

— OVERVIEW: INTRODUCTION TO BLACKBOARD AND ONLINE TEACHING

Demo and Discussion (40 minutes)

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START WITH YOUR OWN EXPERTISE

SEE ALSO http://guest@workspace2.blackboard.com/courses/five_steps/

Review your course objectives (in the light of the WWW resource)

- in covering content
- in changing intellectual habits
- in changing class, lab, work, life behavior

Review your current syllabus (in the light of teaching at a distance)

- consider new and shorter ways to chunk course material and assignments, i.e. make your instructional units small and define your outcome
- **from Kate Jansak:** 1 Instructional Unit = 1 concept + 1 or 2 readings + 1 task = 1 product
- identify any trouble zones or materials that students typically have problems with
- internalize the fact that loading your web site with only printed material won't be effective with online learners

Review your text books

- thoroughly explore any materials on the publisher's website for your discipline and for your text book
- look for faculty listservs in your discipline or with your textbook
- review any cartridge type support or a CD offered by your publisher; don't make assumptions about its usefulness or ease of transfer to your online site

Review your current assignments

evaluate each major assignment

- is it situated at the best time within a distance course? (save longer assignments or projects for much later in the course)
- is a complex assignment divided into achievable and measurable steps?
- is the time allotted for completion realistic from a distance?
- are you assuming students will spend more time on course activities because they're on line and don't have to come to class? Don't!
- how recently have you performed the same tasks you are assigning?
- can the assignment be converted for team work, (interaction and support)?
- can you provide illustrations or examples of former completed assignments of the same or similar type?

evaluate the modality of each assignment

- will the assignment isolate the students from one another?
- will the students be ready to work independently on the material?
- will you have frequent interactions with the students during their development of this assignment?

evaluate your evaluation of the students' work

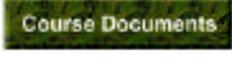
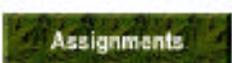
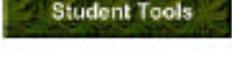
- will the students know exactly how they would be graded on the assignment?
- will the students know ahead of time what they would have to do
- to get an A? a B? etc?
- do you? have you ever used an assessment rubric?

http://129.7.160.115/COURSE/INST_5931A/Rubric.html

HOW SHOULD I ORGANIZE COURSE MATERIALS?

Site Architecture in free Blackboard.com : Blackboard supplies your course site with these buttons and suggestions for what files to store in each. You may remove any except the announcement button from your and students' view (see Figure 2).

Faculty Planning Tip: Student orientation should include a description of what students can expect behind each button category you plan to use. **Figure 1.**

		This area is used to display announcements, updates, and reminders. This area appears in the main course window each time you enter the course.
	<input checked="" type="checkbox"/>	This area is used to display general information about the course. Typically, this contains an approved course description, a listing of pre-requisites, and times/locations for lecture components.
		This area contains specific information about staff or faculty that are involved in the course.
	<input checked="" type="checkbox"/>	This content-specific area is used to hold the majority of information that will be delivered online such as course outlines, handouts, lecture materials, and related readings.
	<input checked="" type="checkbox"/>	This area holds course assignments, tests, quizzes, and surveys.
		This area holds all of the communication tools. Discussion, Virtual Classroom, and email are located here, along with student and group pages.
		This area lists helpful URLs you can use to take virtual "field trips" or view related course material.
		This area holds the tools needed to submit information to the instructor, view a course calendar, check grades, manage homepages, and edit profiles.

Faculty Management Tip: Mirror the checked buttons with folders and subfolders on your own local hard drive. Store the original content documents in those folders. Make a back up of these folders elsewhere on a diskette or zip disk.

Editing the Site Architecture.

Control Panel **Course Options** **←Edit Button Display** **Figure 2**

	<p>You control which buttons will be displayed</p> <p>You can disable some buttons (features) and secure information from guests by using the S=Secure option.</p> <p>Fewer buttons may be a good option for at the start of the semester.</p>
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HOW DO I CONTROL THE INFORMATION AND FEATURES OF MY SITE? The Control Panel (pp. 22-25 Blackboard.com manual)

Instructor's Complete Control Panel in Outline View— Figure 3.

Accessed from Instructor's Extra button → **Control Panel** ← Page Editors

Think of the Control Panel as the staging ground for the course.

Simply everything you upload to, modify or remove from your site is handled here.

The screenshot displays the Blackboard Control Panel with the following categories and tools:

- Page Editors:** Announcements, Course Information, Staff Information, Course Documents, Assignments, External Links.
- Assessment:** Quiz Generator, Assessment Tools, Online Gradebook, Course Statistics.
- Assistance:** Online Manual, Contact Blackboard, Join Communities, Online Support.
- User Management:** Create/Enroll User, Modify User, Remove User, Create Group, Modify Group, Remove Group.
- Communication Center:** Send Email, Course Calendar, Discussion Board, Digital Dropbox.
- Site Management:** Communication, Course Options, Student Tools, Course Utilities.
- Service Features:** Availability, Enrollment Options, Tracking Options, Featured Course Listings, Course Upgrade.

A red arrow points to the 'Full Detail' toggle switch, which is currently set to 'Disabled'. A callout box indicates that this toggle can be switched to 'Enabled' to toggle from a full description to an easy-to-use outline view.

A. Page Editors (p. 26 ff. Blackboard.com manual)

- 1. Announcements (p. 26 ff)** can be typed directly into the editing box or they can be prepared in a word processing program (with or without html tags) then copied and pasted directly into the editing box. If the text is tagged, click in the html tag box to insure proper display of your announcement.
- 2. Course Information, Course Docs, and Assignments material (p.34 ff)** can also be posted via the editing box. **Or** files (regardless of file type—.html, .doc, .ppt, .pdf.—any kind of file) completed and saved already on your hard drive can be selected and uploaded by Blackboard to your designated area. Blackboard contains the FTP client. No additional application is needed.
- 3. Staff Information (p. 29 ff)** is a template ready to accept one image (a photo or web pix) and text (ASCII or HTML tagged).
- 4. External Links (p. 46 ff)** prompts you to insert a URL. It also provides a text editing box for a short description of the linked site.

Specifics on html page dimensions, adding images to announcements, uploading multiple pages at once, creating and uploading a banner, etc. will be covered in the second session.

B. Assessments: The Process (pp. 48-59 Blackboard.com manual)

1. Click on **Quiz Generator**-identify either test/quiz OR survey. **The difference?** *The survey option provides instructors with an assessment tool that records answers anonymously. This is useful for polling purposes, instructor evaluations, and random checks of knowledge. There is no method of grading surveys.*

2. Assessment Tools–types of questions to choose from (p. 59 ff)

	Blackboard5 includes multiple choice, multiple answer, true-false, matching, fill in the blank, ordering, short essay as well as survey
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3. Online Gradebook (p. 61 ff) (Bb5-pp.237-251)

The gradebook posts all student grades associated with test/quiz assessments. The gradebook also accommodates essay questions and items delivered to students outside of the Blackboard.com software.

4. Exporting Student Grades and Course Statistics (p. 73 ff)

Exports to any tab delineated spreadsheet.

C. Assistance (p. 112 in Blackboard.com manual)

- **Bb. Offers online support, Course Manuals, and email contact**
- **Online Manual:** A copy of the Blackboard.com Instructor Manual can be accessed in three formats: PDF files, Word Document, and Online Manual.

For other manuals ... <http://support.blackboard.com> ... From User Type choose *Instructor*; from Software choose *Blackboard.com*(or whichever version you're using). Click GO! Then select Documentation from the support list above. This workshop uses the pagination for the pdf version of Blackboard.com.

D. User Management (p. 74 ff for ways to control and filter out unwanted users)

During development you may want to deny access to guests and students.

Enrollment Options: Bb.com gives you some controls over the individual student enrollment period or allows you to set a code limiting self-enrollment to those who know the code ... **OR** allows you to enroll your class (students will later supply missing information like email addresses).

***Site Management (p. 101 ff)** is where you can change buttons and their color, upload or remove a course banner.

Enrollment Options in Bb.com

In the long run, instructor enrollment may be the least troublesome.

You simply type in a name, give one stock password for all. Have students modify or add information later. And you can limit additional enrollment by controlling enrollment dates (*Control Panel > Service Features > Availability and Enrollment Options*). (Create Huey, Dewey and Louie Duck w/ password: duck so you can experiment with some student group features.)

Figure

The image shows two side-by-side screenshots of the Blackboard enrollment form. The left screenshot displays the initial enrollment fields: 'User Name' (sstudent10), 'Password' (masked), 'Password (for verification)' (masked), and 'User Type' (radio buttons for Instructor, Teachers Assistant, Course Builder, Grader, and Student, with Student selected). An 'Enroll' button is at the bottom. The right screenshot shows a more detailed form with fields for 'User Name' (sstudent10), 'First Name' (Stu), 'Middle Name', 'Last Name' (Student), 'Email Address', 'Organization', 'Position', 'City', 'State or Province', 'Zip/Postal Code', 'Country', and 'Date of Birth' (MM, DD, YYYY dropdowns). An 'Enroll' button is also present at the bottom.

E. Communications Center Email–Send Only: (p. 83) Students must have their own email provider (pop account or web based account). The Bb.com email function allows one to select only from the class roster; however, you and they may select both by individual as well as by small assigned group. Email is then sent to one's account location.

Caution: If you use this email function to send sensitive information that you should have a copy of, send the message to yourself as well. Blackboard does not keep a copy of outgoing mail.

Calendar: (p. 84 ff) Easy to use. When you enter an event, an asterisk appears on the calendar day. For a full description of the activity and time of the event, click on the day. Instructor entries are distributed to student calendars.

Virtual Chat Room: (p. 88 ff)

Two important reminders about the Chat Feature

- The Virtual Classroom is a Java application and may initially take a few minutes to load into a browser window. Before developing assignments that require the Virtual Classroom, be sure that all students have Java enabled browsers. (personal experience: From home I waited 5 minutes for the Java applet to appear. It didn't. Students report the same problem working from home modem connections.)
- Sometimes a Virtual Classroom session can be overwhelming if there are too many users. Consider grouping students into several small groups to keep the conversation manageable.

Discussion Board: (p. 93 ff) Individual messages are easy to write to and display. However, the Bb.com Discussion Board lacks important features like defaulting to unread messages by user or dividing discussion into smaller topics or user forums. The display of messages is small and difficult to read.

Blackboard5 and Courseinfo 4 users have a much enriched Discussion board.

Figure 5.

 <p>ABOVE: The Opening Display of the DB listing hotlinks to the Forums, using the same conventions as the WWW (the first Forum has been visited).</p> <p>TOP RIGHT: Entitled reader to many important controls on how to display the list of posts (none listed now)—sorting capability can be crucial; students have access to closed/archived forums.</p> <p>Sort By: </p> <p>ACROSS: Instructor can control the standards for individual forums.</p>	 <p>Title: <input type="text"/></p> <p>Description:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p> <input checked="" type="radio"/> Smart Text <input type="radio"/> Plain Text <input type="radio"/> HTML </p> <p>Forum Settings:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allow anonymous posts <input type="checkbox"/> Allow author to edit message after posting <input type="checkbox"/> Allow author to remove own posted messages <input checked="" type="checkbox"/> Allow file attachments <input checked="" type="checkbox"/> Allow new threads <p style="text-align: right;">SUBMIT ▶</p> <p>◀ Back to Forum View</p>
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An option for Blackboard.com users is to register your students in a web-based FREE Discussion Board like <http://www.egroups.com> which gives your class many delivery options including a daily digest with all the messages appended into one message with a TOC list of senders and topics at the top of the digest. One of my students complimented this type of discussion because it was "in your face. And because I always read my email everyday and everynight." In addition, egroups archives all messages and allows searching by sender and date and topic.

Digital Dropbox (p. 97 ff)

The Digital Dropbox is a tool that instructor and students can use to exchange files. It works by “uploading” a file from a disk or a computer to a central location. A participant can then come and “download” it to work locally.

Note: The Digital Dropbox is used to exchange materials between a single student and the instructor. Information that needs to be posted for all students should be placed in the Course Documents area using the Page Editors.

The Digital Dropbox is available to the instructor in the Communication Center. **Individual student access to the Dropbox is available from the File Transfer Area located in Student Tools area on the Course.** Students also have group access to a private dropbox from a group homepage.

Faculty Dropbox Window:

Figure 6.

Current Files in Your DropBox

Note: If you want to save a file, right-click or option-click on the Link Name and choose Save Link As

<u>Uploaded by</u>	<u>Link Name</u>	<u>File Size</u>	<u>Received on</u>
none	none	none	none

[Remove Files]

Send File to Student

Select the student to whom the file is to be returned to.
Next, click the *Browse* button to select the file to attach from your computer.
Finally, briefly describe the type of file you are attaching.

Recipient: --Select Recipient--

File to Upload: **Browse...**

Name of Link to File:
(Example: *Homework One, Assignment One*)

Comments:

Return File to Student

Instructors can send a file to individuals, the entire class, or a named group.

HANDS-ON 1: CREATING A COURSE SITE (SEE BB. MANUAL, PAGE 3)

This process is essentially the same regardless of Blackboard version...

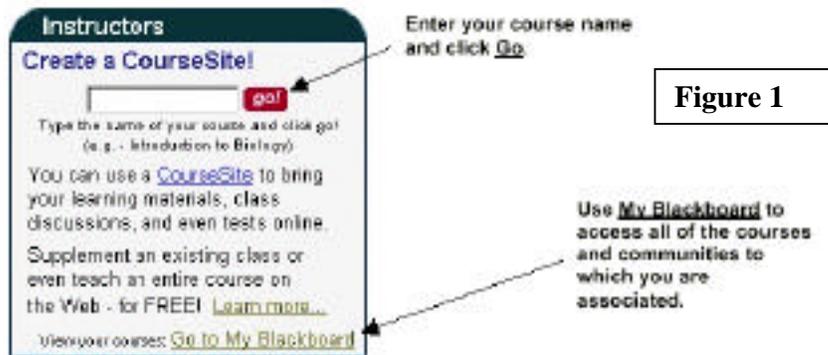


Figure 1

Step 1. Go to <http://www.blackboard.com/coursesites.html>

And FILL IN REQUESTED INFORMATION... See Suggestions for Course Options

Step 2. Course Information: Each course name must be unique. You'll have to be creative; use your initials or some numeric value.

Step 3. Course Design: Select the default for now. You can change button color at any time.

We'll return during Hands-On to create and coordinate a banner for your course.

Step 4. Course Options: CHOOSE FREE

Step 5. Enrollment and Duration (choose Continuous) Options: These and the following options are always open to change.

Please indicate if you will enroll the students or if the students will enroll themselves.

Instructor Enrollment The instructor must enroll all students in the course.
 Enroll me when students try to enroll Click here if you would like to be notified when students try to enroll in the course.

Self Enrollment Students enroll themselves in the course. You may specify an enrollment period, and you may provide an access code that students must know in order to enroll in the course.

Starting Date MM DD, YYYY

Ending Date MM DD, YYYY

Use Access Code: _____

Note: If you select **Self Enrollment**, but do not check either of these options, anyone may enroll at any time.

Enter an access code that students must know to enroll in the course if self enrollment is selected.

Figure 2

Note: If you select the **Self Enrollment** option, you can set a start and end date for enrollment and utilize an access code that students must know to enroll in your course.

Step 6. **Guest Policy and Course Access** probably should be **NO** during development for Instructor comfort. Later, prospective students may want to visit, as might your colleagues. You can always control what guests have access to (Bb.manual, page 102).

 **Have you ever registered in Blackboard.com before?** Figure 3

Instructor Information

If you have a Blackboard.com username and password, please enter them below. If you are new to Blackboard.com, please fill out the form below to create an account.

Instructor has used Blackboard.com before...

- User Name
- Password

Enter your username and password if you have accessed Blackboard.com before.

Figure 4

RECORD YOUR REGISTRATION INFORMATION!

Log-in name _____ Password _____

And... use the same log-in and password for all of your Bb.com accounts—even those for which you are not the instructor.

VISIT http://guest@workspace2.blackboard.com/courses/five_steps/

This site has lots of good reminders, models, and resources for you to use to build your courses.

HANDS-ON 2: UPLOADING A WEB PAGE TO YOUR SITE W/GRAPHIC

Step 1: Control Panel Page Editor Course Information Click ADD



Step 2: Respond to the first 3 options

Option 1: Give a meaningful title to the material; don't just use the file name.

Option 2: Change the color of the displayed title; think about color coding your materials.

Text Editor Box

Option 3:

a) Drop your html tagged text here for a direct display of your information.
 OR
 b) Use space to introduce the material you are uploading. (see Figure 7 on next page)

The Above Information Contains HTML: Yes No

Figure 5

Figure 6

Step 3: Select the file to upload

Browse your hard drive to find the file: Tutorial Packet → announcement.html

Consider this: Bb.com defaults to "Link to file." You make wish to change that to "Click here to open (your file title)"

Leave Do Nothing Special alone right now

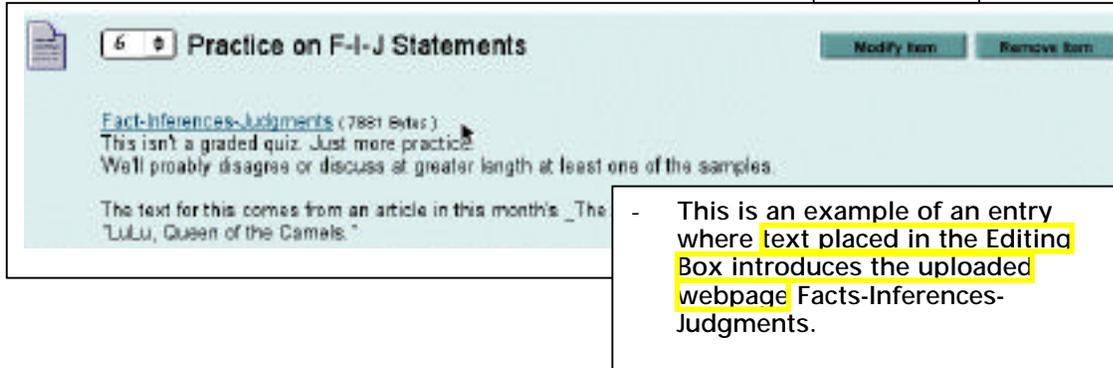
Other Choices-

- You can upload files earlier than you want to distribute them
- Track individual pages
- Metadata

7. Don't forget to click "SUBMIT"

Metadata refers to info that search engines use to locate requested search strings.

Figure 7



TURN WORD INTO A REASONABLE, CONVENIENT (AND FREE) HTML TEXT EDITOR

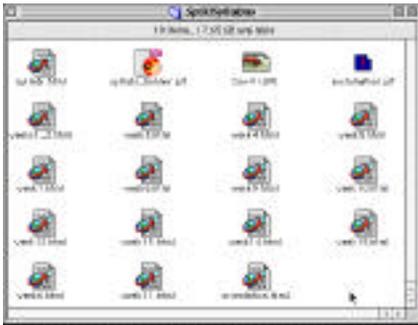
1. How? From the Help menu Get **Contents and Index**; Type "toolbar."
2. Look at **Add a button to the Toolbar** for complete directions.
3. Then go TOOLS→CUSTOMIZE→COMMANDS
4. **Adding the Tool icon requires just dragging the icon to the Toolbar.**
5. **What should you add?**

Add **Hyperlink** for sure. If you want only the Web toolbar up as you work, add **Table, Tables and Borders**, Add some essential **Format stuff**, like Bold, etc., Left, Center, Right alignment.

BIG QUESTION: CAN I UPLOAD A CLUSTER OF LINKED FILES?

ANSWER: Yes. You can build your site with a number of files linked (clustered) together, but you must ZIP them first before sending. When you develop your cluster, keep all pages and images at the same root level within the folder (i.e. don't place images in a separate folder from the html pages). Name the launch file **<index.html>**.

Figure 8

 <p>Everything at the same root level...</p> <p>Name the starting file = index.html</p>	<p>All 19 files on the left zip into one compressed file ready to be sent to Bb site</p>  <p>Archive.zip</p>	<p>Three step process:</p> <ul style="list-style-type: none"> •Zipping the files into one compressed file. •Uploading the zipped file to Blackboard when prompted at the Browse command. •Identifying the parent or opening file when Blackboard prompts for the launch page. <p>Always name the parent (starting or launch) file index.html</p>
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HANDS-ON 2A: DOWNLOADING WINZIP OR MACZIP

1. Open your browser and go to www.winzip.com
2. Click on Download evaluation copy of WinZip 8 (current is 8). This is an evaluation copy. If you wish to continue using it, you should remember to pay the small fee.
3. Before proceeding with the download, write down the name of the folder in which it will be placed (you may use the default or create a folder called Downloads. Write down the name of the file being downloaded so that you can find it! Click download now.
4. After the file has been downloaded, you need to install it. Locate the file and double-click the .exe or setup folder; follow the on-screen directions. If you need further assistance, go to <http://www.smartcomputing.com/> and search for "Downloading" where you will find a wealth of information. Bookmark this site for future needs.

Mac users need free MacZip. <http://www.shareware.com>

USING WINZIP TO GROUP YOUR FILES

1. Open the WinZip program by selecting the WinZip listing under the Start button's Programs menu. The WinZip window appears
2. Click New Archive from the pull-down menu. The New Archive dialog box appears.
3. Type the name of the archive you want to create (give the archive any name you want; it may default to the name Archive.zip) and where you want the zipped group stored.
4. Add a check to the Add Dialog check box in the New Archive dialog box.
5. When the next box appears, select the files you would like to have zipped and grouped (**to_zip is the name of the folder you want zipped**).

THAT'S IT. YOU'RE READY TO UPLOAD TO YOUR SITE!

Uploading the Group: follow these steps:

1. Open your course
2. From the Control Panel, select Course Information for this uploading exercise
3. Select the Add Document option, and locate the Select Options area.
4. In the File to Upload area, click Browse and locate the name of the zipped file to be uploaded.
5. In the Name of Link to Directory field, type the text that students will click on to access the uploaded file. The Default is "Link to File."
6. In the Special Actions area, select **Unpack these files** from the drop down menu.
7. If necessary, designate the Other Options associated with the file.
8. Choose Submit.
9. When the prompt appears, designate the "launch" file for the compressed groups. (You will probably want to designate the first page students will read: for tutorial it's "boolean.html").
10. A receipt will appear to confirm the process.
11. Return to Course and view your work

Upload
<newarchive.zip>
from
Tutorial
Packet

HANDS-ON 3: WRITING TO ANNOUNCEMENTS (P. 27)

Go to Control Panel Page Editor Announcements New

Step 1. Write your First Announcement by simply typing a message in the Editing Box. Make the announcement about 5 or 6 lines long to get a sense of how Bb.com will format it.

Step 2. Remember to click "Submit Announcement"

Step 3. Write a Second announcement and tag it with the html tags below:
Remember to click on the "Contains HTML" button. Then "Submit"

your greeting

```
<H1><FONT COLOR="#AF0000">  
your greeting here  
</FONT></H1>
```

your message

```
<P><FONT SIZE="+1" FACE="Arial" COLOR="#0000AF">  
your message here  
</FONT><FONT SIZE="+1" FACE="Arial" COLOR="#0000AF">
```

*Related point: If you teach online, you need to invest in a good wysiwyg web page builder. Find one that will allow you access to the html for editing—not that you will be editing, but you will need edit capability to "copy" the message with the tags included. Then paste tagged message into the Announcement Editing box; Click "Contains HTML."

WYSIWYG possibilities: *Frontpage*, *Pagemill*, *Dreamweaver* or *MS Word*

With Word, if you first create a regular text doc you must save it before you save it as an html document. When it re-opens, go VIEW→HTML Source. Lift the text inside the <body> </body>tags; the announcement editing box already includes them although they are invisible to us.

All versions of Blackboard have a left-hand frame containing the navigation buttons which occupies about 20% of the page. To be sure that you provide enough white-space around your docs in the right frame, do this when creating a page:

1. Insert a single-celled table
2. Make the cell width = 5.9' wide or (80% and center the table cell)
3. Borders, Size = 0
4. If you plan to use WORD as your html editor (it can be done!!),
 - a) create a template for your html documents and store it in the Template folder inside of MS OFFICE with the Web page template WORD provides
 - b) customize your WEB toolbar to give it the tools you need

HANDS-ON 3A: ADD AN IMAGE TO YOUR ANNOUNCEMENT

CONCEPT BEHIND THIS PROCESS-

FIRST: You are going to create an **IMAGE FOLDER** for images inside of **COURSE DOCUMENTS**. Then **upload at least two images**. (You'll make this folder **NOT AVAILABLE** to your students. You can add as many more images as you like to this folder which will act as a server for your announcement image needs.)

SECOND: You will **copy and paste a pre-made tagged text** as a new announcement post. (This html tagged text already contains `>

Create an Image Folder and Upload an Image

Step 1: Go to the Control Panel **Course Documents** and Create a Folder and name it **Image Folder**.

Step 2. Click **BACK** and open your new **Image Folder**.

Step 3: Click **ADD DOCUMENT**. Title it **Exclamation.gif**.

Step 4: Click **BROWSE**. Locate the Tutorial Folder. Inside this folder, select **Exclamation.gif**. Click **SUBMIT**.

Create an announcement (we'll use the pre-made "announcement.txt" from the Tutorial Folder)

Step 5: Return to the Tutorial Folder and open "announcement.txt" in the Windows Note pad (you may have to open Notepad first, then the file).

Step 6: Select all the text (**Control key + A**) and Copy (**Control + C**)

Step 7: Return to the browser window and **OPEN CONTROL PANEL → ANNOUNCEMENT.**

Step 8: Paste (**Control + V**) the tagged text inside of the Editing Box (your editing box will look like Figure 4).

Step 9: Click "Contains HTML" and Submit Announcement. You'll see where the missing image belongs.

Link the Image to your Announcement

Step 10: Go back to the CONTROL PANEL→COURSE DOCUMENTS→IMAGE FOLDER→OPEN→ Exclamation.gif.

Step 11: See Link to File at the top right?

Windows users: Right click it to Copy Link

Mac users: Click and hold on it. Select Copy Link to Clipboard

Step 12: Return to CONTROL PANEL→ANNOUNCEMENT→MODIFY the announcement you made in step 8.

Step 13: Select resources/Exclamation.gif from inside of the quote marks and paste the new path inside the quote marks.

`<img src='resources/Exclamation.gif'` becomes
`<img src='whatever your path to the image is'`

That took 13 steps. But don't panic. Once you build a library of images, you can do a one time set-up on your local drive like this:

1. copy the path for each image stored inside of the Image Folder (on your course site) paste each path to your Notepad on your hard drive like so:

Exclamation.gif:

<http://www.blackboard.com/courses/EN102H/coursedocuments/-54696613/Exclamation1.gif>

Happyface.gif:

<http://www.blackboard.com/courses/EN102H/coursedocuments/-54696691/HappyFace.gif>

2. maintain a mirror copy of your Image Folder library on your local drive.
3. next time you make an announcement, get the image from this local folder; insert the image where you want it to appear (using your WYSIWYG editor)
4. open your Notepad and copy the site path for the image inserted
5. look at the source code; paste the site path for the image inside of the quote marks
6. then copy all the tagged text for the complete announcement
7. finally, paste this into the Announcement Editing Box—click contains html and return to Course to view

Concept = to linking to an image

HANDS-ON 4: ADDING A LINK FROM ONE SPOT ON YOUR SITE TO ANOTHER

GENERAL CONCEPT: You need to place a page within a folder in order to link to it. Right clicking on a folder creates a shortcut to the document within the folder. Kate Jansak reminds us that "you have to think *down* a level when you are capturing URLs for linking using the right-click method." **Mac users** just hold the cursor down over link for the contextual menu to appear. Select Copy Link.

1. To accomplish a link between two pages on your site, you need to have *preexisting* on your site a document contained within a folder. This will be the **page to which you will link**
2. Go to this preexisting page to which you wish to link.
 - If it is a page that displays directly in the right-hand frame of the site, do not actually go into the document or page itself. Instead, go to the title of the folder that *contains* the document.
 - If the document is a "link to file" page, go to the level at which the words "link to file" are displayed.
 -
3. RIGHT click on the line—either the underlined title of the folder or the words "link to file." (If you have a MAC, just hold the cursor over the line.)
4. Then choose **COPY SHORTCUT**. (This places the entire URL for the page into your clipboard.)
5. Go to html editor and create a simple page. This will be the page **FROM WHICH** you will link.
6. Type in a line of text that will serve as your link. For example, "Click here to view the assignment."
7. Highlight the text you just typed.
8. In FrontPage or WORD, click on the icon that looks like a globe with a chain in front. In Composer, click on the icon that says "link" and looks like a chain.
WORD users, be sure you have activated the WEB toolbar. If you have no globe icon, use the Insert menu  Hyperlink.
9. You may have to delete the extra "http://" that is in the URL box. (Just backspace to delete it; do not use the EDIT/CUT function or you will lose the URL you have in the clipboard.) In Composer, the box is already empty.
10. Now, PASTE the URL you have in the clipboard into the URL box.
11. Click on OK. You will notice that your text is now "hot" (i.e., is underlined).
12. Go through all the steps needed to upload this page to your site. Then view the page with the link in it on your site. Click on it. Does it take you to the other page?

HANDS-ON 5: USING THE QUIZ GENERATOR TO CREATE DIFFERENT TYPES OF QUESTIONS -SEE ATTACHMENT FROM THE NYTIMES

Step 1: Control Panel Assessment Quiz Generator Choose Assessment

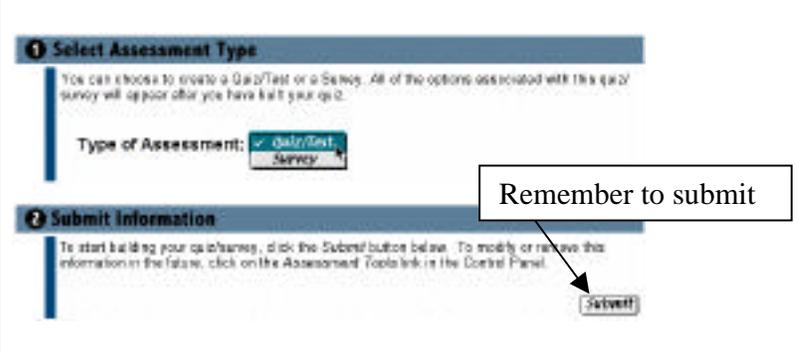


Figure 11

Quiz/Test and Survey ?

When *Survey* is selected, results are not placed in Bb. grade book. In *Survey mode* the responses are anonymous. Good for instructor evaluation.

Step 2: Provide Information about the Quiz/Test

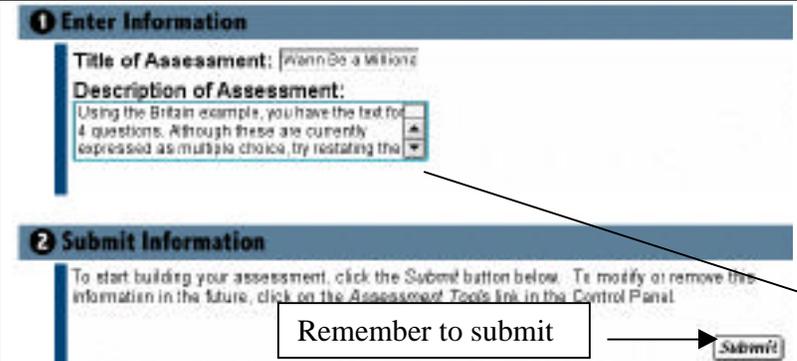


Figure 12

Identify the Quiz by title and add some useful information about the quiz for the user.

You can revise your description at any time.

Step 3: Identify the type of question

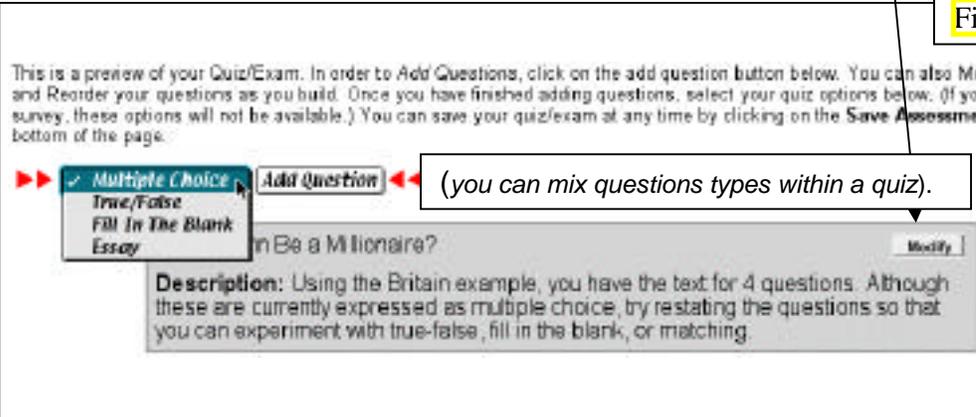


Figure 13

(you can mix questions types within a quiz).

Step 4: Give specific instructions about this new question.

Figure 14

Assessment Instructions:
Type in instructions or information related to this assessment. These instructions will be printed at the top of your assessment.

! NOTE: There are no questions defined for this assessment - click the *Add Question* button above.

Bb.com will remind you if you haven't selected a question

Step 5: Write the particular question and add images as desired.

Figure 15

1 Multiple Choice Question

Question Text:

Question Image:

Question Points:

Add Image opens the familiar Browse box. Find your image on your local drive and select it for uploading.

If grades are to be recorded, you must fill in a point value for the right answer.

2 Answers

Order	Correct Answer	Answer Value	Answer Image
1	<input type="radio"/>	<input type="text"/>	<input type="button" value="Add Image"/> <input type="button" value="Remove"/>
2	<input type="radio"/>	<input type="text"/>	<input type="button" value="Add Image"/> <input type="button" value="Remove"/>
3	<input type="radio"/>	<input type="text"/>	<input type="button" value="Add Image"/> <input type="button" value="Remove"/>
4	<input type="radio"/>	<input type="text"/>	<input type="button" value="Add Image"/> <input type="button" value="Remove"/>

Type answer choices and click on the correct answer. If you want more than 4 choices, click *Add Answer* button.

Remove: Refers to each image

In the FREE Blackboard, you are limited to question types. Practice expressing your question to "fit" the question choices you have.

When you use fill-in the blank, remember to include as possible answers misspelled words, caps, abbreviations, OR warn students that their inserted answer must be exact!
See next page → → →

Step 6: Add a comment *to the student* for either a correct or incorrect answer.

This text you write below will appear when the students submit their answer to each individual question.

They receive feedback on the credit they get for the answer and any feedback message you add.

This shows only % earned.

Feedback

Please specify a **Correct Reply** and an **Incorrect Reply** for the question. You can change these replies at any time.

Correct Answer Reply:

Incorrect Answer Reply:

Submit Information

Click on the **Update** button to save your changes to this question at any time. You can also click on the **Modify** button located next to the question.

Good job!
You got it!
Bravo!
Bingo!

Check page ____ for the right answer.

Look at your class notes for ____/____/____.

Update Question **Cancel Changes**

Figure 16

Step 7: Select OPTIONS for Student Interaction with the Quiz/Test Figure 17

Select Options:

Please select the receipt options for this quiz. A receipt is shown after the student submits his/her quiz. If you **DO NOT** want to show a detailed result (i.e. *You got 70 out of 100 pts*), set **Show Detailed Result** to **No**. If you want the students to see if they answered each question correctly or incorrectly, check the **Yes** option under **Show Detailed Result**. If you show a detailed result, you can also choose to show the correct answer and also provide feedback based on the answer.

Show Detailed Result: Yes No

Reveal Correct Answer: Yes No

Show Feedback: Yes No

Select 'Yes' for **Allow Anonymous** if you want all of your attempts recorded anonymously. Select 'Yes' for **Allow Multiple Times** if you want to let your students take the quiz more than one time.

NOTE: If either of these options are selected 'Yes', no gradebook entry will be made into your Online Gradebook.

Allow Anonymous: Yes No

Allow Multiple Times: Yes No

If you have **NOT** finished building your assessment, click on the **Save Assessment** button to save your work and exit to the Assessment Tools. If you have completed your assessment and wish to publish it, click on the **Save & Finish Assessment** button below.

Save Assessment **Save and Finish Assessment**

Create a Banner

Enter a line of text and we'll make a banner for your Web site. You select the type style, size, colors, and effects. You can also add an animation effect. The banner is a GIF file which can be easily saved to disk for use on your site.

Choose Your Settings

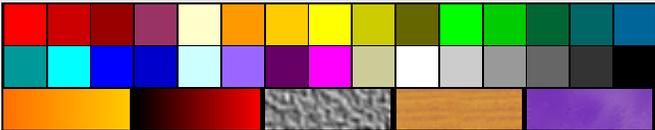
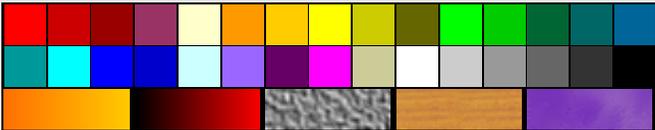
1. Enter Text

2. Specify Type

Font: **Banner**

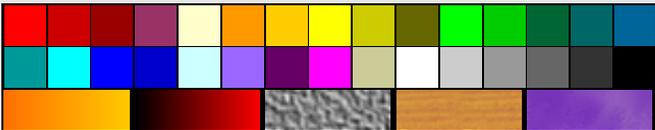
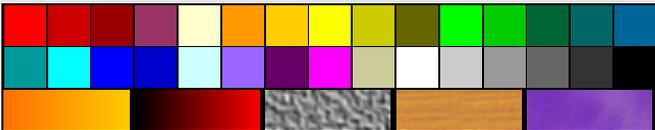
Type: **ff**
Effect: **ff**

Type: **T** **T** **T** **T** **T** **T** **T**
Size: **T** **T** **T** **T** **T** **T** **T**

Type: 
Color/Pattern: 

3. Specify Background

Background: 
Effect: 

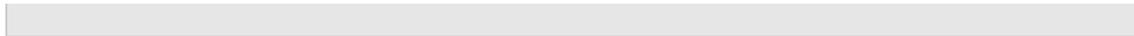
Background: 
Color/Pattern: 

Border: [None](#) [Black](#) [White](#)

4. Specify Animation

Animation: **Banner**

Play: [Once](#) [Forever](#)



▶ [Reset](#)

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Ad Space

Announcing exciting improvements to the CourseSites channel of Blackboard.com!

Beginning August 21, new course Web sites will be created using [Blackboard 5](#), our new e-Learning platform. Users will experience a more robust service with improved assessments and discussion forums, customizable academic resources, and more. To create or access a course powered by Blackboard 5, please see the blue box below.

Course Web sites created in the previous system (before August 21) will remain where they are through the fall semester. We will contact instructors to schedule migration to Blackboard 5 at a convenient time. To access a course using the previous system, please see the red box below. [Questions?](#)

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