



# INSTRUCTIONS FOR UPLOADING THE COURSE ORIENTATION MODULE

The import file for the Blackboard 9.1 Course Orientation may be found on the Blackboard website in the Faculty area by clicking on the *Resources for Online Teaching and Learning*. You are encouraged to customize the module to meet the needs of your students using relevant content, prompts, and assignments. There are practice assignments within the Orientation using the most common Blackboard tools. The following instructions will help you to upload the module to your course and easily edit the content. You will want to include all the Blackboard tools that you will be using in your course so that your students are comfortable with the environment before they actually begin the assignments or access content. This will help to ensure that the technology is transparent and the course runs smoothly.

If you would like to preview the Course Orientation you will find it in the Blackboard Faculty Forum in the Resources area.

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## DOWNLOADING AND IMPORTING THE COURSE ORIENTATION FILE

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### To Download the Bb 9.1 Course Orientation file:

1. Click on the link **Blackboard 9.1 Course Orientation**.
2. **Save** the file on your computer.
3. **Do not unzip the file.**

### To Import the Bb 9.1 Course Orientation file:

1. In the **Control Panel** area of the course in Blackboard 9.1, select **Packages and Utilities**.
2. Click **Import Package/View Logs**.
3. Click **Import Package**.
4. **Select a Package** by browsing for the **Blackboard 9 Course Orientation**.
5. Select *only* from the following **Course Materials**: Content Areas, Blogs, Discussion Board, Grade Center Columns and Settings, Journals, Test, Surveys, and Pools, Wikis.
6. Click **Submit**.
7. You will receive a confirmation that the import was successful and an email will be sent when the process is complete.
8. Once you receive the email, go into the **Control Panel Area** of your course and **Select Packages and Utilities**.
9. Click **Import Package/View Logs** to verify that the package is there.
10. Students will be able to access the orientation through a link to the **Bb9.1 Course Orientation** located on the **Course Menu**.

## EDIT MODE

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Figure 1. Screenshot of Edit Mode On

Before you can begin to customize the Course Orientation you will need to make sure that your Edit Mode button is in the ON position. 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.

## FILES IN BLACKBOARD

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Blackboard does not fully support use of special characters in file names. When naming files to be uploaded into Blackboard, please do not include any special characters such as #, %, &. Only use letters, numbers, and underscores.

## CUSTOMIZING THE COURSE ORIENTATION

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The information in the **Navigating the Blackboard Environment** folder within the Course Orientation may be easily customized for your students. Student instructions for each of the tools are included within the Course Orientation. Instructors should delete any of the information that is not relevant for their students and edit the instructions, assignments, and prompts to meet the needs of their students. In addition, all practice assignments have a point value of “0” in the grade center which can also be easily edited.

You may want to consider setting **Review Status** on the Orientation. This will place a **Marked Reviewed** icon on the Orientation Folder. Once students complete the Orientation, they are to click on the Marked Reviewed icon which will then change to Reviewed. This will alert students to the fact that they completed the Orientation and instructors will be able to track performance through the Performance Dashboard.

To enable **Review Status**

1. Select the drop down menu next to the Orientation folder.
2. Click **Set Review Status**.
3. Select **Enable**.

In addition to the technical information students will need to be successful using Blackboard, the following tools and practice assignments are included in the Course Orientation. You may edit or delete any of the assignments by simply clicking on the drop down menu next to each assignment and clicking **Edit**.

- Link to a URL
- Sending Email
- My Grades
- Discussion Board
- Learning Module
- Test
- Assignment
- Blog
- Journal
- Wiki
- SafeAssignment – *Instructors will actually need to create a SafeAssignment within the Orientation.*

### LINK TO A URL

The link to a URL provides students with a shortcut to a website. This tool allows the instructor to provide students with a quick access point to relevant information. A link to *Information for Current Students at Fresno State* has been added to the Orientation and may easily be changed to a resource relevant to the course.

### SENDING EMAIL

Instructors and students may send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. Email sent through Blackboard goes to Fresno State email addresses by default.

## **DISCUSSION BOARD**

The Discussion Board in Blackboard is an asynchronous communication tool which allows students to engage in discussion independent of time. Discussion Forums consist of individual discussion threads that can be organized around a particular subject or topic.

## **LEARNING MODULE**

Learning Modules offer a simple and intuitive means for instructors to organize and structure course content with hierarchical organization so students can navigate through content in a logical, sequential way.

## **TEST**

Blackboard offers a way for instructors to administer tests online. There are a variety of options for test questions and tests may be timed and deployed to students using date and time restrictions. Once a test is created a column is automatically added to the Blackboard Grade Center.

## **ASSIGNMENT**

Instructors may set-up Assignments so that students can submit them directly in Blackboard. Once an Assignment is created a column is automatically placed in the Grade Center. Instructors access completed Assignments through the Grade Center where they assign grades, upload files back to the student and give individual feedback. Fresno State | TILT/Blackboard Resource Center: 559.278.7373 | Blackboard V9.1 Course Orientation Module Page 5.

## **BLOG**

Blogs are open communication tools where students can share their thoughts, post images, videos and links. Blogs consist of entries and comments and may be indexed by month or week. Instructors may create Course Blogs, Individual Blogs or Group Blogs. Blogs in Blackboard are only available to those enrolled in the course and may not be accessed once the course is made unavailable.

## **JOURNAL**

A Journal is meant to be a self-reflective tool for students. Journals consist of entries and comments and may be indexed by month or week. Only students and instructors may comment on Journal entries however, instructors may create Journals to be public so that all enrolled users may read the entries. If the Journal tool is enabled in the Group area then all group members will be able to read all entries.

## **WIKI**

A Wiki is a collaborative tool that allows users to work together in a shared space. Wikis can be viewed, edited and commented upon by all users in a course. Wikis can be used as a resource for students to view information and content relevant to the course. Each Wiki contains a History detailing all the changes made to the pages.

## **SAFEASSIGN**

SafeAssign is a plagiarism prevention tool available through Blackboard. Instructors can set up SafeAssignments in their course for students to submit. As papers are submitted they are checked against a comprehensive database of source materials. Instructors can then access papers through Blackboard and view the originality reports along with the results of the matching process. Instructors may also use the Direct Submit feature which does not require student involvement.

**If you want to use SafeAssign and provide students with a Practice Assignment in the Course Orientation, you will need to follow these instructions:**

1. Select the **Course Documents** area where you want to deploy the Assignment.
2. From the **Create Assessment** drop down menu select **SafeAssignment**.
3. Enter the **Information** of the SafeAssignment. o Enter a **Name**, the number of **Point Possible**, and specific **Instructions** for the SafeAssignment. The point value will be shared with the Grade Center Item created for the SafeAssignment.
4. Select whether or not (“Yes” or “No”) you want the SafeAssignment to be visible to students.
5. Click the checkbox of **Track Number of Views** to track views of this item by students. Set the date range when students can interact with the SafeAssignment. You must select the checkbox first, and then set the date.
6. **Display After:** The assignment will not be visible to students until a specific date you set.
7. **Display Until:** The assignment will be closed
8. Select **Draft** only if you want to allow students to submit their paper for “originality” without submitting it to the institutional database. The SafeAssignment created as a “Draft” will not be graded. Create a second version of the SafeAssign if you want to allow students to submit a final paper for grading.
9. Do not select **Urgent Checking** unless you want the originality report right away. Originality reports are usually returned within 15 to 30 minutes after submission.
10. Select **Student Viewable** only when you want students to be able to see the report generated (originally report) after submission.
11. Create an Announcement about the SafeAssignment if desired and click **Submit**.