

Edge Hill University

Building a Blackboard Course

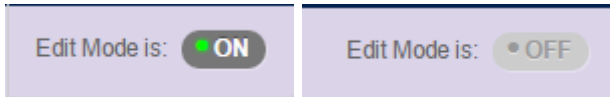
Learning
Technology
Development

Essential Skills

Editing

To add to or change your course in any way you will need to use the edit mode.

The edit mode button can be found in the upper right-hand corner of the course page and can be toggled ON and OFF with one click.

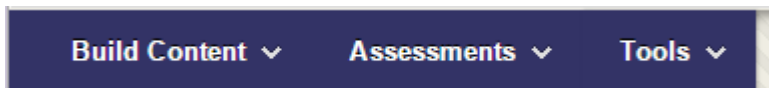


When edit mode is ON, Instructors can modify the course by adding on screen text, creating links to websites, documents or assignments, etc.

When edit mode is OFF, the course appears as it will to students, without displaying any of the editing options.

Adding New Content

In a content area, you can access the page and add content to it using the content page menu buttons.

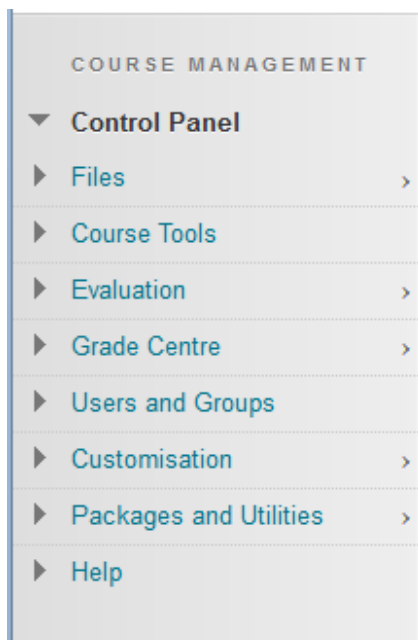


Managing Your Course

To manage your course, you will need to use the control panel. This is found at the bottom left of the screen.

There are a range of course control options that you can access from the control panel such as accessing course files and tools settings, accessing evaluation reports and grades as well as managing groups and overall course availability.

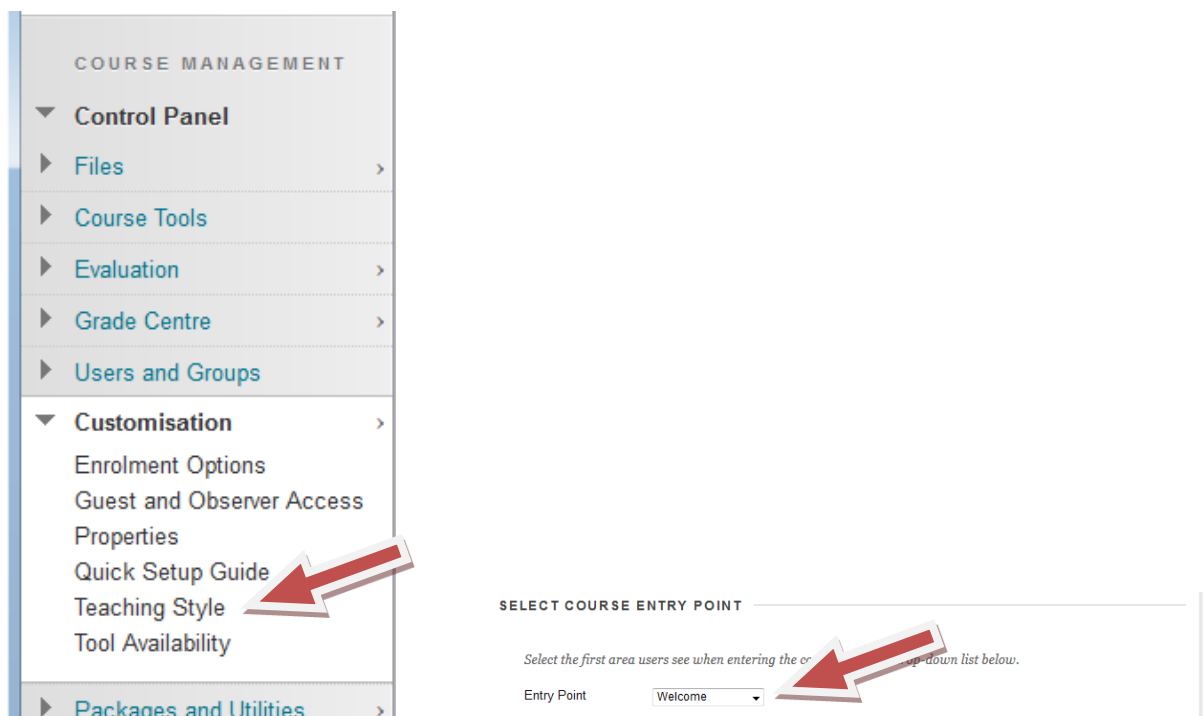
Take a moment to explore them. Click on the drop down arrows on the left to expand the menu options or click on the arrows on the right to go to an overview page.



Setting the course entry page

The first page a user sees on entering the course is called the course entry point.

You can change this by going to Customisation, then Teaching Style, then changing Entry Point.



The image shows two screenshots illustrating how to set the course entry point. The left screenshot shows the 'COURSE MANAGEMENT' menu with 'Customisation' expanded, and 'Teaching Style' highlighted with a red arrow. The right screenshot shows the 'SELECT COURSE ENTRY POINT' configuration page, where the 'Entry Point' dropdown menu is set to 'Welcome' and highlighted with a red arrow.

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Files >
- ▶ Course Tools >
- ▶ Evaluation >
- ▶ Grade Centre >
- ▶ Users and Groups >
- ▼ Customisation >
 - Enrolment Options
 - Guest and Observer Access
 - Properties
 - Quick Setup Guide
 - Teaching Style
 - Tool Availability
- ▶ Packages and Utilities >

SELECT COURSE ENTRY POINT

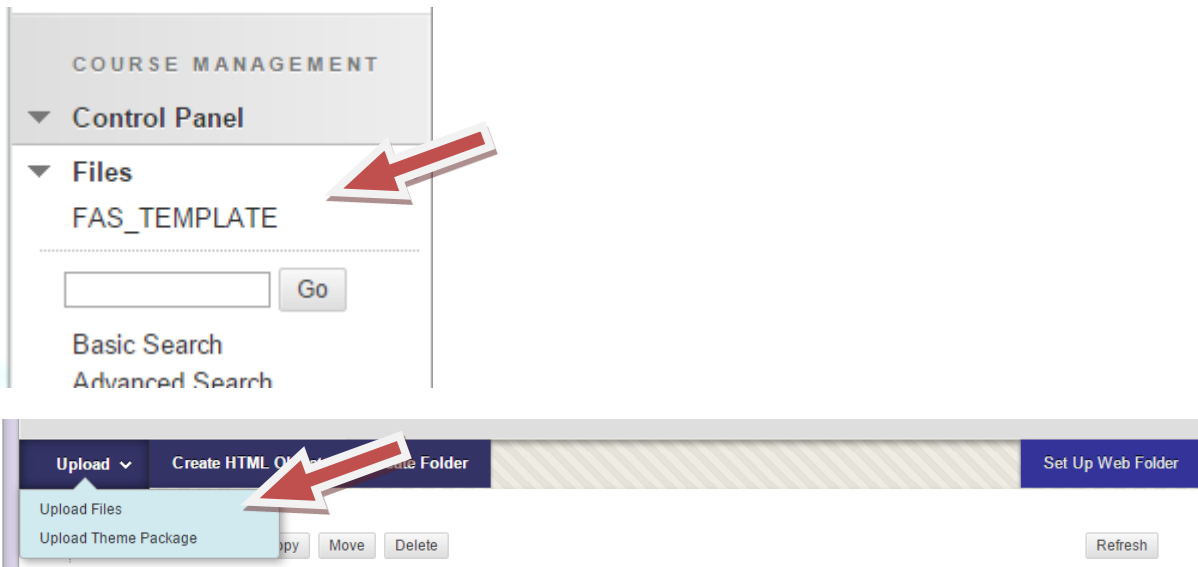
Select the first area users see when entering the course. Select from the drop-down list below.

Entry Point

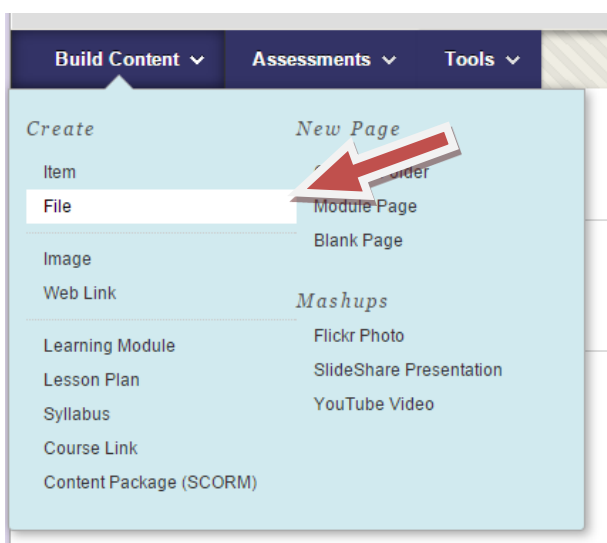
Set your Course Files

You need to know how course files work so you can upload files, create new items, and organise the content you want to use in your course.

This is how to upload a file in the file area ('behind the scenes') before you make it available to students.



Then, when you are ready, you can add the file to the structure of your course material where students can see it. Build Content > Create > Item (and attach the required course files) / File (to create a single link without description).



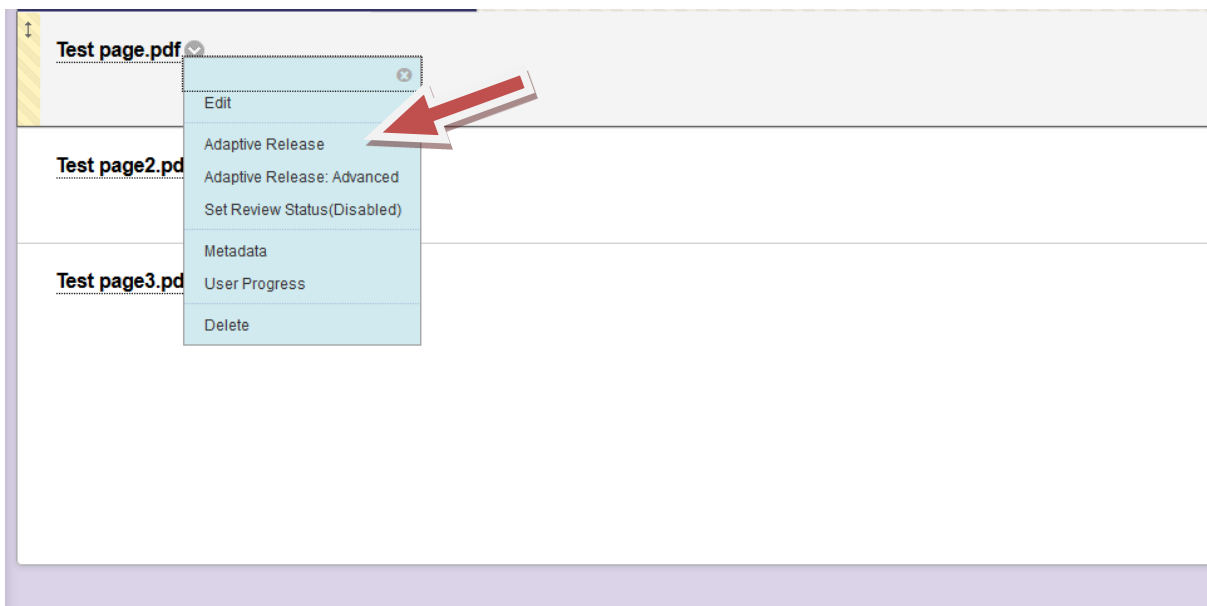
Build your Course Content

There are several ways in which to build content in your course (including items, mashups, URLs, and files) as well as ways in which to organise this content (such as within folders, on pages or in learning modules).

Set up Adaptive Release

If you want to restrict access to some of the content in your course so that it isn't seen before a certain date, or is only seen by a certain group of students you can set this up using adaptive release rules.

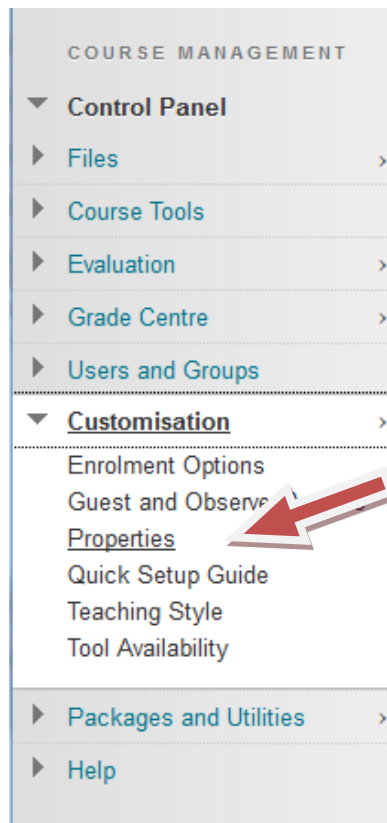
You might even consider releasing session content only once a mid module evaluation has been completed.



Final Testing & Making the course Available to Students

Once you have finished building the bulk of your course you should turn off edit mode and test that the navigation and content links all work as expected.

By default your course will be hidden so once you are happy that the course is ready for the students you must make it available.



SET AVAILABILITY

Make this course available to users?

Make Course Available Yes No