Activity 1: Creating a Discussion Board

Create a Discussion Board

☐ Step 1
✓ Click Discussions in the main menu.
✓ Click the Create Forum button.

☐ Step 2
✓ Under FORUM INFORMATION provide a name and optional description
✓ Scroll down to FORUM SETTINGS and select the radio button for “Grade Discussion Forum: Points possible:” and enter 100 for the number of points possible.
✓ Also in FORUM SETTINGS, check the box next to “Allow Author to Edit Own Published Posts.”
✓ Click the Submit button after you complete the settings.
✓ Click your newly created forum to enter it.

☐ Step 3
✓ Click the Create Thread button.
✓ Give the thread a subject, and enter a question in the message.
✓ Click Submit.
✓ Optional: Repeat step 3 to add additional questions/posts
Contribute to the discussion boards of the courses of those in your row

☐ Step 1
✓ Access the discussion boards of the others in your row by clicking the My Blackboard tab, clicking on another course, and then clicking Discussions in the course menu.
✓ Respond to their questions.
✓ Note: You will not be able to access other’s discussion boards until after they have created them and made them available.

Stretch Your Skill (optional) – Organize Discussion Views

☐ Step 1
✓ Enter the course in which you are an instructor.
✓ Enter a discussion forum by clicking Discussions in your main course menu, then clicking the name of the forum.
✓ Click the arrow icon to the right of your thread name.
✓ Click Collect from the dropdown menu.
✓ Use the Sort by and Order menus to change the view.

Activity 2: Blogs

Create a blog

☐ Step 1
✓ Enter your course by clicking on it.
✓ Click Course Content in the main menu.
✓ Hover over the Tools button, then click Blogs.
✓ **Click** the **Create New Blog** button.

**CREATE LINK: BLOG**

*Link to the Blogs page, link to a specific Blog, or create a new Blog.*

- Link to the Blogs Page
- Link to a Blog

Create New Blog

- [Select Blog below]
  - [Class Blog]

**Step 2**

✓ Under **BLOG INFORMATION** provide a name and optional instructions.
✓ **Scroll** down to **BLOG AVAILABILITY** and **select** the radio button for "Yes".
✓ **Scroll** down to **BLOG PARTICIPATION** and **select** the radio button for **Course**.
✓ **Scroll** down to **GRADE SETTINGS** and **select** the radial button to make this a graded Blog. Enter **100** as the number of points possible.
✓ **Click** the **Submit** button after you complete the settings.

**Step 3**

✓ Ensure your blog is **selected** from the list and then **click Next**

**CREATE LINK: BLOG**

*Link to the Blogs page, link to a specific Blog, or create a new Blog.*

- Link to the Blogs Page
- Link to a Blog

Create New Blog

- [Select Blog below]
  - [Class Blog]

*Click Next to continue. Click Cancel to quit.*
Enter a blog post in the courses of those in your row

☐ Step 1

✓ Complete a blog post in each of the others in your row by clicking the My Blackboard tab on the top of the screen, entering their courses, and accessing the blog from the Course Content menu item.

✓ Note: You will not be able to access other's blogs until after they have created them and made them available. You may also need to refresh your menu before you can access the blog.

Stretch Your Skill (optional) – Add a link to the blog tool in your course menu

Add a link to the blog tool in your course menu

☐ Step 1

✓ Enter the course you are an instructor for.

✓ Hover over the icon in the upper left hand corner of your main course menu, then click “Tool Link” to create a new tool link.

✓ Enter “Class blog” for the name, and set type to Blogs.
✓ Ensure “Available to Users” is checked.

✓ **Click** Submit.

**Activity 3: Creating a Wiki**

**Create a Wiki**

**Step 1**
- **Click** Course Content in the main menu.
- **Hover over** the Tools button, then **click** Wikis.
- **Click** the Create New Wiki button

**Step 2**
- **Under CREATE LINK: WIKI** provide a name and optional instructions.
- **Scroll** down to WIKI SETTINGS and **select** the radial button to make this a graded Wiki. Enter 100 as the number of points possible.
- **Click** the Submit button after you complete the settings.
Step 3

- Ensure your wiki is selected from the list and then click Next.

CREATE LINK: WIKI

Link to the Wikis page, link to a specific Wiki, or create a new Wiki.

- Link to the Wikis Page
- Link to a Wiki

On the Create Link: Wiki screen, leave all settings to the default, and click Submit

Contribute to the wiki of the courses of those in your row

Step 1

- Access and edit the wikis of the others in your row by clicking the My Blackboard tab on the top of the screen, entering their courses, and accessing the wiki from the Course Content menu item.

Note: You will not be able to access other's blogs until after they have created them and made them available.
Stretch Your Skill (optional) - Viewing wiki history

□ Step 1
✓ Access your wiki by clicking Course Content in the main menu, then clicking on your wiki.
✓ On the right side of the screen you will see Wiki Details. Below that will be the wiki’s name. Below the wiki’s name you will see an arrow icon beside “Start here”. Click the arrow icon, then click History.

□ Step 2
✓ Clicking on an individual version will show you what the wiki looked like at that version.
✓ Author will show you who made the changes shown in a version.
✓ Checking multiple versions and clicking the Compare Versions button will highlight changes between versions.

Activity 4: Creating groups and group tools

Create a Group

□ Step 1
✓ Click Users and Groups in the Course Management menu to expand that section, then click Groups.
✓ Hover over the Create button, then under “Single Group” click Manual Enroll.

□ Step 2
✓ Give your group a name.
✓ Scroll down to the Membership section and Click on the “Add Users” button.

![Add Users button]

✓ A list of all of the users will now be displayed.
✓ If you want to add all of the users to the group Click the check box next to “Username”. If you want to manually select the users to add to the group Click the check boxes next to those names only.
✓ Click Submit and this will take you back to the “Create Group” page.
✓ Scroll down to the Membership section and review the list of the users added to the group. Once these are verified Click Submit.

☐ Step 3

✓ Click Users and Groups in the Course Management menu to expand that section, then click Groups – doing this will now take you to the groups you have created. Click on the group name to enter the group homepage.

☐ Step 4

✓ Explore the different group tools as both an instructor and as a student in the other members of your row’s classes.
✓ Notice how much control you have as a student.

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Stretch Your Skill (optional) - Grading Collaborative Tool Submissions

Grading a Discussion

☐ Step 1

✓ In the Course Management menu click on Discussions.
✓ A best practice would be to lock your Discussion Forum before you begin grading it. This will allow your students to still view the Discussion Forum, but no longer be able to contribute to this Discussion Forum. To do this, click on the name of the Discussion Forum you want to grade and then click in the box to the left of your Discussion Thread. Next, hover over “Thread Actions” and click on “Lock”.

☐ Step 2

✓ Go back the Course Management menu and click on Discussions again.

✓ Hover over the Discussion Forum you want to grade. Click on the drop down arrow to the right of the Discussion name and then click on “Grade”.
✓ You will now be on the **Grade Discussion Forum Users** screen. Each user will be listed by name and to the far right of each user you will see a “Grade” button. **Clicking** on any of these “Grade” buttons to begin grading.

![Grade Discussion Forum Users](image)

✓ You can now grade the Discussion of the first user. On the right hand side of the screen under “Forum Statistics” enter the number of points earned as well as any optional feedback and then **click** “Submit”.

![Forum Statistics](image)
✓ Under “Forum Statistics” **click** on either the arrow to the right or left of the current user's name to view and grade the next user's Discussion.

**Grading a Blog**

☐ **Step 1**

✓ In the Course Management menu **click** on the name of your Blog Tool link.
✓ **Click** on the name of the Blog you want to grade.
✓ On the right hand side of the screen under “Blog Details” click on the down arrow under “All Course Members” to view a list of users with Blog submissions ready to view and grade.

✓ If a user has a Blog ready to grade you will see an exclamation point in a yellow circle. **Click** on the users name to view and grade the submission.
✓ Under “Blog Details” enter the number of points earned as well as any optional feedback and then click “Submit”.

✓ Click on either the arrow to the right or left of the current user’s name to view and grade the next user’s Blog.

Grading a Wiki

☐ Step 1

✓ In the Course Content area (or in the Course Management menu) enter the Wiki you wish to grade by Clicking on it.

✓ In the upper right hand corner of the Wiki page Click on “Participation and Grading” which will take you to the Participation Summary screen.

✓ On this screen you will see each user’s contributions to the Wiki. On the right hand side of the screen under “Wiki Details” Click on the down arrow under “All” to view a list of users with Wiki contributions ready to view and grade.
✓ If a user has a Wiki contribution ready to grade you will see an exclamation point in a yellow circle. **Click** on the users name to view and grade the submission.

![User List]

✓ Under “Wiki Details” enter the number of points earned as well as any optional feedback and then **click** “Submit”.

✓ **Click** on either the arrow to the right or left of the current user’s name to view and grade the next user’s Wiki contributions.

![Grade Panel]

**For Wikis:**

✓ **Clicking** any of the links in the Page Version column will show you the page as it existed when a user finished their edits.

✓ **Clicking** any of the links in the User’s Modifications column will show you a comparison of versions of the wiki.
Purdue's Copyright Resource

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The following are some copyright hints for the successful use of Blackboard.

- Post links to materials instead of PDF’s.
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- Use works produced by the U.S. Federal government. They are in the public domain.
- Look for works with creative commons licenses that allow the works to be used for educational purposes.
- Only use the amount of the work that is necessary to convey the required information.

For further information on copyright, please contact the University Copyright Office – http://www.lib.purdue.edu/uco

Purdue's Blackboard Learn Resources

Links to find workshops

http://www.itap.purdue.edu/training/calendar/

Blackboard Learn Video Tutorials and Instructions

https://wiki.itap.purdue.edu/display/bb9/Home

Blackboard Learn Support Website

http://ondemand.blackboard.com/

ITaP Support Contacts

Email us tlt-bblearn-help@lists.purdue.edu
Subscribe to News and Events  http://www.itap.purdue.edu/learning/

Keep track of the Learn rollout
http://www.itap.purdue.edu/learning/tools/blackboard/bb9implementation.cfm

Browser Compatibility

Blackboard Learn is compatible with Microsoft Internet Explorer versions 8 and 9, Mozilla Firefox version 3.6 (as well as the latest version of Firefox), and Apple Safari versions 4 and 5.

Google Chrome is supported but some videos in Blackboard Learn are blocked due to performance issues related to Chrome. Safari, Firefox or Internet Explorer may be required when accessing videos in Blackboard Learn.