

# BlackBoard Overview Workshop (Version 6.0)

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## Content Areas

### COURSE INFORMATION

Course information displays descriptive materials about the course. The Course Information page is used to add and modify information such as course syllabus and course objectives. This page may also be used to create new folders. Folders are helpful for grouping information together. For example, the course syllabus and course objective may be considered like information and grouped together in a folder called “First Week of Class”

### COURSE DOCUMENTS

Course Documents can be used to organize learning materials and lesson aids. The instructor can add, modify and remove Course Document files and folders from the Course Documents page.

### ASSIGNMENTS

Assignments lists the due date and description for class work. The instructor posts assignments and can modify the task and due date from the Assignments page.

### EXTERNAL LINKS

The External Links area connects course users to outside learning materials. Instructors select outside materials and post a hyperlink and brief description for each external source. This feature provides a page to reference useful websites in a course. This can be used to guide students on virtual field trips to websites containing relevant information, research, reports, and data.

## **Course Tools**

### **ANNOUNCEMENTS**

Announcements post timely information critical to course success. The instructor can add, modify and remove announcements from the Announcement page. This is an ideal place to post time-sensitive material such as:

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

### **COURSE CALENDAR**

Instructors can use the calendar to indicate important course related events. The dates and events that appear on the Calendar are for all students registered in a specific course. Suggested items to include in the calendar:

- Section meetings
- Assignments due
- Exams
- Guest speakers

### **STAFF INFORMATION**

Staff information provides background and contact information on course instructors. This page gives users a resource to look up names, email addresses, office hours and photographs.

### **TASKS**

The Tasks page organizes projects, defines task priority, and tracks task status. A user can create tasks and post them to the Tasks page.

### **DISCUSSION BOARD**

This is the area where instructors and students can participate in asynchronous chat. Instructors can choose to create forums so that only they can post (such as directions), or so that students can post. Discussion boards are an invaluable part of communication in an online course. They can be used from the very beginning to allow students to introduce themselves to each other, as well as to ask questions on various topics, participate in reflection activities, answer questions related to what they've read, or simply converse with each other casually.

### **SEND EMAIL**

Instructors can send email to all of their students at once using this feature, as well as certain selected groups or individual students.

## **COLLABORATION**

This is an area for synchronous chat, where instructors and students can chat with each other in real time. The instructor has the capability of only allowing students to speak at a time if they so wish. Typically, this area is used more for office hour type question/answer forums, although faculty also use it for review questions and for guest speakers. Chatroom discussions can be archived for future viewing. A whiteboard for presentations and drawing is also available in this area.

## **DIGITAL DROP BOX**

This is a tool that instructors and students can use to exchange files, most typically submission of homework. It is an alternative that can be used to attaching files on email.

## **Course Options**

### **MANAGE COURSE MENU**

Here, you can choose the order of the buttons and what text you would like to appear on the buttons.

### **ARCHIVE COURSE**

The Archive Course feature creates a permanent record of the Course prior to recycling

### **RECYCLE COURSE**

The Course Recycler removes content and data so that the Course may be taught again. Information removed when the Course is recycled cannot be restored..

### **MANAGE TOOLS**

This area allows you to choose which tools you would like to utilize with your course.

### **SETTINGS**

In this area, an instructor can change information about the course, including course design, course availability, and course description.

### **IMPORT COURSE CARTRIDGE**

If your textbook publisher has created a cartridge with pre-designed material for your use, it can be directly imported into Blackboard.

### **IMPORT PACKAGE**

In this area, you can import pre-packaged Blackboard courses that others have created.

### **RESOURCES**

BlackBoard offers a Resource Center, which serves as a customizable website of educational resources.

## **COURSE COPY**

Use this area to make a copy of your course content.

## **EXPORT COURSE**

Use this area to export course content into another course.

## **User Management**

### **LIST/MODIFY USERS**

Use this area to show a list of who is currently enrolled in your class. You can then modify information for them as necessary.

### **ENROLL USERS**

Here is where you would choose which students to enroll in your class.

### **REMOVE USERS**

This allows you to remove specific users from your list. These users cannot be restored to the course.

### **MANAGE GROUPS**

Here is where you can create, remove, and modify groups of students for group projects and activities. The instructor can give groups specific functions within the discussion board, virtual classroom, file exchange, and email areas.

## **Assessment**

### **TEST MANAGER**

Within this area, instructors can create and organize quizzes and exams that can be graded and recorded in the online gradebook. Assessment question types include: multiple choice, true/false, fill in the blank, multiple answer, matching, ordering, and short answer/essay.

### **SURVEY MANAGER**

Surveys are like quizzes/exams but are given anonymously.

### **POOL MANAGER**

Pool manager allows instructors to store questions for repeated use. Functions include adding, modifying, importing, exporting, searching, and removing pools of questions.

### **GRADEBOOK**

The online gradebook lets you see all student grades associated with assessments. You can see how individual students performed on assessments. You can look for specific

assessment items and view statistics and user scores. The gradebook can also be viewed in a spreadsheet format.

## **GRADEBOOK VIEWS**

Allows you to view the gradebook contents either by item or by user.

## **COURSE STATISTICS**

This area allows faculty to generate reports on a course's usage and activity to help determine how and when the course is being accessed and by whom. Instructors can view students specific usage as well. Information is reported textually and graphically.