

# Utilizing Drexel Learn

TA Access to Blackboard Learn at Drexel

# Learning Outcomes

- Identify the support groups for Drexel Learn and its related technologies.
- Identify the parts of the course in Drexel Learn: Course Menu, Control Panel, Edit Mode, Student Preview.
- Use their TA access to a course to upload content, communicate with students, and utilize the Grade Center.

# Technical Support

- Instructional Technology Group
  - Korman Center Room 109, 8:00am to 5:00pm Monday through Friday
  - 215-895-1224 (24/7 support)
  - [itg@drexel.edu](mailto:itg@drexel.edu)
- Use the Instructional Technology Center in Korman 109
  - 4 PCs
  - 2 Macs
  - 2 Scanners
  - 1 Printer
  - Access to the team

# Entering the course for the first time

The screenshot displays a course management interface. At the top left, there is a dropdown menu labeled 'TA Orientation'. In the top right corner, there are icons for refresh and a color palette, followed by a toggle switch for 'Edit Mode is: ON'. On the left side, a sidebar menu is visible with a blue header 'TA Orientation' and a home icon. Below the header, the menu is titled 'COURSE MANAGEMENT' and lists several options: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area features a grey header with the text 'There are no available items in this course'. Below this, a message states 'There are no available items in this course' followed by the timestamp 'Monday, September 18, 2017 8:34:21 AM EDT'. In the bottom right corner, there is a button labeled '← OK'.

+

TA Orientation

COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

## There are no available items in this course

There are no available items in this course  
Monday, September 18, 2017 8:34:21 AM EDT

Student Links

Control Panel

Course Menu

# Course Menu

- Course Menu: All of the navigation on the left side of the course
- Student Links: Area of the Course Menu that students see and use to access course tools and content
- Control Panel: Administrative area of the Course Menu with direct links to tools, content, and grades



## There are no available items in this course

There are no available items in this course  
Monday, September 18, 2017 8:34:21 AM EDT

Student Preview



- +
- TA Orientation
- COURSE MANAGEMENT
- Control Panel
- Content Collection →
- Course Tools
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →
- Packages and Utilities →
- Help

TA Orientation



TA Orientation



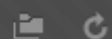
## There are no available items in this course

Student Links

There are no available items in this course  
Monday, September 18, 2017 8:38:54 AM EDT



TA Orientation



TA Orientation



## There are no available items in this course

There are no available items in this course  
Monday, September 18, 2017 8:38:54 AM EDT

### Exit Student Preview

You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

- Delete the preview user and all data (Recommended)  
*If you are finished previewing the course as a student, delete the data and remove the preview user from your course.*
- Keep the preview user and all data  
*If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.*
- Remember this choice and do not ask me again  
*This can be changed in Student Preview Settings, located in the Student Preview control bar.*

Cancel

Continue

← OK

# Student Preview

- Allows administrative users to access course as a student
  - Take tests, submit assignments, post discussions
- Tool to allow troubleshooting of student issues
- Useful for viewing calculated grades



- +
- TA Orientation
- COURSE MANAGEMENT
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
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## There are no available items in this course

There are no available items in this course  
Monday, September 18, 2017 8:34:21 AM EDT

Edit Mode



# Edit Mode

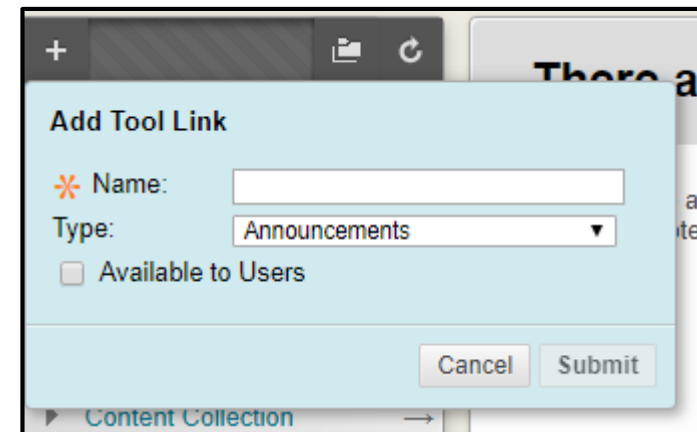
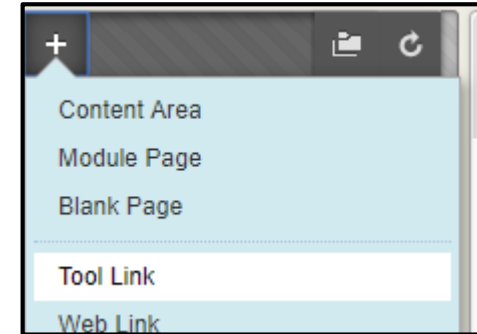
- Clicking toggles it between ON and OFF
- Must be ON in order to add or update content
- When OFF, provides a pseudo-student view
  - Should use Student Preview for true student experience

# Demonstration

- Adding link to Course Menu
- Adding content to course
- Using the Announcements tool
- Accessing the Grade Center

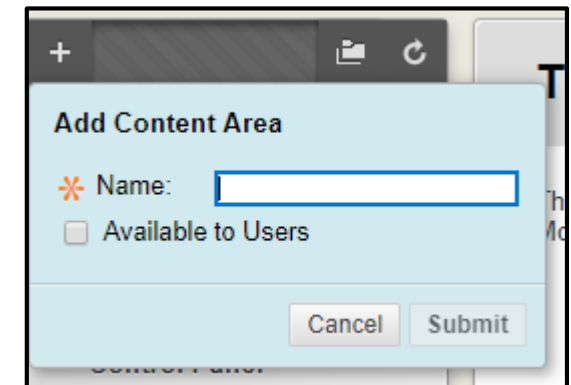
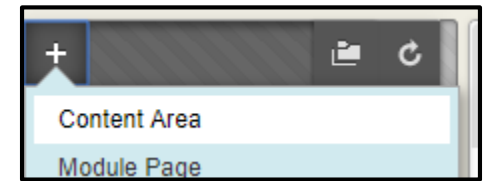
# Add a Tool

- Hover over the plus sign (+)
- Choose **Tool Link** from the dropdown menu
- Enter “Announcements” in the *Name* box
- Select **Announcements** from the *Type* list
- Check the box next to *Available to Users*
- Click **Submit**
- A link to the tool is added to the menu



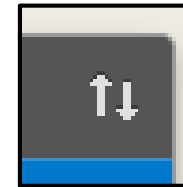
# Add a Content Area

- Hover over the plus sign (+)
- Choose **Content Area** from the dropdown menu
- Enter a title like “Week 1” in the *Name* box
- Check the box next to *Available to Users*
- Click **Submit**
- A link to the Content Area is added to the menu



# Course Menu Additions

- As many Tool, Content Area, or other links can be added to the Course Menu as necessary
- Available to Users = Visible to Students
- All newly added links are at the bottom of the menu
- Click and drag to re-order items on the menu
  - Or use the keyboard accessible reordering button at the top right of the menu





# Relevant Links

- Course Menu:

[https://help.blackboard.com/Learn/Instructor/Getting\\_Started/Navigate\\_Inside\\_a\\_Course#course menu](https://help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Inside_a_Course#course_menu)

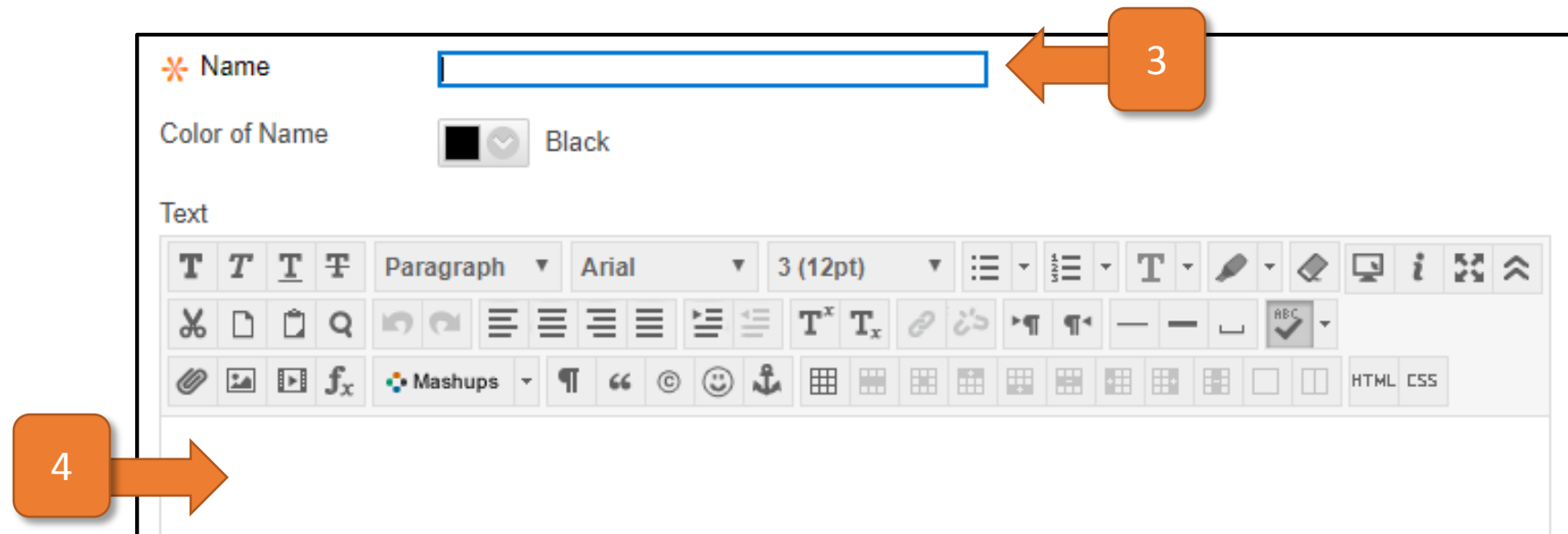
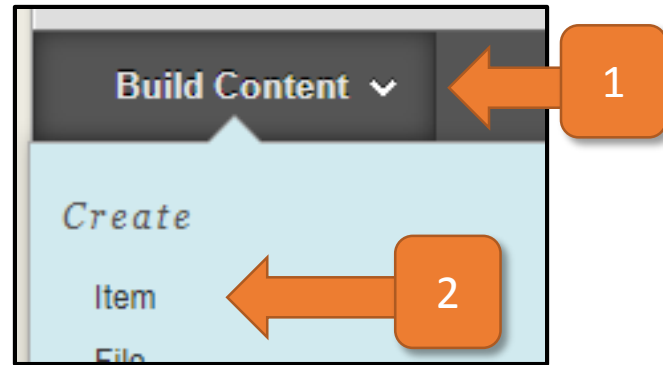
- Course Content Types:

[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Types\\_of\\_Course\\_Content](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content)


# Create an Item


- Make sure Edit Mode is ON
- Navigate to a Content Area
- Hover over **Build Content**
- Choose **Item** from the list
- Enter *Name* and *Text* for the Item
- Click **Browse My Computer** to add an attachment, if necessary
- Set the *Options*
- Click **Submit**

# Create an Item



# Create an Item

Attach File  


  Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until



# Create an Item

- Edit an Item the same as an Announcement
- More than one attachment can be added
  - Attachments can also be added from the Content Collection
- Standard Options should be left as default unless they need to be changed
  - Permit Users to View Content allows students to see the Item, defaults to Yes
  - Track Number of Views defaults to No
  - Select Date and Time Restrictions defaults to blank, use only if necessary
- New additions to Content Area are added to bottom of list
  - Click and drag to reorder like Course Menu links

# Relevant Links

- Types of Course Content:  
[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Create\\_Course\\_Materials/Types\\_of\\_Course\\_Content](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content)
- Content Collection:  
[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Content\\_Collection](https://help.blackboard.com/Learn/Instructor/Course_Content/Content_Collection)
  - The Content Collection is where all of the files uploaded to the course are stored
  - It is important that this area is organized
- Reorder Content:  
[https://help.blackboard.com/Learn/Instructor/Course\\_Content/Create\\_Content/Edit\\_and\\_Manage\\_Content#reorder](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Edit_and_Manage_Content#reorder)

# Create an Announcement

- Click on the Announcements Tool
  - From the Course Menu or under Control Panel > Course Tools > Announcements
- Click the **Create Announcement** button
- Enter a *Subject* and *Message* in the boxes provided
  - Just like an e-mail message
- Choose whether or not to date restrict the message
- Choose whether or not to send the message as an e-mail
- If necessary, select a *Course Link*
- Click **Submit**

# Create an Announcement

The image shows a course management interface with four numbered steps:

- 1**: Points to the 'Announcements' link in the left-hand navigation menu.
- 2**: Points to the 'Create Announcement' button in the main content area.
- 3**: Points to the 'Subject' text input field in the announcement editor.
- 4**: Points to the main message text area in the announcement editor.

The announcement editor includes a rich text toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. The bottom of the editor shows 'Path: p' and 'Words:0'.



# Create an Announcement

The image shows a form for creating an announcement. It is divided into two main sections. The top section is enclosed in a box and contains the following options:

- Duration:**  Not Date Restricted,  Date Restricted
- Select Date Restrictions:**  Display After [calendar icon] [input field] [clear icon],  Display Until [calendar icon] [input field] [clear icon]
- Email Announcement:**  Send a copy of this announcement immediately

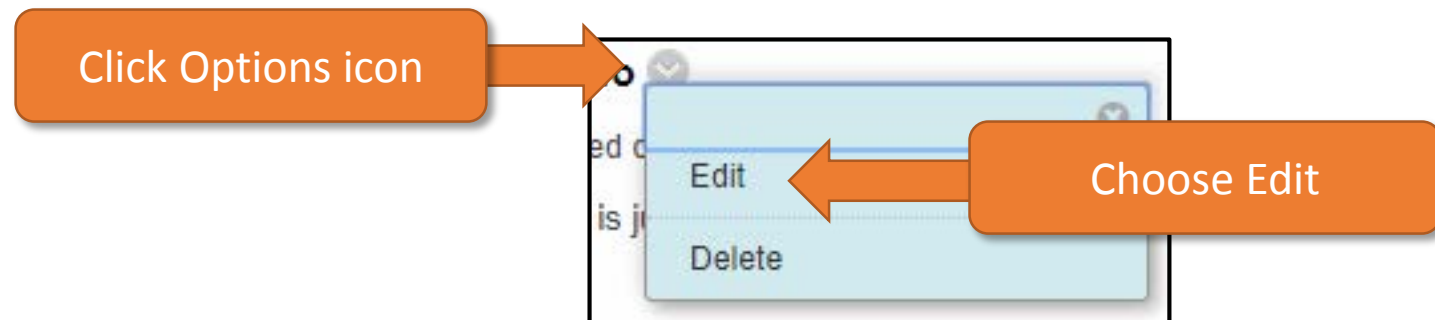
Callout 5 points to the Duration options, and callout 6 points to the Select Date Restrictions options. A large bracket on the right side of this section encompasses both.

The bottom section is titled "COURSE LINK" and contains the following elements:

- Text: "Click Browse to choose an item."
- Location:** [input field] [Browse... button]
- Callout 7 points to the Browse... button.
- Callout 8 points to the Submit button.
- Buttons: Cancel, Submit

# Create an Announcement

- Announcements can be created at any time
- Date restriction allows an announcement to be shown or disappear at a future date
- Sending as an e-mail goes to all students
- Hover over and click on the Options icon to the right to Edit an announcement



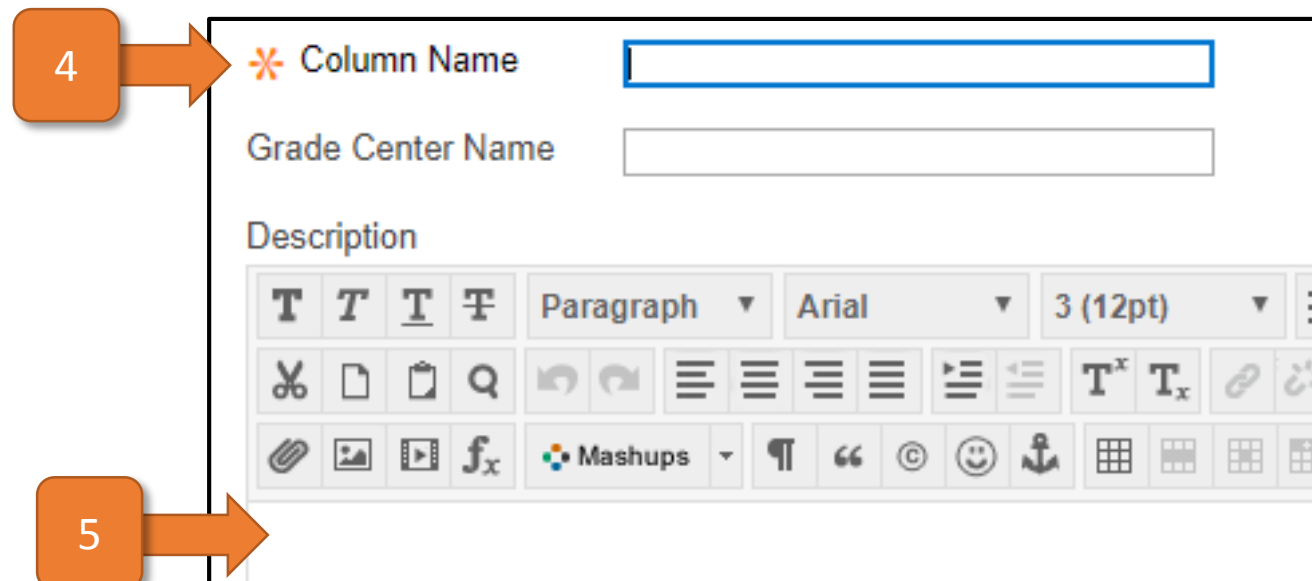
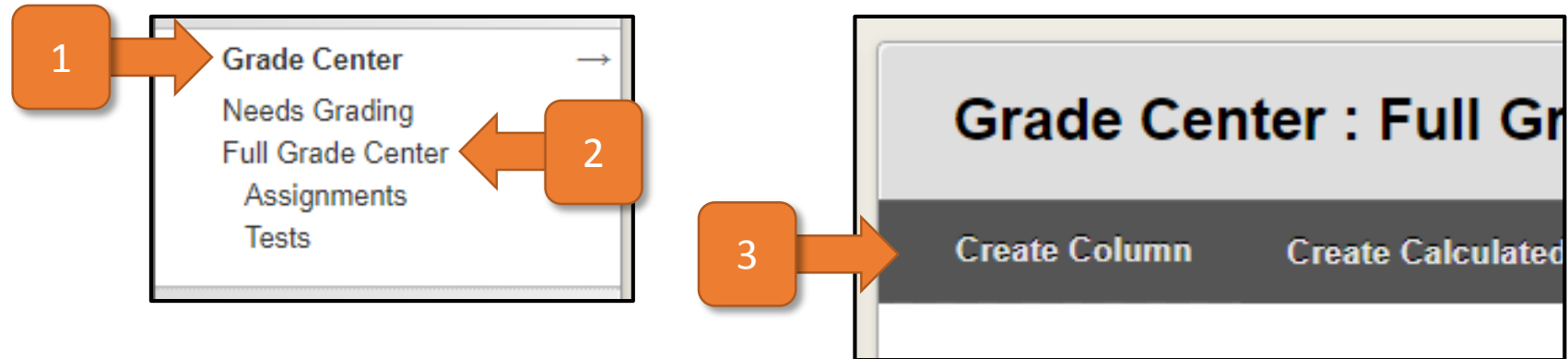
# Relevant Links

- Announcements:  
<https://help.blackboard.com/Learn/Instructor/Interact/Announcements>

# Create a Grade Column

- Click on *Grade Center* in the Control Panel
- Click on the *Full Grade Center* link
- Click on the **Create Column** button
- Enter a *Column Name*
  - *Grade Center Name* will be first 15 characters of *Column Name*
- Enter a *Description*, if necessary
- Configure settings
- Set *Dates*
- Set *Options*
- Click **Submit**

# Create a Grade Column



# Create a Grade Column

6 →

7 →

Primary Display	Score ▼
Secondary Display	None ▼
Category	No Category ▼
* Points Possible	<input type="text"/>
Associated Rubrics	<input type="button" value="Add Rubric ▼"/>

Name	Type	Da
------	------	----

8 →

Date Created	Sep 12, 2017
Due Date	<input type="checkbox"/> <input type="text"/> <input type="button" value="Calendar"/> <input type="text"/> <input type="button" value="Clock"/>

# Create a Grade Column



Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No



Cancel Submit

# Column Settings

- Primary Display is how the student will see the column
  - Score, Letter, Text, Percentage, Complete/Incomplete
- Secondary Display only shows in the Full Grade Center
- Category allows you to group columns
- Points Possible is required, but can be 0
- Associated Rubric is optional
- Due Date is optional
- Include in Calculations allows the column to be used in a calculation
- Show Column to Students allows students to view the column
- Show Statistics allows students to view column stats



# Create a Grade Column

- Columns automatically created for graded items in Learn
  - Discussions, Assignments, Tests, etc.
- Calculated columns can show student progress throughout term
- Add the My Grades Tool on the Course Menu so students can see their grades
- Final grades can be pushed from Learn to Banner at the end of the term

# Relevant Links

- Grading: <https://help.blackboard.com/Learn/Instructor/Grade>
- Navigation: [https://help.blackboard.com/Learn/Instructor/Grade/Navigate Grading](https://help.blackboard.com/Learn/Instructor/Grade/Navigate_Grading)
- Grade Columns: [https://help.blackboard.com/Learn/Instructor/Grade/Grade Columns](https://help.blackboard.com/Learn/Instructor/Grade/Grade_Columns)

# Workshops and Training

- Sessions run by the ITG:
  - <http://drexel.edu/it/services/workshops/>
- Offered monthly, covering:
  - Learn
  - Collaborate
  - Camtasia
  - Drexel Streams/Kaltura
  - VoiceThread
- Also support the following:
  - Turnitin, Respondus, Office365

# Questions?

- Instructional Technology Group
  - Korman Center Room 109, 8:00am to 5:00pm Monday through Friday
  - 215-895-1224 (24/7 support)
  - [itg@drexel.edu](mailto:itg@drexel.edu)
- Stop by and see us!