

Michener Blackboard User Guide

A Faculty guide to providing a successful learning experience in Blackboard

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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 <u>bbsupport@michener.ca</u>
- 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

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Logging into Blackboard

Visit <u>Michener's Blackboard Learn site</u>, click the drop-down menu **Sign in with third-party account** and select **Login with SSO** to access Blackboard using your Active Directory username and password. Your Active Directory user name and password is provided by Michener's Help Desk. Please note that passwords are case sensitive.

PASSWORD
PASSWORD
Login Forgot Your Passwo

Blackboard

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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)
- 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 <u>Appendix I</u>.

	lichener	WHN	Sam Student 🧕 🔻 🤇 My Institution Courses
My Insti Add Mod	itution Notificati	ions Dashboard	Personalize Page
		3	4
1 Le Str Ne Blu Mi	Hot Spots saming Resource entre(LRC) udent Success etwork(SSN) ackboard Support ichener Self Service	 My Announcements No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days. more announcements 	Wy Courses Courses where you are: Instructor BB-TEMPLATE: Michener Blackboard Course Template (not currently available) Courses where you are: Student ATC200: A Test Course - Level 2
2 1	rools		RADS1001: Michener/Laurentian Sandbox
An	nouncements		NGCY122-W17-FT: Non-Gynecologic Cytology - Winter 2017
13 Ta	isks		ATC100: Sandbox Course
M	y Grades		
Pe	ersonal Information		∼ My Tasks
Se	end E-mail		My Tasks:
Us	ser Directory		No tasks due. more tasks
40	infrase Rook		

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.
- 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 <u>Content Collection</u> (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 option 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
Þ	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

Build Conte	nt \vee Assessments 🗸 Tools 🗸 Partner Content 🗸
	Week 1: An Overview of Immunology
	Week I will provide you with an overview of the basic concepts of immunology and the characteristics and functions of antigens and antibodies. Much of this material will be a review of concepts you studied in other Michener MLS courses.
	Module 1: An Overview of Immunology 🎯
2	Competency - Explain the basic concepts of Immunology Learning Objectives
	a Compare as artificate and as artists
	 b. Define the term immunology.
3	c. Name the functions and characteristics of the immune system.
	d. Identify the first, second, and third lines of body defense against microbial diseases.
	e. Compare innate and adaptive immunity.
1.5	 Identity the immune characteristics and functions of the five mature leukocytes.
	HOW TO PROCEED
1	1. View:
	Immunology Overview (video 9:54)
	http://www.youtube.com/watch?v=LSYED-7riNY
	 A Journey Through the Immune System (video 5:10)
	http://www.youtube.com/watch?v=Gy5ZoyF77w
	http://www.youtube.com/watch?v=h5oOUMP4_UM
	2 Band Duranna Chanter 1 Banriet
	(PDF)
4	3. View: Turgeon Chapter 1 Color Plate 1 😳
	(Word Document)
	4. View PowerPoint:
	Module 1 (Voice-Over PPT)
	Module 1 (PPT no audio)
	Module 1 (PDF With Notes for Printing)
	3 Review: Luczeon Chanter 1

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:

Cont	ent 🗸 Assessments 🗸 Tools 🗸 Partner Content 🗸
2	PAT 1: Readiness Quizzes (Weeks 3, 6 & 9) - 30% 💿
6	SAMPLE
	Directions:
	The quizzes will be available at specific times during Weeks 3, 9 and 14 in class or on Blackboard.
	 Week 3 guiz will focus on previously learned material from weeks 1 and 2 Week 6 guiz will focus on previously learned material from weeks 3 to 5 Week 9 guiz 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.

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.

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Cour	se Con	tent: BB	-TEMPL	ATE 🔘				
he Con he Con Control n the in	ntent Collect tent Collect I Panel, you Institution. [tion provide: tion. When yo u can access More Help	s central fil ou change the conten	e storage fi an item in i t in your pi	or all content. When creating co the Content Collection, all links resent course, in all courses you	ontent for your course, to the item reflect thos i teach, in all of your oi	you can link to iten e changes. Using th rganizations. or in c	ns anywhere in e links in the all of the course:
Uploa	id v	Create Fold	ler				Set	Up Web Folde
	Downloa	ad Package	Сору	Move	Delete			Refresh
	FILE TYPE	NAME			EDITED	SIZE	PERMISS	SIONS
		Course	Outline		Aug 14, 2017 8:36:35 PM	5.66	кв 💭	
		Week 0)1		Aug 1 <mark>4, 2017 8:36:54</mark> PM	0		
		Week 0	02		Aug 31, 2016 6:14:31 PM	0	2	
-		Week	12		Aug 21 2016 6-14-21 DM			

To create a folder in Content Collection

- 1. In the Control Panel, click "Content Collection" and then click on your course code (ex: APCH110-F21)
- 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 Local Files" 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

🗋 🔛 Week 1 🛇	Jun 23, 2021 6:32:32 PM	0	"
	Upload V Create Folder		
pload Files load one or more files to this folder			
* Indicates a required field.			
FILE INFORMATION			
Browse to select a file to upload.			
* File			
3 Attach Files Browse Local Files			
Attached files			
File Name	Link Title		
🖪 BlackBoard Quick Tips 2014.pdf	BlackBoard Quick Tips 2014	Do	not attach
Blackboard Quick Tips 2016.pdf	Blackboard Quick Tips 2016	Do	not attach
Click Submit to proceed.			Cancel Submit

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
- 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 Local Files" 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 😔	Create Folder
_	Upload Files	
2	Upload Zip Pac	kage

bload Zip Package oad a ZIP file and unpackage the c	ontents 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 a	
Browse Local Files	
If selected, the system auto	matically 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 encodi Otherwise, use the system default value.
	Default (UTF-8)
Click Submit to proceed.	Cancel Submit

uccess: Ite	m added.							(
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+ 0 6 12	Michen draft V	er Blackb 3 - 07-07-1	oard Cours 7.docx	e Style Sheet-	Sep 1, 2017 2:55:26 PM	3.29 MB	2	
	Michen draft d	ier Blackb	oard Cours	e Style Sheet-	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 Local Files" to select the new file <u>or</u> 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

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Cour	se Cont	tent: Week 01 💿 😽	- 1		
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Uploa	d y (Create Folder			Set Up Web Folder
P	Dountos	d Persage Copy Move Delete			Refresh
8	FILE TYPE	NAME	ЕСИТЕО	\$428	PERMISSIONS
12	a	Michener Blackboard Course Style Sheet draft - 07-05-17.docx.	54p 1.2017 2:55:25 PM	3.69 MB	2
0	4	Michener Blackboard Course Style Sheet draft - Jiriji, Comments on Grade Centre.dock	Sep 1. 2017 2:55:26 PM	2.27 MB	A
.0	-	Michener Blackboard Course Style Sheet draft V2 - 07-05-17.docx.	Sep 1.2017 2:55:26 PM	3.69 MB	2
0	8	Michener Blackboard Course Style Sheet draft V3 - 07-07-17.dock	Sep 1. 2017 2:55:26 PM	3.29 MB	<u>0</u>
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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 file names, such as changing the year from 2019 to 2021 in a course outline

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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.

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Adding Hyperlinks Using the Content Editor

This is how you insert links to external websites in your Learning Plans.

- 1. Edit the desired Item in a content area
- 2. Highlight the text for which you want to hyperlink
- 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, input the URL for the desired website
- 5. In the "Text to display" field, adjust the text to be linked as needed
- 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. For the "Open Link" drop-down menu, select "New Window"
- 8. Click the "Save" button to complete the file link
- 9. Repeat steps 2-8 to create additional hyperlinks

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Link Files Using the Content Editor

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

- 1. Edit the desired Item in a content area
- 2. In the "Text" field, place your cursor where you want to link a file from the Content
- 3. Click the "Add Content" button in the Content Editor (it looks like a little "plus" sign in a circle)
- 4. In the "Add Content" window, click the button "Insert Course Files" to select the desired file from the Content Collection or "Insert Local Files" to select a file form your computer

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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.

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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

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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"
- 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.

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Create Grade Column

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

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**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



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Appendix I

Course Roles

<u>Instructor</u> – 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.

<u>Teaching Assistant</u> – 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.

<u>Student</u> – 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 <u>Blackboard Course Roles page</u>.