



Bb Quick Start for Interactive Tools

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Overview

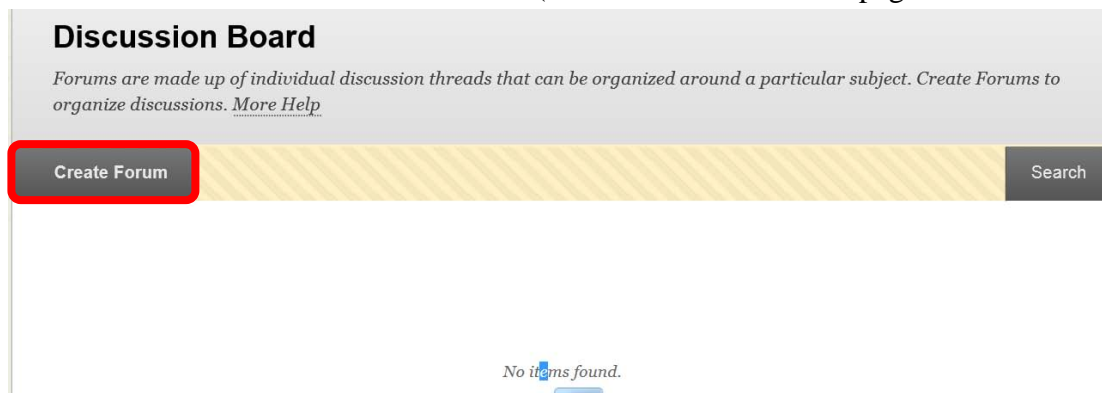
Using Bb Interactive Tools can allow students to interact with each other and/or their instructor for collaboration, reflection, and discussion. Studies have shown that student interaction with peers and the instructor is vital to success in an online course. Interactive tools that can be used in Bb include:

Discussion Boards, Blog, Journal, Wiki, Groups, Chat (Collaboration), and Basic LTI Tools.

Discussion Boards

Discussion Boards can be used for online class discussion on course topics to support student understanding, Question and Answer Forums, and foster the exchange of ideas. All course shells have a content folder (link) for Discussions as one of the default folders. The Discussion Board page lists the discussion boards for the class, the number of forums, participants, and posts. Click on the “Discussion Board” link to access the forums. Discussion Boards can be created from the content folder, or from the Course Management Menu (under Course Tools).

Click the “**Create Forum**” icon from the content folder (or from the Discussions page under Course Tools)



Enter the Forum Name in the “Name” field. A description can be added in the text box. To make the forum available for the course, check the “yes” box next to “Available.” Start and end dates / times can be set for the forum. The forum setting should be configured. This includes the view, grading (due dates and rubrics), subscriptions, creating and editing, and additional options. Click “Submit” to add forum. Click “Cancel” to return to the menu.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Indicates a required field.

Cancel Submit

1. Forum Information

Name

Description

Paragraph Arial 3 (12pt)

Path: Words:0

2. Forum Availability

Available ☒ Yes ☐ No

Enter Date and Time Restrictions

☐ Display After

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Forum Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies ☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade

☐ No Grading in Forum

☒ Grade Discussion Forum: Points possible:

☐ Grade Threads

☒ Show participants in "needs grading" status after every 1 Posts

Due Date ☐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Subscribe

☐ Do not allow subscriptions

☐ Allow members to subscribe to threads

☒ Allow members to subscribe to forum

☐ Include body of post in the email

Enter forum name

Enter forum description

Makes forum available

Set start / end times

Set start / end dates

Set grading options

Enter points

Set due date / time (auto adds to calendar)

Add / create rubric

Subscriptions are recommended

Create and Edit

☐ Allow Anonymous Posts

☐ Allow Author to Delete Own Posts

☐ All posts

☒ Only posts with no replies

☐ Allow Author to Edit Own Published Posts

☒ Allow Members to Create New Threads

☒ Allow File Attachments

☒ Allow Users to Reply with Quote

☐ Force Moderation of Posts

Additional Options

☐ Allow Post Tagging

☐ Allow Members to Rate Posts

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Annotations:

- Set post creation, editing, and additional options
- Anonymous Posts are not recommended
- Allowing editing of post is recommended
- File attachments could be useful (especially for collaboration)
- Allowing members to create a new thread permits students to post on the forum
- Forcing moderation prohibits posts from being viewed until approved by instructor

Students or the instructor can **Create** a **Thread** within an established Forum by clicking the icon in the upper left corner.

Forum: Current Events 12/15/13

Organize Forum Threads on this page and submit comments to members for all threads. Threads are listed in a tabular format. The Threads can be sorted by date or by grade. Click on the sort icon at the top of each column. [More Help](#)

Create Thread Grade Discussion Forum Subscribe Search Display

Annotations:

- Click to create a new thread
- Click to Grade Forum
- Click to subscribe

Forums can be graded. Click the “**Grade Discussion Forum**” icon. Click the “**Grade**” icon next to the student name.

Grade Discussion Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. **Points possible: 10** [More Help](#)

Email	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Cottrell	Tammy	student_cottrell	2	5.00	Grade

Annotations:

- Click to grade

Review the student’s post(s), then click “**Edit Grade.**” Enter the points in the “Current Grade Value” field. Feedback can be left for the student in the “Feedback” text box. Grading Notes are visible only to the instructor. Once the grading is complete for the student, click “**Save Grade.**” Students with a green exclamation point box still need to be graded. Click on the next student to proceed. Once all the grading is complete, click “OK” to exit.

The screenshot shows a discussion board interface. On the left, there are two posts by 'Tammy (Test Student) Cottrell'. The first post has a title 'It's all good' and a body 'Also, it allows more choices for people regarding their own health.' The second post has a title 'It's all good' and a body 'Needs to include more detail.' Both posts have 'Reply', 'Quote', and 'Mark as Unread' buttons. On the right, there is a 'Forum Statistics' section for 'Tammy (Test Student) Cottrell' showing 'Total Posts: 2', 'Date of Last Post: Jan 9, 2014 10:37:40 AM', 'Average Post Length: 157', 'Minimum Post Length: 75', 'Maximum Post Length: 238', and 'Average Post Position: 2'. Below this is a 'Forum Grade' section for 'Tammy (Test Student) Cottrell' showing 'Grade: 3 out of 10' and 'Grade Date: 1/9/14 10:24 AM'. There is an 'Edit Grade' button. To the right of the 'Edit Grade' button is a 'Forum Grade' modal window. This modal has a 'Current Grade Value' of '3 out of 10', a 'Feedback' text area with the text 'Please provide more detail regarding how', and a 'Grading Notes' text area with the text 'Needs to include more detail.' There are 'Text Editor', 'Cancel', and 'Save Grade' buttons in the modal. At the bottom right, there is a 'Contributors' section showing 'Tammy (Test Student) Cottrell (2)' with a green icon. Below this is a 'Show All' button and a '← OK' button. Red boxes and arrows highlight the 'Post information' box, the 'Edit Grade' button, the 'Forum Grade' modal, the 'Click to grade next student' box, and the '← OK' button.

Tips:

- Students are most familiar with discussion boards, as they are very similar to social media. Therefore, students may be most comfortable using Discussion Boards opposed to other interactive tools.
- Provide specific instructions and expectations for discussion board posts.
- Studies show that instructors that are active on the discussion board create involvement and improve student interest. Providing short, concise responses lets the student's know that all posts are being read and evaluated.

Blogs

A blog is considered to be a shared online journal or a web log. Comments from others can be left for the blog author. Blogs are generally perceived as “non-essential” commentary, therefore, if grading a Discussion Board may be a better tool. Blogs are useful for sharing thoughts and responses as a public journal, much like a public diary. Similar to Facebook posts, as posts are organized chronologically, and the format is more conversational (less structured). Blogs can be created from the content folder, or from the Course Management Menu (under Course Tools).

Click the “**Create Blog**” icon from the content folder (or from the Blog page under Course Tools). Enter the blog name, enter instructions for the blog in the text box, select the availability, determine if the blog will only be available for a limited time, and then select the start and end dates / times, select the blog type, settings, and if it will be graded and the value. Click “Submit” to create the blog. Click “Cancel” to cancel the blog creation and return to the menu.

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Blog Information

* Name

Enter blog name

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and more.

Enter instructions for the blog

Path:

Words:0

2. Blog Availability

Blog Availability

☒ Yes ☐ No

Select to make
blog available

3. Blog Date and Time Restrictions

Limit Availability

☐ Display After ☐ Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Select start / end time

Select if the blog will
only be available for a
limited time

Select start / end date

4. Blog Participation

Blog Type

☒ Individual to All Students ☐ Course
☒ Allow Anonymous Comments

Individual is for each
student, Course is for all
students to contribute

Anonymous Comments
are not recommended

☒ Monthly ☐ Weekly
Indexing will organize entries by the chosen time-frame.

Blog indexing
options

User
settings

☐ Allow Users to Edit and Delete Entries
☐ Allow Users to Delete Comments

6. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog

☒ No grading ☐ Grade : Points possible :

Determine if the
blog is graded

7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel

Submit

Journal

A journal is a private writing forum or reflection tool for each individual student. The journal is much like a private diary that is shared only with the instructor. While there is an option to “permit course users to view journal” there commenting available. Students may be more willing to share genuine thoughts and feeling if a journal is not viewable by course users. Journals can be created from the content folder, or from the Course Management Menu (under Course Tools).

Click the “**Create Journal**” icon from the content folder (or from the Blog page under Course Tools). Complete the Journal “Name” field, and enter instructions in the text box. In the Journal Availability field, select “Yes” to make it available. Then set the start and end dates / times. Leave these fields blank, if the journal will be available for the duration of the course. Select the journal settings. This is where an instructor can make the journal available to the full class for viewing. Choose whether the journal will be graded, if so, enter the grading criteria. Click “Submit” to create the journal. Click “Cancel” to return to the menu with no changes.

Create Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

Indicates a required field.

Cancel Submit

1. Journal Information

Name

Enter journal name

Instructions

Paragraph Arial 3 (12pt)

Enter instructions for the journal

Path: Words:0

2. Journal Availability

Journal Availability ☒ Yes ☐ No

Select to make journal available to use

3. Journal Date and Time Restrictions

Limit Availability ☐ Display After Enter start / end times

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until Enter start / end dates

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Journal Settings

Index Entries ☒ Monthly
Indexing will organize entries by the chosen time-frame.

☐ Weekly

☐ Allow Users to Edit and Delete Entries

☐ Allow Users to Delete Comments

☐ Permit Course Users to View Journal Allows all students to view the journal

5. Grade Settings

If a Due Date is set, submissions are accepted after this date.

Grade Journal ☐ No grading Select if journal will not be graded

☒ Grade : Points possible : Enter points

☒ Show participants in "needs grading" status after every Entries

Due Date ☐ Set due date / time (auto add to calendar)

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

6. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Chat (Collaboration)

Chat or Collaboration is a real-time forum where students and the instructor can communicate. Collaboration is like an “instant message” or a real-time typed conversation. Users must be in the chat “room” in order to participate. Chat rooms can be a good place for students to collaborate, “meet,” and confer as they can be made available 24/7. Bb offers two types of collaboration:

- **Chat**
- **Virtual Classroom:** A virtual classroom is a real-time “chat room” that allows for a shared webpage or “screen” that can be used as black board, posting documents, providing links to web pages, videos or other media, or real-time typed conversations. Private conversations and small groups are also an option.

Collaborations can be created from the content folder, or from the Course Management Menu (under Course Tools). From the Collaborations menu, select either one of the default links (Lecture Hall: Virtual Classroom or Office Hours: Chat) or “**Create Collaboration Session**” icon to create a new session. Complete the fields for “Session Name,” and enter the dates of availability (start / end date) for the session. Ensure that the session is available and that the “Yes” box is selected. Select the collaboration tool (chat or virtual classroom) from the pull down menu. Click “Submit” to create the collaboration. Click “Cancel” to cancel the creation of the collaboration session.

Create Collaboration Session

Collaboration Sessions are real-time lessons and discussions. Two Collaboration Tools are available: Chat and Virtual Classroom. Chat is an exchange of text messages online. Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. Both types of collaboration can be recorded and saved for future review. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Session Name

* Session Name Enter session name

2. Schedule Availability

Select Dates of Availability ☐ Start After Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ End After Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Available ☒ Yes ☐ No Select to make available

3. Collaboration Tool

Choose Tool for this Session Choose collaboration type

4. Submit

Click Submit to proceed. Click Cancel to quit.

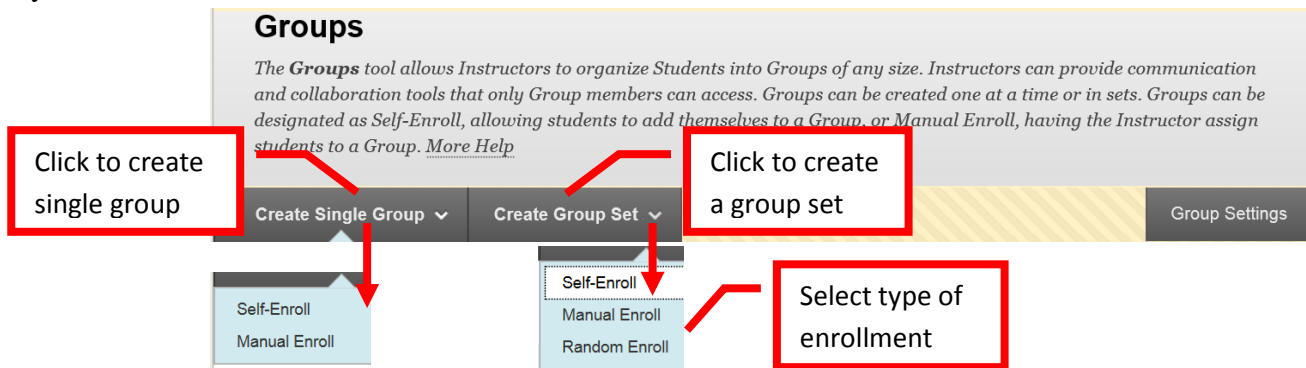
Cancel Submit

Collaborations require a Java plug-in. Students may be prompted to install the plug-in when accessing a collaboration. Most technical difficulties with collaborations are because the Java plug-in is not installed.

Groups

Groups allow students to collaborate as directed by the instructor. Groups can be useful for collaborative projects, assignments or presentations. Instructors can select the course tools available to the group, such as file exchange, blog, discussion board, Email, collaboration, etc. Groups can either be a **Single Group** or a **Group Set** (multiple groups set up for the same purpose such as a group project or presentation). Groups can be **Self-**

Enrolled (the students select their own group) or **Manual Enrolled** (Instructor can assign students to a group). Group sets also allow for all the students in the course to be **Random Enroll** or randomly assigned to a group by Bb.



On the Create Self-Enrollment Group page, under the “Group Information” section, complete the “**Name**” field. Directions for the group can be entered and configured in the “**Description**” text box. Select the group availability. **Availability** can be set to “No” (group is not available to students), “Yes” (group is available to students), or “Sign-Up Sheet Only” (group is not available, but students can sign up). The “**Tool Availability**” section selects which tools are available to the group. The tools include Blogs (graded / ungraded), Collaboration, Discussion Board, Email, File Exchange, Journals (graded / ungraded), Tasks, Commercial Content Tools, and Wikis (graded / ungraded). Multiple tools can be selected. In “**Sign-Up Option**” section, complete the “Name of Sign-Up Sheet” field. “Sign-Up Sheet Instructions” can be entered and configured in the text box. Complete the “**Maximum Number of Members**” field. The “**Show Members**” check box allows students to see the names of other students that have enrolled in the group, prior to enrolling themselves. Click “Submit” to create the group. Click “Cancel” to return to the menu with no changes.

The screenshot shows the 'Create Self-Enrollment Group' form. At the top is the title 'Create Self-Enrollment Group' and a description: 'Self-Enrollment Groups allow Students to join a Group by adding their names to a sign-up sheet. Sign-up sheets can be made available on the Groups page and can limit the number of people allowed to join the Group. Self-Enrollment Groups can be made one at a time or made in sets. [More Help](#)'. Below this is a legend: '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The main section is titled '1. Group Information'. It contains a required field for 'Name' (indicated by an asterisk) with a red box around it. Below is a 'Description' text area with a rich text editor toolbar. An annotation 'Enter group description' points to the text area, and another 'Use tool bar to configure text' points to the toolbar. At the bottom, there is a 'Path:' label and a 'Words:0' counter. The 'Group Available' section has three radio buttons: 'No', 'Yes' (which is selected and has a red box around it), and 'Sign-up Sheet Only'. An annotation 'Make group available' points to the 'Yes' radio button.

2. Tool Availability

☒ Blogs
 ☒ No grading
 ☐ Grade : Points possible :

☒ Collaboration

☒ Discussion Board

☒ Email

☒ File Exchange

☒ Journals
 ☒ No grading
 ☐ Grade : Points possible :

☒ Tasks

☒ Commercial Content Tools

☒ Wikis
 ☒ No grading
 ☐ Grade : Points possible :

Select tools available to the group

Select grading option / points

3. Module Personalization Setting

Allow individual group members to

☒ Allow Personalization

Allows students to personalize the group module

4. Sign-up options

* Name of Sign-up Sheet

Sign-up Sheet Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Enter sign up sheet instructions

Path: Words: 0

Maximum Number of Members

Select maximum participants

Allow Students to see names of other members in a group before they sign-up

☐ Show Members

Shows who is signed up for group

The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.

☒ Allow Students to sign-up from the Groups listing page

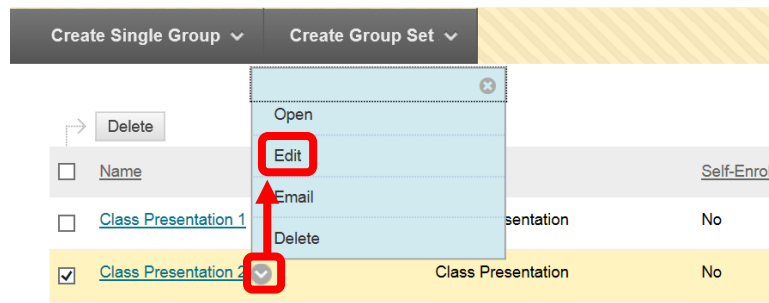
5. Submit

Click Submit to proceed. Click Cancel to quit.

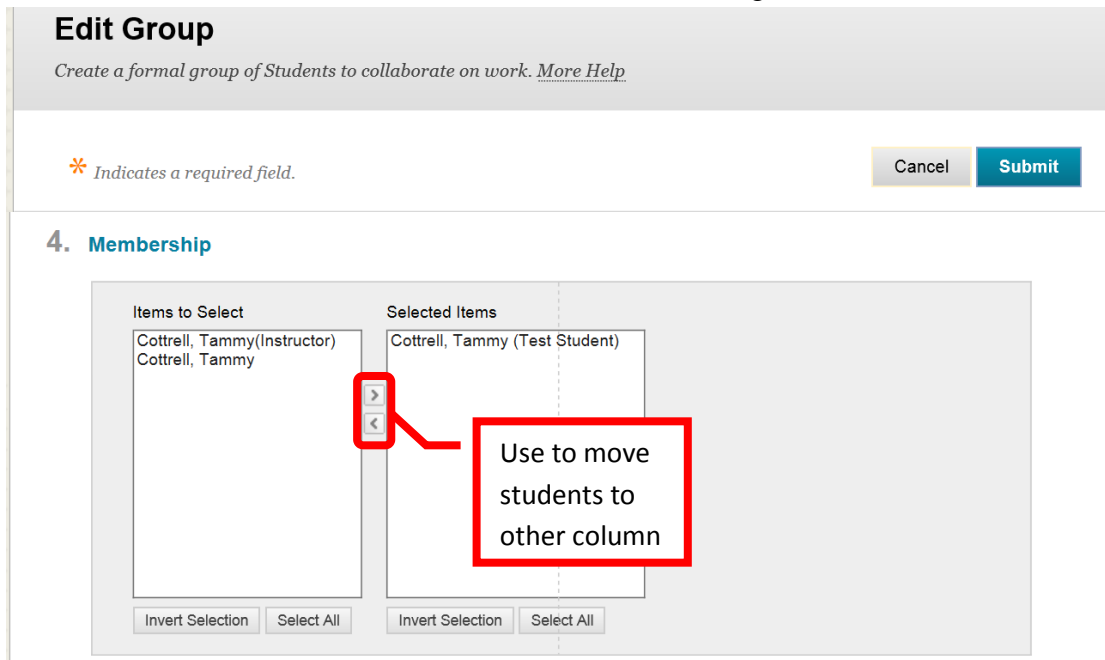
Cancel

Submit

To Add or Remove a Student from a Group, click the down arrow (v) or chevron next to the group, and select “Edit.”



On the Edit Group page, scroll down to the “**Membership**” section. **To add a student**, click their name in the “**Items to Select**” column. Multiple students can be selected by pressing and holding the Control <Ctrl> key and clicking on the names. Use the right facing arrow (>) or chevron to move students to the “**Selected Items**” column. To remove a student, click their name in the “**Selected Items**” column. Multiple students can be selected by pressing and holding the Control <Ctrl> key and clicking on the names. Use the left facing arrow (<) or chevron to move students to the “**Items to Select**” column. When all the changes have been made, click “Submit” to continue. Click “Cancel” to return to the menu with no changes.



Adding a Publisher Content (LTI)

Publisher textbooks or test banks may be available. Please inquire with the Division or Department Chair if Publisher materials are available for the course, and for assistance in linking and using Publisher materials in Blackboard.

Suggestions:

- **Request a Student Account:** Distance Education can provide instructors with a “test student” account. Instructors can use the account to test the features of the course from the student experience.
- **Interactive Tools can be assigned to a Group**
- **Every tool does not have to be used in a course**, select only the tools that fit the teaching style, context and content of the course.

Help, Support and Resources

On Blackboard:

- From the Institution Home Page, find the “Blackboard Help” module. Click the link for “**Blackboard Tutorials and Help.**”
 - A new page will open to the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.
 - Distance Education also provides resources on the Blackboard Institution Home page. Locate the “**Distance Education Support**” module. Click on the appropriate link.
 - All instructors have access to the **Faculty Information Site** in Blackboard. On the Institutions Home Page, find the “**My Courses**” module. Click on “Facilty Information Site...”.
 - The Faculty Information Site contains resources for faculty using Blackboard for instruction. Explore the contents from the menu on the left side. Click “**Faculty Resources**” to access the resource folder.
 - Blackboard Help is also available from the Course. Click the down arrow (v) or chevron next to “**Help**” in the Course Management menu. Click “**Blackboard Help For Instructors.**”
 - A new page will open for the Official Blackboard Help site. Browse the **Table of Contents** or search for a topic or key words.
 - From the Course Management Menu, select “**Help**”. Click “**Video Tutorials.**”
 - This will open a new page accessing the **Blackboard On Demand Learning Center**. Browse or search for specific topics within the learning center. Short videos and written instructions are available for many topics.

Blackboard Online Help, Support and Resources

- Visit the Distance Education Website at www.sac.edu/disted for Blackboard information, help, support and resources.

Distance Education Office

The Distance Education Office supports faculty and students in all areas of online learning and instruction. Contact or stop by the Distance Education Office at:

Email: sac_disted@sac.edu

Phone: (714) 564-6725

**Santa Ana College
Cesar Chavez Building, Room A-101
1530 W. 17th Street
Santa Ana, California 92706**



Blackboard Media Guidelines, Tips, and Tricks

Here are some recommendations, tips and tricks to help make multimedia content easier for students to access and view in Blackboard:

- A Student's internet connections can affect the time and ability to open and view media files. For example a broadband connection can open a 10MB file in about 1 minute, while a 56K modem connection (there are still some out there) would take about 30 minutes downloading the same file.
- **Audio**: files should not exceed 5MB. Wave (.wav) files are usually too large to be used in Blackbaord. MP3 files or other "compressed" formats are a better choice. *Audio files must have a transcript.*
- **Images**: files should not exceed 500k (the average should be 60k-100k). JPEG (.jpeg) and GIF (.gif) are recommended formats. Blackboard recommends an image size of 150 x 150 pixels and 480 x 80 pixels for banners. Larger images may require the student to scroll to view the entire image. Images pixel size can be adjust on the Image Creation page. *Images must contain a description or tag.*
- **Power Point**: slide shows should be limited to 10mb. To help keep the file small, use "compressed" images in the presentation. A PDF version of the presentation should be made available as an alternate format. 3 slides per page on a PDF is a common size.
- **Video**: files should not exceed 100MB. It is recommended to only add video directly to Blackboard when absolutely necessary. Links to external sites containing videos (e.g. NBCLearn, CNN, etc.) are preferred. Common video file types are Quicktime (.mov), Windows Media Viewer (.wmv), MP4 (.mp4), and Flash Video (.swf or .flv). Flash video is designed specifically for web delivery and is usually the preferred file type. Audio-video Interleave (.avi) files are not recommended as it is not suited for web delivery. *Videos must be close captioned.*
- **ADA Compliance**: Remember that all content media must comply with ADA guidelines. ADA guidelines can be found in the Faculty Information Site on Blackboard or by contacting DSPS on campus. DSPS can also provide compatibility consulting for the course. Contact DSPS at (714) 564-6295 for more information or assistance.
- **Additional Resources**: Educational Multimedia Services can provide assistance with all media (video, images, audio, etc.) and captioning. Contact Joe Pacino at Pacino_Joe@sac.edu or (714) 564-6723.