Blackboard Learn 9.1 Quick Start Guide for Faculty

Welcome to our Blackboard Learn 9.1! As you first login to your course on the new system, this guide should help you navigate the tools and help you find your content. Online resources: http://ondemand.blackboard.com/.

Side-by-side video overview of CE/VISTA & Learn:
http://online2.sdccd.edu/tutorials/bbvista_learn_ss_comp2/bbvista_learn_ss_comp2.html

Overview of the Homepage

(1) The Course Menu	*(2) The Control Panel,*	*(3) Edit Mode switch*	*(4) The Action Bar*
The course menu has links to folders and individual items. The menu is customizable. You can add tools, dividers, and subheaders. Use drag-and-drop buttons to rearrange the menu item order.	The Control Panel is for managing content tools, and display of your course. Your students can't access it, even though it displays with Edit Mode turned off.	To see what a student sees, turn the Edit Mode **OFF**.	The Action Bar includes the buttons and menus at the top of the page and allows you to add links to folders. To access the editing options available for an item already on the page, click the **ActionLink** button next to that item.

Tool on CE8	Moved to Blackboard Learn	What to Check and/or Change
Course Content Home Page The homepage and all the files, folders, and subfolders that are linked from your homepage in CE8.	All of this information gets placed in a **Content Area** named **Course Content.** • All links to files and folders that were on the CE8 homepage are now in the Course Content page. • A default icon set is used in Learn and cannot be personalized. • The header and footer (HTML and images) from CE8 get added as the first and last items on the page. • Course Content area, and have associated icons with them. • Items that were hidden in CE8 are not available in Learn. • ActionLink buttons contain the editing options available for the item.	Check that all of the files, folders, subfolders, and content links got migrated from CE8 to Learn. To add more content to the folder, you can use the buttons along the top of screen to: • Build Content - lets you create and link content to the page. • Create Assessment - create and link assignments and tests to the page • Add Interactive Tool - lets you create and link groups, discussion board, blog, wiki, journal, or chat, virtual classroom and echo content to the page. • Assign Textbook - lets you search for and link to your textbook on the page. You can set the page to show icons only or text only. You can add formatting to any of the link descriptions on the page. You can turn on tracking for this link. You can set Date and Time restrictions for the content.

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Course Tools The menu on the left of your Bb CE8 course which takes users to the different tools in the course.	Becomes your **Course Menu** on Bb Learn • The links on the Course Menu are links to Content Areas in Learn. • The links to the Course Content Areas will have the same names as the tools in Bb CE8. • Items that were hidden on the Bb CE8 Course Tools menu remain hidden on the Bb Learn Course Menu. • You may see a new **Information** link on your Course Tools menu which links to a page with your Syllabus link (see Syllabus section of this document). • Custom web links (i.e. Library) from your CE8 menu do not transfer over automatically.	Check that all of the links from your Course Tools menu on Bb CE8 are now on your Bb Learn Course Menu • If the home page of the course is the Notifications screen, you can choose to keep that or to delete it using the ActionLink menu – Delete option, for that item on the menu. • You may have to recreate any custom links that you were using in the Bb CE8 Course Tools menu that linked to outside URLs. • You can change the name of any item on the Course Menu. • You can drag/drop to change the order of items on your Course Menu. • You can add links to your Course Menu on Learn – links to any items, pages, or files that are already in the Course Content Area. • You can create sub headers and dividers to add more structure to your Course Menu on Bb Learn. • You can hide or delete any links on the Course Menu. • To change the color of the menu or the link styles, go to the Control Panel –Customization – Style.

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Syllabus There are three common ways to post your syllabus in Bb CE8: 1. Using the Syllabus Tool linked to a file. 2. Using the Syllabus Tool linked to a built-in syllabus. 3. Using a link to a file in the File Manager.	The location of your syllabus in Bb Learn depends on how you had your syllabus posted in CE8. • If you used the Syllabus Tool linked to a file in CE8, then it comes over to an existing content area called **Information** which is a Course Content Area with a link to the Syllabus file • If you used the Syllabus Tool linked to a built-in Syllabus in CE8, then it gets recreated with the Syllabus Build tool in Learn. • If you created your own link to your Syllabus file in CE8, then it becomes a link in the same place to the same file in Blackboard Learn.	Syllabus tool - To review and edit the syllabus, click the action link next to Syllabus and choose Edit. Click the Edit Syllabus button. The different sections of the Syllabus can now be renamed and you can edit the content using the visual editor. You should preview this information carefully to be sure that the formatting transferred over properly. • You can rename the **Information** link in the Course Menu. Click on the Action Link and choose **Rename Link**. Type in a new name and click the green check to apply the change. • If the link to the syllabus already exists in a Course Content Area, then you can also add a direct link to the file on the Course Menu. • You can use the Syllabus Builder tool to build your syllabus from scratch in Learn and then add it to any page of your Course Content Area. • You can move your syllabus to another folder in the course, by finding the current link, clicking the ActionLink menu and selecting Move.

Tool on CE8	Moved to Blackboard Learn	What to Check and/or Change
Learning Modules	Are found in a **Content Area** on the menu named **Learning Modules** on Bb Learn • Contain the files, links, and tools that the Bb CE8 modules contained • Modules that were hidden on Bb CE8 are labeled Item is not available on Bb Learn • Text that was indented in the modules in CE8 will no longer be indented in the module in Learn • You can no longer view all links to a specific content item in Learn, like you can in Bb CE8. • You can no longer edit all the link titles in your module at once.	To create a hierarchy, folders and subfolders can be added to learning modules (The indented text hierarchy is lost in Learn.) • You can add content to the page of Learning Modules • Use drag and drop to reorder the modules or the content inside the modules • You can change the name of the Learning Module Content Area. • You can add new modules (Build Content – Learning Module). • You can edit the description, availability, view, and table of contents of any of your existing modules. • You can set your learning modules so that there is forced navigation (students cannot skip pages of the module). • You can add any new content inside of your existing modules, including subfolders.

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Discussions	Discussions come over to Bb Learn in a course tool link called **Discussions** on the Course Menu. • Discussion topics get migrated as Discussion Forums. • If there were several messages in your Discussion Board topics, only the first in each topic will be migrated, and will be displayed as Anonymous. • There are no Categories for discussions in Blackboard Learn. • Create Message button is now the Create Thread button. • Blogs and Journals are separate tools from Discussions in Bb Learn.	• Make sure that all the discussion topics from your course are now forums in Bb Learn. • You should open each discussion forum and Edit the settings. Some settings come over from CE8 but some settings do not have a corresponding setting in Bb Learn. • You will want to go in and delete the Anonymous student posts. • Check two settings on the Edit screen for each Discussion Forum: • Threads may come over with the option to Force Moderation of Post enabled. Uncheck that box so that student threads will be posted to Discussions area without the need for instructor approval. • Allow Members to Create New Threads should be checked if instructor wants the Discussions structure to resemble the structure from Bb CE8. • You may want authors to be able to edit or delete their own posts. • You can now add availability dates to the forum without using selective release. • You may also want to explore the new visual editor with Discussions.

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Assignments	Assignments are placed in a **Content Area** named **Assignments** which has a link on the course menu. • A column is created in the Grade Center for each assignment regardless of whether the column existed in the CE8 Grade Book. • Assignments are no longer organized into Inbox/Submitted/Graded/Published. • There is no Assignment Dropbox. Instead grading is done through the Grade Center. • Students will have the option to Spell Check the text in the Submission textbox and the text in the Comments textbox. • You can allow a specific student additional attempts on an assignment. • There are no grading forms linked to assignment. (This is instead done through Rubrics for columns in the Grade Center which are just used to guide instructors through the grading process and are not accessed by	Open the assignments content area and check that all the course assignments got migrated. • You can use the Visual Editor to update the Assignment Information field. • You can edit each assignment to change its availability, attempts, and due dates. • Assignments can have a "Display After" date which keeps the assignment hidden from student until that date. • To link an assignment to a new content area, open the desired content area – click Build Content and Select Course Link – give the link a name and type a description or instructions if desired. Click Browse to locate the assignment, a window will open and show all of the assignments located on the course menu, click on the Assignment. Determine the remaining settings

	students.)	and click Submit.

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Assessments	**Assessments are** placed in a Content Area named Assessments which has a link on the Course Menu. • All quizzes from Bb CE8 are migrated to Bb Learn as Tests. • All surveys from Bb CE8 are migrated to Bb Learn as Surveys. • All self-tests from Bb CE8 are migrated to Bb Learn as Tests, The question database from CE8 gets migrated into one question pool named Question Database. This question pool can be accessed from the *find questions interface* during test creation. • Any question database categories from CE8 are lost upon import to Learn. • Question sets that were utilized in your Bb CE8 quizzes are maintained in your tests in Bb Learn • Point values for questions get migrated into Learn. • A column is automatically created in the Grade Center; you can view these columns by clicking Tests in the Grade Center.	**Assessments are** placed in a Content Area named Assessments which has a link on the Course Menu. • All quizzes from Bb CE8 are migrated to Bb Learn as Tests. • All surveys from Bb CE8 are migrated to Bb Learn as Surveys. • All self-tests from Bb CE8 are migrated to Bb Learn as Tests, The question database from CE8 gets migrated into one question pool named Question Database. This question pool can be accessed from the *find questions interface* during test creation. • Any question database categories from CE8 are lost upon import to Learn. • Question sets that were utilized in your Bb CE8 quizzes are maintained in your tests in Bb Learn • Point values for questions get migrated into Learn. • A column is automatically created in the Grade Center; you can view these columns by clicking Tests in the Grade Center.

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Grade Book	Becomes the **Grade Center** (in the Control Panel) in Learn. The Grade Center is located in Control Panel in Bb Learn (formerly Instructor Tools). • Full Grade Center displays all the columns in the Grade Center. • Tests displays all the columns associated with Tests in the Grade Center. • Assignments displays all the columns associated with Assignments in the Grade Center. • Upon initial import you should not see any students or student scores listed in the Grade Center. • Column names displayed with a red slash icon are not visible to students. • Your calculated columns from CE8 will only migrate if they used a standard formula (sum, min, max, average). • The students' My Grades tool is	Confirm that the columns you don't want students to see have the red slash icon displayed. All columns without that icon will be seen by students on their My Grades tool (My Institution tab). • Check the formulas for your calculated columns. Standard calculations should have migrated fine. Any columns with nonstandard formulas will need to be re-created in the Grade Center. • Midterm and Final columns can be deleted (unless you are using them). • Create your own categories. When columns are organized into categories it's easier to perform operations on the entire category. • Create your own Smart Views (custom views designed by the instructor to display only a subset of

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	available on the My Institution tab of the system.	Grade Center data).

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File Manager	Now called **Course Files** in Blackboard Learn. Course Files are now located in the Control Panel. • Your migrated content will be available in the files and subfolders of Course Files. • You can create folders and upload files to Course Files. • You cannot create new html files with Learn's Visual Editor Tool and store them in Course Files (as you can in CE8). • New items (Build Content – Create Item) and blank pages (Build Content- Blank Page) that you add to Course Content folders cannot be accessed in the Content Collection.	Click through the folders in your Content Collection. The structure to be similar to the structure that you had in CE8. • Check your course content to make sure linked files appear correctly and that file attachments are still present. • Set up WebDAV (Windows XP only) if you wish to use it with Blackboard Learn. Click the "Setup Web Folder" tool inside the Content Collection button for directions on how to use Web Folders with Learn.

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Announcements	If you had Announcements in the course that got migrated, they will appear in the Learn **Announcements** tool.	You can Edit announcements and set them to be Permanent or Date Restricted. • You can Edit announcements and link them to an item/file/folder/tool in the course. • Use Create Announcement button to create new announcements in your Learn course.

Tool on CE8	Moved to Blackboard Learn	What to Check and/or Change
Web Links	If you used the Web Links tool in CE8 – the links created there will come over to Bb Learn in a Content Area called **Web links**	You should preview each link to verify that it still functions. • It is also recommended that you edit each link and check the **Open in a New Window** option so students aren't taken away from Bb when they click on the link. You can rearrange the order of the links. • You can create folders to organize the links – Click **Build Content** and choose **Content Folder**, Give the Folder a Name – type in a description and click submit. • The folder will be created at the bottom of the list, but you can move it by dragging it to a new location. • To move the links into a folder, click the **Action Link** next to the name of the link and choose Copy. Click Browse to locate the destination folder. Click Yes to delete the item

		from its existing location once it has been moved to its new location. • A word of caution if you delete a Content Folder all of the links inside the folder will be deleted as well.

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Calendar	A **Calendar tool link** is added to the course menu when a Bb CE8 course is imported. • Course events are moved into the Bb Learn, but Personal calendar events are not. • Users have a separate personal calendar for personal events that is located on the Bb Learn dashboard or log in page. • If you have recurring events, each event is imported as an individual event, but is managed separately. You cannot create recurring events in Bb Learn. • There is no option in Bb learn to create all day events. Any all day events from CE8 are imported with start and end dates that span the entire day. • Assignments, Assessments, web links and other course links created in a calendar entry created in CE8 will not transfer over to Bb Learn.	You cannot link to Assignments, Assessments or Discussions from a Calendar entry in Bb Learn. • However, using the visual editor, you can attach files, images, and media to a calendar entry and you can link to external websites. • You should review all of your calendar entries and make deletions and revisions as needed.

FAQ's

1. How do I edit course and view as student?
To see what a student sees, turn the Edit Mode **OFF**. To access the editing options available for an item already on the page, click the **ActionLink** button next to that item.
Where is the Syllabus Link/Tool from my CE 8 course?
There is anew **Information** link on your Course Tools menu which links to a page with your Syllabus link.
Where are my hidden items (i.e. Evaluation Link)?
 Items that were hidden in CE8 are not available in Learn.
How do I change my icons?
You cannot customize icons in Learn as you did in Bb CE8. Default icons are preset to be standard across the system.
2. What happened to my page header and footer?
Pages in Learn do not have headers and footers. The header and footer from your Vista course are migrated as items on the page.
3. I want more than one column of icons on my homepage. How do I change that?
You cannot change that in Learn. Your icons will be displayed in one vertical column.
4. Where do I find the style options that I can change?
Control Panel – Customization - Style
5. Can I still embed my own HTML into Course Content pages?
Yes. To do this you would copy your HTML embed code, Add an Item on the page, toggle to HTML Source view, and then paste the HTML embed code.
6. I don't see my custom URLs on my Course Menu in Learn – what happened?
Custom links that were on your CE 8 menu do not get migrated to your Learn course. They will have to be recreated.
7. What links can I add to the Course Menu in Learn?
You can link to just about anything in the menu: a file in your course, a tool, a URL, a blank page, etc. You can also create dividers and subheaders in the menu in Learn.
8. Does Learn allow us to grade Discussion Boards directly inside the Discussion Board tool?
Yes – if a DB is set to be gradable, then you will be able to do the grading inside the DB and the grades will be recorded to the Grade Center.
9. What is a forum?
A forum in Blackboard Learn is the same as Discussion Topic in Blackboard. You will create forums and your students will post threads (new messages) and reply to their classmates (replies).
10. I used blogs and journal DBs in Bb CE8. Can I still do that in Learn?
Yes, but those are separate tools in Learn. Go to Control Panel – Course Tools – Blogs and/or Journals
11. Will students still see two text boxes when submitting an assignment?
Yes – students have a Submission textbox for which they can use the Visual Editor for formatting. They also have a Comments textbox. And they'll be able to attach separate files from their computer.
12. Where do I grade assignments that have been submitted?
In the Grade Center, A green exclamation icon is displayed in the cell for anything that requires grading. There is no Assignment Dropbox in Learn
13. Are tests still automatically graded by the system?
Yes, and anything that requires instructor attention for grading (essay questions, etc.) can be graded through the Grade Center by clicking the green exclamation icon.
14. Do I still have access to my course files?
Yes, your course files are now found in the Files area under the Control Panel. You can also access the files in your other courses from the same tool.
15. Can we edit an announcement in Blackboard Learn?
Yes!
16. Can we set announcements to pop-up like we can in Bb CE8?
No. Instead you can set up the course so that students see the Announcements tool first upon entering your course. (Customization – Style – Select Course Entry Point)
17. Can I download all my grades to an external spreadsheet that I can open in Excel?
Yes. Click the Work Offline – Download button to download a copy of the grade center that can be opened in Excel.

18. What happens to Question Database Categories?
Any question database categories from CE8 are lost upon import to Learn.
19. What happens to links in Calendar?
You cannot link to Assignments, Assessments or Discussions from a Calendar entry in Bb Learn.
20. What are the messages listed in Discussion Board?
If there were several messages in your Discussion Board topics, only the first in each topic will be migrated, and will be displayed as Anonymous. You will want to go in and delete the Anonymous student posts.
What changes are in Learning Modules?
• Modules that were hidden on Bb CE8 are labeled Item is not available on Bb Learn
• Text that was indented in the modules in CE8 will no longer be indented in the module in Learn
• You can no longer view all links to a specific content item in Learn, like you can in Bb CE8.
• You can no longer edit all the link titles in your module at once.
What happened to Grading Forms in Assignments?
There are no grading forms linked to assignment. (This is instead done through Rubrics for columns in the Grade Center which are just used to guide instructors through the grading process and are not accessed by students.)