

## Transitioning to Blackboard Learn


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### 1. Introduction





- a. Fall '12 Implementation (see Page 7`)
- b. Blackboard Learn Basic Features: Layout, Communication Tools, Content, Grade Center, and Notifications.
- c. Migration Matter: Fill out the request form in Faculty Self-Service.
- d. Training – Migration training, after you are confirmed by System Support.

2. **Log on to Blackboard Learn** with a training account. You can use this account to “play” for about 3 -6 weeks.

### 3. My Blackboard Learn – (#19, #20)



- a. Courses you are teaching – Instructor/Designer
- b. Courses in which you are enrolled – Students
- c. Hide/Show Courses – Manage My Course Settings - 
- d. Help, Browser Check, 24/7 Support – Knowledge Base (Search), Phone#, FAQs.
- e. Faculty Orientation Course: Practice File>save it to your computer.
- f. On-Demand Learning Center
- g. Personal Information – you can change personal information only using a Training Account. When teaching in Fall '12, change your email in Faculty Self-Service.
- h. Move/Delete a module.

### 4. Default Template – Layout (#24, #25, #27)

- a. Entry point – Student Alerts (module page) – can be changed.
- b. Course Menu – Left Panel: Links to Content Area, Blank Page, Tools, Internal/External link, Module Page, Subheader, Divider
  - i. Content Area – Syllabus, Getting Started, Course Content, Tech Support
  - ii. Hidden -  - invisible in Student View
  - iii. No content -  - invisible in Student View
  - iv. Action Icon  - hide, show, or delete a link
  - v. Ordering Icon  - Drag/drop to reorder a link
- c. Content Panel – right window: show the information when you click on a link in Course Menu.
- d. Control Panel - All teaching/design tools: Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help
- e. Edit Mode – Instructor/Student
- f. Expand/Collapse

### 5. Communication Tools and Course Menu- Announcement, Internal Mail, Discussions

- a. Announcement (#110-#117):

- i. Show Link: click on the Action icon  next to Announcement.
  - ii. Post a new announcement. Create Announcement>type, select no date restricted>Submit
  - iii. Edit an announcement: Action icon>Edit>...> Submit.
  - iv. Reorder an announcement: Drag/Drop .
- b. Internal Mail – Messages (#129-#131) vs. ~~External Mail – Email~~ (#119-#128) – Email in Blackboard Learn means External Mail - might be in spam folder – **Do not use Email** in Learn.

Add the Messages tool - internal mail to the **Course Menu** and name it to **Mail**.

- i. Course Menu: + Create Tool Link > Select **Messages**, give a name “Mail”, and check **Available to User**>Submit
  - ii. Turn off External Email in Students View: Control Panel > Customization > Tool Availability > Email-Email Setting > Uncheck all> Submit
  - iii. Use Internal Mail – Messages – Advise your students to check Mail when they enter your course.
  - iv. Move “Mail” link to the top.
  - v. Compose an email and send it to yourself and your neighbor.
  - vi. Reply to an email. - In Reply/Forward, you are unable to attach a file via Attach File button. You will need to use Browse Computers to get the files to Content Collection and then attach them to your message- It is advised that you use Assignment dropbox instead of Internal Mail to collect assignments –attach files.
  - vii. Create a folder and move emails to a folder.
- c. Discussions – depending on attendants, this part may be a demo instead.
- i. Create a graded Forum (Introduction): Create Forum> Check Graded, enter a point, Yes in Available or Available date/no end date>Submit
  - ii. Post a discussion message in your course and in your neighbor’s course: **Create Thread**.
  - iii. Grade discussion messages: Grade Forum> Grade> Enter comments and point> Save.
  - iv. Go to Grade Center to verify the grade point for students.
  - v. “Lock” a Forum: In Edit Forum page, check Force Moderation of Post. Students can post messages but can only see their own messages. Instructor can decide whether to “publish” the messages or not.
- d. Best practices in communication (#119 , #120)
- i. Internal Mail
  - ii. Announcement – weekly reminder, progress status, summary, etc.

- iii. Discussions – Questions & Answers Board – students post questions and instructor answers, questions/answers are shared by all – cut down time spend to answer the same questions in Mail.
- iv. External Email – Do not use “Email” in Learn since your emails might be sent to a Spam folder in a student’s email account. Use your college email to directly send emails to your students. Student emails can be found in Faculty Self-Service.

6. **Course Menu** – (#36 - #39)

- a. Rename/Hide/Delete
- b. Move links
- c. Add more links

7. **Add Files** – syllabus, notes, study guide, etc. (Content Area, Files, Course Menu)

a. Add a Syllabus (#69 - #82) – four ways

- i. Add a course syllabus and move the “Syllabus” link to the top in the Course Menu
  - (1) Content Area – Build Content > File – Browse My Computer > Submit

☹.doc .docx file, your students might not have MS Word to open the file.

- (2) Content Area - Build Content > Item, copy/paste text in your syllabus file , Check “Save as Reusable Object”>Submit

☺ – see the file instantly, online editing

☹: Alignment might be off, lose special fonts, font size might change.

- (3) Content Area - Build Content > Blank Page, copy/paste text in your syllabus file , Check “Save as Reusable Object”>Submit

☺ – see the file link and click on it to see the content, online editing

☹: Alignment might be off, lose special fonts, font size might change.

- (4) Use (1) method, adding a file. Convert your syllabus file to .pdf – maintain the same layout as .doc format. Advise your students to install Adobe Reader to view a .pdf file.

- ii. Move the “Syllabus” link to the top in the **Course Menu**.

b. Add other files such as notes in a Content Area.

- i. Rename the “Getting Started” link to Instructor’s Notes/Study Guide/Lab Report and add files

- ii. Add Files: Content Area – Build Content > File – Browse My Computer > Submit

- (1) You may add files in various format, but your students need an appropriate application to open a non-web based file.

- (2) If you would like to put notes or study guide for students. You are advised to add either a Blank Page or Item and copy/past text from MS Word to the “place holder” of the page/item.

c. In Help/Tech Support, add a link to MxCC Distance Learning support page

[http://www.mxcc.commnet.edu/Content/Distance\\_Learning.asp](http://www.mxcc.commnet.edu/Content/Distance_Learning.asp)

Build Content>URL>enter the Distance Learning URL> check Open a New Window  
>Submit

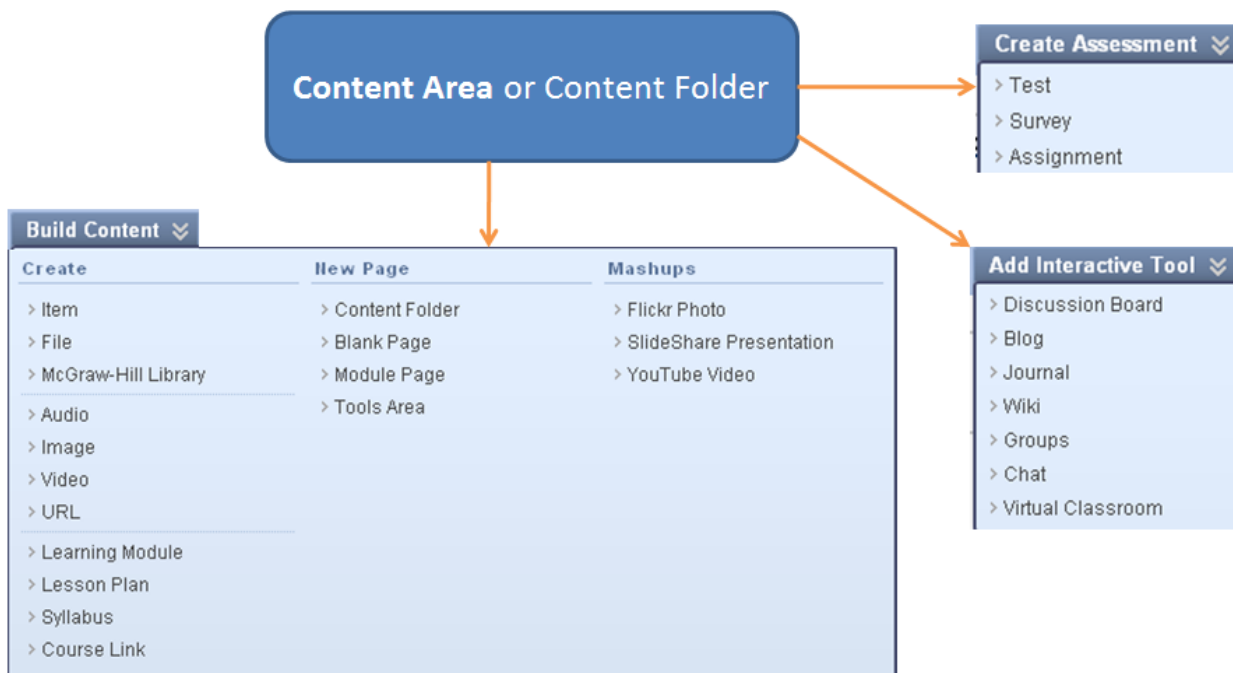
#### 8. Content Collection (#53 - #62)

- Use the same file in multiple courses.
- Replace files – Overwrite File> Browse>Submit
- Edit files – rename, change permission, etc.
- Upload files (#56 - #59): Browse or Drag/Drop from your computer to Bb Learn
- Permission – all users, course users, etc.

#### 9. Course Design – Best Practices (#31 - #32; #63 - #71)

**Make a plan on how you will organize your course content (#71, #65).** Distance Learning will design a template in Blackboard Learn used in all online courses.

**Content Area/Folders (#61 - #81) vs. Learning Module (#87) – Show PSY111**



Learning Module = A Table of Content Panel + Content Area

A Table of Content Panel is like the Course Menu.

In Course Menu, create a Content Area with weekly Learning Modules (#84 - #97)

- Add a Content Area named: Weekly Assignments  
In Course Menu, + Create Content Area> type "Weekly Assignments"> check Available to Users > Submit
- Move it under Syllabus link.

- c. Create weekly learning modules:
  - i. Content Area>Learning Modules: Week 1, Week 2, Week 3.
  - ii. You may add an Item with brief instruction: “For assignments during a week, click on the week icon.” Use “Item” to create a Heading/Footer.
- d. Work in a Learning Module.
  - i. Add a Blank Page named “Week1 Assignments” – online editing.  
Build Content>Blank Page>Type the name, enter text>Submit
  - ii. Add a Course Link: any item in the course, file, content area, tests, discussions, etc. Example – Add the Syllabus to Week 1.  
Build Content>Course Link>Locate the link in the Course>Submit
  - iii. Add a Discussion forum - Add Interactive Tools> Discussions>Select the Week 1 – Introduction board you just created.  
☹The instruction of the forum shown in Discussions page is not carried over.  
**Solution:** Write a brief instruction in Discussions page. Direct your students to the Discussions page. Post your questions as a Forum Thread or create a MS Word file with the questions/Instructions. Avoid entering discussion questions and due dates in multiple places.
  - iv. Add an Assignment drop box in Week 3 – Create Assessment Tool > Assignment > Title, Instruction, grade point, Available Date/End Date, and due date > Submit (After the end date, the assignment link is invisible for students and students will go to My Grade to view their grade and comment).
    - (1) Submit a file to your neighbor’s assignment drop box.
    - (2) Grade your neighbor’s assignment.
  - v. Add A Video – Youtube, Image –Flicker(#96, #97)
    - (1) Build Content> under Mashups, choose Youtube Video> Search for a video>Select>Options>Submit

## 10. Grade Center

- a. Quickly check to see if your students have logged on to the course.
- b. Enter grades/comment for a student. – comment can also be entered directly in Discussions, Assignments, and Tests.
- c. Reorder grade columns: Manage>Column Organization>move items
- d. Weighted Total – The point scale is factored in a weight. Very useful. Select a column and enter the weight in percentage.
- e. Total – add all columns together
- f. Views: Full Grade Center, Assignments, Tests

## 11. Module Page (Student Alerts/Instructor Alerts)– entry point (#49 -#51)

- a. Delete - To Do (Discussions – no due date shown), Alert - Instructor, Needs Attention - Instructor
- b. Keep - Announcement, Calendar, My Tasks, What's New
- c. Move Components – drag/drop
- d. In "Instructor Alerts" Module Page, Delete all except for: Alerts, Needs Attention, What's New

## 12. Customization and Change The Course Entry Page

Control Panel>Customization>Style>Change an entry point, change background/font, add a banner

13. **Copy/Move Content Within a Course** (#98 - #102) – copy or move an item within the course


14. **Copy a Course:** Packages and Utilities>Course Copy>In Destination, select the course to which you would like the course copy>Select items you would like to copy. Student Data – discussion messages are copied over. A copied course is merged with the standard template –needs to clean it out in the new course.

15. **Mobile Learn Friendly** (#103) – no issues in design and browsing information, but advise your students not to email, submit assignments, post discussions, or take tests using a mobile device.


## 16. Course Migration

- Courses offered from Fall 2011 to Summer 2012: "Active" Blackboard Vista courses offered from Fall '11 to Summer '12 will be migrated to Blackboard Learn. "Active courses" are the ones with more than 200 visits by students. The Fall'11 and Spring '12 migration will be ready on July 18, 2012. If faculty would like to work on their courses early, fill out a migration form to make a request in Faculty Self-Service (#132).
- Courses offered from Spring 2010 to Summer 2011: After taking Blackboard Learn Transition training, faculty will fill out a form in Faculty Self-Service to have their courses migrated (#132). Course migration request takes 3 weeks to be ready.
- Attend the Course Migration training after you are confirmed by System Support.

## 17. Online Resources for Faculty

- a.  Help - upper right corner - search for a topic.
- b. Faculty Orientation Course in My Blackboard.
- c. Faculty On Demand Learning Center – My Blackboard

## 18. Online Resources for Students

- a. <http://www.mxcc.commnet.edu/distance>, click on Blackboard Tutorials link.
- b.  Help - upper right corner - search for a topic.
- c. Student Orientation Course in **My Blackboard**
- d. Student On Demand Learning Center in **My Blackboard**

## Course Migration Timelines

### For Faculty currently using Blackboard Vista

#### Timeline for moving to the new version of Blackboard – Blackboard Learn

- **Summer 2012** courses will be taught in Blackboard Vista.
- **Stop** making changes to fall, winter, and spring courses in Blackboard Vista on **May 31<sup>st</sup>**. These courses will be copied to Blackboard Learn throughout the month of June and early July.
- **July 18<sup>th</sup>** you will have access to Blackboard Learn for Fall 2012, and your Fall 2012 courses as well as those copied from Vista will be available.
- If you have gone to Learn training and asked for a course (s) to be moved from Vista to Learn through the migration link or had a practice shell created, you can continue to work on those course(s) in Blackboard Learn through **June 27<sup>th</sup>**. After that they will be available again on **July 18<sup>th</sup>** along with your Fall 2012 courses.

### For Faculty currently teaching in Blackboard Learn (roll-out)

- **Summer 2012** courses will be taught in the current location of Learn.
- **Stop** making changes to fall, winter, and spring courses in the current location of Learn on **June 27<sup>th</sup>**.
- **July 18<sup>th</sup>** you will have access to the newest version of Blackboard Learn, and your Fall 2012 courses will be available as well as those you taught as part of the roll-outs.