A detailed reference guide for **Instructors** 



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## **Interface Change**

The default theme in Blackboard Learn has been updated to enhance user experience, placing more emphasis on content, reducing on-screen clutter, and increasing usable screen space. With this approach, a couple of the standard tools appear different and new, exciting tools have been added as well.

## **Overall Appearance**

The environment looks the same in layout and organization.



### Edit Mode

When Edit Mode is on, it now displays a green light. When you toggle it to the Edit Mode Off position, it is grayed out. The button still displays ON and OFF to indicate its status.

### PREVIOUS



NE	W
Edit Mode is:	ON ?
Edit Mode is:	• OFF



## Editing Controls are hidden by default

You'll notice that editing menus and drag-n-drop handles are hidden in the new environment. This was done to help reduce clutter on the screen and create a cleaner look without having to toggle the Edit Mode off and on. You can see the editing tools by hovering over an item. *In our previous version, the editing tools were always visible with Edit Mode On.* 



## **Collapse Course Menu Behavior**

In response to user confusion around the collapsing course menu behavior, the course menu has been modified to only retain its collapsed state for the duration of the user session and on a percourse basis. In addition, collapse menu icon has been expanded to the height of the course menu. Previously, the menu would stay collapsed after users logged out and do so across multiple courses, causing confusion when logging back in to a collapsed menu.







### **Control Panel Arrows**

In the Control Panel, to access the main page of a section, you click the right-facing arrow. Previously this was a large, blue, double arrow, and is now a small, gray, single arrow. The functionality is the same.



Collapse: collapse the control panel or tool within the control panel



**Expand**: expand the control panel or tool within the control panel

Go to Overview Page: displays the overview page for the tool in the main content area



## Course-to-Course Navigation

Allows students and instructors to jump from course to course while retaining the context of the page or task from the original page of any recently accessed course. This helps save excessive navigation. This feature wasn't available in the previous version.

For example, if you are posting in a discussion forum in one course, you can quickly jump to the discussion area of another course using this feature.

**Note:** If the content area you are on in the current course is not named the same in the target course, you will be taken to the course entry point instead.

#### PREVIOUS N/A





## **Global Navigation**

Global Navigation refers to the set of links that appears at the top right corner of the Blackboard Learn frame. This set of links is the entry point to My Blackboard, which aggregates information from across the Blackboard Learn system in one place to provide a consistent, quick, and easy way to find information.

## PREVIOUS

N/A





**My Blackboard Profile** is where you can customize your profile image and general information available to other Blackboard users. You can connect your Blackboard profile to all of your Blackboard courses. This information is not tied to your ASURITE account information, and you can control what is made visible to others.



**Bb Home** serves as an overview for all of your courses. Information regarding deadlines, recently graded assignments and recent posts are streamed to this page.

**Posts** displays the latest posts in your courses' discussion boards, wikis, blogs and journals. You can reply to any of the posts directly from this window.



**Updates** lists all notifications for every course you are enrolled in. You can view all notifications at once, or view them by course by simply clicking on a course name. Access a notification options menu to discuss the notification or go directly to that item in the course. You can select the notification types you want to show by clicking the gray sprocket in the upper right corner of the screen.

**My Grades**, which is available for students only, shows the status of gradable items from all courses in one location. The page shows the most recently graded items and enables students to view their attempts. The page can be sorted by date or course. Students can view the individual items that are graded or waiting to be graded as well as upcoming tests and assignments.

- **Retention Center**, formerly known as Early Warning System, provides an easy way for instructors to discover which students in their courses are at risk. Instructors can communicate with struggling students and help them take immediate action for improvement. Instructors can customize the criteria for the notifications.
  - **My Calendar** displays a combined calendar for all of your courses. You can hide courses to view individual deadlines. Instructors and students can add personal items to the calendar, which will display with all of the course deadlines. Note that course deadlines only populate the calendar if the instructor uses the Due Date field for gradable assignments.





**People** displays all users enrolled in your courses. You can choose to display only the users in a single course by clicking the triangle next to Arizona State University, then clicking the course title.

## **Creating Content**

Content areas have undergone a mild makeover in that some of the content categories and content types have been renamed. In addition, some content types were moved and added. Each content category is explained below:

## **Build Content**

Most of the content types in this menu remain the same. **URL** was renamed Web Link. **Cengage Learning MindLinks** and **Pearson's MyLab/Mastering** were moved to a new menu item called Publisher Content. **Tools Area** was moved to the Tools menu.

	PREVIOUS			NEW	1	
Build Content 🛛	Create Assessment 🗧 Add In	nteractive Tool 😸	Build Content 🗸	Assessments 🗸	Tools 🗸	Publisher Content 🗸
Create	New Page	Mashups				
> Item	> Content Folder	> Flickr Photo	Create	Now Dooo		
> File	> Blank Page	> SlideShare Presentation	Creute	wew ruge		
> Cengage kearning	> Module Page	> YouTube Video	ltem	Content Folder		
MindLinks	> Tool🆗rea	> Wimba Voice Authoring	File	Module Page		
Pearson's MyLab / Mastering			Audio	Blank Page		
> Audio			Image			
> Image			Video	Mashups		
> Video			Websteh	Flickr Photo		
> URL 🐐			WED LINK	SlideShare Pres	sentation	
> Learning Module			Learning Module	YouTube Video	)	
> Lesson Plan			Lesson Plan	Voice Authorin	g	
> Syllabus			Syllabus			
> Course Link			Synabus Course Link			
> Content Package (S	SCORM)		Course Link			
			Content Package (SCO	RM)		

## Mobile Support for Mashups

Changes in how mashups are processed allow them to now play on mobile devices. Media-rich learning can happen anywhere students can access Blackboard Learn.



## Assessment

Formerly known as Create Assessment.

### Mobile Compatible Test

This is a new tool that Instructors can now easily create mobile-compatible tests with a streamlined interface. Students have the option to take Mobile Tests either via the Blackboard Mobile Learn app on their iOS or Android mobile device, or on their desktop computer. Mobile tests cannot be created from a mobile device at this time. Timed tests are not available via mobile devices. Mobile tests are also not available via mobile web browsers such as Safari on the iPad. Students will need to upgrade their Blackboard Mobile Learn app on their mobile device to the latest version.

PREVIOUS			 NEW			
Build Content 😣	Create Assessment 😣	Add Interactive Tool $~\gg~$	Build Content 🗸	Assessments 🗸	Tools 🗸	🤛 Publisher Content 🗸
	> Test > Survey	Folder empty	Folder empty	Test		
	Assignment		Polaer empty	Survey		
	Self and Peer Assessment			Assignment Self and Peer Asses	sment	
	*Mobile Compatible Test			Mobile Compatible	Test	
	SafeAssignment			McGraw-Hill Assign	ment	
	> McGraw-Hill Assignment			SafeAssignment		

### Tools

Formerly known as **Add Interactive Tool**, and has a variety of additional tools available under the **More Tools** submenu.





## **Publisher Content**

This a new menu that contains publisher content links moved from the other menus (Build Content, Create Assessment and Add Interactive Tool). This menu wasn't available in the previous version.



## **Course Design & Structure**

### **Course Structures**

**PREVIOUS** 

N/A

Course structures are predefined course materials such as menu links, instructions, and content examples that can jump-start your course organization. Course Structures focus on specific aspects of a course including Activity, Communication, Content, Systems, and Time-based organization. The selected course structure includes sample content that is added to your course, and does not replace or remove existing content. The menu items use familiar tools and features, renaming them to fit the intended use. This feature wasn't available in the previous version.





### **Course Themes**

**PREVIOUS** 

N/A

Course Themes are pre-built designs that Instructors can select to match their design preferences and teaching methods. Course Themes add a background image to the course display and change the color of the user interface. Course Themes do not affect content and can be changed at any time. This feature wasn't available in the previous version.



### **Quick Setup Guide**

This screen helps you quickly customize your course title and description, course structure and course theme. This feature wasn't available in the previous version.





## **Content Editor**

The Content Editor has been updated and expanded.



### Mashups

The mashup tools available are the same, but the Wimba Voice Authoring has been renamed to Blackboard Collaborate Voice Authoring.







#### **Record from Webcam**

This is a new feature available on the **Content Editor** in every text box inside of the Blackboard environment, except for Safe Assignments. This tool uses your YouTube account to record and store your video, and embeds it into the text box inside of Blackboard. You are prompted to log into your YouTube account. If you wish to use your ASU YouTube account, it's best if you access **My Drive** or **My Sites** via My ASU before you access this tool to properly authenticate. This feature wasn't available in the previous version.



N/A



Click **Grant Access** to enable the camera. The video is stored in your account as **Unlisted** and embedded into the text box.

PREVIOUS N/A





## **Discussion**

The discussions tool hasn't changed, but has been enhanced with the following features:

## **Students Must Post Before Seeing Threads**

Instructors have the option of requiring students to post their initial thread to the forum before they are able to see other student threads. If this setting is engaged, they are not able to delete or edit own posts, and cannot post anonymously. This setting helps eliminate plagiarism of student work. This feature wasn't available in the previous version.



## Unavailable Forum Settings Display as Strikethrough

Settings that are unavailable for the forum based on other chosen settings are displayed as strikethrough, making it clear to the instructor how some settings enable or disable other settings. This feature wasn't available in the previous version.





## Journals

### **User Profile Image**

This tool hasn't changed in organization or functionality, but a minor enhancement was made. Journal pages now **display the user's profile image**, only if it was customized in My Blackboard Profile. If was not customized, a standard silhouette image is displayed. This feature wasn't available in the previous version.

## PREVIOUS

N/A



## Wikis

This tool hasn't changed in organization or functionality, but a new feature has been added...**Student Comments**.

### **Student Comments**

Instructors have the option to allow students to comment on wiki pages, which was not available in our previous version of Blackboard. Previously, instructors could only open or close the wiki to editing. Comments are controlled separately from wiki editing so students can be allowed to comment once the wiki is closed to editing.

PREVIOUS	NEW
3. Wiki Participation	3. Wiki Participation
Student Access   Closed to Editing  Open to Editing	
	Student Access 💿 Closed to Editing 💿 Open to Editing
	Student Comment Access 🔘 Closed to Commenting 💿 Open to Commenting
	-



## Tests

The Tests tool hasn't changed, but a few enhancements were made with the addition of the following:

## **Automated Regrading**

Instructors can now fix problematic questions by simply editing the invalid question directly and having all necessary updates flow automatically to the Grade Center. After the question has been updated, Blackboard Learn recalculates the score of all submitted assessments that included the updated question(s). When editing a test with attempts, you will see a notice at the top of the page and prompted to **Save and Update Attempts**. This feature wasn't available in the previous version.



## **Negative Marking**

Allows Instructors to apply negative point values for incorrect answers on assessment questions. This is useful in penalizing students for guessing answers by giving negative points rather than zero. It must be enabled in **Question Settings** on the test or pool canvas. This feature wasn't available in the previous version.





### **Item Analysis**

Provides statistics on overall test performance and individual test questions to help you recognize questions that might be poor discriminators of student performance. You can use this information to improve questions for future test administrations or to adjust credit on current attempts. You can run item analyses on deployed tests, but not on surveys. This feature wasn't available in the previous version.



### Fill-in-the-Blank Questions

Fill-in-the-Blank and Fill-in-Multiple Blanks questions now offer **contains** and **pattern match** as grading options for answers. Instructors no longer have to rely only on exact match for grading and manually enter every possible correct answer. Instructors can also make the answers case sensitive, which wasn't available in the previous version.

PREVIOUS	NEW
2. Answers Add answers for all possible correct responses. Number of Answers 1 . * Answer 1	2. Answers Add answers for all possible correct responses. Number of Answers 1 : * Answer 1 Exact Match : Pattern Match



## **Rubrics**

Though this feature is not new, it has been enhanced to allow instructors to grade using a **percentage range** in addition to the existing points range.

PREVIOUS	NEW
2. Rubric Detail         The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)         Add Row Add Column Rubric Type         Percent ♥         Show Criteria Weight         No Points         Points         Point Range         Percent 0         Percent 50         Percent 50	2. Rubric Detail The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns) Add Row Add Column Rubric Type: No Points Poi
	Criteria†

## Grade Center

The Grade Center organization and tools have not changed, but a few enhancements were made with the addition of the following:

## **Ignore Attempt**

Instructors can now choose to **Ignore Attempt** with multiple attempts, which doesn't remove submissions from Blackboard, but does remove it from **Needs Grading** and the grade calculation. In the previous version, ungraded attempts left an exclamation point in My Grades, hiding the graded attempt. This setting eliminates the issue. You can reverse it at any time by clicking **Do Not Ignore Attempt**.





## **Assignment File Download**

Though this feature is not new, it has been enhanced to allow instructors to choose whether they want to download the last attempt or all attempts for multiple attempt assignment. Previously, you only had the option to download only the last attempt.

PREVIOUS	NEW
Download Assignment: Assignment 2 Download and view student assignment submissions by selecting one or more Usernames and clicking Submit. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.	Download Assignment: Assignment Sample 1 Download and view student assignment submissions by selecting one or more usernames and clicking Submit. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.
Cancel Submit	Cancel Submit
Select Users     Name    Date    Grade	1. Select Users
Not Available Not Available Not Available Not Available	O Name  Date Grade
Monday, March 25, 2013 2:47:47 PM MST         Needs Grading ( Override Grade: 18.0 )           Displaying 1 to 3 of 3 items         Show All         Edit Paging	Verschage, Meilssa         Monday, November 26, 2012 8:51:40 AM MS1         Needs Grading           Displaying 1 to 1 of 1 items         Show All         Edit Paging
	2. Select Files Select files to download  ● Last attempt file ○ All attempt files

## Calendar

The calendar has been completely revamped:

## **Connected to Graded Items**

Gradable items with due dates automatically populate the calendar. If the instructor doesn't use the due date feature, the items will not populate the calendar. This feature was not available in the previous version.

### PREVIOUS

N/A





#### **Interactive Functionality**

Instructors can easily manipulate items on the calendar by dragging them to another date, which updates the due date in the Grade Center. Instructors can also grade and edit assignments from the calendar view. This feature was not available in the previous version.

PREVIOUS	NEW				
N/A	Edit Event ×				
	Sample Test				
	Grade Edit this Test				
	Calendar: Bb 9.1 Test Course \$				
	Due Date: 02/21/2013 11:59 PM				
	Event Description:				
	Cancel Save				
	17 18 19 20 21 22 11:50p Sempl 🔨 11:50p Assigr 🗸				

### **Multiple Calendars**

Students and instructors can choose to view individual, multiple or all course calendars in one calendar. They simply can check or uncheck the course titles to hide or show that calendar. This feature was not available in the previous version.

### PREVIOUS

N/A

CA	LENDARS	
☑	Institution	
◙	Personal	
2	Adobe Presenter Test Course (Behnke) TRN-T-mverscha- PresenterTest	
◙	Bb 9.1 Test Course DEV-T- Mo-BbTestCourse	
2	Bb 9.1 Test Course (Matt Robinson) DEV-T-Testing- mgrobins	
⊴	Bb 9.1 Test Course (Melissa VerSchage1) DEV-T-Testing- mverscha1	
۷	Bb Training for iLeadAZ DEV-D- BbTraining-iLeadAZ	
2	Blackboard Learn 9.1 Testing DEV_2011_MARCH_20110401	4



## **Create Events**

All users can create events on their own calendar by clicking the **plus icon** in the upper right corner. In the previous version, this feature was available by clicking the **Create Course Event** button.





## Contacts

The Contacts tool (or Staff Information as we call it) hasn't changed, but it has been enhanced. Previously, instructors only had spell check available in the content fields, as shown here. In the new environment, the Office Location and Office Hours fields now have a language option in addition to the spell check. The Notes field now has a content editor so instructors can create dynamic content

	PREVIOUS	NEW
Notes	φŝ	Notes     T T T T Paragraph - Anial - 3 (12pt) - Ξ - Ξ - Τ · Ø · Ø       X □ □ Q □ □ Q □ □ Ξ Ξ Ξ Ξ Ξ Ξ Τ T, Ø ⊘ · € € Ø ·       Q f, ¶ 4 ● © ↓ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ □ □ □ □ ×.
		Path: p Words:0 //

