INSTRUCTIONS

Bb@ST

TEACHING AND LEARNING EXPERIENCES

17. AUGUST 2017

CONTENT

ADAPTIVE RELEASE

Adaptive Release enables you to control when to show certain content to the students. You can control what to release with certain rules, which can be based on date and time, individual students, group membership, whether students have completed certain activities or items of the course, or by the results, attempts, and calculated columns in the Grade Centre.

In this way you can, for example, decide not to display Assignment #2 until the student has completed Assignment #1, or you can decide not to display the next subject until the student have completed a test which examines their knowledge of the first subject.

When using Adaptive Release the course will feel much more progressive and dynamic to the students, and you can control their progress.

How to

1. Click on the grey menu arrow next to the title of the item you want to set to adaptive release

2. Select *Adaptive Release*

3. Now you can control the display settings of your content:

1. Date

Choose Date
☐ Display After [_____] 📅 [_____] 🕐
☐ Display Until [_____] 📅 [_____] 🕐

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2. Membership

Username [_____] Browse...

Course Groups

Items to Select		Selected Items	
Gruppe B01 ▲		▲	
Gruppe B02 ▤	❯		
Gruppe B03	❮		
Gruppe B04			
Gruppe B05			
Gruppe B06			
Gruppe B07 ▼		▼	
Invert Selection Select All		Invert Selection Select All	

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3. Grade

Select a Grade Centre column   [None ▼]

Select Condition
◉ User has at least one attempt for this item
○ Score ○ Per cent [Less than or equal to ▼] [_____]
○ Score ○ Per cent Between [_____] and [_____]

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4. Review Status

Select an item [_____] Browse...   Clear

1) Select date and time

2) Control the display settings for groups or individual students

3) Control the display settings **on the basis of** activities (tests, surveys, blog contributions, discussion forums, etc.) – based merely on an attempt or on certain marks.

4) Control the display settings on the basis of whether the student has seen/read another item

4. Select the rule you wish to use for adaptive release, enter the necessary information and click *Submit*

5. Now the rule is saved which will also be indicated on your item with the words: "*Enabled: Adaptive Release*" noted below the title.

Hand-in 1
Enabled: Adaptive Release
Reflect on the structure of your own course.

You will not be able to see the item in Student Preview unless you have already met the requirements of your own rule. In addition, make your students aware that you are controlling the release of the content on the basis of certain rules, and explain what you expect from them.

RUBRICS

Rubrics is an assessment tool with which teachers/lecturers can create standardized evaluation forms that can be used for feedback on the students' activity.

You can choose if the students are allowed to see the rubric before they hand in an assignment or similar. This can help the students to organize their strengths in order to accommodate the demands of an assignment.

How to

1. Go to one of your course pages on Blackboard

2. Below your *Control Panel* select *Course Tools*

3. Click on *Rubrics*

4. Click on *Create Rubric* in the horizontal grey menu

5. Name your rubric and add a description

6. Select the details for your rubric. These are lined in a matrix. The columns (below exemplified by formatting, organisation, and grammar) represent the assessment criteria and their weighing compared to the final assessment. The row represent the levels in the assignment (below exemplified by novice, competent, and proficient). The point is to place the assignment in the different levels of performance by every criterion.
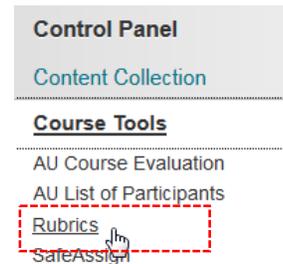
7. You can also choose the type of assessment criteria:

- *No points*: Only feedback

- *Points*: Points for every level

- *Point Range*: An interval of points for every level

- *Percent*: Flexible rates of points depending on score

- *Percentage Range*: An interval of values for every level

In the review process, a grade point average for every level will be found, and afterwards the system calculates a total score.

8. It is possible to add more levels and criteria by clicking on either *Add Row* or *Add Column*, and change the name on the existing by clicking on their menu arrow and expand the drop-down menu

9. Every area in the matrix have to contain a description of the level. A rubric

gives the student an opportunity to see at which level the assignment is placed when the grader evaluates the assignment. Every column has a limit of 1.000 characters

10. When you are finished editing and rebuilding the matrix, click on *Submit*
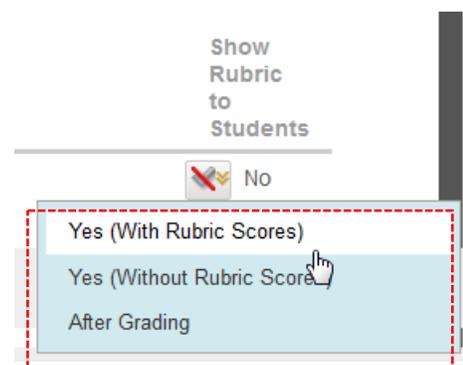
How to connect a rubric to an assignment

To connect the rubrics you have created to an assignment, blog, wiki, diary, or discussion forum, you have to do the following:

How to:

1. Below *Grading* click on *Add Rubric.* Now you can add the rubric you have already created or create a new one

2. Remember to adjust how/when you want the students to see your rubric:

3. When you have to evaluate or give feedback on an activity, this is done through the *Grade Center*

Q&A DISCUSSION FORUMS

Discussion forums can be used for many things. For the students to discuss specialised subject matters, as a place to get to know one another, or as a Q&A forum in which they can help one another.

How to

1. Click on the "+" icon in in the top left-hand corner of the menu
2. Add a *Tool Link* and select *Discussion Board*
3. Name the discussion area and tick the box *Available to Users*
4. Click on the menu item and the discussion area opens up. From here you can set up a forum by clicking *Create Forum*
5. Name your forum and adjust the settings as desired
6. Click *Submit*

Now all the students can access all forums via the menu item and participate in the discussions.

ADOBE CONNECT IN BLACKBOARD

Adobe Connect is a web conference system in which you communicate with your students. Use it for presentations with or without recording, for supervision, for students to collaborate in groups, etc. Some parts of AU already use Adobe Connect with great success – so give it a go!

With this new integration, you can create meeting rooms for different purposes directly from Blackboard and the students will have access to them right away from the student tool area. No need for extra logins or to copy links from one system to another.

How to

A prerequisite for students on a course to access material on Adobe Connect is that they have access to a tool link. On most courses, it will by default be available in the course tools area.

If not click on the "+" icon at the top of the menu and select *Tool Link*. Name the menu item and set the Type to Adobe Connect.
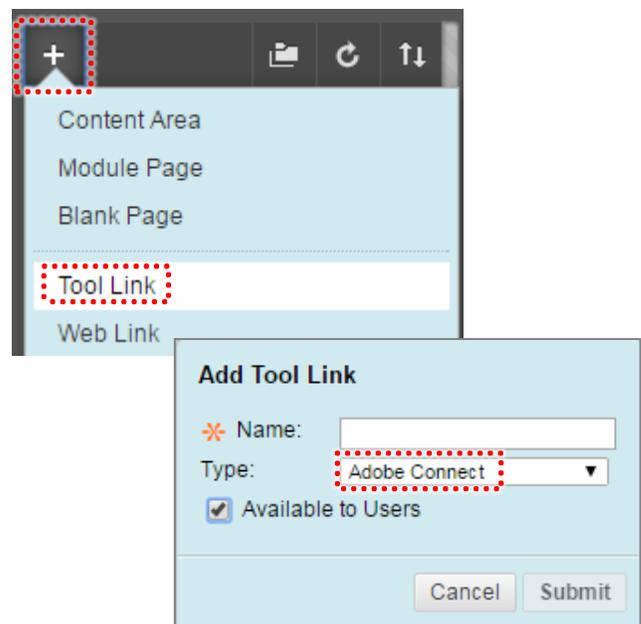
Regardless of whether you have created a menu item or not, you will always be able to access the Adobe Connect tool via the Course Management menu →Course Tools → Adobe Connect.

To create a meeting room you need to:

1. Click on *Create Meeting Room* in the
   Adobe Connect tool.
2. Name it and select a Type**.**
3. Click *Create.*

1. Meeting Room Details

✳ Name

✳ Type   ◉ Lecture
            ◯ Collaboration

Notice: The kind of type you select affects which rights the students will have
when they access the meeting room.

	Course role	➔	Meeting role
Lecture	Student	→	Participant
Collaboration	Student	→	Presenter

Instructors always gets the role as a Host.

Notice: The URL of a meeting room will permanently be the name you give to
the meeting room when you set it up.

GROUP ASSIGNMENTS

To set a group assignment you need to create groups in Blackboard.

How to

1. Click on *Users and Groups* and then *Groups* in the Course Management menu

2. Click *Create* and select the type of group: a single group or a set of groups, and select whether the students should be able to select groups themselves (*Self-Enrol*), whether you want to divide students into groups (*Manual Enrol*), or if the students should be divided randomly (*Random Enrol*)

   When creating Group Sets you can specify how many students you want in each group, and how many groups you wish to create. If you choose to distribute students at random, you can only select either the total number of groups or the maximum number of students per group.

3. Name and select which tools should be available in the groups.

4. Click *Submit*

After you have set up the groups, you can create the group assignment.

How to

1. Select *Assessment* in the grey menu

2. Below *Assessment* select *Assignment*

3. Now the Create Assignment page will appear with a number of items that need to be filled in. Elements marked with an asterisk are obligatory

4. Name the assignment and describe it

5. You can also attach files

6. Below Due Dates you can set the deadline

7. Fill in the Grading field (you can e.g. write 100, which means that 100 is the maximum attainable or 0 if you do not wish to mark the assignment)
8. Under *Submission Details* you can select whether it should be an individual assignment (*Individual Submission*) or a group assignment (*Group Submission*)

   If you choose *Group Submission,* you need to select which groups should receive the assignment. Select the groups you want and with the arrow move them to the box at the right

   You can also allow for several submission attempts
9. In *Availability* you can select when the assignment should be accessible to the students
10. Select *Submit*

When you have set an assignment in the assignment module, it will appear in the WHAT'S NEW section on the front page of Blackboard in the assignment category.

MENTIMETER

Mentimeter

How to

1. Register at
www.mentimeter.com/join/aarhus with
your AUID (AUxxxxx)

(You can find your AUID here:
http://www.au.dk/om/organisation/navnlist)

Enter your email address to join Aarhus University's Mentimeter subscription
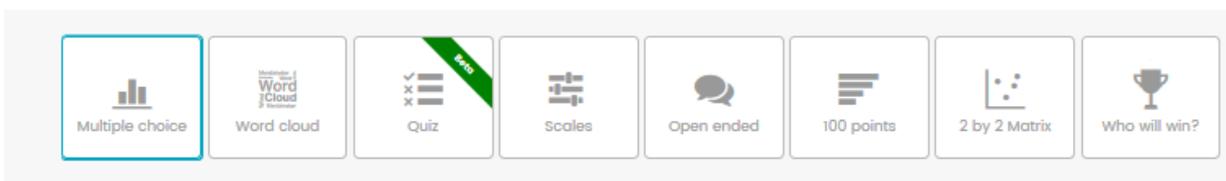
firstname.lastname

@uni.au.dk

Verify email

By clicking Verify Email you accept our terms of use

2. Confirm your subscription through the
mail you receive

3. Go to www.mentimeter.com and click *log in*

4. Click on *New Presentation* and create as many
questions you want

+ New presentation

There are many different types of questions you can create:

Multiple choice	Word cloud	Quiz	Scales	Open ended	100 points	2 by 2 Matrix	Who will win?

5. Click on *Show Presentation* to show the code to your students:

Go to **www.menti.com** and use the code **81 83 18**