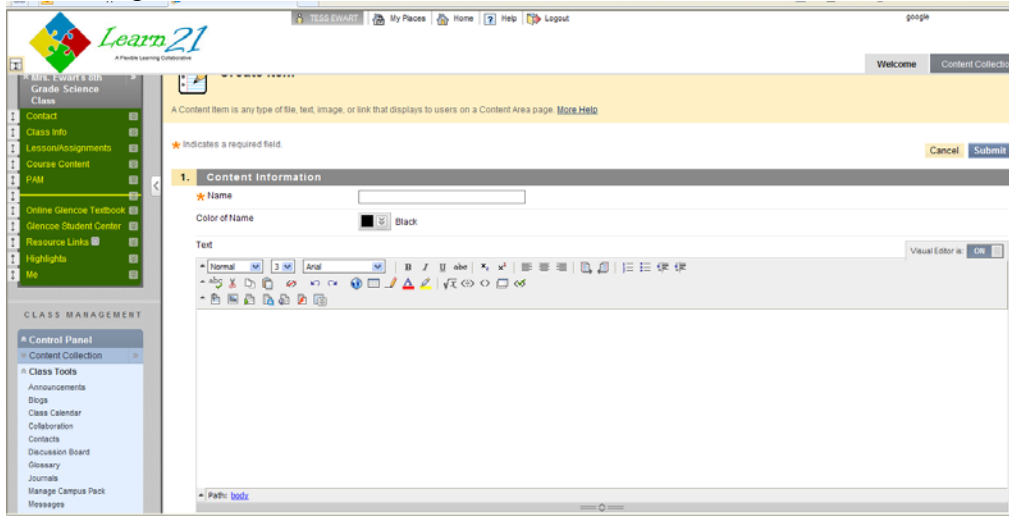


Blackboard Training 12-16-10

“WYSIWYG” (whiz e wig) – ‘What You See Is What You Get’ refers to editor area of item



Content Area

- Use Build Content = most often used item
- Can embed items instead of having them as attachments
- New items are added to the bottom of the page list, to put most current on top you will need to drag and drop

To move things in the course,

- Click on the down arrows by name and choose move or copy, but must do for content items.
- Need to create destination folder in
- Go back to original folder, choose each item then from down arrow choose move

To see if a student has accessed your content,

- Click on the down arrow for an item
- Set Review Status
- Or – go to Evaluation under Course Management
 - Click on Performance Dashboard

To import test **** Need latest ExamView version where we can export to Blackboard 7.1 and higher

- In ExamView, when test is finished
 - Choose File
 - Click Export
 - Choose Blackboard 7.1+
 - A zip file of your test will be created, save it
- In Blackboard, go to Class Tools from the Class Management area
- Choose Tests, Surveys and Pools
- Click on Tests
- Choose Import Test and navigate to where you have saved the test zip file, select

** **For discussion:** When putting tests online, what do we need to do so that our Common Assessments or other tests are not out there and kids are making screen shots, etc. to get all of the tests and jeopardize security?

Create Safe Assignment – allows students to submit their assignment by either typing it in or submitting a document. It will screen the assignment and check to see if it is plagiarized. Teacher can check the report in Grade Center to see the status of students’ submitted work. If you click on Draft when setting up the Safe Assignment, the students will be able to submit a draft of their work to check to see if what they have is acceptable.

Pdf format is not the format of choice for class worksheets unless the students can type on the document.

Create a Blank page under buttons or under section – allows you to create an item that is only that item. Not the best choice for a button. Blank page is a great option for embedding videos so they don’t take up much space in the assignment list. Example:



External Link button is a nice choice for online text book. Make a Content Area button called Resource Links, then use Build Content to a URL for each link.

Buttons – brain storming

- Contact
- HS – Course Info / Syllabus
- Lesson Plans
- HW Assignments
- Content Units / Chapters
- Gradebook
- Welcome / Teacher Bio
- Resource Links
- Modules
- News / Announcements

Course Buttons:

Mandatory Buttons (Minimum Standards)

1. Contact – use Tool template, add welcome info in notes section or add folder, link to PAM?
2. Class Info / Course Info – syllabus, class rules, beginning of year info, grading policy, etc
3. Lessons/Assignments
4. Course Content

Optional Buttons (can have up to 4 tabs/buttons not optional or mandatory)(below are examples) (staff can have up to 4 additional buttons of their choosing)

1. Calendar
2. Resource Links – external web sites
3. News & Announcements
4. Are we going to restrict the names of these??

Packages and Utilities under Class Management Control Panel

- Export – creates zip file for new course
 - Can select which items you want to export
 - If it is over 250 MB, district would have to make the export file
 - There is a delay before items will show up in the list
 - Right click on zip file name in list, choose Save
 - Do not have many people exporting at the same time = server intensive
- Archive – bundles student information with content
- Import class
 - if new course has the same buttons, delete buttons (Contact, Course Info, etc.) = can
 - import package – NOT cartridge from where you saved it
 - choose all of the course materials
- Course Copy – will use at the beginning of next school year when new class is started
 - could be same content or not
 - old courses will only be available for a short period of time at the beginning of the school year

Adding one student (for us – Staff) to a class:

- Class Management
- Control Panel
- Users and Groups
- Users
- Enroll User
- Find User to enroll
- Leaving username field blank, click on Browse
- In Search field, type Medina and all of us will show up
- Select who you want to enroll
- Click Submit
- Make sure the role is Student so whoever you chose will be able to see your course. Because of our settings, at this point, Guests cannot see the courses.
- Click Submit

When Medina Box is ready in the next week or so, our log in information will be:

Full Name Employee Number
Username – tessewart Password – ewa***** (last 4 of SSN)

Sycamore is looking into going to Blended Learning

- Online component mandatory
- See teacher ~ 3 days a week
- How does this change teaching?
- Facilitate Flex Credit

****District Decisions**

PAM link on front portal page when parents/students log in instead of on each teacher's site? Both places??
Customization = allow Guests & Parents, 2 separate selections – different reasons

What Scouts need from here:

- Examview updated to latest version (v6.2??) so we can incorporate tests into BB
- What do students see? District will create a Test Student for teachers to enroll in class
- Student log ins – will be available Jan. 3 for us to use with our students
- Ashland U Credit for Boot Camp, Advanced Content Delivery courses
- How do we roll this out to parents? Shift responsibility
 - Buy in for parents
 - PTO meetings
 - Will have access to info 24/7 –
 - Enriching our instruction
 - Buy in for Staff
- More training on Mashups??