

Edge Hill University

GETTING STARTED WITH LEARNING EDGE

DEVELOPING AND DELIVERING YOUR COURSE

Guide No.: LTD2000
Version No.: 7.0

Update: 17/07/2020

Contents

Introduction	2
Access to Blackboard Course Areas	3
How to Access Course Tools and Content	3
Working with your Courses.....	4
Working with Course Files	4
Staying Organised with Folders and Sub-Folders	6
Folders.....	6
Sub-Folders	6
Uploading File(s) Created Offline.....	7
Upload Files.....	7
Upload Zip Package.....	8
Share Materials with your Students Linking to the Content.....	8
Creating Content Folders	9
Adding Links to Content.....	11
Communicate with your students using Announcements and Discussion Forums.....	12
Setting up Announcements	12
Setting up a Discussion Forum.....	12
Mobile Friendly Practices.....	13

Introduction

Learning Edge is a suite of Edge Hill University systems that are available online. At the heart of Learning Edge is Blackboard, where you will find Programme and Module areas.

Learning Edge provides staff and students with access to a range of tools to support teaching and learning activities such as communication, collaboration and assessment. There are also facilities to share resources like course notes, video lectures and reading lists.

Each taught module at Edge Hill has a related course entry in Blackboard. Access to Programme or Module course areas is managed within the Faculties.

You may find it helpful to refer to the following documentation.

- [LTD0003: Learning Edge Overview](#)
- [LTD1006: Course Preparation and Building](#)
- [LTD2001: 12 Steps to building a course](#)

Access to Blackboard Course Areas

Faculty administrators will initiate the staff enrolment process by enrolling the staff member responsible for the course area, such as the module leader. The module leader would then add any other staff who might be teaching on the module or programme.

Make sure you understand your responsibilities and work with your Programme team to operate within agreed schedules.

Please refer to Faculty process guidelines for specific details and contact the Programme Leader (or Programme Administrator if you are a Programme Lead) if you are in any doubt.

How to Access Course Tools and Content

Log in to Learning Edge and you will see the list of Courses you have access to, including programme area, module areas, and your 'Sandbox' area that you can use for testing.

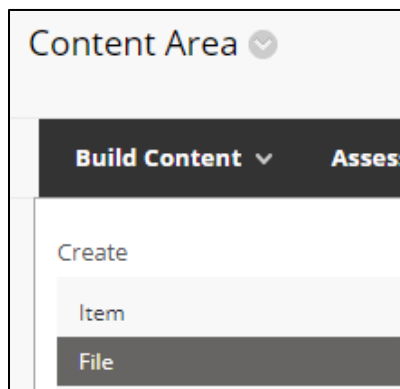
Working with your Courses

Click on a course title to access the area.

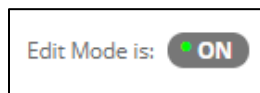
New course areas have the institutional template applied, which is designed to help you meet the baseline.

Working with Course Files

To upload files, most staff create a link on a content area, by going to Build Content > File.

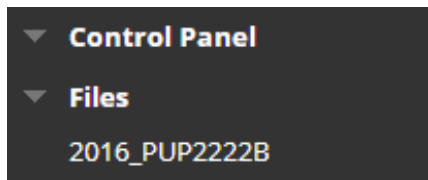


Remember to ensure that Edit mode is switched on, or you will not be able to make changes to your course. You will find Edit Mode at the top right of your screen.



If you are uploading many files, you may want more control over how you organise them in the background. You can use the Course Files area to upload and manage your files.

To enter the Course Files area, go to the Control Panel, select Files, and click on the course ID that you see.



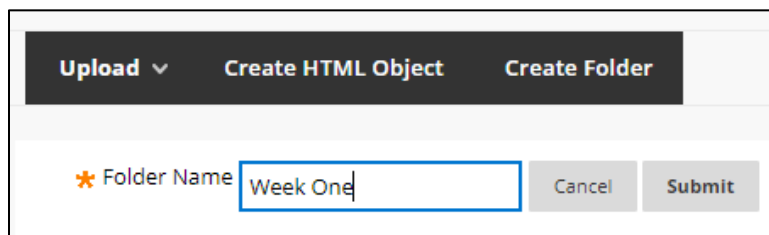
You will see a page showing any files that have been uploaded to, or copied into the course area.

Staying Organised with Folders and Sub-Folders

It is recommended that you organise your files in a folder structure; this can make it easier for a course team to maintain and update files.

Folders

Click 'Create Folder'. Enter a title, and click Submit.



The screenshot shows a 'Create Folder' dialog box. At the top, there is a dark navigation bar with three buttons: 'Upload', 'Create HTML Object', and 'Create Folder'. Below this bar, the text 'Folder Name' is followed by an input field containing the text 'Week One'. To the right of the input field are two buttons: 'Cancel' and 'Submit'.

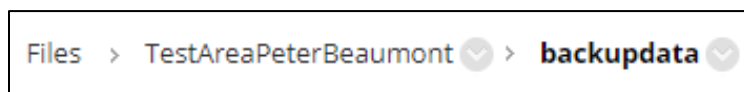
A confirmation message will appear above the course name and the folder will be added to the list of folder and files.

Files and folders show in List Mode by default, but you can change the view to Thumbnails view, by clicking on the 'View Thumbnails' link on the top right of the page. This can be useful when uploading picture files as it provides a preview.

Sub-Folders

You may wish to add a sub folder to the new folder. Click the folder name to open the main folder. Create a new folder in the same way to last time.

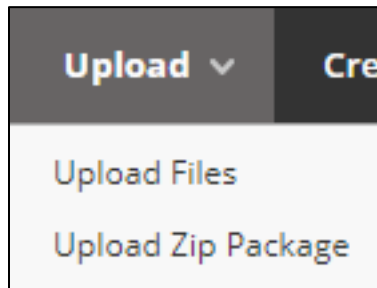
'Breadcrumbs' near the top of the screen show the path to the sub folder.



The screenshot shows a breadcrumb navigation path: 'Files > TestAreaPeterBeaumont > backupdata'. Each folder name is followed by a small downward-pointing arrow icon.

Uploading File(s) Created Offline

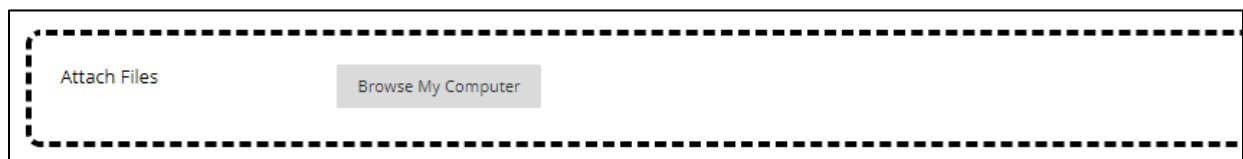
You can upload content from places like your computer, the Edge Hill network or pen drive. Click the upload button to see the menu.



Upload Files

Upload files will allow you to drag and drop, or select one or more files at once to upload.

Just drag files from a file explorer window, or your desktop, to within the dashed line. Or click the 'Browse My Computer' button to select files using the standard dialogue box.



Once you have selected the files that you want to use, click the 'Submit' button.

Upload Zip Package

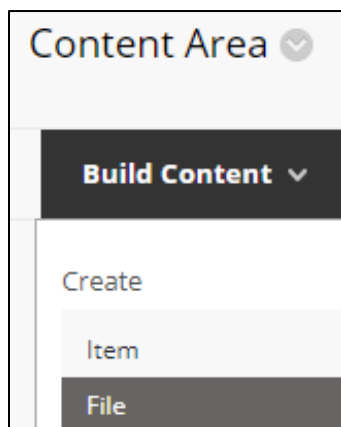
Upload Zip Package allows you to upload a zip file. This is then automatically unpacked as individual files.

Uploading zip files works in exactly the same way as uploading normal files.

Share Materials with your Students Linking to the Content

If you upload content to the Course Files area, you can then create links to it on Content Area pages.

Choose a Content Area from the course menu. Select Build Content, and File.



On the next page click 'Browse Course', under 'Select File'.

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course
Yes to display it as a separate piece of content with no Course page heading.

* Name

Colour of Name Black

* Find File

Select the file that you want to link to. Press 'Submit'.

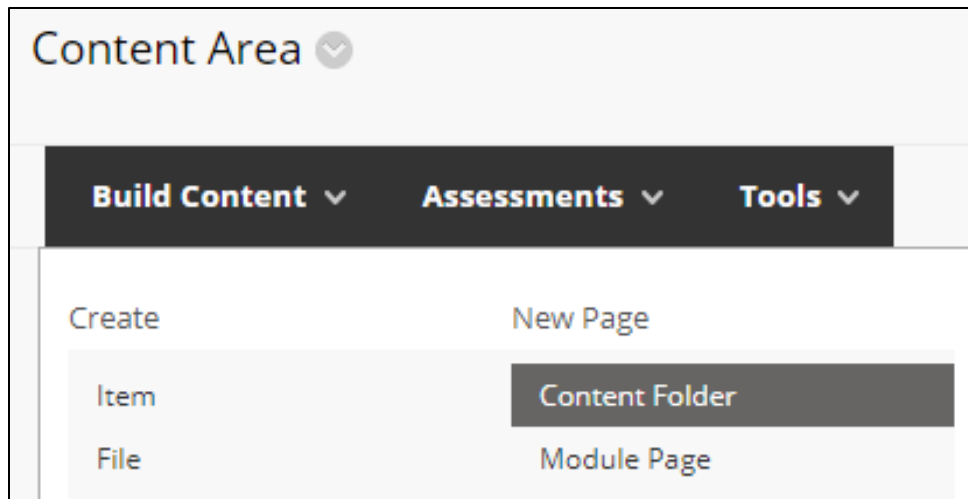
Choose the settings for the link, and press 'Submit'.

Creating Content Folders

You may wish to organise the course content to match your teaching programme for example chronologically or by topic, to help your students locate the relevant materials and activities.

To Create a Content Folder you need to be in a Content Area.

Move the mouse pointer over Build Content and click Content Folder.



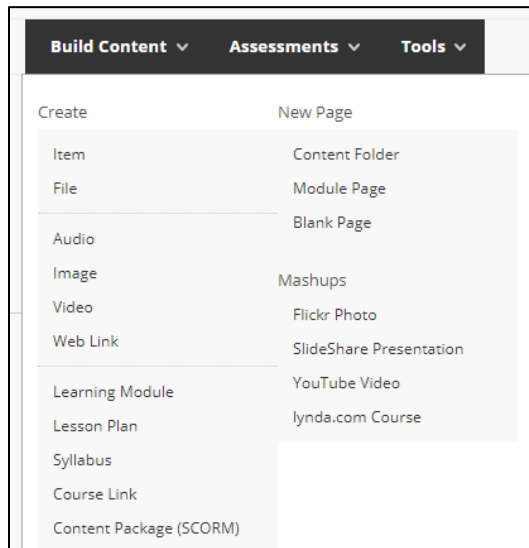
Name the folder and add an optional description to give the students a reason why they should access it.

Choose to Permit Users to View this Content, or don't if you want to hide it whilst you develop the content. You could set date and time restrictions to control the folder availability.

Finally click 'Submit'.

Adding Links to Content

You can add a range of content to your Content Areas from the 'Build Content' menu.



There are three categories of content to choose from - Create, New Page and Mashups.

So for example, if you wanted to add a link to a file that you have uploaded into the course.

- Move the mouse pointer over 'Build Content' and click 'File'.
- Add a name and a description to help the students know why they might want to access the file. As the file is already been uploaded, select 'Browse Course' and select the files.
- Set Date and Time Restrictions to control the file availability, if appropriate.
- Click Submit.

Communicate with your students using Announcements and Discussion Forums.

Setting up Announcements

Announcements are used to send out important or time specific information.

Blackboard have an '[Announcements](#)' page that will help you get started with this tool.

We would recommend using the 'Display Until' setting so that time specific announcements disappear after a certain amount of time. This prevents confusion, and helps students on small screens use the tool.

Setting up a Discussion Forum

Discussion forums provide tools for sharing ideas and thoughts on particular topics.

Blackboard have an '[About Discussions, Forums, and Threads](#)' page to help you get started with this tool.

Mobile Friendly Practices

Many students access Learning Edge using their mobile devices. There is even a Blackboard app available that they may be using.

The app works with course activity already taking place, but there are practices that you can adopt to optimize your course for mobile devices.

- Format Content for Mobile Viewing.
 - Mobile devices can usually view PDF files, making this the ideal format to use. Providing information in this format is also useful for students who want to use another application (such as [Goodreader](#)) to save their own annotations to the file.
- Design Teaching Materials and Learning Activities Suited to Work Well 'On-The-Go'.
 - Offer bitesize information: Statistics show that peak use of the app coincides with early morning and evening travel times and lunch periods. Consider providing some information in smaller 'chunks' (where appropriate) to enable your students to engage in shorter bursts during their 'free' time - such as when traveling, or on a break.
 - Enable in situ learning: Consider providing information that is relevant to your students when they are outside of the classroom to guide their learning as it happens - such as in a work-placement or the library.
 - Empower your learners to generate their own content: Use features like the 'Journal' tool to enable your students to record and reflect on their

learning. Tutors can also monitor progress recorded in this way and offer support and direction through comments.

- Prompt peer-to-peer interaction: Include activities that encourage collaboration and debate using features like the discussion boards and blogs.
- Listen and Respond to Feedback
 - Ask your students about how they use Learning Edge and make changes in response to their comments. The online course can and should be dynamic and evolve in response to your students' needs.