**Workshop Format**

The training workshops are a series of hands-on activities designed to take you from a blank course shell to a finished mock course using sample content that has been uploaded to the Content Collection area (file manager) of the Blackboard Learn course. The mock course you are developing is a course about mobile learning – EDTECH 597 Mobile Learning: Devices, Applications and Pedagogy. We borrowed a syllabus from a faculty at Boise State and added our own sample content from the Distance Learning Academy module on mobile learning. All of the activities in this workshop evolve around developing a course around the mobile learning topic. Each faculty member will be working in his or her own training/development course. The tasks are divided into the following six components:

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Introduction and Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 2</td>
<td>Course Content</td>
</tr>
<tr>
<td>Module 3</td>
<td>Communication</td>
</tr>
<tr>
<td>Module 4</td>
<td>Assessment</td>
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<td>Module 5</td>
<td>Grade Center</td>
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<tr>
<td>Module 6</td>
<td>Course Management</td>
</tr>
</tbody>
</table>

**Module 1: Introduction and Interface**

**(M1) Introduction to Blackboard Learn 9**

The modules in this workbook are provided as an introduction to the teaching and learning tools in Blackboard Learn, version 9.1, and not a comprehensive reference guide. Other references, including a complete Learn 9.1 reference manual, as well as access to online help while working in the system, are detailed in the section on Additional Resources. We have also compiled a UHV version of a faculty reference manual, keying on the features and tools our faculty use most often. That document will be linked on our website.

Learn 9 represents Blackboard’s move to develop a single learning management system that combines features and functionality from their own legacy system and their acquired WebCT and ANGEL systems. The move to a new LMS for us is necessary because Blackboard has announced the end of support for the Vista 8 system in December 2013. UH and UHV will support both systems during our phased transition to Learn 9.1. The current transition timeline for UHV calls for all courses to be taught in Learn 9.1 by Spring 2013.

While the move is necessary, we think you’ll find the new platform to be more effective as a teaching and learning environment, with improved efficiencies and enhanced communication and collaboration features. Although there is a significant difference in the overall look and feel of the system—one that is much more
aligned with standard website navigation and content presentation practices—the interface is designed to be easier to use with click-and-drag features and a simplified Edit On/Off mode.

**New Features in Blackboard Learn 9.1**

Blackboard Learn 9.1 is the second major release in the Learn 9 next generation project. According to Blackboard, nearly 2000 institutions have adopted Blackboard’s Learn system. Blackboard Learn offers a wide variety of tools allowing students and faculty to share information and communicate. Blackboard Learn also takes advantage of newer technologies that offer easier content integration and course management.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redesigned interface</td>
<td>A new look and feel to the interface; takes a more modern website approach to viewing content</td>
</tr>
<tr>
<td>Edit on/off modes</td>
<td>A simplified approach to building a course and viewing what it will look like for a student; turns the editing functions on/off</td>
</tr>
<tr>
<td>Customizable course menu</td>
<td>Navigation allows custom content names, reordering of navigation links and use of sub-headers and dividers</td>
</tr>
<tr>
<td>Drag and drop feature</td>
<td>Content can be reorganized through drag-and-drop movements</td>
</tr>
<tr>
<td>Notifications dashboard</td>
<td>Modules designed to give instructors and students information about what is happening in a course, including alerts, announcements, what’s new, to do’s and items that need attention</td>
</tr>
<tr>
<td>Performance dashboard</td>
<td>Tools that give the instructor visibility to a user’s progress and activities</td>
</tr>
<tr>
<td>Enhanced text editor</td>
<td>HTML editor that allows you to style text, add files, images and multimedia to any content, including discussions</td>
</tr>
<tr>
<td>Grade Center</td>
<td>Needs Grading</td>
</tr>
<tr>
<td>Mashups</td>
<td>Content tool that allows you to easily add a YouTube video, SlideShare presentation or Flickr photo</td>
</tr>
<tr>
<td>Blogs and journals</td>
<td>Stand-alone communication tools (separate from discussion forums) that enable student reflection and shared commentary</td>
</tr>
<tr>
<td>Wikis</td>
<td>Collaborative work space inside the Blackboard Learn course where students can create and share written work on a course web page</td>
</tr>
</tbody>
</table>
### Comparison of Vista 8 and Learn 9.1

<table>
<thead>
<tr>
<th>Vista 8</th>
<th>Learn 9.1</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build, Teach Student</td>
<td>Edit Mode ON</td>
<td>OFF</td>
</tr>
<tr>
<td>View Tabs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Tools</td>
<td>Course Menu</td>
<td>Customizable with dividers and subheaders</td>
</tr>
<tr>
<td>Designer</td>
<td>Instructor Tools</td>
<td>Course Menu</td>
</tr>
<tr>
<td>File Manager</td>
<td>Content Collection</td>
<td>User and Course folder; organization and institution content access</td>
</tr>
<tr>
<td>Assessments</td>
<td>Tests, Surveys and Pools</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td>Assignment</td>
<td>Assignment are now under Assessments</td>
</tr>
<tr>
<td>Chat/whiteboard</td>
<td>Collaboration</td>
<td>Internal to Learn</td>
</tr>
<tr>
<td>Create file</td>
<td>Add item, file, blank</td>
<td></td>
</tr>
<tr>
<td>page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion Topic</td>
<td>Discussion Forum</td>
<td>Can enable grading by forum or thread; no categories</td>
</tr>
<tr>
<td>e-packs</td>
<td>Course Cartridges</td>
<td></td>
</tr>
<tr>
<td>Grade Book</td>
<td>Grade Center</td>
<td>Includes centralized “needs grading” view</td>
</tr>
<tr>
<td>Grading forms</td>
<td>Rubrics</td>
<td>Can be used as a guide in grading, but not currently interactive with grading center; proposed in future update; students cannot view rubric</td>
</tr>
<tr>
<td>Group Manager</td>
<td>Groups</td>
<td>Includes blogs, journals and wikis; file exchange</td>
</tr>
<tr>
<td>Header</td>
<td>Footer</td>
<td>Not available</td>
</tr>
<tr>
<td>Icons (custom)</td>
<td>Icons (pre-determine)</td>
<td>Icons are not customizable</td>
</tr>
<tr>
<td>Mail</td>
<td>Email Messages</td>
<td>Email transmits messages to outside the LMS; messages is for communication with course members only</td>
</tr>
<tr>
<td>Selective Release</td>
<td>Adaptive Release</td>
<td>Feature in each tool and not a separate tool</td>
</tr>
<tr>
<td>Tracking</td>
<td>Course Reports</td>
<td>No discussions/emails read and posted; no tracking of time spent in each tool</td>
</tr>
<tr>
<td>Web links</td>
<td>URL</td>
<td></td>
</tr>
<tr>
<td>Who’s Online</td>
<td>Not available</td>
<td></td>
</tr>
</tbody>
</table>

** For a more detailed comparison between tools and functions of Vista 8 and Blackboard Learn 9.1, visit Marshall University’s Vista 8 | Learn 9.1 Comparison Charts. [http://mupfc.marshall.edu/~savillek/Bb9/comparechart91.htm](http://mupfc.marshall.edu/~savillek/Bb9/comparechart91.htm)**
### Frequently Asked Questions (FAQs)

#### 1. Why are we upgrading to Blackboard Learn 9.1?

- Blackboard has announced end of support for Vista 8 at the end of 2013
- Learn 9.1 is a more modern system with advanced features, including drag-and-drop capability, streamlined navigation and more communication and collaboration tools for students

#### 2. When do I have to use the new system for my live courses?

- Summer 2012 – first courses offered in new system – pilot group – faculty/dean selection
- Fall 2012 – expanded group of courses offered in new system – faculty/dean selection
- Spring 2013 – all courses taught in new system

#### 3. What type of training will be offered?

- Comprehensive training will be offered in Spring 2012 (April), Summer 2012 (July/August) and Fall 2012 (October/November)
- (Required) Hands-on workshops will be offered in two three-hour sessions – both sessions are required and cover an introduction to Learn 9.1 and the nuts-and-bolts of designing and teaching in Learn 9.1
- (Optional) Bring Your Own Content (BYOC) workshops will be held as follow-ups to the comprehensive workshops; faculty may bring content ready for upload and work with technology staff to build their courses in Learn 9.1

#### 4. When can I get access to Blackboard Learn 9.1?

- A training course (testing sandbox) will be created for faculty and made available to them during the training workshop they have signed up for
- Development course shells will be created as faculty have (1) completed training and (2) have requested a course shell in Blackboard Learn 9.1

#### 5. Will all of my Vista 8 course content be migrated to Learn 9.1 automatically?

- Learn 9.1 has many new features not available in Vista 8 and it takes a different approach to navigation than Vista 8
- Some of the Vista 8 tools or functions are no longer available in Learn 9.1
- Migrating content from Vista 8 to Learn 9.1 does not always work correctly due to the differences in toolsets and missing/added functionality
- Our recommendation is to upload and rebuild/reorganize content in the new Learn 9.1 course
  i. Reorganize navigation
  ii. Rethink teaching and learning strategies
  iii. Review and refresh content
  iv. Utilize enhanced features and new tools

#### 6. Will there be training for students?

Students who are enrolled in Blackboard Learn courses will be directed to UHV’s Blackboard Learn website where they will find support resources and topic-specific links to the Blackboard OnDemand learning center videos and tutorials.
7. **Does Blackboard Learn have all the features of Vista 8?**

Blackboard Learn has most of the functionality, plus additional features. Many tools have enhanced functionality making them easier and more efficient to use. Check out the section on new features in Blackboard Learn and the comparison chart between Vista 8 and Learn 9.1.

8. **Can I change or customize my icons?**

You cannot customize icons in Blackboard Learn. Icons are standard across the system.

9. **Can I add page headers and footers to provide customized instructions or information?**

Pages in Blackboard Learn do not have headers or footers. You can add “items” to your content page for descriptive or informational purposes. Instructions are provided in the workshops and tutorials.

10. **Can I have multiple columns of icons on my homepage?**

Icons or links to content are displayed in one vertical column only. You cannot have multiple columns in Blackboard Learn.

11. **Can I create custom URLs on my Course Menu?**

Yes, custom links can be added to your course navigation menu. Links are much more versatile—you can link to a URL, a file in your course, a course tool, a content page, etc. You can also create dividers and subheadings in the navigation.

12. **Can I embed HTML code on pages like I did in Vista 8?**

Yes, you can embed HTML code on an item (type of content) and that item is added to a content page in Blackboard Learn. Examples of embedded code might include interactive Web 2.0 content (Voki, Voicethread, Google Docs, etc.). Additionally, Blackboard Learn has built-in tools for adding YouTube, SlideShare and Flickr content.

13. **Do I need to do anything to update my computer?**

In most cases you will not be required to update or change software or plug-ins on your current computer. Our Blackboard support website will provide details on browsers, plug-ins, etc.

14. **Is grading in Blackboard Learn any easier?**

Yes! All grading in Learn is done in the Grading Center—a centralized grade book with easy access to all assignments, discussions, etc. that need grading.
Blackboard Learn Terminology

**Action Bar** provides such actions as Copy, Move, Delete and any functions related to the screen.

**Action Link** is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.

**Adaptive Release** provides controls to release content to users based on a set of rules provided by the Instructor.

**Availability** determines whether or not content or features are accessible to users. Availability, in most cases, is time sensitive.

**Assignments** are moved into a content area called Assessments. All Assignments have a column in the Grade Center.

**Blog** is a personal online journal which the instructor and course members can add comments to.

**Breadcrumb Navigation** provides a “trail” of folders and content traversed by the user. The user can backtrack or jump to a page previously visited by clicking on the links in the Breadcrumb trail.

**Content** is stored in folders. The top-level folders that appear on the Course Menu are called Content Areas. Folders can include more than just content, they can hold links, tools, and other objects. It is possible to place Assignments and Tests in the same folder as content.

**Content Area** is the location where course pages are built and content is presented to the user.

**Content Collection** allows the instructor to manage learning content within the course and between courses he is associated with. The content collection is your course file management center.

**Contextual Menus** are drop-down lists that provide access to additional actions associated with an item. The menu is accessed via an Action Link (double chevron).

**Control Panel** is the interface for managing the content, features, and appearance of a course. It is accessible to users based on the privileges assigned to their Course Role. Students do not see the Control Panel. The Control Panel can be edited directly on the content page or menu. The Control Panel provides access to the Content Collection, Grade Center, and other functions that will enable the instructor to manage the course.

**Course Banner** is displayed at the top of the Course Entry Point page. In Blackboard Learn, an instructor must create a course banner as an image file and select it in Control Panel.
**Course Cartridges**, formerly e-packs, are created by textbook publishers. Course Cartridges are content packages of materials that are imported into course or organization Web sites. Instructors must obtain a download key from the publisher to get this content, and students may need to obtain an access key to view the content.

**Course Content** may be defined as the materials, assignments, tests, and other items that are used to provide online instruction and measure results. Content may include items that are created outside of Blackboard Learn, such as documents, audio files, and video files. It also includes items that are created in Blackboard Learn such as discussion boards, wikis, and blogs.

**Course Menu** contains links to the content area as well as other areas of the course.

**Early Warning System** is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings are generated based on graded performance, late or missing course work, or attendance within the online course.

**Edit Mode** toggle switch enables or disables the “editing” of course content. Turn Edit Mode ON to edit content. Turn Edit Mode OFF to view content as seen by the student.

**Email** can be sent to users in a course, but it is sent externally to the user’s email address on record in the system (email address in user’s PeopleSoft record). Sent and received email is not stored in the Learn course. For internal course communication, use the **Messages** tool instead.

**Folder View** of the Menu items displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.

**Grade Center** is a central repository for assessment data, student information, and instructor notes. It is also a communication and reporting tool that can assist students and instructors to understand student progress. The Grade Center is a customizable feature for tracking and analyzing performance. It interfaces with Assessments, Assignments, and the Discussion Board automatically.

**Groups** can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a group, or Manual Enroll, having the Instructor to assign students to a group.

**Help** icon appears in the top frame. The Help icon can be set by the System Administrator to point to institution resources for providing assistance to users.

**Journals** Instructors can assign a journal to each user in a Course or Course Group that is accessible by only them and the user in order to communicate privately with the Instructor. Instructors can allow Journal entries to be read by the rest of the users in a Course.
Learning Module is a set of Content Items with an accompanying path for progressing through the items. The path can be set so that students must view content sequentially or to permit students to view the content in any order. All types of content, such as items, Assignment, and Assessments may be included in a Learning Module.

List View of the Menu items displays the names of the file system.

Mashups allow Instructors to add content to a Course that is from an external Web site. In Learn, you can add YouTube videos, SlideShare presentations and Flickr images.

Messages are private and secure text-based communication that occurs within a Course and among Course members only. Although similar to email, users must be logged into the Course to read and send Messages.

Modules are containers for content. Module pages can hold several modules and users can reorder them and even choose which ones they see. Module pages can appear within courses.

Multi-Select Box is a widget for selecting multiple items from a set.

Rubrics are tools that list evaluation criteria for an assignment. In Learn, rubrics can be associated with assignments so students can better understand the requirements. Rubrics can be viewed in the grade center during the grading process but are not interactive with the grading.

Text Editor-The WYSIWYG Editor, can be turned on or off. When the Text Editor is enabled, you can add links, attach files and images, or format text. When the Text Editor is disabled, you can edit in plain text.

View Results controls are used to edit how many items appear on a page following a search.

Where to Get Help

As you familiarize yourself with the new tools and features of Blackboard Learn 9.1, questions will arise that are not addressed in this manual or during the training workshops. For more detailed coverage of all tools and features, please refer to the Help section of the Course Management Control Panel within your course. There you will find the online reference manual created by Blackboard. You may, of course, contact your school’s Online Support Technicians and Center for Teaching Innovation’s Instructional Designers.
**Additional Blackboard Resources**

**Blackboard On-Demand Learning Center (How-to Video Library)**
Understanding and Building Your Course
[http://ondemand.blackboard.com/r9/understand.htm](http://ondemand.blackboard.com/r9/understand.htm)

Communicating and Collaborating
[http://ondemand.blackboard.com/communicate.htm](http://ondemand.blackboard.com/communicate.htm)

Assessing Learners
[http://ondemand.blackboard.com/assess.htm](http://ondemand.blackboard.com/assess.htm)

**Blackboard Learn 9.1 Glossary**

**Blackboard’s Getting Started Guides**
Course Environment [http://library.blackboard.com/d/?5ba5f8c8-0840-46cd-9eb2-d48d1c00c401](http://library.blackboard.com/d/?5ba5f8c8-0840-46cd-9eb2-d48d1c00c401)
Course Content [http://library.blackboard.com/d/?0e1ceb49-f3fb-4745-9013-8011467ae0e1](http://library.blackboard.com/d/?0e1ceb49-f3fb-4745-9013-8011467ae0e1)

**Other Institution’s Resources**

Blackboard Learn 9.1 Information Session for NECC Faculty and Staff:

Blackboard Learn, Freed-Hardeman University, Instructor Resources and Quick Start Guides:
[http://www.fhu.edu/tutorials/faculty/blackboardLearn.aspx](http://www.fhu.edu/tutorials/faculty/blackboardLearn.aspx)

Blackboard Documentation and Tutorials for Faculty, Thomas Nelson Community College:
[http://tncc.edu/students/student-resources/distance-learning/blackboard-documentation-and-tutorials/](http://tncc.edu/students/student-resources/distance-learning/blackboard-documentation-and-tutorials/)

Blackboard Learn Support, Northern Arizona State University:

Blackboard Documentation for Faculty, University of New Hampshire
[http://it.unh.edu/index.cfm?id=BC63A0C2-CAFC-C4E1-EECDFA65D19C28E6#a1](http://it.unh.edu/index.cfm?id=BC63A0C2-CAFC-C4E1-EECDFA65D19C28E6#a1)
(M1) Blackboard Learn 9 Interface

Blackboard Home Page

After you have successfully logged into Blackboard, you are taken to the My UHV Courses tab on the Blackboard Home Page.

1. The Blackboard Home Page has been customized for UHV and includes several tabs where users can access their course(s) and other frequently used resources, such as Blackboard Help, Course Evaluations and Student Services from anywhere in Blackboard. The tabs are described in more detail in the faculty reference manual.
2. The top navigation menu provides additional user options.
3. The content area contains modules and actions specific to the selected tab.

My UHV Courses tab

This is the default landing page for all users after logging into the UHV Blackboard Learn 9.1 system. Here you’ll find various modules displaying your course list and course-related notifications. The view shown is the default view for all users.

1. Course List: Lists all of the courses in which you are enrolled—as instructors and students
2. To Do: Provides a summary of all “To Do” notifications from all courses in course list
3. My Tasks: Provides a summary of “Tasks” notifications from all courses in course list
4. What’s New: Provides a summary of “What’s New” notifications from all courses in course list
5. My Calendar: Provides a summary of events posted to the calendar from all courses in course list
Personalize Page

The Personalize Page feature allows you to change the default color of your My UHV Courses tab. The changes only appear to the individual user.

1. Click the Personalize Page button near the top right of your My UHV Courses tab.
2. Click a color palette option you want to use from the Color Palette library window. As you make a selection, the color of the Current Selection thumbnail view will be updated to indicate your color choice. Click Submit once you have selected a color palette.
3. To revert back to the original color theme, return to the Personalize Page window and click the (Current System Theme) color palette and submit. This restores the original system theme to your display.
(M1) Basic Course Template

We have created a UHV Standard course shell that serves as a template from which we create new courses. A template course was developed so that all online courses would have a common course menu resulting in a consistent look and naming convention in courses across programs and schools. The course menu can be customized, as you will see later. Schools may further customize the basic course template to meet the needs of their school, e.g., add a navigation link to the school’s website.

Course Home Page (Landing Page)

Each course in Blackboard provides you a space that serves as an entry point for your course. This page is called the Landing Page or Home Page. In your courses, you will see a Welcome|Course Home page. On this page you can include a course banner as well as a custom welcome message or instructions to the students.

Additionally when you enter into the course you will see 3 main areas: the Course Menu, Control Panel and the Content Area.
The **Course Menu** builds the navigational structure and signifies the organization of the course content. Navigation links can be reorganized and the appearance can be customized to suite the style of the course.

This is the course menu in the UHV Standard course template. You can see that it closely resembles the basic menu items in Vista 8.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Course Home</td>
</tr>
<tr>
<td>Messages</td>
<td>This area serves as the ‘Mail’ function of Blackboard Learn 9.1</td>
</tr>
<tr>
<td>Notifications</td>
<td>Contains your course Announcements, To-Do list, Calendar, Alerts and What’s New all on one page</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Schedule</td>
</tr>
<tr>
<td>Course Content</td>
<td>This area is where the majority of your course content will be. You can add Learning Modules, Files, Pictures, YouTube Videos, Assessments, Discussions, Blogs, Journals and the Chat tool</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Discussion Forums and Threads are found here</td>
</tr>
</tbody>
</table>
| My Grades                  | This area contains the columns for all the gradable assignments and assessments  
**Note:** This area is not viewable when you are logged in with your faculty account |
| Blackboard Help            | Blackboard.com web help for students                                         |
| Blackboard Support Form    | Online form to document a problem in Blackboard                               |
| Course Tools               | A list of all available tools for use in Blackboard.  
**Note:** This item is hidden from student view and is only visible when the edit mode is on: |

Edit Mode is: **ON**
Activity #1: Add Navigation Item to Course Menu

You can customize the navigation menu by adding additional content areas, external links, links to course tools and content, as well as dividers and subheaders. Menu items are added via the Add button (+). In the following activity, you will create a link to an external website about mobile learning, thus providing easy access to this frequently used website.

1. Turn Edit Mode: ON
2. Click the Add button (+) at the top of the menu.
3. Click Create External Link.
4. Type the Name and URL for the external website. Please refer to the accompanying sample text file that you received with your workbook for the site name and URL.
5. Check the box to make available to users.
6. Click Submit.
7. Click and drag the link you just added to a position just above the Blackboard Help link. Your course menu should now look like the menu to the right.

Module 2: Course Content

(M2) Content Collection

Your course files are stored in the Content Collection. This is essentially the File Manager for your course. You should upload and organize your files in Content Collection before linking them within your course. If you add a file directly to a page, folder, module, etc. through the “Browse my computer” options, Blackboard will automatically store the file at the top/root level of your course. If all of your files are added this way, then your file manager will be unorganized, making it more difficult to find and update content.
Activity #2: Create Folder in Content Collection

1. Click **Content Collection** in the Control Panel.
2. Click **Create Folder** button.
3. Name your folder “Unit 3”. Click **Submit**.
4. Your folder appears in the file list.
5. Click on the folder name to open the new folder.
6. Point to the **Upload** button and click **Upload Files**.
7. Click the **Browse** button (note that you can also drag and drop files from Windows into the box).
8. Locate and select an image file on your computer (any image file). Click **Submit**.

After you create folders and upload files, they will become part of the Content Collection for the course.

(M2) Welcome | Course Home

The content of a course includes the folders, files, learning modules, links, media, assessments and interactive tools for communication and collaboration. Content may be created and organized in many different ways inside your course. Consider how you want to organize your course before building it.
As mentioned previously, when you first enter your course, you will see your Welcome | Course Home page. It will be blank until you add information. This page is called a **Blank Page**, so you are free to edit and present like a single web page. This page can be used for a welcome message to your students and/or information about the course. For example, you might include navigation tips directing students to where they can find the contents of your course, or maybe an explanation of how your course is organized.

Using the Text Editor on the page, you can customize the look and feel of the information on the page, e.g., text formatting, tables, links, images, etc. The Text Editor is similar to the HTML Creator in Vista 8, in that you can format your content without knowing HTML using the word-processor like tools.

**Activity #3: Customize Welcome | Course Home Page**

As a reminder, before doing any edits to content you must turn the Edit Mode: ON.

1. If you are not on the Welcome | Course Home page, click to that page in the navigation menu.
2. Make sure that the Text Editor is: ON.
3. First, insert a course banner (image) on the first line of the page. Click the **Insert Image** icon on toolbar.
4. Click **Browse Content collection** (image is already loaded in this course).
5. Click the **Images** folder and select the box for the file coursebanner.png. Click **Submit**.
6. Type ALT text: course banner; change the setting for Launch in new window to NO. Click **Submit**.
7. The image is displayed in the Add Image window. Click **Submit**.
8. Move cursor to right of image and press <enter> to go to next line and enter the text information for this page. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the content to this box (below the image).
9. Edit the formatting as needed.
   a. Course Welcome: Heading 2
   b. 2 Subsection Headers: Heading 3
   c. Convert items in section three (instructions to get started) to a bullet list
10. Click Submit.

Upon Submitting, you are changed into Edit Mode: OFF and can view the page as a student would see it.

(M2) Syllabus and Schedule

Your syllabus can be added to your course in one of three ways—an external link, link to a file in Content Collection or using the built-in syllabus tool. The recommended method is to add a file (or link) to your syllabus and schedule on a Content Area page. If using a syllabus file, then it is recommended that you create your syllabus in a word processor, e.g. MS Word, and convert to PDF before uploading to your course. Then upload to the Content Collection before adding it to a page in your course.
Activity #4: Add a Syllabus and Schedule to your Course

The UHV default template already includes a Content Area labeled “Syllabus|Schedule” to which you may add your syllabus and schedule. A Syllabus and Schedule file are already included in this training course content.

1. Turn Edit Mode: ON
2. Click the Syllabus|Schedule link in the course menu.
3. An empty folder (Content Area page) opens.
4. Point to the Build Content button and click Syllabus.
5. Type a syllabus name. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the syllabus name to this box.
6. Click the option to “Use Existing File”
7. Click Browse Content Collection. Click on the Syllabus folder.
8. Check the box for the syllabus-mobile-learning-course.pdf.
9. Click Submit.
10. The file is added to the attached files area. Click Submit.
11. The Edit Item page opens. Description is optional. Replace the Link Title: /xid-nnnnn_n with “Click HERE to view Syllabus” to make it more obvious where users should click to download/view the file.
12. Select the option to “Track Number of Views”.
13. Click Submit. You are returned to the Syllabus | Schedule folder.

Note when using the Syllabus Tool and linking to a file, users must click the file label to open the file. The Syllabus Name that you added is not a clickable link.
Next, you’ll add the Schedule to the same page, but this time you’ll add it as a file and you’ll notice that the Title/Name is a clickable link and you do not have to edit the link label. You may add the Syllabus file this way, also. This exercise demonstrates both ways.

1. Make sure that you are still on the Syllabus|Schedule folder/content area.
2. Point to the Build Content button and click File.
3. Click Browse Content Collection and click to open the Syllabus folder.
4. Select the “schedule-mobile-learning-course.pdf” file. Click Submit.
5. The filename appears in the Name field. Type a more descriptive name. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the schedule name to this box.
6. Select the option to Track Number of Views.
7. Click Submit.

Turn Edit Mode: OFF to view the files on the page. Notice the different icons representing the files added with the Syllabus tool versus the File tool.

(M2) Content Organization

The content of a course includes the folders, files, learning modules, links, media, student assessments, and interactive tools for communication and collaboration. Assessments and interactive tools will be discussed in later modules of this workshop. Content may be created and organized in many different ways inside your course. Consider how you want to organize your course before you begin building it. A storyboard or concept map is a good tool to help you organize your thoughts. The two most common methods of course
organization is with folders or learning modules, or a combination of both. In this workshop, we will use a combination of folders and learning modules.

Activity #5: Add a content folder

The UHV default template already includes a Content Area labeled “Course Content” to which you may add your course materials. You can add additional Content Areas, if needed, or you can organize and place all materials in this Course Content area.

1. Turn Edit Mode: ON
2. Click the Course Content link in the course menu.
3. Point your mouse to Build Content and then click Content Folder.
4. Type a folder name and description. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the folder name and description text.
5. Set Track number of views to YES.
6. Click Submit.

Turn Edit Mode: OFF to view as a student. A new folder is added to the Course Content page.
Activity #6: Add item to a content folder

An item is a single piece of content, e.g., a note, description, narrative, etc. that appears to a user on a page or folder. For example, you might use an Item to write a short paragraph to introduce a unit’s material.

1. Turn Edit Mode: ON
2. From the Course Content page, click the Unit 1 folder you created in the previous activity.
3. Point to the Build Content button and click Item.
4. Type the Item name and text. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
5. Format the text as desired. Convert the 4 instructions to a numbered list.
6. Set Track number of views to Yes.
7. Click Submit.

Turn Edit Mode: OFF to view as a student.

Activity #7: Add a YouTube Mashup to a content folder

A mashup combines elements from two or more sources. For example, a mashup could be viewing a YouTube video inside a course as part of the course content (rather than linking to the video outside of
Mashups inside Blackboard can include YouTube videos, Flickr images and SlideShare presentations.

1. Turn Edit Mode: ON
2. Click into Unit 1 folder (if not already there).
3. Point to the Build Content button and click YouTube Video in the Mashups section.
4. Search for the keywords: phoenix lecture series learning
5. Set the language to English. Click Go.
6. A list of search results is displayed. Look for the “There is a Way to Learn” video.
7. Click the Select button below thumbnail.
8. The name is pre-filled from the video. Type a Description. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.

9. Set Mashup Options View to Embed Video.
10. Set option to Track number of views to Yes. Click Submit.

Turn Edit Mode: OFF to view as a student. Students can click the Play button and view inside Blackboard.
Activity #8: Add Learning Module to a Content Folder

A Learning Module is a collection of content items focused on a specific subject that students can navigate at their own pace. The Learning Module provides a structured path for progressing through the items. The Learning Module can be set to require students to view items sequentially (cannot progress to an item until they have viewed the previous item) or set to permit students to view content in any order.

All types of content—items, files, folders, assignments, etc.—may be included in a Learning Module. Content within a Learning Module is added and managed just like content in a folder.

1. Turn Edit Mode: ON
2. Click into Unit 1 folder (if not already there)
3. Point to the Build Content button and click Learning Module.
4. Type the name and description for this learning module. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
5. Set Default Content View to Icon and Text.
6. Set Enforce Sequential Viewing to No.
7. Set Open in a new window to No.
8. Set Track number of views to Yes.
9. Set Show Table of Contents to Yes.
10. Click Submit.

You can reposition objects on the folder page—point to the double vertical arrow next to the item to move (your mouse cursor becomes a four-direction move symbol) and then click-and-drag that item to a new position.

Turn Edit Mode: OFF to view as a student.
### Activity #9: Add file to a learning module

A file is a piece of content that can be selected and viewed as a page within the course or in a separate browser window, e.g., a PDF document or HTML file. You are not actually *creating* the file here, simply selecting one to add to the page/folder.

1. Turn Edit Mode: ON
2. Click into *Unit 1* folder (if not already there).
3. Click into *Unit 1 – Lecture Materials* learning module.
4. Content is added to the learning module just as it is to a folder or content area—note the Build, Create and Add buttons across the top.
5. Point to the **Build Content** button and then click **File**.
6. Click **Browse Content Collection**.
7. Click the **Unit 1 folder**.
9. Edit the Name field so that it is not a filename. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
10. Set **Open in New Window** to No.
11. Set **Track number of views** to Yes.
12. Click **Submit**.

You can only add files one at a time. To add more files to this learning module, you would repeat steps 5-12.

Turn Edit Mode: OFF to view as a student.
In the Table of Contents header, students can

1. Collapse the Table of Contents to the left of the content.
2. Maximize the width of the Table of Contents (about double the original size).
3. Move the Table of Contents to the bottom of the page (below the content).

**Activity #10: Add URL to a learning module**

Links to outside web sites and resources may be added to folders and learning modules as URLs. When entering a URL, always enter the full web address to the link. For example, enter [http://www.uhv.edu](http://www.uhv.edu).
1. Turn Edit Mode: ON.
2. Click into Unit 1 folder (if not already there).
3. Click into Unit 1 – Lecture Materials learning module (if not already there).
4. Point to the Build Content button and click URL.
5. Type Name, URL, and Description text. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to these boxes.
6. Set Open in New Window to Yes.
7. Set Track number of views to Yes.
8. Click Submit.

Turn Edit Mode: OFF to view as a student.

By selecting the option to Open in a new window, the web page automatically opens in a new browser window (or tab, depending on your browser settings).

If you set this option to No, then the student must click the “Click to launch” link when they select the URL from the Learning Module Table of Contents.
Activity #11: Add SlideShare mashup

SlideShare is a website where you can upload and share a slide presentation. You can search for presentations on the SlideShare website before adding them to your content area, or you can search for them directly in Blackboard. Adding a SlideShare mashup is very similar to adding the YouTube mashup.

1. Turn Edit Mode: ON.
2. Click into Unit 1 folder (if not already there).
3. Click into Unit 1 – Lecture Materials learning module (if not already there).
4. Point to the Build Content button and click SlideShare Presentation in the Mashups section.
5. Search for the keywords: mobile learning 2012
6. Set the language to English. Click Go.
7. A list of search results is displayed. Scroll down the list and look for the “Digital Learning Futures” presentation.
8. Click the Select button below the presentation thumbnail.
9. The name is pre-filled from the presentation. Type a Description. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
10. Format the text as desired. Convert the 5 list items to a bullet list.
11. Set the Mashup Options View to Embedded Presentation.
12. Set Track number of views to Yes.
13. Click Submit.

Turn Edit Mode: OFF to view as a student. Students can click the left/right arrows to view the slide presentation inside the learning module.
Module 3: Communication

In this module, we will focus on the various methods for Instructor-Student and Student-Student communication within a course. Upon completion of this module, you should have an understanding of how to create announcements, discussion forums, discussion posts and interactive content pages (Blogs, Journals and Wikis).

As you can see from the image to the left, all of the communications tools can be found in the Course Tools section of the Course Management section. For the Announcement and Blog tasks, we will be using the Course Tools section of the Course Management panel. Below, for the Discussion Board task, we will be using the Course Tools menu found in the Navigation panel.

Activity #12: Create an announcement

1. Turn Edit Mode: ON
2. Click on Announcements in the Course Tools list.
3. The Announcements tool will appear in the center section, click the Create Announcement button.
4. In Section 1, you will enter the title of your Announcement in the subject line. Type the subject: “You Must Do This First!”
5. Next, you will enter the body of the message. As in the other content creation boxes, you have a number of options for adding content above and beyond simple text. You will find the text to enter in this announcement in the accompanying sample text file that you received with your workbook.
6. In Section two, you will choose when you want the announcement to display and for how long.
7. In Section three, you have the option to add an internal link to another page in the course. To locate the page you want to reference in the announcement, click the Browse box and select the desired page. In this instance, we will be selecting the Syllabus page to provide students with a direct link to the Syllabus.
8. Click Submit.
After your announcement has been created, it appears in the **Notifications** portion of the course for the period of time you select. Announcements display in reverse chronological order with the most recent announcement at the top of the list. Turn Edit Mode: OFF to view as a student.

Click the Subject line link to view message. Students can click the link to view the syllabus from this message.

**Activity #13: Create a course blog**

Interactive Content pages are designed to provide a structured environment for facilitating communication between Instructor and Student, Student to Student or a combination of the two. By now, most instructors are familiar with the structure, function and limitations of Discussion Boards. In addition to the Discussion Forum, Instructors may now choose Blogs, Journals and Wikis. There are subtle functional differences, but the method for creating content is similar across all three tools.
1. Turn Edit Mode: ON.
2. Click on Blogs in the Course Tools list.
3. The Create Blog tool will appear in the center section, click on Create Blog.
4. Give the Blog a Name by completing the Name field. For this exercise, enter: “What I learned this week”
5. Enter or paste the text of the Blog instructions into the Text Entry box. To use pre-written text, please refer to the accompanying sample text file that you received with your workbook.
6. Select whether the Blog is available to students. By selecting ‘No’ it will remain hidden from student view.
7. Select the Time Availability by clicking the check box, then the calendar to select the after and until dates. Times can be changed by clicking on the clock icon.
8. Determine Blog Participation by selecting Individual to All Students or Course. Select Course. It is generally advised to deselect Anonymous comments.
9. Blog Settings should generally reflect the frequency that the entries are assigned, Monthly or Weekly.
10. You may also give students the opportunity to edit and/or delete entries and comments. The default setting does not grant students these capabilities.
11. If this Blog is intended to be a graded assignment, select Grade and enter the total points possible.
12. Click Submit.

Turn Edit Mode: OFF to view as a student. You can create a course menu link to directly to the Blogs or you can enable the Course Tools menu item for students and they can access there.
Activity #14: Create a discussion forum

1. Turn Edit Mode: ON.
2. Click on Course Tools from the Navigation Panel. Note that the UHV default template already includes a Tool Link labeled “Discussion Board” in the course menu. You can access discussion forums from this course menu link, the Course Tools / Discussion Board path, or the Control Panel / Course Tools / Discussion Board path.
3. Click on Discussion Board from the Tools menu.
4. Select Create forum.
5. Give the Discussion Forum a Name. For this workshop, enter “Unit 1: What is Mobile Learning”
6. Enter the question that the students will discuss in the text entry section. To use pre-written text, please refer to the accompanying sample text file that you received with your workbook.
7. Select the **Forum Availability**. By selecting “no”, the forum remains hidden from students. Date and time restrictions allow discussions to become available and expire.

8. Forum Settings provides a wide variety of options to meet the requirements of the course. The default settings should meet most instructors’ needs.

9. Grading discussion forums is a popular method for encouraging student participation. Grading can take place at the forum level or at the individual thread level. For the purposes of this training, we will grade at the forum level. Select **Grade Discussion Forum** and enter “10.”

10. When a Discussion Forum is graded, it becomes necessary to determine the grading frequency. For example, if each forum requires two posts, then select “2” from the drop down menu.

11. Click **Submit**. Your screen should now resemble the screen capture below. Note, that in Blackboard Learn 9 there are no categories to organize discussion forums. It is recommended that you use descriptive forum names to help students navigate the discussions. Also, you can easily re-order forums by clicking and dragging a forum to a new position on the board. For example, you may want to always keep the current week’s (unit, module, chapter, etc.) forum at the top of the discussion board.

Click the Forum name to create threads (posts). Note that the forum description (or discussion questions or instructions) does *not* display inside the forum. Click Create Thread to create a new discussion post.
Activity #15: Add discussion link to content area page (or learning module)

Although students can access the full discussion board (all forums) from one of several ways in the course navigation (as noted above), you can also provide a link to individual forums from within a learning module, folder or content area page. For example, it is a good practice to group all related content and activities for a particular unit in one area—lecture notes, external resources, assignments, discussion forums, etc., so that students can easily access and complete everything that is needed for that unit. For this activity, you will add a link for the Unit 1 forum to the Unit 1 content area page.

1. Turn Edit Mode: ON.
2. Click the Course Content link in the course menu.
3. Click the Unit 1 – Introduction to Mobile Learning folder.
4. Point to the Build Content button and click Course Link.
5. Click the Browse button to choose item.
6. A Select Content window pops up. Locate and click the “Unit 1 – What is Mobile Learning” forum in the Discussion Board section.
7. The Name and Location are automatically populated.
8. Copy/paste the forum description/instructions that you entered when creating the forum. This is recommended practice because when inside the forum, the description is not displayed. Students clicking this link will be able to see the question/instructions before entering the forum. (Copy/paste the text for the previous activity from the accompanying sample text file that you received with your workbook.)
9. Click Submit.
10. Reposition the link to the discussion forum to the second position in the folder (after the introduction item).

Turn Edit Mode: OFF to view as a student. Note the icon to the discussion forum includes a link symbol indicating it is a course link.
Activity #16: Send a message to students in the course

Email and Messaging offer a new feature. To send a message to students within a course, Instructors will use the Messages tool. To send a message to student’s email accounts outside of Blackboard, Instructors will use the Email tool. The Messages tool is equivalent to the Mail tool in Vista 8.

1. Turn Edit Mode: ON.
2. Select Messages from the Navigation Panel.
3. Click Create Message.
4. Select the recipients by clicking on the To: box and the Cc: and Bcc: as needed.
5. Messages must have a subject in the subject line. Please enter “Welcome to Mobile Learning” in the subject line.
6. In the body of the message, please paste the text provided in the accompanying sample text file that you received with your workbook.
7. If desired, an attachment may be uploaded and sent with the message.
8. Click Submit to send the message.
Module 4: Assessments

There are three different types of assessments in Learn 9: tests, surveys and assignments. Blackboard classifies assignments in the assessments category, although they are still separate entities and created independently. Once created, assessments are deployed to students by adding them to a content area. For example, you can create a Content Area for Assignments and add all assignments to that page. Assessments can also be added to a folder or learning module, e.g., add a unit exam to single content area, folder or learning module.

(M4) Assignments

Assignments appear in the content of the course. You can create an Assignments content area and place all assignments in that content area or you can create individual assignments in the different content areas that you create for a course. One advantage of presenting Assignments in a single content area is that it simplifies the creation process and helps students to quickly access all assignments for the course in one place. It is then also possible to use course links to add them in other content areas or folders, e.g., in a unit folder or learning module.

Activity #17: Create a content folder for assignments

1. Turn Edit Mode: ON.
2. Point to the Add menu item button (above menu) and then click Create Content Area.
3. Type the name: Assignments.
4. Check the box to make available to students.
5. Click Submit.

A new link will appear in the Course Menu at the bottom of the list. Click and drag it to a position below Discussion Board.
Activity #18: Create an assignment

As in Vista 8, an assignment is a virtual location for your students to submit their work either directly in the submission box or as an attachment.

1. Turn Edit Mode: ON.
2. Click the Assignments link in the Course Menu.
3. Point to the Create Assessment button and then click Assignment.
4. Type a Name: Unit 1 Assignment
5. Type the Instructions. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
6. You can attach files to an assignment, if needed.
7. Enter grade points possible: 100
8. Choose your availability options. You can allow multiple attempts.
9. Check the box for Due Date and select a date. Students can submit after this date, but the submission is marked late.
10. Select the Recipient option. For this exercise, you may use the default All Students Individually.
11. Click Submit.

Turn Edit Mode: OFF to view as a student.

Activity #19: Add assignment link to content area page (or learning module)

For this activity, you will add a link for the Unit 1 Assignment to the Unit 1 content area page. In addition to having a central location for all assignments, you can add a course link for each individual assignment to a content area, folder and learning module.
1. Turn Edit Mode: ON.
2. Click Course Content in the course menu.
3. Click on Unit 1 – Introduction to Mobile Learning folder
4. Point to Build Content and click Course Link.
5. Click the Browse button to choose the item.
6. A Select Content window pops up. Locate and click the “Unit 1 Assignment” link in the Assignments folder section.
7. The Name and Location are automatically populated.
8. You can add a description (optional, but a suggestion would be to type the Due Date and/or any prerequisite instructions, e.g., “topic must be approved before starting assignment”).
9. Click Submit.
10. The link to the Assignment appears at the bottom of the page. You may click and drag to new position on page, if you like.

Turn Edit Mode: OFF to view as a student. Note the icon to the assignment includes a link symbol indicating it is a course link and not the original assignment.

(M4) Tests, Surveys and Pools

There are two steps in the process of creating tests. First, you create the test and add questions. This is done in the Course Tools | Tests, Surveys and Pools function. Second, you set the test options and add the test to a content area (content area, folder or learning module). Just as with Assignments, you can create an Assessments content area and place all assessments (tests) in that content area or use course links to add them in other content areas or folders, e.g., in a unit folder or learning module.
Activity #20: Create a content folder for assessments

1. Turn Edit Mode: ON.
2. Point to the Add menu item button (above menu) and then click Create Content Area.
3. Type the name: Assessments.
4. Check the box to make available to students.
5. Click Submit.

A new link will appear in the Course Menu at the bottom of the list. Click and drag it to a position below Assignments.

Activity #21: Create a test

For most tests, quizzes or exams, you (or your online support technician) will likely use test-generating software to create your exam, e.g., Respondus, but for short tests, you can create them in Blackboard.

1. Turn Edit Mode: ON.
2. Click Course Tools in the Control Panel.
3. Click Tests, Surveys and Pools. Then click Tests.
4. Click the Build Test button.
5. Type a Name: Unit 1 Test
6. Description and Instructions are optional.
7. Click Submit.
8. You are taken to the Test Canvas where you will select question settings and add questions.
9. Click the Question Settings button (right).
10. Review settings and make changes as needed. These settings determine the options that appear in each test question when creating the question.
There are numerous question types. For the purpose of this training workshop, you will create 3 questions manually and then pull 2 questions from a question pool (already created).

1. Point to the **Create Question** button.
2. Click **True/False**.
3. Type Question title (optional).
4. Type Question Text. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to this box.
5. Select the correct answer (False).
6. You can add Feedback, Categories and Notes (optional).
7. Click **Submit**.

8. Repeat process for a **Fill in the blank** question. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to the question box.

9. Repeat process for a **Multiple Choice** question. Please refer to the accompanying sample text file that you received with your workbook and copy/paste the corresponding content to the question box.

Question Sets are also available in Learn 9 as they were in Vista 8. In Learn 9, you can create a question pool (an inventory of questions) and then pull a question set from those questions. A question pool has already been created for you in your course.

1. Point to the **Reuse Question** button.
2. Click **Create Question Set**
3. An inventory of questions appears, including questions you just created and questions in the pools.
4. Expand the “Tests” section and uncheck the Unit 1 Test box. This will only display those questions in the Unit 1 Pool.
5. There are 5 essay questions in this pool. Check the box for each of these questions (or check the select all box at the top of the check box column).

6. Click **Submit**.
7. You should see a green confirmation bar indicating the question set has been saved with 5 questions.
8. Click the box for **Number of questions to display** and change it to 2. This means that the student will get 2 of the 5 possible questions from this question set. Click Submit.
9. Click **OK** to conclude adding questions.
Activity #22: Add the test to a content area page

The next step in the assessment process is to deploy the test. This means that you will add the test to a Content Area, Learning Module or Folder and make it available to students to take.

You can follow one of three models in deploying your assessment.

1. Create a Content Area where all of your Assessments are added and can be accessed from the course navigation menu. Students would go to this page to access and take all of their tests.
2. Add each Assessment to a separate content area, learning module or folder corresponding to the week, unit, topic, or module it is associated with, e.g., Unit 1 Test would be added to the Unit 1 folder. To take the test, students would navigate to the Unit 1 folder and then locate the test on that page.
3. Combine both models and create a Content Area where all Assessments can be accessed AND add a Course Link within the unit it is associated with. Students could go to the Assessments page and access any of their tests or go to the associated unit to find that unit’s test.

In this example, we will use the 3rd model and create an Assessments Content Area and add the test there, as well as add a course link to a unit folder and add the test there. You have already created the Assessments Content Area above (Activity #20).

1. Turn the Edit Mode: ON.
2. Click the Assessments link in the course menu.
3. Point to the Create Assessment button and click Test.
4. In the Add Test area, select the Unit 1 Test.
5. Click Submit.
6. Set Open test in new window to Yes.
7. Set the Availability options. Make link available.
8. Set the Due Date option.
9. Set to Include Test in Grade Center calculations.
10. Set the Test Feedback options.
11. Set the Test Presentation options.
12. Click Submit.

Turn Edit Mode: OFF to view as a student.
Next, you will add a link for the *Unit 1 Test* to the *Unit 1 content area page*. In addition to having a central location for all assessments, you can add a course link for each individual assessment to a content area, folder and learning module.

11. Turn Edit Mode: ON.
12. Click **Course Content** in the course menu.
13. Click on *Unit 1 – Introduction to Mobile Learning* folder.
14. Point to **Build Content** and click **Course Link**.
15. Click the **Browse** button to choose the item.
16. A Select Content window pops up. Locate and click the “*Unit 1 Test*” link in the Assessments folder section.
17. The Name and Location are automatically populated.
18. You can add a description (optional, but a suggestion would be to type the Due Date and/or any prerequisite information).
19. Click **Submit**.
20. The link to the Assessment appears at the bottom of the page. You may click and drag to new position on page, if you like.

Turn Edit Mode: OFF to view as a student. Note the icon to the assessment includes a link symbol indicating it is a course link.
Module 5: Grade Center

In this module, we will cover most of the common tasks associated with Grading. In addition, we will cover related tasks like adding a test student and double-checking content and assignments from the student perspective to ensure that the course functions as intended.

Activity #23: Add a Test Student

1. Turn Edit Mode: ON.
2. Click on Course Tools from the Course Management Menu.
3. Select Add Test Student from the menu.
4. You will be directed to the Create Test Student Account page.
5. The Test Student User Name should be pre-populated for you. This should be your User Name followed by: "_s"
6. Enter a password that is easy to remember; only you will have access to this user account.
7. Once you’ve created a Test Student account you will see a green bar appear at the top of the section indicated that the task was successfully completed.
8. When you need to enroll your test student in a different course, you will return to the Add Test Student screen in each of those courses and select Enroll Test Student in Course:
Activity #24: Logging in and navigating course with Test Student account

1. Open a separate browser window and navigate to https://elearning.uhv.edu
2. You may receive a warning regarding the website’s security certificate, if so, click Continue to this website.
3. Log into Blackboard using your username_s account.
4. Click on Assessments in the Navigation Panel and select the Unit 1 Test.
5. Click Begin to take the test as a student.
6. After you’ve completed the Test, click to submit.
7. Select Discussion Board.
8. Click “What is Mobile Learning” to select a forum.
9. Click Create Thread to post your comment.
10. Once you’ve entered your comment, click Submit.

The Grade Center is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. The Grade Center resembles a spreadsheet. Each row is populated by a user in your course and each column includes information for an item, such as an assignment, test, graded blog entry, or survey. There are several ways to do your grading. To expedite the grading process, the Needs Grading tool can help you determine what needs attention first and allows you to access it quickly.

Activity #25: Grading completed work using the Needs Grading tool

1. From the Grade Center link in the Course Management Section, select Needs Grading.
2. Select Grade All.
3. Review the student attempt and provide feedback in the Essay Response Feedback and assign a grade out of 10 points.
4. Provide feedback on the overall performance in the Feedback and Notes for Attempt sections.
5. If you wish to make notes regarding the student performance, enter them in the
**Grading Notes** text entry box. This is not visible to the student.

6. Click **Save and Next** to continue grading.

7. The next item to be graded will be a Discussion Thread.

8. Review the content of the student’s discussion post in the center of the screen and the statistics to the right.

9. To the right of the screen click **Edit Grade**.

10. Assign a grade value out of 10 points and provide feedback in the **Feedback** text entry box.

11. Click **Save Grade**.

12. In the bottom right corner, click **Exit** to complete the grading session.

In the Grade Center, three types of columns appear: user, grade and calculated. Each column has a contextual menu with options. The options that appear vary depending on the type of column. Columns are added to the Grade Center automatically for work done on the system in Discussion Boards, Assignments, and Tests and Surveys. Work done that is not automatically graded can be measured in the Grade Center by creating a Grade Column.

**Activity #26: Create a column in the Grade Center**

1. Click Create Column.

2. In the Column Name field, enter “Participation.”

3. Leave the Primary and Secondary Displays set to their defaults.

4. In the Points Possible box, enter “10”.

5. Leave the default Options as they appear.

6. Click Submit.
Activity #27: Create a Weighted Column in the Grade Center

1. Click **Create Calculated Column** and select **Weighted Column**.
2. In the **Column Name** box, enter “Midterm Grade”.
3. Leave the display options set to default.
4. In the **Select Columns** section, highlight “What is Mobile Learning” and click the arrow to the right of the box.
5. Enter “20” in the **% Column** text entry box.
6. In the **Select Columns** section, highlight “Unit 1 Test” and click the arrow to the right of the box.
7. Enter “80” in the **% Column** text entry box.
8. In the **Options** section, leave the default settings.
9. Click **Submit**.
Module 6: Course Management

This module will introduce you to several of the management and reporting features found in Learn 9, including Course Reports, the Performance Dashboard and the Group Manager. Course Reports are used to view information about course usage and activity. You can view summaries of course usage including which course areas are used most frequently and course access patterns for specific students. The Performance Dashboard provides a view into all types of user activity in a course or organization. Course Groups have their own area in Learn for collaborating on course work and these spaces are equipped with tools to assist in the collaborative process.

Activity #28: Generate a Student Activity Overview Report

1. Turn Edit Mode: ON.
2. From the Evaluation menu in the Course Management section, select Course Reports.
3. Select Overall Summary of User Activity and Run.
4. For the format, leave at the default (PDF).
5. Select the desired Start and End dates, for this exercise leave at default.
6. Select Users to include in the report.
7. Click Submit.

The Performance Dashboard provides you with a view into user activity in a course. All users enrolled in the course are listed, including instructors, students, teaching assistants, graders, observers, and guests, with pertinent information about that user’s progress and activity in the course:
So, depending on the detail required, both the Performance Dashboard and Course Reports can provide a quick overview of the progress of your students.

**Activity #29: Create a group set**

You can create formal groups of students one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only the instructor and the group members can access the group tools.

1. On the Control Panel, expand the Users and Groups section and select Groups.
2. From the Groups tool, select Create Group Set and click on Manual Enroll.
3. Enter a Group Name in the Name Text-entry Box.
4. From the Tool Availability options, deselect Blogs, Calendar, Journals and Tasks. This leaves Collaboration, Discussion Board, Email, Wikis and File Exchange. Leave the grading option set to default at “No grading.”
5. Under Group Set Options, enter the number of Groups you would like to create. For this exercise, enter “2”.
6. Click Submit.
7. You will now add the students to your groups. Leave the default Group Set Members Filter Options.
8. For Group set Enrollments, you may select to randomize enrollments or select students manually. For this exercise, we will manually select students.
9. Highlight the students to be added to Group 1 and click on the right arrow box to move them into the Selected Items box.
10. Repeat the process again for each additional group.
11. Click Submit.
12. From the Main Groups page, individual Groups can be edited.
13. Click the drop-down next to Group 1 and select Edit to make changes to any of the items selected above.
14. If changes are made, click Submit. If not, click Cancel.
Activity #30: Common Customizations – Course Entry and Banner Image

1. From the Course Management section, expand the Customization menu.
2. Select Style.
3. Scroll to Item #4 and Select “Welcome/Course Home” as the Course Entry Point. This is the default in the UHV Standard course template.
4. To upload a Course Banner, click Browse My Computer and locate the desired image.
5. Click Submit.
Notes:
Notes: