

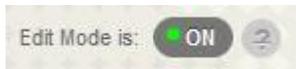


Blackboard Version 9.1 - Interactive Tools

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Edit mode



The most important detail instructors need to know about Blackboard 9.1 is where to find the Edit Mode button which allows instructors to manage their courses. This button is located in the upper-right corner of each Course area and in any subfolders. With **Edit Mode ON** you can easily manage course content. With **Edit Mode OFF** you see what your students see.

Selecting the Interactive Tools

1. In the upper right-hand corner, select **Edit Mode ON**.
2. Select **Tools** on the **Course Menu**.
3. Make sure it says **Show Link** next to the tools you want to use.

Announcements – May be used to notify students about course events, time changes, assignments, corrections or clarifications of materials, changes in syllabus, etc.

Blogs – Short for Web Log, and is a term used to describe a journal or diary that is online. Blackboard has a Blog feature that may be used by some instructors. A course wide Blog can be used and additionally any number of groups or individuals may be given Blogs to use. Depending on how the Blog is configured, comments may be added to Blog entries. Instructors can also grade individual posts.

Calendar – Provides instructors with a place to record important course dates. The calendar is available to all students and is useful for tracking deadlines and assignments across the Blackboard system. The calendar coordinates and displays materials for every course that a student is enrolled in.

Collaboration – Synchronous communication tools include the Virtual Classroom and the Chat, which works like Instant Messaging.

Contacts – Faculty Information area.

Discussion Board – Asynchronous communication tool, which provides a place for instructors to set up discussion forums.

Blackboard Collaborate – A web conferencing tool, which provides a place for instructors to set up a real-time virtual classroom and collaboration environment.

Glossary – Allows instructors to create a page containing a list of important terms and their definitions for the course. Terms can be added manually or by uploading a data file containing a glossary.

Groups – Using the Groups feature enables users to collaborate with each other. Groups may consist of small groups of users, such as study groups or project groups.

Journals – The Journals tool allows students and instructors to share ideas through journal entries in a similar way to the Discussion Board. The instructor has better control over who can and cannot view journal entries,

and journals can be downloaded by the instructor for viewing offline or archiving. Instructors can also grade journals.

Messages – This feature gives each course a private and secure system for communication that functions similar to email. Keep in mind that messages cannot be sent or received outside of the users in the course.

Roster – The Roster page allows instructors to search students, who are enrolled in a course, by their first or last name, or view the names of all students enrolled in a course.

Send Email – To login to Blackboard, users must have a Fresno State email username and password. The email username and password is also the username and password for Blackboard. All email sent through Blackboard goes to the Fresno State email addresses. Email may be forwarded to another email account. For details, contact Help Desk (<https://help.fresnostate.edu/>).

Tasks – The Tasks page organize projects or activities (referred to as Tasks) by defining task priority and tracking task status. Instructors can post tasks to users enrolled in a course.

Wikis – A Wiki, a new feature in Blackboard 9.1, allows students to collaborate in forming the content of one or more pages of related materials. A course wide Wiki and/or Group Wikis can be created. Users within a Course can create and edit Wiki pages in the Course or within a Course Group. Instructors and students can offer comments and the Instructor can grade individual work.

Posting an Announcement

Consider posting a Welcome Announcement. In this message you may want to include the date/time of class, a brief course overview, instructor's name and contact information, any textbook information, as well as how you intend to use Blackboard.

There are several ways to post Announcements in your course.

From the **Control Panel** area:

1. Select **Course Tools > Announcements**.
2. Click the **Create Announcement** button in the Announcement page.
3. Fill in the **Subject** and **Message** fields and select the appropriate **Options**.
4. Click **Submit**.

If your course opens to an Announcements page:

1. Select **Edit Mode ON**.
2. Follow Step 3 of "From the Control Panel Area" above.

If your course opens to a **Home Page** which contains the My Announcements module:

1. Select **Edit Mode ON**.
2. Locate **My Announcements** module in the Home page.
3. Click the **more announcements...** button.
4. Follow Step 2 of “From the Control Panel Area” above.

Discussion Boards, Blogs, Journals, and Wikis – What’s the Difference?

Discussion Boards, Blogs, Journals, and Wikis – What’s the Difference?

Discussion Board	Blog	Journal	Wiki
<p>Discussion Boards allow users to post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed. Generally, the course instructor controls the topics. Users can subscribe to forums or threads and receive email when there is new activity. Printing is managed with a single click and there are options for rating of posts.</p> <p>Potential Uses: Popular tool for online discussions. Consider class debates, team discussions, role plays, etc.</p>	<p>Blogs allow participants to post a chronological series of entries on a particular topic, either individually or shared. Newest entries come first in the list and users can add comments to blog entries. Blogs are less structured than the Discussion Board. The format is more open and conversational in style.</p> <p>Potential Uses: “What we did/will do in class” saves the instructor of having to answer individual inquiries, online discussions about related topics, “muddiest points” about what was covered in class.</p>	<p>Journals provide a place for students to write. Journals can be kept private between the instructor and the student or shared with the class. Only the instructor and author of the journal can add comments. Group journals can be viewed and edited by all group members.</p> <p>Potential Uses: Reflect on personal growth throughout the semester, record lab results, document clinical experiences, communicate “muddiest points” that are private.</p>	<p>Wikis are a collaborative space where all students can view, contribute and edit content. Wikis can be viewed, edited, and commented upon by all users in the course. Each wiki contains a History detailing all the changes made to the pages.</p> <p>Potential Uses: Grant writing, creative writing, group research projects, student created study guides and course glossaries.</p>

Note: Instructors can set options so that Groups have access to their own tools such as: Discussion Board, Journals, Blogs, Wikis, Assignments, etc.

Setting Up a Discussion Board

1. Click the “+” on the Course Menu and click **Create Tool Link**.
2. Type a Tool Link **Name** (e.g. Discussion Board) and select **Discussion Board** as the type.
3. Select **Discussion Board** on the **Course Menu**.
4. Click **Create Forum** and type in the **Name of the Forum**.
5. Select the **Forum Availability** and the **Date and Time Restrictions**.
6. Select the desired **Forum Settings**.

The screenshot shows the '3. Forum Settings' page with several options and callouts:

- Allow Anonymous Posts** and **Allow Author to Delete Own Posts**: Callout: "These options are not often used especially for graded forums."
- Allow Author to Edit Own Published Posts**: Callout: "For faster discussion board page loading, disable this option."
- Allow Post Tagging**: Callout: "For faster discussion board page loading, disable this option."
- Allow Users to Reply with Quote** (checked)
- Allow File Attachments** (checked)
- Allow Members to Create New Threads** (checked): Callout: "Allow students to create new threads for a new subject to the forum unless you want to force them to only reply to the original thread."
- Subscribe** section:
 - Do not allow subscriptions** (selected)
 - Allow members to subscribe to threads** (radio button)
 - Allow members to subscribe to forum** (radio button)
 - Include body of post in the email** (radio button)
 - Include link to post** (selected)
- Allow Members to Rate Posts**: Callout: "Allow students to evaluate posts based on 5 point scale."
- Force Moderation of Posts**: Callout: "Posts will be visible to students only after an approval by a moderator."
- Grade** section:
 - No Grading in Forum** (selected)
 - Grade Forum: Points possible:** (input field)
 - Grade Threads**: Callout: "When the forum is gradable, it will automatically add a column to the Grade Center." and "Allow grading of individual threads within the forum. The Points Possible value can be assigned to a thread when it is created."

7. Click **Submit**.

Grading Students' Posts in the Discussion Board

Instructors can make a forum and/or a thread gradable or non-gradable. Here are steps for grading students' posts in the discussion board when grading is enabled.

IF GRADING IS ENABLED AT THE FORUM LEVEL

1. Select **Discussion Board** on the **Course Menu**.
2. Click a forum you wish to grade in order to view its content.
3. Click the **Grade Forum** button (Grade Forum button appears only if grading is enabled for the forum) to open the Grade Forum Users page.

4. Select the **Grade** button in the row of the student whose posts you wish to grade.
5. Click the **Edit Grade** button.
6. Assign one grade for all of the posts in the forum made by that student.
7. Enter text into the **feedback** textbox to share with the students and/or in the **Grading Notes** textbox for reference if desired.
8. Click **Save Grade**.

IF GRADING IS ENABLED AT THE THREAD LEVEL

1. Select **Discussion Board** on the Course Menu.
2. Click a forum where a thread you wish to grade.
3. Click a thread within the forum in order to view its content
4. Select the **Grade Thread** button (Grade Thread button appears only if grading is enabled for the thread.) to open the Grade Thread Users page.
5. Select the **Grade** button in the row of the student whose posts you wish to grade.
6. Click the **Edit Grade** button.
7. Assign one grade for all of the posts in the thread made by that student.
8. Enter text into the **feedback** textbox to share with the students and/or in the **Grading Notes** textbox for reference if desired.
9. Click **Save Grade**.

Grading students' posts in the Grade Center

1. Select **Grade Center** from the **Control Panel** and click **Full Grade Center**.
2. Enter a grade directly by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column).

NOTE: You can also view and assign a grade for all of the posts made by individual students by selecting the **View User Activity** option from **Action Link** (the two arrows pointing downward) appeared in a cell.

Creating a Blog

Users can create blog posts that can be commented upon. Blogs may be used to provide structure for discussions on class topics and other issues.

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Blogs** > click the **Create Blog** button.
2. Enter a **Name** for the blog and any specific **Instructions** in the text box.
3. Click **Yes** to make the blog available to users.
4. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Blog.
5. Determine the Blog Participation by clicking **Individual** to All Students or **Course** and choose between **Monthly** or **Weekly** index entries.
6. Click the checkboxes to **Allow Users to Edit and Delete Entries** and **Allow Users to Delete Comments** if desired.

7. Determine the grading option by clicking **No grading** or **Grade**. Enter the **Points Possible** if you choose the Grade option. When the Blog assignment is gradable, it will automatically add a column to the Grade center.
8. Click **Submit**.

Creating Blog Posts

1. Select **Tools** on the **Course Menu** > click **Blogs** > select the appropriate Blog > click the **Create Blog Entry** button.
2. Enter a **Title** and text in the **Entry Message** text box.
3. Attach a file if desired and enter a descriptive **Link Title**.
4. Click **Post Entry** or **Save Entry as Draft** for later posting. Drafts may be viewed by clicking View Drafts from the main Blog page.

How to Comment on a Blog Post

1. Select **Tools** on the **Course Menu** > click **Blogs** > open the desired Blog.
2. Click **Comment** for the appropriate post and enter a comment in the comment field > click **Add**.

Creating a Journal

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Journals**.
2. Click the **Create Journal** button.
3. Enter a **Name** for the Journal and any specific **Instructions** in the text box.
4. Click **Yes** to make the Journal available to users.
5. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Journal.
6. Determine the **Journal Settings** > click **Submit**.

Creating Journal Entries

1. Select **Tools** on the **Course Menu** > click **Journals** and select the appropriate Journal.
2. Click the **Create Journal Entry** button.
3. Enter an **Entry Title** and text in the **Entry Message** text box.
4. Attach a file if desired. File name is used as a title of the file by default. Type a descriptive assignment name in the **Link Title** if desired.
5. Click **Post Entry** or **Save Entry as Draft** for later posting. Drafts may be viewed by clicking View Drafts from the main Journal page.

How to Comment on a Journal Entry

1. Select **Tools** on the **Course Menu** > click **Journals** and open the desired Journal.
2. Click **Comment** for the appropriate entry and enter a comment in the comment field.
3. Click **Add**.

Creating a Wiki

1. Click **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Wikis**.
2. Select the **Create Wiki** button.
3. Enter a **Name** for the Wiki and any specific **Instructions** in the text box.
4. Click **Yes** to make the Wiki available to users.
5. Use the **Display After** and **Display Until** date to Limit Availability of the Wiki.
6. Determine the **Wiki Participation** by choosing the desired student access options.
7. Determine the grading option by clicking **No grading** or **Grade**. Enter the **Points Possible** if you choose the Grade option. When the Wiki assignment is gradable, it will automatically add a column to the Grade center.
8. Click **Submit**.

Creating Wiki Page

1. Select **Tools** on the **Course Menu** > click **Wikis**.
2. Open the desired Wiki by clicking the name of the Wiki.
3. Click the **Create Wiki Page** button.
4. Enter a **Name** for the Wiki page and text in the **Content** text box.
5. Click **Submit**.

Editing Wiki Content

1. Select **Tools** on the **Course Menu** > click **Wikis**.
2. Open the desired Wiki by clicking the name of the Wiki.
3. Click **Edit Wiki Content** and modify as you want.
4. Click **Submit**.

How to Comment on a Wiki Page

1. Select **Tools** on the **Course Menu** > click **Wikis**.
2. Open the desired Wiki by clicking the name of the Wiki.
3. Click **Comment** and enter text in the **Comment** text box.
4. Click **Add**.

Groups

Single or Group Sets may be created and students may be self-enrolled or be manually or randomly enrolled.

Setting Up a Group for Manual Enrollment

1. Select **Users and Groups** from the **Control Panel** area.
2. Click **Groups**.
3. Select **Manual Enroll** from either the **Create Single Group** or **Create Group Set** drop down menus.
4. Enter the **Group Name**, **Description**, **Tool Availability** and the **Module Personalization Setting**.
5. Select the **Membership** by using the arrow buttons to enroll selected students.

6. Click **Submit**.

Setting Up a Group for Self-Enrollment Using a Sign-Up Sheet

1. Select **Users and Groups** from the **Control Panel** area.
2. Click **Groups**.
3. Select **Self-Enroll** from either the **Create Single Group** or **Create Group Set** drop down menus.
4. Enter the **Group Name** and any specific **Description** in the text box.
5. Click the **Sign-up Sheet Only** radio button.
6. Determine the **Tool Availability** and the **Module Personalization Setting**.
7. Enter the **Name of Sign-Up Sheets** and any specific **Sign-Up Sheet Instructions** in the text box.
8. Determine the **Maximum Number of Members** and other options for the Sign-Up Sheet.
9. Click **Submit**.
10. Students will now be able to self-enroll in a group through the Group Pages area in the Course Menu.

Setting Up a Group for Random Enrollment

1. Select **Users and Groups** from the **Control Panel** area.
2. Click **Groups**.
3. Select **Random Enroll** from the **Create Group Set** drop down menu.
4. Enter the **Group Name, Description, Tool Availability** and the **Module Personalization Setting**.
5. Determine how you want students to be automatically enrolled into groups.
 - **Number of Students per Group:** divide students by a number of students per group.
 - **Number of Groups:** divide students by the number of groups in the course.
6. Determine how you want to enroll any remaining students into groups.
 - **Distribute the remaining members amongst the groups:** enroll remaining students into groups automatically.
 - **Put the remaining members in their own group:** Create a new group containing the remaining members.
 - **Manually add the remaining members to groups:** permit the instructor to enroll the remaining students to groups.
7. Click **Submit**.
8. Students will now be able to self-enroll in a group through the Group Pages area in the Course Menu.

Creating a Glossary

You can either build your glossary one term at a time in Blackboard or upload a file of terms to Blackboard. Uploading a Glossary will add and edit terms to the existing Glossary or replace the entire Glossary. You can also download the existing Glossary first, open the file, make the changes, save the file, and then upload.

Adding a New Term to a Glossary One Term at a Time

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Glossary**.
2. Click the **Create Term** button.
3. Enter the new term and definition.

4. Click **Submit**.

Uploading a Glossary

1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Glossary**.
2. Mouse over **Upload/Download** and select **Upload Glossary** to upload a file of terms at once.
3. Click **Browse** to locate the file to upload > click **Open**.
4. Determine how you want to deal with the existing Glossary > click **Submit**.

Messages

1. Select **Tools** on the **Course Menu** > click **Messages**.
2. Click the **Create Message** button.
3. Select the **Recipients** using the arrow buttons.
4. Type in the **Subject** and compose the message in the **Body**.
5. Click **Submit**.

NOTE: Users will find an **Inbox** folder containing new Messages and a **Sent** folder containing all the messages they sent by clicking on the **Messages** in the Course **Tools** menu.

Send an Email

Send the Welcome Announcement as an introductory email to the class. You also may send email through Blackboard at any time.

1. Go to the **Course Tools** area in the **Control Panel** > click **Send Email**.
2. Select the **All Users**.
3. Type in a **Subject** and a **Message** and click **Submit**.

Course Calendar

1. Select **Tools** on the **Course Menu** > **Calendar**.
2. Click the **Create Course Event** button.
3. Type in the **Event Name** and **Event Description**.
4. Select the **Event Date** and **Event Time**.
5. Click **Submit**.

NOTE: My Calendar from the My Blackboard page allows users to quickly access a month, week, or day in the Calendar for all of the courses they are enrolled in.

Creating Your Contact Information

Add a profile for each instructor or staff person that has contact with students.

1. Click the “+” on the Course Menu > click **Create Tool Link**.

2. Type a Tool Link **Name** (e.g. Faculty Information) and select **Contacts** as the type.
3. Make it **Available to Users** > click **Submit**.
4. Select **Faculty Information** on the **Course Menu**.
5. Click **Create Contact** and complete the **Profile Information**.
6. Select **Yes** to make the profile available to users.
7. Attach image and add a personal link if desired > click **Submit**.

Collaboration Tool (Virtual Classroom and Chat)

There are a few things that the users should consider before using the Collaboration tool. In order for Collaboration tool to function properly, the users should be sure that the appropriate Java plug-in version is installed (<http://www.java.com/>) and pop-up blockers are disabled. Users may hold down the "shift" key when entering an interactive session to disable pop ups.

Lightweight Chat and the Virtual Classroom

The Lightweight Chat is a simple tool similar to Instant Messaging that allows you to communicate in real-time or "synchronously" with your class. Participants enter a "chat room" and by typing messages can communicate immediately to the instructor or the entire class. This feature can be used to hold class discussions, meet with teams, or visit with a guest speaker. Instructors may choose to hold "virtual office hours" using the Lightweight Chat. The Virtual Classroom is more robust than the Lightweight Chat and users have the ability to use a Course Map, a Whiteboard and Group Features. Transcripts are saved and can be visited later by anyone in the class, whether or not they participated in the actual collaboration session.

Setting Up a Virtual Classroom and Chat Session

1. Select **Tools** on the **Course Menu** > click **Collaboration** > click the **Create Collaboration Session** button.
2. Type in the **Session Name** and select the **Dates of Availability**.
3. Select **Yes** to make the session available to users.
4. Choose the **Collaboration Tool** > click **Submit**.

Getting Help with Blackboard

There are several ways to get help with Blackboard 9.1.

- Email: tiltsupport@csufresno.edu
- Resource Center located on the second floor of the Henry Madden Library in Studio 2: 559-278-7373.
- Technical Support information: <https://blackboard.fresnostate.edu/bb/support.shtml>