Your Blackboard Course

Robin Gilcrist Adjunct Orientation Fall 2020

UNIVERSITY of ALASKA SOUTHEAST

A quick look at your course website

- 1. Blackboard (Bb) overview
- 2. Instructor/student view
- 3. Adding content
- 4. Other useful tools
- 5. Blackboard help



All your Bb courses in one spot

Add Module

Tools
Announcements
Calendar
Tasks
My Grades
Send Email
User Directory
Address Book
Personal Information
Goals
Goal Performance
Application Authorization

UAS Helpdesk

UAS Links

UAS Main Site

UAOnline

UAS Egan Library

Help & System Status: http://uas.alaska.edu/helpdesk • 907-796-6400 (Helpdesk)

877-465-6400 (Toll-Free)
 907-796-6452 (General Info
 Email: uas.helpdesk@alaska.edu

UAS Announcements	My UA Courses	م له م
	Summer 2020 Courses	Lets
My Announcements	UAS CT S213-JD1: Engineering Graphics	Res
No Institution Announcements have been posted in the last 7 days.	Fall 2020 Courses	1.00
Summer-2020 CT213-JD1: Engineering Graphics	UAS CT S170-J01: Residenti Dsgn, Codes, Standro	
> lighting assignment update more appoincements	UAS CT S175-J01: Introduction to AutoCAD	
	UAS CT S175-JD1: Introduction to AutoCAD	
My Media	UAS CT S201-J01: Residential Building Science	
My Media	UAS CT S201-JD1: Residential Building Science	
	UAS CT S291A-J01: Drafting Internship	
	DEV Courses	
	🕱 Quality MattersHE 5th Ed Rubric	
	GRP Courses	
	💌 UA Blackboard Learn User Group (BbUG)	
	TEST Courses	
	Test REGILCRIST-TEST02: Robin Gilcrist Test C	Course
	TRAINING Courses	
	X Training COED002-T71 / NONCREDIT COED002	2-T71
	Training IDC-02: Blackboard: Instructor Orier	ntation
	Training TLTR-01: Teaching, Learning and Teaching	chnology Roundtable
	▼ Training UGCC-01: Undergraduate Curriculur	n Committee

Let's explore CT S201: Residential Building Science

Instructor Instructor Instructor

TA

Student

Instructor

Student

TA

Student

view all classes...

Your course website

This is the basic layout for every Bb site at UAS

5	7	
UNIVERSITY of AL	ASKA SOUTHEAST	UA Courses Organizations
Fall-2020 CT201-JD1: Residentia	I Building Science 🥥 Announcements	Edit Mode Is: ON ?
Fall-2020 CT201-JD1: Residential Building Science Announcements	Announcements New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the l announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.	st and prevent new
UAS Syllabus Getting Started Course Content	New announcements appear below this line This is the face	culty view
Discussions 20 Collaborate Ultra 20 My Grades Classilist Contact Info 20 ePortfolio Early Alerts 20	Welcome to Residential Building Science S Posted on: Friday, July 17, 2020 94:427 AM AKDT An interval selection, and best practices for constructing a durable home in Alaska. Upon satisfactory completion, this course meets the prerequisite for the State of Alaska Contractor Residential Endorsement and also for 16 continuing education credits by the State of Alaska. Division of Occupation LUcensing for General Contractors with Residential Endorsement. Online Web. Requires access to a computer with internet. Students access the course through UAS-Online at uas.alaska.edu/online: for course information, and edit personal profile. No text required.	Postect by Blackboard Administrator Postect or Sallo200 (7201- JD1: Recidential Building Science
UAS Resources Egan Library UAS Helpdesk Blackbboard Help Course Management	Blackboard B 1997-73020 Bestoard Inc. All Rights Reserved, U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending. Accessibility information Installation details	

Faculty view with Edit Mode on

In order to edit, Edit Mode must be on

UAS	UA Cou	rses	Organizations	
۲		Edit N	Mode is: ON	?

Faculty view

See what students see, by switching view



Student view



Exploring the left navigation bar:

Basics:

- Links movable
 - These are generic in the course website may be customised
- Square with line on or off
 - Allow students to see the content or not
 - Example: Discussions is defaulted to **off** for students



Adding your syllabus:

UAS Syllabus Start Here - Student Resources	There is no syllabus available for this class. Please indicate where the students may find the course syllabus. You can upload a file or manually enter a URL.
Course Content 🛛 🔗 Discussions S Collaborate Ultra 🖾 S S	New File: Browse No file selected. or URL: Save Changes

- 1. Select Browse
- 2. Select file to upload from your computer
- 3. Save Changes

Course Content

Where students find:



Learning material Assessment material



Content creation

Organize content - your choice

- Content folders or modules
- Items
- Files



Examples course layout

CT 201 Sp 20

Course Content

Folders - using weeks and topic titles with

Add content

Using Folders

- contain items
- items contain files

	Spring-2020 CT201-J01: Cold (limate Construction 📀 Course Content week 1 materials - Introduction
•	Spring-2020 CT201-J01:	week 1 materials - Introduction 🛇
	Announcements 😌	Build Content v Assessments v Tools v Partner Content v
-	UAS Syllabus Started 🗃 S	Week 1 outline: includes Assignemnt 1 Attached Eiles: D Week 1 outline.pdf (481.133 KB)
	Course Content	Presentation: Introduction Attached Files: Week 1 presentation.pdf (2.659 MB)
	My Grades S Classlist S Contact Info S	Article: Five Fundamental Changes S Attached Files: BSI-039_Five_Fundamental_Changes.pdf (334.269 KB)
34	ePortfolio C Farly Alerts A	Journal: S Attached Files: Durnal how- to.pdf (480.137 KB) Durnal Rubric.pdf (179.713 KB)

Editing link names

Edit Content Folder Spring-2020 CT201-J01: A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material to **Cold Climate** Construction Announcements * Indicates a required field. **UAS Syllabus** -Getting Started 🔳 CONTENT FOLDER INFORMATION Course Content * Name Start Here - Student Resources Discussions 🖾 Color of Name Black Collaborate Ultra 🖾 Text WebMeeting 🖾 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). T T T T Paragraph - Arial - 3 (12pt) - 🗄 - 🗄 - T - 🌶 - 🗶 My Grades ※ D D Q 여 여 프 프 프 프 프 프 프 프 T T, 2 3 년 대 11 - - 니 () -Classlist Ο 🖉 🖬 💽 ∫ 🔅 Mashups - ¶ 🕊 © 🙄 🍰 🏥 🖷 📰 📰 📰 📰 📰 📰 🔲 🔲 ΗΤΜΙ CSS Contact Info 🖾 ePortfolio

Pulldown menu to edit

Adding item

Spring-2020 CT201-J01: Cold Climate Construction

Start Here - Student F

60

Student resource - successfully uploaded

	Spring-2020 CT201-J01: Cold Clin	nate Construction 📀 Start Here - Student Resources
Ð	100	Success: Road Map to Success created.
•	Spring-2020 CT201-J01: 🛖 Cold Climate Construction	Start Here - Student Resources ©
	Announcements 📀	
	UAS Syllabus 📀	Build Content 🗸 Assessments 🗸 Tools 🗸 Partner Content 🗸
	Start Here - Student Resources	Road Map to Success 🛇
	Course Content 📀	Attached Files: 📋 Road Map to Success.pdf 📀 (211.021 KB)
	Discussions 🛛 📀	Read this first - review this document throughout the semester
	Collaborate Ultra 🖾 🛛 💿	
	WebMeeting 🖾 🛛 💿	

Let's take a moment

Questions?

Next, gradebook.....

Creating the course gradebook

- → In Course Management
- → Find Grade Center

(Gra		le C	Ce	ente	eı					- -	Evaluation Grade Center	6	2			
L	_et's	lo	ok at	t F	Full G	B ra	ade C	Ce	enter			Needs Grading Full Grade Cer Assignments	g nter				
Grade	Grade Center Full Grade Center Standard Center ond is the default view of the Grade Center. More Help																
Create	Column	Create	Calculated Co	lumn	✓ Manag	e v	Reports 🗸								Filte	r Work Offi	ine 🗸
	Move To Top	Em	ail										Sort Columns By:	Layout Position	Orde	r: ▼Descending	2 N 2 N 2 N
Grade	e Information Bar														Last Sa	ved:May 5, 2020 7:20	D PM
	LAST NAME	0	FIRST NAME		STUDENT ID		LAST ACCESS		TOTAL		QUIZ 1	JOURNAL 1	ASSIGN 1	QUIZ 2 BUILDING SCIENCE BASICS		JOURNAL 2	0
			Christopher				May 5, 2020		306.00		5.00	10.00	15.00	4.00		10.00	
	8		Robert				May 5, 2020		241.50		0.00	10.00	13.00	2.00		7.00	
			Violet				May 6, 2020		271.50		5.00	10.00	13.00	1.00		8.50	

Create columns

Step 1. Select Create Column tab

Grade Center : Full Grade Center 💿

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center

Creat	e Column	Create	Calculated Co	olumn 🗸	Manag	e v	Reports 🗸	
	Move To Top	Ema	ail 📎					
Grad	Move To Top de Information Ba	Ema	ail 📎					

Column is created

Columns can be moved and modified, but always default to the end.

The pulldown arrow ______ gives access to editing.

Manage columns

Step 1. Select Manage

Step 2. Select Column Organization

Grade Center : Full Grade Center 💿

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center

Move columns

Hold down left mouse button over ticon to drag columns where you want them.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade C

Show/Hide Change Category to... Change Grading Period to... Delete

E Shown in All Grade Center Views

Name		
Last Name (Frozen)		Institution
First Name (Frozen)		Institution
Everything above this bar is a frozen column. Drag this	par to change which columns are frozen.	
Username (Hidden)		Institution
Student ID		Institution
Last Access		Institution
Availability (Hidden)		Institution

B Not in a Grading Period

	Name 🗸	Grading Period	Category 🛇
	🕀 🔲 Weighted Total (Hidden)	Not in a Grading Period	Calculated Grade
	🕀 🔲 Total (External Grade)	Not in a Grading Period	Calculated Grade
-	Quiz 1 introduction to building science	Not in a Grading Period	Test
	🕀 🗌 iournal 1	Not in a Grading Period	Journal
	🕀 🔲 Assign 1	Not in a Grading Period	Assignment
	Quiz 2 building science basics	Not in a Grading Period	Test

Final Grades

Accessed through UAOnline

UAS is limiting physical access to keep our campus community safe.

Campus buildings are closed for all in-person services. We are continuing to conduct university business and serve students using remote methods. For assistance, please call 907-796-6100 or email: <u>uas.info@alaska.edu</u>. For more COVID-19 information, please see the <u>UA coronavirus</u> information website.

UAOnline access to grades

Step 1.

			UAO	nline
Campuses 🝷	Current Students 🝷	Future Students 🝷	Employees 🝷	Jus
		Login to UAOnline		

Step 2.

Your password is used to authenticate you at UA and enables your access to additional protected services with this single sign-on (SSO). To end your SSO session, quit your browser.

Step 3.

Student Services and Account Information

Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Service

Financial Aid Check overall status of financial aid; review messages, outstanding requirements, award and loan information, cost of atte

Employee Services Time sheets, pay stubs, benefits, time-off/leave, job history, tax statements, tax withholding, Electronic Personnel Action F

Faculty Services Enter Grades and Registration Overrides, View Class Lists and Student Information

View or update your address(es) & phone number(s). View name change & social security number change information. Loo

Financial Information Direct Deposit Services and On-line Training

Step 4.

Term Selection **CRN** Selection Faculty Detail Schedule Week at a Glance Dotail Class List Enter Grades Summary Class List (Alternate Grade Entry) Class List with Prerequisites Detail Wait List Summary Wait List Wait List with Prerequisites View the wait list with student schedules including their prerequisite status **Registration Overrides** Faculty and Advisor Security Information Student Menu View student information: FERPA releases, contact information, student schedules, test scor Advisor Menu View a student's transcript; Generate and view unofficial degree evaluations.

Step 5: select the course

Faculty Grade E	ntry 🔹 Final Grades							
Faculty Grade Entry								
Midterm Grades	Final Grades Gradeboo	ok						
My Courses								
Grading Status	Colled	Subject	\$	Course	Section	Title		
Completed	Completed	CT - Construction Techno	ogy	5181	J01	Intermediate AutoCAD		
Completed	Completed	CT - Construction Technol	ogy	5201	J01	Cold Climate Construction		
Completed	Completed	CT - Construction Technol	ogy	S227	J02	Resid Constr Plan/Estimating		
Completed	Completed	CT - Construction Technol	ogy	S201	J02	Cold Climate Construction		
Completed	Completed	CT - Construction Techno	ogy	5213	_	-		
Completed	Completed	CT - Construction Technol	ogy	5170	 Step 	6: enter	arades from	
Completed	Completed	CT - Construction Technol	ogy	S175			9	
ter Grades					= pullo	lown		Q
II Name	\$ ID (Midterm Grade	Final Grad	e	≎ R	olled 🗘 Last Attend Date	C Hours Attended	
<u>nnson</u> ,				~				
hnson,				~				
later, k				~				
cords Found: 3							Real Page 1 of 1 S Per	r Page 25

UNIVERSITY of ALASKA SOUTHEAST

Blackboard Help

CELT Instructional Design website

https://www.uas.alaska.edu/celt/idn/blackboard/index.html

