

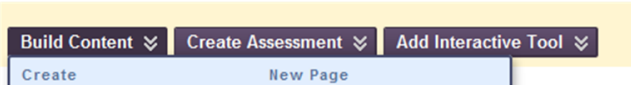


Getting Started - Course Content

August 2010

Adding Course Content

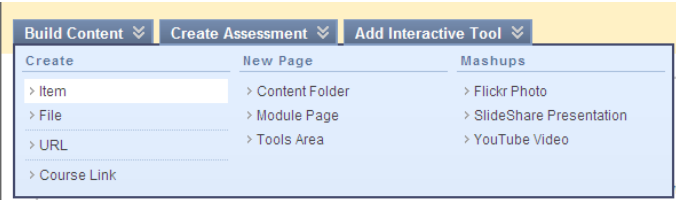
Select the content area where materials should be added from the course menu. When *Edit Mode* in *ON*, each content area provides the following menu bar.



Content area provides the following menu bar.

Build Content

Contains the types of content that can be created within a



course. There are options to create content or create a new page.

Create options include —

Item

Any type of file, text, image, or link that displays to users on a Content Area page.

File

Files selected from a local drive or Course Files can be viewed as a page within the Course or as a separate piece of content in a separate browser window.

URL

External links can be used to direct students to materials outside the Blackboard Learn course site - like a textbook site, for example. Click on the link provided and fill in the necessary information. It is best to copy and paste the web address into the area provided to make sure that it is correct.

Course Link

Course links allow students to move to another area of the course. Click on the link provided and fill in the necessary information and submit your choices.

New Page options include —

Content Folder

Folders are used to organize materials and contain items

and links. Click on the link provided and fill in the necessary information. Submit your entry and the folder will be added to the site.

Module Page

Module Pages are specialized content pages that present content in discrete boxes. The modules that appear on this page can be arranged in any order. The layout and modules available on the page are chosen from a pool of modules managed by the administrator. Module Pages can be personalized by students if an instructor permits it. Module Pages cannot have any other types of content included in them. The list below displays all modules available at Illinois Central College.

- **Alerts** - Displays notifications of past due and early warning items for the course.
- **My Announcements** - Lists all announcements for the course.
- **My Calendar** - Lists all calendar events within the course.
- **My Tasks** - Lists all tasks within the course.
- **Needs Attention** - Displays items in the course which require attention.
- **To Do** - Displays the status (Past Due/Due) of relevant course work and tasks.
- **What's New** - Displays a list of new items in the course.

Tools Link

Adding a *Tools Link* creates a shortcut to that tool and provides students with a quick access point to that tool while they are exploring content. The link to a tool brings students to that tool and away from any other content they may be viewing unless the content has been set to open in a separate window. Click on the link provided and select the tool that the students will access, provide the required information and submit the choices. The following tools are available —

- | | |
|------------------|-------------------|
| Announcements | Blogs |
| Calendars | Collaboration |
| Discussion Board | Email |
| Glossary | Groups |
| Journals | Messages |
| My Grades | Staff Information |
| Tasks | Tools Area |
| Wiki | |

Mashups options include —

Mashups allow instructors and students to discover, select, and

embed content from select services without ever leaving Blackboard. The following third-party services are currently supported —

- YouTube - enables sharing of videos.
- Flickr - allows sharing of photos.
- SlideShare - provides options for sharing presentations.

Each of these options provides access to the content without increasing the size of the course in Blackboard.

Create Assessment

Hover over the **Create Assessment** button and a contextual menu of choices drops down. Remember that deploying tests, surveys and assignments creates columns for grades in the *Grade Center*.

Create Test

Select this link to create a new test. Tests can be created and/or deployed from this link. Any test that is created must be deployed before it is available to students.

Create Survey

Select this link create a survey. Surveys can be created and/or deployed from this link. Surveys are not graded and are used as anonymous means of gathering input from students.

Create Assignment

Create assignments to provide a method for students to return materials they create or complete for grading. Assign

point values, provide instructions, allow students to provide comments and define the number of times a student can submit the assignment.

Add Interactive Tool

Communications features are available through the this menu. Hover over the **Add Interactive Tool** button and a contextual menu of choices drops down. Each of the options allows links to existing areas or creation of new ones. Use this option to link to the following:

- Discussion Boards
- Blogs
- Journals
- Wikis
- Groups
- Virtual Classroom
- Chat

Questions?

Contact the Teaching & Learning Center

tlc@icc.edu

(309)694-8908

Delivering Documents to Students

A popular use of Blackboard is the dissemination of course materials to students. Students may also use Blackboard to turn in or deliver assignments to faculty or fellow class members. Many questions from students revolve around the inability to download or view some course materials posted. Usually the problem is that the student does not have the correct software or latest software to view the file. Here is a guide to what software students will need for materials posted in the following formats --

.doc	Microsoft Word 2003/XP or earlier
.docx	Microsoft Word 2007 (can be read in earlier Word versions with a free download conversion program)
.ppt	Microsoft PowerPoint 2003/XP or earlier
.pptx	Microsoft PowerPoint 2007 (can be read with earlier PowerPoint version with a free download conversion program)
.xls	Microsoft Excel 2003/XP or earlier
.xlsx	Microsoft Excel 2007 (can be read with earlier Excel version with a free download conversion program)
.wpd	WordPerfect
.wps	Microsoft Works
.txt	Notepad
.rtf	Rich Text Format - a universal format that can be created by many programs
.pdf	Portable document format – this is usually a read-only file – requires Adobe Acrobat Reader (a free download) – Microsoft Office 2007 products all this file type to be created