

# Learning Edge: Getting Started

## Accessing and starting to use Learning Edge

### Blackboard 9.1

Learning Services • Learning Technology Development

Edge Hill University

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## Introduction

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# LEARNING EDGE BLACKBOARD 9.1

Learning Edge is a suite of Edge Hill University systems which can be accessed online 24/7. At the heart of Learning Edge is Blackboard (version 9.1), which is where you will find Programme and Module course areas which have been specifically designed and built by your tutors to support your learning experience.

As a student at Edge Hill University you will be provided with a whole range of learning opportunities and Learning Edge is just one of the tools you can expect to use throughout the course. You will access this virtual learning environment (VLE) frequently throughout your studies for information, communication, assessment and more.

This guide will help you get started using the system.

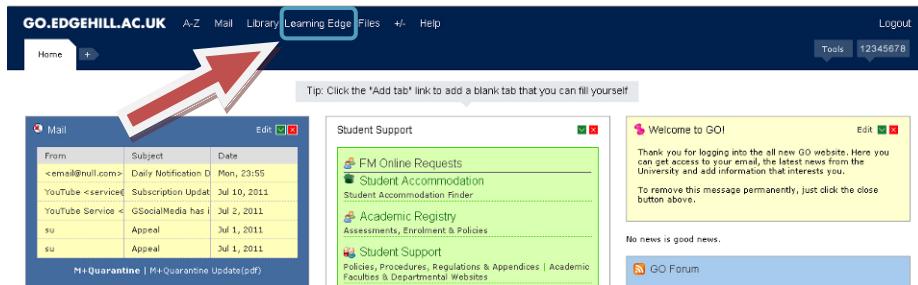
## Logging in

Access to Learning Edge is via the internet, through a web browser. Go to [www.edgehill.ac.uk](http://www.edgehill.ac.uk) and login using your Edge Hill Network User ID and Password



The image shows two side-by-side screenshots. The left screenshot is the 'Edge Hill University Website' with a dark blue header and various links like 'COURSES & STUDY', 'ABOUT THE UNIVERSITY', 'FAUCULTIES & DEPARTMENTS', 'RESEARCH', 'BUSINESS & EMPLOYERS', 'INTERNATIONAL', 'NEWS & EVENTS', 'JOBS', 'LIBRARIES', 'SERVICES', 'LOCATION', 'KEY FACTS', 'PAYMENTS', and 'ALUMNI'. The right screenshot is the 'Login to 'GO'' page with a 'Login' form containing 'User ID' (123456) and 'Password' (edgehill). Below the form is a message: 'You have any updates with GO, theatre, library or other areas? Please contact the relevant department'. The page also includes a 'Student' section with a list of users and a 'Staff' section with a list of users. The 'GO.EDGEHILL.AC.UK' logo is at the top of both pages.

When logged in you will be taken to your personalised 'GO' portal. Click on the Learning Edge option at the top of the page.



The image shows the 'GO.EDGEHILL.AC.UK' portal. At the top, there are tabs for 'Home', 'A-Z', 'Mail', 'Library', 'Learning Edge' (which is highlighted with a blue box and a red arrow pointing to it), 'Files', '+/-', 'Help', 'Logout', and 'Tools' with the number '12345678'. Below the tabs, there's a 'Mail' section showing a list of emails from 'email@null.com', 'YouTube <services>', 'YouTube Services <...', 'su', and 'su'. To the right of the mail is a 'Student Support' section with links to 'FM Online Requests', 'Student Accommodation Finder', 'Academic Registry Assessments, Enrolment & Policies', and 'Student Support Policies, Procedures, Regulations & Appendices | Academic Faculties & Departments | Websites'. At the bottom right is a 'GO Forum' section.

Click 'ACCESS HERE' next to the green Learning Edge logo to enter the VLE environment.



The image shows the 'LEARNING EDGE' homepage. At the top, there's a 'Logout' button and 'Tools' with 'Martin Baxter'. Below that is a 'Frequently Asked Questions' section with a 'Technical things you might find helpful' list: 'Tuning your system', 'Pop up Blockers and Java', 'Where to find help?', and 'Mobile Learn'. To the right is a 'Current Service Status' section with 'All Systems Available' and a 'See Status Reports' button. The main area features a large image of a smiling woman and a 'LEARNING EDGE' logo with 'Blackboard 9.1'. Below the logo are 'QUICK GUIDES' for 'STAFF' and 'STUDENT'. A red arrow points to the 'ACCESS HERE' button on the left side of the main content area.

*If you are entering Learning Edge for the first time (at home), you may need to check that your browser is set-up to use Learning Edge 'Blackboard 9.1'. See: Tuning your System and Pop up blockers and Java for help with this.*

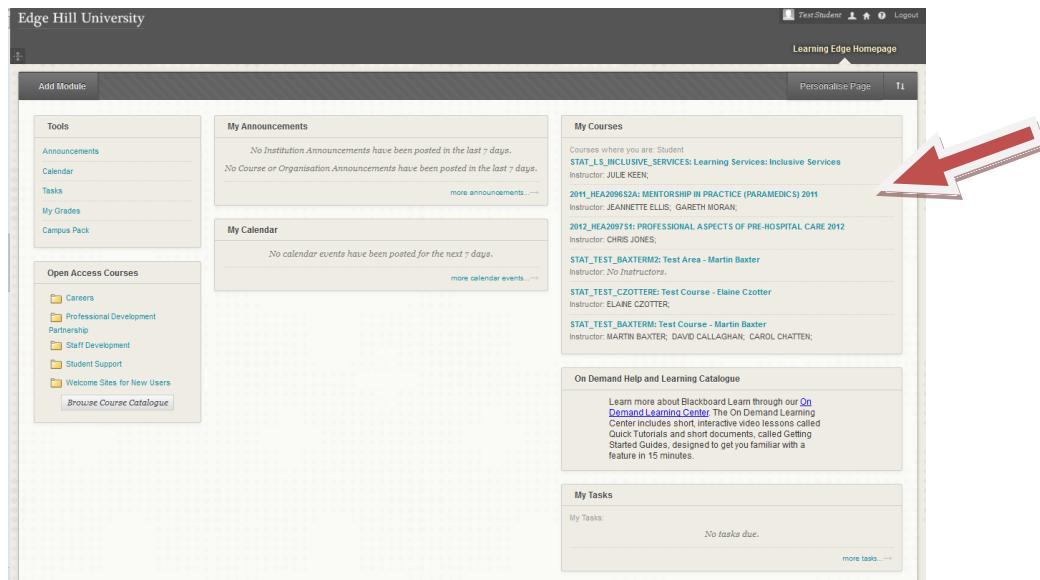
## Your 'Learning Edge' Homepage

When you have successfully logged into Learning Edge you will see your Learning Edge Homepage. This page provides you with access to your course areas as well as shortcuts to some of the key tools you might be using and an overview of course notifications.

All the course areas you have access to will be listed in the 'My Courses' module\* (panel on the page).

\* 'Module' is Blackboard's terminology for the boxes/panels which display notifications and course links and does not refer to a modular unit of study.

**Click on a course title in the My Courses module to access that course area.**



The screenshot shows the Learning Edge homepage for Edge Hill University. At the top, there is a navigation bar with 'TestStudent' and 'Logout' buttons. Below the navigation bar, the title 'Learning Edge Homepage' is displayed. The page is divided into several panels:

- Tools:** A sidebar containing links for Announcements, Calendar, Tasks, My Grades, and Campus Pack.
- Open Access Courses:** A sidebar containing links for Careers, Professional Development, Partnership, Staff Development, Student Support, and Welcome Sites for New Users. A 'Browse Course Catalogue' button is also present.
- My Announcements:** A panel showing that no institution announcements have been posted in the last 7 days.
- My Calendar:** A panel showing that no calendar events have been posted for the next 7 days.
- My Courses:** The main panel where course notifications are listed. It includes:
  - Courses where you are: Student
  - STAT\_LS\_INCLUSIVE\_SERVICES: Learning Services: Inclusive Services** (Instructor: JULIE KEEN)
  - 2011\_HEA2096522A: MENTORSHIP IN PRACTICE (PARAMEDICS) 2011** (Instructor: JEANINETTE ELLIS, GARETH MORAN)
  - 2012\_HEA209751: PROFESSIONAL ASPECTS OF PRE-HOSPITAL CARE 2012** (Instructor: CHRIS JONES)
  - STAT\_TEST\_BAXTERM2: Test Area - Martin Baxter** (Instructor: MARTIN BAXTER)
  - STAT\_TEST\_CZOTTERE: Test Course - Elaine Czotter** (Instructor: ELAINE CZOTTER)
  - STAT\_TEST\_BAXTERM1: Test Course - Martin Baxter** (Instructor: MARTIN BAXTER, DAVID CALLAGHAN, CAROL CHATTEN)
- On Demand Help and Learning Catalogue:** A panel with a brief description of the On Demand Learning Center.
- My Tasks:** A panel showing that no tasks are due.

A large red arrow points to the 'My Courses' panel, highlighting it as the target for course access.

## What if my Course isn't listed?

If your Programme or Module courses do not appear listed in your My Courses module, first check that you are registered - your Student Record including details of your registration status can be checked from the Student Central tab in the GO Portal. If your records are up to date and your tutor has made the course available to students but you still cannot access your course please let your tutor know and contact a helpdesk for advice.

**Note: You can change the information displayed in your My Courses module.**

Hover over the panel and a small 'cog' will appear in the top right.



Click the cog to go to a page where you can personalise your settings. Choose whether you want to display the course ID, name, instructors, announcements, etc. by selecting the appropriate box.

A screenshot of a "Personalise: My Courses" settings page. The page has a light gray header with the title "Personalise: My Courses" in bold. Below the header is a toolbar with "Cancel" and "Submit" buttons. The main content area is titled "1. Edit Course List" and contains a note: "Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns is selected, the Course will not appear in the module." Below this is a table titled "Courses in which you are enrolled:". The table has columns: "Select All/Unselect All" (with a dropdown arrow icon), "Course" (with a checkbox column), "Course Name" (checkbox), "Course ID" (checkbox), "Instructors" (checkbox), "Announcements" (checkbox), "Tasks" (checkbox), and "Calendar Events" (checkbox). There are four rows in the table, each representing a course: "STAT\_BB\_MOBILE\_TASTER: Blackboard Mobile Learn Taster Course", "STAT\_LS\_ACADEMIC\_SUPPORT: Learning Services: Academic Support", "STAT\_LS\_INCLUSIVE\_SERVICES: Learning Services: Inclusive Services", and "STAT\_LS\_ICTDEV\_BOOK\_LS: Learning Services: Room Bookings". Each row has a checkbox in the "Course" column and checked checkboxes in the other columns.

Click 'Submit' to save your settings.

## About 'Modules'

\*Remember, 'Module' is Blackboard's terminology for the boxes/panels on this page and on course homepages/notification pages. You can choose which modules to display on your my Institution homepage by clicking on 'Add Module'. You can also arrange all the panels you see on this page to suit you by dragging and dropping them into position - click, hold, drag then let go!

- The **My Courses** module will only display the courses you are enrolled into and which are available. If your course is not listed, before reporting a problem, first check that you are registered to the course or module you are looking for via the GO portal and also check with your tutor that the course is available to students.
- The **Tools** module display shortcuts to some of the key tools in the system, such as Announcements - remember you will find other routes to these tools within your courses.
- The **On Demand Help and Learning Catalogue** provides a link to Blackboard resources which you might find helpful for learning more about features of the system.
- The **My Announcements** module will display announcements made at an Institutional Level and at a Course Level. If you visit the announcements tool (either by clicking on the Announcements link in the Tools module or on the 'more announcements' button on the My Announcements Module you can filter the announcements view.
- The **My Calendar** module will display any calendar entries - note, not all courses use this tool.



## About Navigation Icons

The icons in the top frame are links and can be accessed from wherever you are within the Learning Edge Blackboard 9.1 environment.



**My Places:** Provides you with quick and easy navigation to a variety of places within the Learning Edge Blackboard environment. This feature contains a customizable set of links to frequently accessed information and tools. My Places also allows you to edit your personal information and settings.



**Home:** Returns you to your 'GO' portal.



**Help:** Opens a new window to 'Blackboard Help' for students and a series of FAQs.



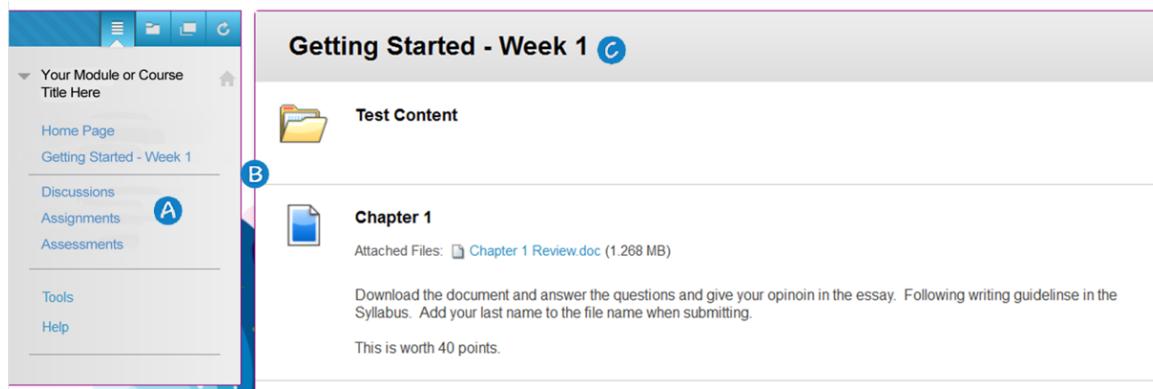
**Logout:** Logs you out of Learning Edge

## Your Course Areas

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Courses contain content and tools to support teaching and learning activity. Your tutor/s design and build the course areas, choosing tools and content which is relevant to you. This means that all course areas, as with classes, will be slightly different. However, they will have a Course Menu and a Content Frame.

A course consists of the Course Menu and a Content Frame. The Course Menu links users to content and tools. The Content Frame displays content and tools.



- A** Course Menu: Appears on the left side of a course and contains links to material and tools within the course.
- B** Content Frame: Occupies most of the screen to display the current view. You can interact with content from this view.
- C** Content Area: These are top level containers that organise and store course content, such as lecture notes, assignments and tests. The content appears in the content frame.

*NOTE: Courses may look a little different from each other and may have different sets of tools available, depending on the options your tutor has set for your course.*

## About Course Content

A Content Item is any type of file, text, image or link that appears to users in a Content Area, Learning Module, Lesson Plan or Folder. Your tutor can add a number of different types of content to your course.

## About Course Tools

Tools appear throughout your Learning Edge Blackboard 9.1 course and can be accessed from a number of locations:

- On the Course Menu you may see a link to a page called **Tools**, which displays all the available course tools, or you may find links to specific tools, such as **Announcements** or **Discussions**.
- You may also see links within Content Areas to specific tools and usually with instructions telling you what to do and when.

Tools	
 <b>Announcements</b>	 <b>Groups</b>
<i>Create and view Course Announcements.</i>	
 <b>Blackboard Help</b>	 <b>Journals</b>
<i>Open Blackboard Help in a separate window.</i>	
 <b>Blogs</b>	 <b>Messages</b>
<i>Create and manage blogs for Courses and Course Groups.</i>	
 <b>Calendar</b>	 <b>My Grades</b>
<i>Track important events and dates through the Calendar.</i>	
 <b>Campus Pack Collaboration Space</b>	 <b>Roster</b>
<i>Campus Pack Collaboration Space</i>	

Note: Your tutor controls which tools to make available. If a tool is not available for a module, your tutor may have disabled it.

## What Next?

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1. Log into Learning Edge and take some time to look around your course/s.
2. Talk to your tutor's and peers.
3. Refer to other **Learning Services** guides and resources.
4. Visit the **Blackboard Learn On Demand Learning Centre for Students**:  
<http://ondemand.blackboard.com/students.htm>
5. Use the **Blackboard Help** pages:  
<http://help.blackboard.com/student/index.htm>

## Other Sources of Help and Support for Students

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- **The  'Help' function within Learning Edge**

Click the 'Help' link near the 'My Places' link at the top of the Learning Edge page to access 'Blackboard Help for Students'.

- **Learning Services Helpdesk**

Contact the Learning Services Helpdesk if you need further assistance or have any further queries.

**Visit a helpdesk in person:** at the Learning Resource Centre (LRC) and the Learning innovation Centre (LINC) - Ormskirk, Learning Resource Centre (LRC) - Woodlands or the Learning & Information Resource Centre (LIRC) – Aintree.

**Telephone:** 01695 584286

**Email:** [lsdesk@edgehill.ac.uk](mailto:lsdesk@edgehill.ac.uk)