# TUHSD TECH QUICK GUIDE: Blackboard Course Page

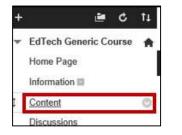
1. Add pages and links the course.	Home Page EdTech Generic Cou Home Page Information	C TJ Home Page	0	-	n <b>5.</b> Add Home Add Class		Edit Mode is: ON	<ul> <li><b>6.</b> Preview the student view of the page.</li> <li><b>7.</b> Customize the</li> </ul>
Divider	Content III Discussions	- My Announceme	ents		- To Do			page theme/color
	Groups				4	E	dit Notification Settings	scheme.
2. Customize/edit course	Tools Help	✓ My Tasks			What's Past Due All Items (0)		Actions 🐱	
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	C) ► Evaluation d) ► Grade Center	<b>:</b>	No Notifications		Tomorrow (0)		O	
<b>3.</b> Rearrange course links.	e) Vsers and Groups		Last Updated: August 10	2015 9:28 AM	<ul> <li>This Week (0)</li> <li>Future (0)</li> </ul>		0	
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🔻 EdTech Generic Course 🏻 🏫	<ul> <li>Packages and Utilities</li> <li>★ Help</li> </ul>	→ Needs Attention				Last Updated	I: August 10, 2015 9:28 AM	
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		<b>c)</b> Access assessment reports:	<b>d)</b> Access grades and assignments that	or create		<b>f)</b> Customize course setup:	<b>g)</b> Import and export courses,	<ul> <li>h) Additional help for teachers:</li> </ul>
content for tools courses.	Class Tools	Evaluation	need to be graded:	groups:	1035	Customization	content, and	ioi teachers.
Content Collection	Achievements Announcements	Class Reports Performance Dashboard	Grade Center		ind Groups	Guest and Parent Access Properties	resources:	Help Blackboard Help for Teachers
ETGC001 All Classes Content	Blogs Class Calendar Class Messages	Retention Center	Needs Grading Full Grade Center	Groups Users		Quick Setup Guide Teaching Style	Packages and Utilities Bulk Delete	Contact Support Video Tutorials
All Organizations Content Institution Content	Commercial Content Tools Contacts	SCORM Reports	Assignments Tests			Tool Availability	Class Copy Export/Archive Class	Video Tutoriais
Go	Date Management Discussion Board Glossary						Import Class Cartridge	
Basic Search	Journals Mobile Compatible Test List						Import Package / View Logs Manage LTI Links	
	SafeAssign Self and Peer Assessment Send Email						Move Files to Class Files	
	Send Email Tasks Tests, Surveys, and Pools							
	Wikis							

Last Updated: 8/10/2015 12:42 PM

## TUHSD TECH QUICK GUIDE: Adding Resources and Discussions

### **Adding Resources**

 To add resources on a course, select the page that will contain the resource. You can rename pages by clicking on the <sup>O</sup>.



2. Place cursor over the **Build Content** item. Select a resource to create/add.

Content ©	
Build Content 🐱	Assessments 🗸 🛛 Tools 🗸
Create	New Page
Item	Content Folder
File	Module Page
Audio	Blank Page
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentatio
Learning Module	YouTube Video
Lesson Plan	xpLor Content
Class Outline	
Class Link	
Content Package (SC)	ORM)

a) Adding files: click **File** from the **Build Content** menu. Name the file and select it from your computer or from a class if you already uploaded it onto Blackboard.

SELECT FILE		
a Name for the file	y clicking Browse My Computer or one from within and choose a Color for the text to appear in the list end or Yes to display it as a separate piece of conte	of content. Click No to displ
🐥 Name		]
Color of Name	Black	

Select file and standard options and then click **Submit**.

b) Adding a folder: select Content
 Folder from the Build Content menu.
 Name the folder, add a description,
 select standard options, and click
 Submit.

Select the folder and repeat the process to add items to the folder.

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-X- In	ulšeat	ies a n	quired	field.								C	ancel		Submit	
CONTE	NT	FOLD	DER II	NFOR	MATIC	N										
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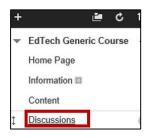
 c) Adding YouTube videos: select YouTube Video from the Build
 Content menu. Type in key words or an exact title within the seach field and click Go.
 Select the video to add.
 Add additional details or complementary resources and options. Click Submit when finished.



### TUHSD TECH QUICK GUIDE: Adding Resources and Discussions

#### **Adding Discussions**

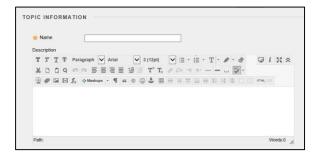
1. To add a discussion to the course, select the **Discussions** link.



2. Click **Create Topic** within the action bar.

Discussion	Board
Topics are made up organize discussion	of individual discussion threads that can be organized around a particular subject. Creats Topics to s. More Help
Create Topic	Search

- 3. Give the topic a name/title.
- 4. Type the discussion prompt in the Description section.

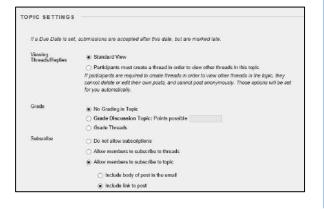


Note: There are various tools to customize your text and to add resources (files, videos, photos, etc.).

5. Select the topic availability.

Available	⊛ Yes ⊖ No
Enter Date and Time Restrictions	Display After
Pressications	Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	🗌 Display Until
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Select topic settings. To have students post their response before reading other responses, select Participants must create a thread in order to view other threads in this topic.
- 7. Select grading options.



- 8. Choose creating and editing options.
- 9. Click Submit when finished.



#### **Student View:**

- To preview what students see on the course page, click the sicon on the top-right corner of the page.
- Select the pages or items you wish to preview.



• Click **Exit Preview** when finished.

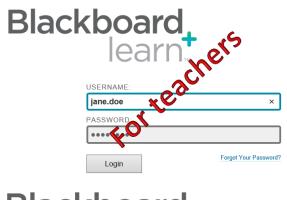
# $\mathsf{TUHSD}\ \mathsf{TECH}\ \mathsf{QUICK}\ \mathsf{GUIDE}\text{:}\ \mathsf{Logging}\ \mathsf{onto}\ \mathsf{Blackboard}\ \mathsf{and}\ \mathsf{Accessing}\ \mathsf{Courses}$

Blackboard is the Tolleson Union High School District's adopted learning management system, in which teachers and students may participate in online class discussions, assignments, and assessments. It is also a virtual space that fosters communication and collaboration.

 To log onto Blackboard, open an internet browser and type <u>https://blackboard.tuhsd.org</u> in the address bar.

+ The state of the

2. Use your computer/email credentials to log onto the system.





3. Locate the My Classes section to access the classes assigned to you.

My Classes	
✓ My Classes	
Classes where you are: Teacher	
EdTech Cohort 1	
EdTech Cohort 2	
EdTech Generic Course Announcements: > First meeting date	
Classes where you are: Student	
Five Ways to Blend your course with Blackboar	d
Getting Started with Blackboard	

4. Click on a course title to enter the course page.

You may receive a quick setup guide pop-up upon accessing a course page. To prevent future pop-ups of this screen, select "Hide Quick Setup Guide when I enter this class," and select **Apply Changes**.

Hide Quick Setup Guide when I enter this class. Access his internation at any time through Goatonization 1 Casis Setup Guide	Cancel	Apply Changes

## Working in the Course Page:

The first page shown is known as the entry point of the class. The screen and content options are customizable at any time.

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.e c	11			
EdTech Cohort 1	*		lash in	
Hurse Page		Edi	ORT 1	
Cester#		COH	ORT I	
Discussion				
Caseps				
Information II				
Toole		Hame Base 6		
Help		Home Page ©		
		Add Class Module		Custorelze Page
Control Panel	° 1		2	
Context Collection		~ My Announcements	- Ts Do	
Class Tools			1.	Editeritation Settings
Evolution	-	- My Tasks		Athen -
Grade Center		- wy tasks	What's Past Dae	
Needs Grading Full Grade Carder		My Tasks	6 All been (2)	0
Assignments Tosts		No tanko due	What's Due	Actions -
			Select Date (6503/2215 🛛 🗃 (64	
Users and Groups		- What's New	+ Today (II)	0
Castamicalist	-		Nothing Due Test	
		EAR/Authoritor Settings Victoria V	+ Tornerow (I)	
Packages and Oklines				
		> Content (%)		
Packages and Oklines			This Week (0)     Falser (0)	0

Rearrange links on the left column by dragging the link up or down on the list.

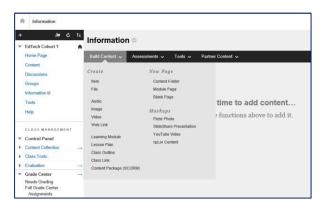
•	EdTech Cohort 1	<b>A</b>
	Home Page	
	Content	
ţ	Discussions	O
	Groups	
	Information 📖	
	Tools	
	Help	

To customize each link, place cursor over the link and click on the arrow.

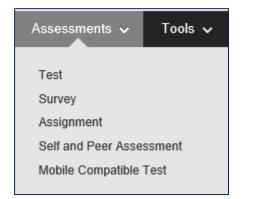
\$ Content	0
 Discussions	0
Groups	Rename Link
	Hide Link
Information III	Deny Guests
Tools	Delete

## **Course page features:**

1. Select a link to begin adding course content.



2. Place cursor over the Assessments link to add assessments, surveys, or assignments to a page.



Teachers can create discussion boards within the course. Click on the Discussions link to begin.

## Select Create Topic.

Complete the form and use rich-content tools to customize the page and add additional resources such as attachments, images, videos, or math equations.

🖌 Indicator a 1	equired field.			Cancel	Submit
IC INFORM	ATION				
X Name	1		j)		
Description					
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Select the dates of the topic's availability.

Available	● Yes ○ No	
Enter Date and Time Restrictions	Display After III III Solution Display After IIII Display After IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
	Display Until I I I I I I I I I I I I I I I I I I I	

Add additional features, included grading options. Click **Submit** when finished.

Once a test is created, Blackboard provides teachers a variety of assessment question types and features including the following.

Create Question 🗸	Reu
Calculated Formula	
Calculated Numeric	
Either/Or	
Essay	
File Response	
Fill in Multiple Blanks	
Fill in the Blank	
Hot Spot	
Jumbled Sentence	
Matching	
Multiple Answer	
Multiple Choice	
Opinion Scale/Likert	
Ordering	
Quiz Bowl	
Short Answer	
True/False	

For assignments, Blackboard also includes a plagiarism tool under **Submission Details**.

CI	heck submissions for plagiarism using SafeAssign
SafeAssign only supports English-language submissions. See Blackboard Help for more details. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from Teacher until Anonymous Grading is disabled. However, Students may still be able to see SafeAssign Originality	
Reports setting	s depending on the state of the "Allow students to view SafeAssign originality report for their attempts"
	llow students to view SafeAssign originality report for their attempts
E	xclude submissions from the Institutional and Global References Databases

Blackboard also has a mobile app that is available in the App Store and on Google Play.

