



MODULE 1: INTRODUCTION TO BLACKBOARD LEARN

Table of Contents

TOPIC 1 – Intended Use and Audience	1
TOPIC 2 – Comparison of Blackboard Learn and Vista 8.....	2
TOPIC 3 – Blackboard Learn: New Features.....	3
TOPIC 4 – Where to Get Help.....	4
Vocabulary	5
Resources	7

Upon completion of this module, you will be able to:

- 1) Recognize the differences between Blackboard Learn and Blackboard Vista 8, *for individuals transitioning from Vista 8*
- 2) Recognize the new features in Blackboard Learn
- 3) Find where to get help within the system
- 4) Become familiar with the vocabulary used in Blackboard Learn



MODULE 1: Introduction to Blackboard Learn

The user interface for Blackboard Learn 9.1 looks and acts very differently than Blackboard Vista. In this module we will provide a brief discussion of the differences between Blackboard Learn and Blackboard Vista. We will introduce Blackboard Learn terminology and some new features of Learn. We begin this section with some common conventions used throughout this manual.

TOPIC 1 – Intended Use and Audience

These modules are intended as an introduction to the teaching and learning features of Blackboard Learn™, the Learning Management System (LMS) for the University of Houston. The intended audience is the teaching faculty and staff who have an interest in utilizing Blackboard Learn to design and utilize engaging online teaching and learning platforms.

If you are transitioning from Blackboard Vista or other Blackboard version, you should review this module as Blackboard Learn introduces new terminology, although some of the features may already be familiar to you from Blackboard Vista.



TOPIC 2 – Comparison of Blackboard Learn and Vista 8

Blackboard Learn and Blackboard Vista 8 have very different user interfaces and Blackboard Learn introduces many new features. Some of them are identified in the following section.


Transitioning from Blackboard Vista For those individuals who will be moving their courses from Vista 8, it is crucial to become familiar with both the differences in features between the versions as well as the Blackboard Learn terminology. For more detailed information about transitioning from Blackboard Vista 8 to Blackboard Learn, see your Instructional Design team or refer to the resources located in the resource section of the Appendices at the end of this document.

Vista 8	Learn
Build, Teach, and Student View	Edit Mode ON and OFF
Course Tools	Course Menu
Designer and Instructor Tools	Course Management
File Manager	Content Collection
Assessments	Tests, Surveys, and Pools
Assignment	Assignment (a form of Assessment)
Grade Book	Grade Center
Group Manager	Groups
e-packs	Course Cartridges
<i>Not Available in Vista 8</i>	Drag & drop feature
Tracking	Course reports
Grading forms	Rubrics
Discussion topic	Discussion forum



TOPIC 3 - Blackboard Learn: New Features

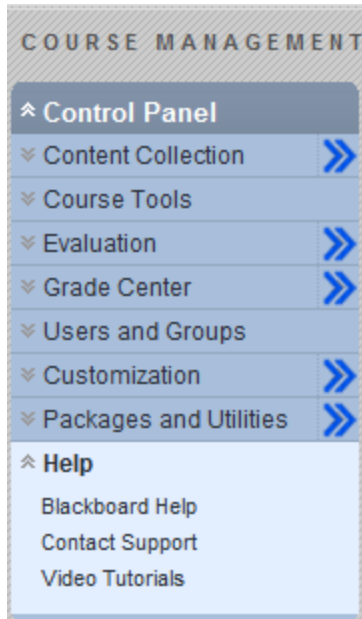
Blackboard Learn New Features

Customizable course menu	Multiple content areas are included, create sub headers and dividers – drag and drop reordering making it much easier to organize your content.
Notificatons Dashboard	Modules designed to give instructors and students information about what is happening and what will happen in a course. Needs Attention, Alerts, What’s New, To Do.
Performance Dashboard	Information pertaining to a user’s progress and activity.
Drag & drop feature 	Used to organize content and the course.
Enhanced text editor	You can add files, images and multimedia to any content item including discussions.
Grade Center “Needs Grading” view	“Needs grading” view – shows you all of the items in the course that have been submitted and need grading.
Blogs	Encourage student driven discussions whereas your Discussion forum is instructor driven. Blogs are great for informal discussion guided by the students. Blogs, Wikis, and Journals are now stand-alone communication tools in Blackboard Learn.
Wikis	Allow students to collaborate to create course content – build a webpage and share written work and improve collaboration – all gradable entities in Blackboard Learn.
Journals	Private reflection and communication between student and instructor – still allows instructor to give a grade – great tool if your course has an internship or practicum where students can write to you to share experiences – you can provide comments.
Mashups	Allow you to easily add a SlideShare presentation, YouTube video, or Flickr photo.



TOPIC 4 – Where to Get Help

As you are familiarizing yourself with the new tools and features, questions will arise that are not addressed in this manual. For fuller coverage of the tools and features, please refer to the **Help** section of the **Control Panel**. There you will find the online manual created by Blackboard, video tutorials, and you can also contact your University of Houston Instructional Design team for assistance.





Vocabulary

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.

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. We'll discuss building course pages and content in the next section.

Content Collection allows the instructor to manage learning content within the course and between courses he is associated with.

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

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 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.

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.

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.

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.

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.

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.

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.

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

Resources

Northern Arizona University e-Learning Center, <http://www.nau.edu/~d-elearn/index.php>, includes many topic based handouts including: Bb Learn Quick Start for Instructors, Organizing Content, Learning Activities, Communicating with Students, Grading Student work,...

Blackboard Learn 9.1 Glossary,

http://help.blackboard.com/student/Content/Print_Output/Blackboard_Learn_91_Glossary.pdf

Blackboard Learn 9.1 Information Session for NECC Faculty and Staff,

<http://cit.necc.mass.edu/wordpress/wp-content/uploads/2011/03/Intro-to-Bb-Learn-Information-Session.pdf>

Getting Started with ... a Course Moved from Vista 8 (.pdf), Blackboard Learn:

<https://behind.blackboard.com/s/faculty/refcenter/docs/details.Bb?DocumentID=3587&pid=100000&rid=-1&dt>

Blackboard Learn *FreedHardman University, three Instructor Resources and nine Quick Start Guides:*

<http://www.fhu.edu/tutorials/faculty/blackboardLearn.aspx>

Blackboard Documentation and Tutorials for Faculty, Thomas Nelkson community College,

<http://tncc.edu/students/student-resources/distance-learning/blackboard-documentation-and-tutorials/>

How to Videos at <http://ondemand.blackboard.com/r9/understand.htm>

Northern Arizona State Univ. <http://www.nau.edu/~d-elearn/support/tutorials/index.php>

Hollins University Guide

<http://www1.hollins.edu/docs/comptech/blackboard/Introduction%20to%20Blackboard%209.pdf>

Univ. of Ulster <http://wiki.ulster.ac.uk/display/bbip/Welcome+to+Blackboard+Learn+Workshop>

Cleveland Univ. <http://mycsu.csuohio.edu/elearning/faculty/workbooks.html>