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## Wallace State Community College Blackboard

### Boot Camp C

Blackboard 9.1

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#### Communication Tools, Course Tools, Calendar Tools & Enrolling

- **Safe Assign**  
*Integrating a plagiarism prevention tool in Bb*
- **Communication**  
*Creating Discussion Boards, Blogs, and Chat Sessions*
- **Course Tools**  
*Setting Availability, Entry Points & Advanced Settings*
- **Calendar Tools**  
*Creating a Calendar*
- **Enrolling & Course Copy Tools**  
*Enrolling and Removing Students*

#### Safe Assign

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**SafeAssign** is a free plagiarism prevention tool that allows for you to protect the originality of work and ensure a fair playing ground for all your students. As students submit papers, they are checked against SafeAssign's comprehensive databases of source material. The papers will then be delivered to Faculty Members through the Blackboard Learning System together with the originality reports, with the results of the matching process, attached to them.

SafeAssign checks all submitted papers against the following databases:

- Internet: comprehensive index of documents available for public access on the Internet
- ProQuest ABI/Inform database with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly
- Institutional document archives containing all papers submitted to SafeAssign by users in their respective institutions

#### To Create a Safe Assign Essay/Paper

1. Decide from where you will create this assignment within the content area.  
**Open location > Create Assessment, SafeAssignment**
2. Create Assignment and click Submit.
3. To view the SafeAssign reports in the Control Panel under Course Tools, select **SafeAssign**.
4. The next screen will give you the option to list all of the SafeAssignments you have created for this course or to Directly Submit papers.

## **Adding a Discussion Board**

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The **Discussion Board** is a communication medium for posting and responding to messages. Conversations are grouped as threads that contain a main posting and all related replies. An advantage of the Discussion Board is that threads are logged and organized. The Discussion Board allows users to interact at different times. They do not have to be in the same place at the same time, as in a Virtual Classroom or Chat Room. Also, a Discussion Board is not email because messages are typically viewable by everyone in the class (unless instructors limit who can participate either by "blocking" users or creating different Forums for different Groups of users)

**Forums** are used to organize threads. Think of a Forum in terms of a unique online discussion, which mimics a traditional classroom discussion activity. For example, when teaching in a live classroom, you may have a weekly discussion assignment in which you expect everyone to participate. The same can happen in your online classroom.

**Threads** are top-level message posts within a Forum. If you allow it, users can add new threads, which is analogous to asking a question or taking the initiative to spark a topic of discussion in the traditional classroom. The list of threads is displayed when entering a forum. To view all connected postings (replies) to a thread, users must select the thread's hyperlink. In the list of threads, users can see at a glance the number of Unread Posts and Total Posts for each thread.

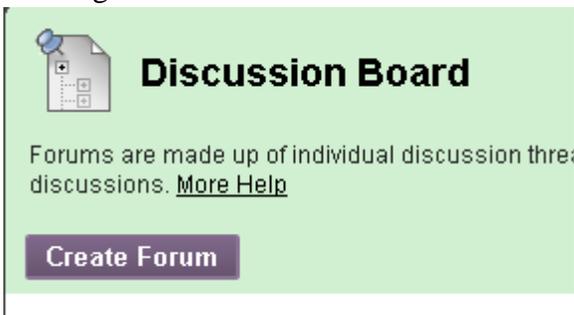
**Rate Posting:** a common learning tool in classrooms is providing feedback to other students on their work. Students prepare an essay, lab report, or presentation and share it with the class. Other students are asked to comment on the work and offer criticisms for improvement. This process helps the student improve their assignment, but is even more valuable to the students that review the work. Reviewing the work of another student enforces classroom learning and helps the reviewer practice important communication skills.

**Grading:** in a classroom setting, students are often expected to participate in class discussions and that participation is part of the equation when assessing performance. Within a classroom,

participation performance can be ambiguous. It is sometimes difficult to differentiate the student who is active but does not advance the discussion from the student that speaks less frequently but with greater impact. Student interactions with the Discussion Board are a permanent record of participation. The Instructor has the option to grade Students at the forum level or at the thread level. In this way the Instructor can accurately compare Student participation to the expectations set forth.

**Subscriptions:** participants may be allowed to **Subscribe** to a forum or to specific threads within a forum in order to receive notifications by email of new or updated postings. The notification is sent to the email address stored in the user’s Personal Information. Users will not be able to enter a different email address to which notifications will be sent, so as to prevent spam from being generated from the Discussion Board.

**Post Tagging:** there is built-in labeling available to mark posts as Read or Unread. Tags allow forum managers or instructors to apply their own labeling criteria (e.g., Excellent, Satisfactory, Not Satisfactory, etc.). Forum managers or instructors create and apply text labels; other Discussion Board users can read, filter, and search messages using the tags, but cannot create tags.



## To Create a Discussion Board

1. Decide from where you will create a new forum.

**Open location > Add Interactive Tool, Discussion Board, Create**

### New Forum button

2. On the Discussion Board forum options page, at a minimum enter a name & discussion topic.
3. Click Submit.

**3. Forum Settings**

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New Threads

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Subscribe  Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

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Allow Members to Rate Posts

Force Moderation of Posts

## Options

**Allow Anonymous Posts** = user's name is not displayed with his or her posting; if you allow users to post anonymously, you run the risk of some students abusing this and not being careful with their words.

**Allow Author to Delete Own Posts** = proceed with caution about allowing removal of posts. Removed posts cannot be retrieved. If you check (enable) this option, decide whether to allow each author to remove all of his or her posts, or just his or her posts which have no replies.

**Allow Author to Edit Own Published Posts** = once posted, a message is viewable by anyone else who has access to this forum; modified messages are not time stamped. If you allow edits, a best practice is to encourage users to only edit the message to fix errors such as spelling and grammar. For changes to thoughts and ideas, it is best to have users reply to their original posting.

**Allow Post Tagging** = forum managers can apply their own labeling criteria (e.g., Excellent, Satisfactory, Not Satisfactory, etc.) to posts (in addition to the built-in labeling available to mark posts as Read or Unread). Forum managers or instructors create and apply text labels; other Discussion Board users can read, filter, and search messages using the tags, but cannot create tags.

**Allow Users to Reply with Quote** = includes the text of the original post within the message box when replying to that post by clicking the Quote button. When checked, users will see a Quote button next to the Reply button.

**Allow File Attachments** = this is good for exchanging documents and other files back and forth. Like email, discussion messages are not meant for lengthy discourses. Where a long posting is necessary, encourage users to type a brief overview in the message box and then attach a file containing the full discourse.

**Allow Members to Create New Threads** = if you do not allow new threads, students can only reply to the instructor's or any other moderator's top-level postings; they would not see the Create Thread button.

**Subscribe** = determine whether to not allow subscriptions, allow subscriptions to threads only, or allow subscriptions to the entire forum. When allowed, then members can select the Subscribe button, which notifies

them each time a new post is added to the thread or forum. The notification is sent to the email address stored in the user's Personal Information.

**Allow Members to Rate Posts** = post rating allows users to rate posts in the forum on a scale of one to five stars. When enabled, post rating is a simple yet effective tool for peer review.

**Force Moderation of Posts** = if moderation is enabled, when a user other than a Moderator or Manager submits a post, the post is saved to the Moderation Queue. New posts are displayed in the queue for review and publication. If a post is rejected, a return message can be attached to the post allowing the Moderator to inform the user why the post was not accepted for publication.

**Grade** = when grading is enabled for a forum, Instructors, Teaching Assistants, and users with the Grader or Manager forum role will be able to access the Grade Forum Users page. Instructors may choose to grade the forum as a whole (enter the total possible points) or to enable thread grading within the forum. If thread grading is enabled for the forum, Instructors have the option to turn grading on or off for each new thread.

**NOTE:** When Grade forum is selected, an item with the name of the forum is automatically created in the Grade Center.

## Blog

Blackboard 9.1 has a built-in blog that allows students to post reflections or opinions. In turn it allows others enrolled in the course to comment on the postings. It also allows for the posting of pictures, small audio and video files, in addition to text files the critical difference between the Blog and Journal is that the reflections or opinions posted in the Journal (by default) can only be read by the professor. Blogs can also be used for peer evaluation of class work. Blogs can be graded.



### Create Blog

A Blog is a collaborative tool that allows students to post their personal related materials. [More Help](#)

\* Indicates a required field.

- 1. Blog Information**
  - \* Name

1. Decide from where you will create a new forum.  
**Open location > Add Interactive Tool, Blog, Create New blog button**
2. On the Blogs options page, at a minimum enter a Name.
3. Click Submit.

## **Blog Type**

**Allow Anonymous Comments:** for an Individual blog, this option applies to comments only, and not to entries. When this option is enabled, a user can check an option to post his or her comment anonymously. If the user does not check this option, the user's name is displayed with the comment. Tip: If you allow anonymous comments, you run the risk of some users abusing this and not being careful with their words. It is not possible to determine who posted an anonymous comment, but it can be deleted if necessary. A good case for allowing anonymous comments is if you are soliciting feedback, then users may be more "candid" in their responses.

**Course-**All enrolled users are able to post blog entries at any time. That is, regardless of whose entries a user is viewing, the user will always see the Create Blog Entry button. All enrolled users can post comments to any blog entries.

## **Wikis**

Wikis enable active collaboration around course content and group projects. Users collaborate on a document using only a web browser. Instructors can see the process and evolution of the work and even participate. You can see each participant's contributions and grade accordingly. Pages can be edited by clicking the Edit Wiki Content link.

## **Difference between a Blog and a Wiki**

A wiki allows multiple users to create, modify and organize web page content in a collaborative manner.

A blog is a Web site that maintains ongoing posts. A blog is frequently updated diary-type commentary and links to articles or other Web sites.

**Wiki:**

- Multiple Authors
- Contains links to other Wiki pages
- Continuously changing and growing rapidly
- Many-to-many communication

**Blogs:**

- Usually a single author
- Author posts, user comments
- Opinion Sharing

## **Chat and Virtual Classroom Tools**

### **Best Practices**

- Anytime you plan to use a tool in a course, create an activity that allows students to try out that tool before having to use it "live." This gives them time to identify and resolve problems before the required activity.
- Explain the "ground rules." If you plan to record sessions, be sure to tell students up front that all information in your sessions is being logged and, if appropriate, that the logs will be made available to the rest of the class.
- When typing comments, break your remarks up into small chunks to prevent long periods of inactivity that leave people wondering if things are still working. End incomplete thoughts with some sort of signal such as ellipses (...) or dashes (--) to indicate to your users that you are not done and that more information is coming.
- Don't be afraid to impose wait time in a chat session: "I want thoughtful responses; so I want you all to think about this for a minute, after which I will call on some of you for your comments."
- Have a clear agenda and/or list of topics for each collaborative session and send or post that agenda in

advance. It's much easier to keep a collaborative session on-topic when everyone knows the topic

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## Course Tools

### To Set Course Availability

All courses are set to unavailable by default. As soon as the course is ready it is the instructor's responsibility to make the course available.

1. Select **Customization** and **Properties** in the **Control Panel** area.
2. In the **Set Availability, Make Course Available** area, select **Yes** and click **Submit**.

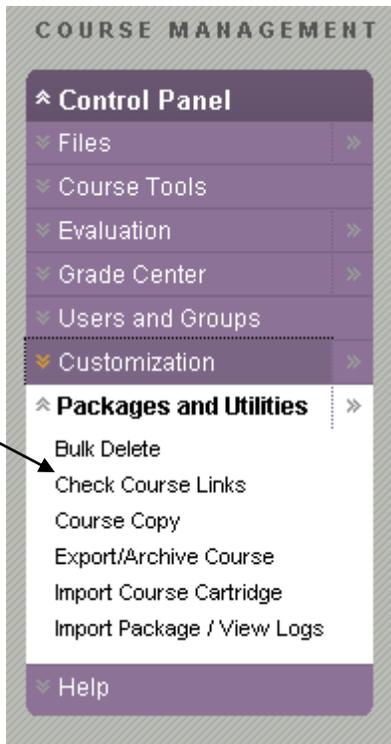
### Course Copy

The purposes for the Course Copy Function:

- Copy selected course materials into a new course to create a new section of the same course.
- Copy selected course materials into an existing course to share content across several courses without having to recreate the content in each course.
- Copy just enrollments (or enrollments and selected content and tools) to easily move users from one sequential course to the next course for example a 200 level course.

### To Create a Course Copy

1. In the **Control Panel**, select **Packages and Utilities**, then select **Course Copy**.
2. Select Copy Course Materials into an Existing Course.
3. Enter a **Course ID** for the destination course or click **Browse** to open a Search function in a separate window.



**Select Copy Type**

Select Copy Type Copy Course Materials into an Existing Course

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**Select Copy Options**

Destination Course ID

Select Course Materials

Content Areas

- Syllabus
- Course Documents
- Assignments

Adaptive Release Rules for Content

User criteria will not be captured if Enrollments are not included.

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Settings
- Contacts
- Tasks
- Tests, Surveys, and Pools

**Enrollments**

Copy enrollments for all users in the Course. This option does not copy user records in the

Enrollments  Include Enrollments in the Copy

4. Select the check boxes for each course area and tool from this course that should be copied into the destination course.
5. Optionally check **Include Enrollments in the Copy** to copy the list of users from this course. \*To copy all information, choose the **Copy Course with Users (Exact Copy)** option instead.
6. Click Submit.

**Select Copy Type**

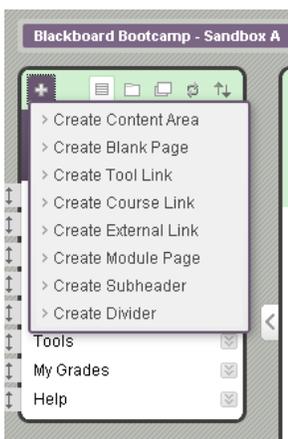
Select Copy Type Copy Course Materials into an Existing Course

- Copy Course Materials into a New Course
- Copy Course Materials into an Existing Course
- Copy Course with Users (Exact Copy)

**Select Copy Options**

### To Create a Link for Students to View Class Roster

The Roster is a list or read-only view of users enrolled in the course. Users cannot access homepages of others or send email. The My Places area allows students to post their



avatar or photo, which becomes available globally in all courses and organizations. The Blog and Journal tools enable students to express their thoughts and reflect on learning within a course.

1. On the Course Menu, click the plus  icon, then choose **Create Tool Link**.
2. In the Add Tool Link box: Type Roster for the tool name, then choose **Roster** from the Type drop-down menu.
3. Check the box for **Available to Users**, then click **Submit**.
4. When the Roster page loads, it will initially show No Users. The class can search for a specific person, or to list everyone enrolled, click the second drop-down menu and choose Not Blank, then click Go.



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## Course Calendar versus Personal Calendar

The **Course Calendar** is used by Instructors to add course-related events only. Students cannot add events to course calendars. When viewing the calendar within a course, only that course's events are viewable. You can place assignments, tests, guest speakers, and section meetings on a course calendar.

The **Personal Calendar** in the Tools area on the main page (My Institution, Home, etc.) after logging in allows any user to add personal items.

### To Add an Event to the Course Calendar

1. In the **Control Panel**, expand **Course Tools** and select **Course Calendar**.

\*\*\* If you do not see the Course Calendar, in the **Control Panel** select **Customization** then **Tool Availability**.

2. Click the **Create Course Event** button.



## Course Calendar: View By Month

### Create Course Event

3. On the Create Course Event screen, add information about the event.



## Create Course Event

Course Calendar Events appear to all members of the Course. Common en assignments, or special lectures. [More Help](#)

\* Indicates a required field.

### 1. Event Information

\* Event Name

Event Description

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**Event Name:** title of the event. This title will appear on the Calendar page at the date and time indicated on the Event Time fields. Keep the name brief.

**Event Description:** type directly into the field or copy and paste text from another word processing document. The maximum number of characters is 4000.

**Event Time:** type the date of the event or click the icon to select a date from the calendar interface. Enter start and end times of the event, or click the icon to choose times in 30 minute increments.

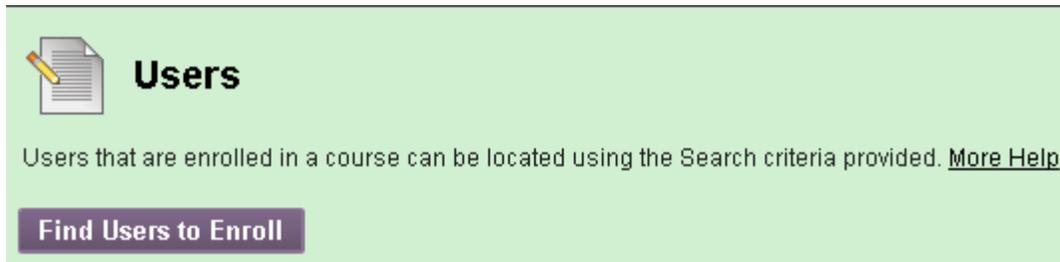
4. Click **Submit** to create the event.

## To Enroll Students

An instructor can enroll students into the course.

1. In the **Control Panel**, select **Users and Groups**, then select **Users**.

2. To view presently enrolled students select Username and Not Blank. Click Go.



 **Users**

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

**Find Users to Enroll**

3. **Find Users to Enroll:** Click Find Users to Enroll button and Find Users to Enroll
4. Click the Browse button to search for student's last name.
5. Select the student name and click Submit.

### **To Remove Students from the Course**

An instructor can remove students from the course. All grades will be removed permanently.

1. In the **Control Panel**, select **Users and Groups**, then select **Users**.
2. To view presently enrolled students select Username and Not Blank. Click Go.
3. Check the student(s) that are to be removed from the course.
4. Click the button **Remove Users from Course**. Confirm.