Edge Hill University

Blackboard User Guide

SENCo National Award

September 2014

Blackboard User Guide

Blackboard User Guide

This guide will show you how you can log into Blackboard and give you a thorough understanding on how to navigate your way around your course pages on Blackboard. It will cover a series of areas such as the different links on the menu area and what they are, how to access your module content and personalise your learning module to suit your needs and how to use the discussion boards in different ways to suit your needs.

Browser Recommendation

Blackboard can be accessed using a number of different browsers. Some browsers give a better navigation experience of using Blackboard than others. A recommendation would be to use Google Chrome or Mozilla Firefox. Both of these browsers are free and give a good experience when using Blackboard. Download links are shown below

Google Chrome

Mozilla Firefox

Logging into Blackboard

To log into Blackboard you just first go to the Edge Hill Website. The website address is www.edgehill.ac.uk.
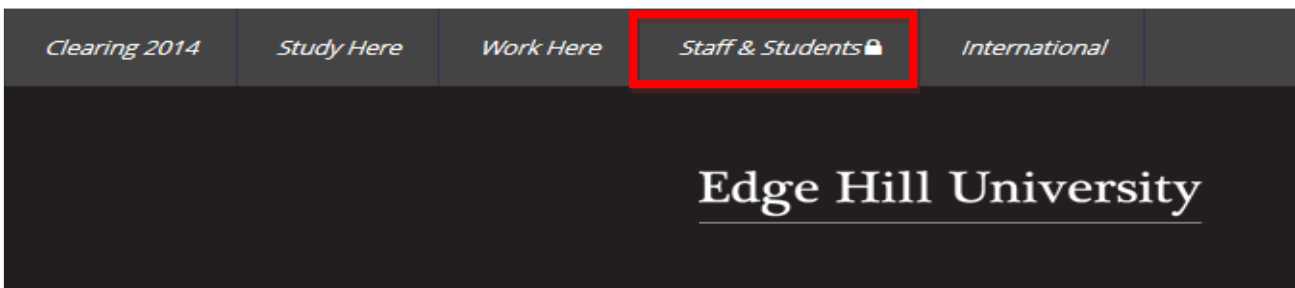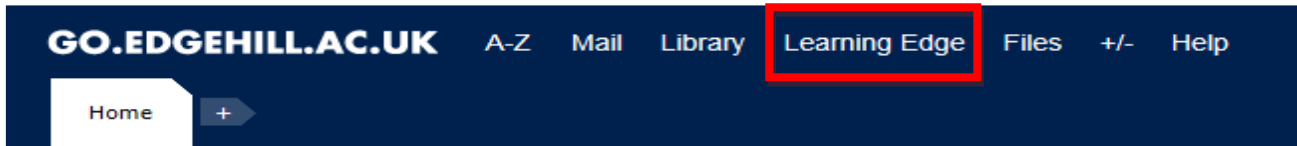

Click on "Staff & Students" at the top of the page.

This will take you to the GO Homepage. Enter your username and password.
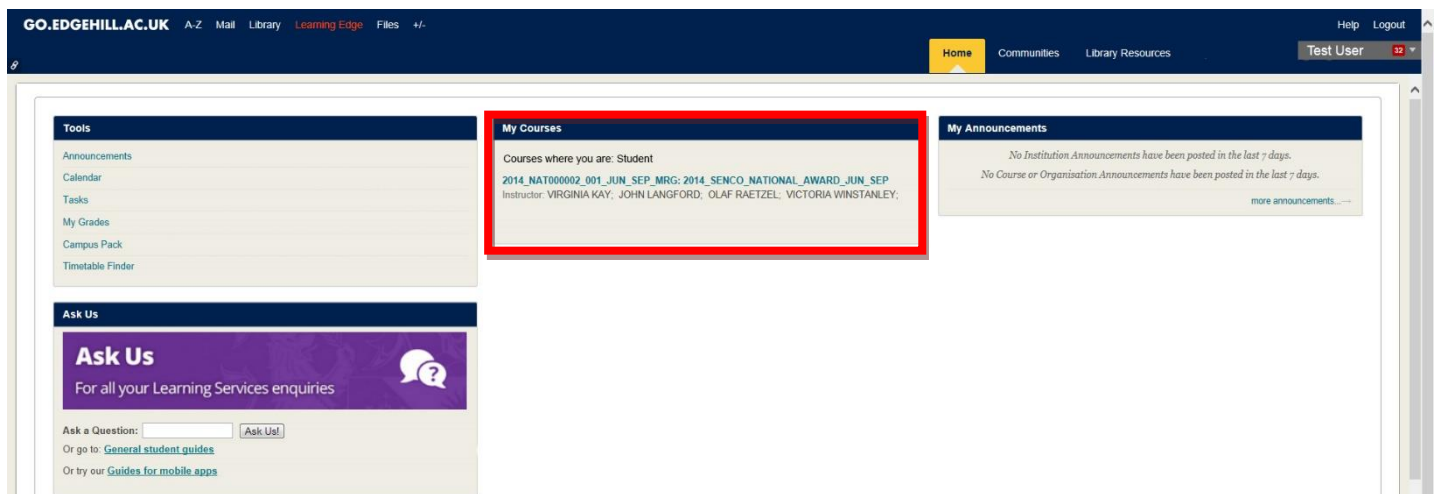
Blackboard User Guide

Once you have logged into GO select Learning Edge from the links at the top of the page.

This will take you to the Home page. Your course can be found under My Courses.
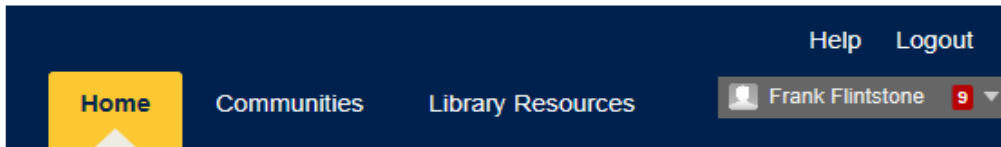
Your course will be called:

2014_NAT000002_001_JUN_SEP_MRG: 2014_SENCO_NATIONAL_AWARD_JUN_SEP.

Blackboard User Guide

Personalise your profile

It is possible to personalise your profile by adding a picture and by providing some basic information about yourself.

Once you have logged into Blackboard there will be six links at the top right of the page.

Your Name (in this example "Frank Flintstone") – Allows you to personalise your profile.

**Home** – Takes you back to the Learning Edge Home page.

**Communities** – You can access a variety of special interest groups and areas for students here.

Library Resources – Links to electronic resources available through the library. (Note: This will soon be replaced with a dedicated Faculty of Education resources area).

Help – Blackboard Learn Help.

Logout – Logs you out of Blackboard.

To add a picture to your profile, click on your name, then click on the blank picture.

Blackboard User Guide
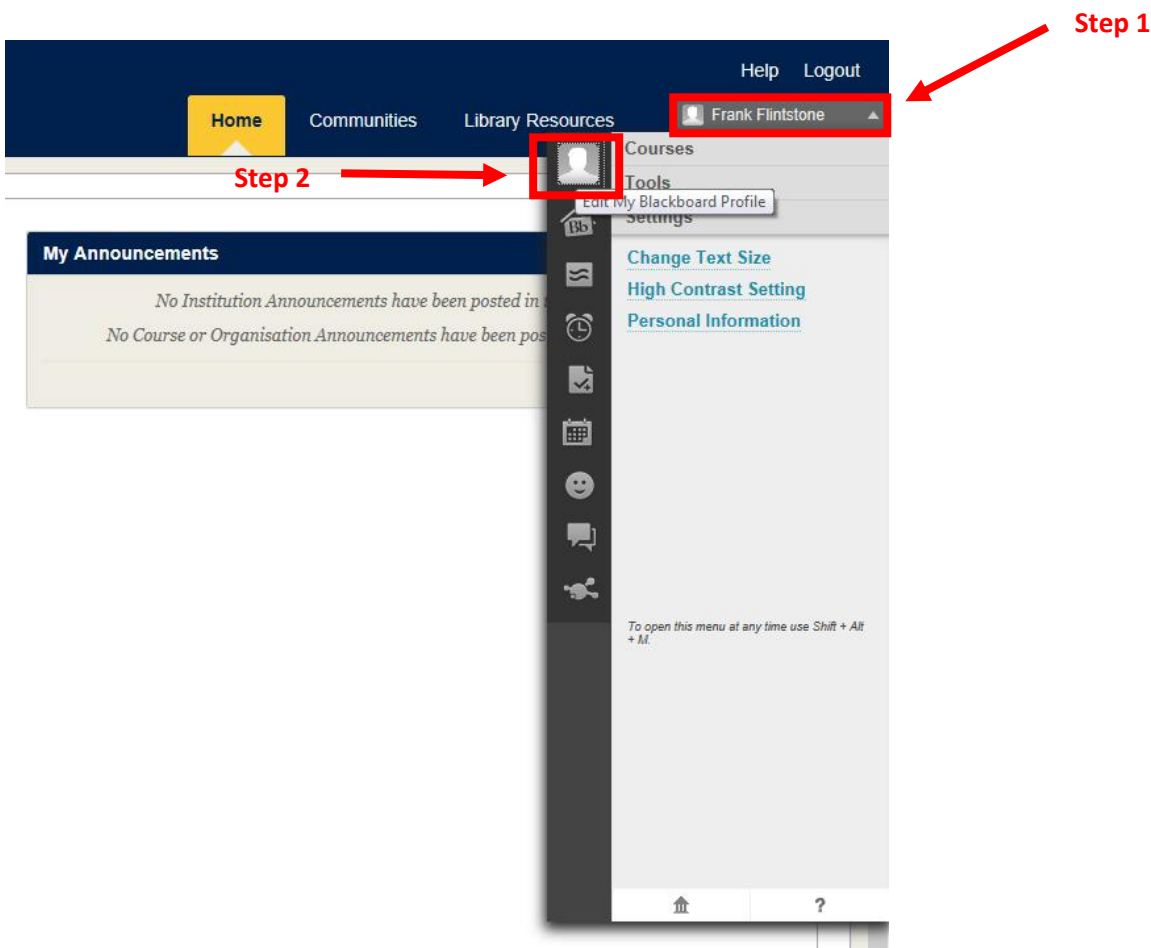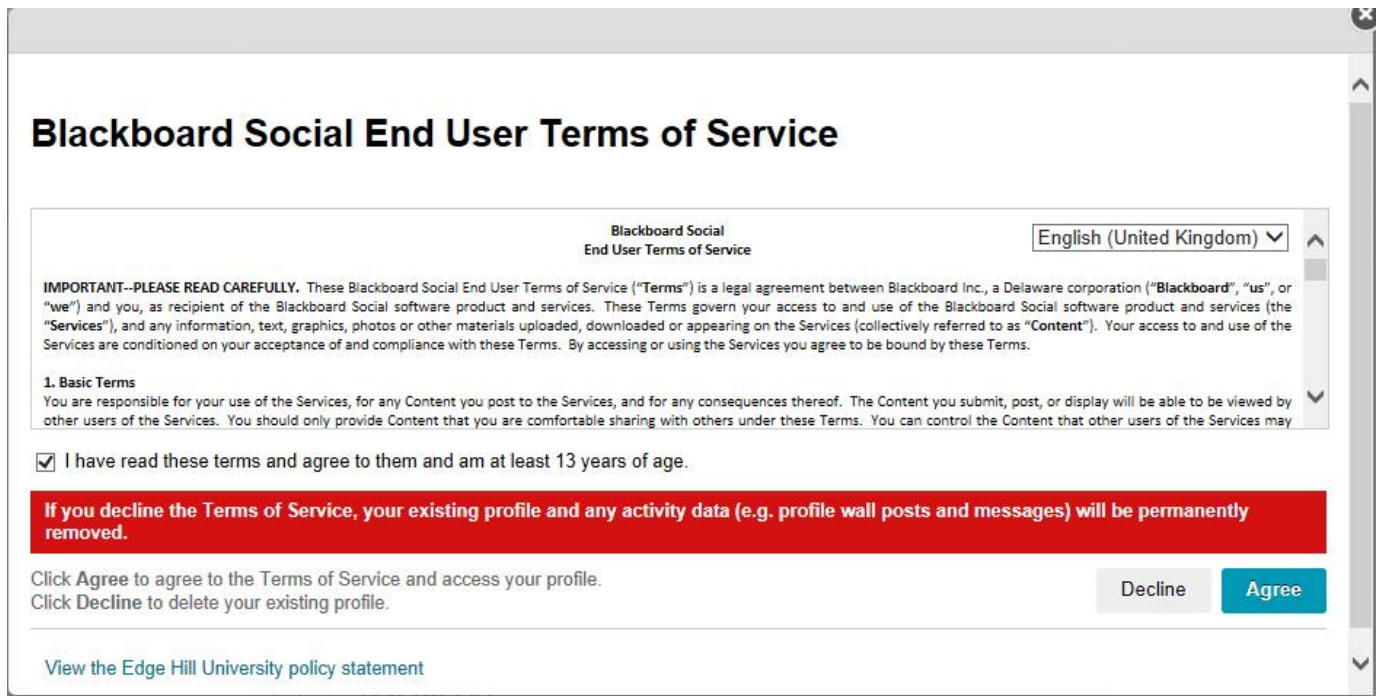
You are now able to set up a personal profile for use on your Blackboard courses. You can create one from scratch or you can import your avatar and details from Facebook or Twitter.

Note: Blackboard profiles are shared across all universities and institutions that use Blackboard – not just Edge Hill. We recommend that you set your Privacy Option to Private – this will ensure only the other students on your course can find you in the directory and message you.

You can restrict who can contact you even further by clicking on **Personal Information**, then **Set Privacy Options**.

Blackboard User Guide
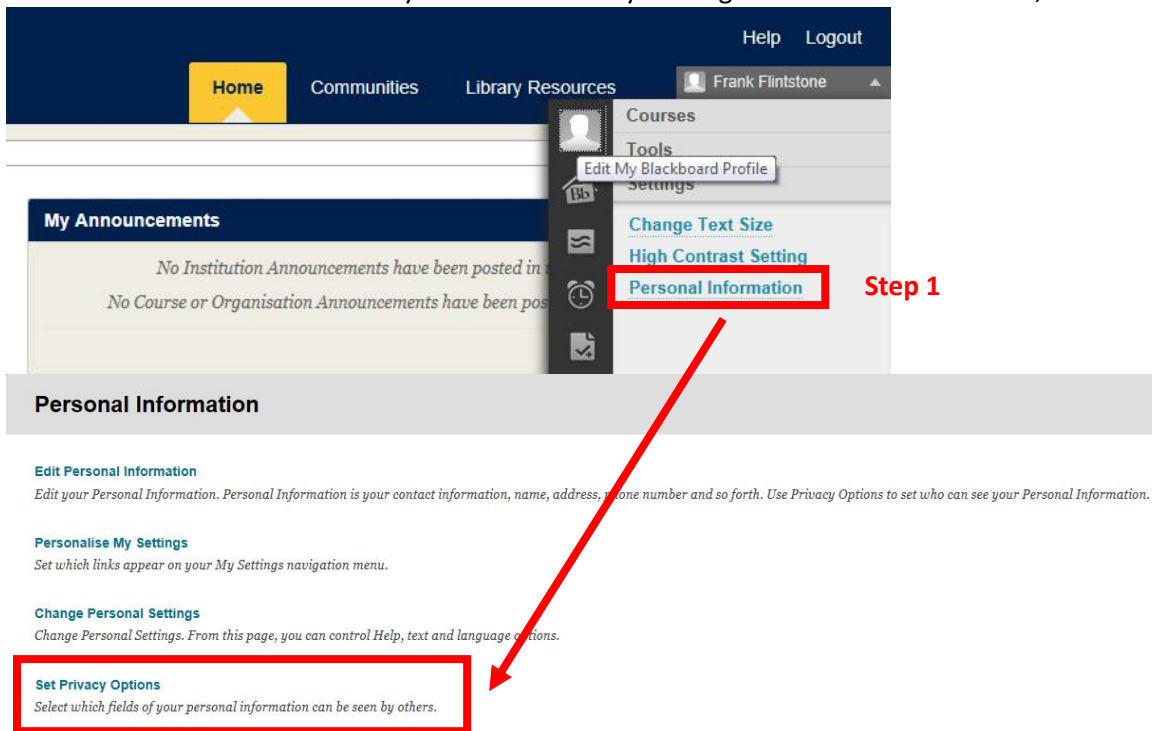
Menu Area

Once you are on your course page you will have access to the Menu Area on the left hand side. This can be used to navigate to different areas in your course.

Notifications Dashboard – Overview page for announcements, new discussion board activity and upcoming assessment deadlines.

Announcements – Any announcements made by your course tutors regarding the course can be seen down here.

Core Team Contacts – Will have details of core contacts for the SENCO team. Name, Email and Contact No. provided.

Module Information - This will contain your programme handbook and module information.

Module Content – Where all the materials can be accessed (More Information Shown Below).

Module Content PDF – Provided in PDF for offline viewing.

Module Discussions – To get access to the forums (More Information Shown Below).

Assessment Examples – Examples of work from previous students.

Module Assessment – Dropboxes for your assessments, which have to be submitted electronically.

Grades & Feedback – Once your assignments have been marked you can see your grades and feedback here.

E-Portfolio – Electronic portfolio for uploading your evidence against the SENCo Standards.

Search Library Catalogue – This will take you to the library catalogue to search for books or journals.

Discover More – Search the library for electronic resources such as e-books and electronic journal articles.

Module Reading List – Lists the required reading for each module.

Blackboard Collaborate – Links to the online induction, teaching and tutorial sessions.

Module Content

The module content area has been arranged into different areas. These can be accessed by clicking on the "Title". Each area has been set up as a Learning Module.

Learning Module

The online materials will be set up as a Learning Module as shown below.

The content provided will be colour coded making it easy to differentiate different areas of information.

Attachments to Documents, Links, Audio Clips, Videos, PowerPoint's will be provided for you within the different areas of the learning module to help with your learning

Discussion forums will also be embedded within the learning module taking you straight to your discussion activity when required.
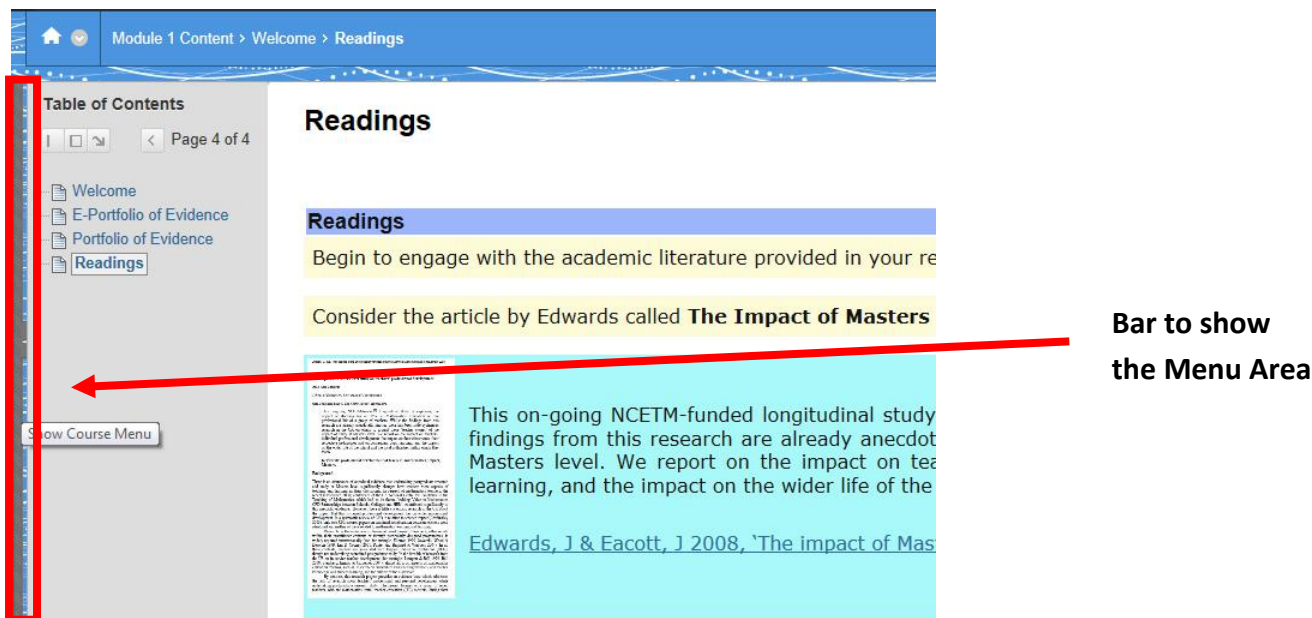
Blackboard User Guide

Personalising the Learning Module

It is possible to personalise your learning space to suit your needs and give a better experience when viewing the material online. Different ways of personalising your learning space is shown below

Arrow to hide the Menu Area
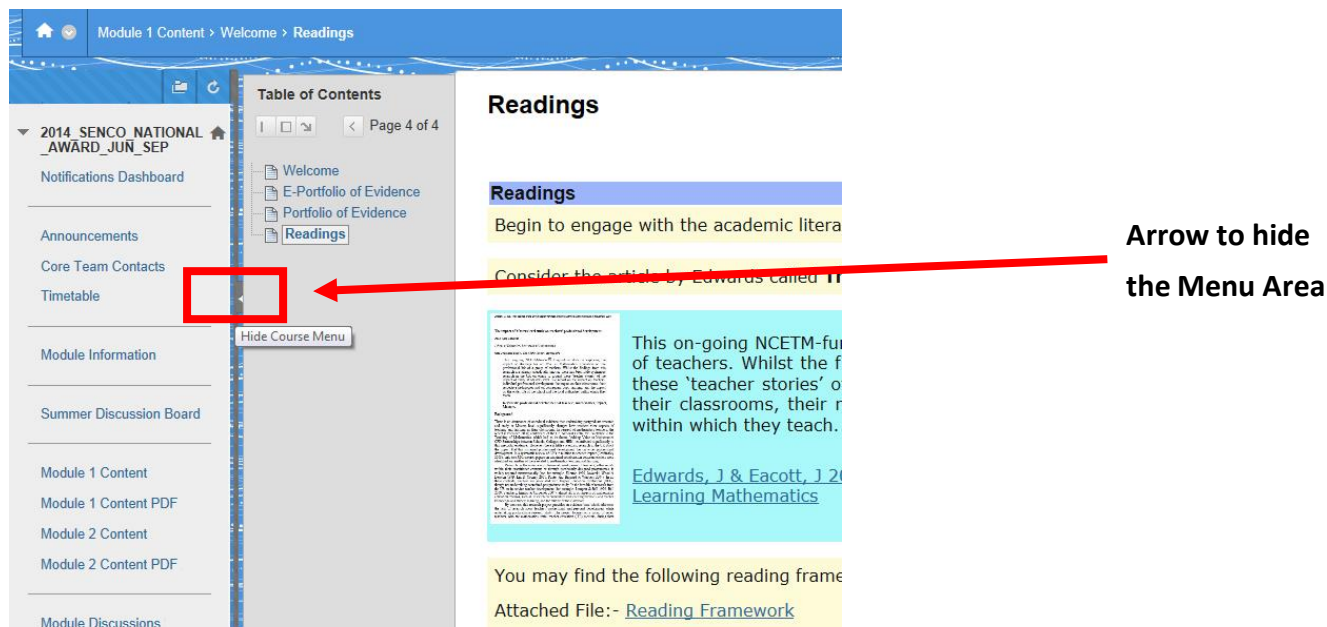
Once an area has been accessed you will see the screen as shown above. You can hide the menu area by clicking on the arrow icon half-way down the contents page.

Bar to show the Menu Area

This will make your content area screen bigger. If you wanted to see Menu Area again click on the bar down the side of the contents page.

Blackboard User Guide

You can also edit the contents by hiding it, maximising the width or moving it to the bottom of the page.

The first icon towards the left hides your table of contents.

The second icon maximises the table of contents.

The third icon moves the table of content to the bottom of the page.

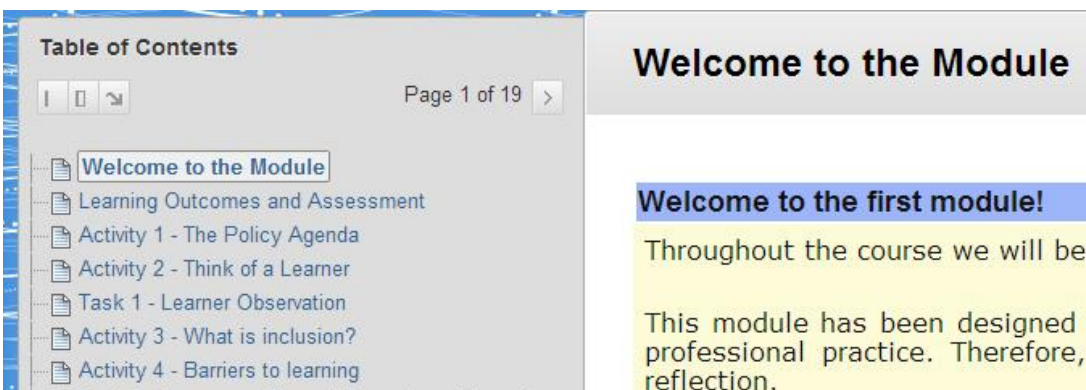The arrow icon towards the right allows you to navigate through the content pages.

See examples below.

Hiding the Table of Contents
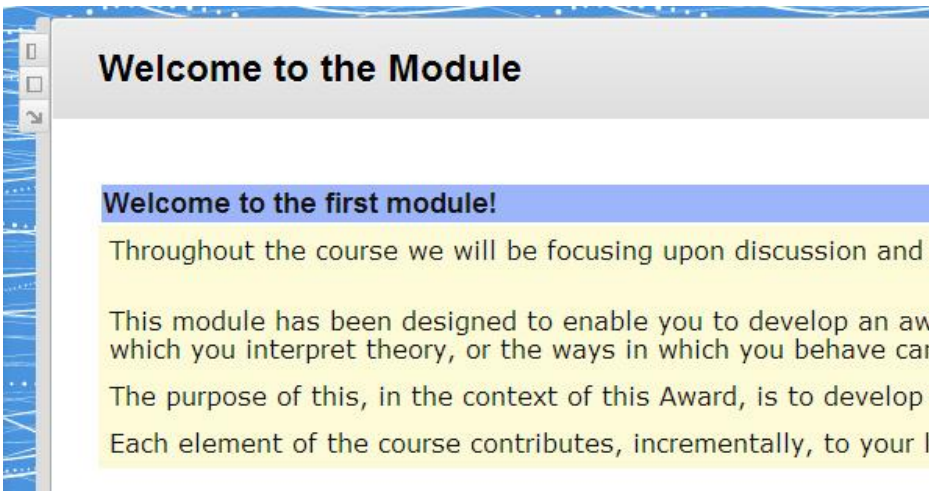
The table of contents has been hidden. To see the table of contents again click on the first icon.

Maximising the Table of Contents

The content area has been maximised. This allows you to see the full title of a specific area if it cannot be seen. To go back to the default view click on the second icon.

Moving the Table of Contents

The table of contents has been moved to the bottom of the page. To move it back to the left click on the third icon.

Accessing Learning Content on the Course Pages

Readings

The core readings will be given throughout the learning module. This will be differentiated in a light blue colour. A short abstract will be given if a journal article has been provided or a summary if a link to book (e-book) is given. You can access the article or book by clicking on the link below the abstract or the image.

Blackboard User Guide

The link will take you to the library catalogue you can view or download the article or e-book.

Once you are on the library catalogue area you can view the full article by clicking on the link on the left hand side. You may see a link saying "**Find it @ Edge Hill**" as shown above. This will take you to the article's website where you can view or download the article.

With some journal articles access will be provided by clicking on "**PDF Full Text**". This will allow you to view and save the article straightaway.

When a link to an e-book is provided you will be taken to the screen shown above. You can access the E-Book by clicking on the link below "**Connect to**".

Blackboard User Guide

Links to Files

Links to attachments will also be highlighted in light blue as shown below. These will be provided in PDF format for easy viewing. If a document requires editing then this will be provided to you as a Microsoft Word file.

Barriers to Learning Example

Example :- Barriers to Learning Activity

Barriers to Learning Template

Here is the blank template for you to complete and MUST be brought along to the workshop towards the end of Module 1.

Template :- Barriers to Learning Activity Template

Links to Videos

Links to videos will also be provided throughout the learning module. These can played within your course page on Blackboard by clicking on the Play Icon in the middle of the video. The screen can also be maximised by clicking on the four arrow icon on the bottom right hand corner of the video.

The player controls allow you to Play, Stop and Put Volume up or Down or Mute the Audio as shown below.

Blackboard User Guide
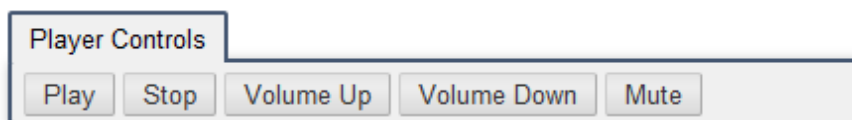
Presentations

Click on the 'Activity' link below for some short case studies. Woul
incidence SEN? The intention of this activity is to aid you in dec
incidence SEN.

Play Button

Materials may also be presented as a Prezi Activity as shown above. This can be accessed by clicking on the Play Button. This will load up the presentation.

Once the presentation has been loaded you will see two arrows. The right arrow will be to navigate forward through the presentation and the left arrow to go back.

Clicking on more will allow you to auto play the presentation and clicking on full screen will allow you to maximise the presentation to your screen view.

PowerPoint Presentations will be provided through the course. These will be embedded within the learning module. Again by clicking on the play icon you can navigate through the different slides. You can also maximise the presentation by clicking on the four arrow icon in the bottom corner.

An attached file will also be provided to download the presentation.

Blackboard User Guide

Audio File

Links to audio files will be provided throughout the learning module. These will be embedded within the learning module and will be shown as below:-

A professional discussion about the difference between qualitative and quantitative data

Clicking on the link will open a new window and allow you to listen to the audio
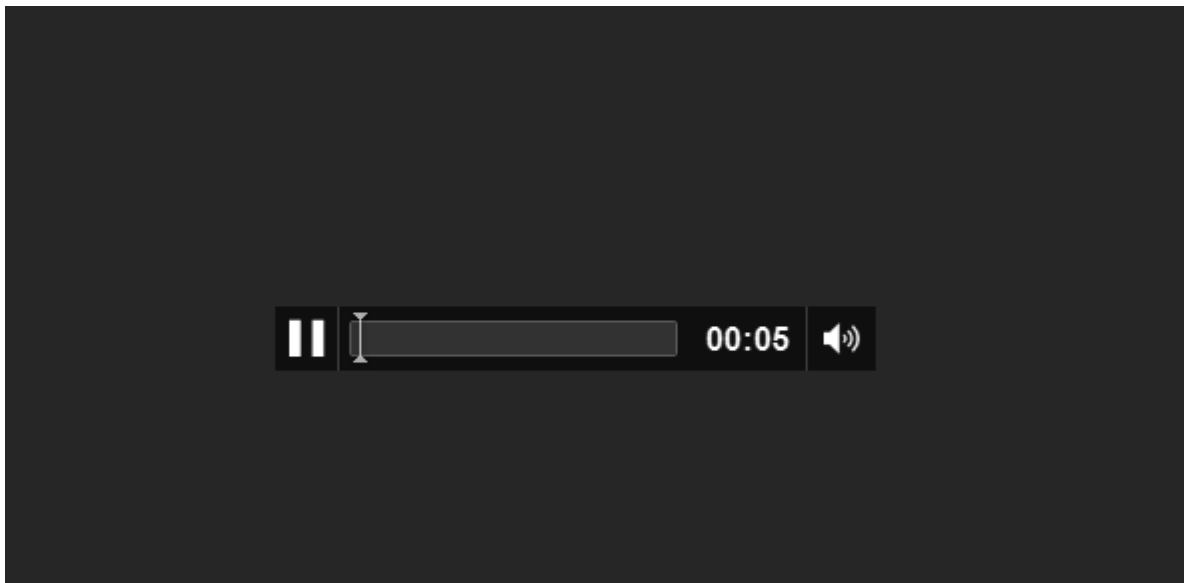
Module Content PDF

Content can also be downloaded as PDF for each block. This will allow you to access the material offline and will also allow you to easily print the material if needed. This can be accessed using the Module Content PDF link from the Menu Area

* Important Note:

To access and view readings, links or videos you will need to log onto Blackboard.

Assessment Examples
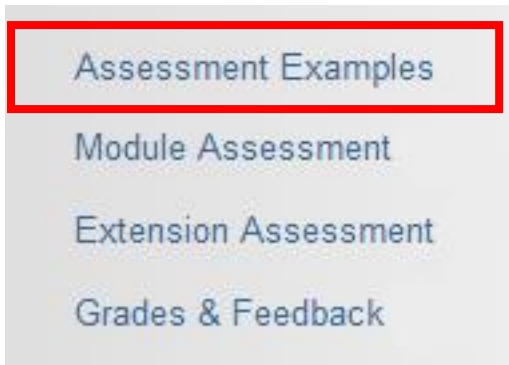
The assessment examples are will allow you to see examples of work from previous students. This will contain presentations or example assignments to show different standards of work.

This can be accessed using Assessment Examples link from the Menu Area.

You will see examples of Pass, Merit, Distinction and Resubmission assessments with tutor comments. These can be viewed online or downloaded.

It is important that you read and reflect upon the feedback comments your tutors give you. They will tell you what changes you need to make to your assignments to get better grades next time round.

Read the feedback you are given in conjuncture with the level 7 assessment marking grid that you will be given to see what changes you need to make to your assignments to reach the next higher grade category next time round.

There will also be plenty of opportunities to talk to your tutors **before** submission about your assignments.

Discussion Boards

Discussion boards play a key part in your learning experience. Each activity will be followed by a discussion board. The discussion boards are not marked in any way, however your interaction with discussion boards is strongly recommended if you are to gain the maximum value of this online course. Please share your thoughts and reflections with colleagues and also take some time to comment upon their postings too.

You will be asked to engage in discussion with your fellow peers throughout different activities in your learning module. This will be differentiated as shown above.

Discussion boards can be accessed within the Learning Module or by using the discussion board link from the Menu Area.

Accessing the Discussion Board using the Menu Area

 Click on Module Discussions from the Menu Area.

You will see the Group that you are part of. Click on your group name.

Click on Group Discussion Board.

Blackboard User Guide

This will show you the forums for your group.

How to create thread on a forum

Help Option for Forums

Once a forum has been accessed you will see two icons at the top. They are "**create thread**" and "**subscribe**".

- **Create Thread** will allow you to create a new thread in the forum that you are in.
- **Subscribe** will allow you to subscribe to that forum. This means when a new post has put on this forum a message will be sent to your email notifying you that a message has been posted.

There is also a help option which gives more information about the different features available within the discussion forums.

Blackboard User Guide

Create a Thread

MESSAGE

Enter Subject

Formatting Toolbar

Text of Post

ATTACHMENTS

Attach File — Browse My Computer — Browse Course — Attach File

Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.

Submit

Cancel   Save Draft   Submit

When creating a thread you first enter the subject of the thread. Make sure this replicates what the post is about as the other students in your group will see this first.

You have the main body text area to write your post.

You also have the formatting toolbar to make your text in Bold, Italic or Underline. You can also use bullet points if you want.

You also have the option of attaching a file to the thread by using the Attach File option at the bottom of the post.

Once you have finished writing up the post click on submit and this will create the thread on the forum.

Blackboard User Guide

Viewing threads

There are different ways of viewing the threads within a forum

Once you click into a forum you will see different threads creating by different users. Click on the thread that you wish to view.

You will see the different posts that have been made by different users for this thread. You can see the text of a post by clicking on it. To see more posts just scroll down the page.

You can reply to a specific post by clicking on the reply icon at the bottom of the post.

You can also search through a thread for particular posts.

Blackboard User Guide

Collecting posts for tagging

Once you have found a thread you want to keep you can create a collection and tag the collection of posts with appropriate key terms.

1. Click on "**All**".
2. Click on "**Collect**".

Blackboard User Guide

You can see the list of all the posts and you can tag them with key terms to find them later on again.
Once you have read the threads you can mark them as read as shown below

This means that when you go back into the discussion thread the new posts made by students will be highlighted.
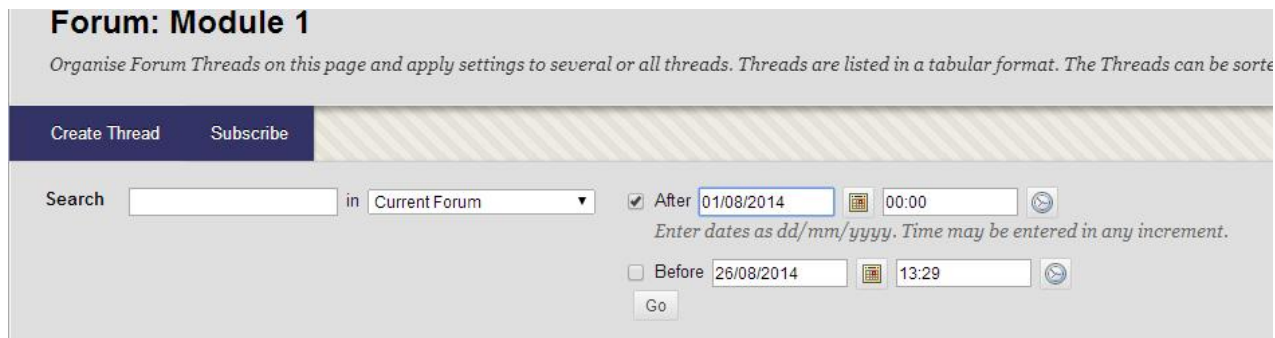
As you can see above the difference between read and not-read posts. The not-read posts are the numbers in the blue circle.

Blackboard User Guide

Using the search feature in threads

Using the search feature allow you to search for posts within the thread, forum or discussion board. You can also specify the date and time that you would like to search for a post.
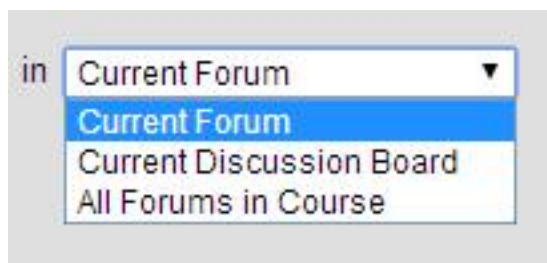
Clicking on the drop down arrow next to the search box allows you to specify whether you want to search the Current Thread/Forum, Discussion Board or All Forums in Course.

Do the following when using the search box to find information:
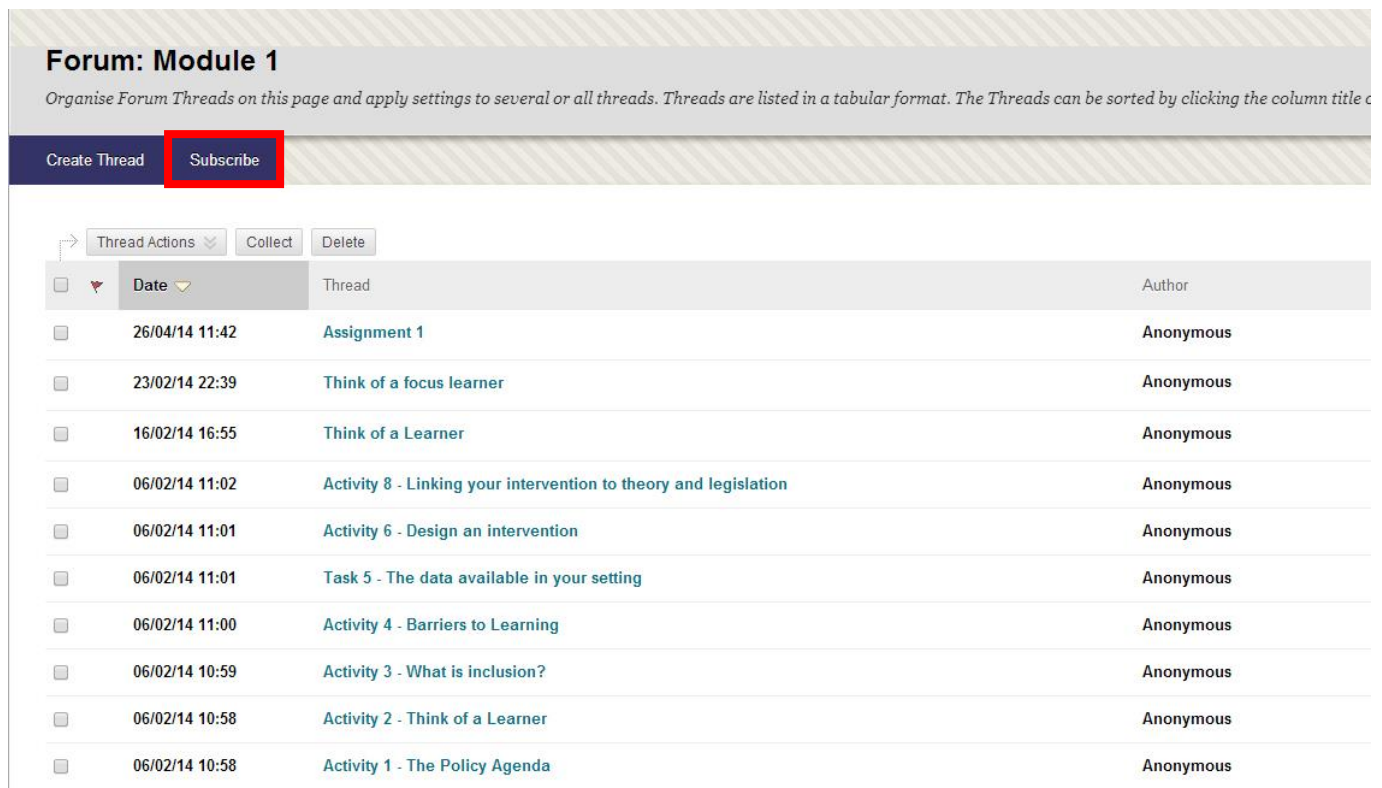
1. Enter Search term
2. Select where you want to search
3. Enter Date and Time
4. Click on Go

Once you have clicked on Go you will see the threads that have been found with the search criteria that have you have entered.

Blackboard User Guide

Subscribe to a forum

It is possible to subscribe to a forum to receive updates in your email when a new post has been made in that particular forum that you have subscribed to.

As seen above I am currently in the Forum for Module 1. If I wanted to receive updates in my email as soon as a new post was added in this forum I would click on the Subscribe button at the top.

Once you have clicked on subscribe the button will change to Unsubscribe. This means you have successfully registered yourself to receive updates via email as soon as a new post has been made in this forum.

If you wish to unsubscribe then clicking on Unsubscribe will allow you to do so.

Email

An email facility is available on Blackboard which allows you to send an email to your tutor or other students without knowing what their email address is. Files can also be attached when sending the email. Instructions on how to do this are shown below.

Sending Email
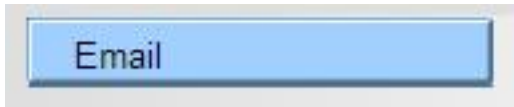
From the Menu Area select "**Email**". Then select your option.

The option that you will mostly use is "**Select Users**".

This will allow you to send information to your tutor or a fellow student in your course.

If you wanted to send a message to all students in your group you could use the "**Select Groups**" option.

Blackboard User Guide

Select the user(s) you wish to send a message to by clicking on the user name from available to select. The use the right arrow to move it across into Selected.

You can also attach multiple file to the message using the attachments option below the message box.

Click on submit to send the message.

This message will then be sent to the users that you have selected.

Blackboard User Guide

Viewing Email

An email sent to you by your tutor or a fellow student from Blackboard will be sent to your Edge Hill email account. This can be accessed from the GO Homepage.

GO.EDGEHILL.AC.UK   A-Z   **Mail**   Library   Learning Edge   Files   +/-

Once you have logged into GO via the Edge Hill website there will be a series of links at the top of the page. To access your Edge Hill email click on **"Mail".**

This will take you straight to your Edge Hill email account.

Forwarding Edge Hill e-mail to your personal account

You may choose to use your Edge Hill University email to manage your email communications whilst studying on this course, but you may also choose to use your own email account. If you currently access and manage your Edge Hill University email through Edge Hill Gmail via GO and you want to forward your emails from this account to another personal account follow these steps.

When you log in to your Edge Hill email account, you will be able to see your emails that have been sent to your student account.

You will be able to see a 'cog' in the top right hand corner.

Outlook   Calendar   People   Newsfeed   OneDrive   Sites   Tasks   ⚙   ?

Office 365 settings

Feedback

Refresh

Set automatic replies

Display settings

Manage apps

Offline settings

Change theme
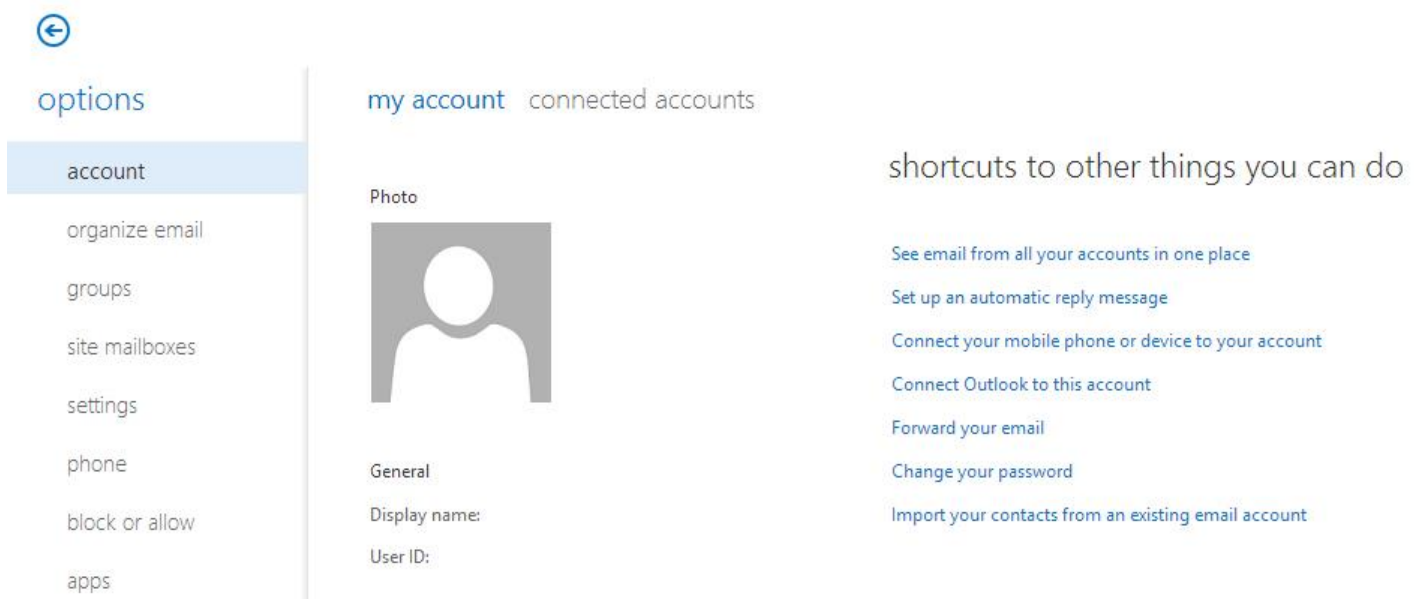
Options

Click on it and select "**Options**".
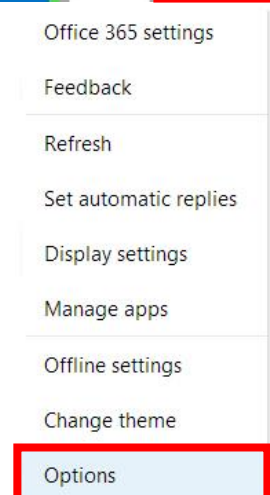
Blackboard User Guide

The screen will change to look like below.

Click on '**Forward your email**'.

Type in your normal email address into the "Forward my e-mail to:" field and then click on the "start forwarding" button.

Once this process has been completed you should find that you will receive your email into your preferred inbox immediately.

Blackboard On Demand Help

Blackboard has provided a series of short video clips to get you familiarised with the different tools available on Blackboard. This can be accessed from the Home page as shown below.
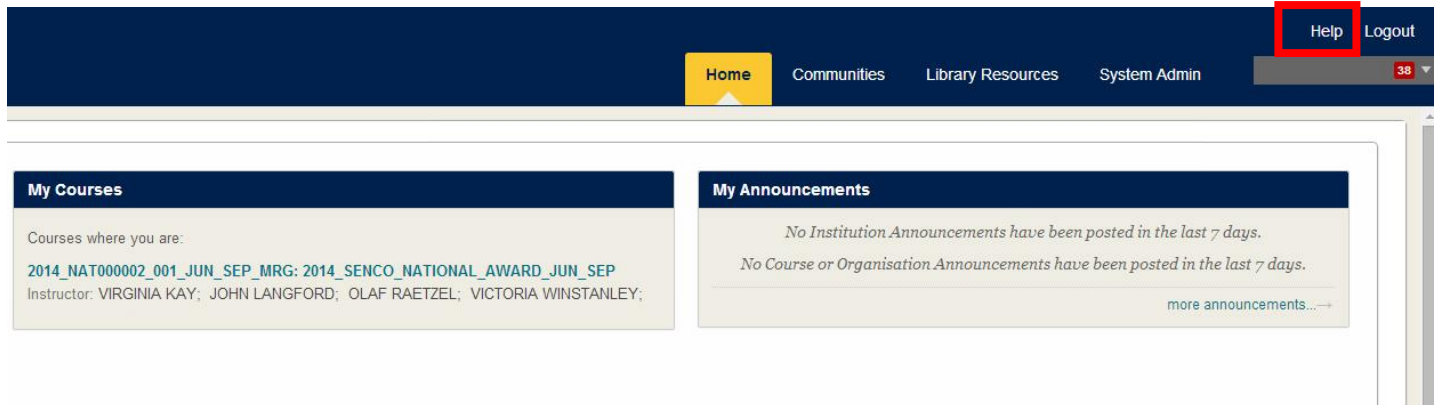
Select "**Blackboard On Demand Learning Centre**".

This will take you to Blackboard's On Demand Learning Centre website.

In the "**Student On Demand Videos**" section select "**Blackboard Learn: For Students**".

There will be a series of short video clips covering a wide range of topics.

Help Yourself

A range of print and video guides are available to help you use Learning Edge. Whether you're looking for a tour of the virtual learning environment or something more specific, like how to submit an assignment, start here to help-yourself.

General
Learning Edge FAQs
IT Help

Blackboard
Blackboard On Demand Learning Centre
Blackboard Help

Notifications
Edit your notifications and alerts here
How to edit your notifications and alerts

Mobile
University apps
Mobile Learn Installation and FAQs - Apple, Android, Blackberry

eSubmissions - Turnitin
Turnitin: Frequently Asked Questions

To suggest a guide to be included please email *ltdsupport@edgehill.ac.uk*

Student On Demand Videos

Blackboard Learn: For Students ⬚ : The complete series of short video tutorials to help students use the various Blackboard Learn tools to be successful online.

Working in Your Course ⬚ : A playlist to help students learn how to access course content, take tests, turn in assignments, and other course related activities.

Staying Organized and Communicating ⬚ : A playlist to help students use course tools to communicate and and manage course work.

Setting Your Preferences and Environment ⬚ : A playlist to help students customize their Blackboard experience and set their preferences.

Blackboard User Guide

Access Blackboard on your Mobile

It is now possible to access your course on Blackboard from your mobile. The application is called Blackboard Mobile Learn. The 'app' that delivers easy and convenient access to your courses whilst on the go can be accessed by anyone with a smartphone or tablet device (iPhone, iPod, iPad, Blackberry, Android).

The app gives you mobile 'friendly' access to your course dashboard, announcements, assignments, grades, discussions and handouts. You'll also be able to contribute to and comment on discussion and blog posts, and staff will be able to update announcements and journals and create new discussion threads.

Apple (iPad, iPhone, iPod Touch)

The Blackboard Mobile Learn app is available in the App store; search for Blackboard Mobile Learn to find it. There is one version for the iPhone/iPod touch, and a separate version for the iPad.

Android (HTC, Samsung)

The Blackboard Mobile Learn app is available in Google Play. Search for "Blackboard Mobile Learn" to find it.

Blackberry

BlackBerry devices with OS 4.3 or higher support Blackboard Mobile Learn. The Blackboard Mobile Learn app is available in the BlackBerry App World™. Search for "Blackboard Mobile Learn" to find it.

Learning Edge Guides
Learning Services

For further information on how to set up the Blackboard Mobile Learn App go onto Blackboard and Select Learning Edge Guides from the Menu Area and click on the Edge Hill University Apps link.

Contact Details

If you have any difficulties accessing any materials on Blackboard or require any further help with anything mentioned in this guide then you can contact me for further help. Contact details are shown below:

Name – Olaf Raetzel

Title - Learning Technology Development Officer

Email – raetzelo@edgehill.ac.uk

Contact No – 01695 650844