# Bright side of Blackboard
Tips and Tricks
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Best Practices in Online Learning: WebCT and Blackboard form the Trenches
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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
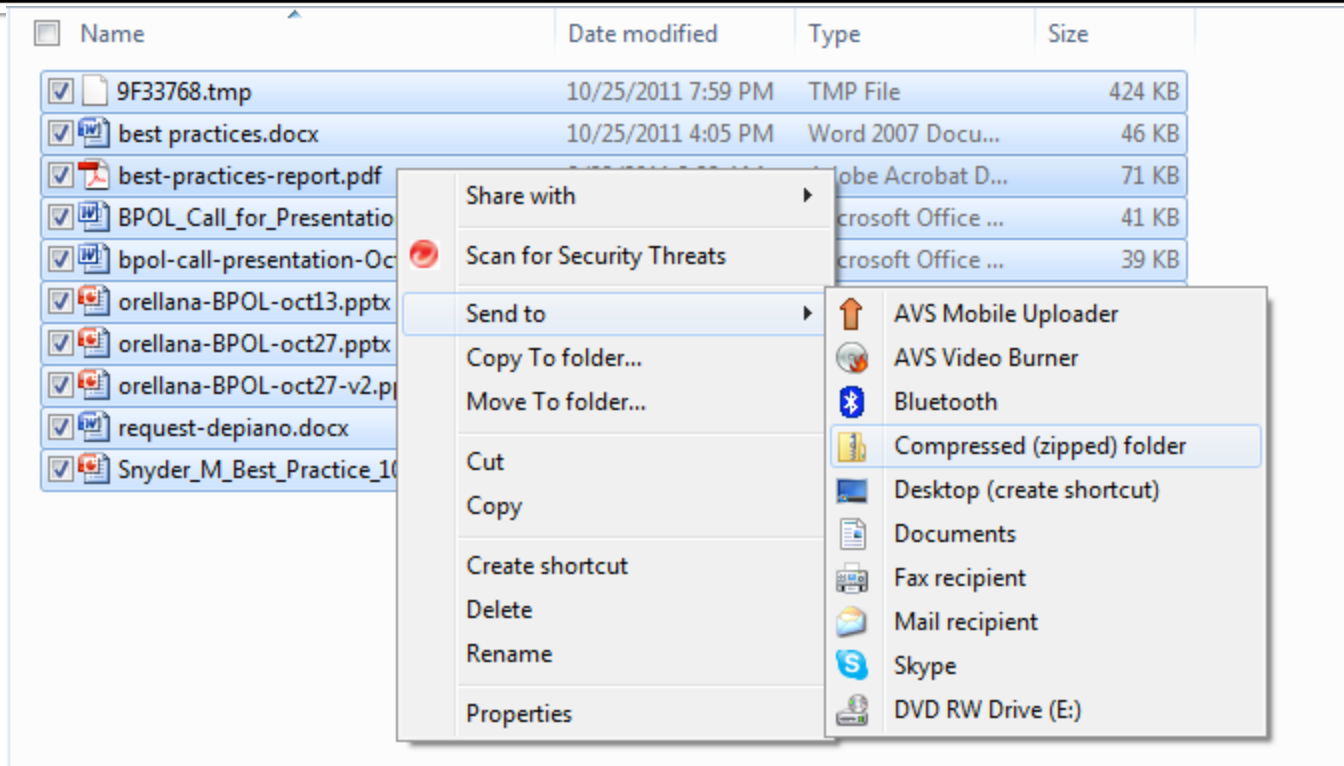
1. Compress (ZIP) your files: Select files (or folder), RIGHT CLICK, Send To, Compresses (zipped) folder
2. Attach to Blackboard message

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"
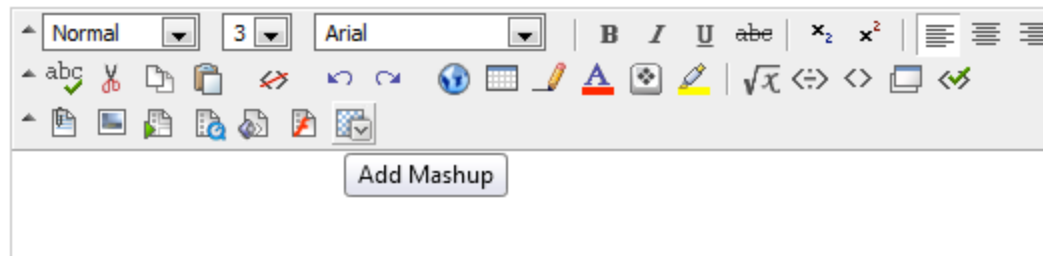
- Select "Paste from Word"
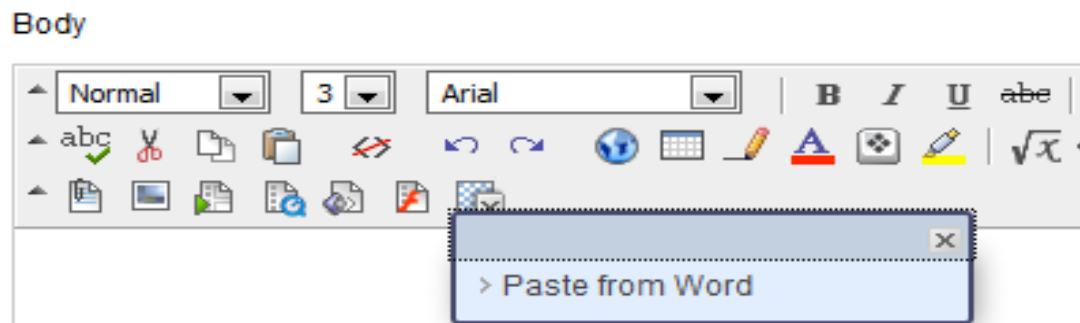
- Paste text in new window, and SUBMIT

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)

If content/Assignment already created, you can set "Statistics Tracking (On)"
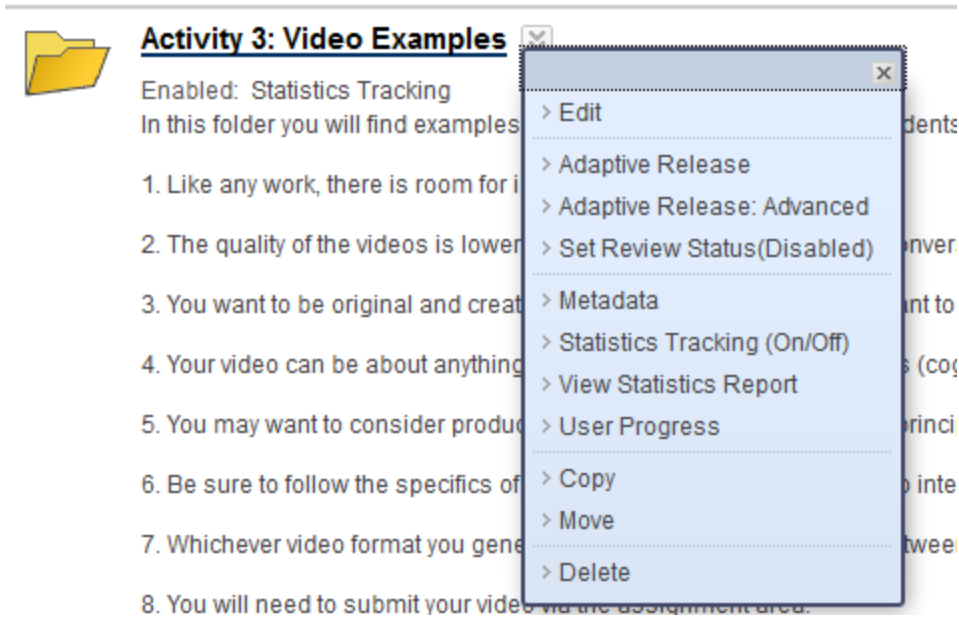
4.1. tracking students' "Content Usage/Access"

2. "View Statistics Report"

3. "Run" Report

4. Select format, dates, and Students

5. Download, Save, or run another report
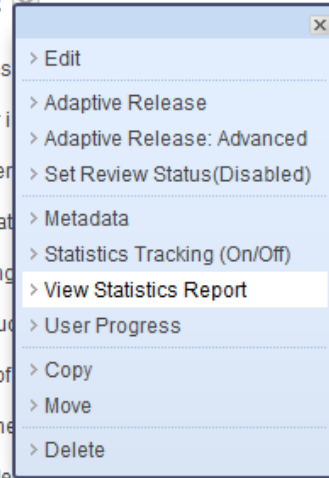
Activity 3: Video Examples ⊠

Enabled: Statistics Tracking
In this folder you will find examples   dents.

1. Like any work, there is room for i

2. The quality of the videos is lower   nversi

3. You want to be original and creat   nt to h

4. Your video can be about anything   s (cogn

5. You may want to consider produc   rincipl

6. Be sure to follow the specifics of   o integr

7. Whichever video format you gene   tween

8. You will need to submit your video via the assignment area.

9. For further explanation, please watch Elluminate session 9/10 and the pre

⊠
› Edit
› Adaptive Release
› Adaptive Release: Advanced
› Set Review Status(Disabled)
› Metadata
› Statistics Tracking (On/Off)
› View Statistics Report
› User Progress
› Copy
› Move
› Delete

1. Report Information

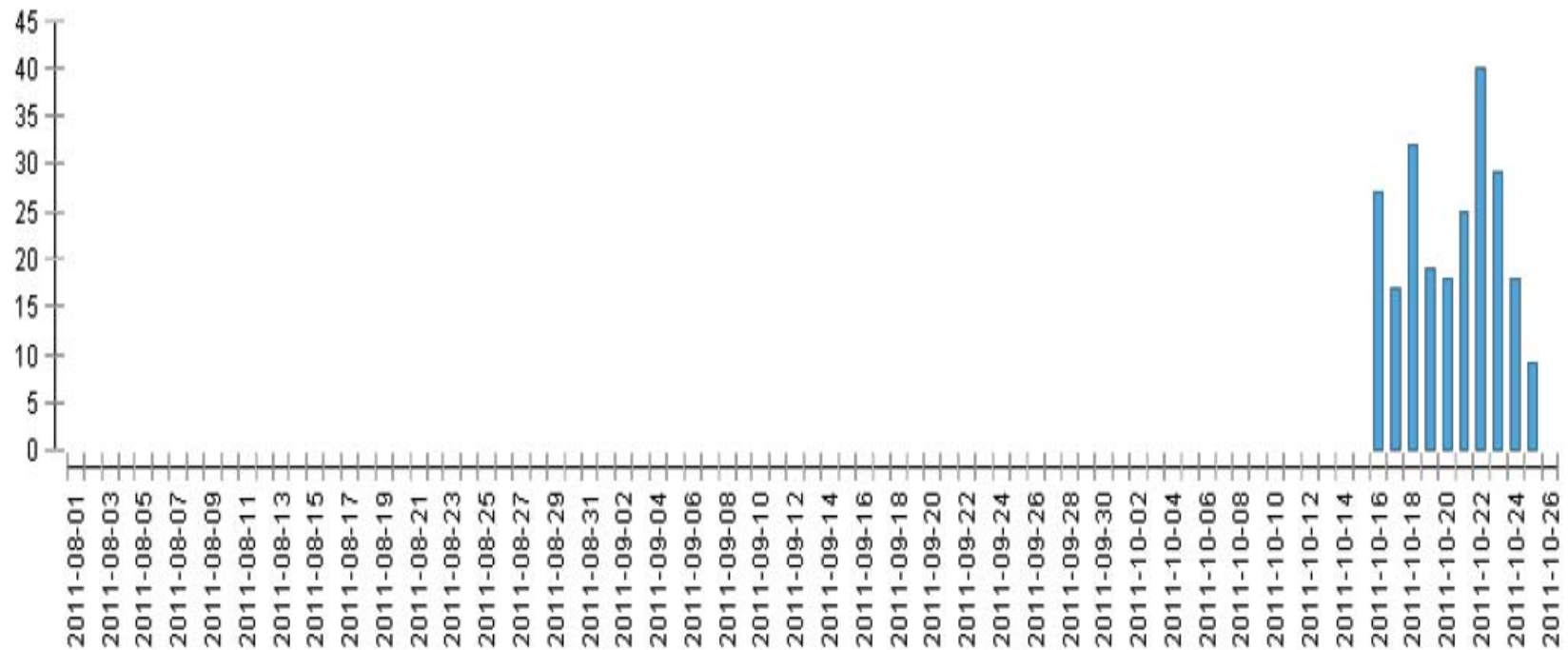| Name	Content Usage Statistics
Description	This report displays usage statistics for one content item, including user activity for the date, the day of the week, and the hour of the day.
Elapsed Time of Last Run	56.866 seconds

2. Report Specifications

Select Format	PDF ▾
	PDF
	HTML
✱ Select a Start Date	Excel
	Word
✱ Select an End Date	

Select Users   Crouton, Benjamin (bc136)

Access by Date

by student

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

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%
	234	

4.2. tracking last access of students

- Grade Center

Last Access	Availability
October 14, 2011	Available
October 22, 2011	Available
October 22, 2011	Available
October 23, 2011	Available
October 23, 2011	Available
October 24, 2011	Available
October 24, 2011	Available
October 25, 2011	Available
October 25, 2011	Available
October 25, 2011	Available
October 25, 2011	Available
October 25, 2011	Available

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 ;-)

1. Add Elluminate Live as Interactive tool
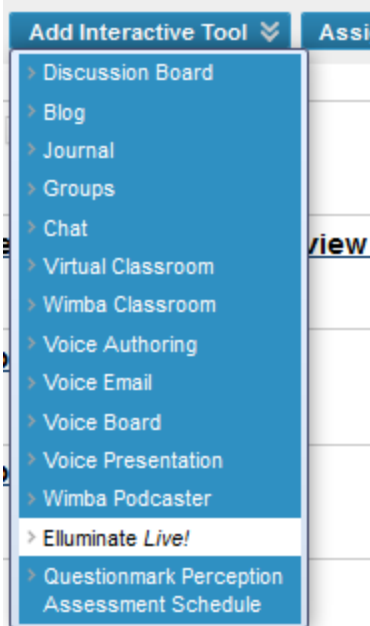
2. After you set and submit parameters (date, time, etc.), the window below appears.

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

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.