

# Bright side of Blackboard

## Tips and Tricks

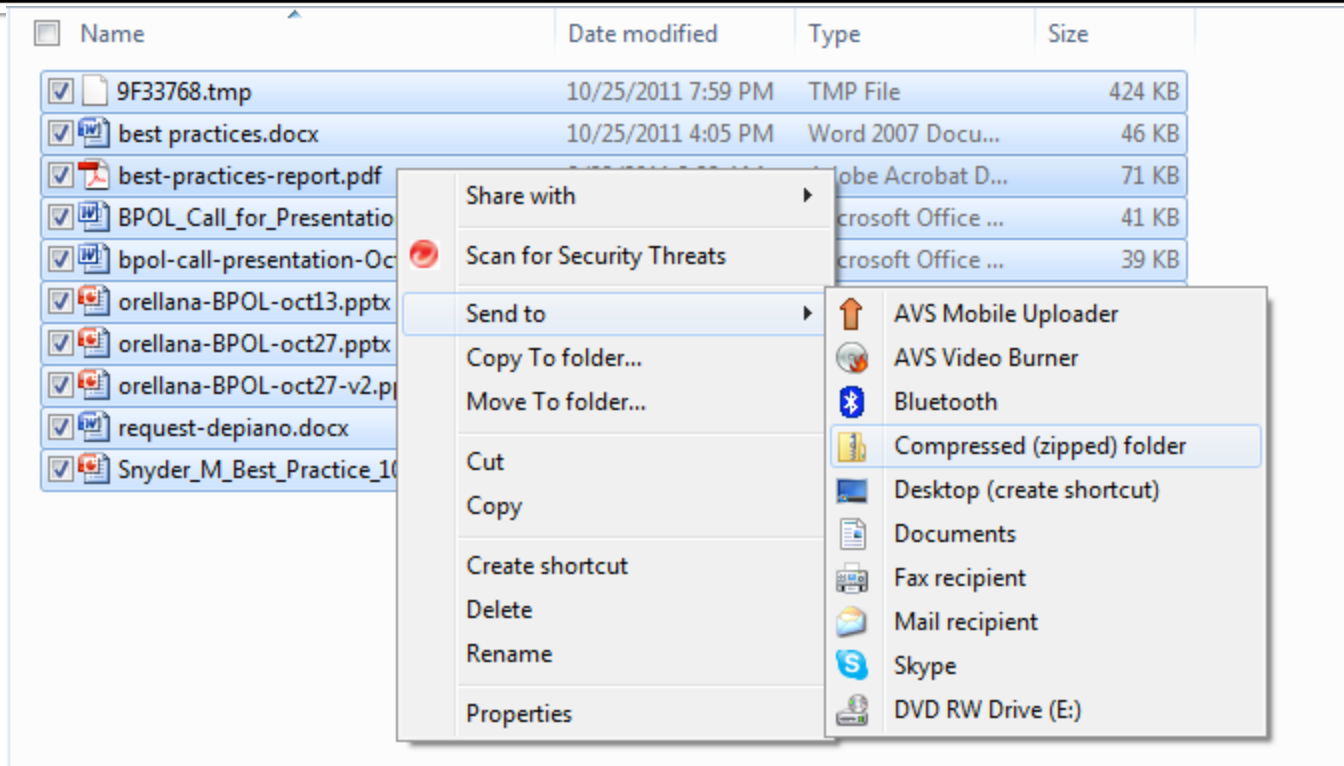
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Best Practices in Online Learning: WebCT and Blackboard form the  
Trenches  
October 27, 2011

# Bright side of Blackboard

1. attaching multiple files
2. avoiding unnecessary **CLICKS**
3. monitoring students
4. avoiding the “slow” cursor effect
5. replying privately
6. inviting a guest to an Elluminate session

# 1. attaching multiple files



1. Compress (ZIP) your files: Select files (or folder), RIGHT CLICK, Send To, Compresses (zipped) folder
2. Attach to Blackboard message

## 2. avoiding unnecessary CLICKS

### **Question:**

How many CLICKS does it take to do things in Blackboard?

## 2. avoiding unnecessary CLICKS

### **Answer:**

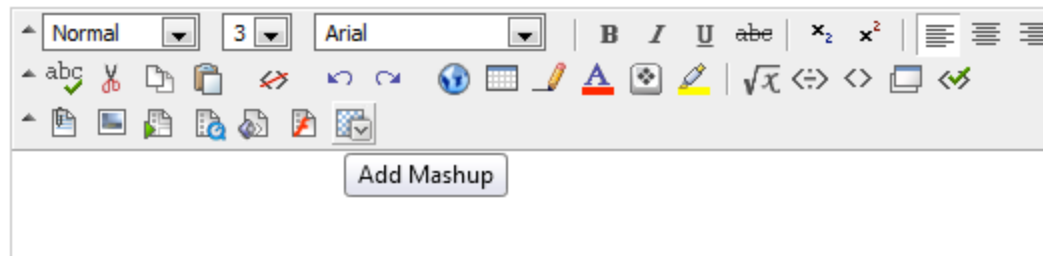
- Old way: Too many
- New way: Not so many

## 2. avoiding unnecessary CLICKS

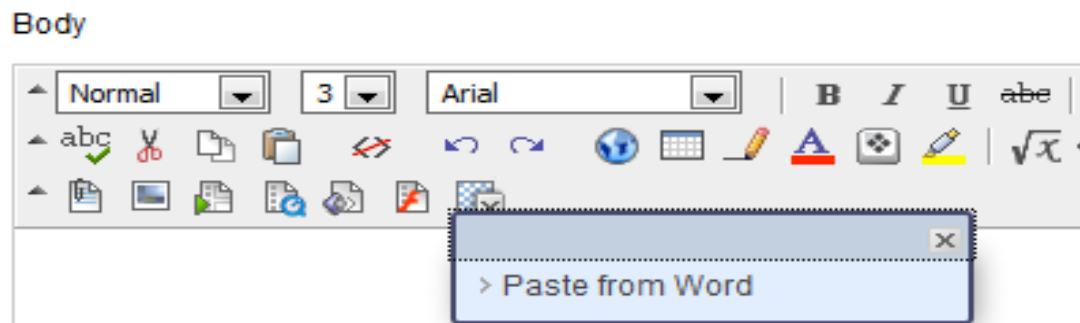
- As much as you can, open any option on a new window with **SHIFT-CLICK**
- It helps you access several things at the same time and not needing to return to previous screens, for example
  - You can read messages in the outbox while you are in the inbox or writing a message
  - You check messages and assignments at the same time
- As far as I know, only Grade Center does not work properly.

# 3. avoiding "slow" cursor (and copying formatted text)

- Copy your content from Word
- In Blackboard from the editor: "Add Mashup"



- Select "Paste from Word"



- Paste text in new window, and SUBMIT

## 4. monitoring students

- Track Content Usage or Access
- Track last access of students in Grade Center



# 4.1. tracking students' "Content Usage/Access"

1. When Building Content, or creating Assignments "Track Number of views," under "Availability" (Assignment) or "Options" (Content)

**4. Availability**

Make the Assignment Available

Number of Attempts  Allow single attempt  
 Allow unlimited attempts  
 Number of attempts:

Limit Availability  Display After     
 Display Until

Track Number of Views

**3. Options**

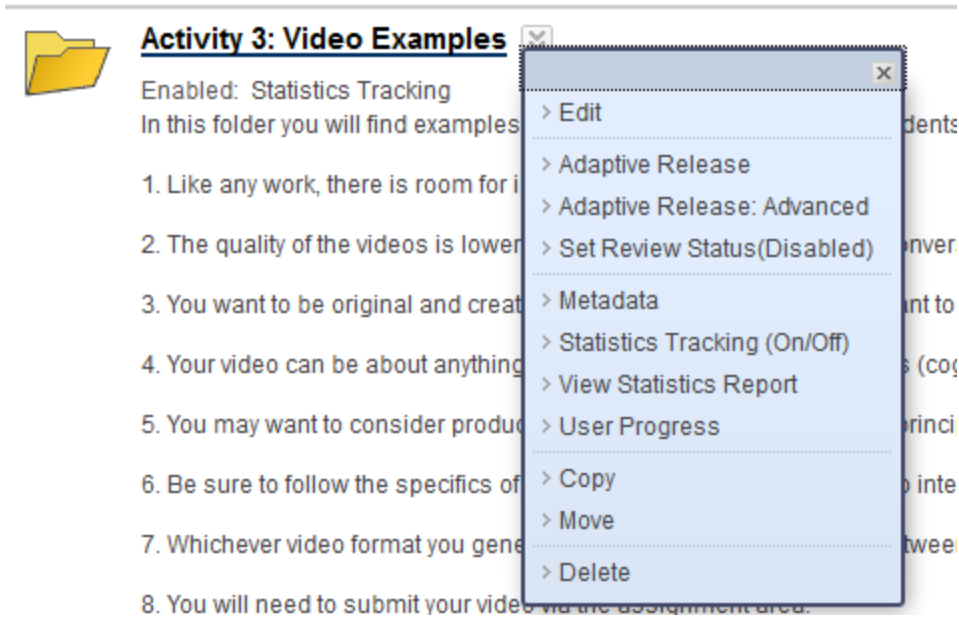
Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After     
 Display Until

# 4.1. tracking students' "Content Usage/Access"

If content/Assignment already created, you can set "Statistics Tracking (On)"



# 4.1. tracking students' "Content Usage/Access"

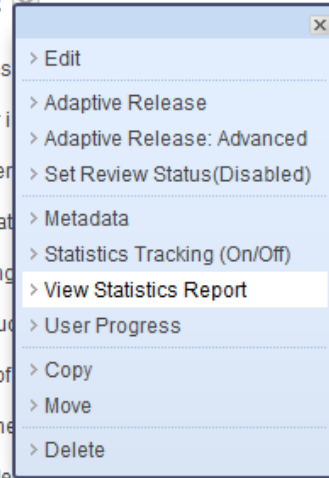
2. "View Statistics Report"
3. "Run" Report
4. Select format, dates, and Students
5. Download, Save, or run another report



## Activity 3: Video Examples

Enabled: Statistics Tracking  
In this folder you will find examples

1. Like any work, there is room for i
2. The quality of the videos is lower
3. You want to be original and creat
4. Your video can be about anything
5. You may want to consider produc
6. Be sure to follow the specifics of
7. Whichever video format you gene
8. You will need to submit your vide
9. For further explanation, please watch



### 1. Report Information

Name	Content Usage Statistics
Description	This report displays usage statistics for one content item, including user activity for the date, the day of the week, and the hour of the day.
Elapsed Time of Last Run	56.866 seconds

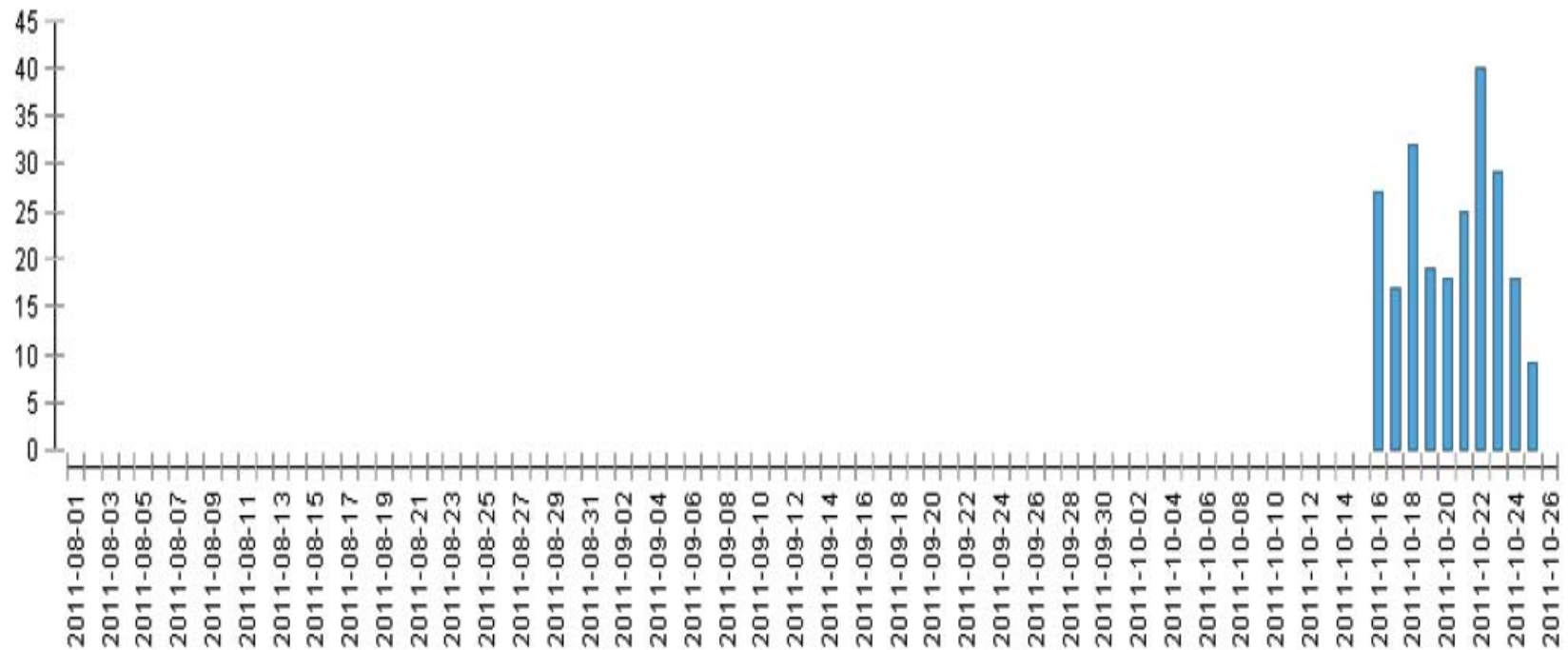
### 2. Report Specifications

Select Format	PDF
* Select a Start Date	<input type="text"/>
* Select an End Date	<input type="text"/>
Select Users	<input type="text"/>

# Access by Date

## Content Usage Statistics

Access / Date



by student

## Content Usage Statistics

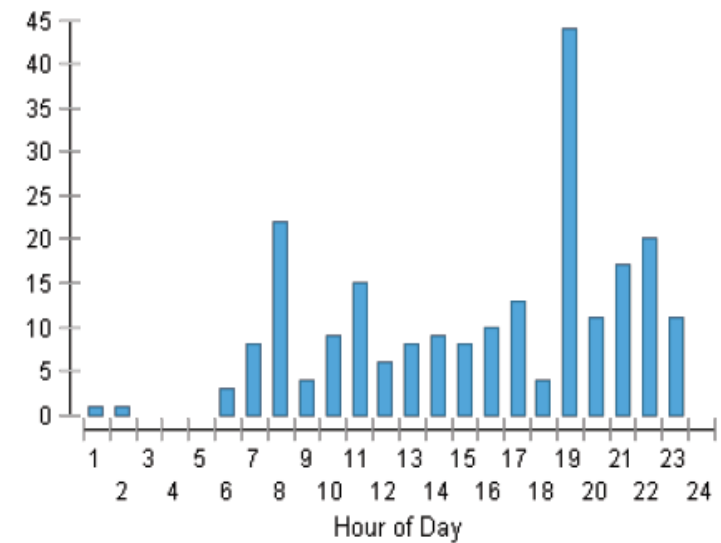
	19	20	21	22	23	24	25	Total	
8	6	2	1	3	0	2	2	0	29
5	0	0	0	0	0	0	0	0	0
0	0	0	0	4	0	0	0	0	4
0	0	0	0	0	0	0	0	0	0
0	0	0	0	2	7	0	2	0	14
0	0	1	12	4	6	0	0	0	23
0	0	0	0	1	0	0	0	0	2
0	0	3	3	1	0	0	0	0	7
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	1	2	0	0	0	3
2	2	0	0	0	2	3	0	0	10
0	0	0	0	2	0	2	0	0	4
0	0	0	0	0	0	0	0	0	0
2	7	3	3	0	0	9	0	0	35
5	3	0	3	3	2	2	0	0	18
0	0	0	0	1	4	0	0	0	5
0	1	5	1	1	2	0	0	0	10
0	0	0	0	0	0	0	0	0	27
0	0	0	0	0	0	0	0	0	0
3	0	3	2	2	0	0	5	0	23
0	0	1	0	15	4	0	0	0	20

# Access by Hour of Day

Access / Hour of Day

Hour of Day	Hits	Percent
1	1	0.45%
2	1	0.45%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	3	1.34%
7	8	3.57%
8	22	9.82%
9	4	1.79%
10	9	4.02%
11	15	6.70%
12	6	2.68%
13	8	3.57%
14	9	4.02%
15	8	3.57%
16	10	4.46%
17	13	5.80%
18	4	1.79%
19	44	19.64%
20	11	4.91%
21	17	7.59%
22	20	8.93%
23	11	4.91%
24	0	0.00%

224

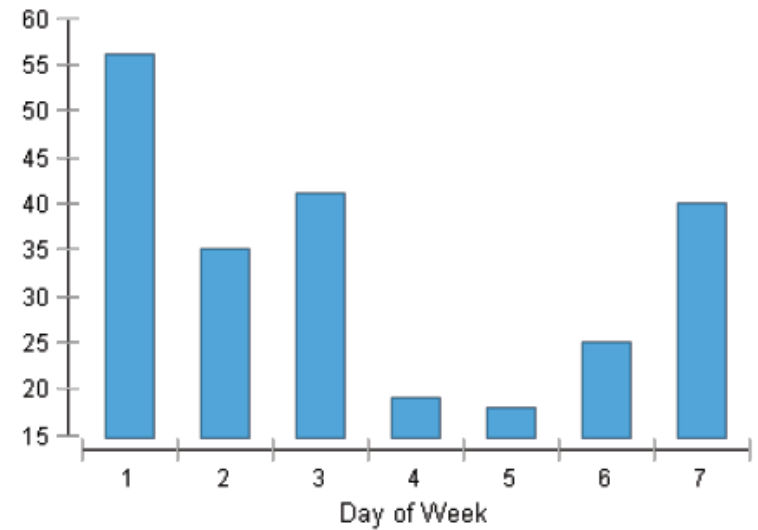


# Access by Day of Week

## Content Usage Statistics

### Access / Day of Week

Day of Week	Hits	Percent
SUN	56	23.93%
MON	35	14.96%
TUE	41	17.52%
WED	19	8.12%
THU	18	7.69%
FRI	25	10.68%
SAT	40	17.09%
	<b>234</b>	





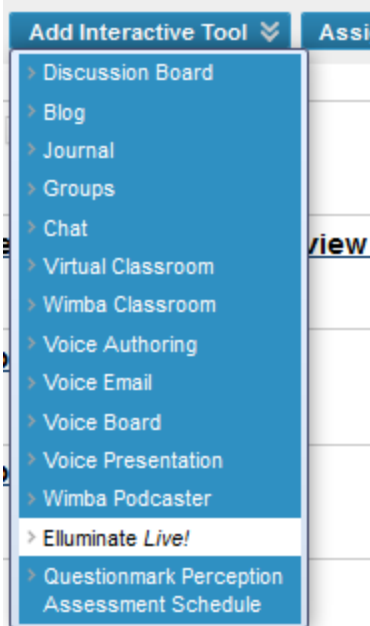


## 5. replying privately to posting

- Locate posting
- **CLICK** on Quote
- Type your reply
- Do not submit, but **SELECT** and **COPY** all the message (original and reply).
- Open Course Message on a different window (**SHIFT-CLICK**)
- Create message
- **PASTE** and send to student.
- If you have another way... let me know ;-)

# 6. inviting a guest to an Elluminate session

1. Add Elluminate Live as Interactive tool



2. After you set and submit parameters (date, time, etc.), the window below appears.


3. **CLICK** "Send Mail".

A screenshot of a web page titled 'Create Elluminate Live! Session'. The page has a light gray background. At the top, there is a header with a document icon and the text 'Create Elluminate Live! Session'. Below the header, there is a breadcrumb trail: 'Fall 2011 Principles of Instruct Tech (201220\_EDD-8008-OL2\_20072) Course Inform'. The main content area contains the text 'Your Elluminate Live! session has been created.' followed by 'Session Details'. The session details are: 'Session Name: Fall 2011 Principles of Instruct Tech 2011/10/26 02:37:37', 'Start Date and Time: October 26, 2011 02:45 AM EDT', and 'End Date and Time: October 26, 2011 03:45 AM EDT'. At the bottom, there is a blue link labeled 'Send Email' and the text 'Wednesday, October 26, 2011 2:37:58 AM EDT'.

4. Type email addresses of recipients (guests). It can be any e-mail and as many as you want, separated by semi-colon. **SUBMIT.**

Guests will receive an invitation email with the name, time, and link to the session.

Guests (recipients) can only access session within time frame.

 **Elluminate Live! Send Email**

**1 Recipients**

\* To

Please ensure addresses are semi-colon delimited

**2 Email Information**

From

\* Subject

Message 

```
You have been invited to attend an online Elluminate meeting(s): Fall 2011
Principles of Instruct Tech 2011/10/26 02:37:37.
The meeting(s) are scheduled for the following dates and times:

Meeting Link: http://137.52.224.186:80/join_meeting.html?meetingId=1296144484532
Add to Calendar: http://137.52.224.186:80
/build_calendar.event?meetingId=1296144484532
Starts: Oct 26, 2011 2:45 AM
Ends: Oct 26, 2011 3:45 AM
```