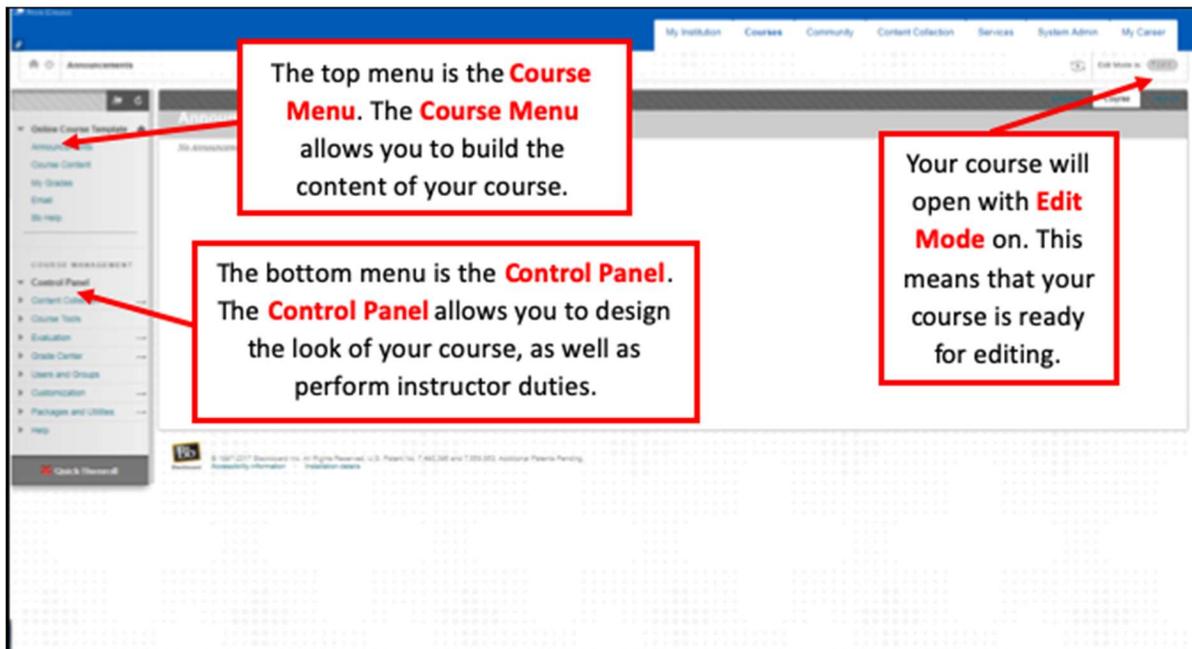# Blackboard Learn 9 – The Basics

My Institution Tab - The **My Institution** tab displays an overview of the courses you are currently teaching or are enrolled in. The **modules** that you see on your **My Institution** tab provide you with quick access to the courses that you are currently enrolled in. With these modules you can see your **courses**, the **announcements** that have been created within those courses, any **calendar events** that have been, as well as the **tasks**.

Courses Tab - The **Courses tab** allows you to see a list of courses that you are currently teaching or are enrolled in. **You access your courses from this area**.

Course Navigation

Building Content

Creating Course Content - With **Edit Mode** on, under **Course Content**, hold your mouse over **Build Content**.
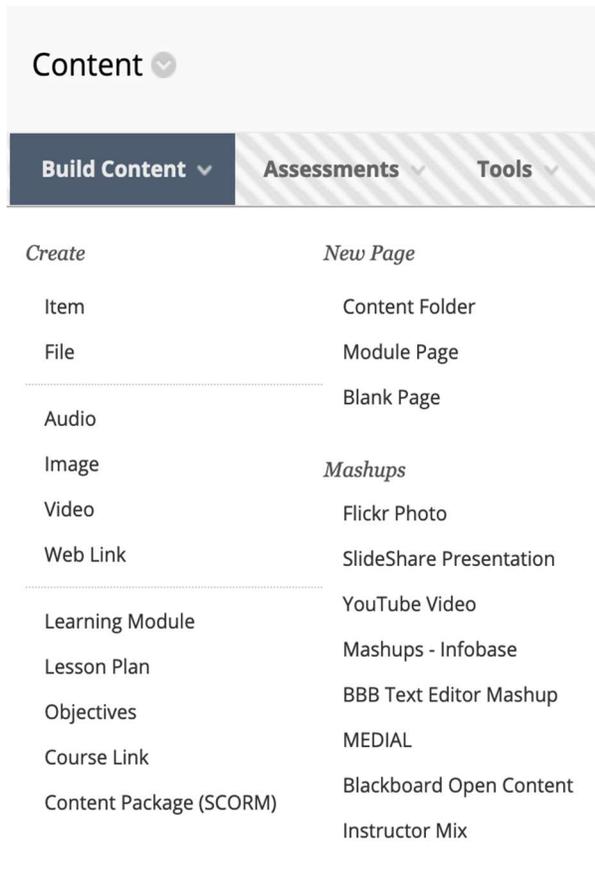
Item - A content item is any type of **file, text, image, or link** that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder.

File - Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window.

Learning Module - A Learning Module is a **collection of Content Items** focused on a specific subject that students can navigate at their own pace.

Lesson Plan - A Lesson Plan is special content type that **combines information** about the lesson itself with the curriculum resources used to teach it.

Content Folders - A Content Folder is a way of **organizing content items**. Content Folders and sub-folders set up a hierarchy to group related material together.

Web Link - A Web Link is a **shortcut to a Web resource**. Add a Web Link to a Content Area to provide a quick access point to relevant materials

Creating Assessments:
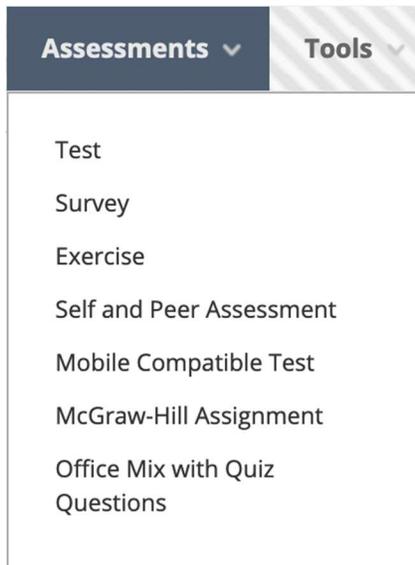
Exercise/Assessments - Exercises are a form of assessment that adds a column to the Results Center. Use the Results Center to assign results and give feedback to each student.

Tests and Surveys- You can use tests and surveys to **measure student knowledge, gauge progress**, and gather information from students.

Tools:

Tools ⌄   **Partner Content**

- Discussion Board
- Blogs
- Journals
- Wikis
- Groups
- Tools Area
- Content Tool - FOD - Infobase
- Blackboard Collaborate
- Content - FOD - Infobase
- Big Blue Button (recorded)
- McGraw-Hill Content
- Big Blue Button
- Magna Commons
- Achievements

Discussion Boards - Adding a link to a Discussion Board forum places the forum in the Content Area. Users interact with each other in the same area where they discover content

Blogs - A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials.

Journals - Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials.

Wikis - Add a Link to the Wiki listing page or a specific Wiki in a Content Area. Users interact with each other in the same area where they discover content.

Groups - Users can be placed in groups and assigned group work. Please avoid using single member groups.

Achievements - These items can be linked to gradable content to show that the student achieved a Course Milestone, Course Completion, or a Custom Award.

Announcements - Announcements are an ideal way to **post time-sensitive information** critical to course success. Announcements are sent to all users in the course, and can be seen through student notification modules and student email.

Creating Announcements - Choose announcements from the Course Menu, then select Create Announcement. Fill in the Subject line, and then type your announcement in the Text Editor. Choose to send an Email and apply your date restrictions (If applicable) and click Submit.

Grade Center:

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools

▶ Evaluation →

▼ Grade Center →

    Needs Grading
    Full Grade Center
      Assignments
      Tests

▶ Users and Groups

▶ Customization →

▶ Packages and Utilities →

▶ Help

Navigating the Grade Center - The Grade Center is broken down into four areas:

Needs Grading - Shows only items that need to be graded (Essays, Open answer, Open submission, etc.)

Full Grade Center - Shows all users and all items in the course

Assignments/Assessments - Shows only Assignments/Assessments for all users

Tests - Shows only tests for all users

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄

Action Bar:

Create Column – Click to create a gradable column
Create Calculated Column – From the drop-down list, create one of the following calculated columns; Average, Min/Max, Total, or Weighted
Manage – From the drop-down list, select an option to manage Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, or Send Email.
Reports – From the drop-down list, you can create a report or view grade history.