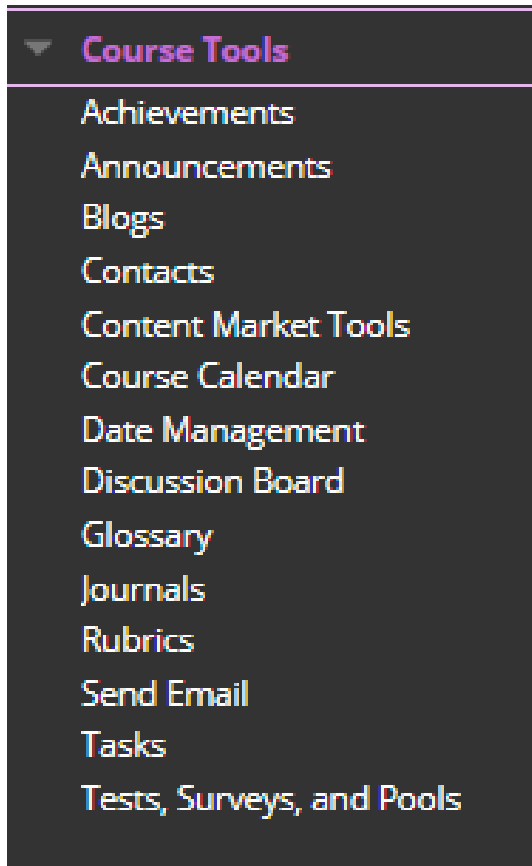


Instructor menu

Course Tools
Grade Center
Users and Groups
Customization
Packages and Utilities



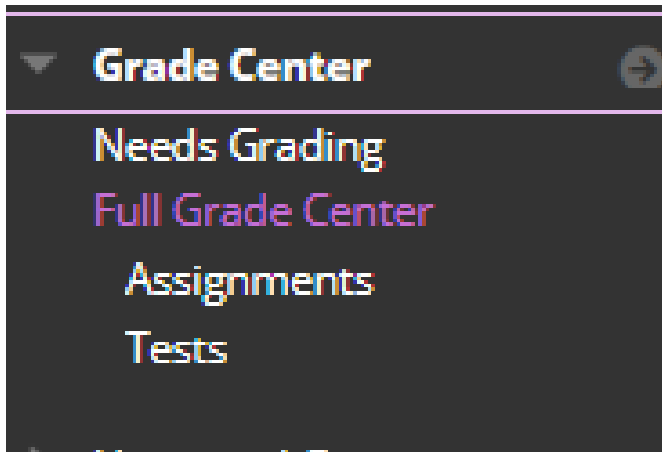
Course Tools



- 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						
<input type="checkbox"/>	LAST NAME ▾	FIRST NAME ▾	SAMPLE COURSE ACTIVITY SURVEY ▾	SAMPLE PEER AND SELF ASSESSMENT ▾	TEST GROUP ASSIGNMENT 1 ▾	TEST PADLET FOR CLASS DISCUSSION ▾
<input type="checkbox"/>	Student1	SMDGraduate	--	--	5.00	--
<input type="checkbox"/>	Student2	SMDGraduate	--	--	--	--
<input type="checkbox"/>	Student3	SMDGraduate	--	--	5.00	--
<input type="checkbox"/>	Student4	SMDGraduate	--	--	-- ▾	--



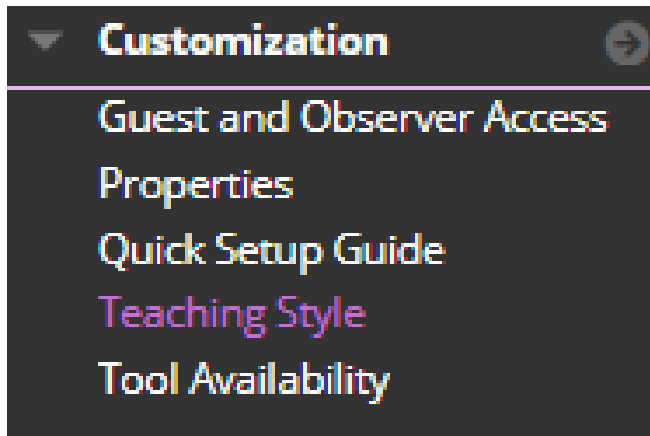
Users and Groups



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



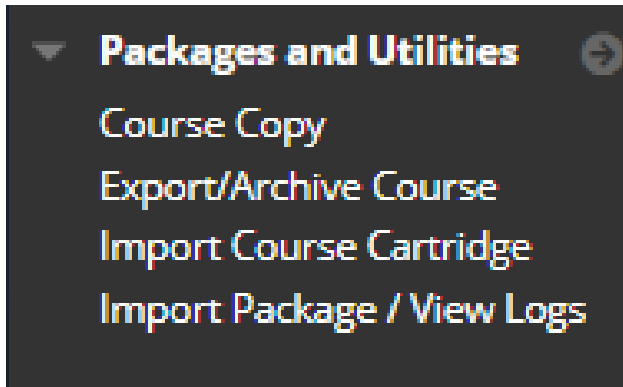
Customization



- 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



Class Lessons and Whats Due This Week

This week we will be going over the class plans, syllabus and schedule and discussing "What is Advertising", and creating project teams.

Monday:

1. Introduction to syllabus and class

Wednesday:

1. Lecture-What is Advertising

Homework Assignments Due: Activity 1

1. View: The History of Advertising and fill out work sheet. Add to assignment dropbox. You will find this in the Assignments Folder.
2. Due in Blackboard - Friday, 5:00 p.m. 5% of grade



Schedule

Before Friday, September 10 complete the following:

1. View: The History of Advertising and fill out work sheet. Add to assignment dropbox. You will find this in the Assignments Folder.
2. Due in Blackboard - Friday 5:00 p.m. 5% of grade



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).

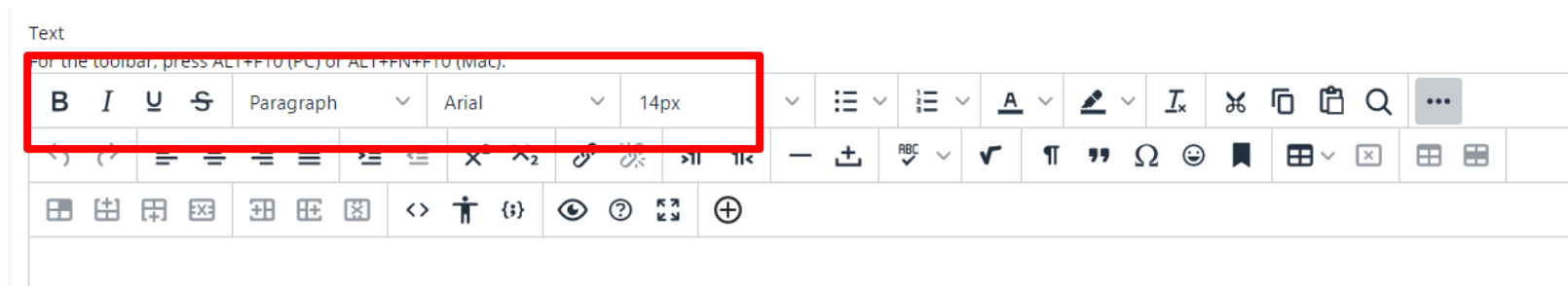
B	<i>I</i>	<u>U</u>		Paragraph	Arial	14px									
		x^2	x_2												

Provide Text here



Text Box Options

Text Styles

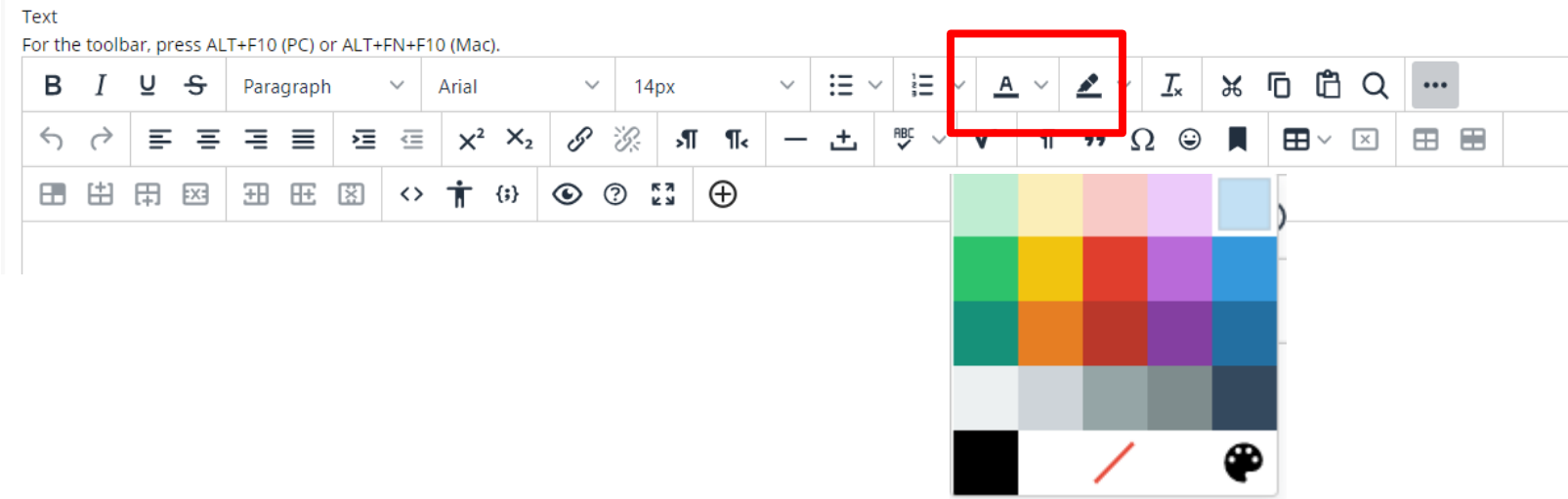


Bold, Italic, Underline, Strikethrough
Heading Styles
Font and Font Size



Text Box Options

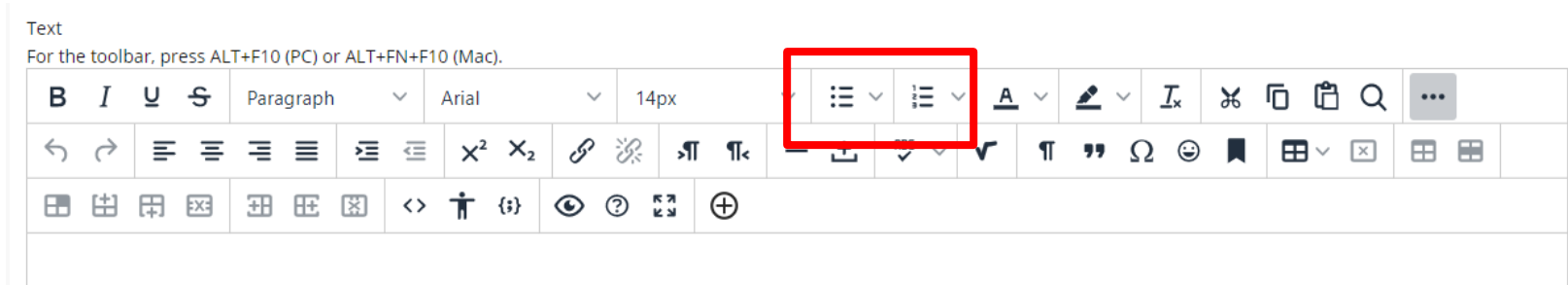
Text Color



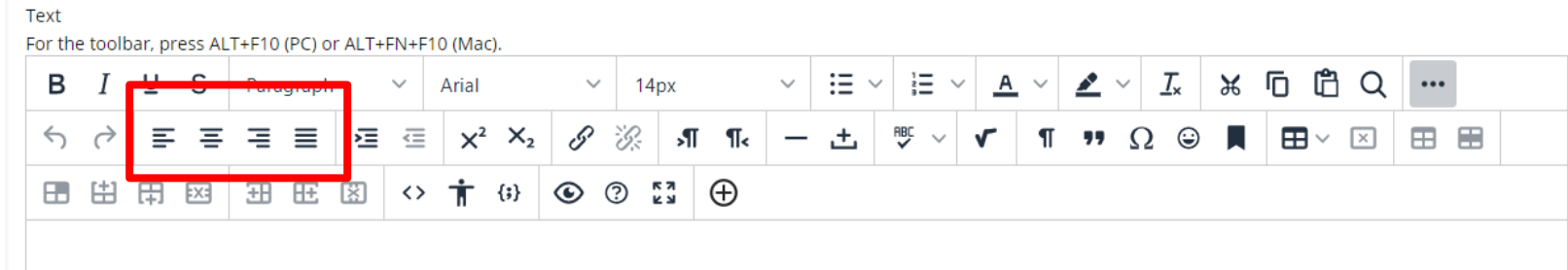
Use sparingly!

Text Box Options

Bullet/Numbered Lists



Text Box Options Alignment

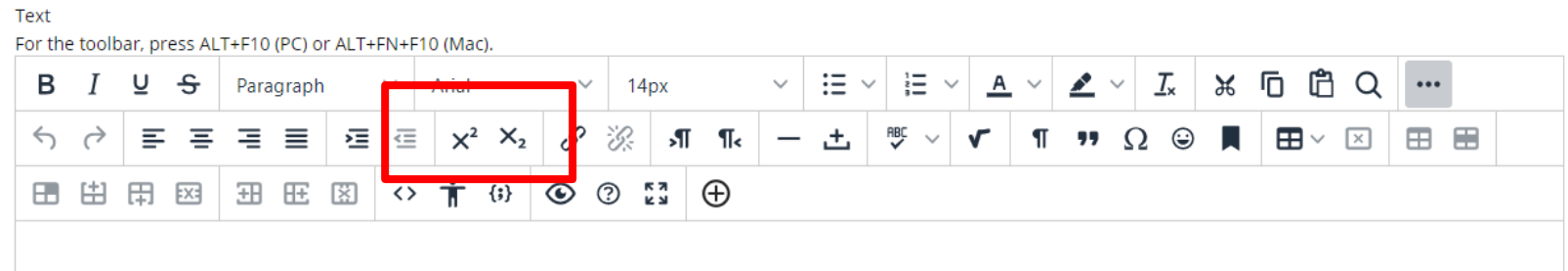


Left, Center, Right, Full



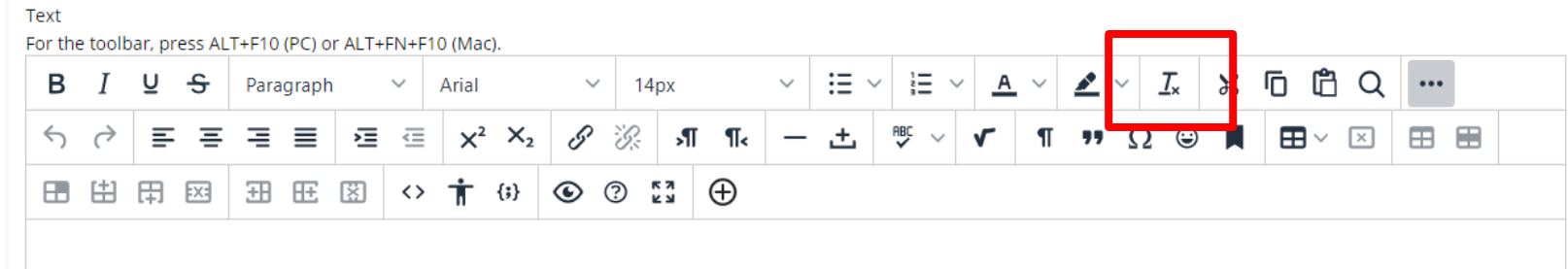
Text Box Options

Superscript, Subscript



Text Box Options

Remove Formatting

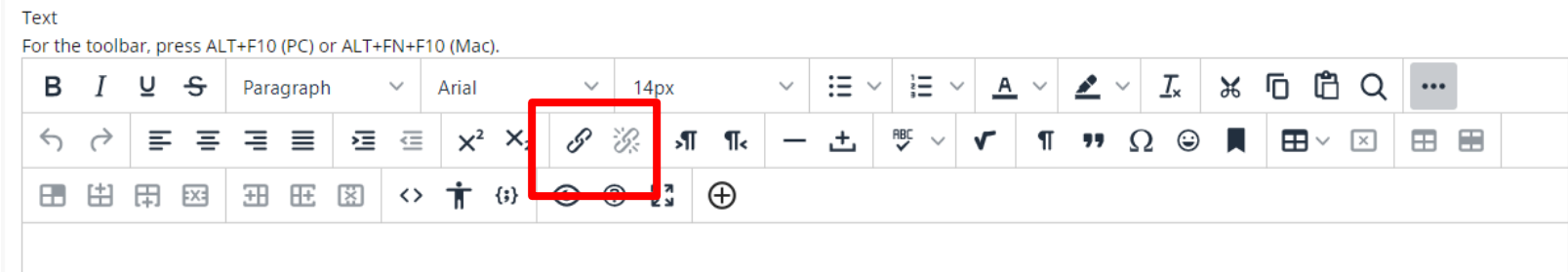


Use to remove fonts, styles
when copying from web
pages, Word documents, etc.



Text Box Options

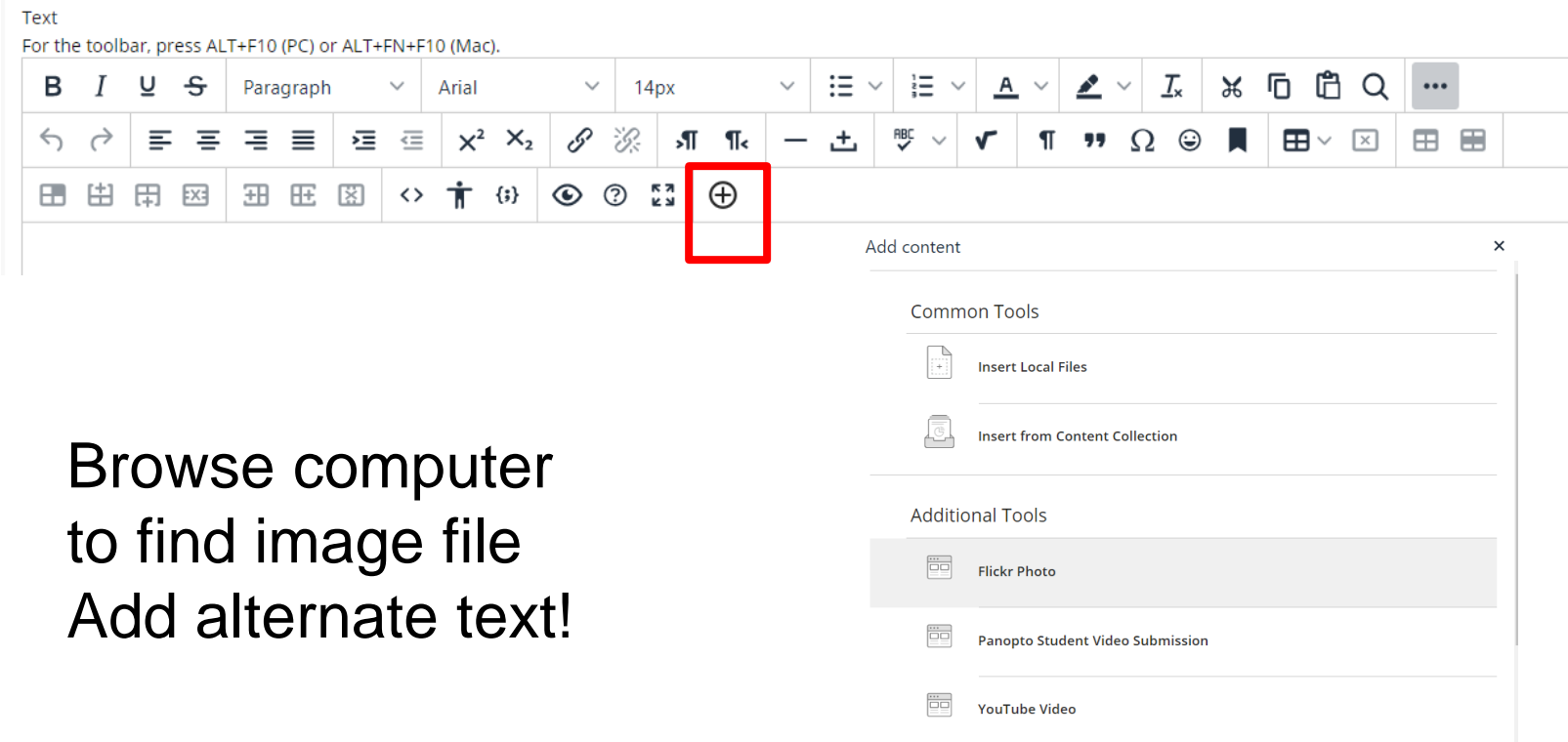
Make / Remove Links



Highlight text first

Text Box Options

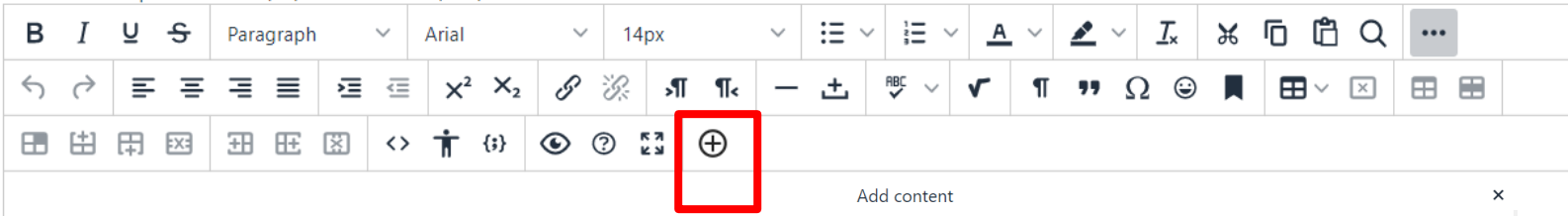
Add Image



Text 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 content to the text box.

Add content

Common Tools

- Insert Local Files
- Insert from Content Collection

Additional Tools

- Flickr Photo
- Panopto Student Video Submission
- YouTube Video

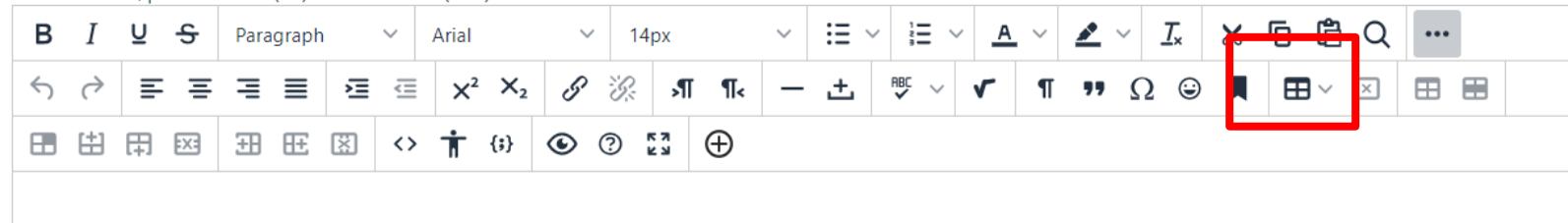
Browse computer
to find file.



Text Box Options Table

Text

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

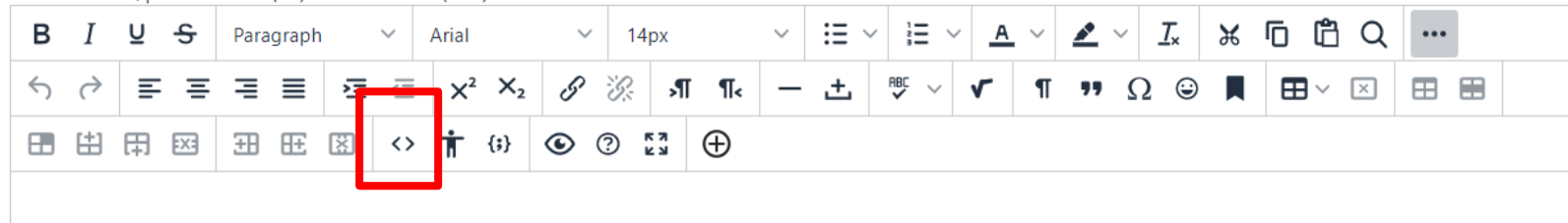


Text Box Options

HTML Editor

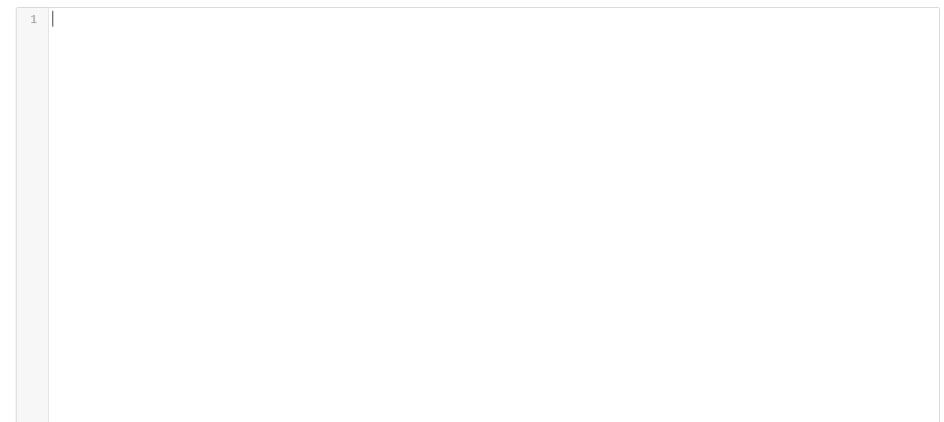
Text

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



Useful for pasting in
embed codes!

Source code



Cancel Save

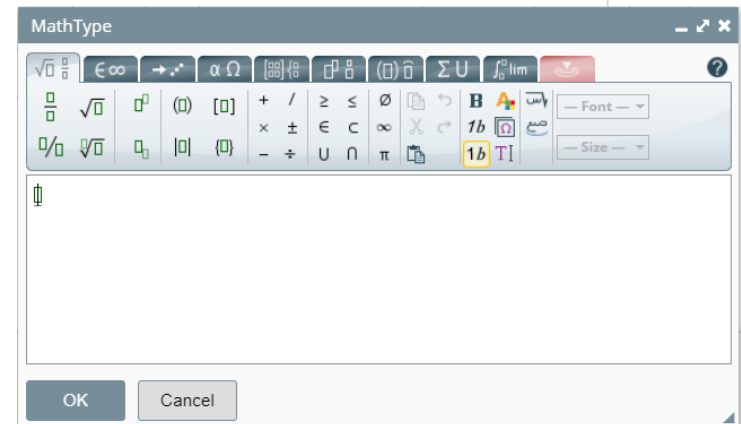
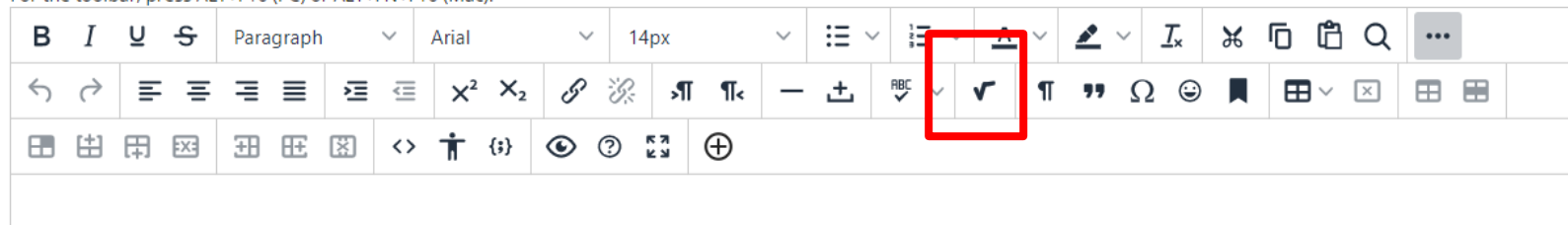


Text Box Options

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 ▼

This folder contains all overview information. Please review before September 3.



Week 1 ▼ ⚙

What is Advertising



Week 2 ▼ ⚙

Introducing your marketing team and what do you know about your audience.



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).



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



The Research Process Quiz ▼

The research process is import to know for not only this class and for other college courses, but will help you search and discover valid sources of information outside of you academic career. This quiz is a required assignment. Please complete the quiz by the scheduled date, noted on the syllabus.

■ Assignment



Assignment 2 Client Marketing Analysis ▼

Attached Files: [ASSIGNMENT 2 Client Marketing Analysis.docx](#) ▼ (22.73 KB)

For Assignment 2 - Client Markeing Analysis each team find two video commercial advertisements, one national and one international, that you believe will reach you “*target client audience*”, (for example, Health and Beauty apparel in USA and Netherlands).

Due Thursday, 5:00 p.m.



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](#) ▼

<div>Thread Actions </div> <div>Collect</div> <div>Delete</div>							
<input type="checkbox"/>	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
<input type="checkbox"/>	6/28/20 8:41 AM	Discussion "threads"		Published	0	0	3
<input type="checkbox"/>	6/22/20 7:17 PM			Published	0	0	4
<div>Thread Actions </div> <div>Collect</div> <div>Delete</div>							
Displaying 1 to 2 of 2 items <div>Edit Paging...</div>							







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 		
<input type="checkbox"/>	NAME	VISIBILITY	LAST MODIFIED DATE	ENTRIES
<input type="checkbox"/>	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 ▾

<input type="checkbox"/>	NAME 	TYPE	STUDENT ACCESS	STUDENT COMMENT ACCESS	LAST MODIFIED DATE
<input type="checkbox"/>	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](#) ▾

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	GroupProject 1 - Topic	GroupProject	0	No	Yes
<input type="checkbox"/>	GroupProject 2 - Topic	GroupProject	0	No	Yes
<input type="checkbox"/>	Project Groups 1	Project Groups	4	No	Yes
<input type="checkbox"/>	Project Groups 2	Project Groups	3	No	Yes
<input type="checkbox"/>	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

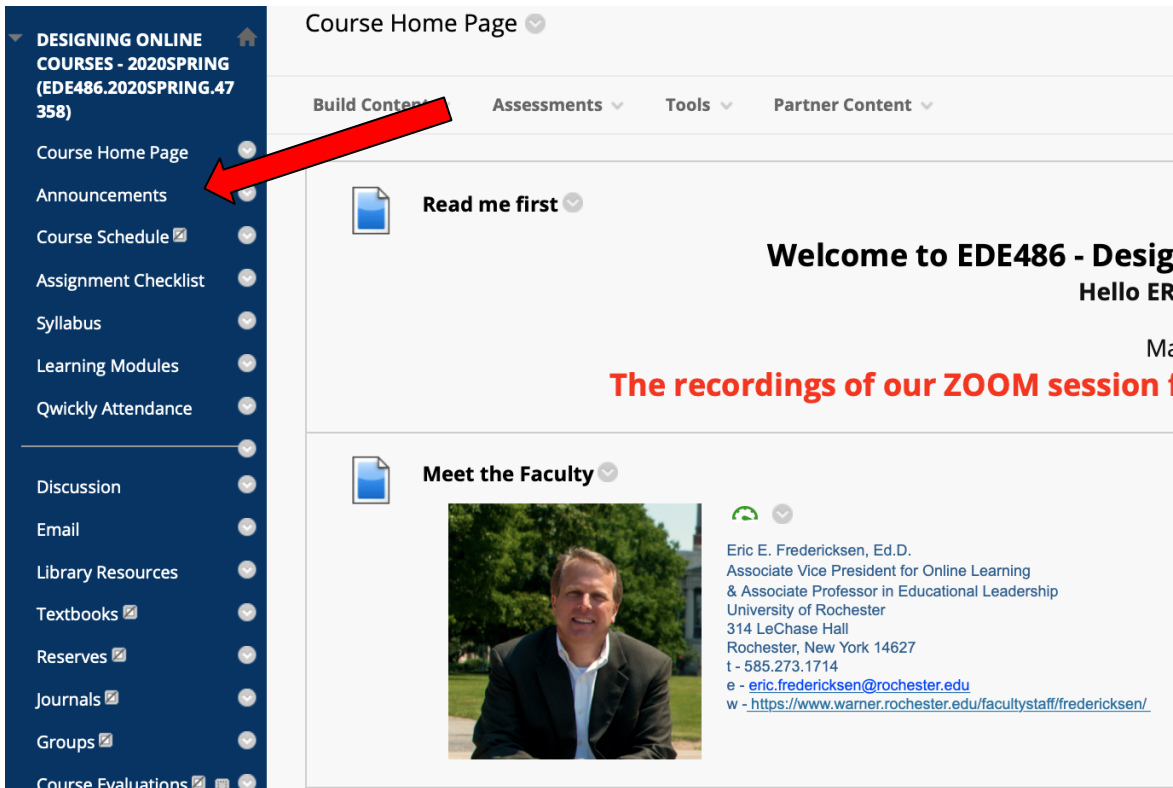
- Zoom
- Voicethread
- Panopto Video Link
- Panopto Course Tool Application
- Panopto Video Quiz
- Qwickly Attendance
- Yellowdig Engage



COMMUNICATE WITH STUDENTS



Announcement



The screenshot shows a course homepage for "DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358)". 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 text "Hello ER" and "Me" are also visible. A red text overlay reads "The recordings of our ZOOM session 1". Below this, there is a "Meet the Faculty" section with a photo of Eric E. Fredericksen and his contact information.

DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358)

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

Me

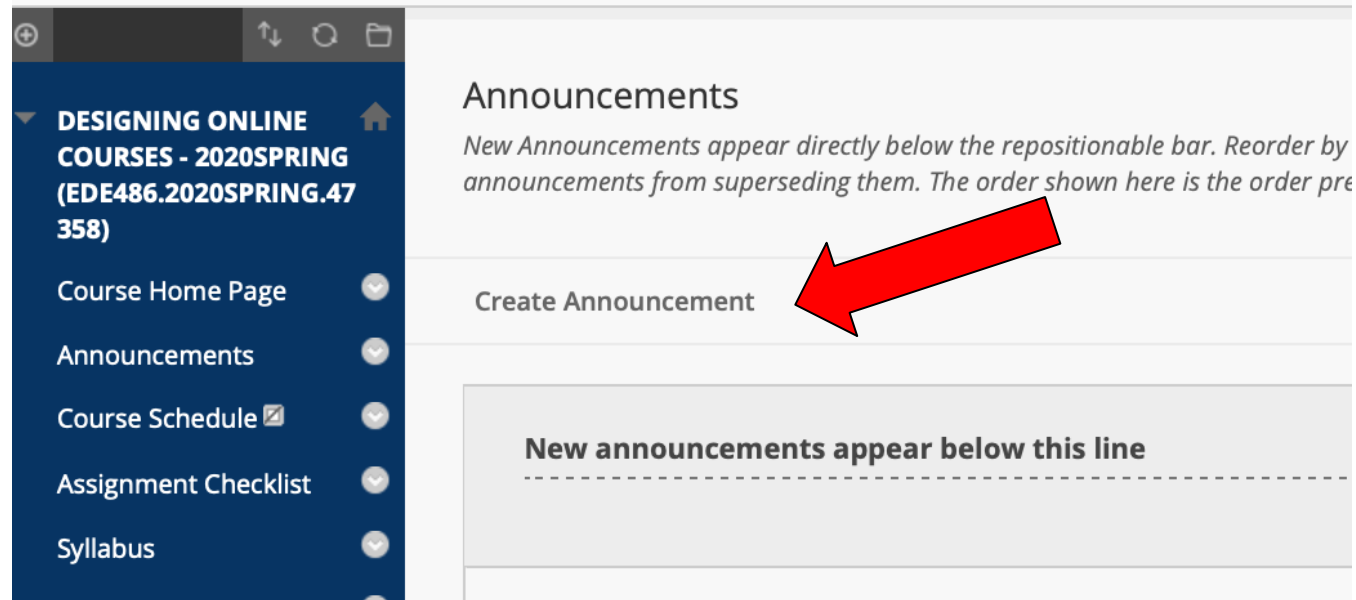
The recordings of our ZOOM session 1

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 for a course titled "DESIGNING ONLINE COURSES - 2020SPRING (EDE486.2020SPRING.47 358)". The left sidebar contains a navigation menu with options: "Course Home Page", "Announcements", "Course Schedule", "Assignment Checklist", and "Syllabus". The main content area is titled "Announcements" and includes a repositionable bar with the text: "New Announcements appear directly below the repositionable bar. Reorder by announcements from superseding them. The order shown here is the order pre". Below this bar is a button labeled "Create Announcement", which is highlighted by a large red arrow. Further down, a dashed line indicates where new announcements will appear, with the text "New announcements appear below this line" above it.

**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)

Copy Paste 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

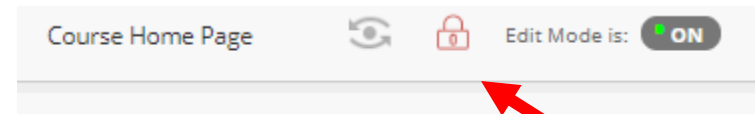
Submit

**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 Courses Page

BIOL210.1.SPRING2022ASE

Cell Biology - SPRING2022ASE Original Course View

Private | [Multiple Instructors](#) | More info ▼



Open course

Hide course



PHYS114.01.SPRING2022ASE

General Physics II - SPRING2022ASE Original Course View

Open Course?



Open the course to allow student access. You can continue to edit and release content as it's ready.



Edit Mode is: ON

Make Available

Cancel

Open to Students

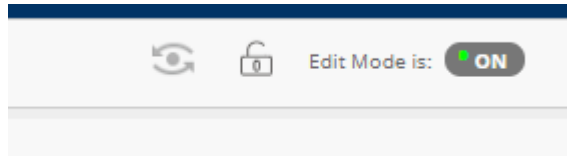


UNIVERSITY of ROCHESTER

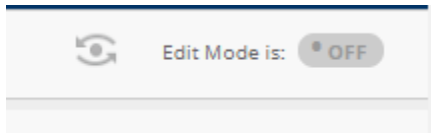
PREVIEW AS STUDENT



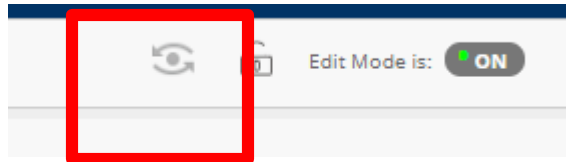
View as Student



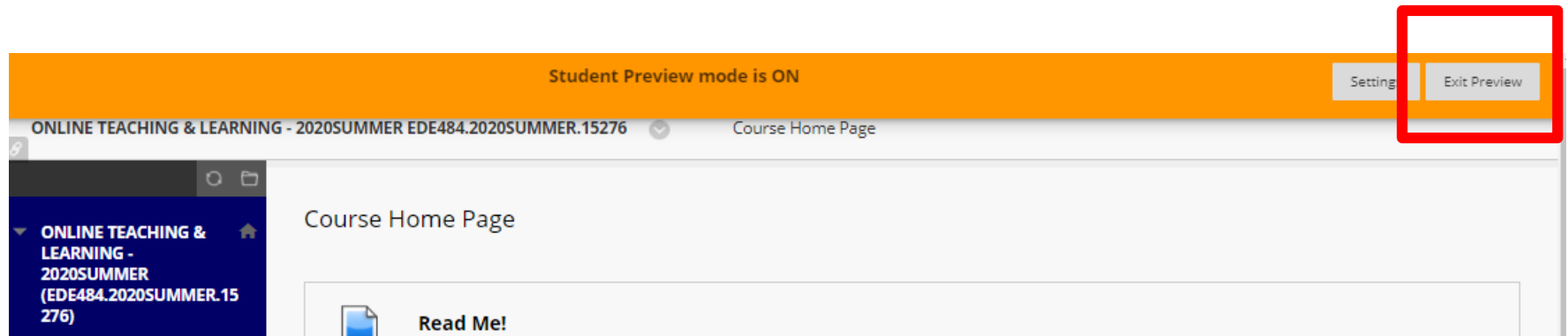
- Edit Mode is OFF



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>

