

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.