

Blackboard Essentials

Version 1.4
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**Learning Commons
University of Calgary**



UNIVERSITY OF
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Introduction

Objectives

This manual is intended to give you an overview of Blackboard's basic features. You will learn how to get your course set up, add content and employ a variety of tools.

For more detailed help on specific functions not covered in this manual, visit the University of Calgary e-learning website:

<http://elearn.ucalgary.ca/help.html>

You can also refer to Blackboard's online Instructor Manual within any Blackboard course.

- Click **Control Panel** → **Support** → **Manual**

A new browser window should open displaying the various topic headings.

What Is Blackboard?

Blackboard is a comprehensive course management system. Blackboard only requires a Java-enabled Internet Browser (e.g.: Netscape or Internet Explorer) and an Internet connection to run. Using Blackboard doesn't require any knowledge of web page creation.

Using just *some* of Blackboard's capabilities, you can:

- Easily create and manage an online course space – all University of Calgary students are given Blackboard usernames and passwords, which will allow them to access your course
- Quickly maintain a course space by restricting access to parts of it, or time releasing the content
- Directly communicate with your students, by sending them emails, announcements, or updating a course calendar
- Hold a continuous dialogue using a discussion board with a number of advanced functions
- Conduct real-time online communication using the 'collaboration' features
- Create quizzes and surveys for formative and summative evaluation
- Track student progress and calculate grades with the gradebook
- Create assignments for electronic submission
- Organize students into groups for project work and discussion

Understanding Where To Get Help

Online Resources

The University of Calgary e-learning website contains links to all Blackboard manuals (in PDF format), answers to common questions, animated Blackboard tutorials and more.

University of Calgary e-learning website: <http://elearn.ucalgary.ca/>

Instructor Training

The Learning Commons provides active Blackboard training support for faculty and staff. There are three workshop topics: Blackboard Essentials, Assessment Tools in Blackboard, and Creating Enhanced Content for Blackboard.

To register for a session, go to: <http://commons.ucalgary.ca/>

- Click on the 'Workshops' icon
- Browse to find a session
- Register online

Design Support

The Learning Commons provides on-going Blackboard design support for faculty and staff. Office hours are between 8:30 a.m. and 4:30 p.m., Monday through Friday. You will receive a response within 24 hours if our staff is not immediately available to receive your request.

Contact:

Patrick Kelly

E-mail: pwkelly@ucalgary.ca

Phone: 403-220-2547

Location: Biological Sciences 525

Request A Blackboard Course

The Information Technologies Support Centre creates all new course spaces for you.

To request a new Blackboard course, go to: <http://www.ucalgary.ca/blackboard/create/>

- Complete the online form
- You will be sent confirmation by email

Student Orientations

The Information Commons provides Blackboard support for students. The Information Commons provides in-class training for students on how to use Blackboard. Instructors can arrange to have Information Commons' staff present to their classes.

Contact:

CJ Davison

Email: cdavison@ucalgary.ca

Phone: 403-220-5188

Location: Information Commons, MacKimmie Library Block 204D

Account Support

Information Technologies handles all issues with accounts and requests for new courses for Blackboard. If you or your students are having connectivity problems (logging into your Blackboard course) contact:

Information Technologies Support Centre

Phone: 403-220-5555

Email: bbhelp@ucalgary.ca

There are two methods to access Blackboard: 1) the new myUC portal 2) the Blackboard login page

myUC portal method

Once you sign on to myUofC you can access Blackboard along with the Infonet and a variety of other Campus Services (Campus Recreation, Parking, Continuing Education). You do not need to sign on again.

1. Go to: <https://my.ucalgary.ca/>
2. If you haven't created your eID, follow the creation link under the signon boxes.
3. Once signed on to myUofC, click the Blackboard link on the left side.
4. Remember to sign-off (log-off) all applications used through myUofC.

The Blackboard login page method

If you have an IT Computing Account you can use it to log on to Blackboard directly. To sign up for an IT computing account, go to: www.ucalgary.ca/it/register.

1. Go to: <http://blackboard.ucalgary.ca/>
2. Log in with your IT username and password*. If you forget your password, go in person to the Information Technologies Support Centre, Math Sciences, 7th Floor or the Information Commons Service Desk, MacKimmie Library Block, 2nd Floor to have it reset.

* What is my IT username and password?

If your UofC email address is **chblack@ucalgary.ca**, your IT username is **chblack**, and your password is the one you use to access your email.

For information about your IT account or changing/resetting your password, follow the links at:

<http://www.ucalgary.ca/it/myaccount.html>

Copyright Issues

When you scan a substantial portion of a work and mount it on your course website or electronic reserve, you are creating and distributing a copy – an activity for which you must receive permission from the copyright holder.

Since there is no agreement with Access Copyright (formerly CANCOPY) which allows University Staff to scan and mount articles online (e.g. on any University server, e-reserve, WebCT or Blackboard), any activity in this area is governed by the rights of the copyright holders to create and distribute copies of their works.

You are allowed to make a copy for in-class teaching so you may place digitized material in your PowerPoint lectures but without obtaining copyright clearance, you cannot post this file containing a substantial portion of a work on your course site.

For more details on copyright at UC, go to:

<http://www.ucalgary.ca/ImageCentre/copyright/cancopy.htm>

For more details on copyright in general, go to:

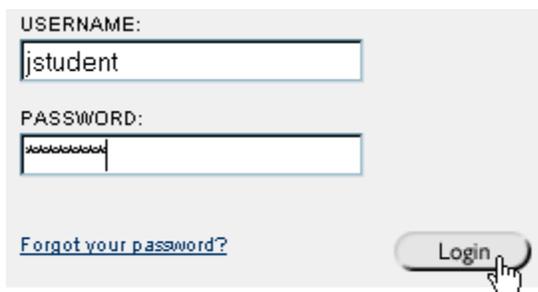
<http://cipo.ic.gc.ca/>

Navigating Within Blackboard

Login To Your Course

Exercise 1. Login To Your Course

1. Open your web browser
2. Go to <http://blackboard.ucalgary.ca/>
3. Enter your IT username and password
4. Click **Login**



USERNAME:
jstudent

PASSWORD:
[masked]

[Forgot your password?](#)

Login

If you are having problems logging on, please contact:

IT Support Centre – 403-220-5555 or email: bbhelp@ucalgary.ca

Students and instructors will log on at the same location – **blackboard.ucalgary.ca**

The recommended browser versions for Windows:
Internet Explorer 5.5+
Mozilla 1.2+

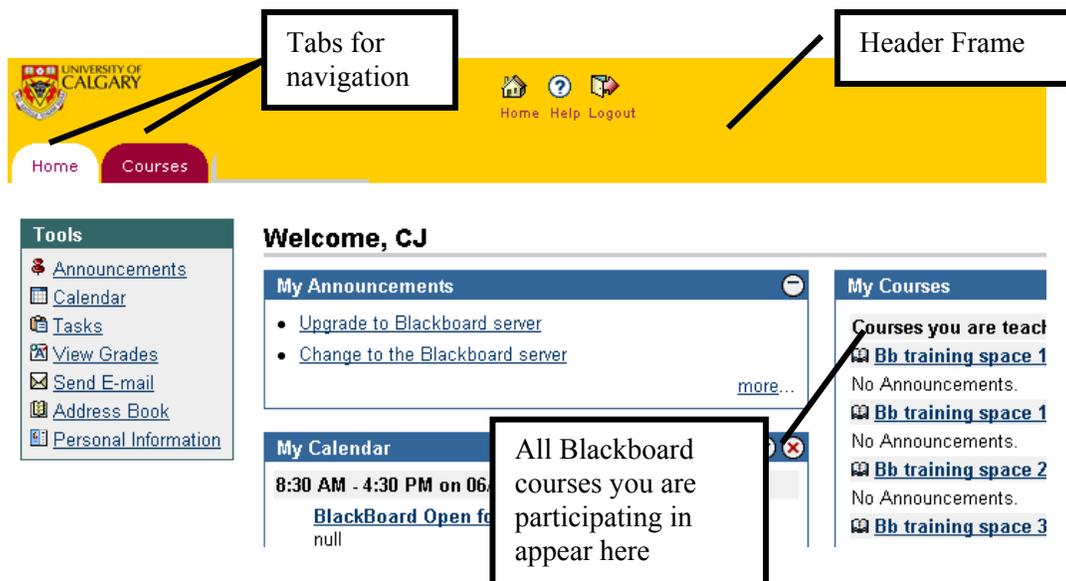
The recommended browser versions for Macintosh:
Internet Explorer 5.1.2 (OS 9)
Internet Explorer 5.2.2 (OS X)
Mozilla 1.2+

What username and password do I use?

If you have an IT username (i.e.: an '@ucalgary.ca' email address), use it.

If you don't, please contact the IT Support Centre at 403-220-5555.

Welcome Page Orientation & Course Access



When you login to Blackboard, you should see a screen similar to this one. This is your Blackboard Welcome page.

In the section called **My Courses**, you will see links to any courses in which you are participating.

The sections called **My Announcements** and **My Calendar** show a summary of announcements and events from all your courses.

The **Tools menu** offers you quick links to important sections of your courses.

- Clicking on the 'announcements', 'calendar', and 'tasks' links will provide you with a list of those respective entries for all your courses.
 - 'View Grades' link allows students to view their grades as entered into the gradebook by you.
 - Use the 'Send Email' link to quickly access one of your courses and compose a message.
 - The 'Address Book' feature allows you to add a personal contact list within Blackboard.
 - Explore 'Personal Information' to view and make changes to your information on the Blackboard system.
- Please note** that you can neither change your email address nor your IT password from this location. For information about your IT account or changing/resetting your password, follow the links at:

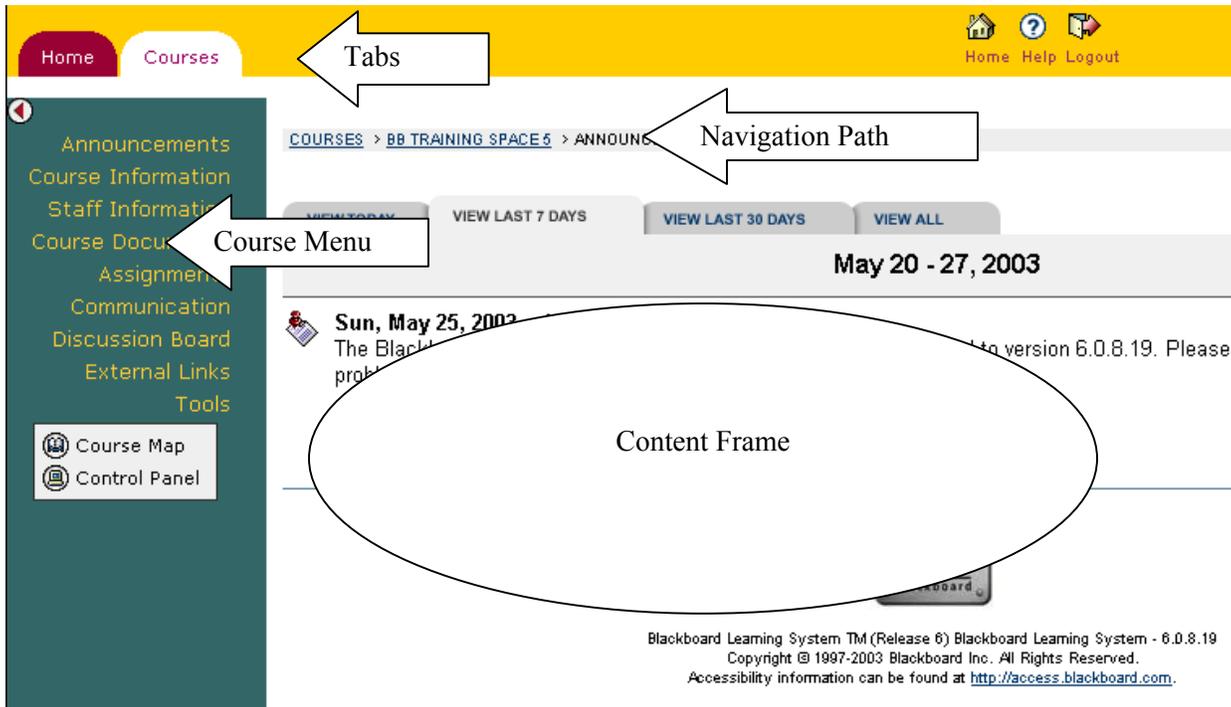
<http://www.ucalgary.ca/it/myaccount.html>

The top black frame is called the **Header Frame**. The header frame is visible to you wherever you navigate within Blackboard.

- Click the 'Home' link to return to your Welcome Page.
- Click the 'Help' icon to go to the University of Calgary e-learning help page.
- Click the 'logout' button to end your blackboard session.

The tabs at the top of the screen allow you to move from your Blackboard Welcome page to a separate listing of your Blackboard courses.

Blackboard Course Orientation



This is your course home page, the first page that you and your students see when they access your course. The course home page can be any section of your course that you choose. In this case, the Announcements page has been assigned as the course entry point.

The course menu is where your students will look to access the links you have provided them. The links you see in this example are those included by default in any new course space. You can rearrange, add, edit, or delete these links from within the control panel.

Preparing Your Course

Exercise 2. Customize Your Course Menu Design

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options**, choose **Settings**
4. Click **Course Design**
5. Click **Course Design**
6. Click **Pick** to select a background colour for navigation
7. In the Colour Picker window, click a coloured square. When you click a colour the Colour Picker window will close automatically.
8. Click **Pick** to select a highlight color for navigation. This will set the colour for the course menu links
9. In the Colour Picker window, click a coloured square
10. Click **Submit**

Customize your course by modifying the **colours** used for the Course Menu. You can choose text style or **button style** in a variety of different colours.

Exercise 3. Add Staff Information

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools**, choose **Staff Information**
4. Click **Add Profile**
5. Fill in your information
6. Select **Yes** to make your profile visible to students
7. Add your photo to your profile – click the **Browse** button to locate and upload a picture from your computer
8. Add your personal website to your profile – enter the URL in the Personal Link text box
9. Click **Submit**

Staff information provides a means for you to share background information with students.

Use it to give out contact information or office hours. You may also include your picture or personal web page.

Exercise 4. Add Course Content

1. Log in to your course
2. Click **Control Panel**

Should a student not have PowerPoint or Word, they can still view your content by downloading the proper viewer:

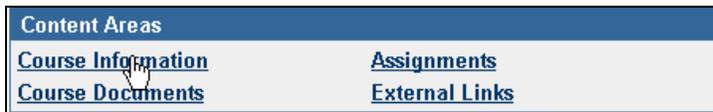
PowerPoint Viewer:

<http://office.microsoft.com/Downloads/2000/Ppview97.aspx>

Word Viewer:

<http://office.microsoft.com/downloads/2000/wd97vwr32.aspx>

3. Under **Content Areas**, choose an appropriate area to post your content



4. Click 

5. Using the dropdown menu, specify the kind of content you are adding (Alternately, you may specify a name in the text box below the menu)

6. The name of your file can appear on the page in any one of several colours. To choose a colour other than black, click on the 'pick' button. Choose a new colour from the pop-up window.

7. Add a text description of the content. If you already have the description written in another source, you may copy and paste it into the window. Note that all formatting, such as indents and font selections, will be removed.

8. Scroll down for text formatting options

- Smart Text will display your text exactly as it appears in the text box, and will automatically make URLs into live links. It also recognizes most HTML tags.
- HTML markup tags can be used to change your font face or colour, or to insert a picture or table into your message. If you are including a lot of HTML in your message, select the HTML option.

9. Verify your spelling by using the 'spell check' button

10. Under **Content Attachments**, beside **Files to Attach**, click 

11. Locate the file on your machine, and click **Open**

12. If you would like the displayed link to your file to have a different name than the file itself, enter a new name in the 'Name of Link to File' text box

13. From the **Special Action** menu, select: 'Create a link to this file'

- *If your content is a media file such as a picture, you can have it display directly on the webpage by choosing "display media file within the page"*
- *If your content is a compressed file such as a zip file, you can choose "Unpackage this file" from the special action menu*

14. Set the options for your content. Content visibility controls whether students will be able to see your file to access it. Choose to add 'offline content' if students are to access your file from a source such as a CD-ROM. If you would like to track the number of times that your file has been viewed, select 'yes' next to 'track number of views'.

15. Use the date restrictions to control when students will have this content available to them

16. Click **Submit**

17. A **Content Receipt** should appear to show the content has been added

18. Click **OK**

Content areas carry most of the information, learning materials, assignments, and external weblinks of a Blackboard course. There are four default content areas created with a new course. Instructors may remove these areas, rename them, and/or add new ones.

Use the content areas for:

- Course outlines
- PowerPoint presentations
- Exemplary assignments
- Student presentations
- Support documentation
- Relevant web site links

Exercise 5. Add An External Link To The Course Menu

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options** choose **Manage Course Menu**
4. Click **Add External Link**
5. Fill in the **full url** of the webpage. (e.g.: <http://www.ucalgary.ca>)
6. To have the website open in a new browser window, select the “launch in a new window” option
7. Verify that “Make available for Student/Participant users” is selected
8. Click **Submit**

Exercise 6. Add A Course Link To The Course Menu

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options** choose **Manage Course Menu**
4. Click **Add Course Link**. This will allow you to link to any individual tool or document in your course — directly from the course menu
5. Click the **Browse** button to open a pop-up navigation window
6. At the top of the new window, click **Open All**
7. From within the new window, select the linked-to item by clicking on its circular button
8. Verify that “Make available for Student/Participant users” is selected
9. Click **Submit**

Exercise 7. Re-Order The Course Menu

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options** choose **Manage Course Menu**
4. Choose an item to re-order
5. Click on its dropdown list to reveal the complete number sequence

You can customize the course menu. This includes arranging, removing, adding, and changing the names of any or all of the course links. You may also choose which tools are available in the tools and communications areas.

Students and instructors can make the entire course menu disappear and reappear by clicking on the little red triangle in the top left hand corner of the course menu:



This can increase the amount of screen available for displaying files.

6. Select the number that corresponds to the priority you wish the item to have on the course menu
7. Scroll down to the bottom of the **Mange Course Menu** page
8. Click **OK**

Exercise 8. Add An Event To The Course Calendar

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools** choose **Course Calendar**



4. Click **Quick Jump** to go to the specific date



5. Click **OK**

6. Click **Add Event**



7. Add the title and description of the event in the appropriate text fields – we recommend using Smart Text for basic text formatting
8. Verify your spelling by using the ‘spell check’ button
9. Set the event date, and start and end times
10. Click **Submit**

The **Course Calendar** is a student-accessible tool for course related events. You may choose to include assignment due dates, exam dates or dates for special events related to your course.

Students can filter the calendar to see only the information pertaining to your course, or view all calendar entries from all the Blackboard courses in which they are enrolled.

Exercise 9. Set Your Course Entry Point

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options**, choose **Settings**
4. Click **Set Course Entry Point**
5. Choose the section of your course that you want to be the first page visible to whomever logs on to the course
6. Click **Submit**

The **entry point** of any course by default is the Announcements page. By modifying the course entry point, you can change this to any page you choose.

The change will not take affect until the following day as the Blackboard server is updated nightly.

Exercise 10. Enroll A Student or T.A. In The Course

1. Log in to your course
2. Click **Control Panel**
3. Under **User Management**, choose **Enroll User**
4. Search for the users by typing their last name
5. Click the checkbox beside the name, and choose **Submit**

Note: All newly enrolled users are by default set as 'students'. To set increased privileges for your new user (e.g. a TA or course builder), continue through steps 6-10.

6. From the Control Panel, click **List/Modify Users**
7. **Search** for the users by typing their last name
8. Locate the new user's name, and click **Properties**
9. Under "Role and Availability" click **Teacher's Assistant**. (For more information on roles, please see this document's section on [Roles & Availability](#))
10. Click **Submit**

If you are running a credit course (i.e.: through the Registrar's Office), your students will automatically be enrolled for you in your Blackboard course.

There may still be times when you'll need to enroll someone in your course – for example, a co-instructor, guest speaker, or a T.A.

The person may need an IT account *before* you can enroll them. For information on obtaining an account, please see call the IT Support Centre at **403-220-5555** for more information.

Exercise 11. Make Your Course Available/Unavailable To Students

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Options**, choose **Settings**
4. Click **Course Availability**
5. Select **Yes**
6. Click **Submit**

By default, your course is **not** visible to students. The Course Availability settings will allow you to choose when your students will have access to your Blackboard course.

You may choose to keep the course unavailable while it is under development, or until after the beginning of the term.

Communication Tools

Exercise 12. Add An Announcement

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools**, choose **Announcements**



4. Click  Add Announcement
5. Type your Announcement subject title and message in the appropriate text boxes
6. Set your display options – we recommend using Smart Text for basic text formatting
7. Verify your spelling by using the ‘spell check’ button
8. To have your announcement stay on the course's main page permanently, select ‘Yes’ to ‘Always show this announcement on the course's main page’. If not selected, the announcement will show on the course home page for a week, and then be archived
9. Set a range of dates and times for the appearance and removal of your announcement
10. Create a “Course Link” if you would like your announcement to link to another location or document within your course. Click the ‘Browse’ button to open a pop-up navigation window.
11. Select the linked-to item by clicking on its circular button
12. Click plus signs to open folders and reveal their contents
13. Click **Submit**

The **Announcement tool** is a means to get timely notices out to your students. You might announce assignment due dates, changes in the course, exam schedules or other information.

Announcements are the default entry point for any course. However, you can change this — any page of the course can be designated as the entry point. See Exercise 9 for details.

Exercise 13. Send An E-mail

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools** choose **Send Email**
4. Read the descriptions of each grouping carefully before choosing.
5. Click on the appropriate link
6. Enter the E-mail subject in the “Subject:” text box

7. Enter the E-mail message in the “Message:” text box
8. If you wish to add an attachment, click the **Add** button in the “Add Attachments” section
9. Click the **Browse** button and select the file to attach
10. Click **Open**
11. Click **Submit**
12. Scroll down to the bottom of the E-mail page
13. Click **Submit** to send your message

You can use the **email** tool to send messages to single students, the whole class, or defined groups of students in the course. You may find this an easy way to communicate with your students without having to keep up a list of student email addresses.

Email sent through a Blackboard course goes directly to your email account – it is not stored with the course. To check your Blackboard email, just log in to your usual email account.

Discussion Board

Exercise 14. Add A Discussion Forum

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools** choose **Discussion Board**
4. Click **Add Forum**
5. Enter the topic for the forum, and a description, in the appropriate text boxes
6. Select your display options – we recommend using Smart Text for basic text formatting
 - Smart Text will display your text exactly as it appears in the text box, and will automatically make URLs into live links. It also recognizes most HTML tags.
 - HTML markup tags can be used to change your font face or colour, or to insert a picture or table into your message. If you are including a lot of HTML in your message, select the HTML option.
7. Verify your spelling by using the ‘spell check’ button
8. Scroll down to set the Forum options
9. Forum Settings control what students can do within the discussion forum. You may enable or disable any of the forum settings options.
 - “Allow anonymous posts” will permit students to post messages without their names on the message
 - “Allowing author to edit message after posting” will allow students to change the content of their messages after they post them
 - “Allow Author to remove own posted message” will allow a student to delete his or her messages after they are posted. Students cannot delete each other’s messages
 - “Allow file attachments” will permit students to add attachments to their forum postings
 - “Allow new threads” will permit students to start a new conversation on a subtopic within the Forum, otherwise they can only reply to instructor postings
10. Check or uncheck the options to enable or disable them
11. The forum user settings allow you to control what individual students can do within the forum. To give a student forum moderator privileges, select the student and click **Moderate**. To block a student from posting, select the student and click **Block**.
12. Click **Submit**

A **discussion board** is an asynchronous form of communication for students in the class. It is similar to a large email inbox that everyone shares. Students don’t need to all be present at the same time to carry on a dialogue.

To begin, you must define a topic for discussion (called a “Forum”). Then 'post' or ask a question by starting a 'thread' (a new section of messages). Students can then answer or “post” replies in your thread.

Exercise 15. Add A Thread To A Forum

1. Log in to your course
2. Click **Control Panel**
3. Click **Discussion Boards**
4. Click on the forum in which you wish to add a thread
5. Click **Add New Thread**
6. Start the thread by posting a message in the forum
7. Enter the message title and the message text in the appropriate text boxes (e.g. Why is the sky blue?)
8. Scroll down to see the text options – we recommend using Smart Text for basic text formatting
 - Smart Text will display your text exactly as it appears in the text box, and will automatically make URLs into live links. It also recognizes most HTML tags.
 - HTML markup tags can be used to change your font face or colour, or to insert a picture or table into your message. If you are including a lot of HTML in your message, select the HTML option.
9. Verify your spelling by using the ‘spell check’ button
10. To attach a file to your message, click the **Browse** button
11. Click **Submit**

Exercise 16. Reply To A Thread

1. Log in to your course
2. Click **Control Panel**
3. Click **Discussion Boards**
4. Click the **forum** in which you want to compose your reply
5. Click on the message that you wish to read and respond to

*Note: Do not click on the author’s name.
That will open your email client to send an email.*
6. Click **Reply** to respond to the message
7. Write your reply to the message in the text box
8. Scroll down to see the text options
9. Verify your spelling by using the ‘spell check’ button
10. Click **Submit**

A **discussion board** can sometimes need a moderator to keep it under control. Moderating the discussion board might include removing inappropriate posts, or locking a thread so that no new replies can be posted to it. You may also choose to close a forum so that no new threads can be added.

Exercise 17. Lock/Unlock A Discussion Board Thread

1. Click **Control Panel**
2. Click **Discussion Boards**
3. Click the appropriate Forum Title to access the thread you want to lock
4. Click **Show Options** (top right side: ). The Options bar should appear:



5. Select the first message in the thread you wish to lock. Selecting the first message will also select the rest of the messages in the thread.



6. Click **Lock** () on the Options bar – students can still read these posts, but will no longer be able to post messages to that thread
7. To unlock the thread, re-select the check-box, and click the **Unlock** button

Exercise 18. Close A Discussion Board Forum

1. Click **Control Panel**
2. Click **Discussion Boards**
3. Beside the Forum you want to close, click the **Modify** button
4. Scroll down to find the Forum Settings – uncheck **Allow New Threads**
5. Click **Submit** to save the Forum settings and return to Discussion Board
6. Click the Forum title once more
7. Click the **Show Options** button to display the Forum Management Options
8. Click the **Select All** button
9. Click the **Lock button**
10. Verify that each message has the lock icon to its right
11. Click **OK**

There may be occasions when you want to completely close a forum from further participation.

Following Exercise 18, the students will still be able to read the postings, but will not be able to respond or create new messages within it.

Exercise 19. Collect Discussion Board Posts For Printing

1. Click **Control Panel**
2. Click **Discussion Boards**
3. Click the Forum Title within which you wish to collect postings
4. Click **Show Options** () if you cannot see the option buttons



5. Select the messages that you want to collect using the check boxes. (Use **Select All** button to select all messages)



6. Click Collect.  You should see a compiled listing of the posts you selected.
7. To print this listing, select File → Print from the menu line in your Internet browser. Follow the instructions in the new print menu window

Collaboration Tools

Exercise 20. Use The Basic Chat Collaboration Tool

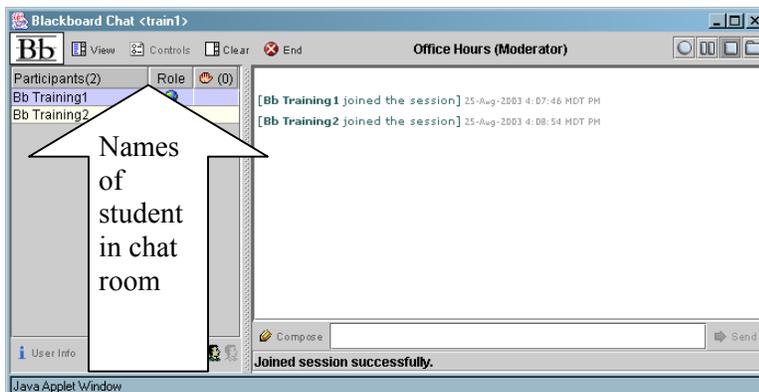
1. Log in to your course
2. Click **Control Panel**
3. Click **Collaboration** to access chat
4. Click the **Join** button associated with Office Hours. By clicking the Join button you are starting a chat session.

Note: It may take a few minutes to load and requires a Java 2 enabled browser (see inset).

5. The chat window may take a few seconds to open. Keep the “Launching Chat Tool” page open at all times. Your chat session will end if you navigate to another page.
6. You will see the following screen:



7. When a student joins the session, you will see the following:



The collaboration tools are real-time online areas where students and instructors can “chat”. There are two different tools available – basic chat and the virtual classroom. The basic chat tool provides the features required to conduct real-time text messaging. The virtual classroom includes chat, a whiteboard, and the ability to surf the internet, collaboratively.

Use these features for a real-time discussion or question/answer period, or for small group discussions.

What is a Java 2 enabled browser?

The recommended browser versions for Windows:
Internet Explorer 5.5+
Mozilla 1.2+

The recommended browser versions for Macintosh:
Internet Explorer 5.1.2 (OS 9)
Internet Explorer 5.2.2 (OS X)
Mozilla 1.2+

8. As people enter or exit the chat room, the following will appear in the chat window to notify you:



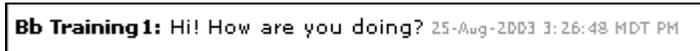
[Bb Training1 joined the session] 25-Aug-2003 3:24:47 MDT PM
[Bb Training2 joined the session] 25-Aug-2003 3:25:40 MDT PM

9. To send a message for all participants to view, type a message into the “compose” field

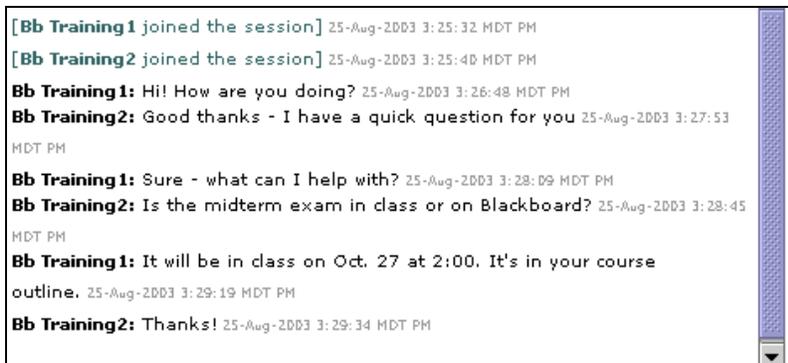


Compose Hi! How are you doing? Send

10. Click **Send**. Your message, and any replies to your message, will appear in the display box.



Bb Training1: Hi! How are you doing? 25-Aug-2003 3:26:48 MDT PM



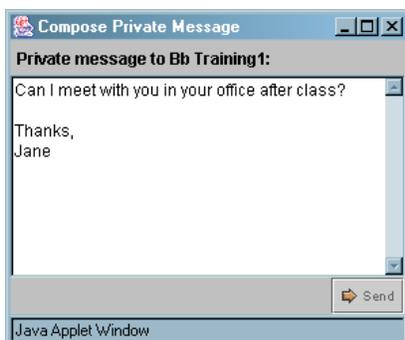
[Bb Training1 joined the session] 25-Aug-2003 3:25:32 MDT PM
[Bb Training2 joined the session] 25-Aug-2003 3:25:40 MDT PM
Bb Training1: Hi! How are you doing? 25-Aug-2003 3:26:48 MDT PM
Bb Training2: Good thanks - I have a quick question for you 25-Aug-2003 3:27:53 MDT PM
Bb Training1: Sure - what can I help with? 25-Aug-2003 3:28:09 MDT PM
Bb Training2: Is the midterm exam in class or on Blackboard? 25-Aug-2003 3:28:45 MDT PM
Bb Training1: It will be in class on Oct. 27 at 2:00. It's in your course outline. 25-Aug-2003 3:29:19 MDT PM
Bb Training2: Thanks! 25-Aug-2003 3:29:34 MDT PM

11. Send a ‘private’ message to someone when you don’t want others in the chat room to read your note. To send a private message, double click their name under the Participants column.



Bb Training2

Then click the **Private Message** button:



Compose Private Message
Private message to Bb Training1:
Can I meet with you in your office after class?
Thanks,
Jane
Send
Java Applet Window

12. Type the message into the Compose Private Message window

13. Click **Send**. The Compose Private Message window will close automatically. The private message will appear in the display box only to the recipient and sender.

14. When you are finished the chat, click  **End** to end the session

Exercise 21. Record And Retrieve A Chat Session

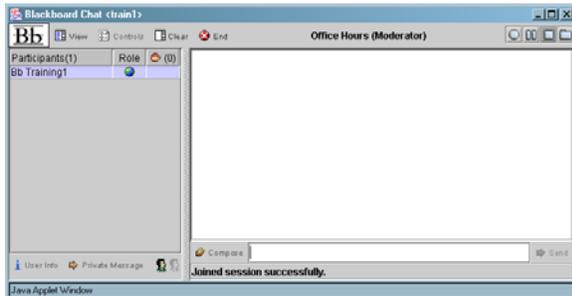
** Only Instructors can record an archive. You must trigger the recording just as your session begins.*

1. Log in to your course
2. Click **Control Panel**
3. Click **Collaboration** to access chat
4. Click the **Join** button associated with Office Hours. By clicking the Join button you are starting a chat session.

Note: It may take a few minutes to load, and requires a Java 2 enabled browser.

You may choose to record your chat sessions. This will allow students to review the chat session text. This may be useful if you are using the chat for office hours.

5. The chat window may take a few seconds to open. Keep the “Launching Chat Tool” page open at all times. Your chat session will end if you navigate to another page
6. You will see the following screen:



7. When ready to begin recording, click the Record button. You can create multiple consecutive recordings during a single chat session.
8. Enter a name for the chat recording – for example, "**Office Hours September 25**"
9. Click **OK**
10. Once the recording has begun, all chat room activity will be recorded. Click the **Pause** button to pause the recording. When the recording paused, no chat room activity is recorded.
11. Click the **Stop** button to end the recording ()
12. Click **End** to end the chat session
13. Click **OK** in the End Session window
14. Click **OK** in the Session Ended window
15. Click **OK** to return to the Collaboration Sessions screen

Note: Follow these last steps to retrieve you recorded session.

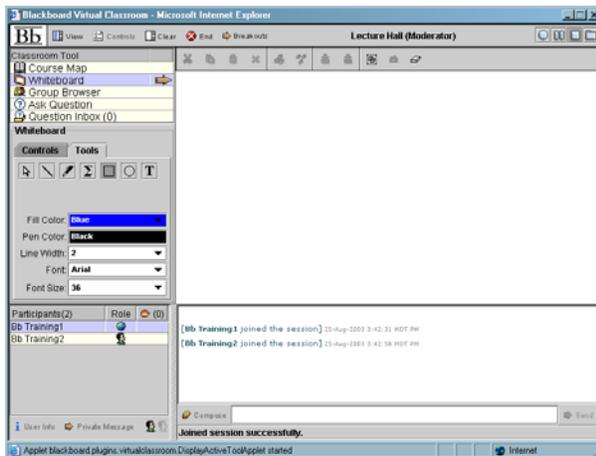
16. Click ‘Recordings’ to view the chat recording – students will be able to view the recording by going to the Collaboration section of the course menu
17. Click the Recording name to view it

Exercise 22. Use The Virtual Classroom Tool

1. Log in to your course
2. Click **Control Panel**
3. Under **Course Tools** choose **Collaboration**
4. Click **Join** next to Virtual Classroom

Note: It may take a few minutes to load, and requires a Java 2 enabled browser.

5. You will see the following screen:



6. The chat works the same as the basic chat tool

7. You can display web pages to the class by choosing



8. Then enter the web page address:

Enter Address:

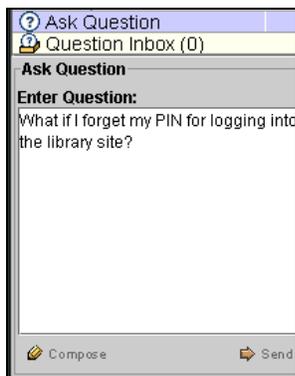
Display To Class ▼ **Go!**

9. Click 'Go!'

10. The web page will be displayed as follows:

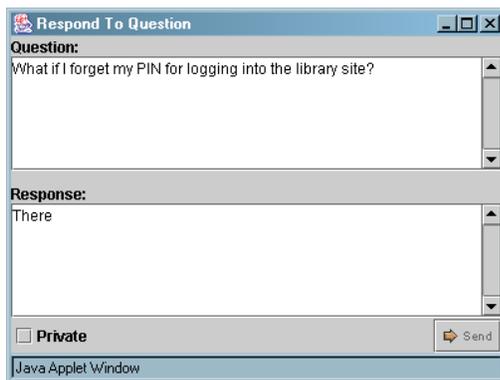


11. Students can ask questions by clicking on "Ask Question" and typing in the question

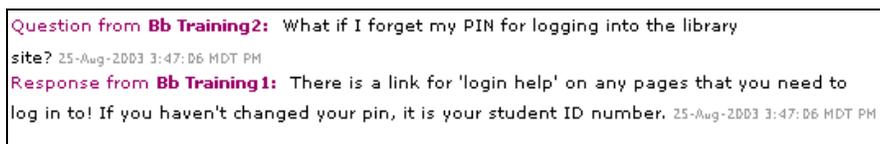


12. You can respond to a question by clicking  with "Question Inbox" selected

13. Type your answer as follows:



14. Your response (after you click send) will appear for all students to read on the chat screen:



15. Click  End to end the session

16. Click **OK**, and then click **OK** again

Group Creation & Management

Exercise 23. Add A Group

1. Log in to your course
2. Click **Control Panel**
3. Under **User Management**, choose **Manage Groups**
4. Click **Add Group**
5. Type the name of the group and a description in the appropriate text boxes – we recommend using Smart Text for basic text formatting
6. Verify your spelling using the spell checker
7. Choose which collaborative tools the group will have access to. These collaborative tools will only be accessible to students in the group and to the instructor.
 - “Enable Group Discussion Board Function” will give the group its own discussion board
 - “Enable Group Virtual Classroom Function” will give the group its own virtual classroom, which works the same as a regular chatroom but has enhanced options
 - “Enable Group File Exchange Function” will give group members a space to upload and access files
 - “Enable Group Email Function” will enable the group members to send group emails to each other through Blackboard
8. Select **Yes** beside “Make Group Visible Now” to make the group visible to students within the Communication section of the course
9. Click **Submit**
10. Click **OK**

Using the **Groups** feature, you can create private workspaces for your students.

A group can have its own discussion board, file exchange, email lists and chat room. Group tools are accessible only by the group members.

Once the group has been created and members added, it should be accessible from the link to their group page. The default link to the group pages is located in the *Communications* area of a new course.

Consider putting a direct link to the group pages in course menu.

Exercise 24. Add Students To A Group

1. Log in to your course
2. Click **Control Panel**
3. Under **User Management**, choose **Manage Groups**
4. Click the **Modify** button beside the name of the group to which you are adding students
5. Click **Add Users To Group**
6. Click **Search** for a list of all the students enrolled in your course
7. Select the students you wish to be in the group by checking off their names from the list of students
8. Click **Submit**

Exercise 25. Add A Forum To A Group Discussion Board

1. Log in to your course
2. Click **Communication** on the course menu to access the group pages
3. Click **Group Pages**
4. Click on the Group to which you are adding a discussion forum
5. Click **Group Discussion Board**
6. Click **Add Forum**
7. Give the forum a title and description – we recommend using Smart Text for basic text formatting
8. Verify your spelling using the spell checker
9. Set the Forum Settings. You may enable or disable any of the forum settings options. Be sure to ‘Allow new threads’ so students can add new lines of discussion.
 - “Allow anonymous posts” will permit students to post messages without their names on the message
 - “Allowing author to edit message after posting” will allow students to change the content of their messages after they post them
 - “Allow Author to remove own posted message” will allow a student to delete his or her messages after they are posted. Students cannot delete each other’s messages
 - “Allow file attachments” will permit students to add attachments to their forum postings
 - “Allow new threads” will permit students to start a new conversation on a subtopic within the Forum, otherwise they can only reply to instructor postings
10. The forum user settings allow you to control what individual students can do within the forum. To give a student forum moderator privileges, select the student and click **Moderate**. To block a student from posting, select the student and click **Block**.
11. Click **Submit**

Group discussion boards will need at least one Forum to be created before students can use them. The instructor must add this forum, and give students the ability to "Allow New Threads" so the students can freely add messages to the board.

Blackboard File Standards

Blackboard will display just about any file format. Where you require help with your files, there are some preferred file formats based on University of Calgary standards. When uploading items into your course, keep in mind that you can access help for the following file types:

Content

Microsoft Word (.doc) – requires student to have Microsoft Word, or viewer installed.

Rich Text Format (.rtf) – a format that most word processing software can display, with some limitations on formatting.

Text (.txt) – using plain text provides the greatest ease of access, but imposes the most constraints on formatting.

Portable Document Format (.pdf) – requires Adobe Acrobat to create, and Adobe Acrobat Reader to view; ‘locks’ the view of the document. It creates a standard view across different platforms.

HTML (.htm, .html) – documents created in HTML are easily viewed right in browser windows.

Microsoft PowerPoint (.ppt) – requires student to have Microsoft Word, or viewer installed

Should a student not have PowerPoint or Word, they can still view your content by downloading the proper viewer:

PowerPoint Viewer:

<http://office.microsoft.com/Downloads/2000/Ppview97.aspx>

Word Viewer:

<http://office.microsoft.com/downloads/2000/wd97vwr32.aspx>

Media

Graphics (.gif, .jpg, other web compatible formats)

Audio (.mov, .mpeg)

Video (.mov, .avi, .rm)

Streaming Audio/Video (.mov)

Instructor Privileges

Content Areas

Instructors can add:

Course Information
Course Documents
Assignments
External Links
Learning Units

Course Tools

Instructors can add:

Announcements
Course Calendar Entries
Staff Information
Tasks
Discussion Board Forums
Send E-mail
Collaboration Sessions

Course Options

Instructors can:

Manage Course Menu
Add new area (content, tool, course and external)
Archive Course
Manage Tools
Enable Bb tools, extension tools and content tools
Modify Settings – Course Availability, Set Course Entry Point, Course Design, Course Style, Course Banner
Import Course Cartridge
Import Package

User Management

Instructors can:

List/Modify Users in the course
Assign status to users (See ‘Roles & Availability’ below)
Enroll User
Remove Users from the course
Manage Groups – Add group/modify group properties

Assessment

Instructors can use the:

Test Manager
Survey Manager
Pool Manager – Pool import & Export pool
Gradebook – Add/modify/manage grade book items

Roles and Availability

Student: User is able to access all available course content and will be graded on assessments.

Instructor: User is able to control all aspects of the course through the course control panel

Teacher’s Assistant: User is able to control most aspects of the course through the course control panel.

Grader: User is able to access all areas under assessments.

Course Builder: User is able to add content to the course through the content areas and the course tools on the course control panel.

Guest: Guests are able to view areas of the course, but cannot participate in any way.

E-learning Terms

Synchronous: Communication happening in real-time. For example: an online chat would require that all people involved have to be at their computers at the same time.

Asynchronous: Communication that does not occur at the same time. For example: You send your student an email. You are communicating with your student, but your student doesn't have to be logged on to their email at the exact moment you sent the email to be able to receive it.

Whiteboard: A tool that can be used during a virtual classroom session, and it can be written and drawn on much like a whiteboard in a classroom.

Chat: A synchronous form of communication that allows people to instantly send and receive text messages.

Metadata: Information about a particular item like its format, any copyright information, and its author.

PDF File: A PDF (Portable Document Format) file captures all of the basics of a printed document in an electronic form. To view PDF files, you'll need the free *Acrobat Reader* software. To create PDF files, you'll need to purchase *Adobe Acrobat* software. PDF format is common because: it creates a standard file that is viewable across different operating systems; it preserves the format of the printed document even though someone may not have the program the document was originally created in; and it is possible to put security on the file that won't allow people to copy & paste text from it, print it, or even open it without a password.

PowerPoint: A Microsoft program that can be used to create 'slides' of text and images. It is often used to help support a lecture or presentation.

RTF file: RTF (Rich Text Format) is a file format that allows you to exchange files created in different word processing programs and different operating systems. If you save your Word file as an RTF file and send it to the student, they will be able to open the file in any word processing program. To save a file as RTF, in your word processor, choose File → Save As, and select RTF (Rich Text Format) as the File Type. Note: Some formatting may be lost in the conversion.

URL: A URL (Uniform Resource Locator) is an address for a web page. For example: <http://www.ucalgary.ca> is the URL for the University of Calgary home page.

User Roles: There are many different roles that a person may assume in a course. Depending on their role, they may or may not be able to perform different options in Blackboard. As an instructor, you can modify the roles of any enrolled person through the Control Panel → List/Modify Users.

Student: User is able to access all available course content and will be graded on assessments.

Instructor: User is able to control all aspects of the course through the course control panel.

Teacher's Assistant: User is able to control most aspects of the course through the course control panel.

Grader: User is able to access all areas under assessments.

Course Builder: User is able to add content to the course through the content areas and the course tools on the course control panel.

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WebCT: WebCT is an elearning course management system much like Blackboard. The University of Calgary switched from WebCT to Blackboard in June of 2003.