Blackboard Learn Essentials – Part 1
Blackboard Learn

You may find additional resources about Blackboard Learn or request a consultation at the Teaching and Learning Technologies website at http://www.itap.purdue.edu/learning/tools/blackboard.

Navigating Your Course

Objective: This activity will teach you how to work with Learn's menu options, whether you want to rearrange, add, edit or hide/show menu items.

- **Rearrange Menu Items**
    - ✓ Enter your course by clicking on it.
    - ✓ Ensure that Edit Mode is On
    - ✓ **Hover over Discussions** until you see the a vertical two sided arrow
    - ✓ **Hover over** that arrow until the mouse cursor changes to a 4-way arrow
    - ✓ **Click** the left mouse button, and with your left mouse button still clicked, **drag Discussions** below **My Grades**
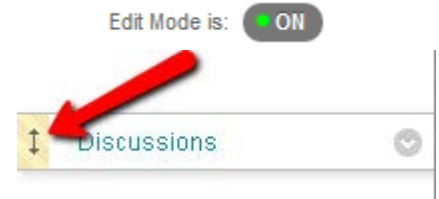
- **Adding a Content Area to Blackboard**
    - ✓ **Click** the + icon at the top left corner of your menu
    - ✓ **Click** Content Area
    - ✓ **Type Week 1** in the Name field
    - ✓ **Click** the **checkbox** next to "Available to Users"
    - ✓ **Click** Submit
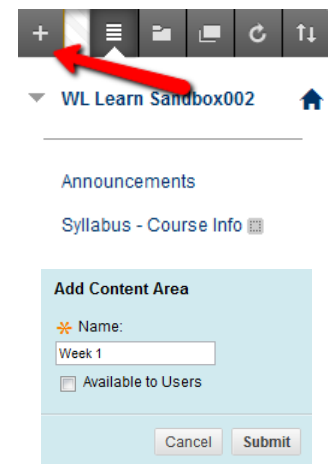
- **Adding a Tool Link to Blackboard**
    - ✓ **Click** the **+** icon at the top left corner of your menu
    - ✓ **Click** Tool Link
    - ✓ In the name field **type Email**
    - ✓ For type **select Email**
    - ✓ Leave "**Available to Users**" unchecked. We'll show you how to make it available in the next step.
    - ✓ **Click Submit**.
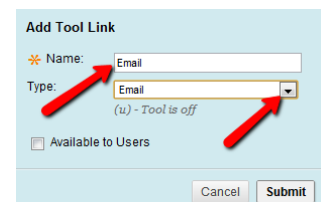
- **Hiding and Showing Menu Items**
  - ✓ With **Edit Mode On**, hover over **Email** and click on the edit arrow to the right ⌄
  - ✓ Click **Show Link** to make the item available to students.
  - ✓ Hover over **Discussions** and click on the edit arrow to the right ⌄
  - ✓ Click **Hide Link** to make the item unavailable to students.
  - ✓ Turn **Edit mode off** and **on** to see what items look like when hidden and shown to students.

- **Rename a Menu Item**
  - ✓ With **Edit Mode On**, hover over **Week 1** and click the edit arrow ⌄
  - ✓ Click Rename Link
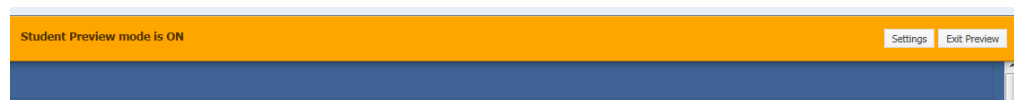 - ✓ Type Week 1 Learning Module and click the green check box.
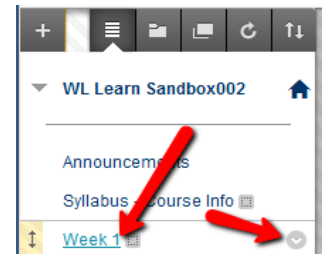
- **Student Preview**
  - ✓ To view your course as a student would, click the **Student Preview** icon (which resembles an eye) in the upper right hand corner of your course's page .

  - ✓ To go back to a normal view, click on **Exit Preview** button near the top right of the screen.

  - ✓ Once you click on the **Exit Preview** button, you will receive a pop-up window asking if you wish to *keep* the preview user or *delete* the user.
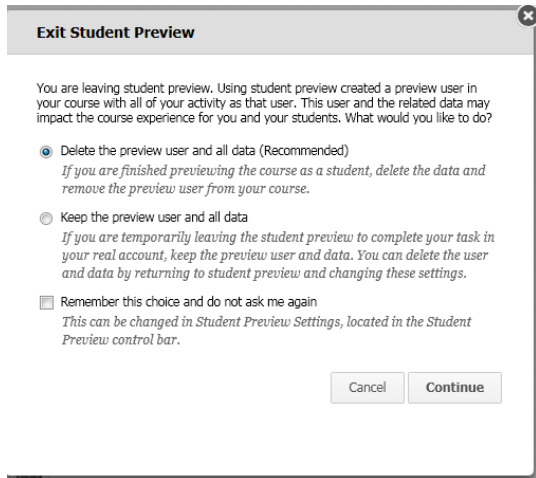
✓ For this workshop, **click** **Keep the preview user and all data**, and **click** **Continue.** Please note that if you delete the preview user, a new preview user will be created when you access the Student Preview again.

Note: If you check "Remember this choice and do not ask me again", you can change this option by re-entering Student Preview and clicking on the Settings button in the upper right hand corner of the screen.

Adding Content to Your Course

Objective: As with any course, documents are essential to inform students, whether those are syllabi, homework/project files, readings, etc. This activity shows you how to add and edit these types of content in Learn.

▪ **Adding Files**

✓ If you are not already in your course, enter it by clicking on it in your course list.

✓ **Click** **Course Content** in the menu.

✓ With **Edit Mode** On, **mouse over** **Build Content**, then **click** **Item**.

✓ Under *Content Information*, **name** the item **Syllabus**, and **type** an optional description in the text entry box

✓ **Scroll** down the page to the *Attachments* section, then **click** **Browse My Computer**

✓ **Browse** to your desktop and **select** the **Syllabus_Sample.doc** file

✓ **Click** **Open** to attach the file. You should see the file listed under *Attached Files*
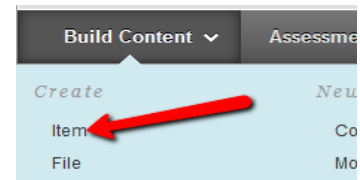

- ✓ **Click** Submit
- ✓ Your file should now appear in **Course Content.**

Note: You may also click and drag files from your desktop into Blackboard. When you see a box made by a dashed line around the **Attach Files** options, you may click and drag the files into the box.

ΑTTACHMENTS

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach Files   [Browse My Computer]   [Browse Content Collection]
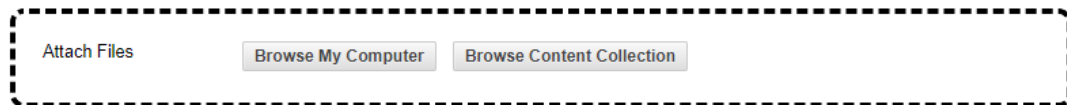
Uploading media to the Kaltura Streaming Media Server

Kaltura is a web-based application that allows users to host and share media. Complete with an easy connection to Blackboard, Kaltura's platform supports all forms of rich media including video, images, and audio. Media uploaded to Kaltura are available to users across multiple platforms, including mobile devices. **We recommend using the Firefox or Chrome browser to upload content to Kaltura.**

- ▪ **Locate the Kaltura Media Tool**
- ✓ **Click Course Content** in the menu
- ✓ **Hover over Tools**, then **click Kaltura Media**

- ▪ **Upload Media**
- ✓ **Click Add New** on the right side of the "My Media" screen.
- ✓ **Click** Media Upload.
- ✓ The Upload Media screen will open. **Click** +Choose a file to upload.

Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Back

- ✓ In the file selection screen that opens, **navigate** to **C:\Users\Public\Videos\Sample Videos** and **double click** the wildlife video. The video will start the upload process automatically.
- ✓ While the video is uploading, you may change the title of the video, add a description, and descriptive tags.
- ✓ Once the video is uploaded (this process may take some time), and after you've made any changes to the title/description/tags, **click** **Save.**
- ✓ **Click** **Back to Browse and Embed** next to the Save button.
- ✓ **Click** the **Select** button for the video.


- ▪ **Add Video Information**
- ✓ You are now on the Create Mashup Item page. Under *Content Information*, **add** a **title** for your video.
- ✓ Optionally, **type** a description in the box below the thumbnail preview of the video.
- ✓ **Click** Submit.

> **Note:** The video will take several minutes to process, but once processed, you and your students will be able to play the video from the course content page where the video was added. The video will also be added to your My Media collection, which means it will never need to be re-uploaded. If you want to add it to another course you will see this video as an option the the "Search for Kaltura Media" page.

Stretch Your Skills (Optional): Course Entry Point, Making Your Course Available/Unavailable, Embedding YouTube Videos

- **Setting The Course Entry Point**
  - ✓ In the **Control Panel**, click **Customization** to expand that section, then click **Teaching Style**
  - ✓ Using the **Entry Point** dropdown menu, select another entry point (it must be a menu item – see "Adding a menu item" above).
  - ✓ Click **Submit**
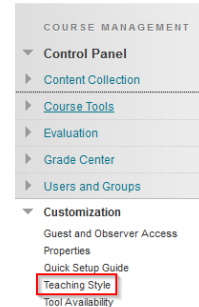
- **Making a Course Available or Unavailable**
  - ✓ In the **Control Panel**, click **Customization** to expand that section, then click **Properties**.
  - ✓ Under **Set Availability,** Select the radio button for **No**
  - ✓ Click **Submit**
  - ✓ Click on the **My Blackboard tab** and notice how your course has (not currently available) next to the course name. This means students cannot access the course.
  - ✓ Repeat steps 1 and 2, then change the radio button to **Yes** and click **Submit** to make your course available again.
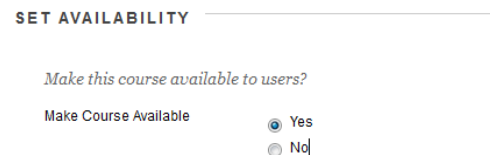
- **Embedding YouTube Videos**
  - ✓ Click **Course Content** in the menu
  - ✓ Hover over **Build Content**, then click **YouTube Video**
  - ✓ Type a search term or the direct URL in the search box, then click **Go**
  - ✓ Click **Select** under the video you want to embed
  - ✓ Scroll to the **Mashup Options** section, and change View to **Embed Video**
  - ✓ For the next option, **Show YouTube URL**, click the **YES** radio button
  - ✓ Click **Submit**
  - ✓ Your video should now appear in **Course Content**.