MOVING CONTENT ONLINE - QUICK REFERENCE

The notes below were taken from the Moving Content Online videos on YouTube.
YouTube Playlist: https://www.youtube.com/playlist?list=PLwYHDc6okiFAi4lAqmMDrSW8PiJkImBG1

Accessing Blackboard 1

- montgomery.edu, MCC Tech Trail link at top, Blackboard icon
- Direct link: mcc.blackboard.com
- Use the user name and password that you use for Self-Service, WebAdvisor, etc.
- Look in 2020SP-ALT area for courses if you are new to Blackboard. Otherwise, courses will appear as they always have.
- Click on a course. If you have several sections of the same course, you will see the word MASTER. This will allow you to create the content one time in the MASTER course. Then, the students will see that content in the individual sections.
- Notice the menu (content areas) on the left.
- The next video will cover how to navigate Blackboard.

Navigating Blackboard 2

- Course name in upper left corner with menu buttons below it
- **Announcements:** This is what students see first when entering the course. Post instructions and other information here at least weekly.
- **Course Information:** Include instructor contact information, syllabus, calendar of assignments, course handouts that are not for specific assignments, etc.
- **Assignments:** Build content. Add instructions for reading, etc. Insert videos, handouts, assignments, tests, etc.
- **Grades:** Students can view this area to see their grades. The gradebook will keep up with an average or total of points if you set it up to do so. If you don't set it up, please remind them that they can keep up with their grades based on what is in the syllabus.
- **Campus Resources:** This opens a page on the MCC website and has useful links for students.
- **ACE:** This links to the ThinkingStorm online tutoring service. Students can get help with a variety of subjects and feedback on papers.
- **Control Panel:** This is below the course menu and has links for course maintenance, but we won't cover all of these in the videos.
- **Global Navigation Menu:** This has your name in the upper right corner. It opens a menu for switching between courses.
- **Logout:** This is in upper right corner. Click it to log out of Bb.
- **Edit Mode:** This needs to be ON for you to add items to courses.
- **Padlock Icon:** This toggles course availability. You probably won't need to use this. Courses should already be available.
- **Change Course Theme:** This will give the course a different look (colors, fonts, etc.).
- **Student Preview:** This allows you to see the course as a student does. The Control Panel and other options disappear.

Creating an Announcement 3

- For communicating with students
- Announcements on left
- Create Announcement button
- Subject box - cannot be empty
- Content (message) box - what you want to tell them
- Can set date restrictions if you don't want it to be visible all semester
- "Send a copy of this announcement immediately" checkbox - goes to MCC Gmail, is recommended in case they check email more frequently than Bb
- Submit button - will lose what you typed if you don't submit it
- Can drag announcements to pin them at top if it's something they may use weekly
- Drop down arrow to right of announcement subject will allow you to edit or delete the announcement (or any other item in Bb)

Entering Course Information 4

- Course Information area
- Has a placeholder for instructor contact information
- Drop down arrow on right of Course Instructor (or another item) to edit it
- Full screen button in toolbars area of content (message) box may be helpful
- Should remove instructions in red
- Can enter information requested in placeholder
- Can add additional information at end of it such as the best way to contact you
- Exit Full Screen in upper right corner if necessary
- Submit button

Uploading Files into Blackboard 5

- Course Information area
- Suggested items: Syllabus, assignment schedule, how to use publisher content (e.g., MindTap, MyLab, etc.)
- Build Content button → Item
- Subject box - cannot be empty
- Content (message) box - additional info about the file you're posting (optional)
- Browse My Computer button
- Should locate syllabus or other document (may be on flash drive or in Documents)
- Should click syllabus file
- Open button
- Submit button
- Repeat these same steps to post other items (handouts in Word, PDF, PowerPoint, Excel, etc.).

Assignment Folders 6

- Assignments area
- Build Content → Content Folder
- Folder name (may want to go by weeks)
- Content (message) box - additional info about the folder you're creating (optional)
- Submit button
- Use folders to add content (e.g., handouts via Bb Item as you did for Course Syllabus under Course Information).

Adding YouTube Videos 7

- Assignments area, Folder your created for content
- Can use Build Content → Item (as learned in a previous video)
- To add a YouTube video, open it in a new browser tab.
- Search for a subject area. View a video before posting it. Ensure that it is what you want.
- Right click on the video. Click Copy Video URL.
- In a Blackboard folder - Build Content → Web Link
- Name box - title of video or some other name
- URL box - right click to paste the link
- Content (message) box - additional info about the video, maybe most important part of it starts at XX:XX, note if it will be on test or quiz (optional)
- Submit button
- Give information so that students know what to do with items you are posting. Will they be tested on certain things? Ensure that these items align with the objectives.

Create a Test in the Original Course View

This is a copy of the transcript from the video.

- You can create tests to gauge progress, and measure student knowledge. Let's take a look.
- To begin, select Course Tools from the Control Panel, and then select Tests, Surveys, and Pools.
- Next, select Tests, and then select Build Test.
- Give the test a name and optional description and instructions, and when you are finished, select Submit.
- You can add questions on the Test Canvas page.
- Here, you can create new questions by selecting a question type, or by uploading questions from your computer.
- You also have the option to reuse existing questions from other tests.
- When you are finished adding questions to the test, select OK.
- After you create a test, the next step is to deploy it.
- First, navigate to the location where you want to add the test.
- Next, select Assessments to access the menu, and then select Test.
- Select the test you want to add, and then select Submit.
- Make the test available to students, and choose whether or not to create an announcement for the test.
- Optionally, set options for multiple attempts, forced completion, and the timer.

- Next, set the display dates and due date, and select options for feedback and presentation.
- When you are finished, select Submit.
- Students can now access the test, and the system automatically generates a grade center column for the test.

Deploying a Test in a Blackboard Course (BB 9.1 SP 9)

This is a copy of the transcript from the video.

- Once you have created or imported a Test in Blackboard, it is available to you as the instructor through the Tests, Surveys, and Pools area.
- To make the test available to students, you have to deploy it in a Content Area or folder in your course.
- I will deploy a sample test in the Lesson 7 folder in the Lessons content area of a course.
- Select Test from the Assessments menu in the action bar.
- Select the test to add to the folder from the list of available tests.
- Tests that have already been deployed in your course will no longer be listed here.
- A test can only be deployed in one location within a course.
- Press Submit to continue.
- Enter a description and instructions for the test in the text area provided.
- Now you will need to set the options for the test.
- Make the Link Available must be set to Yes for students to be able to see the test.
- For quizzes and practice tests, you may want to allow two attempts.
- Turn on the Multiple Attempts option by clicking the checkbox.
- Enter a specified number of attempts. Leaving this option off will allow students only one attempt.
- To create a timed test, turn on the set timer option.
- Set the time limit using the hour and minute boxes. I will set a time limit of 10 minutes for this sample test.
- Turn the auto-submit option on to have Blackboard automatically end the student's attempt and submit the test for grading once the time limit is reached. If this option is left off, the student can work on the test past the time limit.
- Blackboard will save the student's answers but will not record a grade until you view the attempt in the grade center.
- I also recommend turning on the Force Completion option for timed tests.
- Set Display After and Display Until dates to control student access to a test based on date restrictions.
- If these options are turned on, students will only see the test during that span of time.
- You may also enter the Due Date for the test.
- Make sure the Include this Test in Grade Center Score Calculations option is on if the test is to be part of the final course grade.
- Select the type of feedback to show students after the test is submitted.
- You can show the overall test score, the student's submitted answers, the correct answers and feedback.
- Determine how you want the questions to be presented in the test. The questions can all be shown on a single test page. Or, questions can be shown one per page.
- Turn on the Randomize Questions option to show the questions in a random order for each student.
- Press Submit.
- The test is now deployed with my selected options.
- Students can find this test in the Lesson 7 folder in this course.