Utilizing Drexel Learn

TA Access to Blackboard Learn at Drexel

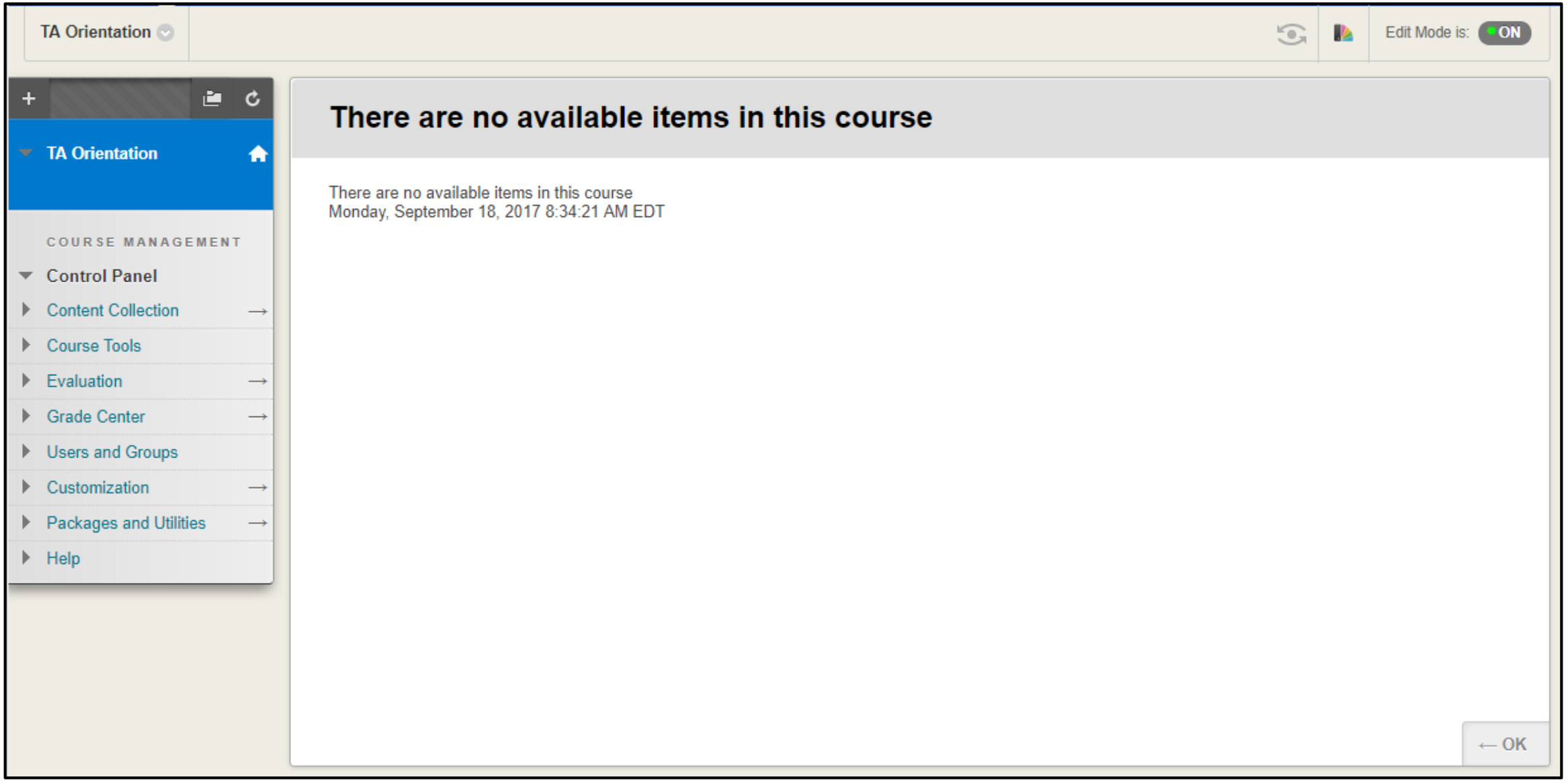
Learning Outcomes

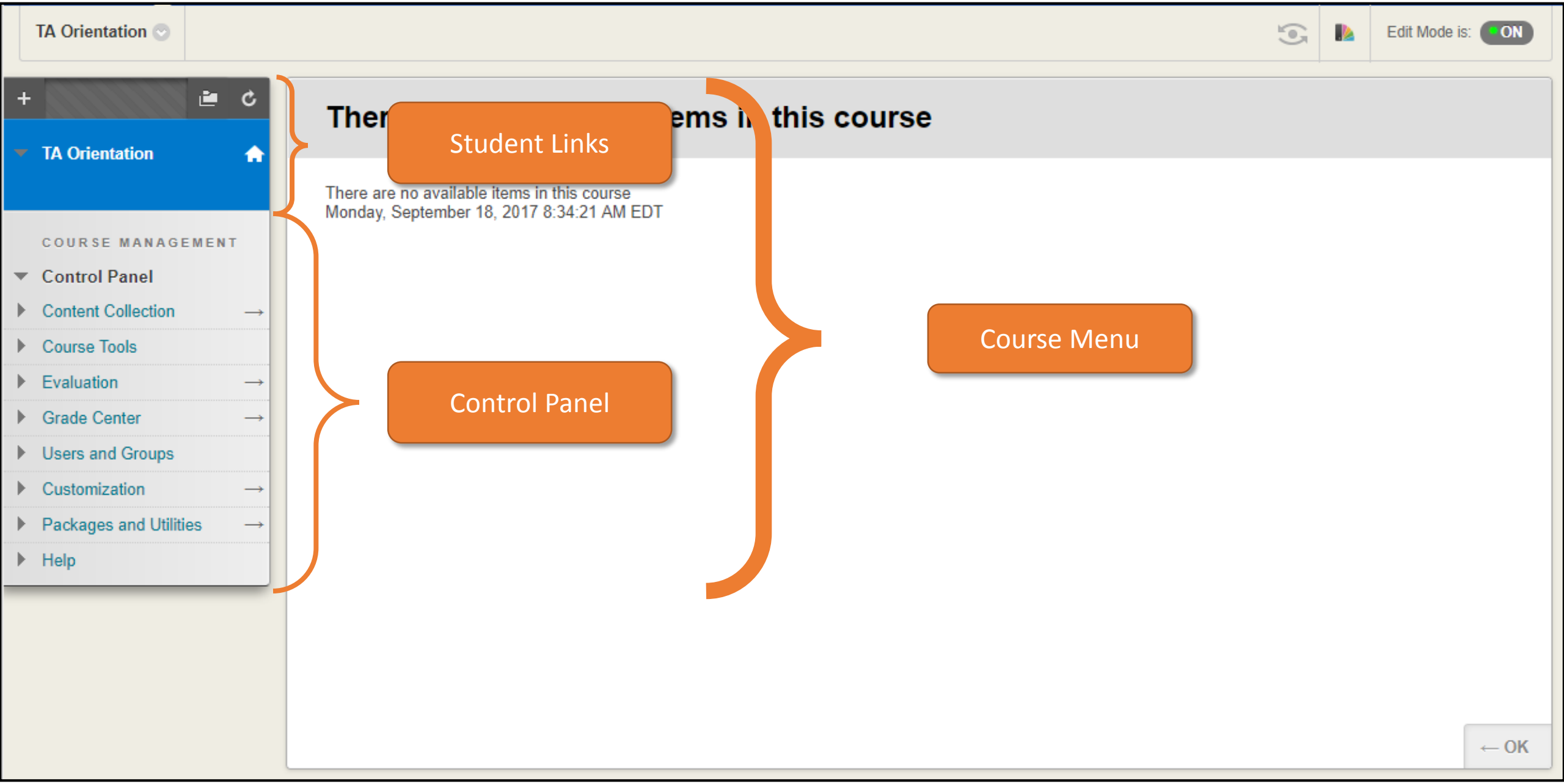
- Identify the support groups for Drexel Learn and its related technologies.
- Identify the parts of the course in Drexel Learn: Course Menu, Control Panel, Edit Mode, Student Preview.
- Use their TA access to a course to upload content, communicate with students, and utilize the Grade Center.

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
- Use the Instructional Technology Center in Korman 109
  - 4 PCs
  - 2 Macs
  - 2 Scanners
  - 1 Printer
  - Access to the team

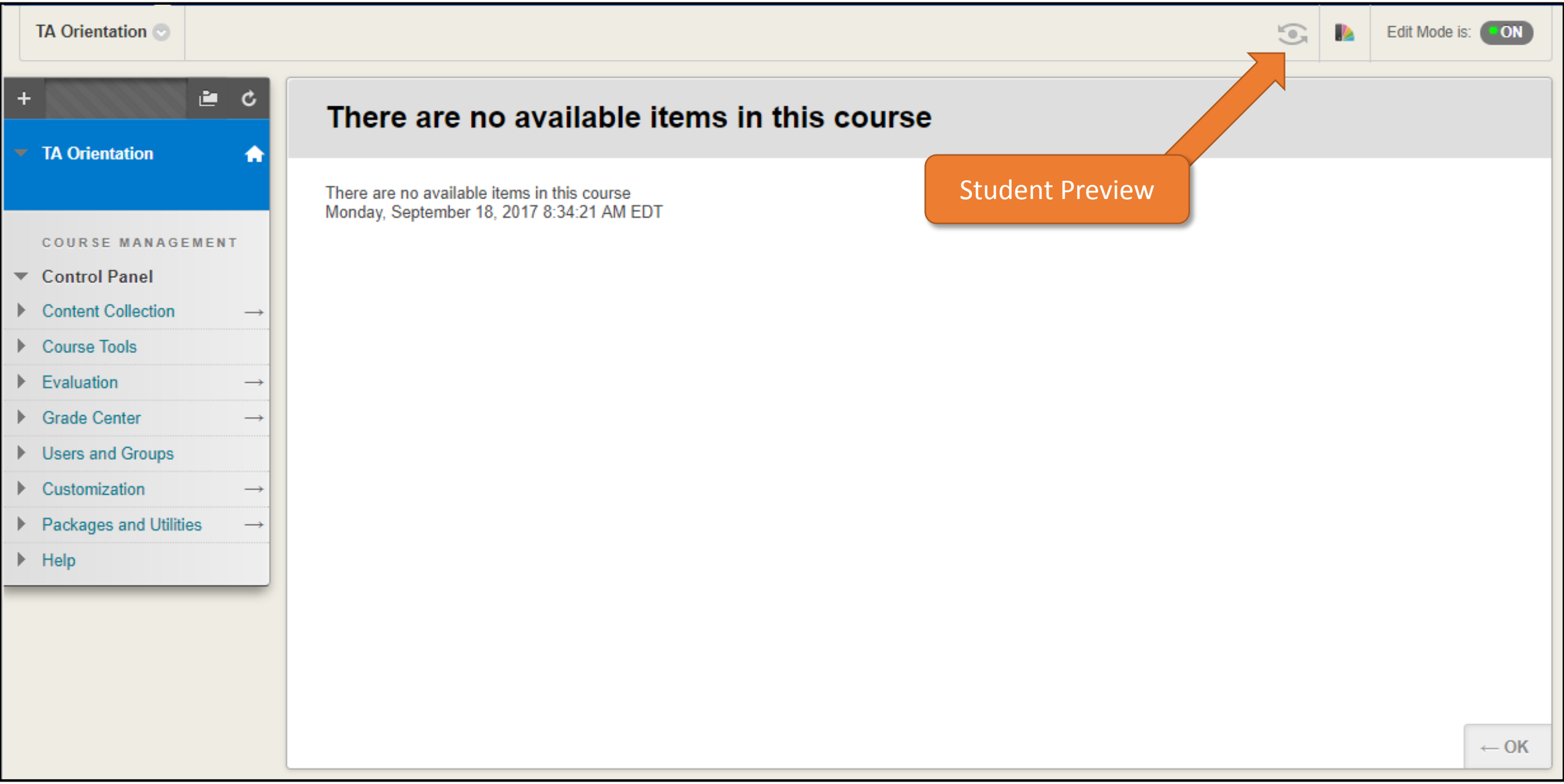
Entering the course for the first time




TA Orientation
Edit Mode is: ON
TA Orientation
COURSE MANAGEMENT
Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help
Ther ems i 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
OK

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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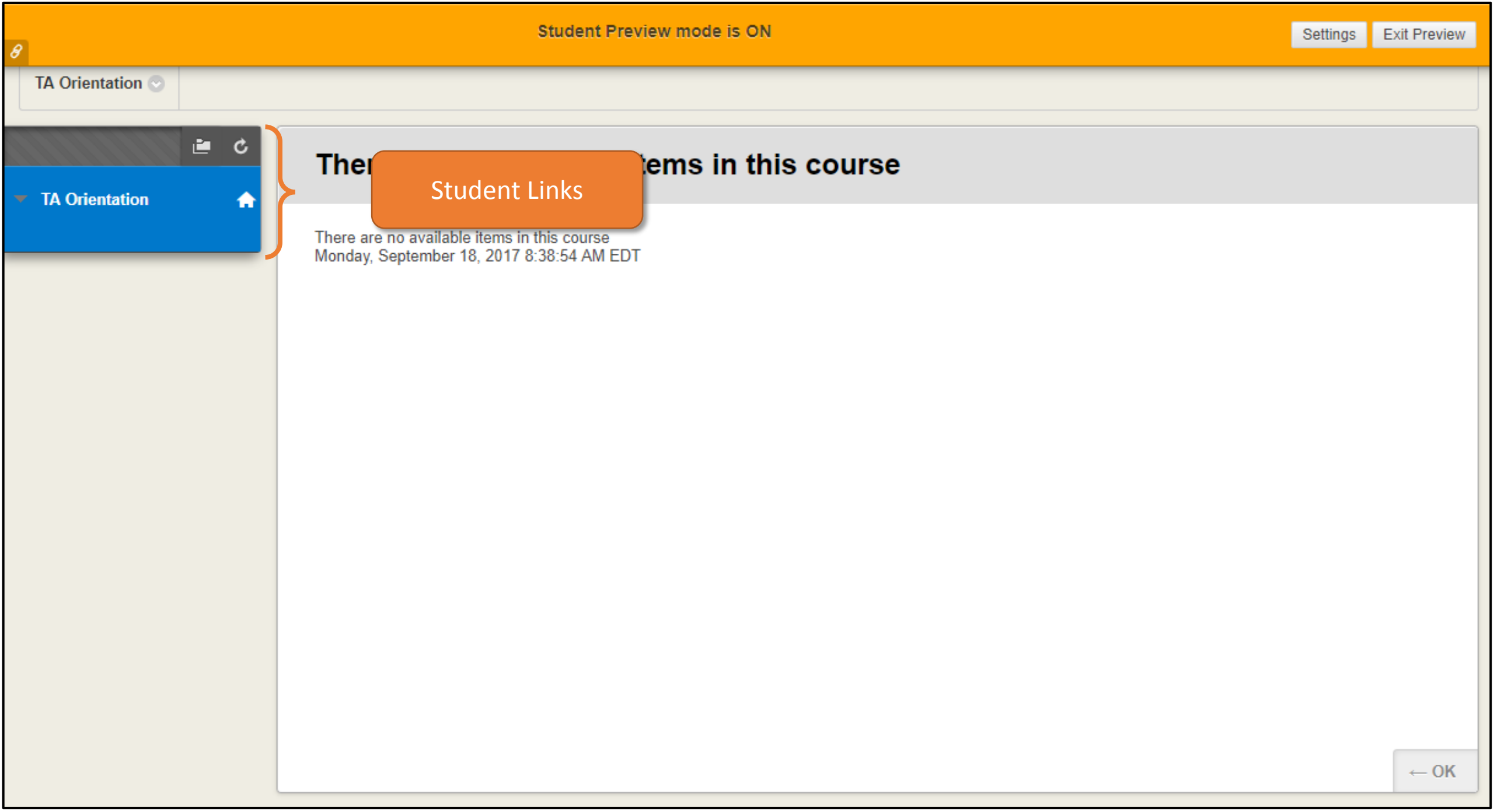
Student Preview
OK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Settings
Exit Preview
TA Orientation
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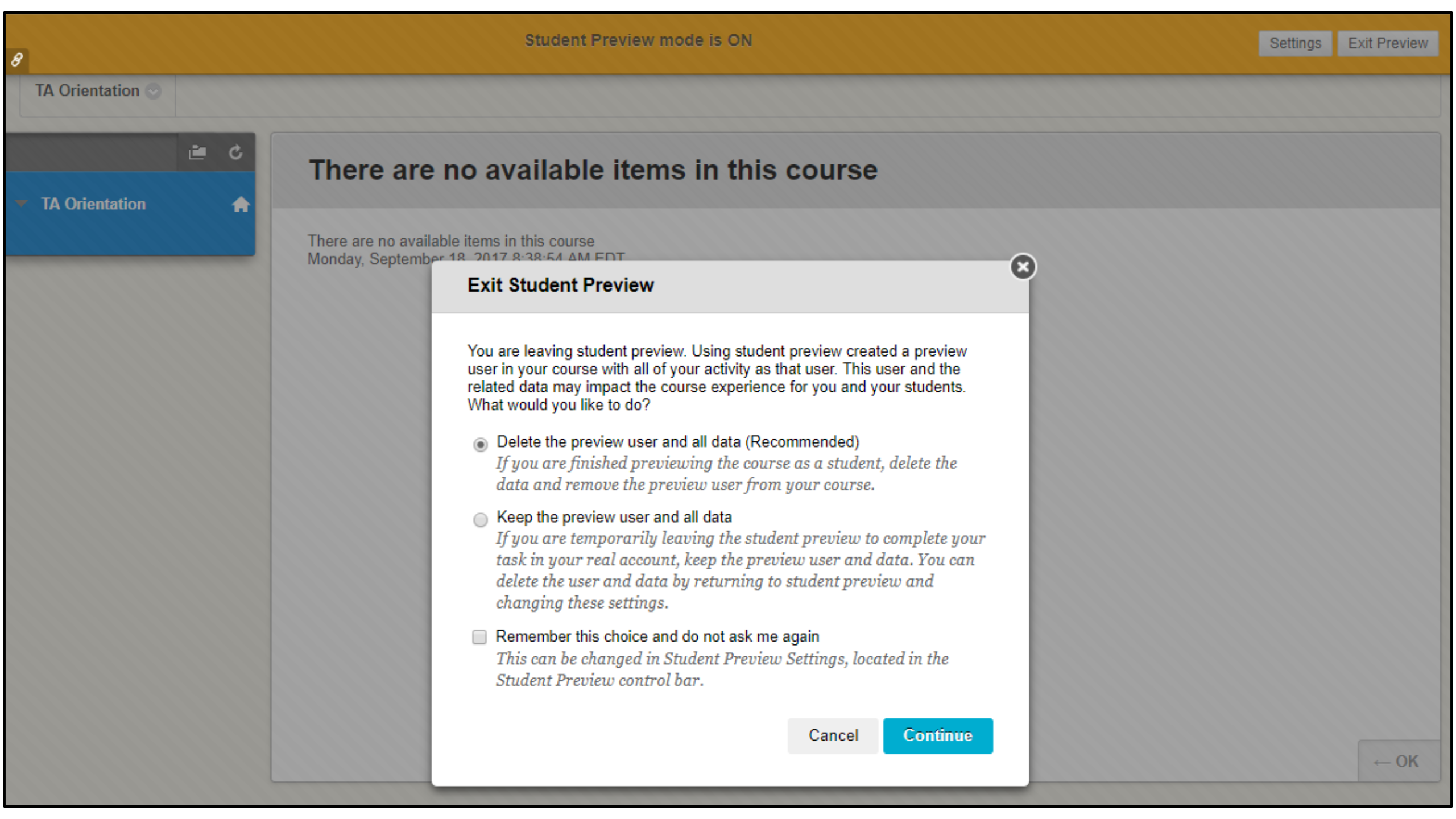
Student Links
ems in this course
There are no available items in this course
Monday, September 18, 2017 8:38:54 AM EDT
← OK


Student Preview mode is ON
Settings
Exit Preview
TA Orientation
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TA Orientation
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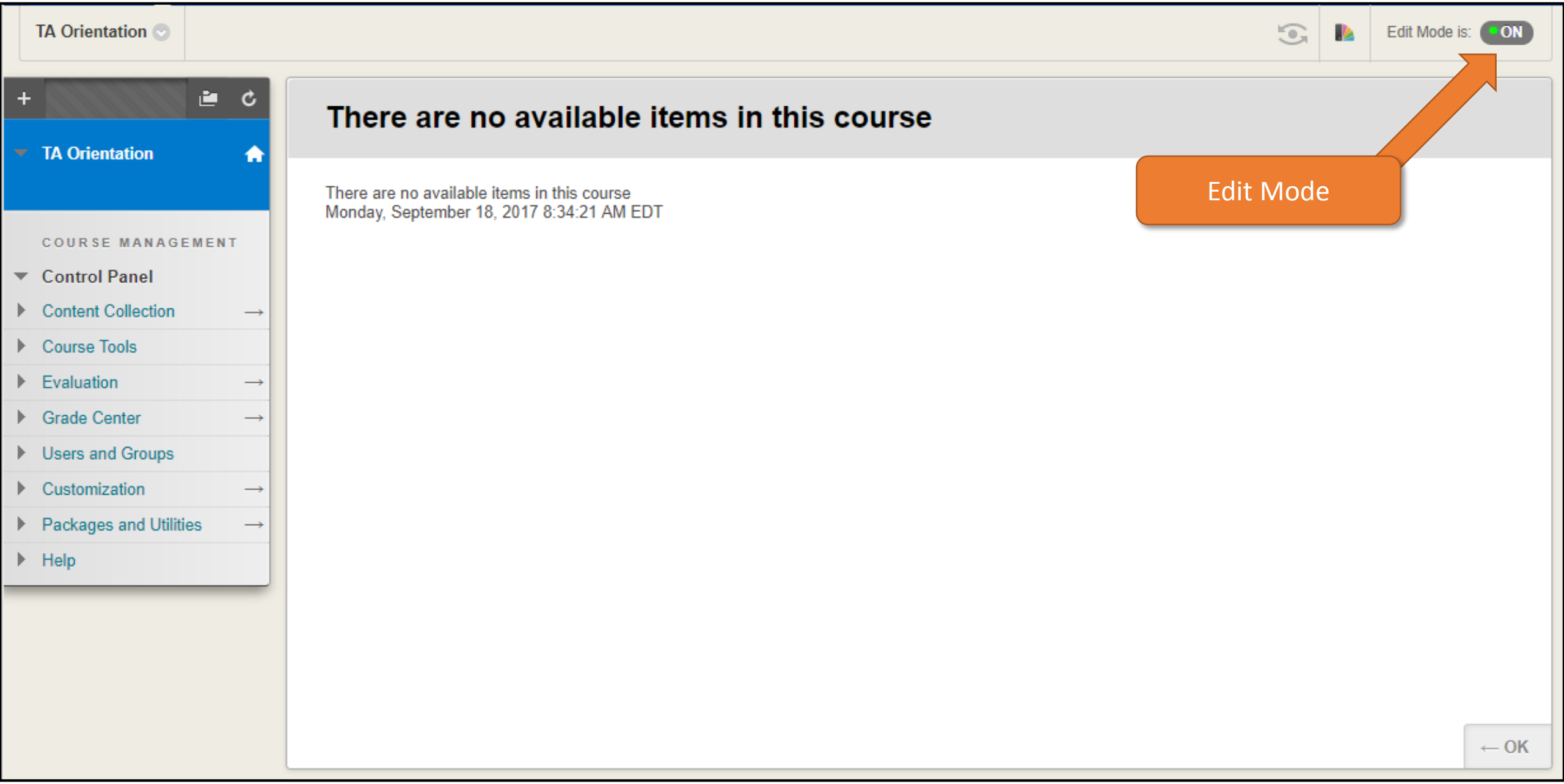
Monday, September 18, 2017 8:38:54 AM EDT
Exit Student Preview
You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you 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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Edit Mode
OK

Edit Mode

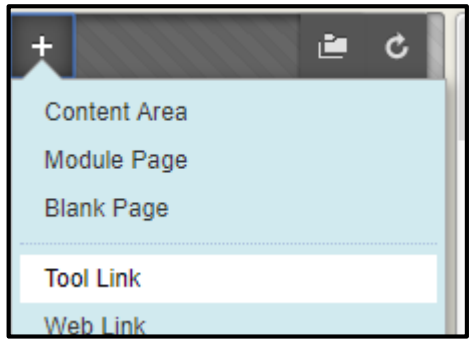
- Clicking toggles it between ON and OFF
- Must be ON in order to add or update content
- When OFF, provides a pseudo-student view
  - Should use Student Preview for true student experience

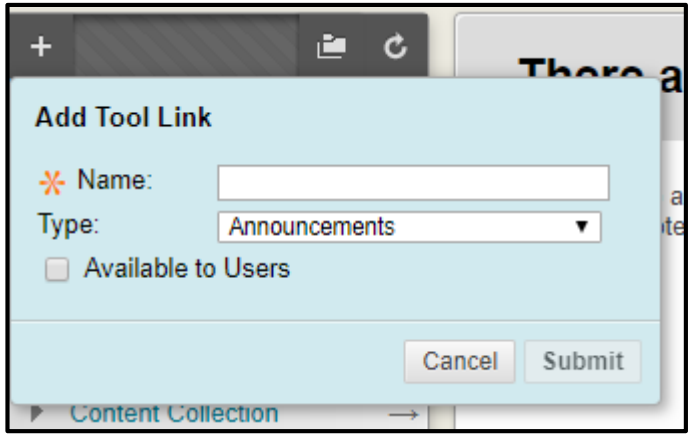
Demonstration

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

Add a Tool

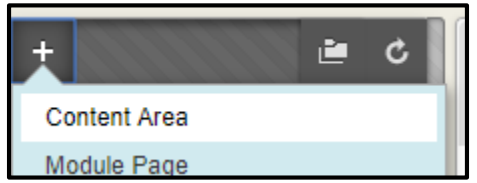
- Hover over the plus sign (+)
- Choose **Tool Link** from the dropdown menu
- Enter “Announcements” in the *Name* box
- Select **Announcements** from the *Type* list
- Check the box next to *Available to Users*
- Click **Submit**
- A link to the tool is added to the menu

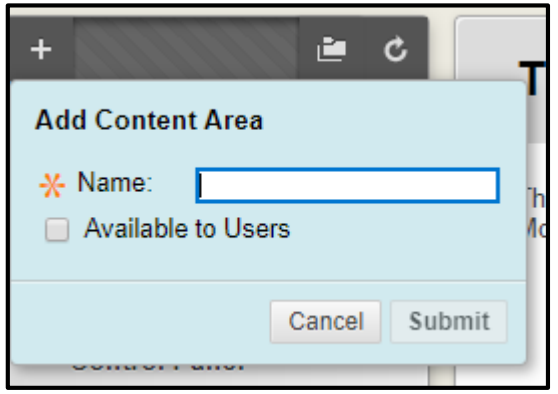




Add a Content Area

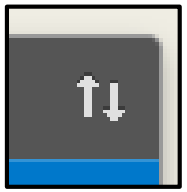
- Hover over the plus sign (+)
- Choose **Content Area** from the dropdown menu
- Enter a title like “Week 1” in the *Name* box
- Check the box next to *Available to Users*
- Click **Submit**
- A link to the Content Area is added to the menu





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



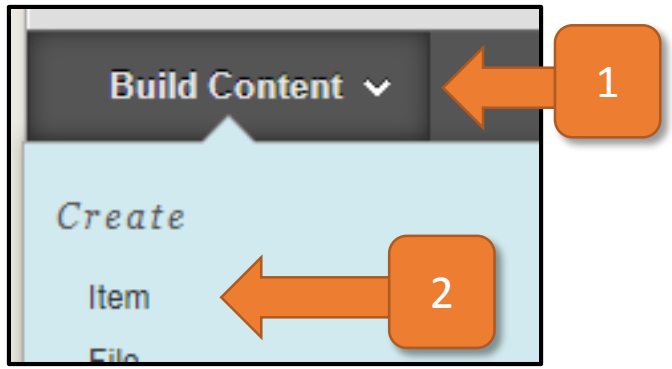
Relevant Links

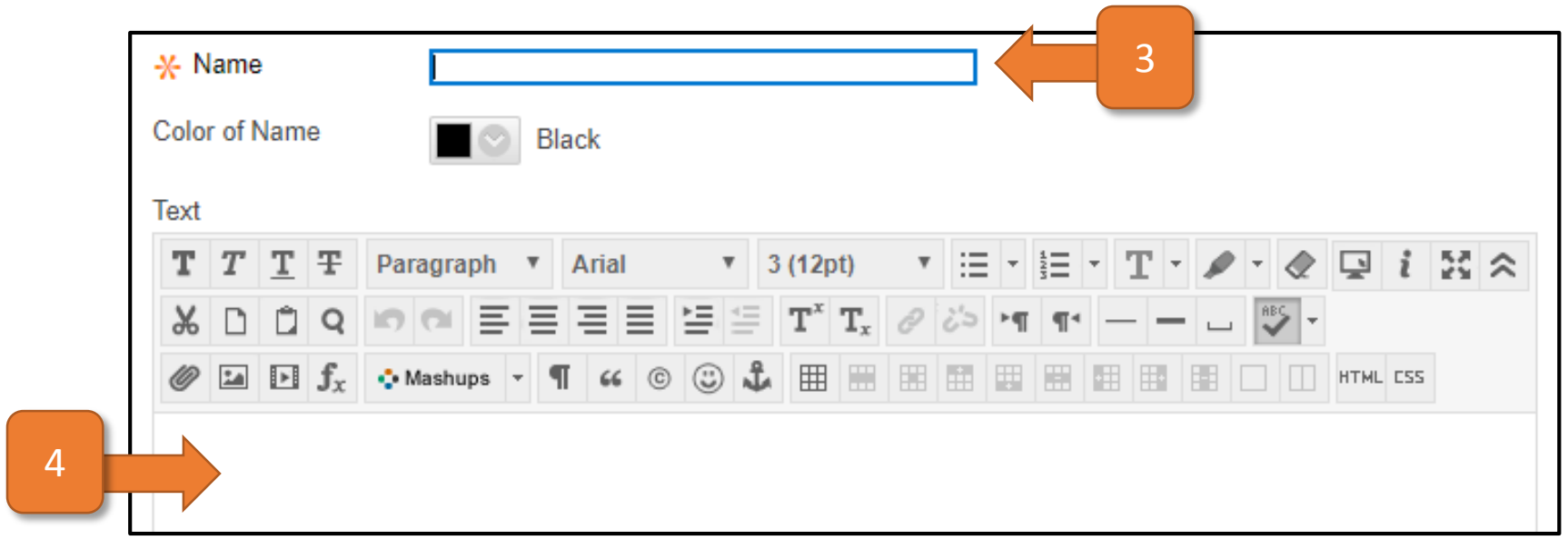
- Course Menu: https://help.blackboard.com/Learn/Instructor/Getting_Started/Navigate_Inside_a_Course#course_menu
- Course Content Types: https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content

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





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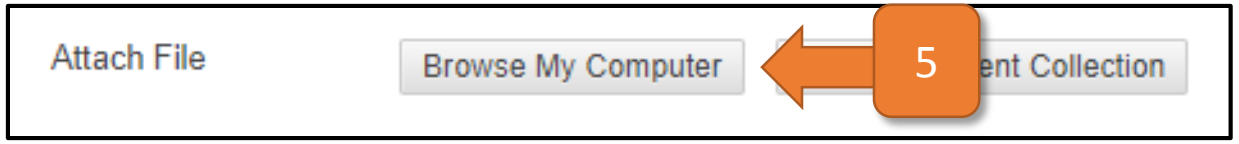
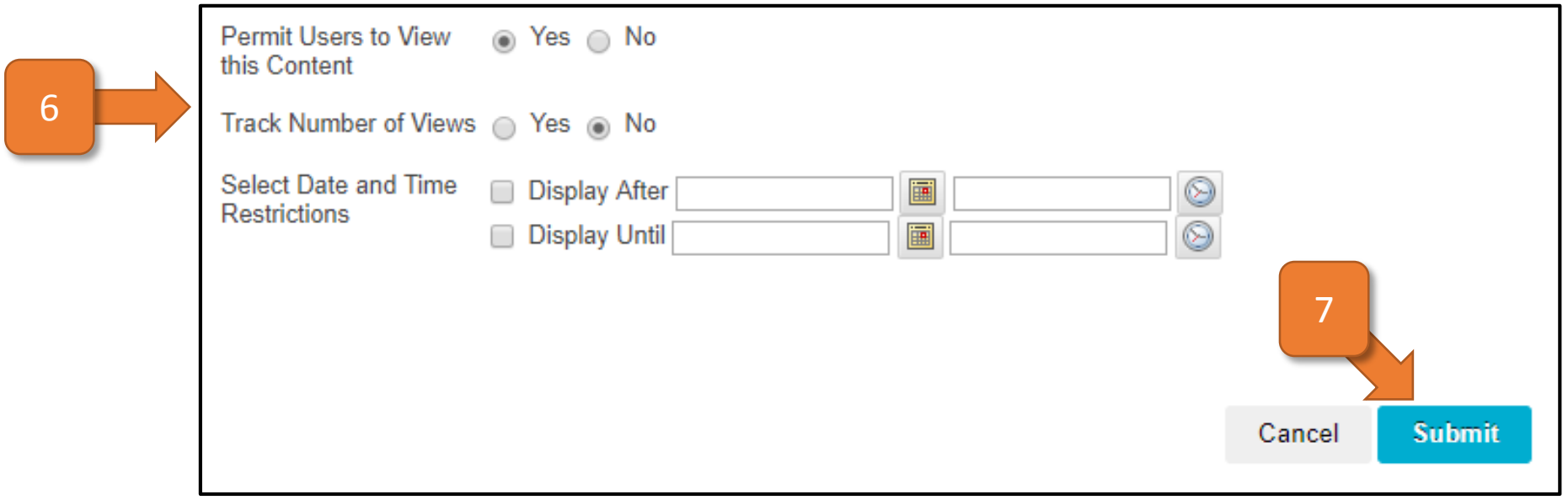




Create an Item

- 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

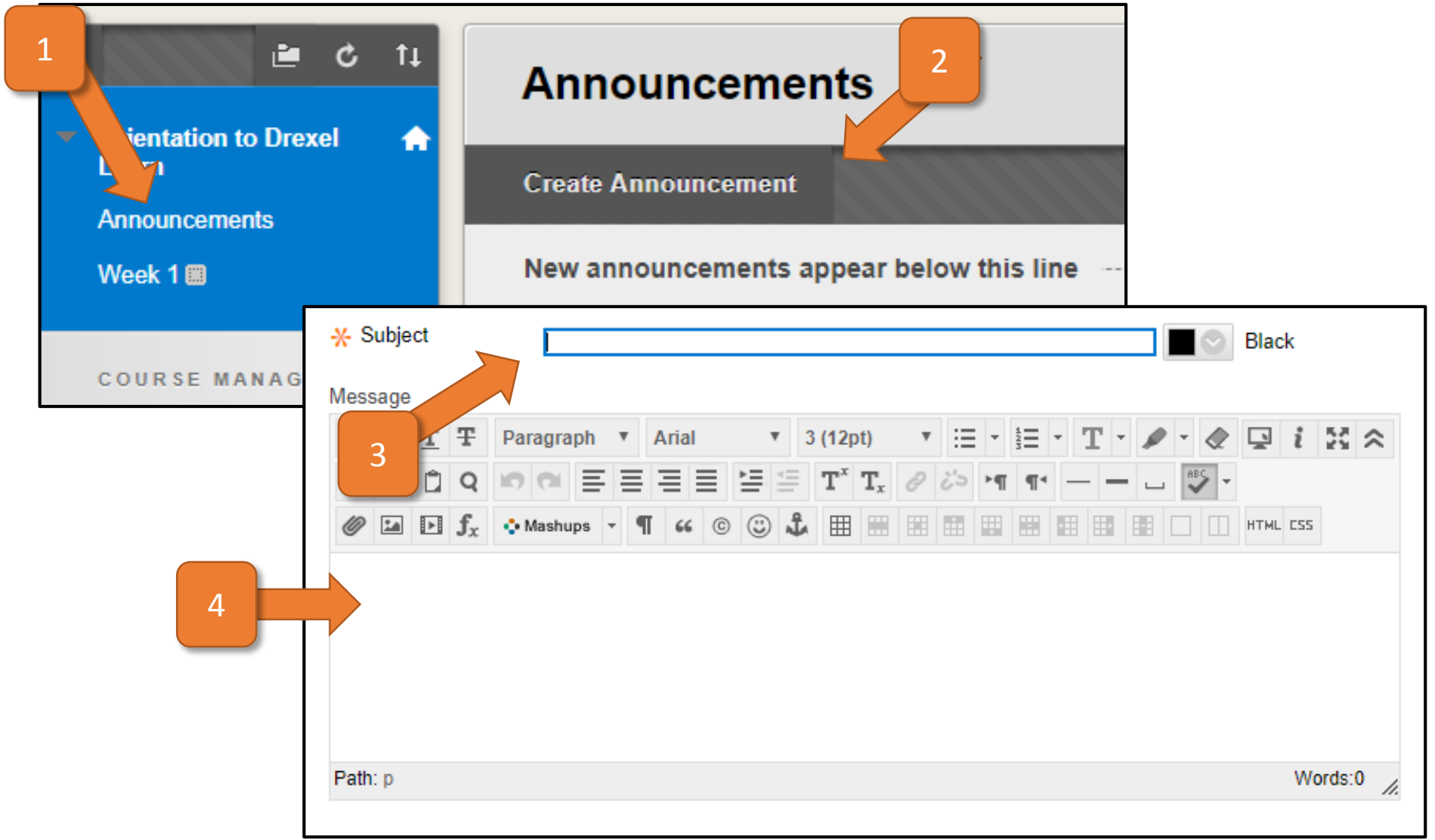
Relevant Links

- Types of Course Content: https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Types_of_Course_Content
- 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

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



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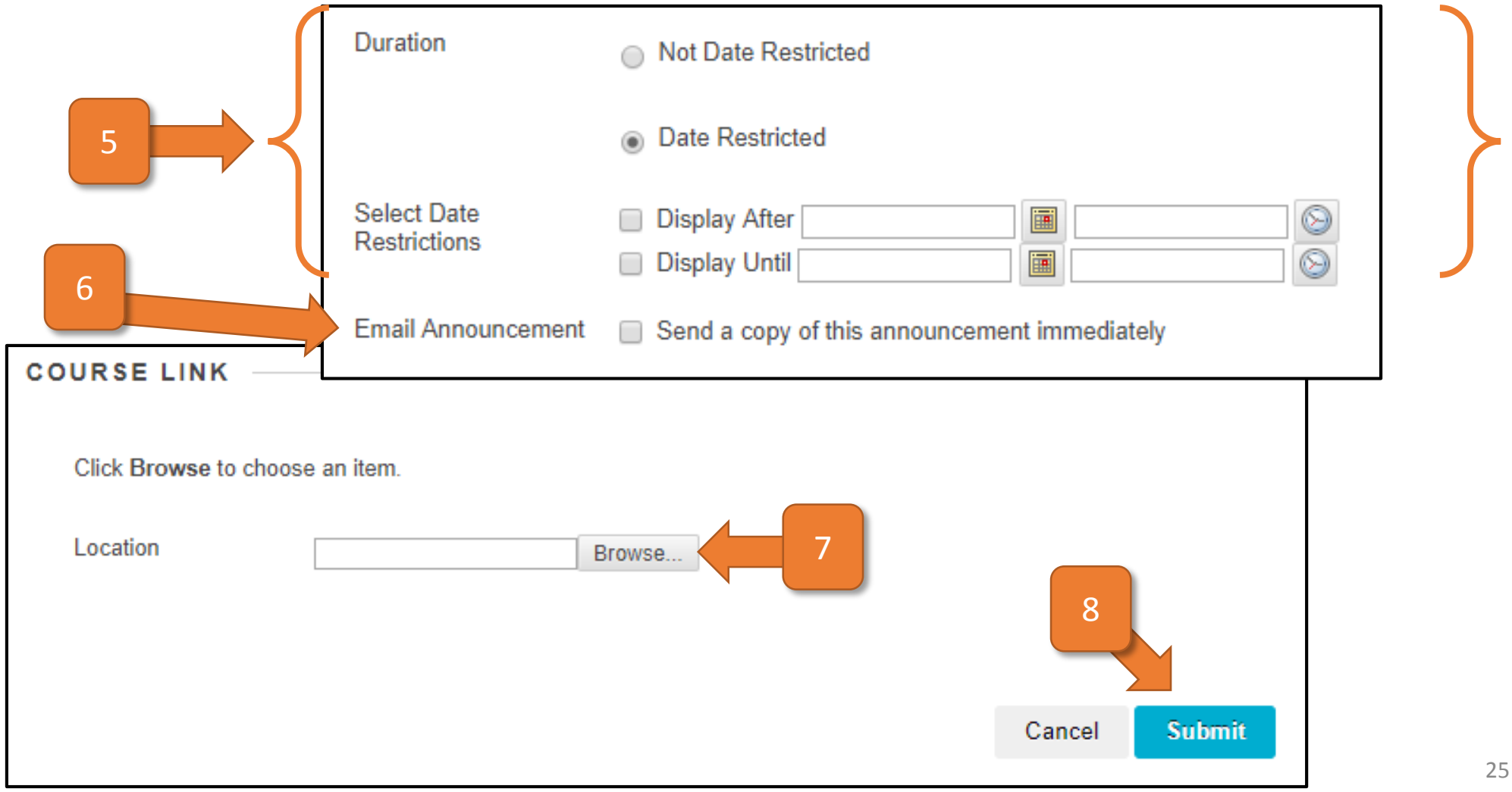
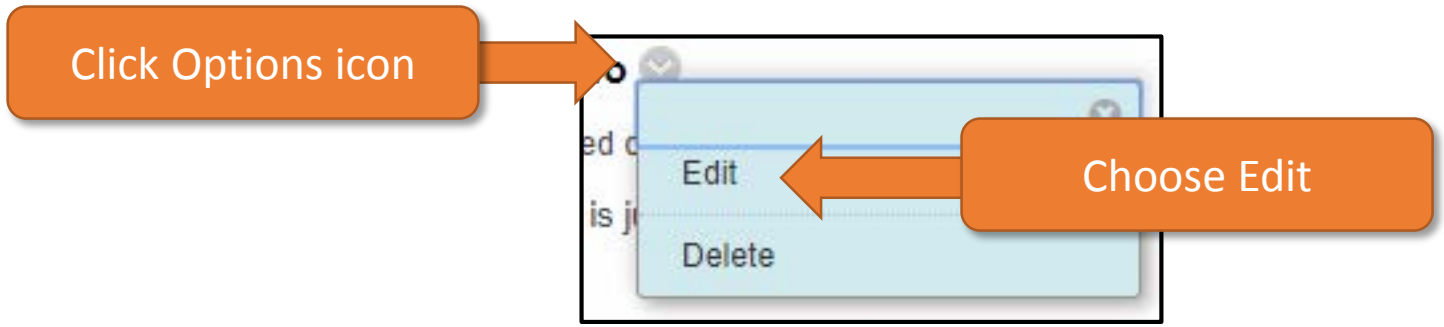


Create an Announcement

- 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



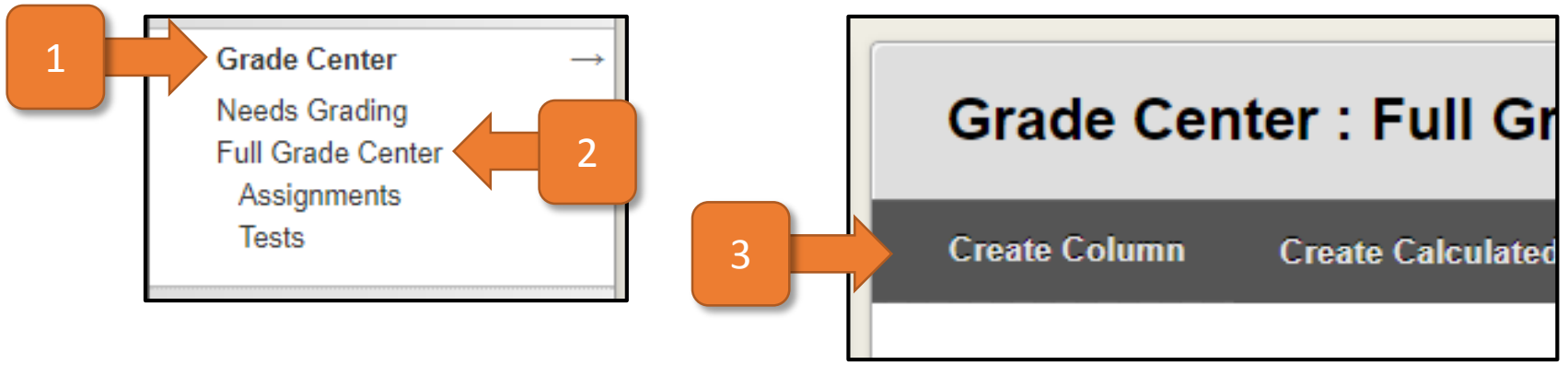
Relevant Links

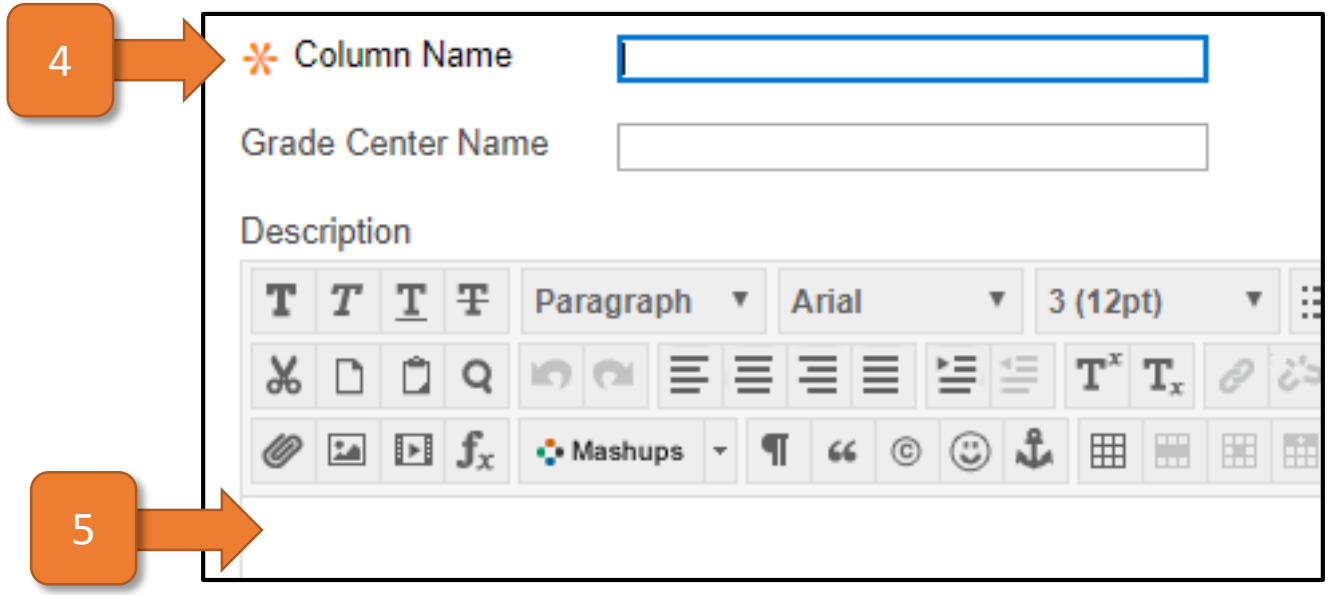
- Announcements: https://help.blackboard.com/Learn/Instructor/Interact/Announcements

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





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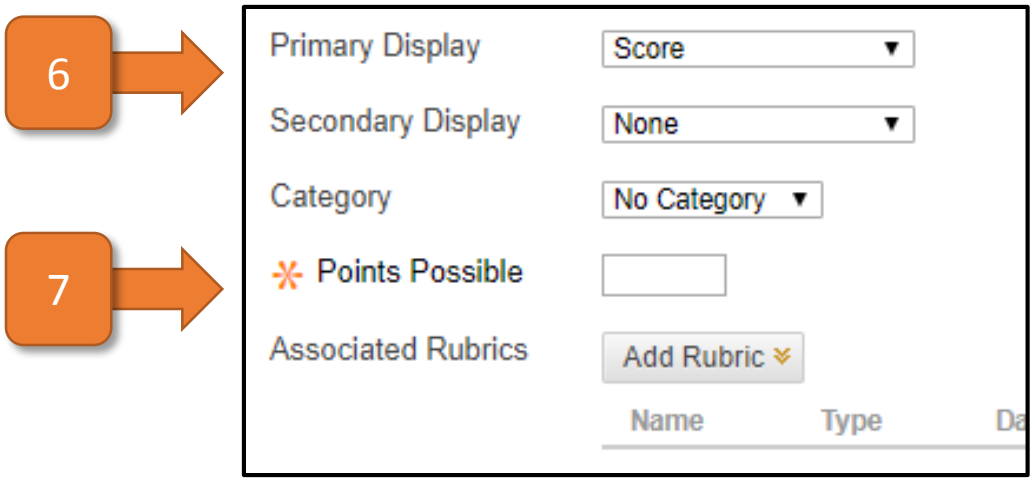

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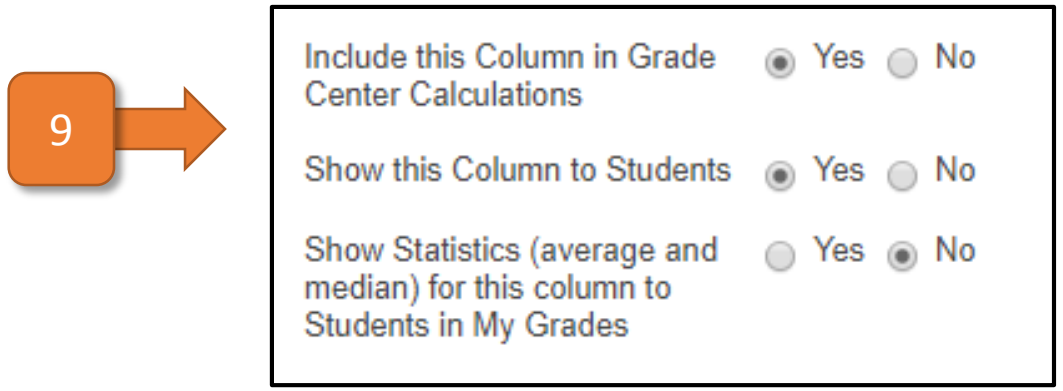

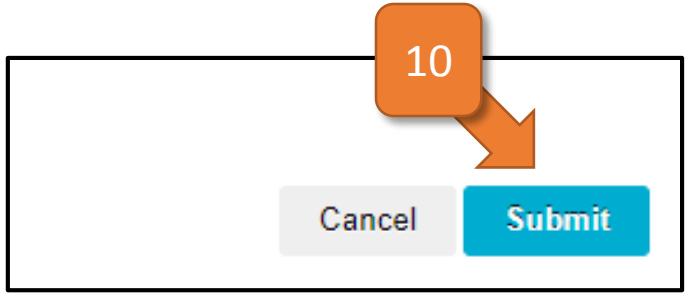

Column Settings

- 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
- 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

- Stop by and see us!