

BlackBoard Training for Delay/Closure

1. Make a plan

Planning is one of the most important aspects in course creation. Take the time to develop an outline or sketch of the items and activities you want to include in your course. Make an inventory of any materials that are "web-ready" or that you can modify easily. In some cases, you'll need to create some new materials to use in your online course.

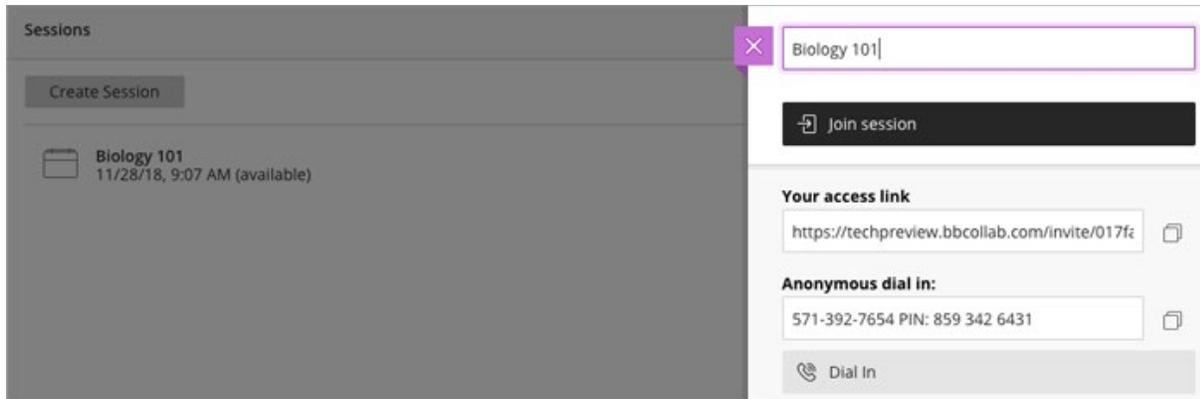
Sometimes, you can't have all of your content ready by the first day of class. You can prepare content for the first few weeks of class and make only that content available to students. Hide all the content that you still want to work on. You can develop the next portion of content as students work on the material you've made available.

2. Create content

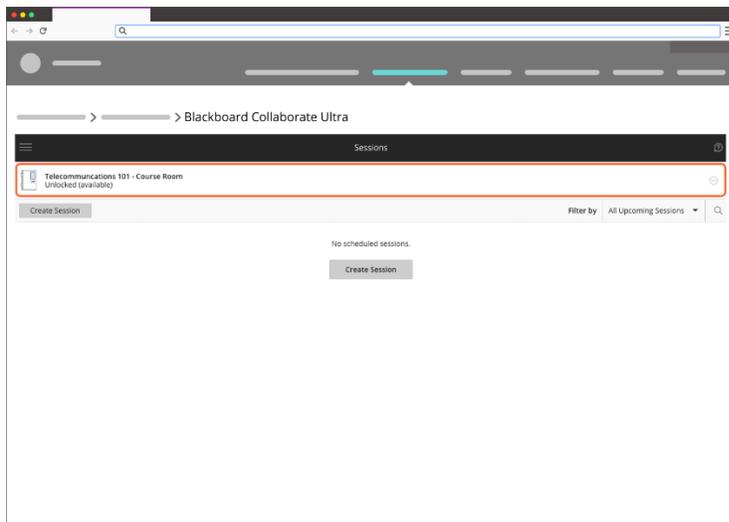
Welcome your students: Let students know you are glad they're here and where to begin in the course. You want to include specific instructions on how to begin the course. For example, if they need to review the syllabus first, tell them how to access it. You can create a basic piece of content, send a message with instructions or create a course announcement.

Course information: In one area or folder, provide materials that students can access throughout the semester.

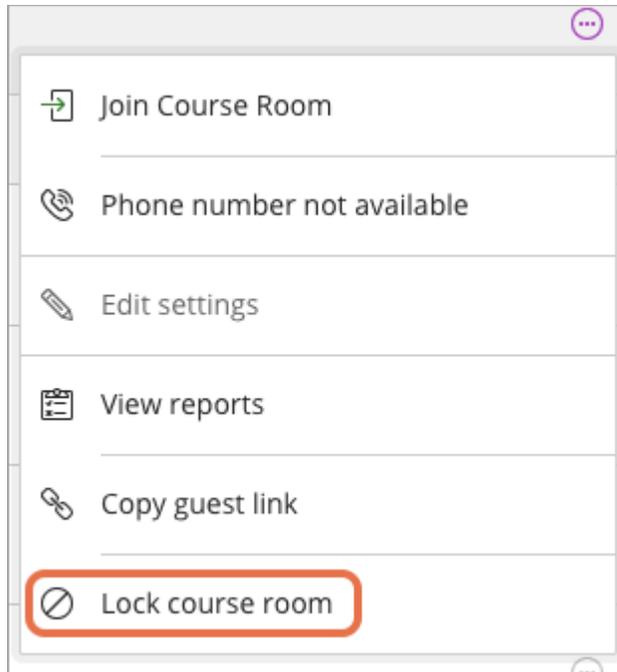
- Syllabus, including goals, objectives, textbook information, and your contact info
- Grading guidelines, late work policies, and where to access grades in your course
- Topic or lesson schedule and a reminder of due dates
- Technical support and institutional policies
- Link to a video on creating tests
<https://www.youtube.com/watch?v=hms51SQtYzY&feature=youtu.be>
- Blackboard Collaborate Ultra: You have both a dedicated course room and the ability to schedule as many new sessions as you want. In Blackboard Collaborate Ultra a unique session link is generated to help each session identify you. Each link is associated with an individual session and a specific user in that session. This means that the link only works for you in that moment. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.
 - From the Scheduler, select the session you want to join. Select Join session.



- View your course while in a session. Collaborate sessions open in a new window or tab depending on your browser settings. Go to the course tab or window, if you want to view the course content during a session.
- Course Room: The course room is an open session dedicated to your course. This makes it easier for you to use Collaborate with the Ultra experience in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings. Select the session name or Session options menu to join the session. This opens a panel with the information to you need to join the session:
- Join Session link associated with your account. Select this to open the session. Each link is unique to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.



- **Turn off the dedicated course room** If you don't want students to view or join the open course room session, you can turn it off.
 - Open the More menu for the course room.
 - Select Lock course room.



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- **Create and edit sessions**

New Session

Event Details

Start
3/28/18 2:31 PM

End
3/28/18 3:31 PM

No end (open session)
 Repeat session

Early Entry
15 min before start time

[Provide a description](#)

Session Settings

⚠ Please correct the errors in the form before saving.

Cancel Save

From the Sessions list, select Create Session. Give the session a name. The event needs some basic details before creating.

- Set the date and time the session starts and ends. You can choose to keep a session open or repeat. You can also select if students can enter the session prior to the start time. Collaborate uses your computer's local time zone for session start and end times.
- Type a detailed description of the meeting. This helps students find the right session.
 - From the Sessions screen, find a session.
 - Select Session options, Edit settings, and Session Settings.
 - Optionally, set these settings:

- **Allow recording downloads:** If you want to let users download recordings, you can set this before the session and recording begins. You can change this later, if you change your mind. You can choose this option at any time. Either before the session is delivered or any time after the recording has been created.
- **Allow users to join a session using a telephone:** When selected, all attendees see an option in the Session menu to use their phone for audio during a session. If you don't select it, telephone is not available during the session.
- **Participants can only chat with moderators:** Private chat is available by default. When selected, participants can only chat privately with moderators. If you don't select it, participants can chat privately with anybody else in the session.
- **Moderators supervise all private chats:** When selected, moderators can see everything that is said in private chat channels. An alert appears at the top of the private chat channel informing users that the chat is being supervised. If you don't select it, you don't see the private chat channels.
- **Add a link to the session in your course.** Copy the guest link and paste it in a place that's easy for your students to find.
 - If you are using the Blackboard Collaborate Ultra tool, you can add Blackboard Collaborate directly to your course content.
 - From the content area select Tools and More Tools.
 - Select Blackboard Collaborate Ultra. By default, the link name is Blackboard Collaborate Ultra. *When you add Blackboard Collaborate to your course content, it links to the tool, not a specific session. Help your students find the session you want them to join. Tell them the session name in the link name or content editor.*
 - Select Submit.
 - If you are using the Blackboard Collaborate tool, go to Blackboard Collaborate in Course Tools. Use the date restriction options in Add Link to Course to add sessions to your course. Choose when and how long you want the session to appear in a content area.

Lectures, readings, files, and multimedia: Include all the materials that students need to develop a basic knowledge of the topic or lesson. To provide your students with an easy-to-navigate and familiar environment, create a consistent structure for each topic or lesson. You might create a folder for each segment. You can include similar content, such as objectives, readings, instructions, web resources, multimedia, and your lectures. You want to create manageable chunks of content and add visual and auditory elements.

Assignments and tests: You can create your assignments and tests alongside the content students need to prepare or organize them in folders.

Participation and interaction: To build a successful online course, students need the tools to interact and have conversations, such as in discussions and blogs.

4. Mobile App

I have enabled Mobile App services for BlackBoard. If you have a smart phone (IOS or Android) you can search your App store and download "BlackBoard Instructor" for free. Once the app has downloaded you will need to search for PCCUA enter your username (not your email address) and your password. Once authenticated, you will see all of the courses you are listed as instructor. To enter the course, click on the course name.

You can grade items, post announcements, access course content, use BB Collaborate and access discussions.

Supported test questions and features

The Blackboard app supports these test questions and features:

- True/False
- Multiple Choice
- Short Answer
- Essay
- Either/Or
- Randomized question display
- Random blocks

Test options

Tests with these settings are NOT supported and can't be completed in the app. In the app, users can view test details only. When users Begin Attempt or Continue Attempt, a pop-up message directs them to open the test in a desktop browser.

- One at a time question presentation
- Timed Assessment with Auto-Submit = OFF
- Group tests and assignments
- Supported on mobile, can't view attempt in app

Tests with these settings can be completed in the app and scores show, but users can't view completed attempts in the app. When users tap a submitted attempt, a pop-up message directs them to view the attempt in a desktop browser instead.

- Feedback by the grader for individual questions
- Show score per question is OFF
- Show incorrect questions is OFF (this the default setting)

Other test options

Question Sets and Random Blocks: These are supported natively in the Blackboard app so long as all of the questions in the pool are natively supported by the app. One unsupported question type in the pool will cause all attempts to launch in the in-app browser even if that unsupported question isn't delivered for every attempt.

Make test attempts available to students

The default test settings under Show test results and feedback to students enable students to see their assessment scores in the app, but not their attempts. Use these test settings to enable students to view their attempts in the app:

- Show score per question is ON (this is the default setting).

- Show incorrect questions is ON (this is NOT the default setting).

Display

Test descriptions and instructions are displayed if instructors provide them during test creation. Test descriptions show to students before they begin an attempt and test instructions show after they begin an attempt.

Some formatting doesn't show to students in test instructions. Instructors should use plain text in test instructions to ensure the best display for students.

Images in test questions are not displayed.

4. Preview and feedback

You want to be confident that your course is well designed and functions as intended-before your students see it.

- Was navigation intuitive? Is content logically organized and chunked?
- Can they locate assignments and tests?
- Do they know how to communicate with you and their classmates?
- Were users able to download documents, open media, find the syllabus and where grades will appear?

5. Make content available

As you create content, you'll probably continue to edit, delete, and move materials around. Try different ways to present content. You can hide items if you don't want students to see them. You can also move content to a folder and hide the folder from students.

Another good practice is to move the newest content to the top of the content list. Then, students don't have to hunt for the content they need or miss your latest content additions.

6. Evaluate your course

Continue to refine and add to your course as you teach it and discover what works well and what didn't.