

Making a start in Blackboard

An introduction to Blackboard

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SECTION 1 - Logging into Blackboard

The first step in using Blackboard Learn is to log in on the **Learning Place** page. Your school will provide the URL, username, and password.

IMPORTANT! Passwords enable access to personal information. To maintain security do not share passwords with others.

Frequently Asked Question

What do I do if I can't log in?

Please contact the IT support person at your school. If you're not sure how to contact them, look for the technology office on your school's website or search the web for your *school's name* + *Blackboard* + *help* or *support*.

When you log onto Blackboard you screen will be similar to this:

1 0		22	🕹 John Clark 🧧 🔻 🛛
ärning Place 👙		My eLearn Courses Communities	Help and Tutorials
ly eLearn Notifications Dashboa	ard		
Add Module		Personal	ise Page1
Manage Courses (CAMS)	✓ My Announcements	🔅 🤝 My Courses	¢
Access the CAMS tool <u>here</u> to manage your eLearn course.	No Institution Announcements have been posted in the last 7 days.	Courses where you are: Instructor	
	2014 CTSDE: Year 2 C2C	2013 CTSDE: Prep Year C2C	
	Year 2 Class Newsletters Facts DM RENCHMARK CATERRILLARS	2013 CTSDE: Year 1 C2C	
Tools	Year 2 Snake Word Walls- Word Recognition	2013 CTSDE: Year 10 C2C	
Announcements	2014 CTSDE: Year 5 C2C	2013 CTSDE: Vear 2 C2C	
Calandar	> U1 English Assessment Task		
Calenuar	Brisbane SDE - CHC30712 - Children's Services III - 1-3	2013 CTSDE: Year 3 C2C	
Tasks	Welcome back to the Children's Services course for 2014	2013 CTSDE: Year 4 C2C	
My Grades	BSDE Alternative English	2013 CTSDE: Year 5 C2C	
Send Email	 Swim School/ - Darling Downs/South West Region Welcome Message 	2013 CTSDE: Year 6 C2C	
Personal Information	BSDE Alternative Maths	2013 CTSDE: Year 7 C2C	

SECTION 2 – Overview of interface

The first page you will see after logging in will be similar to the screen below:

Learning Place	re K	My eLearn Courses	22 🜲 John Clar Communities Help and T	k ∎ ▼ (U) utorials
My eLearn Notifications Dashboard			Personalise Page	11
Manage Courses (CAMS)	✓ My Announcements	- My Courses		*
Access the CAMS tool <u>here</u> to manage your eLearn course.	No Institution Announcements have been posted in the last 7 days. 2014 CTSDE: Year 2 C2C > Year 2 Class Newsletters	Courses where you are: Instructor 2013 CTSDE: Prep Year C2C		
- Tools	Early PM BENCHMARK CATERPILLARS Year 2 Snake Word Walls- Word Recognition	2013 CTSDE: Year 10 C2C		
Announcements	2014 CTSDE: Year 5 C2C	2013 CTSDE: Year 2 C2C		
Calendar	Brisbane SDE - CHC30712 - Children's Services III - 1-3	2013 CTSDE: Year 3 C2C		
Tasks	> Welcome back to the Children's Services course for 2014	2013 CTSDE: Year 4 C2C		
My Grades	BSDE Alternative English	2013 CTSDE: Year 5 C2C		
Send Email	 Swim School/ - Darling Downs/South West Region Welcome Message 	2013 CTSDE: Year 6 C2C		
Personal Information	BSDE Alternative Maths	2013 CTSDE: Year 7 C2C		

The main tabs contain key information depending on your role as follows:

My Courses

This section displays the list of courses that you have access to (as shown on the right of the image.)

My Announcements

This section displays the announcements that come from any of the courses you are enrolled in. It provides up to the minute access to news from your teachers and trainers.

\$ ▼ Tools
Announcements
Calendar
Tasks
My Grades
Send Email
Personal Information
Goals

Customise the screen layout

- 1. Move your mouse pointer over the blue banner of the block you wish to move. Your cursor will change to a cross shape.
- 2. Click and hold the left mouse button.
- 3. Drag your mouse to move the block around the screen.
- 4. Release the left mouse button to drop the block into place.

Course Layout

After logging in, click on any course on the "My Courses" page that appears.

You will be taken to the Home Page of your course.

Note: The default home page is not the first page of your content. It is an information page for announcements, events etc, that are specific to this course only.

▼ My Courses	\$
Courses where you are: Instructor	
2013 CTSDE: Prep Year C2C	
2013 CTSDE: Year 1 C2C	
2013 CTSDE: Year 10 C2C	
2013 CTSDE: Year 2 C2C	
2013 CTSDE: Year 3 C2C	
2013 CTSDE: Year 4 C2C	
2013 CTSDE: Year 5 C2C	
12013-0TS-0E-01-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	

Your Home Page will look similar to the image below. Review the key on the image to find out more about each area of your course screen.

ly el earn Notifications Dast	hoard	My eLearn Courses Communities Help and T	iutoria
Add Module		Personalise Page	<mark>-</mark> 1
	✓ My Calendar 7	🕸 🕲 👒 My Courses 🔓	\$
	No calendar events have been posted for the next 7 days	IS. Courses where you are: Instructor ndar events→ 2013 CTSDE: Prep Year C2C	
Tools 8	Learning Place Announcements	2013 CT SDE: Year 1 C2C 2013 CT SDE: Year 10 C2C	
Announcements	Respondus and StudyMate	2013 CTSDE: Year 2 C2C	
Calendar	New activation password for 2014 is available from the Help and	Tutorials tab. 2013 CTSDE: Year 3 C2C	
Tasks	Visit the eLearn (Blackboard) Assessment section of the Learning	g Place Help 2013 CTSDE: Year 4 C2C	
My Grades	about these tools.	2013 CTSDE: Year 5 C2C	
Send Email	Contact the Learning Place for support or feedback	2013 CTSDE: Year 6 C2C	
Personal Information	E: learningplace@dete.gld.gov.au	2013 CTSDE: Year 7 C2C	
Goals	F. 3034 3330	2013 CTSDE: Year 8 C2C	
		2013 CTSDE: Year 9 C2C	
	✓ My Announcements 10	2014 CTSDE: Prep Year C2C	

- 1. My eLearn Your home page in Blackboard.
- 2. Courses This area contains the courses you are enrolled in. There is a search function in here.
- 3. Communities This section lists the learning communities you are engaged in.
- 4. Help There are links and videos here to help you with learning how to use Blackboard.
- 5. Personalise Page Here are tools to help you personalize how your page looks in Blackboard.
- 6. My Courses This area contains the courses you are enrolled in.
- 7. My Calendar This provides you with a calendar to use when planning your courses and assessments.
- **8.** Tools This provides you with access to a number of tools you can use within Blackboard such as email, blogs, wikis, etc.
- **9.** Learning Place Announcements Notices about what is happening (e.g. breaks, etc.) about the Learning Place are posted here.

SECTION 3 – Managing Tools

There are many tools available in Blackboard and the ones to be used in your course will have been turned on by the teacher/trainer.

Available Tools

Announcements

Announcements post timely information critical to Course success. The Teacher can add, edit, and delete announcements from the Announcements page. This is where time-sensitive material is posted such as:

- When Assignments are due
- Changes in the syllabus
- Corrections/clarifications of materials
- Exam schedules

Blogs

A Blog—a shorthand term that means Web log—is a personal online journal that is frequently updated and intended for general public consumption. In Blackboard Learn, only enrolled users can view and author Blogs. Blogs encourage students to clearly express their ideas and addresses the need to expand various aspects of social learning. Blogs are an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected. An teacher may choose to allow students to participate in Blogs in three ways:

- Course Blogs: Only the teacher can create a Course Blog and determines the topic to be addressed. All course members can add Blog entries and add comments to Blog entries.
- Individual Blogs: Only the teacher can create a Blog for individual course members to use.
 Only the owner of the Blog is able to add Blog entries. All other course members can view and add comments.
- Group Blogs: If the teacher enables the Blogs tool for the Group, all Group members can add Blog entries and make comments on Blog entries, building upon one another. Any course member can view Group Blogs, but can only add comments. A Group Blog is different from a threaded discussion as each entry does not need to continue the discussion of the previous entry, but can be a complete thought on its own.

The Teacher can edit and delete entries in any of the three Blog types and delete user comments.

Collaboration Tools

The Collaboration Tools allow users to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, guest speaker led sessions, Teaching Assistant sessions, and live question-and-answer sessions. Recordings of sessions are created and made available for review.

Contacts

Contacts is a place where Teachers can add profile information about themselves and other staff that is distributed to students. This is a good place to add officer hours, phone numbers, and other links to help students identify people who have a role in the Course.

Course Calendar

Teachers can use the Course Calendar to list important Course related events. The dates and events that appear on the Calendar are for all users in the Course. Some typical items Teachers may include in the Course Calendar are:

- * Section meetings
- * Assignment due dates

- * Exams
- * Guest speakers

Discussion Board

The Discussion Board is a tool for sharing thoughts and ideas about class materials. The Discussion Board is made up of Forums that may appear anywhere in the Course but are also all centrally located in the Discussion Board tool. Course Groups can have their own Discussion Boards.

Glossary

Each Course has its own Glossary of terms. Each entry consists of the term and an accompanying definition. The Glossary must be enabled by the teacher before students can view it.

Journals

The Journals tool offers students the opportunity to reflect on course content and communicate privately with the teacher. Teachers can use the tool to gauge understanding and guide students in their knowledge acquisition. Teacher comments can help students refine their writing and ideas.

Messages

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

Send Email

Teachers can send email to individuals who participate in the Course from the Send Email page. Emails are sent to individual users or to groups of users within the Course, such as all Teaching Assistants. A copy of this email is sent to the sender by default.

Tasks

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page. Teachers can post tasks to users participating in their courses. Task information is arranged in columns that display the priority, task name, status, and due date.

Wikis

Wikis is a collaborative tool that allows students to contribute and modify one or more pages of course related materials, providing a means of sharing and collaboration. Pages can be created and edited quickly, while tracking changes and additions, allowing for effective collaboration between multiple writers. The teacher can create one or more Wikis for all course members to contribute to and Wikis for specific Groups to use to collaborate. Wikis can also be used to record information and serve as a repository for course information and knowledge.