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**
  ✓ Provide a name and optional description
  ✓ Scroll to item 3, **Forum Settings**, and check the box next to “Allow Author to Edit Own Published Posts.”
  ✓ Still in item 3, select the radio button for “Grade Discussion Forum: Points Possible:“ and enter **100** for the number of points possible.
  ✓ 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 “Discussion Board” in your main course menu, then clicking the name of the forum.
✓ Click the double 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.
✓ Mouse over the Add Interactive Tool button, then click Blog.
✓ Select the Create New Blog button

☐ Step 2
✓ Provide a name and optional instructions
✓ Scroll to item 2, Blog Availability, and select the radio button for “Yes”
✓ Scroll to item 4, Blog Participation, and select the radio button for Course
✓ Scroll to item 6, 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.
On the Create Link: Blog screen, leave all items the default, and click Submit

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.
Mouse over the + icon in the upper left hand corner of your main course menu, then click “Create 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.
✓ Mouse over the Add Interactive Tool button, then click Wiki.
✓ Select the Create New Wiki button

☐ Step 2
✓ Provide a name and optional instructions
✓ Scroll to item 4, Grade Wiki, 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.
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 will be a box titled About This Wiki. Below that will be a box with the wiki’s name, and a double arrow icon. Click the double 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 Groups in the main menu.
- Mouse over the Create Single Group button, then click Manual Enroll.

Step 2
- Give your group a name
- Scroll to item 4, Membership, and select all members by clicking the Select All button.
- Click the right arrow to move selected members into the box on the right.
✓ Click Submit

☐ Step 3
✓ You will now see a new menu entitled “My Groups” between the main course menu and the course management menu.
✓ In this new menu, click the double arrows next to your 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.

Stretch Your Skill (optional) - Grading Collaborative Tool Submissions

☐ Step 1
✓ In the Course Management menu, click Grade Center to expand that section, then Needs Grading
✓ The first column will tell you what category a submission is from
✓ Clicking on the user’s name in the User Attempt category will show you that user’s attempt.

Grading a Discussion

☐ Step 1
✓ Clicking on a user’s attempt will show you all of their posts for a forum (if you’ve chosen to assign a grade based on the forum) or a thread (if you’ve chosen to assign a grade based on the thread).
✓ Click the Edit Grade button and enter a grade. Click Save Grade to save.
Grading a Blog

☐ Step 1
✓ Clicking on a user’s attempt will show you all posts by a user.
✓ Click the Edit Grade button and enter a grade. Click Save Grade to save.

Grading a Wiki

☐ Step 1
✓ For Wikis: Clicking on a user’s attempt will show you a list of every time a user modified the wiki.
✓ 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.
Click the **Edit Grade** button and enter a grade. Click **Save Grade** to save.