DUAL LANGUAGE PROFESSIONAL DEVELOPMENT WORKSHOP

INTRODUCTION TO BLACKBOARD 9.0

January 2010

Developed by: Dual Language Development Services Unit
Welcome to the Workshop

- Right-click the Web link listed below, then choose Open Hyperlink to hear a message from your facilitator. It may take a minute or so to launch.
  http://www.voki.com/php/viewmessage/?chsm=88ccd797534d97d1666d957811d0cd36&mId=553156

- When accessing the site, click the Play button listed in the menu below the instructor to hear the message. When complete, close the message window and advance to the next slide of this presentation. (Make sure your speaker volume is on.)
Workshop Topics

- Workshop Objectives
- Rules of Engagement
- Glossary of Terms
- Logging-in: Introduction
- Blackboard 9.0 New Interface
- Basic Navigation
- Start Tab
- Adding a Module
- Tools Menu Option
- Course Tools
Workshop Objectives

- Participants will explore the features of Blackboard 9.0.
- Participants will be able to navigate through the Blackboard interface.
- Participants will review how to use Blackboard as an instructional and communication tool, and its application for hybrid and face-to-face courses.
Rules of Engagement

- We are all colleagues
- Respect each other
- It’s OK to disagree
- Listen as an ally
- Everyone participates
- No one person dominates discussions
- Honor time limits
Glossary of Terms

- **Asynchronous** – Intermittent communication that includes periods of stops and starts.
- **Avatar** – a graphical image that represents a person, as on the Internet.
- **Blackboard** – is a course management tool that allows faculty and students to collaborate and communicate online using real-time chat, E-mail, asynchronous discussion boards, and announcements.
- **Blog** (Web log) – is a publishing tool that enables the facilitator to interact with students.
- **Discussion board** – a tool to collaborate and exchange ideas.
- **Hybrid** – refers to training or teaching subject matter that using multiple modalities.
- **Interface** – point of interaction between components and is applicable at the level of both hardware and software.
Logging-In: Introduction

• You may access Blackboard via the SUAGM Web site
• From your Web browser, access the SUAGM site from: http://www.suagm.edu

Select Blackboard from the drop-down menu.

In Blackboard, it is not necessary to specify the university.
When accessing Blackboard, the login prompt will appear.

To access your Blackboard account, you will enter your User ID and password.

If you do not have a Blackboard account, call the Help Desk number below to activate a user account.

If you are a new facilitator, you must be currently teaching at our university and have an e-mail account (SUAGM e-mail preferred), in order to have a Blackboard account.

Help Desk: (787) 751-0178     From SUAGM: ext. 97487
Login (continued)

You may also access Blackboard from http://cetedonline.suagm.edu
Blackboard 9.0 New Interface: Main Menu Options

- Start Menu
- Blackboard Courses
- Services
- Scholar
Basic Navigation

Main Menu
Start Tab

The Start Tab contains all the areas of the new interface.

- Add Module
- Tools
- Hot Links
- Sponsorship
- Quick Tutorials Catalog
- My Calendar
- Blackboard Maintenance
- Mobile Learning Update
- My Courses
The **Add Module** button will allow you to customize the look of your Blackboard class interface.
The Tools Menu gives you quick access to many of Blackboard’s new features.
These are some of the new features of Tools Menu.

- Announcements
- Calendar
- Assignments
- View My Notes
- Send an E-mail
- User Directory
- Address Book
- Personal Information
Basic Navigation in Blackboard 9.0
Click on **My Places** to view your personal information, as well as a photo or avatar. You will need to upload the photo or embed the avatar.
Home Page

- My Announcements
- My Calendar
- What’s New
- To do
- Alerts
My Announcements

This area enables the facilitator to add course related announcements.

Portai
Bienvenidos al Portal del Sistema Universitario Ana G. Méndez. Te invito a navegar por los distintos "tabs" que tienes disponibles para que conozcas más sobre nuestras instituciones y ofertas académicas.

Para salir de la Aplicación
 Usuarios de Blackboard, recuerden que para salir de la aplicación deben hacer clic en el botón "Logout" que se encuentra en la parte superior de la página. De no hacerlo de esta manera su cuenta permanece activa en el sistema.

Final Thoughts
Good afternoon everybody:
This awesome learning journey known as CALLA is getting to its end today. I hope you have enjoyed all the intensive online interaction with your peers and myself as much as I have.
I wish you the best as facilitators at SUAGM.
Best regards,
My Calendar

You can keep track of events in the calendar. The Blackboard calendar allows you to view entries by **day, week, month, and year**. Lists any calendar events you may have posted within the last 7 days.
My Courses

Lists current courses that are assigned to you, as well as courses that had been assigned to you previously. Once you select a course you will be able to see its content.
Blackboard Courses Tab
Blackboard Courses Tab

- **Course Menu** – A search field that allows you to search for a class using the course code or name. Example: COIS 101 or Introduction to Computers
- **Course Management** – Allows you to add or modify course content.
- **Course Catalog** – Lists all the courses that you are currently teaching or previously taught.
Course Menu

These are some of the options available in the Course Menu.

- Home Page
- Course Materials
- Groups
- Discussions
- Tools
- External Links
Groups

You may create or modify your class groups.

From the User and Groups Menu, you may view and create teams and study groups, as well as list and modify user accounts.
Click on the **Add Course Module** button to add a module (this is not a class module.)
Course Management

This area will allow you to add or modify the course content.

- Control Panel
- Course Tools
- Course Links
- Evaluation
- Users and Groups
- Customization
- Package and Utilities
- Help
Course Tools

- Announcements
- Blogs
- Discussion Board
- Journals
- Messages
- SafeAssign
- Tasks
- Tests, Surveys and Pools
SafeAssign

- Blackboard’s Plagiarism Checking Utility - This tool will allow you to prevent plagiarism.
Evaluation

These evaluation tools will allow to view course statistics and keep an active grade book, among other things.

- Course Statistics
- Early Warning System
- Gradebook
- Performance Dashboard
Discussion Board

- Allows you to create discussion forums where students can post comments and responses.
- You are able to set the time as to when certain discussions are available.
Help

The Help area contains several alternatives, including videos and tutorials, that will help you with this new version.

- Support
- Manual
- Other features
Workshop Activities

These are some of the tools you need to practice with:

- Post a response to the blog topic.
- Send a test message using the Voice E-mail feature.
- Practice using a Wimba Voice Activity.
- Create an Announcement for a fictitious class.
- Post a message on the Discussion Board.
- Important: Do not remove options from your interface.
Activity One

Responding to the posted blog topic:

- Each person should post at least (1) response to the blog.
- Include your first and last name in the message.
Activity Two

- Send a test message using the voice e-mail feature.
- Be sure to include:
  1) Your name
  2) Professional and educational background.
  3) Courses you plan to teach or already taught.
Additional Tools: Wimba Voice

- Right-click the Web link listed below, then choose Open Hyperlink to watch a video clip on some of the Wimba tools that are integrated in Blackboard.
  
  http://www.wimba.com/assets/swfs/DIL/DayintheLife-HE.html

- Make sure your speakers are turned on.
- Be patient. The video may take a minute or two to launch.
- When finished, advance to the next slide of this presentation to begin a workshop activity.
Activity Three

After viewing the Wimba video clip, “discuss” the following question:

**How would Wimba Voice assist you with fostering learning in your class?**

- Post your answer on the Discussion Board.

- Provide feedback on the Discussion Board to at least one answer posted by one of your colleagues. Do you agree or disagree with the answer and why?
Activity Four

• Create and post an announcement.
• Your announcement should contain one fact from the Introduction to SafeAssign informative document. Chose any fact, which could be score percentages, how to create a SafeAssign document, how to submit a document, etc., from the material and post it as an announcement.
• Include your name at the bottom of the announcement.
QUESTIONS / ANSWERS

• Send your questions and/or any concerns that you may still have on any of the areas discussed in the workshop to Mr. Daniel Poremba, Curriculum and Instructional Designer (daporemba@suagm.edu), or to your facilitator.

• Feedback and comments will be provided to ALL questions and/or concerns for a period of one week after the workshop.
CONGRATULATIONS for completing the Blackboard 9.0 Workshop