

INSTRUCTIONS



Blackboard



Learning Lab

Bb @ ST

TEACHING AND LEARNING
EXPERIENCES

16. AUGUST - 2016

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COURSE STRUCTURE

There are many good reasons why you should give the structure of our Blackboard course some attention. It is important that the students (and yourself) can easily find course information and materials regarding the course. It is very helpful that the students experience some kind of consistency in course structures throughout their education.

Home Page of the course should contain the following information:








- Welcoming information for the students (the rationale for the course)
- Name and contact info of the teacher(s). If the course has associated teaching assistants their name, contact info and group of students they are responsible for should be listed
- Basic literature
- Expectations as to how students should engage in the course

Content areas:

- Materials that student engages in (e.g. lecture slides, links to articles, videos ...) are available
- Recourses and links are kept up-to-date
- Information that belongs elsewhere (e.g. learning outcomes, exam dates) are NOT explicitly written but linked to (e.g. the study portal, course catalogue)
- Before the exam, the curriculum is available

Course Menu

The course menu should be organized in a way that is either aligned with one of the three course menu structures (activity-, time- or topic based) or have your own customized course menu. If an customized menu structure is used, a short description of the structure (where to find what) is given on the home page of the course.

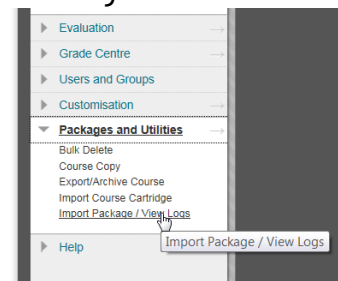
▼ ST Template Activity Structured 	▼ ST Template Week Structured - Semester 	▼ ST Template Topic Structured 
Plan	Week 1	Write topic 1 here
Materials	Week 2 	Write topic 2 here 
Assignments	Week 3 	Write topic 3 here 
Exam	Week 4 	Write topic 4 here 

You can either download a predefined course menu template, or make your own:

How to do it

Download and import a template

1. Go to www.stll.au.dk/bb-paa-st and click on *Skabeloner, kursusmenu*. Here you can find the templates in both Danish and English
2. Download the template of your choice
3. Go to the course where you want to use the template and click on *Packages and Utilities* and thereafter *Import Package/View Logs* in the Course Management menu
4. Click on *Import Package*
5. At no. 2, Select a Package: Browse and choose the downloaded file.
At no. 4, Select Course Materials: Choose *Select All*
6. Click *OK*



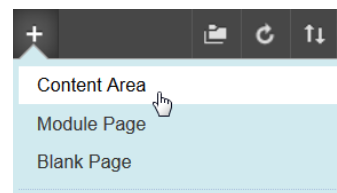
You can always customize the menu by either adding or deleting menu items. See description below.

Make your own course menu

It is very easy to make your own course menu structure or customize an existing course menu.

To add menu items

1. Click on the "+" in the upper left corner
2. Choose *Content Area*
3. Give the content area a name
4. Tic the box if you want to show the content area to students right away
5. Click *Submit*

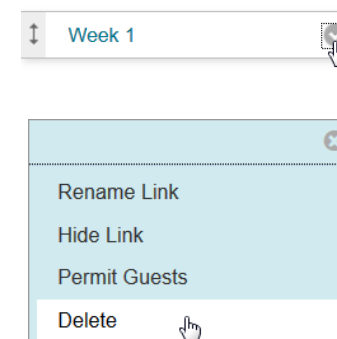
A screenshot of the "Add Content Area" form. The form has a light blue background and a dark blue header. It contains a label "Name:" with a red asterisk icon, followed by a text input field. Below the input field is a checkbox labeled "Available to Users". At the bottom of the form are two buttons: "Cancel" and "Submit".

Now you are ready to add content into the content area/menu item.

To remove menu items

1. Click on the action arrow on the menu item you want to remove
2. Click on *Delete* and follow the instruction

You can also rename the menu item, or hide it if you want to add content before showing it to students.



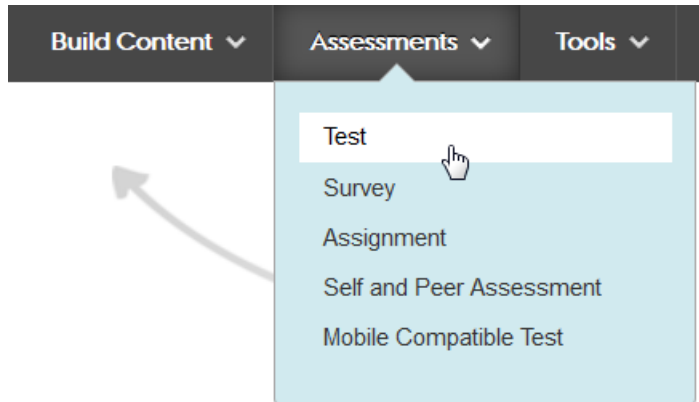
TESTS / SURVEYS

With Tests and Surveys you can test the students' prior knowledge, or if they have understood the main points of your lectures. As a teacher, you can create questions for the tests yourself, but you can also ask the students to write the questions. You can incorporate multiple digital formats into your tests, e.g. texts, sounds, videos and pictures. Essential for test questions and their answers is that the phrasing needs to be clear and unambiguous. A test cannot be answered anonymously in contrast to surveys which can be anonymous.

To create a test, two steps need to be made. First step is to create the test, and the second step is to add questions (and answers). Deployment of the test also has two steps: Distribution of the test to the students and eventually feedback on their replies.

How to do it

1. Go to one of your course pages on Blackboard and choose the content area where you want your test
2. Under *Assessment* choose *Test*



3. Under *Add Test* choose *Create*
4. In *Test Information* you can name the test and write instruction, e.g. the purpose and which criteria need to be met
5. Click *Submit*
6. Click *Create Question*. Here you will find a number of different types of questiontypes you can choose from, e.g. either/or, multiple-choice etc.
7. Write the text for the question in the editor and/or insert video, pictures, links etc. You don't have to give the questions a title

8. Fill in the correct answer and feedback
9. Click *Submit* if you want to make the next question a different type of question, or if you are done with making the test. Otherwise you can choose *Submit and Create Another*, if you want to make more questions of the same type

You can edit questions, answers and settings at any time. If you for instance haven't written feedback for the answers just add them afterwards

Click *OK* when done creating the test

10. Now you need to assign the test to the Content Area you chose to begin with. Choose the test in *Add an Existing Test* and click *Submit*

You can insert e.g. a deadline and select how many attempts the students have.

REMEMBER to make the test visible to the students:

2. Test Availability

Make the link available

Yes No

The test is now assigned to the content area:



AK test

Implementation and feedback on the test

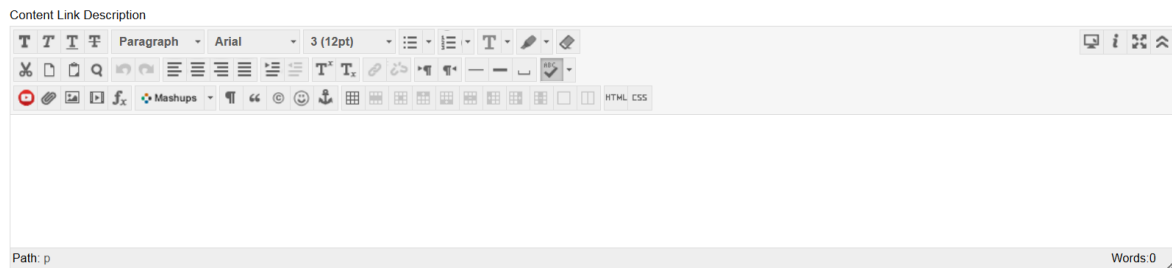
Which students have completed the test and with what result can be seen in the *Grade Center*. There you can also give feedback to the students individually or in groups. To do this; choose the menu on the right side of the table where the student's row meet the row of the test.

META-TEXTS / E-TIVITIES

E-tivities and meta-texts are frameworks for enabling active and participative online learning. They help scaffold the activities in a way so it is clear to the students what the lecturer/teacher expects them to do.

How to do it

In every item you add, in all sorts of assessments and to every tool you can use, it is possible to add a description. They are called Text, Instructions, Content Link Description or other things, but are easily recognized by a text editor field:



1. Add any type of content to a content area
2. Add relevant text in the text editor field just underneath the required field where you give the content name

Examples of e-tivities / meta-texts

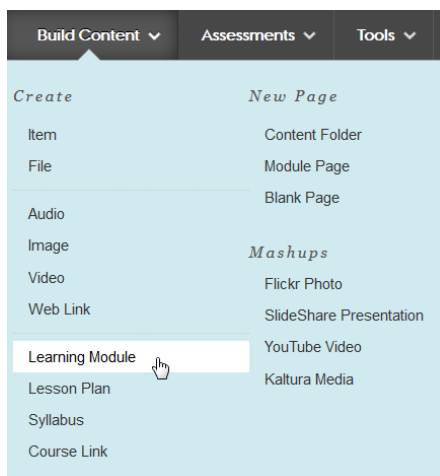
- Outline the purpose of a task
- Information on what to do with different kinds of content (read, ask questions etc.)
- Describe connected activities or interaction with other students e.g. required activity in a discussion forum

LEARNING MODULES

Learning modules are a way to enforce structure on your teaching and/or the student's preparation online in a predetermined, sequential structure. Learning modules can consist of almost any kind of Blackboard elements, e.g. content such as "items", links, documents, videos etc., and activities such as tests, wikis, blogs, discussions forums, assignments etc.

How to do it

1. Go to one of your course pages on Blackboard
2. Create a content area via "+" and name it *Learning modules*. (Now you have a menu item with all your learning modules for the course. You decide whether or not your students can see item)
3. Make a learning module for e.g. week one: Click *Build Content* and choose *Learning Module*



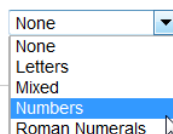
Name it e.g. *Week 1: Introduction to the course* or any given title and make a short description. Choose *Numbers* under *4. Table of Contents*, which gives you the best overview.

4. Table of Contents

Select **Yes** to show a structured view of the Learning

Show Table of Contents to Users Yes No

Hierarchy Display



5. Submit

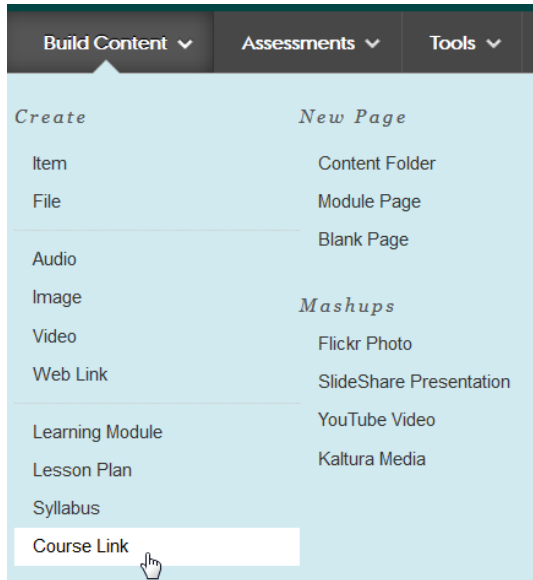
4. Click *Submit*

5. Open the learning module and make an *Item* via the *Build Content* menu. Give it a name and then add content, such as:



- a description of and introduction to the topic and content of week 1
 - a picture or figure that illustrates the application of the topic
 - write something about the week - how many activities does it consist of and how much time need to be spend. You should also write a short text about the teaching methods in general. You can always go back and correct the numbers of activities and time later on
 - Click *Submit*
6. Add another *Item*, which consist of a review of the subtopic. This item could consist of text, an article, a video (from YouTube), etc.
7. Create and add an activity that covers the newly covered topic. This could be an *assignment* or a *test* with questions related to the topic
8. Repeat step 6 and 7 until a suitable amount of the curriculum is covered. Try out other activities such as discussion forums, wikis, surveys, etc.
9. Test your learning module by switching to *Student Preview*. Notice that the learning module looks quite different to the students – especially how the activities are incorporated in the learning module. Sometimes it is necessary to show where the students should click with a picture or a short text
10. Click on *Exit Preview* and make your final editing, such as:
- change the order of the different steps (if necessary)
 - add descriptions of the activities to let the students know where to click to start a test, open the discussion forum, etc.
 - make sure that the learning module is visible to the students (check by entering *Student Preview*)

11. Create a direct link to the learning module to a specific menu item that relates to the learning module (week, topic). To do this click on *Build Content* and choose *Course Link*. Use the browse tool to find and choose the learning module, and name the link (e.g. *Week 1: Introduction to the course*), choose *Available to users* and click *Submit*



RUBRICS

Rubrics are an assessment tool where the teacher/lecturer has the opportunity to devise a standardized evaluation form 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 be a help to the students in organizing their strengths in order to accommodate the demands for an assignment.

How to do it

1. Go to one of your course pages on Blackboard
2. Go to *Control Panel* and afterwards to *Course Tools*
Click on *Rubrics*
3. Click on *Create Rubric* in the horizontal grey menu
4. Give you rubric a name and add a description
5. Choose the details for your rubric. These are lined in a matrix. The columns (below exemplified by Formatering, Organisation and Grammatik) represent the assessment criteria and their appertaining weighing compared to the final assessment while the columns represent the levels in the assignment (below exemplified by Nybegynder, Kompetent and Dygtig). The meaning is therefore to place the assignment in the different levels of performance by every criterion.

Control Panel

Content Collection

Course Tools

AU Course Evaluation

AU List of Participants

Rubrics

SafeAssign

2. Vurderingskriteriedetalje

Tilføj række Tilføj kolonne Vurderingskriterietype ✓ Vis kriterievægt

Præstationsniveauer ⇄

Kriterium ↓	Nybegynder	Kompetent	Dygtig
Formatering ✓ Vægt 33,00 %	Procent 0 <input type="text"/>	Procent 50 <input type="text"/>	Procent 100 <input type="text"/>
Organisation ✓ Vægt 34,00 %	Procent 0 <input type="text"/>	Procent 50 <input type="text"/>	Procent 100 <input type="text"/>
Grammatik ✓ Vægt 33,00 %	Procent 0 <input type="text"/>	Procent 50 <input type="text"/>	Procent 100 <input type="text"/>

Ingen point
Point
Pointinterval
Procent
Procentinterval

6. 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 there is going to be chosen a percentage for every level and thereafter the system calculates a score.

7. There is an opportunity 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 action arrow and expand the drop-down menu
8. Every area in the matrix can/must contain a description of the level. A rubric give the student an opportunity to see in which level the assignment is placed when the grader evaluates the assignment. Every column has a limit on 1.000 signs
9. When you are finished editing and rebuilding the matrix, click on *Submit*

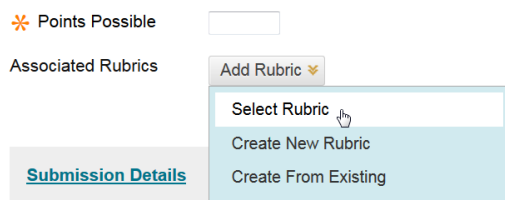
How to connect a rubric to an assignment,

To connect rubrics on to an assignment, blog, wiki, diary or a discussion forum, when these are created, you must do the following:

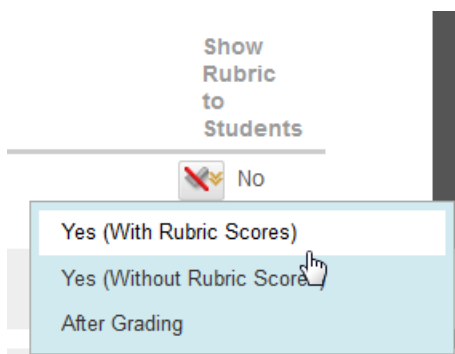
How to do it:

1. Under *Grading* you click on *Add Rubric*. Here you can add the rubrics you have already created or create a new

4. Grading



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



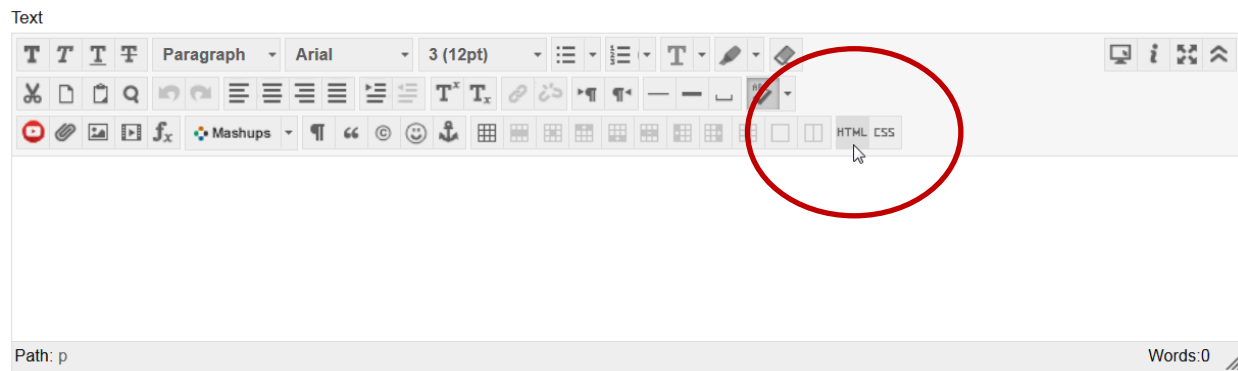
3. When you have to evaluate or give feedback on an activity, this is done through *Grade Center*

EMBED ONLINE SERVICES

If you want to incorporate others' content from video servers, social media or online tools into your course, you need to know how to embed HTML code onto your Blackboard page. An embed code is a block of HTML code which is embedded in the page-source and creates an object in doing so.

How to do it

1. Find the online service / element you want to embed on your course page
2. Highlight the embed code, and copy it to your clipboard
3. Go to one of your course pages on Blackboard
4. Go to the content area where you want to embed the element
5. In the text editor, open up your HTML viewer

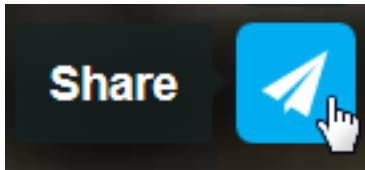


6. Paste the HTML code you just copied into your HTML viewer window. Then click *Update*
7. Make sure you're not pasting it within another snippet of code - otherwise you will see errors on your course page

Examples of embedded code









1.



2.

Share this video ✕

Link

Social      

Email

Embed + Show options

```
<iframe src="https://player.vimeo.com/video/62024423" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
<p><a href="https://vimeo.com/62024423">The Makers of Things: The Model Engineer</a> from <a href="https://vimeo.com/anneholiday">Anne Holiday</a> on <a href="https://vimeo.com">Vimeo</a>.</p>
```


This video will be embedded at 640 pixels wide.
This embedded video will include a text link.



1.



2.

<> Embed in your blog or your website 

3. Copy and paste this code in the text editor of your blog or HTML of your website.

```
<iframe src='https://padlet.com/embed/u70j8m15elow' frameborder='0' width='100%' height='480px' style='padding:0;margin:0;border:none'></iframe><div style='border-top:2px solid #a7d23a;padding:8px;margin:0;font-size:12px;text-align:right'><a href='http://padlet.com' style='color:#41555f;text-decoration:none'>Created with Padlet<img valign='middle' style='margin:0 0 10px;padding:0;border:none;width:16px;height:16px' src='http://padlet.com/favicon.ico'></a></div>
```

1.



2.

Share links



Use this link to let users vote:

<https://www.menti.com/f2177d>



Show others the result of the question:

<https://www.mentimeter.com/s/41414af2788f3b3f091536263995aca9/>



Share the result on your blog or web page:

```
<iframe allowfullscreen='true' allowtransparency='true' frameborder='0' height='315'  
src='https://www.mentimeter.com/embed/23b7d57cfbf9/6dca2eb5d9c8'  
width='420'></iframe>
```



How to do it

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

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

Verify email

By clicking Verify Email you accept our [terms of use](#)

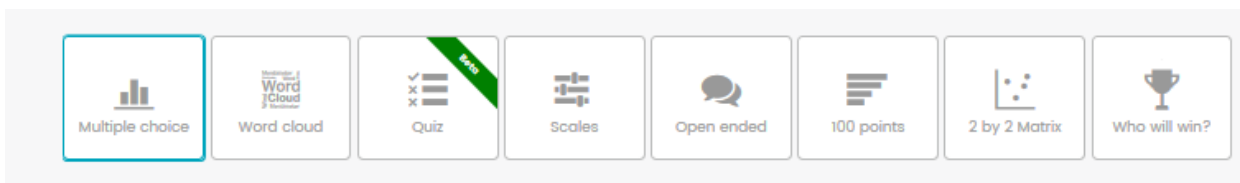


(You can find your AUID here:
<http://www.au.dk/om/organisation/navnlist>)

2. Confirm the mail you received
3. Go to www.mentimeter.com and click *log in*
4. Click on *New Presentation* and make as many questions and events you want



There is a lot of different types of questions you can make:



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

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