

# Instructions for Using Blackboard in TEM

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## **Why this document?**

These instructions are formulated to support teachers and module coordinators of TEM education modules in organizing their Blackboard course. The proposed standard organization, use and tips origin from pilots at UT with module and project based education and the knowledge and experience of CES with Blackboard.

The instructions are not compulsory; you can interpret them in your own manner. However, we would like to stress that it is in the student's interest that there is uniformity in Blackboard use at program level. Students do not like to search for information.

In the TEM Blackboard courses many teachers work together at the same time. A transparent organization and communication in Blackboard is necessary to prevent chaos.

## **Further support**

- Next to these instructions, an example Blackboard course is available:
  1. Go to the Tab called Courses
  2. In Search course catalog fill in: Voorbeeldcourse TOM
  3. Mouse-click on the drop-down icon behind the course ID and choose Enroll.
  4. In the next screen click on Submit.
  5. You are now enrolled and can view the course from the student perspective.
- There is also a comprehensive UT teacher manual available for Blackboard at: [http://www.utwente.nl/onderwijssystemen/en/about\\_the\\_applications/blackboard/](http://www.utwente.nl/onderwijssystemen/en/about_the_applications/blackboard/)
- In case you need educational support in organizing your Blackboard course, you can contact the education specialist (from the S&O Education Service) of your faculty. This person can introduce you to a specialist in Blackboard use from the Education Service.
- In case you need more practical help with organizing your Blackboard course, you can contact the BOZ Blackboard contact person of your faculty.

## **How can I organize my Blackboard course best?**

The following organization of Blackboard courses is advised:

Left menu	First level	Tips
<b>Announcements</b>	Not applicable	<ol style="list-style-type: none"><li>1. Make announcements only available as long this is necessary, to prevent that there is a very long list of announcements.</li><li>2. Let the module coordinator (and a substitute) be the only person who can place announcements.</li><li>3. Make clear in the header of the announcement for which module component this announcement is applicable.</li></ol>

Linker menu	Eerste niveau	Tips
<b>Course Information</b>	<ul style="list-style-type: none"> <li>• Course information from OSIRIS</li> <li>• Activity overview</li> <li>• Explanation of the teaching and learning methods</li> <li>• Assessment scheme/ assessment</li> </ul>	4. The assessment scheme should be in the Blackboard course 2 weeks before the start of the module (source: OER).
<b>Contacts</b>	Module coordinator Contact module component A Contact module component B Tutor A Tutor B	5. Describe clearly who can be contacted for what. 6. It is possible to organize contacts in folder. This could make it more orderly when many teachers/ tutors are involved.
<b>Course materials</b>	Project Module component A Module component B Module component C	7. Folders per week or per sub-module component can be placed under this.
<b>Assignments</b>	Project Module component A Module component B Module component C	8. The assignments can also be organised in folders.

***How can I refer in my course to separate organizations for learning routes ('leerlijnen')?***

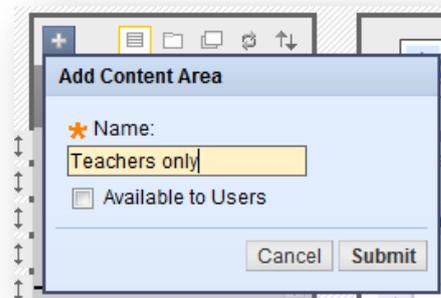
Some learning routes (amongst others the UT-wide learning route for mathematics) put their materials in a separate Blackboard organization. In the modules where these learning routes are included, a referral can be placed to the organization in the form of a hyperlink. When students click on the hyperlink, they go directly to the organization.

1. Search for the learning route organization via My Organizations or the Organization catalog.
2. Right-click on the learning route organization and choose Copy shortcut.
3. Go to the course and the content part where the link has to be placed and click on Build Content > Web link.
4. Paste the copied shortcut in the field URL for creating the web link.

It is advised to mention in the description of the web link that students have to enrol themselves for the organization, with the name of the organization and that they have to search the organization in the Blackboard organization catalog (tab Organizations) and **not** in the course catalog.

### ***How can I use my Blackboard course for communication between teachers?***

For communication and document exchange between teachers it is probably more handy to do that within the Blackboard course than via e-mail. Create a menu button for that purpose (type Content area) with the title "Teachers only" and make sure that the little square 'Available to Users' is not checked of (see the adjoining picture). That ensures that students cannot see the menu button.



Behind this menu button can a Wiki or a Discussion be placed where teachers can exchange information. It is also possible to place items with attachments. This can be organised per module element (in folders) and/or for the module as a whole.

### ***I am teaching in two different modules. Is there a simple manner to put my information and materials in both modules?***

Unfortunately it is not possible to put content in two modules at the same time or to manage these at the same time. The best option is to first put the content in one of the modules, and then copy them to the other module. Instructions on how to do this can be found in the UT Blackboard teacher manual, paragraph 5.15, first alinea.

However, copying of single items is only possible with "regular" items (including attachments), YouTube video, Slideshare presentation, Flickr photo, Web Link, Wiki, and a folder with these types of items. Tests and surveys can be copied to another course via export – import.

For other types of content does exist a possibility to copy (Copy course materials into existing course), but then all items of a certain type will be copied to the other course, for example all Announcements or all Contacts from the module. In many cases this will not be desirable.

### ***How can I make the Grade Centre better surveyable?***

#### ***Filter the Grade Center in such a manner that only the students of a certain group are visible***

Within the Grade Centre it is possible to filter on a group, when the "smart views" for groups have been created. This can be handy when you want to check if all groups have handed in their assignments or for assigning a mark to a group assignment. Instructions on creating smart views can be found in the UT Blackboard teacher manual, paragraph 7.7.

#### ***Filter the Grade Centre in such a manner that you only see the columns of one module component***

When the Grade Centre contains many columns, it can be handy to filter the Grade Center in such a manner that you only see the columns (assignments, tests, other marks) that belong to one specific module component. This is possible through the use of Categories. A short manual for this can be found at the end of this document.

### ***Which grades should I publish in Blackboard?***

In OSIRIS only the final grades for a TEM-module and the grades for the module components (partial grades) are registered in OSIRIS. These partial grades however can be based on grades for several assessments that are not registered in OSIRIS (subresults). It is the task of teachers to register these subresults and announce them to students.

Because subresults are not registered in OSIRIS, CES - at the request of the TSE-program - has formulated an advised standard for publishing these results in Blackboard. Study advisers will also get access to Blackboard courses, to enable them to view the subresults of individual students.

### **Advised standard**

The advised standard is als follows:

#### Teachers:

- The guideline is that teachers register all grades outside of Blackboard in an Excel file. This has to be the source of the partial grades that go to OSIRIS. Blackboard can't be the only source of a grade and the rule is that students can't claim anything based on a grade in Blackboard. The reason for this guideline is that we can't give a 100% guarantee that Blackboard can't be hacked (the security is continuously improving though).
- The teacher converts the Excelfile to a pdf file that only contains student numbers (meaning no student names).
- The teacher publishes this pdf file in Blackboard in the menu part Course information.
- The teacher does not publish *other documents* that contain student numbers with corresponding student names. Otherwise it would still be possible to link grades to student names.

#### Study advisers:

- The study advisers get access to the Blackboard course with the most limited editing role (Course builder)
- The Blackboard support employee enrolls the study advisers in the courses.

Please note: the study adviser is given an editing role and not the student role, because he/she otherwise would be enrolled in a student group if automatic group enrollment is used in the Blackboard course. He would also receive all mails that are sent from the course to all enrolled students. (You can't prevent completely that a study adviser receives mail; with the role Course builder he will receive mail that is sent from the course to 'All users').

### ***Can I use Dutch menu buttons?***

The standard language for the Blackboard interface is English. In some cases programmes find it more convenient to translate the menu into Dutch. We advise to use the following standard translation:

- Announcements - Mededelingen
- Course home page – Cursus home page
- Course information – Cursus informatie
- Contacts – Contacten
- Course materials – Cursus materialen
- Extra materials – Extra materialen
- Assignments – Opdrachten
- Discussion board – Discussie forum
- Wiki – Wiki
- Journal – Logboek
- Collaboration – Samenwerken

- Sign-up lists – Intekenlijsten
- My Grades – Mijn cijfers
- Unenroll – Uitschrijven

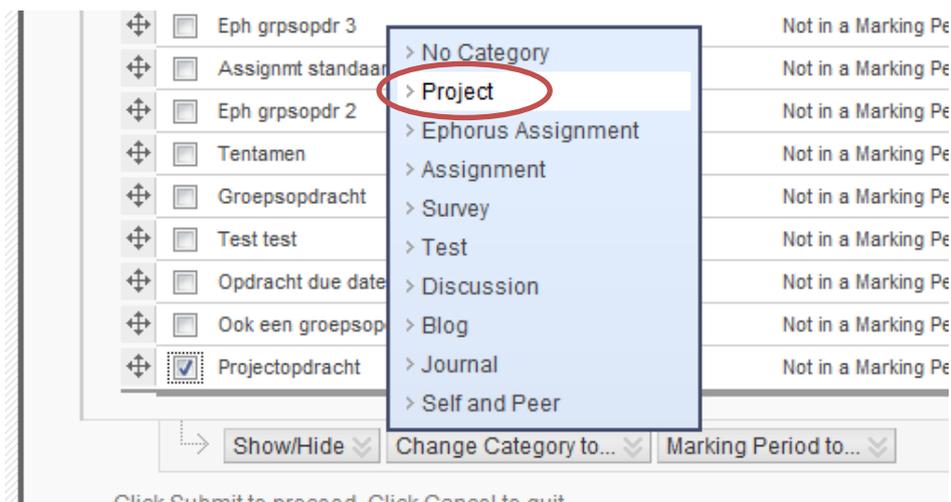
### Appendix: Filter the Grade Centre in such a manner that you only see the columns of one module component

#### Step 1: Make Categories for each module component.

1. Go to Control panel > Grade Centre > Full Grade Centre.
2. Choose in the dropdown menu under the button Manage for Categories.
3. Click Create Category.
4. Fill in the name of the module components (and optional a description) and click on Submit. Repeat this for all module components.

#### Step 2: Set for each column to which module component it belongs.

1. Go to the Full Grade Centre.
2. Choose in the dropdown menu under Manage for Column organisation.
3. At the lower part of the page you can find all the columns that belong to assignments and tests and the self-created columns. Check off the columns belonging to module component 1.
4. Choose in the dropdown menu under Change Category to for the relevant module component.



5. Repeat this for all module components.
6. Click on Submit.

NB. In case new columns are added to the Grade Centre later, this step has also to be done for the new columns.

#### Step 3: Filter the Grade Centre

1. Go to the Full Grade Centre.
2. Click on Filter.
3. Choose in the dropdown menu on Category for the module component you want to see.

Create Column    Create Calculated Column    Manage    Reports

Current View: Full Grade Centre    Category: All Categories    Status: All Statuses

Move To Top    Email

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	Weighted To
<input type="checkbox"/>	DEMOSTUDENT 00 V.		s6300002	
<input type="checkbox"/>	DEMOSTUDENT 00 V.		s6300003	
<input type="checkbox"/>	DEMOSTUDENT 00 V.		s6300004	
<input type="checkbox"/>	DEMOSTUDENT 00 V.		s6300005	04 Julv 2013

- ✓ All Categories
- Assignment
- Blog
- Discussion
- Ephorus Assignment
- Journal
- Project**
- Self and Peer
- Survey
- Test

- The Grade Centre then only shows the columns that belong to a certain module component. If desired, you can save this view as Default view (click the diskette-icon next to Current view). To see all columns again: choose All Categories.