Michener Blackboard User Guide

A Faculty guide to providing a successful learning experience in Blackboard

Introduction

This course style guide introduces a standardized means by which a Michener full-time program course in Blackboard Learn should be organized and presented to students. The intent is to provide a consistent learning experience in Blackboard across all full-time programs. Please use this style guide as a resource to be referenced at any time as your prepare your course for an upcoming semester.

Getting Help with Blackboard

If you have questions or require assistance, please contact:
- Michener's Help Desk: *for technical support*; Monday to Friday between 8:00 AM and 5:00 PM at helpdesk@michener.ca
- Michener's Blackboard After Hours Support: *for technical support*; Monday to Friday between 5:00 PM and 9:00 PM and weekends and holidays between 9:00 AM and 5:00 PM at bbsupport@michener.ca
- Centre for Learning, Innovation and Simulation (CLIS): *for all curriculum and instructional design inquiries*; Monday to Friday between 9:30 AM and 5:00 PM at clis@michener.ca

Contents

Logging into Blackboard

Access [Michener's Blackboard Learn system](#) online and enter your username and password. Your user name and password for Blackboard will be provided by Michener's Blackboard Administrator. Please note that Blackboard passwords are case sensitive.

My Institution Screen

The My Institution screen is the first page you see after logging into Blackboard. This page contains several modules that allow you to manage your Blackboard account, view course announcements and access courses in which you are enrolled.

1. Hot Spots: quick links to Michener services for Faculty and Students

2. Tools: access to tools such as Announcements and editing your Personal Information

3. My Announcements: contains recently posted announcements in your course(s)

4. My Courses: contains links to courses that you are enrolled in. The courses are organized by the role you have them (i.e., Instructor, Student, Teaching Assistant, etc.). For more information about course roles, see Appendix I.

Course Interface

There are 4 sections for every course page:

1. The Course Menu: Contains links to tools and content in your course

2. The Control Panel: Contains links to course tools, Grade Centre, User & Group management and the Content Collection

3. The Content area: This is where your course content is displayed to your students

4. Student Preview: Tool that enables instructors to view the course exactly as a Student experiences it. You can enter and exit Student Preview as often as needed without logging out of Blackboard.

5. Edit Mode: Tool that allows you to toggle between your Instructor view of the course to a partial Student view of the course. Useful for quick testing the availability of content in your course

Course Appearance

A course in Blackboard should be arranged so that students can navigate the course with a minimum of direction. The Course Menu should provide quick access to what the student needs with the fewest number of mouse clicks. Learning plans and assessment information should be neatly organized so that the student understands what is required of them from one week to the next. This organization also extends to the Content Collection (the repository for your course's content). The following are examples of the recommended arrangement for the Course Menu, a learning plan, assessment information, Grade Centre and the Content Collection:

Course Menu:

The course menu's appearance should be displayed in Text style for easy reading:
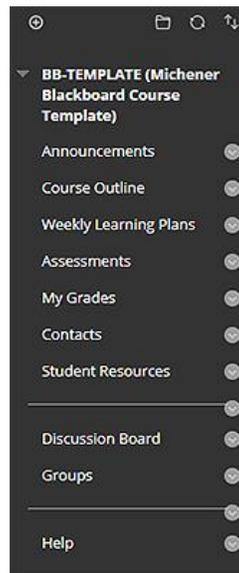
Course menu items that must be included for all Michener Blackboard courses:
- Announcements (as your course entry point)
- Course Outline
- Contacts (Instructor or tutor contact information)
- Weekly Learning Plans
- Assessments
- My Grades

Other course menu items can be added as required by the course, for example:
- Discussion Board
- Groups
- Journals

How to Set Your Course Menu

In addition to the required menu items, some courses may need discussion boards, journals, groups, etc. In order to add these tools to your course menu:

1. In the top left corner of your course menu, place your cursor over the "+" button
2. Select "Content Area" or "Tool Link"
   a. Content Area: Selecting this options provides a section for course content (documents, PowerPoint, web links…)
   b. Tool Link: for tools such as Discussion Board, Blogs, Journals
3. Input a name for the course menu item in the "Name" field. Note: Try to keep the name as short as possible
4. Click the check box "Available to users" to make the new course menu item available to student users
5. Click "Submit" to complete the process
6. Using the Up/Down arrow icon on the left side of the newly created course menu item, click and drag the new menu item to the desired position in the course menu
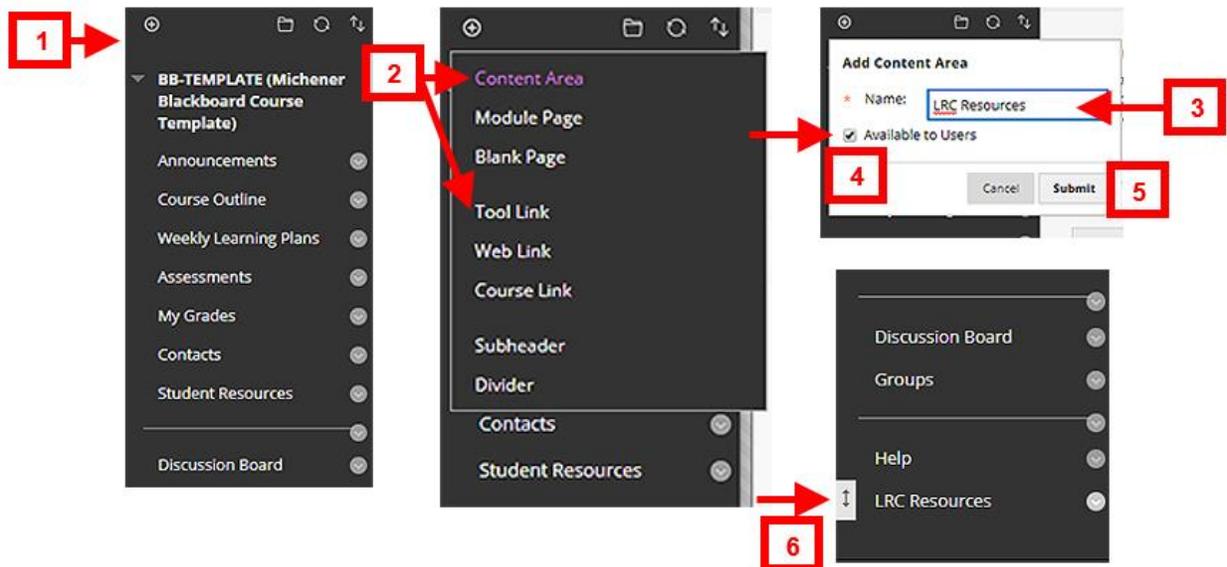
Control Panel Tools

The Control Panel displays for users participating in a course with the role of Instructor, Teaching Assistant, Course Builder or System Administrator. It contains links for accessing course tools (such as Announcements, Discussion Board, Rubrics, Send Email and Tests, Surveys and Pools), course reporting (Evaluations), the Grade Centre and Users and Groups.

Course Management

▼ **Control Panel**

▶ Content Collection

▶ Course Tools

▶ Evaluation

▶ Grade Center

▶ Users and Groups

▶ Customization

▶ Packages and Utilities

▶ Help
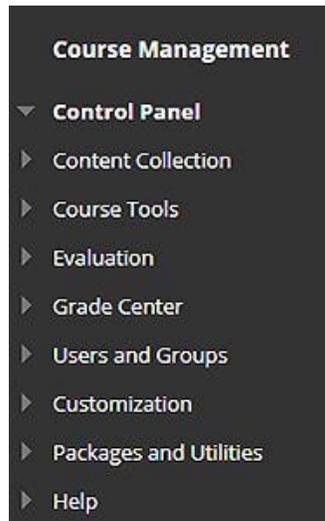
Weekly Learning Plans

Weekly Learning Plans for each week or module should be organized in a way that allows the student to understand what is expected of them from week to week. Well organized learning plans consist of the following:

1. The folder in which content for the week or module is contained. Include a short, one or two sentence description of the topics contained in the folder.

2. The competencies for the week/module

3. The learning objectives for the week/module

4. The learning activities relevant to the week/module

Assessment Information

The Assessments section of the course should contain links and information for all assessments in the course, even for those that are not delivered in Blackboard. The purpose is to provide quick access to information on all assessments that are part of their final grade calculation. The Assessments section should be linked in the Weekly Learning Plans where assessments are scheduled to take place. Assessments can take the form of Tests, Assignments (for submitting documents), graded Discussions and paper based offline tests and exams. The names, description and grading information should match the course outline to maintain consistency. The name of assessments should be written as follows: "*PAT #: Name of Assessment (Week due) - % of grade*". A brief description of the assessment instructions can also be copied from the course outline.

Example of an Assessments page:

Assessments ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄   ⇅

PAT 1: Readiness Quizzes (Weeks 3, 6 & 9) - 30% ⌄
SAMPLE

Directions:
The quizzes will be available at specific times during Weeks 3, 9 and 14 in class or on Blackboard.

- Week 3 quiz will focus on previously learned material from weeks 1 and 2
- Week 6 quiz will focus on previously learned material from weeks 3 to 5
- Week 9 quiz will focus on previously learned material from weeks 6 to 8

Each quiz is worth 10% and includes approximately ten (10) multiple choice questions and five (5) short answer questions.

PAT 2: Written Assignment (Week 10) - 25% ⌄
SAMPLE

Directions:

Write an essay on an intersection of at least two major themes discussed in class. You should have your topic selected and approved by faculty in Week 5. You essay must use APA format and adhere to 15 to 20 page (3750 - 5000 word) limit.

Acceptable document formats are Microsoft Word (.docx) and Adobe PDF.

This assignment is worth 25% of your final course mark.

Content Collection

The Content Collection is the repository for all documents and files in your course. Content for your course should be contained in folders for each week or module in a way that mirrors how course content is organized in your program directory on the Y:\ drive. Once content is uploaded to the course Content Collection, it can then be linked in your course where students can access it. Using Content Collection to manage the materials used in your course is essential in order to avoid duplicate copies, particularly when updating files for a new section of the course and to manage the amount of space your course occupies on the server at Blackboard Managed Hosting.

To create a folder in Content Collection

1. In the Control Panel, click "Content Collection" and then click on your course code (ex: ANRD121-W17-FT)

2. Click the button "Create Folder"

3. Input a name for the folder into the "Name" field

4. Click "Submit" to complete the process
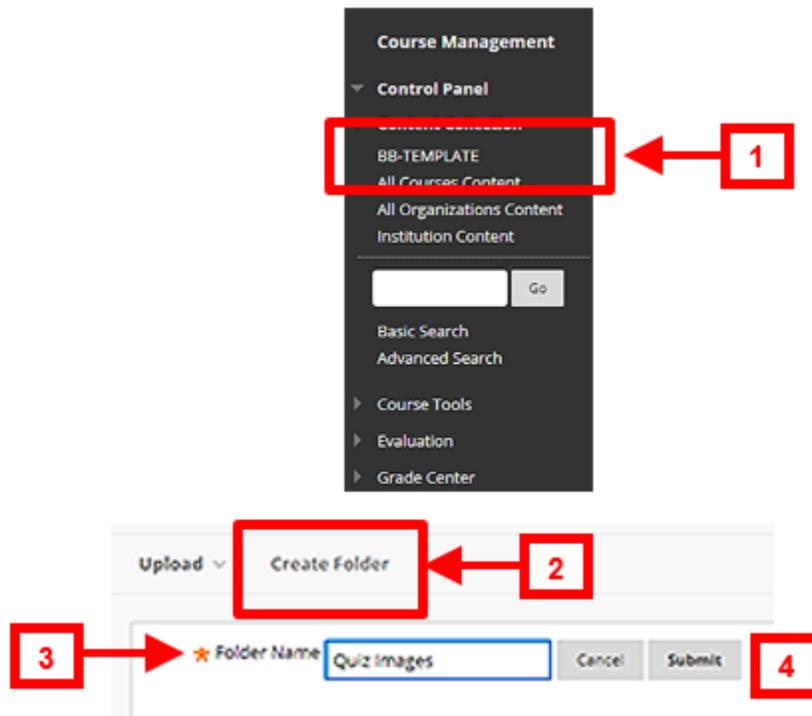
Uploading Files to Content Collection – Single & Multiple Files

Files can be uploaded to the course content collection in two ways: Single File and Upload Zip Package.

1. In the Content Collection, enter the folder in which you want to upload your files

2. Place your cursor over the "Upload" button and select "Upload Files"

3. Click the button "Browse My Computer" to select a single file <u>or</u> click and drag files and folders from the Windows Explorer (or Mac Finder) into the dotted box

4. Click "Submit" to complete the process

Uploading Files to Content Collection – Upload Zip Package

This is the other method for uploading multiple files and folders. Note: files and folders need to be packaged into a .zip file before proceeding with this process.

Create a .zip package on a Microsoft Windows PC

1. In the Windows Explorer, select all the files and folders you wish to place into a .zip package

2. Right-click on the selected files and folders and select "Send to" → "Compressed (zipped) folder"

3. Re-name the newly created .zip package as desired
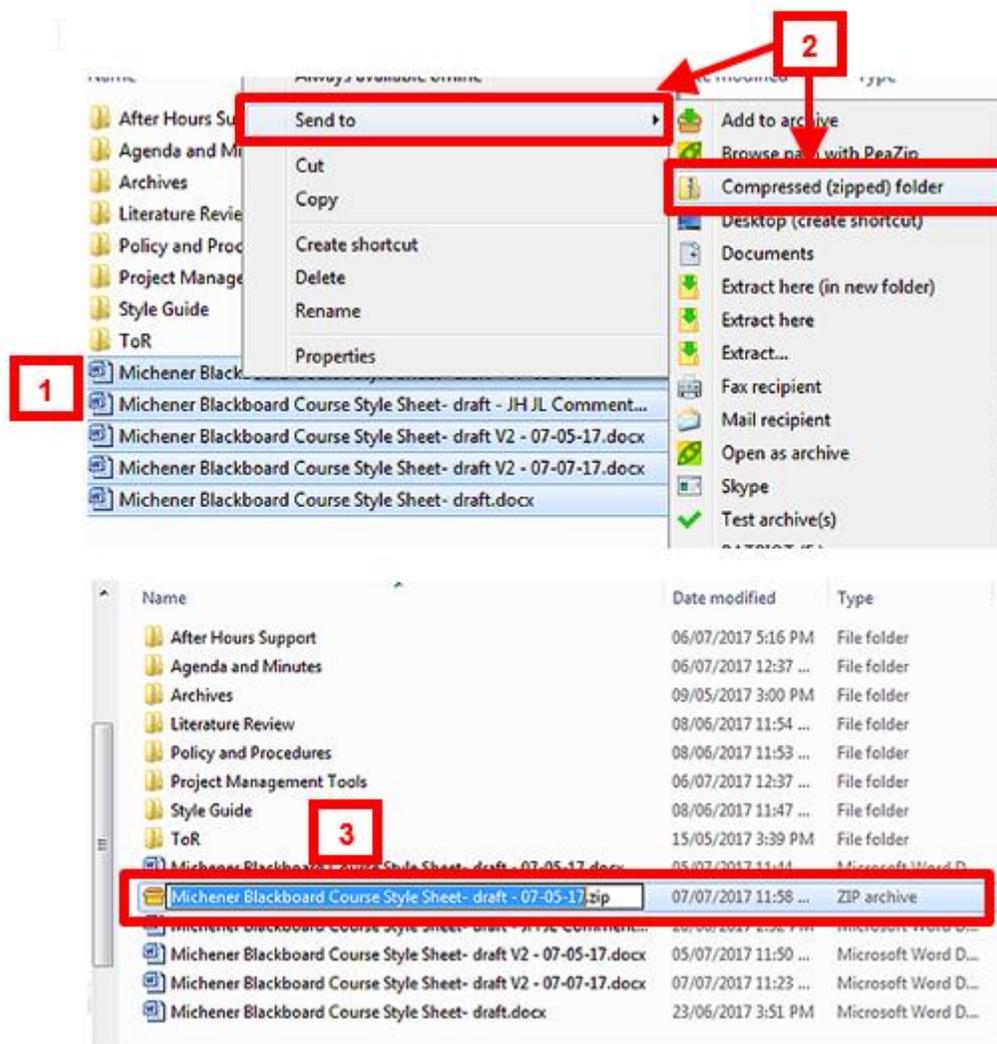
Create a .zip package on Apple mac OS

1. In the Finder, select all the files and folders you wish to place into a .zip package

2. Right-click on the selected files and folders and select "Compress # items"

3. Re-name the newly created .zip package as desired
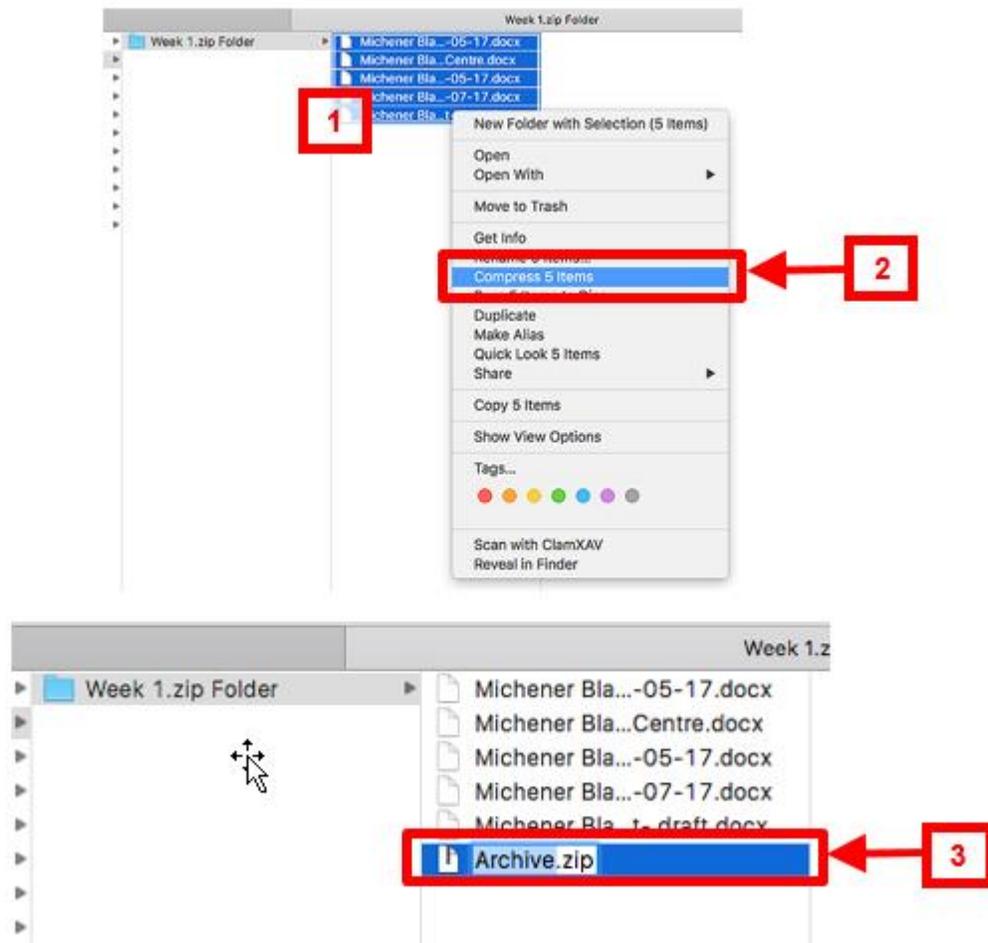
Uploading the Zip Package to your course Content Collection

1. In the Content Collection, enter the folder in which you want to upload your .zip file

2. Place your cursor over the "Upload" button and select "Upload Zip package"

3. Click the button "Browse my Computer" to select a .zip file <u>or</u> click and drag a .zip file from the Windows Explorer (or Mac Finder) into the dotted box

4. Click "Submit" to complete the process. The contents of the .zip file will be automatically extracted into the selected folder in the Content Collection
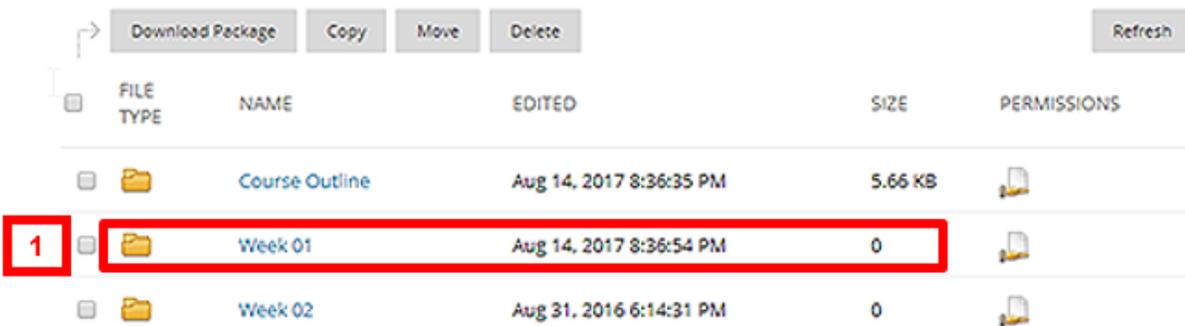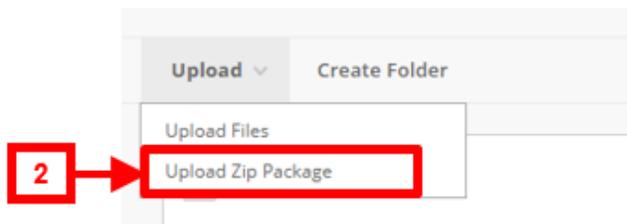
Upload Zip Package

Upload a ZIP file and unpackage the contents in this folder. To upload a ZIP file without unpacking the contents, use the Upload Files option.

* Indicates a required field.

FILE INFORMATION

Browse to select a file to upload.

* File

3

Attach Files   Browse My Computer

☐ If selected, the system automatically overwrites the existing file with the same name.

Select File Name Encoding   •

Change this setting only if the package contains files with names that are encoded using known, uncommon encoding. Otherwise, use the system default value.

Default (UTF-8)   ▼

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   Submit

4

Success: Item added. ⊗

View List | View Thumbnails

Course Content: Week 01 ⌄

The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel***, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution.* More Help

5

Upload ⌄   Create Folder   Set Up Web Folder

	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
		Download Package	Copy	Move	Delete	Refresh

☐	📄	Michener Blackboard Course Style Sheet-draft - 07-05-17.docx	Sep 1, 2017 2:55:25 PM	3.69 MB	📄
☐	📄	Michener Blackboard Course Style Sheet-draft - JH JL Comments on Grade Centre.docx	Sep 1, 2017 2:55:26 PM	2.27 MB	📄
☐	📄	Michener Blackboard Course Style Sheet-draft V2 - 07-05-17.docx	Sep 1, 2017 2:55:26 PM	3.69 MB	📄
☐	📄	Michener Blackboard Course Style Sheet-draft V3 - 07-07-17.docx	Sep 1, 2017 2:55:26 PM	3.29 MB	📄
☐	📄	Michener Blackboard Course Style Sheet-draft.docx	Sep 1, 2017 2:55:26 PM	2.23 MB	📄

Overwriting a File

Overwriting a file in Content Collection is the recommended process for managing files that need to be updated but also appear in multiple places in your course. It eliminates the need for having multiple copies of the same file present in Content Collection making it easier to manage the content in your course. Once a file is overwritten, the change is reflected everywhere in the course it is linked in the course.

1. In the Content Collection, navigate to the location of the file to be overwritten

2. Place your cursor over the file and a chevron button will appear next to the file name

3. Click the chevron button and select "Overwrite File"

4. Click the button "Browse my Computer" to select the new file or click and drag the new file from the Windows Explorer (or Mac Finder) into the dotted box

5. Click "Submit" to complete the overwrite process
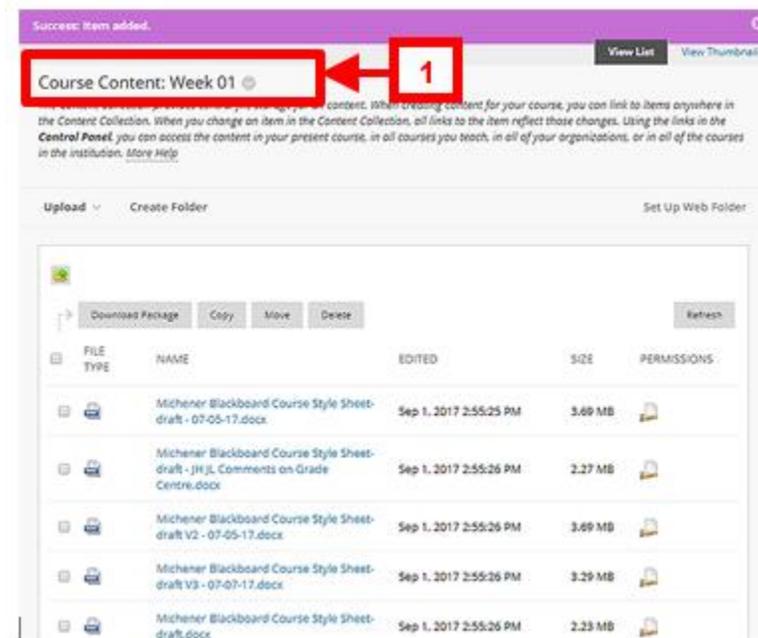
Upload ∨	Create Folder				Set Up Web Folder

	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
Download Package	Copy	Move	Delete		Refresh
☐	📄	Michener Blackboard Course Style ... draft - 07-05-17.docx ⊘ ← **2**	Sep 1, 2017 2:55:25 PM	3.69 MB	📁
☐	📄	Michener Blackboard Course Style Sheet-draft - JH JL Comments on Grade Centre.docx	Sep 1, 2017 2:55:26 PM	2.27 MB	📁

Course Content: Week 01 ⊘

The Content Collection provides central file storage for all content. When creating co... the Content Collection. When you change an it [   ] ⊘ nks t... **Control Panel**, you can access the content in y... you ... in the institution. More Help

Open	
360° View	
Edit Settings	
Overwrite File	← **3**
Permissions	
Alignments (None)	
Download Package	
Copy	
Move	
Delete	

Upload ∨	Create Folder

	FILE TYPE	NAME	
Download Package	Copy		
☑	🖨	Michener Blackboard ... draft - 07-05-17.docx	Sep 1, 2017

Overwrite File

Upload one or more files to this folder

* Indicates a required field.

FILE INFORMATION

Browse to select a file to upload. Th... ...ted will replace the current file.

4

* File

Attach Files   Browse My Computer

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   Submit   **5**

Edit Settings (to change the name of a file)

After overwriting a file in the Content Collection, it may be necessary to update the file name (ex: for a course outline)

1. Place your cursor over the file and a chevron button will appear next to the file name.

2. Click the chevron button and select "Edit Settings"

3. In the "File Name" field, update the file name to reflect the newly updated file

4. Click "Submit" to apply the change
   Note: the Edit Settings step is only required of there are minor differences between the old and new files, such as changing the year from 2016 to 2017 in a course outline
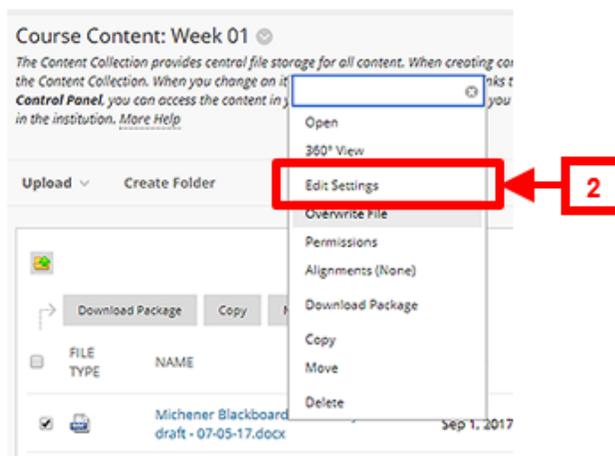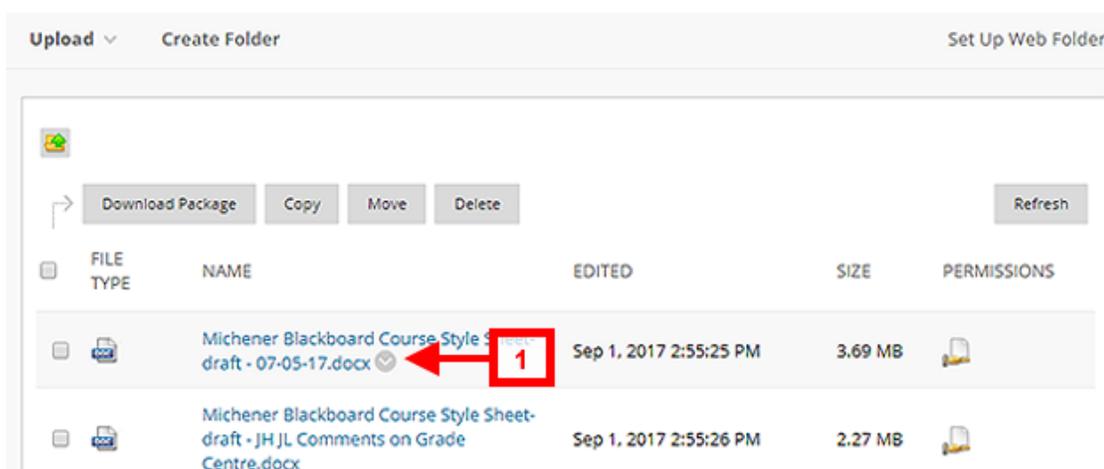
Edit Settings Michener Blackboard Course Style Sheet- draft - 07-05-17.docx

* Indicates a required field.

3

FILE INFORMATION

* File Name   Michener Blackboard Course Style Sheet- draft - 07-05-17.doc

Changes here affect the file name in Course Files. To change the link text, edit the item.

Web Folder URL   https://michener.blackboard.com/bbcswebdav/courses/BB-
TEMPLATE/Week%2001/Michener%20Blackboard%20Course%20Style%20Sheet-
%20draft%20-%2007-05-17.docx

Permanent URL   https://michener.blackboard.com/bbcswebdav/xid-957311_1

File Type   application/vnd.openxmlf

File Size   3.69 MB

Owner   SYSTEM

Created By   Sam Student

4

*Click **Submit** to proceed. Click **Cancel** to go back.*   Cancel   Submit

Linking files from Content Collection

Files and links to external resources can be linked in the learning plans using the Content Editor, attached to an Item or as stand-alone items. Where possible, it is recommended that files be linked within the learning plans using the Content Editor to place them within the context of their respective learning plans. Once a file has been uploaded to the course Content Collection, it can be linked anywhere in the course as many times as necessary without the need to upload multiple copies of the same file.

The Content Editor

The Content Editor is the tool that allows you to add formatting to text, insert images and hyperlinks in a way that is similar to popular word processing software.
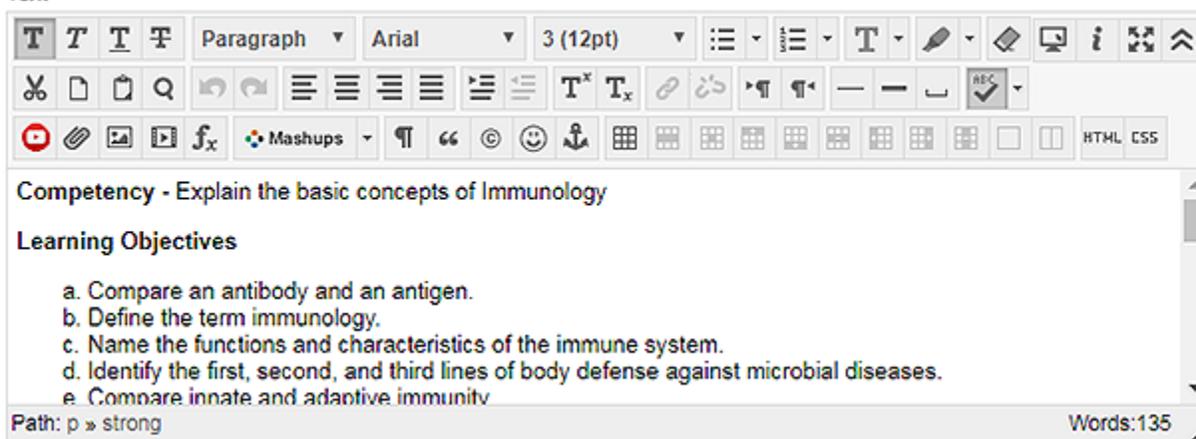
Link Content Using the Content Editor

This is the preferred method of linking content in your Learning Plans.

1. Edit the desired Item in a content area

2. Highlight the text for which you want to link a file from Content Collection

3. Click the "Insert/Edit Link" button in the Content Editor (it looks like a little chain link)

4. In the Insert/Edit Link window, click the button "Browse Course" to select the desired file from the Content Collection

5. For the Target drop-down menu, select "Open in New Window (_blank)"

6. For "Title", input a short description of the file being linked. This is a necessary accessibility feature to comply with Provincial AODA legislation

7. Click the "Update" button to complete the file link

8. Repeat steps 2-7 to link additional files in the Item

9. Click "Submit" to finish editing the Item containing the new file link

Name Week 1: An Overview of Immunology
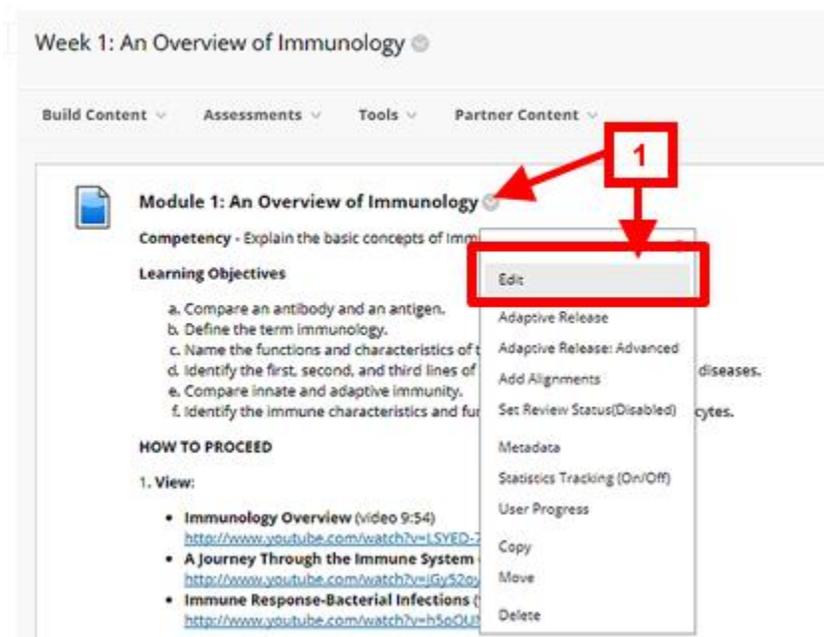
Color of Name ☐ Black

Text
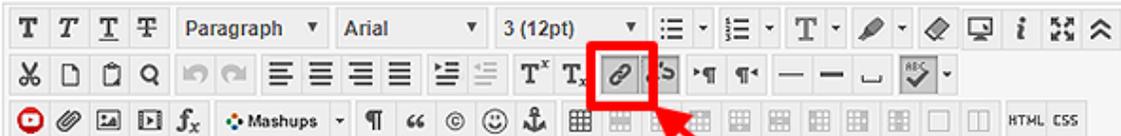
- **Immune Response-Bacterial Infections** (video 5:33)
  http://www.youtube.com/watch?v=h5oOUMP4_UM

2. Read: Turgeon Chapter 1 Reprint (PDF)

3. View: Turgeon Chapter 1 Color Plate 1 (Word Document)

4. View PowerPoint:
  - Module 1 (Voice Over PPT)

Path: p » a   Words:135

General

Link x-id   https://michener.blackboard.com/bbcswebdav/pid-411094-dt-content-rid-747731_1/xid-747731_1

Link Path   /courses/MDML120-W17-FT/Week 1/Turgeon (2014) Chapter

[Browse My Computer] [Browse Course] ← 4

You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.

Target   Open in New Window (_blank)   ▼   ← 5

Title   Turgeon (2014) Chapter 1 Reprint (PDF)   ← 6

Class   -- Not Set --   ▼

7

[Cancel] [Update]

Grade Centre

The Grade Centre is a spreadsheet-like tool where assessment grades are recorded and weighted according to the course outline for the purpose of calculating the student's final grade. The arrangement of the Grade Centre columns should mirror the arrangement of the assessments in the Assessments section of the course in order to be consistent between the course outline, the Assignments section, the student's My Grade tool and the Instructor's Grade Centre. Some assessment tools, such as tests, assignments and gradable items (discussions, blogs, journals, etc.) are automatically created when the assessment is created or made gradable. Where possible, it is recommended you use gradable items in Blackboard for assessments for automatic column creation in the Grade Centre. Offline and paper based assessments require columns to be manually created in Grade Centre. Grade Centre totals can be Weighted or Totalled (for more information see link).

Weighted vs. Total Columns

Weighted and Total columns calculate grade information differently. The difference is as follows:

Weighted – Includes only columns for assessments that count toward the final grade in the course outline. You set each assessment's raw score to be converted to a percentage of the final grade totalling 100%. Assessments should be weighted according to the course outline so that the final grade is correctly calculated regardless of each assessment's raw score.

Total – A cumulative total of the raw scores for all columns in the Grade Centre.

To arrange the column order in the Grade Centre

1. In the Control Panel, click "Grade Centre" and select "Full Grade Centre"

2. Place your cursor over the button "Manage"

3. Select "Column Organization"

4. In the "Not in a Grading Period" section, use the multi-directional arrow buttons to click and drag Grade Centre items into the desired position

5. Click "Submit" to apply the change

Creating a Grade Centre Column

Grade Centre columns for assessments held outside of Blackboard need to be manually created to ensure the final grade is calculated according to the course outline.

1. In the Full Grade Centre, click the button "Create Column"

2. Input a name for the column in the "Column Name" field
   Note: The Grade Centre Name column is optional and is only displayed in the Grade Centre, <u>not</u> the student's My Grades Tool

3. For the drop-down menu "Primary Display", leave it at the default setting "Score"

4. Input the raw score into the "Points Possible" field (Note: this is a required field)

5. Set your display options in the Options section

   - Include this Column in Grade Center Calculations: **Yes** or **No**

   - Show this Column to Students: **Yes** or **No**

   - Show Statistics (average and median) for this column to Students in My Grades: **Yes** or **No**

6. Click "Submit" to complete the process and return to the Grade Centre

   New Grade Centre columns appear on the right side of the Grade Centre.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Wor... that is not automatically graded can be measured in the Grade Center by creating a Grade Column. More Help

* Indicates a required field.

COLUMN INFORMATION

Column Name   PAT 6 Final Exam   ← 2

Grade Center Name

Description

| T T T T̄ | Paragraph ▼ | Arial ▼ | 3 (12pt) ▼ | ≡ ▾ ≡ ▾ T ▾ ✐ ▾ ▾⬚ i ⤢ ⌃ |

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Path: p   Words:0

Primary Display   Score   ▼   ← 3

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display   None   ▼

This display option is shown in the Grade Center only.

Category   No Category ▼

Points Possible   100   ← 4

Associated Rubrics   Add Rubric ⨠

Click **Submit** to proceed. Click **Cancel** to go back.   Cancel   Submit

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations   ● Yes   ○ No

Show this Column to Students   ● Yes   ○ No

Show Statistics (average and median) for this column to Students in My Grades   ○ Yes   ● No

Click **Submit** to proceed. Click **Cancel** to go back.   Cancel   Submit

**Columns for assessments created in Blackboard (Tests, Assignments, Graded Discussions/Blogs/Wikis and Journals) are created <u>automatically</u> in the Grade Centre.

Weighting Grades

Grades should be weighted according to the course outline using the Weighted Total column. This means that regardless of the raw scores for each assessment in the course, they will be correctly calculated as their respective percentages of the final grade.

To weight the grades for your course in the Grade Centre:

1. Place your cursor over the title for the Weighted Total column and

2. Click the chevron button and select "Edit Column Information"

3. Leave the Primary Display set to "Percentage" and the Secondary Display to "None"

4. In the "Select Columns" section, choose the relevant Grade Centre columns. Note: you can choose multiple columns by holding the Shift or Control keys.

5. Click the right-facing arrow to move the selected columns into the "Selected Columns" field

6. Input the percentage weights for each assessment according to the course outline. Percentages need to add up to 100%

7. For the option "Calculate as Running Total", select "No"

8. Set your display options in the Options section

   - Include this Column in Grade Center Calculations: **Yes** or **No**

   - Show this Column to Students: **Yes** or **No**

   - Show Statistics (average and median) for this column to Students in My Grades: **Yes** or **No**

9. Click "Submit" to apply the changes
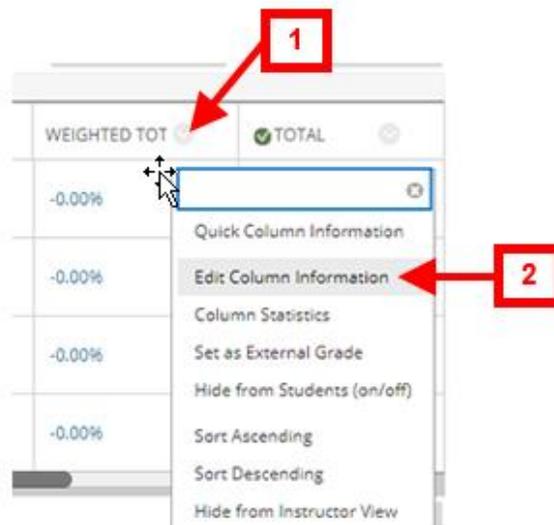
Edit Weighted Column

* Indicates a required field.

COLUMN INFORMATION

* Column Name   Weighted Total

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

The weighted sum of all grades for a user based on item or category weighting.

Path: p   Words:15

Primary Display   Percentage   ▼   ← **3**

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display   None   ▼

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and set the weight percentages.

6

Include in Weighted
Grade

Columns to Select: Selected Columns:
Total   *Enter the weight percentage for each item. Percentages should add up to 100 percent.*

4   **5** >

                                    ★ 30 % Column: PAT 1: Readiness Quizzes
Column Information   (Weeks 3, 6 & 9) - 30%

Categories to Select: ★ 10 % Column: PAT 4: Engagement in
Assignment   Learning (Each Week: Synthesis Due Week 11) - 10%
Survey
Test   >   ★ 25 % Column: PAT 2: Written Assignment
Discussion   (Week 10) - 25%
Blog
Journal   ★ 35 % Column: PAT 3: Learning Directed
Category Information   Activity (Week 5, 7 & 8) - 35%

                                                    0%

Calculate as Running   ○ Yes ● No
Total   *A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

7

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in   ◉ Yes   ○ No
Grade Center
Calculations

Show this Column to   ◉ Yes   ○ No
Students

Show Statistics (average   ○ Yes   ◉ No
and median) for this
column to Students in
My Grades

8

9

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   Submit

Appendix I

Course Roles

Instructor – Instructors have full access to the course. This role is generally assigned to the person developing, teaching, or facilitating the class. If a course is unavailable to students, users with the Instructor role may still access it. The instructor role can control tool availability.

Teaching Assistant – Users with the Teaching Assistant role have access to most of the course. If the course is unavailable to students, teaching assistants may still access the course. Teaching assistants can't remove an instructor from a course.

Student – Student is the default course user role. A user with the role of Student submits coursework and participates in discussions. Students can't create or grade course items.

For more information, please visit the Blackboard Course Roles page.