LEARN.UQ BASICS

eLearning Systems and Support

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Overview

What is Learn.UQ (Blackboard)?

- Blackboard is UQ's Learning Management System (LMS).
- All year 1-5 courses at UQ are required to have a Learn.UQ site. http://ppl.app.uq.edu.au/content/6.40.01-minimum-presence-blackboard
- Course instructors (lecturers) can upload resources, create activities and publish assessment in their Learn.UQ course.

What tools are available in Learn.UQ?

Tool	Purpose
Announcements	Announcements can be used to welcome students, notify them about course changes/events and publicise the publishing of assessment.
Blogs	An online journal / diary in which students can post time/date stamped entries. Blogs can be viewed and commented by all students in the course. Example: Students could use blogs to log their progress during a project.
Journals	An online journal / diary in which students can post time/date stamped entries. Journals can only be viewed by staff, not by other students in the course. Example: Reflections on a practicum placement.
Discussion board	The discussion board is a communication tool where instructors can create forums and threads for discussion of course related topics.
Groups	The groups tool in Blackboard allows instructors to create groups of students within a course. Each group has access to the following tools: Blog, Discussion Board , Email Journal ,Tasks, Wiki
Wiki	The Wiki tool allows instructors and groups to collaborate on content development and projects
Quizzes, Tests & Exams	Tests enable you to check the knowledge or skill levels of your students. Tests are automatically marked (depending on the questions types used) and the marks transferred to the Grade Centre.
Student preview tool	Allows staff to view the course site as a student.

Assessment tools

Tool	Purpose
Blackboard assignment tool	The Assignment tool allows you to set up a location for students to submit assessment. Students can submit a wide range of file types (Word, PDF, PowerPoint, Excel and multimedia) as well as links to web based items (Prezi, Kaltura videos). Some file types (Word, Excel, PowerPoint, PDF) can also be marked online using the built-in inline grading tool. Assignments can be set up for both individual student submission and submission by groups.
Turnitin	Turnitin is a software tool that has functions for online student assignment submission, text matching, online marking and peer marking. Students can submit text files (Word, WordPerfect, rtf, PDF and PowerPoint).
Grade Centre	The Blackboard Grade Centre provides an area within your Blackboard course to store student marks. Student scores from Blackboard tests and surveys are stored in the Grade Centre automatically. You may also manually add scores and information that are not automatically added by Blackboard.
My Grades	Students can view their (not marks of other students) marks and feedback recorded in the Grade Centre using this tool.

What other eLearning tools are used at UQ?

Video Conferencing (Zoom): Zoom has two main features:

1. **Virtual Meeting Rooms:** All UQ staff can setup a perpetual meeting room by visiting https://uqz.zoom.us.The meeting room can be used for staff meetings and collaboration. Staff can simply email the link to UQ and non UQ participates.

2. **Virtual Classrooms:** Teaching staff can setup virtual meeting rooms through Learn.UQ for lectures or tutorials with external students. https://elearning.uq.edu.au/guides/virtual-classroom

Lecture Recording System (Echo360): Automatic lecture capture systems are installed in large lecture theatres across UQ's main campuses. Students can access the recordings via Blackboard. https://elearning.uq.edu.au/guides/lecture-recordings#2

Video Server (Kaltura): Allow you to upload videos into Learn.UQ and students to submit video assignments. https://elearning.uq.edu.au/guides/video-and-audio-upload#2

Desktop Recording (Kaltura): Kaltura is a desktop recording program that allows the recording of interactive PowerPoint presentations. Kaltura allows you to record audio, webcam video and digital ink on slides. In addition to this it allows screen recording, embedded video and quizzes (note quizzes can provide marks to Grade Centre). http://www.elearning.uq.edu.au/content/desktop-recording

Getting started

Requesting a course

Blackboard courses are created when you have published your Course Profile (ECP) for years 1 to 5 (undergraduate courses). Course creation is a manual process and can take up to 2 days, depending on demand.

If teaching staff wish to have their course created earlier or want content from another course copied into the course they need to complete the **Course/Community Site Request form.** This form also allows you to request that courses are combined into the one Learn.UQ course site i.e. A combined undergraduate and postgraduate course site.

- Click on the **Staff tab** in Learn.UQ (Blackboard).
- Click on the first link.
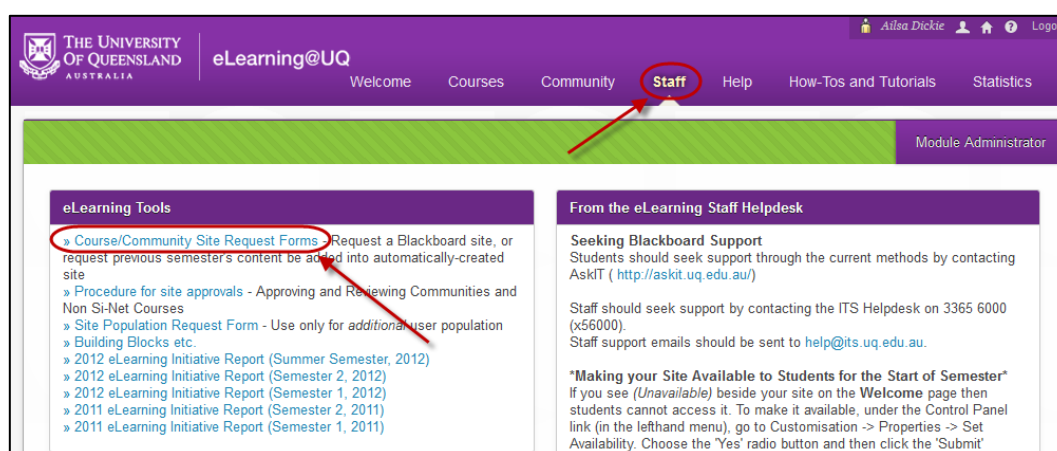
Staff are encouraged to request courses early to ensure there is not a large number of requests at the start of semester, which will increase processing time.

In some faculties/schools your course will be requested for you. Professional staff put in a bulk request for all required courses.

Adding staff to a course

You can enrol teaching staff, administration staff and guest lecturers into your Blackboard course. Depending on the role they are assigned, users then have the ability to add content, add assessment tasks, mark student work, enter and edit marks in the Grade Centre. Students are enrolled automatically into your Blackboard course based on enrolments from SI-NET.

Roles

Instructor: Have full access to edit the Blackboard course. This role is usually given to the teaching staff member responsible for the course. Courses can have more than one instructor.

Teaching Assistant: The Teaching Assistant role is that of a co-lecturer. Teaching Assistants can do pretty much everything that the Instructor can do, except delete an instructor from a course.

Grader: The Grader role could be an appropriate role for a tutor. The Grader can access the Grade Centre and add marks etc. This role can also assist with the creation, management and delivery of Tests. The Grader cannot make changes to content, and does not have access to the course when it is unavailable to students.

Course Builder: The Course Builder role has access to most areas of the Control Panel, but it is primarily designed for someone who will be uploading content. It does NOT have access to the Grade Centre. The Course Builder has access to the course while it is still unavailable to students.
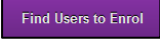
Guest: It is recommended that you do not use this role. All UQ staff and students have guest access to UQ Blackboard sites, and non-UQ people must be enrolled using the External Users tool.

Adding staff

Staff can be added using their UQ username.

- From the **Control Panel** select **Users and Groups > Users**.
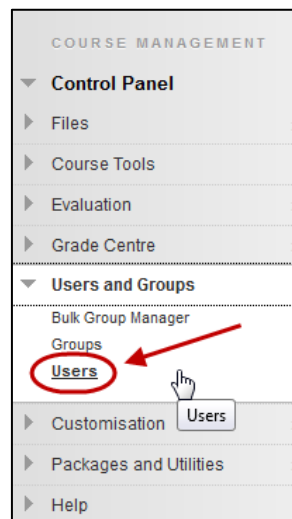
- Click the [Find Users to Enrol] (Find Users to Enrol) button.
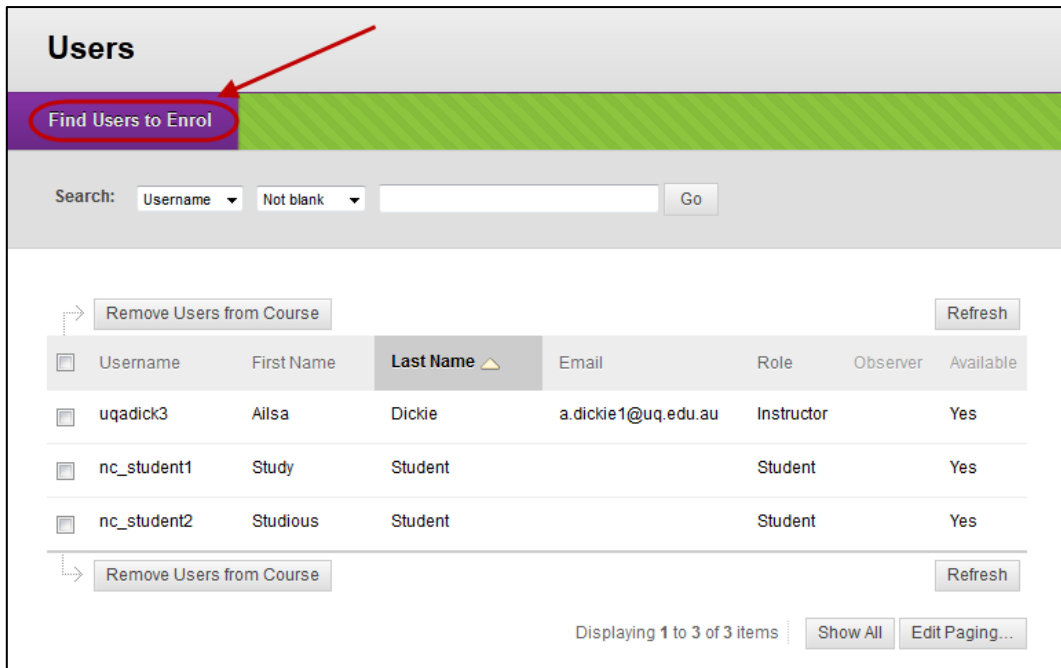
- Enter the required staff member's UQ username in the textbox. (

Tip: Find staff member's UQ username by right clicking on their name in an email (Outlook) and select *Properties,* it will be displayed in the *Alias* field.
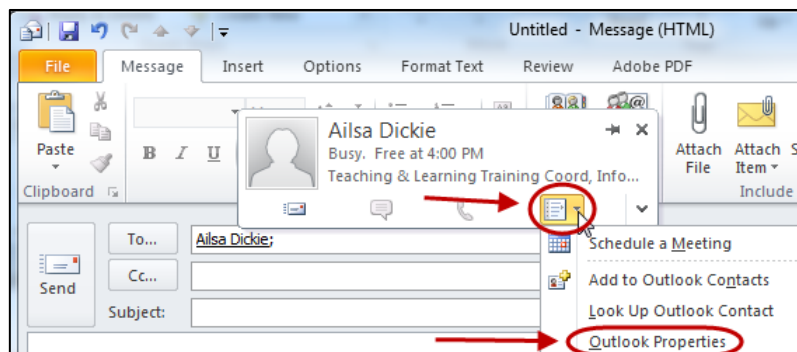
- Select the required role from the **Role** drop down list (refer p69).
- Leave the **Enrolment Availability** as **Yes.**
- Click the [Submit] (Submit) button.

Add Enrolments: TRNBB001_6320

*Users that have an existing account in the system can be enroled in the Course. Click **Browse** to search for users. Only users that are not already enroled in the Course will be identified in a search for users. More Help*

⁕ *Indicates a required field.*

Cancel   Submit

1. **Enrol Users**

   *Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

   ⁕ Username   uqscolly   Browse...

   Role   Instructor
           Student
           Instructor
           Teaching Assistant
           Course Builder
           Marker
           Guest

   Enrolment Availability

2. **Submit**

   Click Submit to proceed. Click Cancel to quit.

   Cancel   Submit

- The staff member will now appear in the Users list.

Tip: To add multiple staff, separate each name with a comma.

Note: Make sure you use a staff user name. Staff may have both a staff and student account.

Student course enrolments

Student enrolments

Students are enrolled automatically into your Blackboard course based on enrolments from SI-NET (UQ's enrolment system). Enrolments may take 2-3 three days to transfer from SI-NET to your Blackboard course.

Note: Note if a student does not appear in your Blackboard course, first check they are actually enrolled by checking your SI-NET class list (professional staff in your school or faculty should be able to help you with this). If a student is in your SI-NET class list but not in your Blackboard course, contact Helpdesk.

Student withdrawals

Students are withdrawn from your Blackboard course automatically based on information from SI-NET. Again withdrawals may take 2-3 three days to transfer from SI-NET to your Blackboard course.

Withdrawn students are no long visible in Grade Centre and their contributions to the course (Discussion Boards, Blogs, Wikis) are also not visible. If you need a copy of assessment, marks, course contributions of withdrawn students contact Helpdesk.

Student re-enrolments

If student re-enrol in course they previously withdrew from, they will be automatically re-enrolled in the Blackboard course based on information from SI-NET. Again re-enrolments may take 2-3 three days to transfer from SI-NET to your Blackboard course. Their previously entered marks, submitted assessment and contributions to the course will all then be available.

Deletion of students from a course

Students should never be deleted from a Blackboard course, as this action will permanently delete all the student's marks, submitted assessment and course contributions (Discussion Boards, Blogs, Wikis).

If you need to ensure a student does not have access to a course (i.e. disciplinary action) and cannot wait for the SI-NET withdrawal process, you should make the course unavailable to the student.

Making a course unavailable to a student

In some circumstances you will need to ensure a student no longer has access to a Blackboard course immediately (i.e. disciplinary action). Making the course unavailable to the student will ensure they can no longer access the Blackboard course but their marks, submitted assessment and course contributions remain available.

- Select **Users and Groups > Users** from the **Control Panel**.
- Hover over the required student.
- Click on the (arrow) next to the required student.
- Select **Change User's Availability in course** from the drop down menu.

- Select **No** from the **Availability** drop down menu.
- Click the [Submit] (Submit) button.

Making your course available

By default, courses are not available to students when they are first created.

To make a course available, ensure **Edit Mode** is **On**.
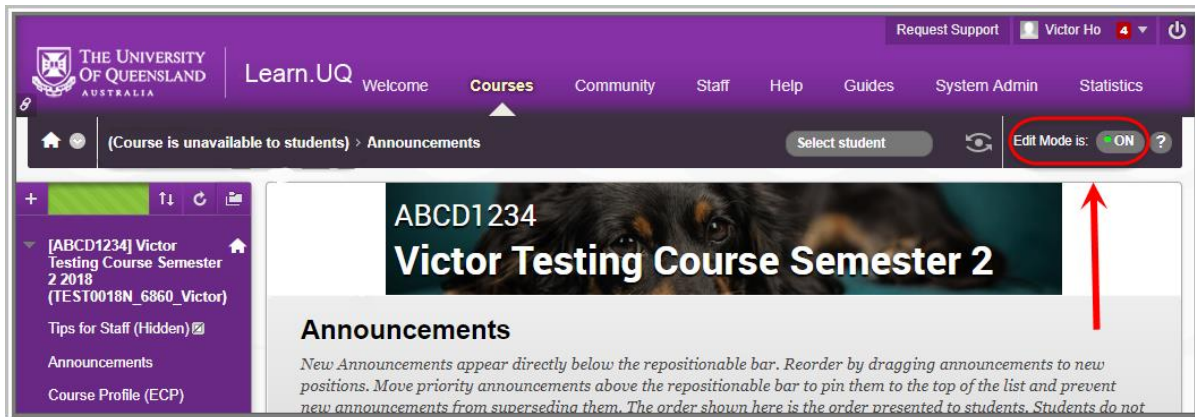
Note: A message is displayed under the Learn.UQ menu when the course is unavailable to students.
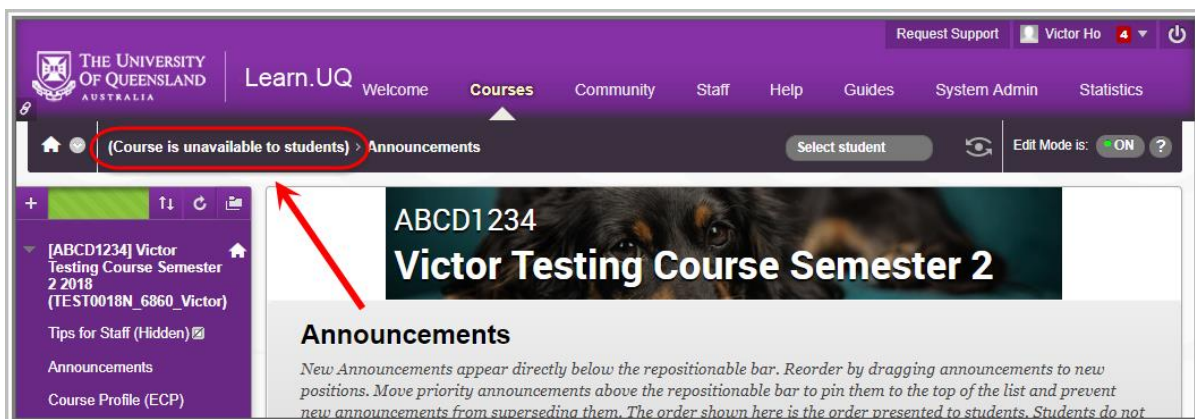
Set Availability

1. From the Course Menu select **Learning Resources**.
2. Click on the **Red Lock** icon.
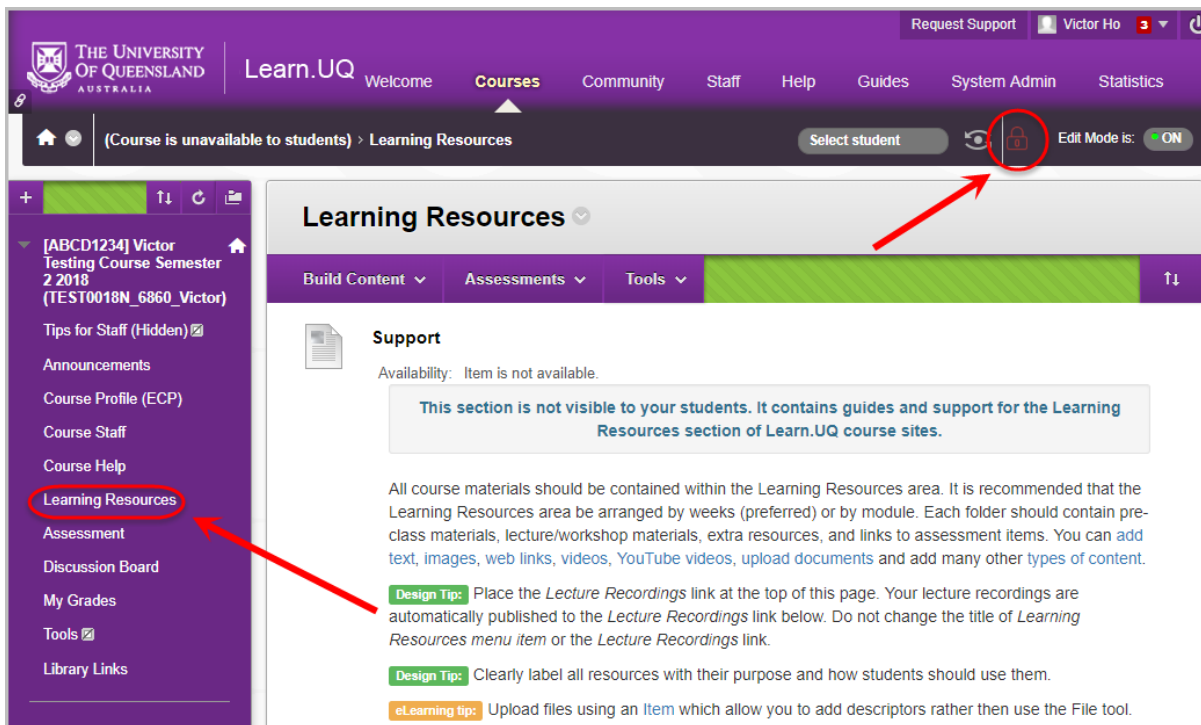
3. A **Green Unlocked icon** will be displayed to show the course is available.
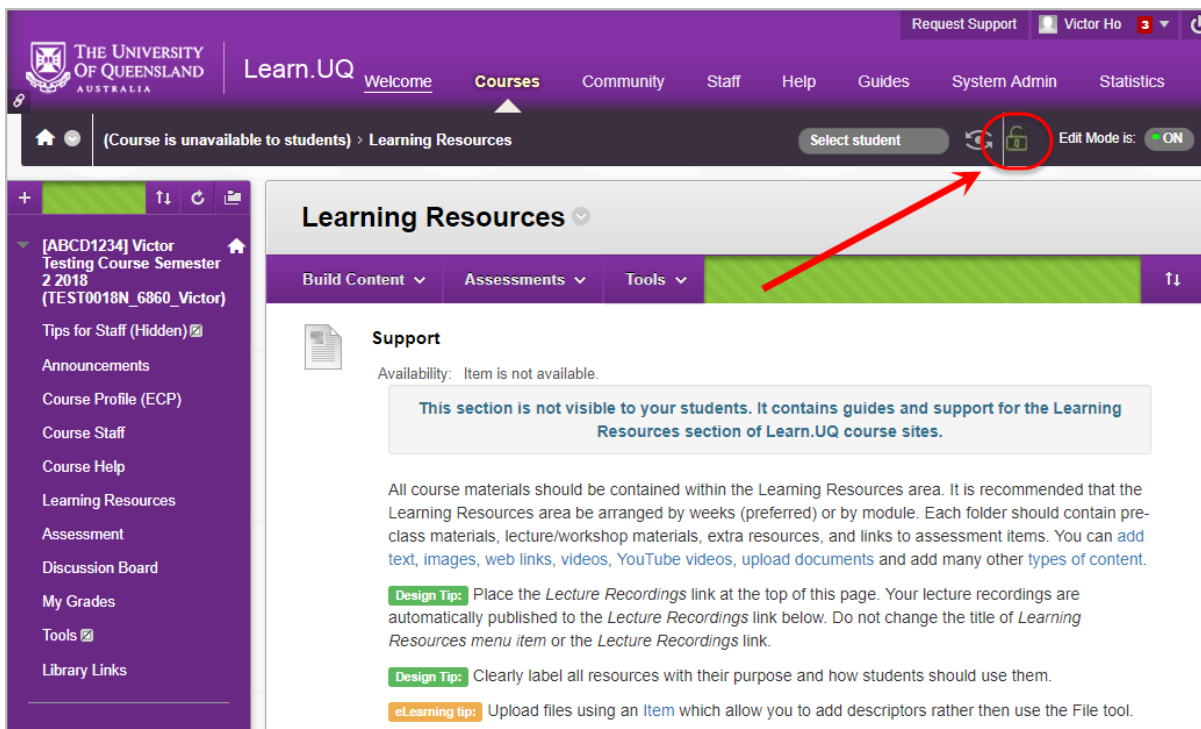
Learn.UQ site overview

All Blackboard sites are based on the same template to ensure consistency in structure and navigation for students.

Course Menu contents
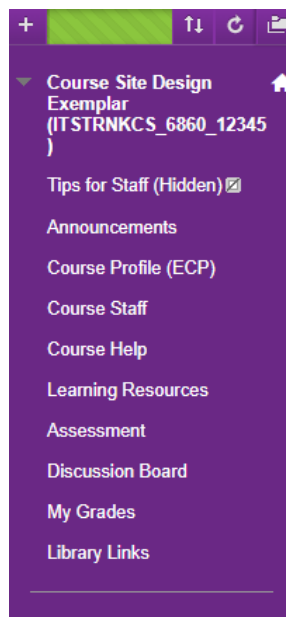
Tips for Staff: Content area that contains tips for staff and a banner creation tool. This link is hidden from the students by default.

Announcements: Announcements for students about course administration, tutorials and assignments. Default first page.

Course Profile: A link is automatically added to the Electronic Course profile.

Course Staff: This content area should include a clear explanation of the communication modes, channels, and practices for the course. This may consist of contact details and consultation times for individual lecturers and tutors, or a more sophisticated system that directs students to the appropriate contact.

Course Help: The Course Help section has been provided so you can direct students to the most effective support mechanisms and inform them about course, School, and Faculty procedures with which they may not be familiar.

Learning Resources: Content area for course presentations, resources and activities.

Assessment: Content area for assessment information, TurnItIn assignment links and Blackboard assignment links.

Discussion Board: The discussion board may be used to allow students to ask question about assessment, for students to discuss course content and for students to submit answers to tutorial questions.

My Grades: Students can view the marks entered into the Grade Centre from this link (only their own).

Library Links: Links to library resources for all the courses the student is enrolled in.

Assessment answers

As part of the 6.40.02 Guest Access in Blackboard policy the *Learning Resources* content area of your course can be accessed by anyone with a UQ login. To ensure that assessment answers are not available to students in the following year, you should place them in the *Assessment* content area.

Control panel contents

```
COURSE MANAGEMENT
▼  Control Panel
   ▶  Files                      >
   ▶  Course Tools
   ▶  Evaluation                 >
   ▶  Grade Centre               >
   ▶  Users and Groups
   ▶  Customisation              >
   ▶  Packages and Utilities     >
   ▶  Help
```
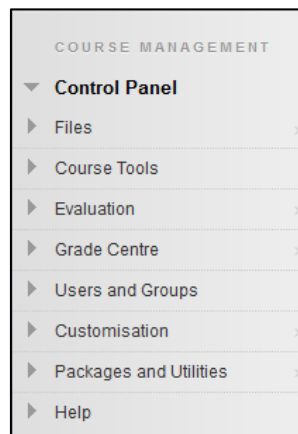
Files: Link to all the files stored in the course. i.e. any content you have uploaded to a Content Area (*Learning Resources* or *Assessment*).

Course Tools: Link to all the individual tool administration pages.

Evaluation: Course reports and the Retention Centre. The Retention Centre allows you to monitor student engagement and progress in your course.

Grade Centre: Teaching staff can enter student marks into the Grade Centre. Assessment marked online (discussion boards, blogs, wikis), online test marks and TurnItIn.marks are automatically stored in the Grade Centre.

Users and Groups: Add teaching staff to your course and create student project groups using the link.

Customisation: The course can be made available to students using this link.

Packages and Utilities: The course can be archived using this link.

Help: Links to the official Blackboard help site. Note, this site may have information on tools not available at UQ and / or a different version of Blackboard.

Announcements
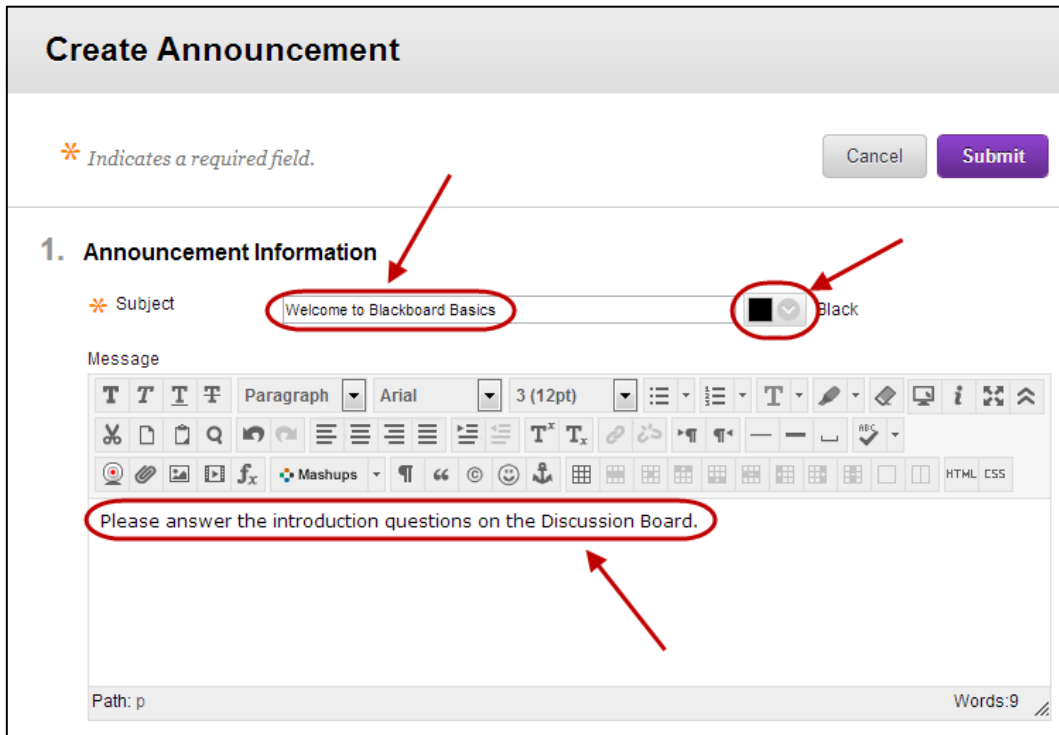
Adding an announcement to a course

- Click on the **Create Announcement** (Create Announcement) button.
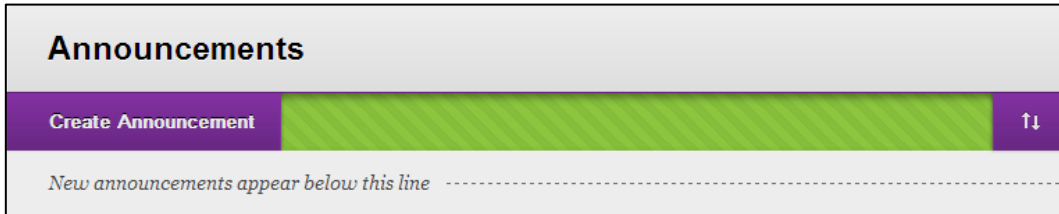
Announcement Information

- Enter an informative title in the **Subject** textbox.
- Enter your news in the **Message** textbox.

Web Announcement Options

You can set the announcement so it is not immediately visible to students. i.e. An assignment announcement could be displayed when the task is due to be published.

- Select **Not Date Restricted** radio button if you want the announcement to be displayed immediately. OR
- Select the **Date Restricted** radio button if you do not want the announcement to be displayed immediately.

    - If required, select the **Display After** checkbox and enter the date using the 📅 (Date Selection Calendar) and enter the time using the 🕐 (Time Selection Menu).
    - If required, select the **Display Until** checkbox and enter the date using the 📅 (Date Selection Calendar) and enter the time using the 🕐 (Time Selection Menu).

- Select the **Send a copy of this announcement immediately** if you want all students to be emailed a copy of the announcement. You can only use this option if you have selected **Not Date Restricted.**

Course Link

- Click on the [Browse] (Browse) button.
- Select the required course item from the **Course** list dialog box.
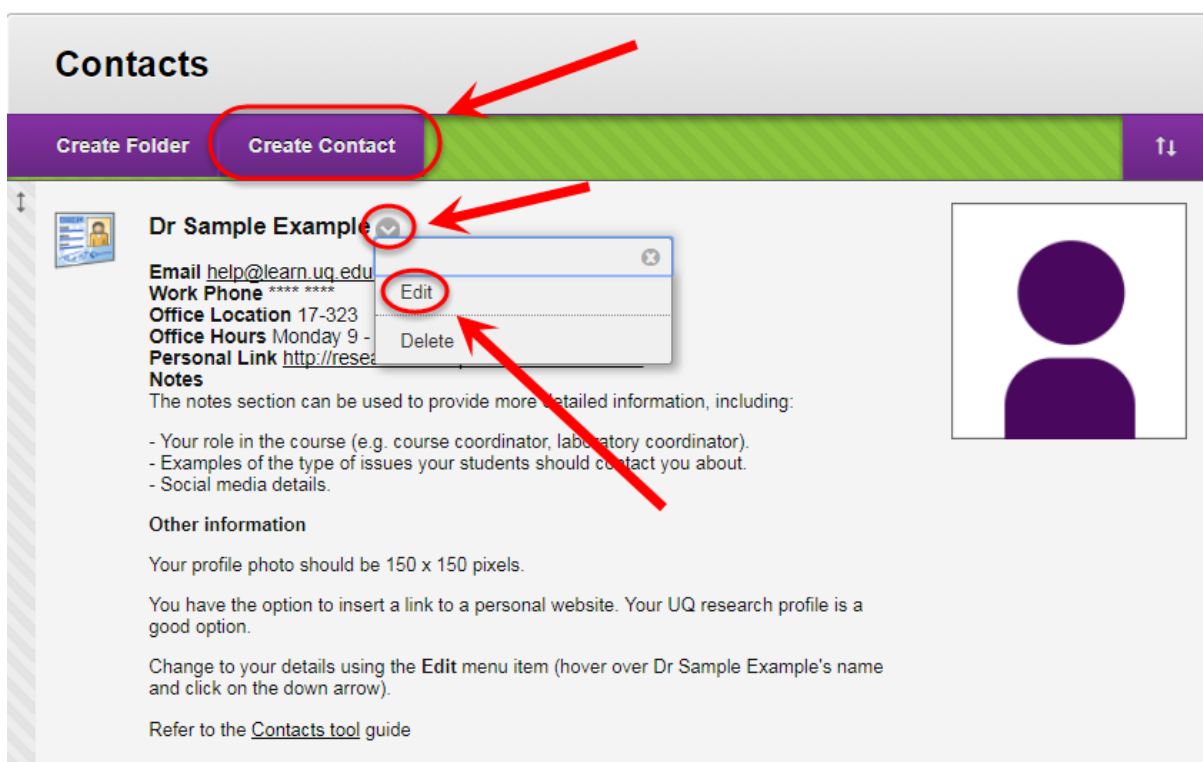
- Click on the [Submit] (Submit) button.

Course Staff

A Contacts area (named Course Staff) is included in the standard UQ course template. The Contacts area allows you to add profiles for your teaching staff with information about individual contact details and consultation times.

Edit or Add a Contact

1. Hover over the title of the contact.

2. Click on the down arrow and select Edit or click on the Create Contact button.

Complete Contact details

1. Complete the profile information Title, First Name, Last Name, Email, Work Phone and Office Location.

Create Contact

✳ *Indicates a required field.*

PROFILE INFORMATION

Provide an email address and a title, first name or last name.

Title	Dr
First Name	Mary
Last Name	Lui
✳ Email	m.lui25@uq.edu.au
Work Phone	07 4321 4321

Office Location
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

36 - 123

Character count 8

2. In Office Hours add information on when you are available for student consultations.

3. Optionally, in Notes add information on the following:

- Your role in the course (e.g. course coordinator, tutor, preceptor, laboratory coordinator).

- Examples of the types of issues your students should contact you about.

Office Hours

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Monday 9am -11am

Wednesday 2pm - 4pm

Character count 39

Notes

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Role: Laboratory coordinator

Contact me about:

- If you need to change laboratory allocations (refer to instruction in the ECP)
- Laboratory safety concerns

Path: ul » li   Words:22

Options

1. Select the Yes, Make the Profile Available radio button.

2. Click on the Browse button and navigate and select a profile image. The recommend image dimensions are 150 x 150 pixels.

3. Optionally, in Personal Link paste in a website address. i.e. A link to your UQ research profile.

4. Click on the Submit button.

OPTIONS

Make the Profile Available   ● Yes ○ No

Attach an image. For best results, the image size should be 150 x150 pixels.

Current Image   None

Attach Image   Browse

Personal Link   http://researchers.uq.edu

Click Submit to finish. Click Cancel to quit.

Cancel   Submit

Course content

Adding content to a course

Content can be linked to any Content Area (i.e. *Learning Resources* or *Assessment)* using the **Content menu**.

- All content creation under "Build Content".

- All assessment under "Assessment".
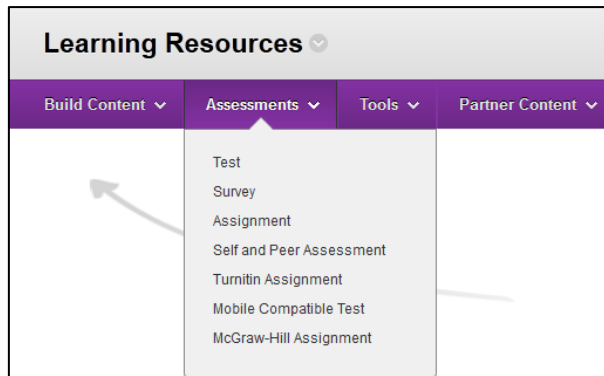
- All interactive tools under "Tools".
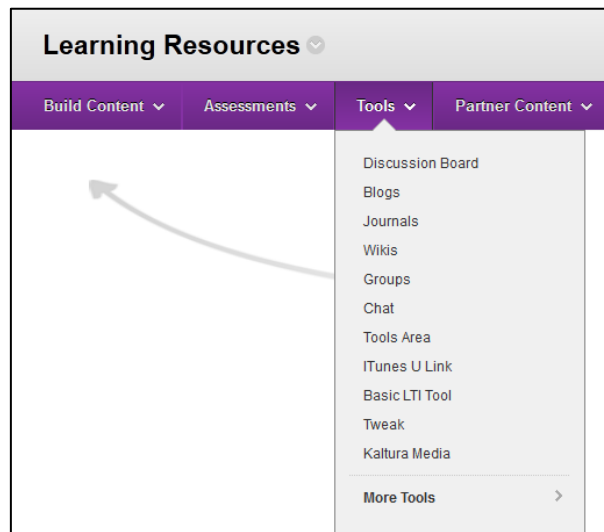
Site organisation

Content can be linked directly to a Content Area, organised using folders.

Learning Resources

It is recommended that you organise the *Learning Resources* content area into folders using one of the following two structures:

- By week (students prefer Learning Resources to be ordered by week)
- By topic or module

The lecture recordings link should feature at the top of the page.

Assessment

Teaching staff usually organise the *Assessment* with a folder for each assessment item (named EXACTLY the same as the ECP title), including all the resources needed to complete each task. An assessment summary should also appear at the top of the page.

Add a Content Folder

- Click on the **Build Content** (Build Content) button.
- Select **Content** from the drop down list.
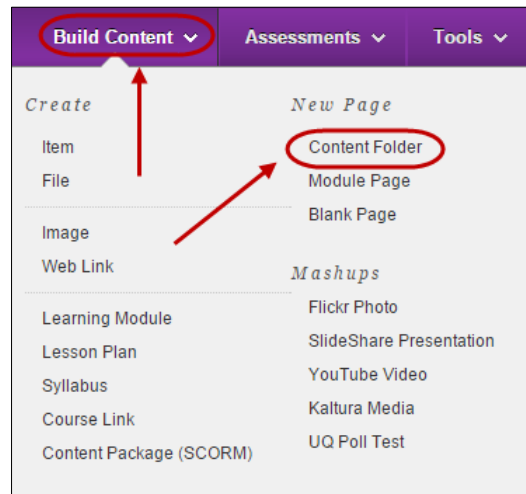
- Enter a description title for the folder in the **Name** textbox.
- Optionally, select the font colour for the title from the **Colour of Name** drop down colour picker.
- Optionally, enter a description of the folder contents in the **Text** textbox.

Insert an image (optional)

Optionally, insert an image to improve navigation (refer *Textbox Editor: Insert an Image* guide).
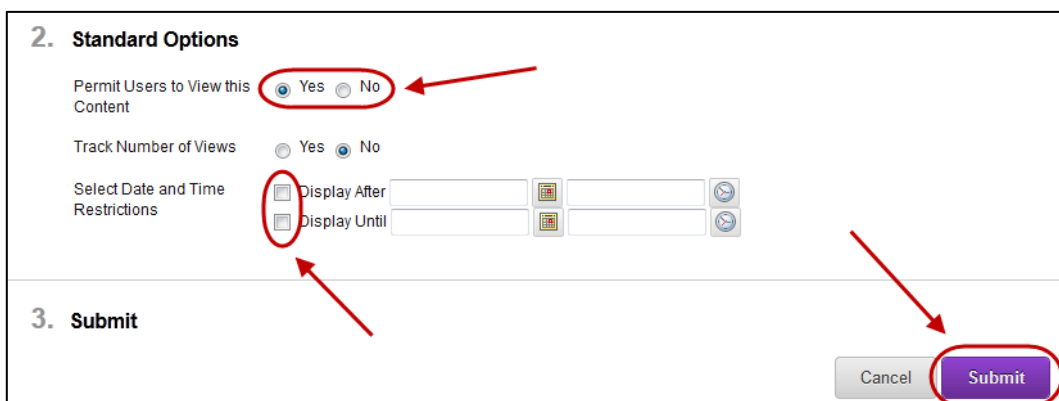
Tip: Place your cursor where you want to position the image, it is difficult to move images once they are inserted.

Standard Options

- Optionally, if you have not completed organising the content, select the No **Permit Users to View this Content** radio button.
- Optionally, if you need statistics on which students have viewed the content select Yes **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. The course content could be organised into weekly folders that are display progressive over the semester at the relevant time.

    - If required, select the **Display After** checkbox and enter the date using the 📅 (Date Selection Calendar) and enter the time using the 🕐 (Time Selection Menu).

    - If required, select the **Display Until** checkbox and enter the date using the 📅 (Date Selection Calendar) and enter the time using the 🕐 (Time Selection Menu).

Submit

- Click on the **Submit** (Submit) button.
- The Folder will be displayed at the bottom of the page.
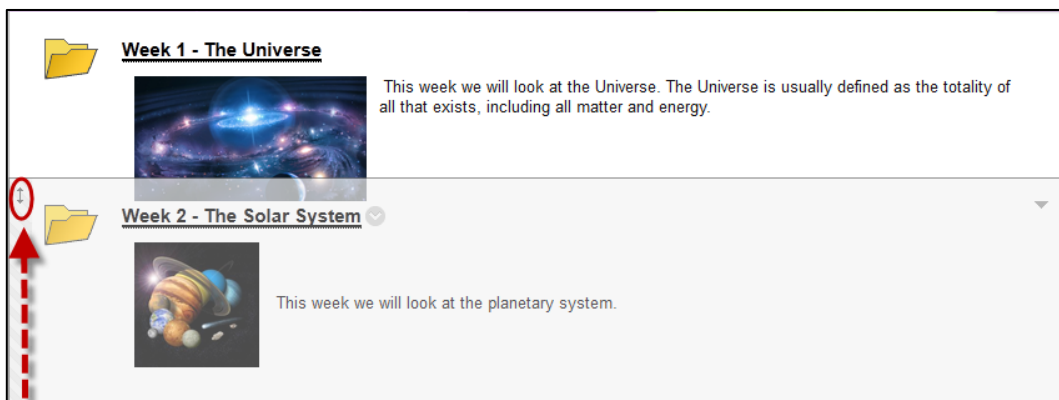
Moving the Folder

- Hover over the folder.
- Click and drag the ↕ (double arrow) to the left of the folder to move it to the correct position on the page.

Edit or Delete a Folder

- Hover over the Folder.
- Click on the [⌄] (arrow) to the right of the title.
- Select **Edit** OR **Delete** from the drop down list.
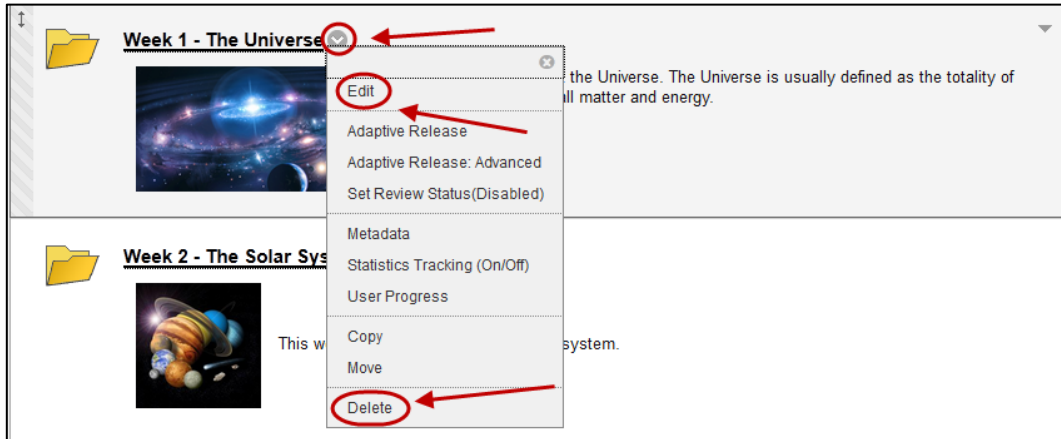
Add content to a Folder

- Click on the Folder title.
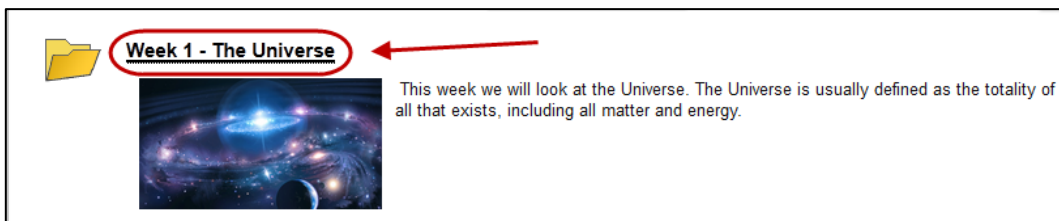
Note: Use the Breadcrumbs at the top of the page to navigate.
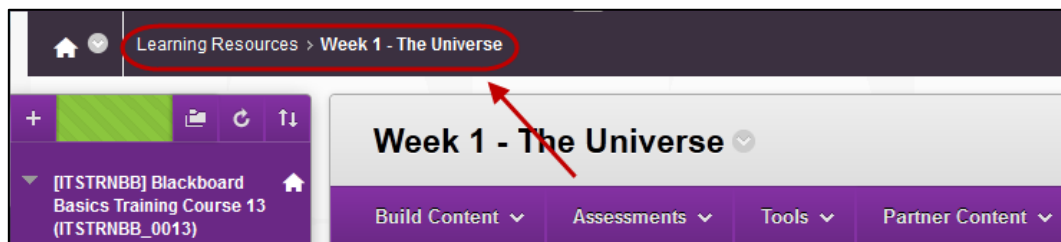
Add a file link

Documents of most file types can be linked directly into a Content Area (*Learning Resources and Assessment*) or into a Folder / Learning Module using the **File** option.

- Click on the [Build Content ∨] (Build Content) button.
- Select **File** from the drop down list.
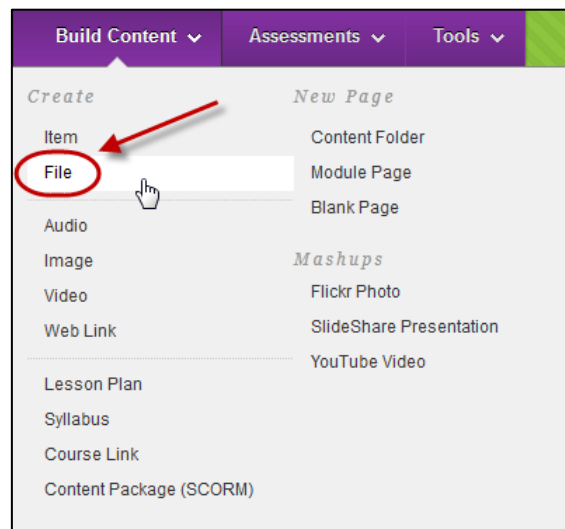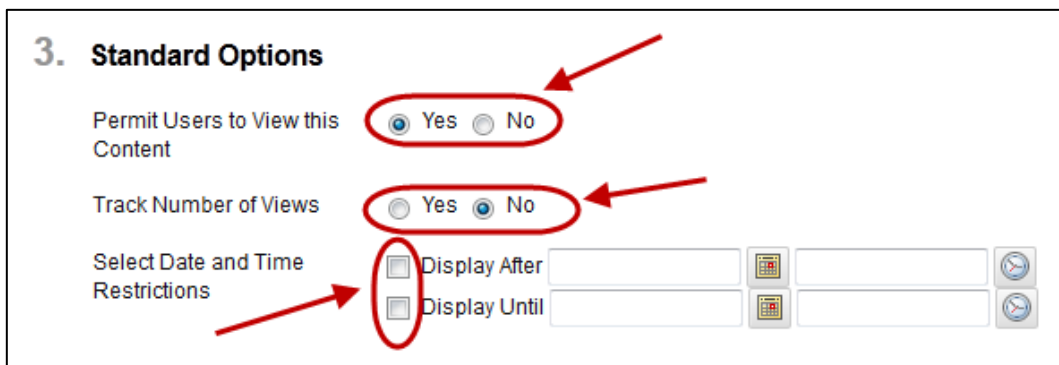
Select File

- Click on the [Browse My Computer] (Browse My Computer) and browse to and open the require file OR
- Click on the [Browse Course] (Browse Course) and select the radio button of the required file. Click the [Submit] (Submit) button.
- Enter the title of the document in the **Name** textbox.
- Optionally, select the font colour for the title from the **Colour of Name** drop down colour picker.

Standard Options

- Optionally, if you do not want students to view the file yet, select the No **Permit Users to View this Content** radio button.
- Optionally, if you want to know how many times the file is viewed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. The course content could be organised into weekly content folders that are displayed progressive over the semester at the relevant time.

  - If required, select the **Display After** checkbox and enter the date using the 🖩 (Date Selection Calendar) and enter the time using the 🕑 (Time Selection Menu).

  - If required, select the **Display Until** checkbox and enter the date using the 🖩 (Date Selection Calendar) and enter the time using the 🕑 (Time Selection Menu).

- Click the **Submit** (Submit) button.

Tip: If a file is the first item in a content folder, students will be prompted to open it when they open to Learning Module. It is recommended therefore that you put an image or introduction text using an Item at the top of the page.

Add an Item

Items can be used to combine a variety of different media (text, file links, web links, images) and added content directly to a Content Area.

A variety of different file types and mashups (YouTube videos, Flickr photos and SlideShare photos) can also be inserted into items.

- Open the content area (i.e. Learning Resources or Assessment) where you need to insert the Item. If needed open the appropriate folder or learning module.
- Click on the [Build Content] (Build Content) button.
- Select **Item** from the drop down list.
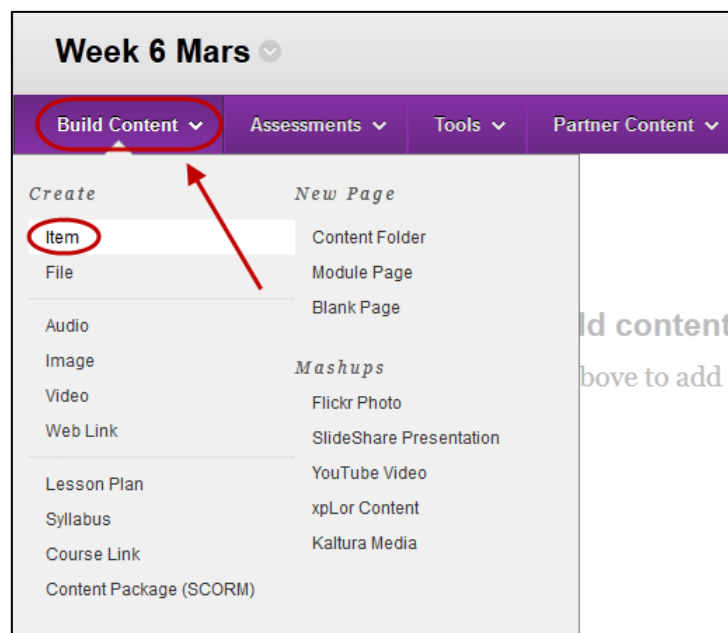
Content Information

- Enter the title in the **Name** textbox.
- Optionally, select the font colour for the title from the **Colour of Name** drop down colour picker.
- You have the option to insert in the textbox editor:
  - Text
  - Images
  - Emoticon
  - Web links
  - File links
  - Videos: using Kaltura
  - Audio: using Kaltura
  - Flickr Photo
  - SlideShare Presentation
  - YouTube Video
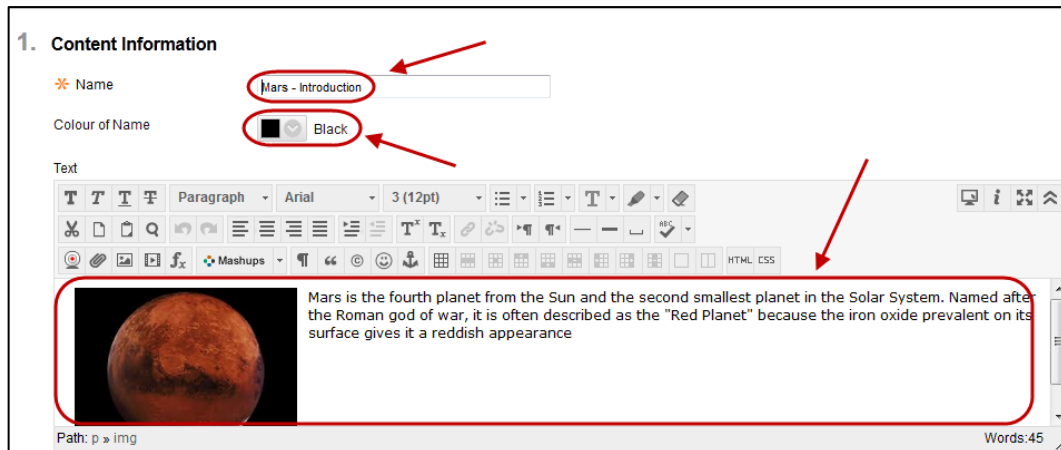
Attachments

- Click on the ⬚Browse My Computer (Browse My Computer) and browse to and open the require files OR
- Click on the ⬚Browse Course (Browse Course) and select the checkboxes of the required files.
- Browse to and open the required files.
- Repeat for any other files you need to attach.
- If you need to remove a file, click on the **Do not attach** link.
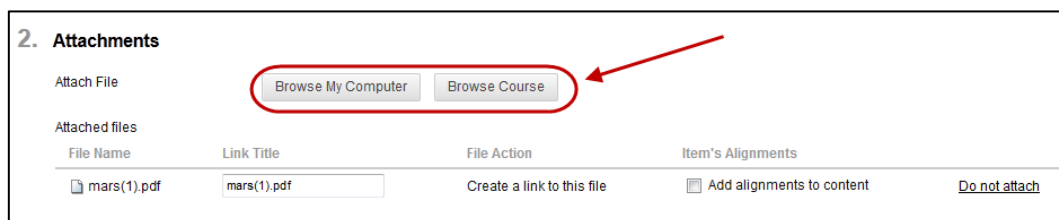
Standard Options

- Optionally, if you do not want students to view the content, select the No **Permit Users to View this Content** radio button.
- Optionally, if you need statistics on which students have viewed the content select Yes **Track Number of Views** radio button.
- Optionally, set **Select Date and Time Restrictions:**

  - If required, select the **Display After** checkbox and enter the date using the ⬚ (Date Selection Calendar) and enter the time using the ⬚ (Time Selection Menu).

  - If required, select the **Display Until** checkbox and enter the date using the ⬚ (Date Selection Calendar) and enter the time using the ⬚ (Time Selection Menu).

- Click on the ⬚Submit (Submit) button.

Mars - Introduction

Attached Files: mars(1).pdf (39.686 KB)
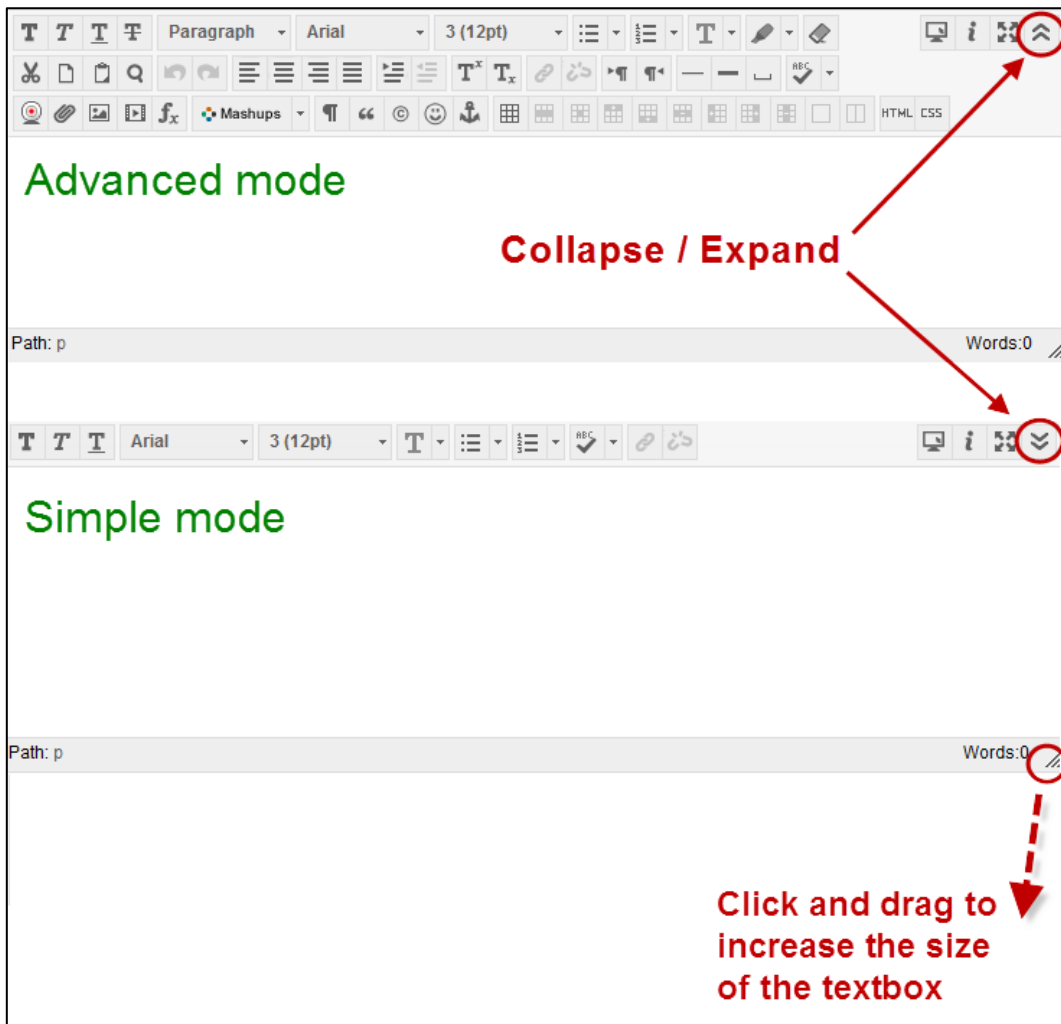
Mars is the fourth planet from the Sun and the second smallest planet in the Solar System. Named after the Roman god of war, it is often described as the "Red Planet" because the iron oxide prevalent on its surface gives it a reddish appearance

Text editor

Views

The text editor has two views: simple and advanced.

Tool	Purpose
	Preview.
	Help.
	Full screen view.
	Expand / Collapse tool menu.

Textbox: Add a link / web link

- Click on the (link) icon.
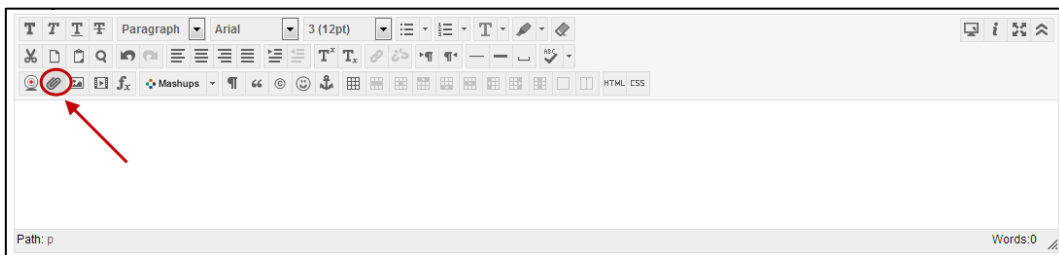
Add link / file

- Click on the Browse My Computer (Browse My Computer) button and browse to and open the require file OR
- Click on the Browse Course (Browse Course) button and select the radio button of the required file OR
- Click on the Source URL (Source URL) button and enter the required web address.
- Click on the Submit (Submit) button.

Textbox: Insert an image

- Click on the [image] (image) icon.
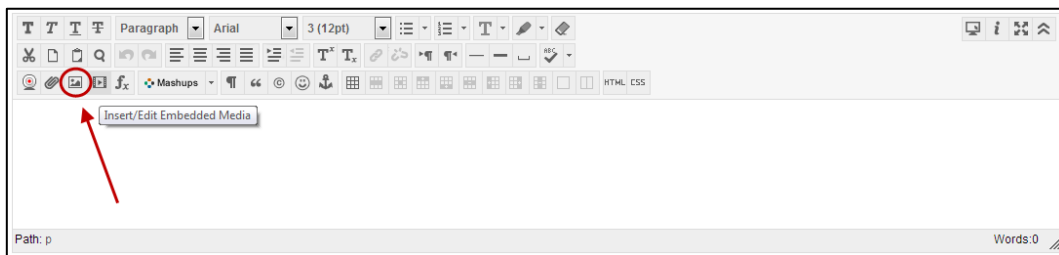
General

- Enter the URL (web address) for the image OR
- Click on the [Browse My Computer] (Browse My Computer) button and browse to and open the require file OR
- Click on the [Browse Course] (Browse Course) button and select the radio button of the required file.
- Enter a description in the **Image Description** textbox.
- Enter a name for the image in the **Title** text box.

Note: It is not recommended that you use the URL option, as students will not be able to view the image if it is removed from the original website.

Tip: It is recommended that you enter both a description and title for all images for accessibility reasons.
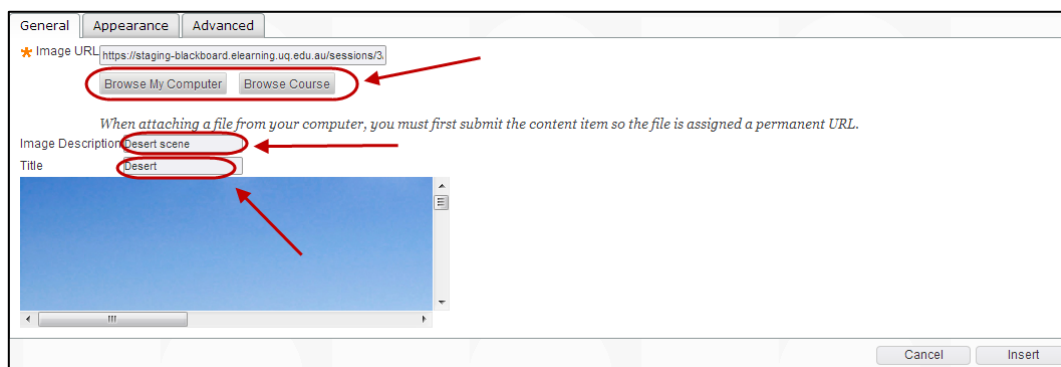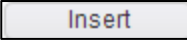
Appearance (optional)

- Select the required position of the image on the page from the **Alignment** drop down list.
- Enter the required width or height of the image (in pixels).
- Enter the require space to the left and right of the image in the **Vertical Space** textbox (in pixels).
- Enter the require space above and below the image in the **Horizontal Space** textbox (in pixels).
- Enter the width of the image border in the **Border** textbox (in pixels).

Insert

- Click on the [Insert] (Insert) button.
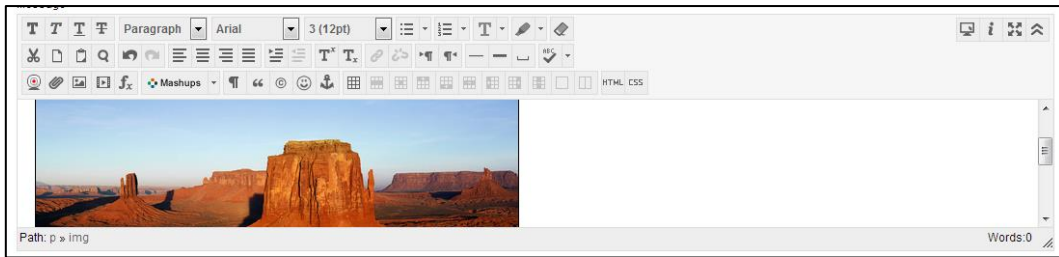
Edit image

- Click on the image.
- Click on the [image icon] (image) icon.

Textbox: Add a web link

- Enter the web link text.
- Highlight the web link text.
- Click on the [link icon] (web link) icon.

- Paste the website address in the **Link path** textbox.
- Click on the [Insert] (Insert button).
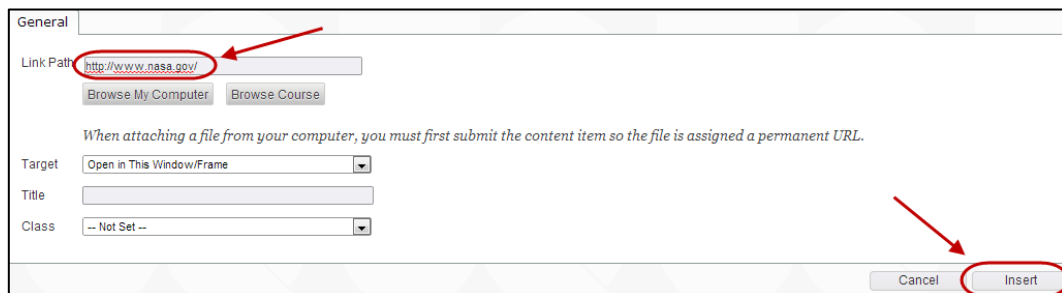
Edit a web link

- Click on the require link.
- Click on the [web link] icon.
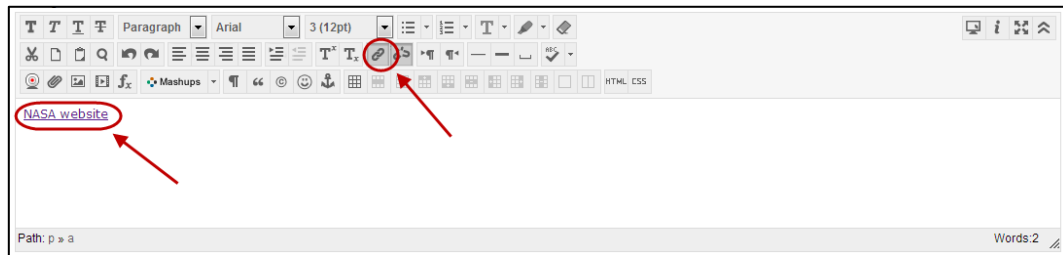
- Change the link as required.
- Click on the **Update** (Update) button.

Delete a web link

- Click on the require link.
- Click on the [remove link] icon.
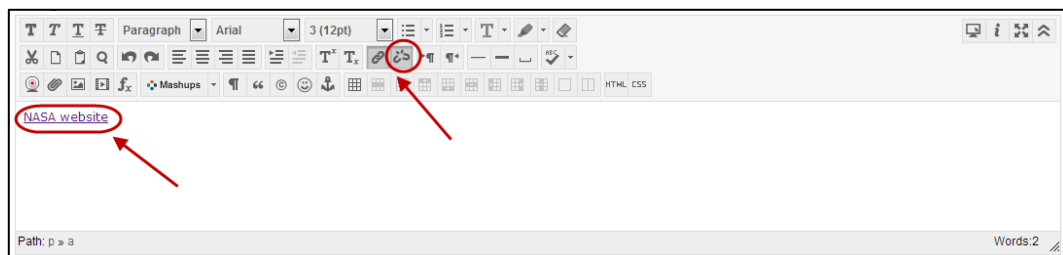
Textbox: Equation editor

The equation editor is written by WIRIS and uses the latest MathML standard for describing math formulas for displaying in a browser. The formulas are saved as png files for displaying and as MathML for future editing.

The equation editor includes:

- Basic operations
- Matrix calculus
- Calculus and series
- Logic and set theory
- Units
- Greek alphabet

Open text editor

- Open the text editor (can be found in Items, Announcements, Discussion Board, Blogs, Journals, Wikis, Assignments, Tests and the Grade Centre).
- Click on the f_x (equation editor) icon.
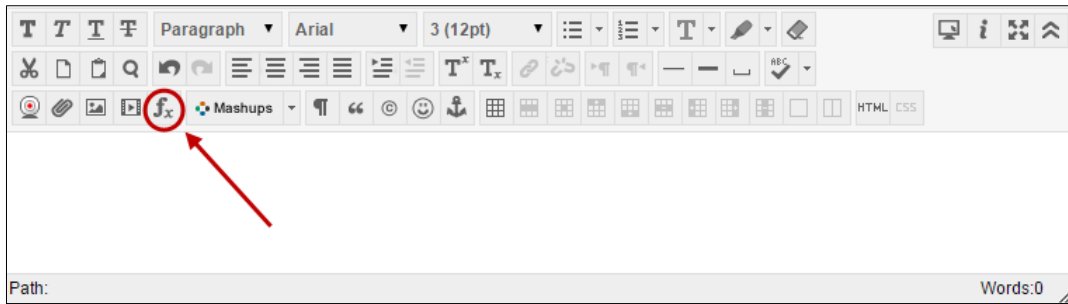
Help files

- Click on the **Manual** link in the bottom right hand corner.
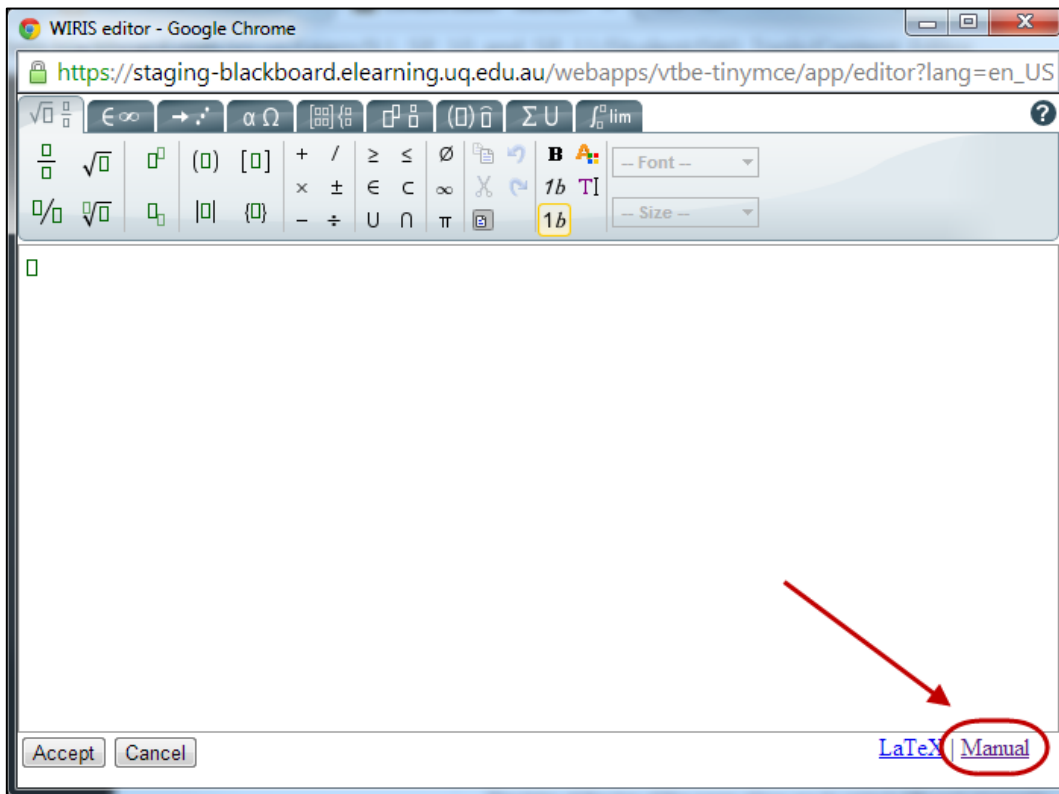
Insert an image

Images can be inserted directly into a Content Area (*Learning Resources* and Assessment) or into a Folder / Learning Module using the **Image** option.

- Click on the [Build Content] (Build Content) button.
- Select **Image** from the drop down menu.
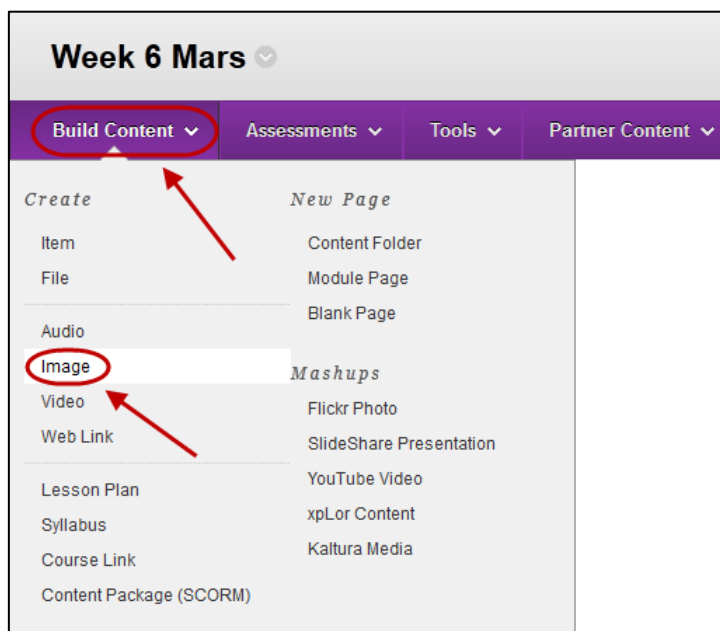
Select Image File

- Click on the [Browse My Computer] (Browse My Computer) and browse to and open the require file OR
- Click on the [Browse Course] (Browse Course) and select the radio button of the required file. Click the [Submit] (Submit) button OR
- Click on the [Browse Mashups] (Browse Mashups) and search for and select a FlickR photo.
- Enter a title in the **Name** textbox.
- Optionally, select the font colour for the title from the **Colour of Name** drop down colour picker.
- Enter a description of the image in **Alt Text** textbox.
- Optionally, enter a detailed description of the image in the **Long Description** textbox.

Image Options

- If the image is not to be displayed in its original dimensions, select the **Custom** radio button.
  - o Enter the required dimension in the **Set Width** and **Set Height** textboxes (keeping the original proportions).

Tip: Save the image with the required dimensions (use a graphic program) before uploading it to Learn.UQ, as large files will slow the page when downloading.

- Select the required border width from the **Border** drop down list.
- If the image is to create a link to a website, enter the address in the **Image Target URL**.

Standard Options

- Optionally, if you do not want students to view the file yet, select the No **Permit Users to View this Content** radio button.
- Optionally, if you want to know how many times the file is viewed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:**

- o If required, select the **Display After** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- o If required, select the **Display Until** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- • Click the ◻Submit◻ (Submit) button.

Add a web link

Web links can be added directly into a Content Area (*Learning Resources* and Assessment) or into a Folder using the **Web Link** option.

- • Click on the Click on the (Build Content) button.

- • Select **Web Link** from the drop down list.
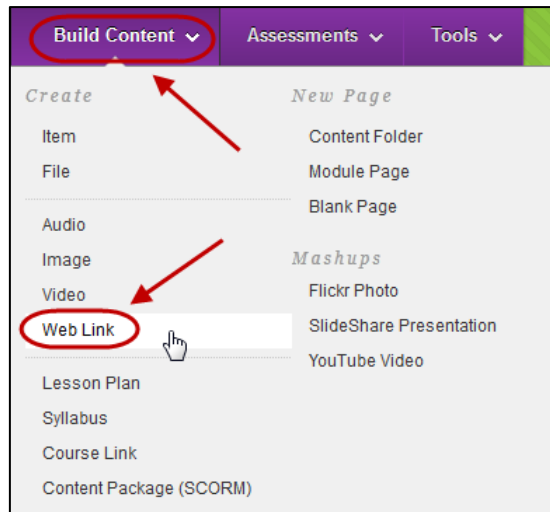
Web Link Information

- Enter a description title for the link in the **Name** textbox.
- Paste the website address in the **URL** textbox.

Description

- Optionally, enter a detailed description of the website in the **Description** textbox.

Attachments

- Optionally, if you want to attach a file:

  - Click on the [Browse My Computer] (Browse My Computer) and browse to and open the require file OR

  - Click on the [Browse Course] (Browse Course) and select the radio button of the required file.

Standard Options

- Optionally, if you do not want students to view the web link yet, select the No **Permit Users to View this Content** radio button.
- Optionally, if you want to know how many times the web link is viewed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:**

    o If required, select the **Display After** checkbox and enter the date using the 🗓 (Date Selection Calendar) and enter the time using the 🕑 (Time Selection Menu).

    o If required, select the **Display Until** checkbox and enter the date using the 🗓 (Date Selection Calendar) and enter the time using the 🕑 (Time Selection Menu).

- Click on the **Submit** (Submit) button.

Add a course link

Links to resources or tools in other sections of the course can be added directly into a Content Area (*Learning Resources* and Assessment) or into a Folder / Learning Module using the **Course** option.

- Click on the [Build Content ⌄] (Build Content) button.
- Select **Course Link** from the drop down menu.

Course Link Information

- Click on the [Browse...] (Browse) button.
- Select the required course item from the **Course** list dialog box.

- Edit the title in the **Name** textbox if required.
- Optionally, select the font colour for the title from the **Colour of Name** drop down colour picker.

- Optionally, enter further information in the **Description** text box.

Standard Options

- Optionally, if you do not want students to view the course link yet, select the No **Permit Users to View this Content** radio button.
- Optionally, if you want to know how many times the course link is viewed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:**

  - If required, select the **Display After** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

  - If required, select the **Display Until** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- Click on the **Submit** (Submit) button.

YouTube

YouTube videos can be embedded into your course anywhere there is a Text Editor (Announcements, Items, Discussion Boards, Blogs, Journals, Wikis, Assignments and Tests).

*Note:* To use the YouTube tool on campus you must be logged into the UQ Internet Quota System. i.e. Enter any external website address into your browser, enter your user name and password and click continue.

Search for a YouTube video

- Go to the YouTube website: https://www.youtube.com/
- Enter the keywords you want to search for into the search field.
- Click the [🔍] search icon.
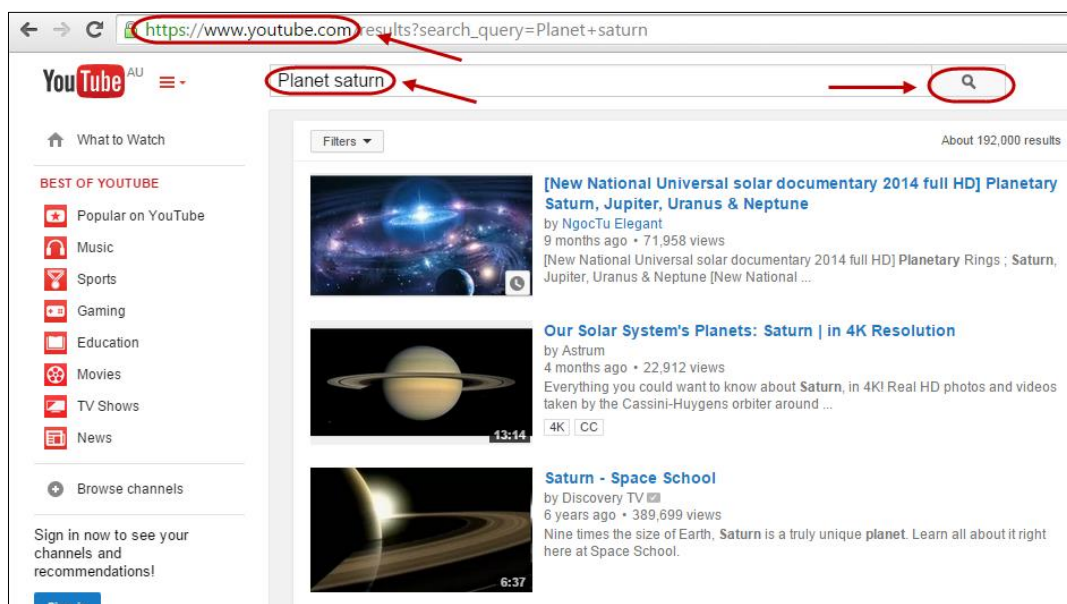
- All page/s of search results will be displayed.
- Click the appropriate video/link to view the video.
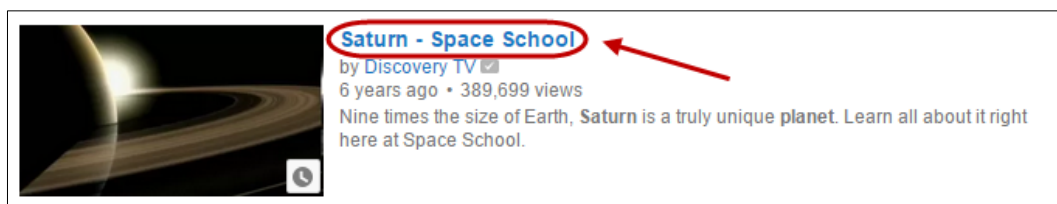
- Click the [◁ Share] (Share) button.
- Click the [Embed] (Embed) button and copy the embed code.

Add YouTube Content to Course

- Click on the **Build Content** (Build Content) button.
- Select **Item** from the drop down list.

- Enter the title in the **Name** textbox.
- Select **HTML** view.
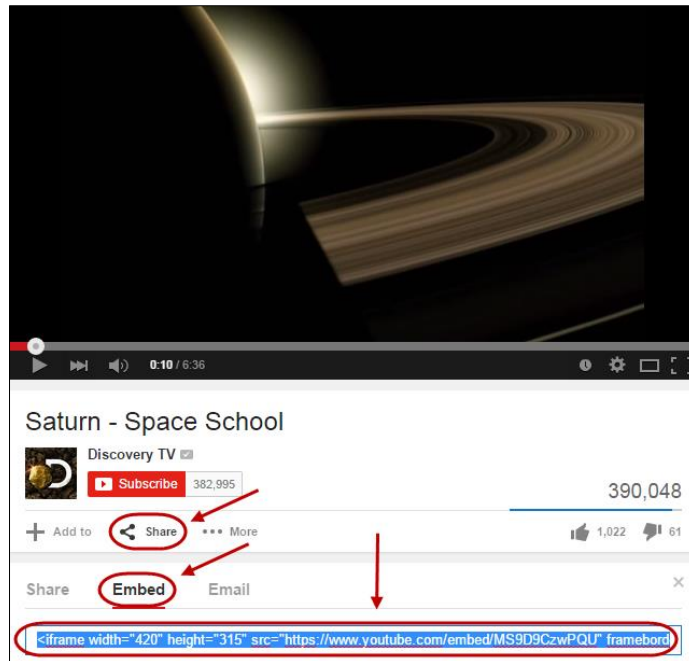
- Paste the embed code from YouTube.
- Click the [Update] (Update) button.
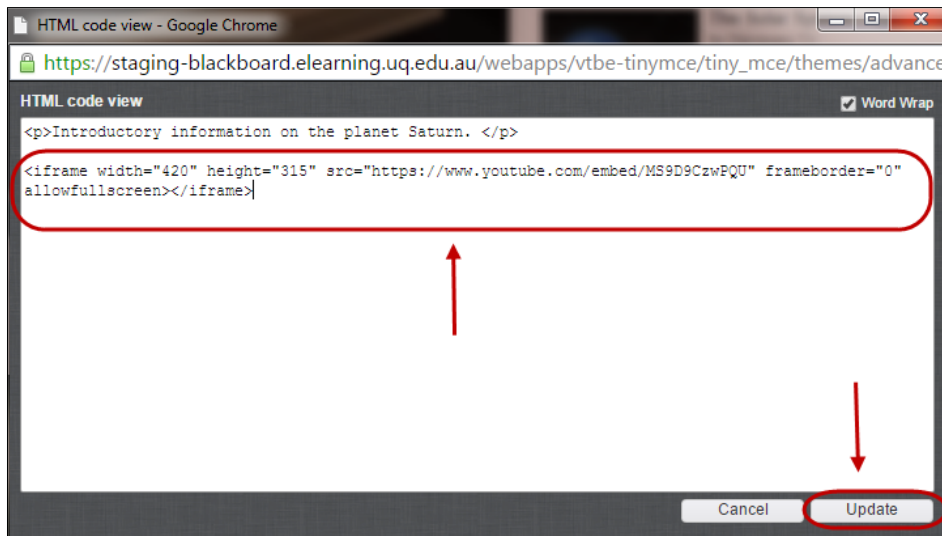
- The video will be embedded within your text editor as a yellow box.

Note: We recommend that you provide a web link for your video. Refer to guide Add a web link using the Text Editor for further information.
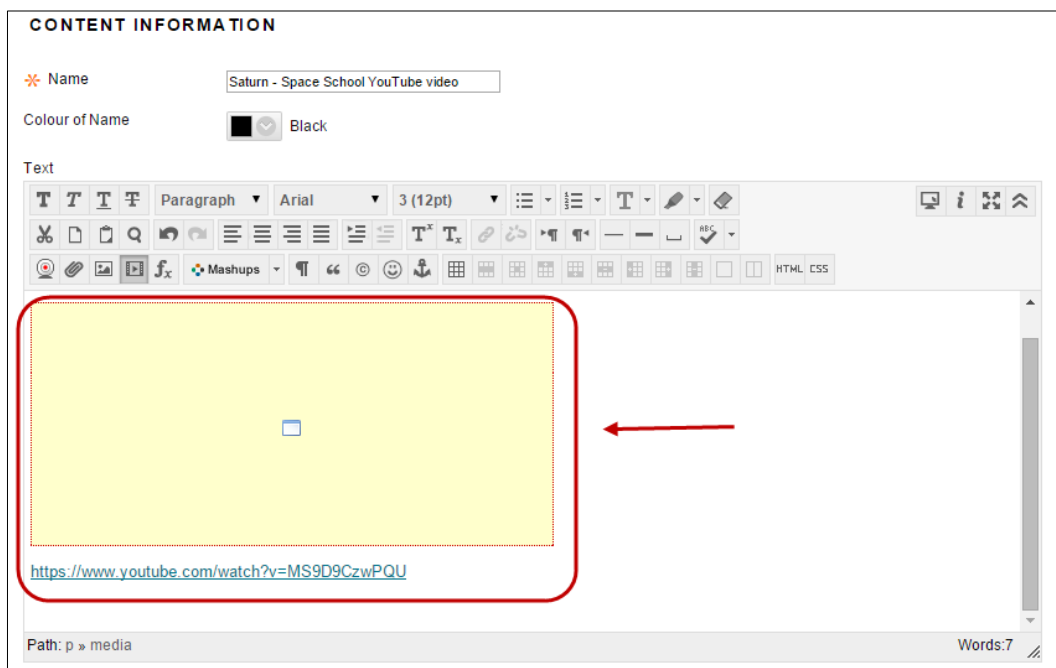
- Click on the [Submit] (Submit) button.
- The video will be displayed in the content area as shown below.

Note: The videos are external web content, so your students will need to login to the UQ quota management system to view the video on campus.

Insert a video into a Content Area - Kaltura

Videos can be uploaded to Kaltura and directly inserted into a Content Area (*Learning Resources* or *Assessment)* using the Tools Menu.

Videos can also be uploaded anywhere there is Visual Textbox Editor (Announcements, Items, Discussion Board, Blogs, Journals, Wikis and Assignments). Refer to the *Insert a video into a Visual Textbox Editor* guide.

Note: To use Kaltura on campus you must be logged into the UQ Internet Quota System. i.e. Enter any external website address into your browser, enter your user name and password and click continue.

Insert a video

- Open a Content Area (i.e. *Learning Resources* or *Assessment*).
- Click on the [Tools ⌄] (Tools) button.
- Select **Kaltura Media** from the drop down menu.
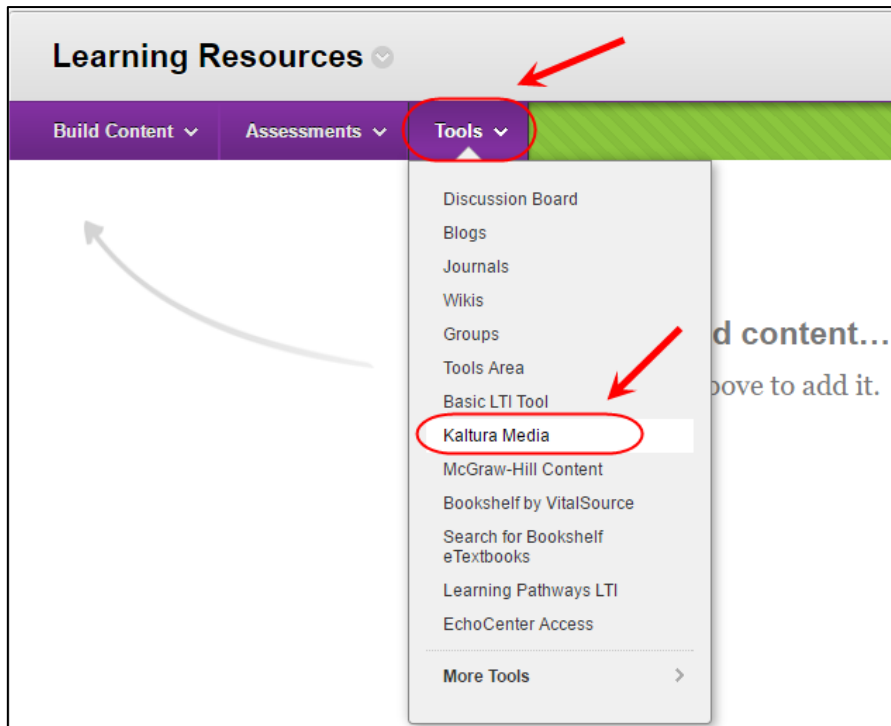
- Click on the **Select** (Select) button to choose a video that you would like to insert.
- Alternatively, upload a new video. Refer to p52.
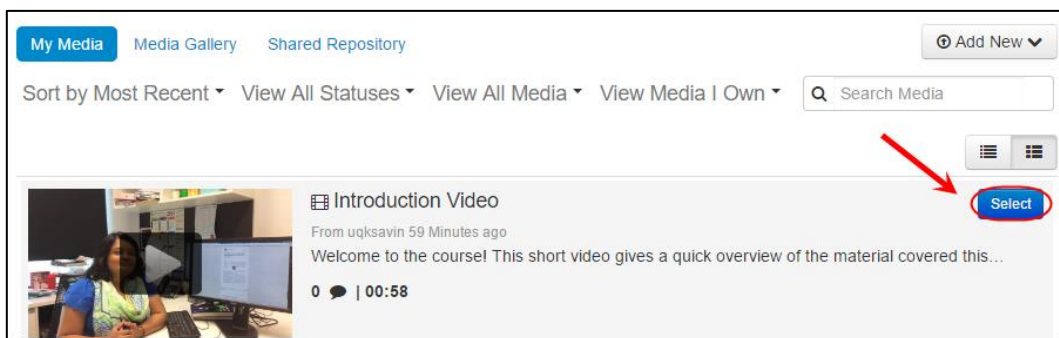
Content Information

- Enter a name for the video in the **Title** textbox.
- Optionally, select a font colour for the title from the **Colour** picker.
- Optionally, click on the **Preview** (Preview) button to watch your video.
- Enter additional details about the video in the **Description** text editor box.
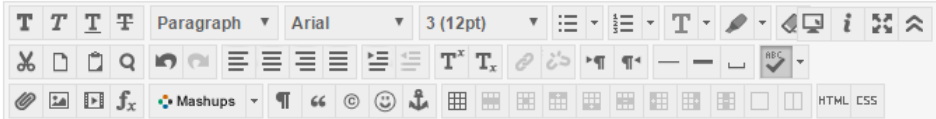
Tip: Best practice is to include as much information as possible about the embedded video.

Attach other files / link content

- Optionally, click on the [Browse My Computer] (Browse My Computer) button to attach any additional files.
- Select and open the required video file.
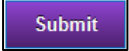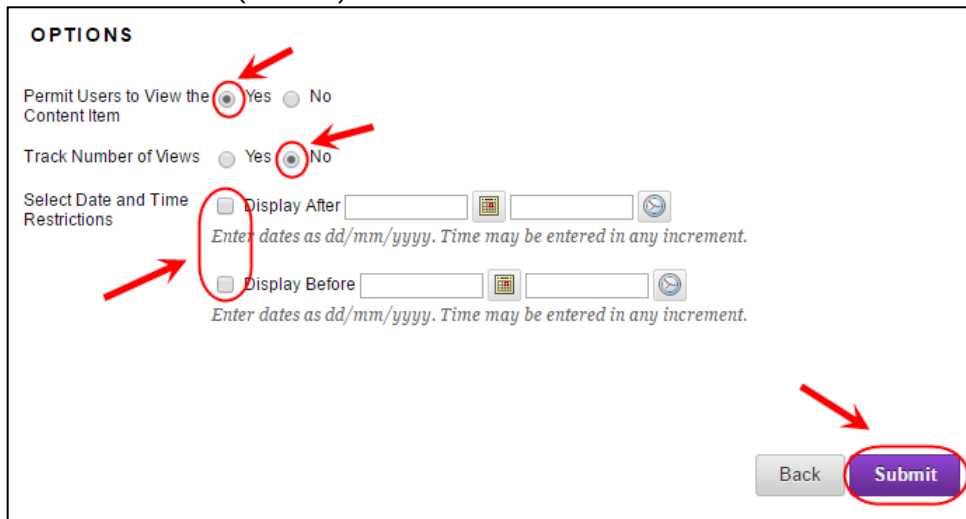
Availability

- Optionally, if you do not want students to view the video yet, select the **No, Permit Users to View this Content** radio button.
- Optionally, if you want to know how many times the video is viewed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. The course content could be organised into weekly learning modules that are display progressive over the semester at the relevant time.

o If required, select the **Display After** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

o If required, select the **Display Until** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- Click the (Submit) button.
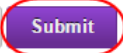
Delete or Edit the video

- Hover over the video.
- Click on the (arrow) to the right of video title. Select **Edit** from the drop down menu, if you need to change the video settings.
- Click on the (arrow) to the right of video title. Select **Delete** from the drop down menu, if you need to remove the video from the Content Area.

Note: Deleting the video from the content area will not remove it from *My Media* or the *Course Gallery*.
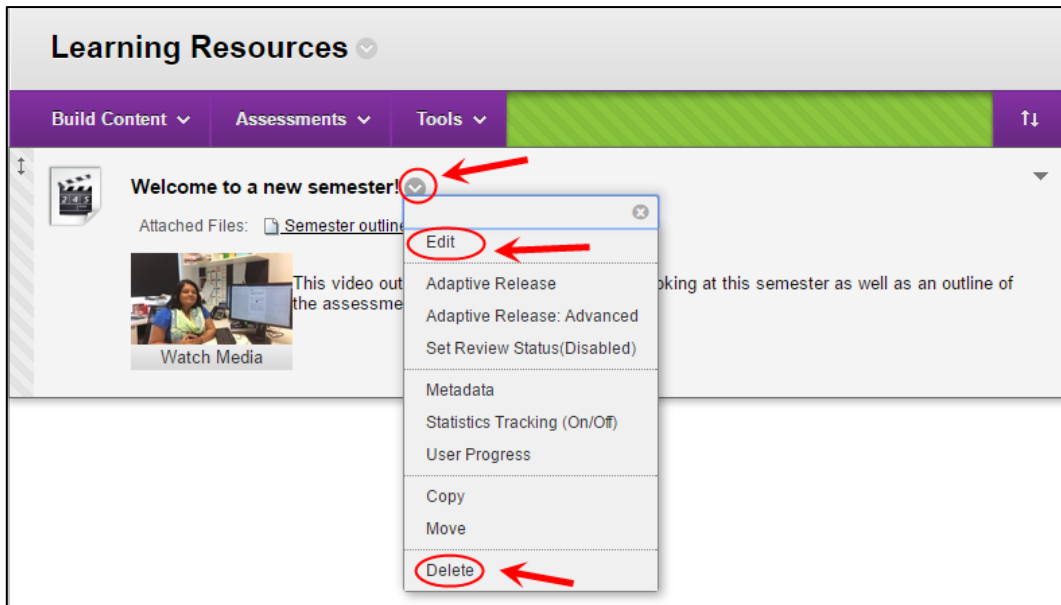
Upload a new video

If you have not previously uploaded the video, from the Kaltura Media Browser:

- Click on the [⊕ Add New ▾] (Add New) button.
- Select **Media Upload** from the drop down menu.
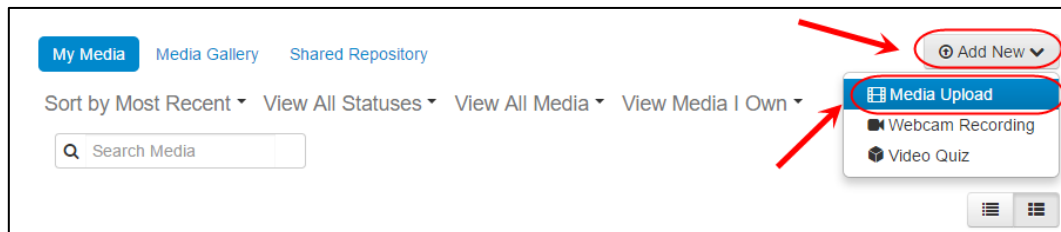
Note: You also have the option to make a new **Webcam Recording** or a **Video Quiz**. Refer to the *Create a webcam recording* and *Create a video quiz* guides.

- Click on the [✚ Choose a file to upload] (Choose a file to upload) button.
- Select and open the required video file.
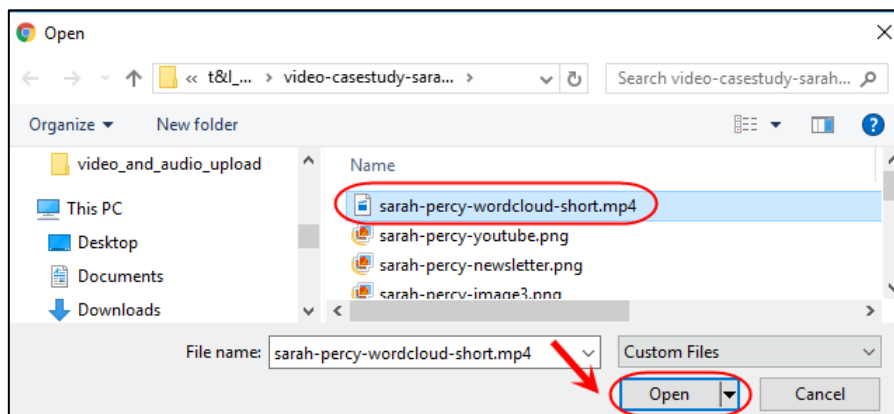
- Fill out the details for your video, while the video file uploads.
- Enter a relevant heading for your video in the **Name** textbox.

- Optionally enter a description of your video in the **Description** textbox.

Adding identifier tags to your video

Note: It is recommended that all videos uploaded have tags associated with them. This enables better search functionality and is an efficient way of organising / categorising your videos.

- Type any identifiers / catergories into the **Tags** textbox. Include a tag for each: course code, year / semester offering, topic.
  Example tags: POLS1201, S2_2016, video case study

- Click on the tag name if you would like to create a new tag, or alternatively select one of the previously used tags from the drop down list.

- Wait for the video to upload.
- Click on the **Save** (Save) button.

- Click **Back** or **Back to Browse and Embed**.

- Once your video has been uploaded it will appear with the rest of your pre-uploaded videos.

Note: The video will automatically be stored in your *My Media* area (Refer to *My Media* guide).

Course Menu

Add a Divider

- Click on the [+] (plus) button.
- Select **Divider** from the drop down menu.
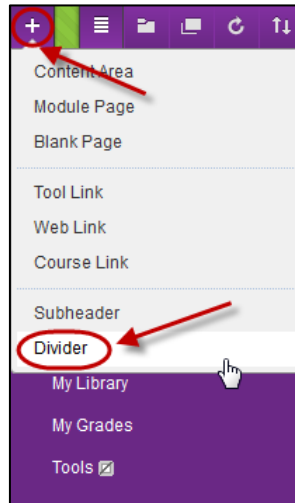
- Hover over the divider.
- Click and drag the [↕] (double arrow) to the left of the divider to the required position.
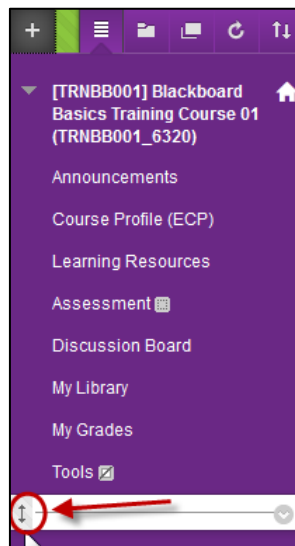
Add a Subheading

- Click on the ⊞ (plus) button.
- Select **Subheader** from the drop down menu.
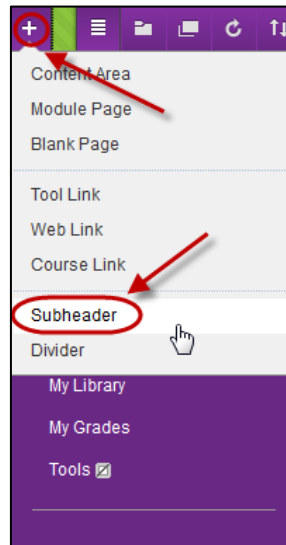
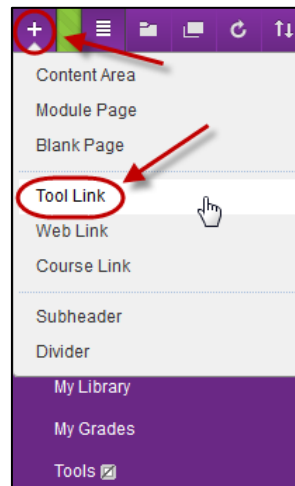- Enter the title in the **Name** textbox.
- Click on the Submit (Submit) button.
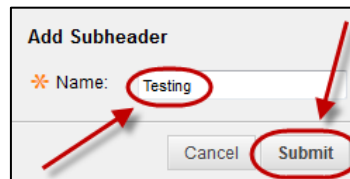
- Hover over the subheading.
- Click and drag the ↕ (double arrow) to the left of the Subheading to the required position.
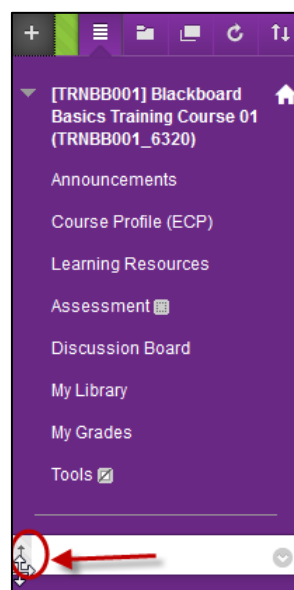
Add a Content Area

- Click on the ![+] (plus) button.
- Select **Content Area** from the drop down menu.
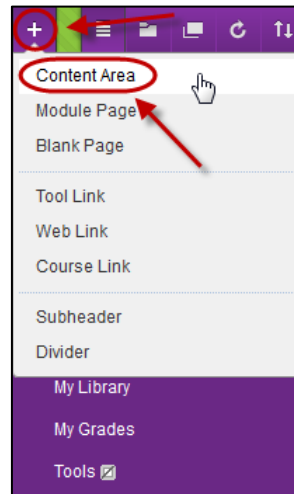
- Enter the title in the **Name** textbox.
- Check the **Available to Users** checkbox.
- Click on the ![Submit] (Submit) button.
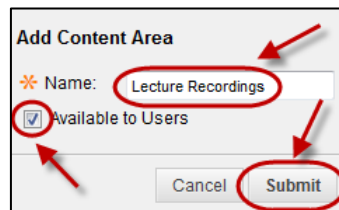
- Hover over the content area.

- Click and drag the ![↕] (double arrow) to the left of the Content Area to the required position.
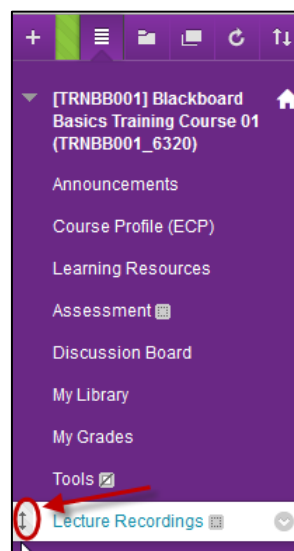
Add a Course link

- Click on the ⊞ (plus) button.
- Select **Course Link** from the drop down menu.
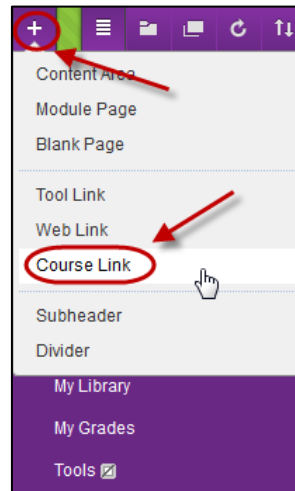
- Click on the Browse (Browse) button.
- Select the required course item from the **Course** list dialog box.
- Edit the title in the **Name** textbox if required.
- Check the **Available to Users** checkbox.
- Click on the Submit (Submit) button.
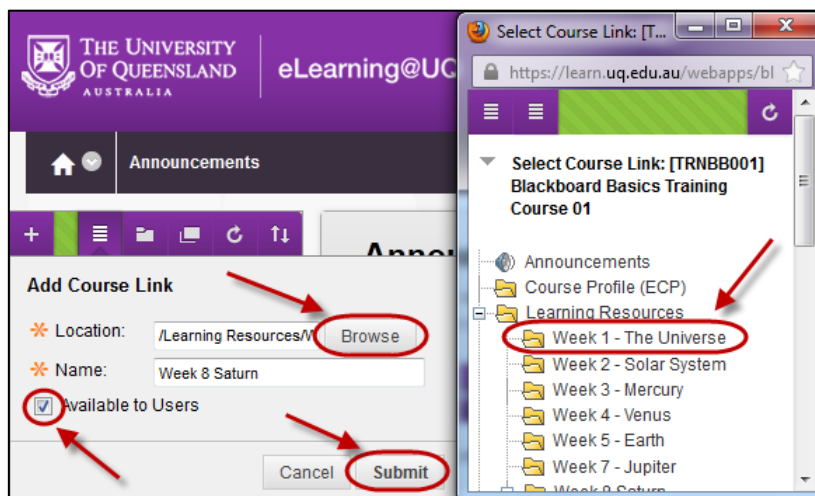
- Hover over the course link.
- Click and drag the ↕ (double arrow) to the left of the Course Link to the required position.
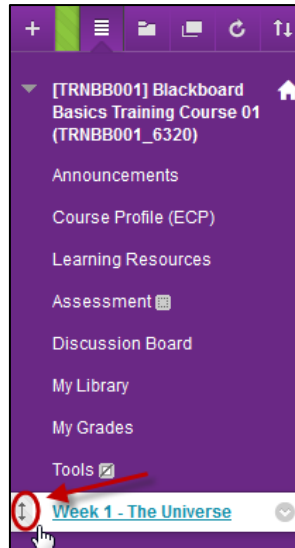
Add a Tool link

- Click on the [+] (plus) button.
- Select **Tool Link** from the drop down menu.

- Enter the title in the **Name** textbox.
- Select the required tool from the **Type** drop down list.
- Check the **Available to Users** checkbox.
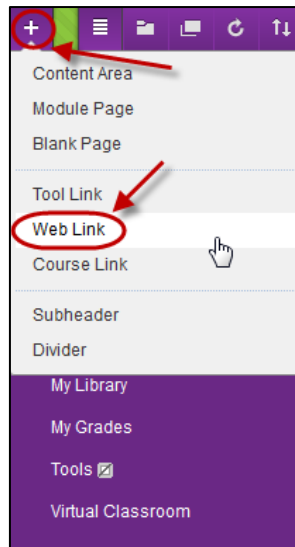- Click on the [Submit] (Submit) button.

- Hover over the tool link.

- Click and drag the ↕ (double arrow) to the left of the Tool Link to the required position.
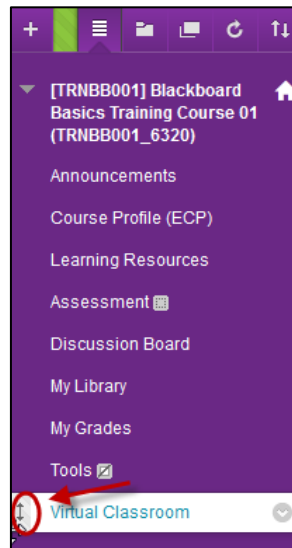
Web link

- Click on the ➕ (plus) button.
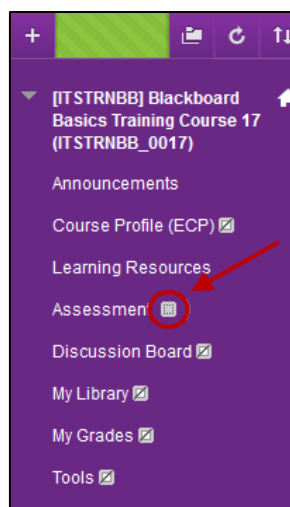- Select **Web Link** from the drop down menu.

- Enter the title of the website in the **Name** textbox.
- Paste the address of the website in the **URL** textbox.
- Check the **Available to Users** checkbox.
- Click on the Submit (Submit) button.

- Hover over the web link.
- Click and drag the ⬍ (double arrow) to the left of the Web Link to the required position.
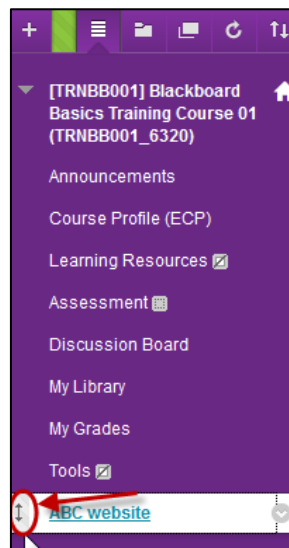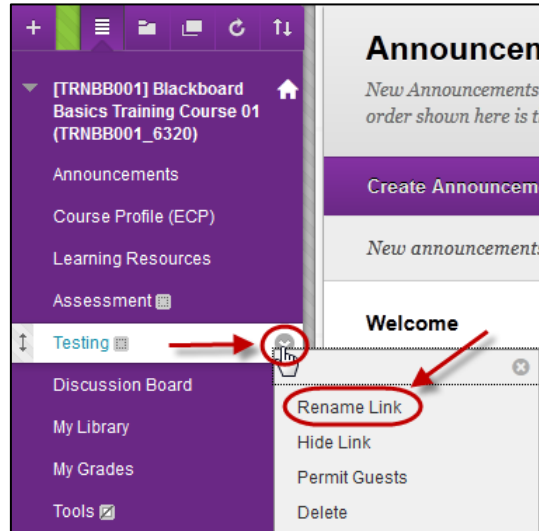

Empty links

- Empty Content Area links will display with the ⬚ (square) icon.
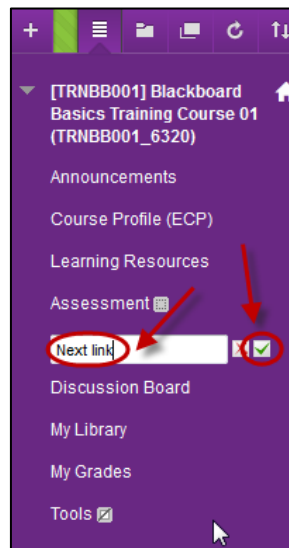- The link will not be visible to students.

Rename a Link

- Hover over the link.
- Click on the ⊡ (arrow) button next to the required link.
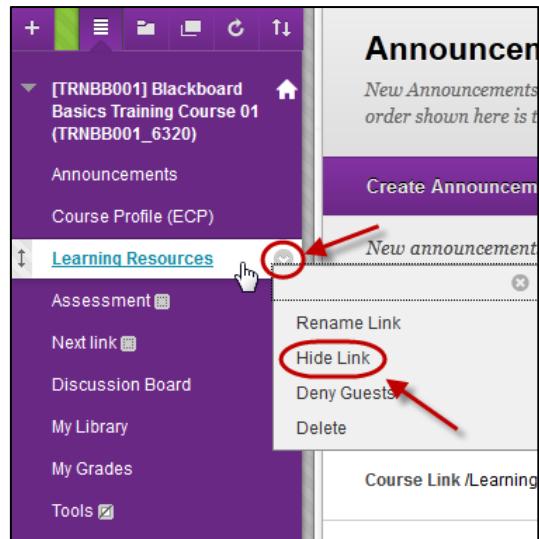- Select **Rename Link** from the drop down list.

- Enter the new link title.
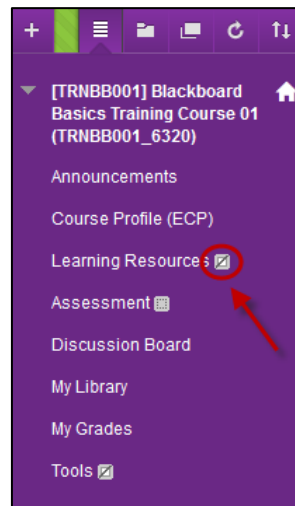- Click on the ☑ (green tick) button.

Hide a Link

- Hover over the link.
- Click on the ⊡ (arrow) button next to the required link.
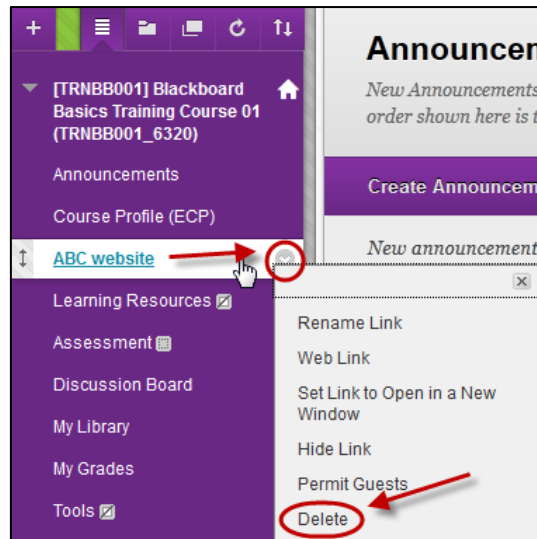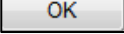- Select **Hide Link** from the drop down list.

- The link will show with the ▨ (square with line) icon.
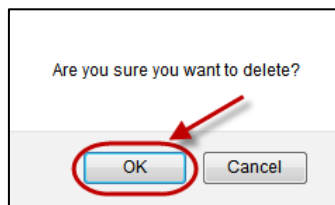- The link will not be visible to students.

Delete a Link

- Click on the ⊘ (arrow) button next to the required link.
- Select **Delete** from the drop down list.
- Click on the **Delete Content** link in the dialog box.

- Click on the [OK] (OK) button to confirm.

Rearranging items in the Course Menu

- Hover over the link.
- Click and drag the [↕] (double arrow) icon.

Discussion Board

Discussion board components
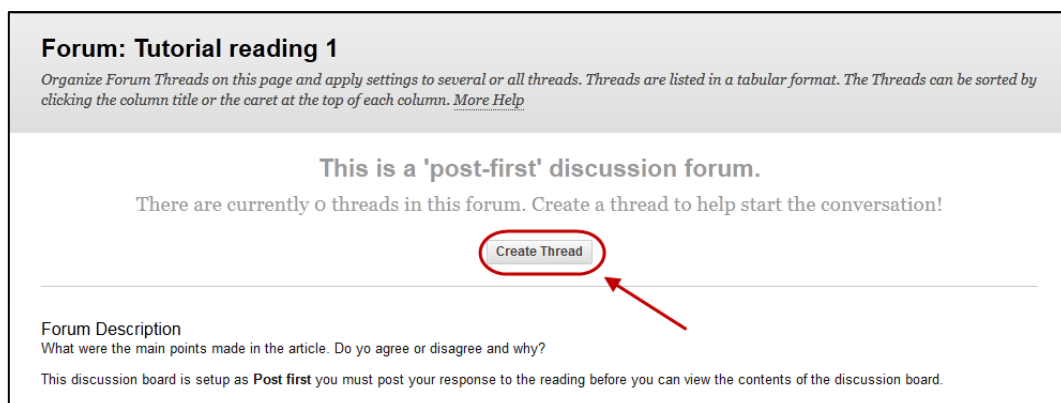
A discussion board consists of:

- *Forums:* Used to divide your Discussion board into main topics to make it easier to use and navigate. i.e. An assignment questions forum and/or a tutorial readings forum.
  Students can only create forums (depending on the set up) in Group discussion boards (see below).
- *Threads:* Questions or subtopics. i.e. A thread may be a question on a particular reading at all students answer or a question from a student on an assignment. When creating a forum you set whether student can or cannot create threads.
- *Replies (or posts):* Answer to a thread (question or subtopic) or another reply.

Post first

Forums can be setup as **post first**, so students must create a thread before they can view the contents of the forum. You may decide to use this option so student have to write their own response to a question before reading and responding to the responses of other students.

Instructions displayed to students when entering a "Post First" forum:

Threads versus Replies

Threads in a forum are displayed as links as shown below. They are more difficult to navigate as the links need to be opened individually or collected to view all at once. For easier navigation, consider creating threads as sub topics that all students reply to instead of having them create threads.

Note: If you are using **Post first** the only option is for student to answer using threads.

A forum setup so students ask assignment questions using a thread:

A forum setup so students ask assignment questions by replying to a thread:

Course versus Group discussion boards

The course discussion board by default is available to all students. In large groups you may wish to assign different discussion boards to different student groups. This can be done by making the discussion board available in existing groups i.e. SI-net tutorial groups, SI-net practical groups or project groups. You could also set groups specifically to allocate them a discussion board. (Refer *Groups* tool page).

Note: The group discussion board can be setup to allow or not allow student members to create forums.

Student view of a course with group discussion boards:

Note: Students cannot view or contribute to group discussion boards of which they are not members.

Create a Forum (non-marking)

Use forums to organise your discussion board into main topic areas i.e. A forum for assignment questions and a forum for tutorial reading responses. For information on setting up a marked discussion forum refer to *Discussion Board* tool page.

Forum information

- From the **Course menu** select **Discussion board**.
- Click on the [Create Forum] (Create Forum) button.

- Enter an informative title for the forum in the **Name** textbox.

- Enter instructions for the forum in **Description** textbox.

Tip: If the forum is set up as *Post first* (Students need to create a thread in order to view other threads in the forum) include this information in the description.

Forum Availability

Tip: You may wish to limit the time a forum is visible to students. i.e. for an assignment specific forum.

Available

- Select the required radio button.

Enter Date and Time Restrictions

Use this option to restrict when the forum link is available to students:

Forum Settings

Viewing Threads/Replies

- Select the required radio button:

- o **Standard View:** Students can enter and view all threads and replies.
- o **Participants must create a thread in order to view other threads in this forum:** Student will not be able to enter the discussion board until they post their own thread.

Note: Selecting **Participants must create a thread** will by automatically select the other forum settings needed.

Grade

- Select the required radio button **No Grading in Forum**

Subscribe

Selecting subscribe, allows students the option to select to receive an email every time something is added to the forum / thread. If you select to also include the body of the post in the email, students will also receive the content posted.

- Select the **Allow members to subscribe to forum** radio button.
  - Select the **Include body of post in the email** radio button.

Create and Edit & Additional Options

The below options are recommended:

Note: You may select not to allow students to create threads if you are setting up the forum so they only respond / ask questions by replying to a thread you have created (to improve navigation).
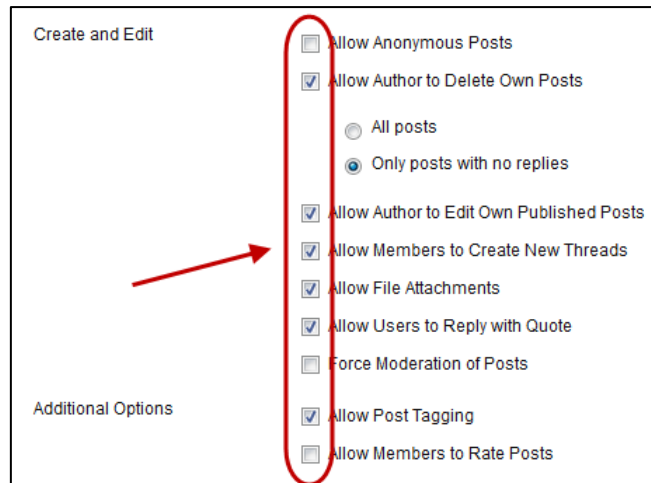
- Click on the **Submit** (Submit) button.
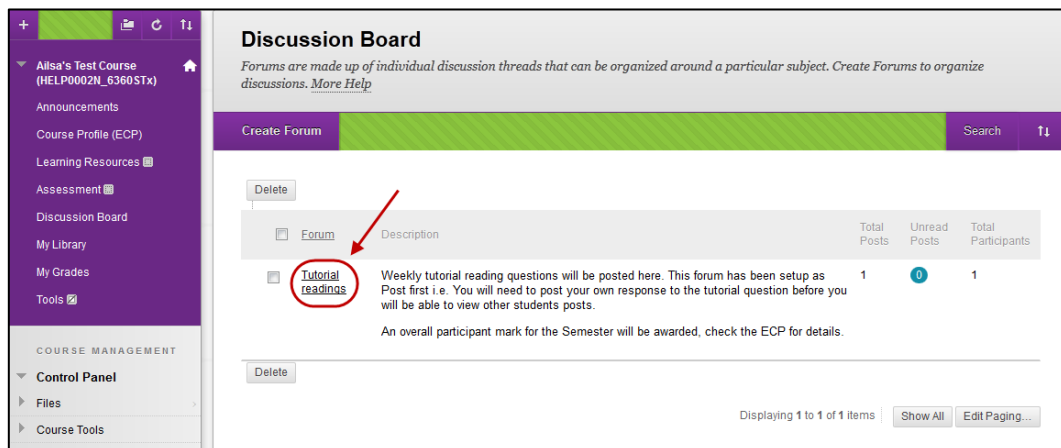
Create a Thread

Threads are questions that can be setup for staff and students to answer in a forum. Depending on how you setup the Forum students may or may not be able to create threads.

Select forum

- From the **Course menu** select **Discussion board**.
- Click on the required forum link

Create a thread

- Click on the **Create Thread** (Create Thread) button.

Forum message

Message

- Enter an informative title for the thread in the **Subject** textbox.
- Enter instructions for the thread in **Message** textbox.

Attachments

- Optionally, if you want to attach a file:
  - Click on the [Browse My Computer] (Browse My Computer) and browse to and open the require file OR
  - Click on the [Browse Course] (Browse Course) and select the radio button of the required file.

Grading

This option will only be displayed if you selected to Grade Threads when setting up the forum.

- Optionally, if you want to mark the thread select the **Grade Thread** checkbox.

- Optionally, select the **Due Date** checkbox and enter the date using the ▦ (Date Selection Calendar) and enter the time using the 🕑 (Time Selection Menu).
- Enter the mark thread will be marked out of in the **Points possible** textbox.

- Select the check box of the required rubric.
- Click on the **Submit** (Submit) button.

- Click on the **OK** (OK) button to assign the rubric marks as the **Points Possible.**
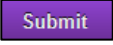
Rubric options (if used)

- 🔴 (Delete) button to remove the rubric from the discussion board.
- ▢ (View) button to display the rubric (as it will be displayed to students).
- 🖉 (Edit) button to make changes to the rubric.
- 🔲 Use for Grading OR Use for Secondary Evaluation (Select the secondary evaluation if you have set up a *No Points* rubric).
- ✅ Show rubrics to students
  - o **No** – default
  - o **Yes (With Rubric Scores)** – recommended
  - o **Yes (Without Rubric Scores)**

- o **After grading**
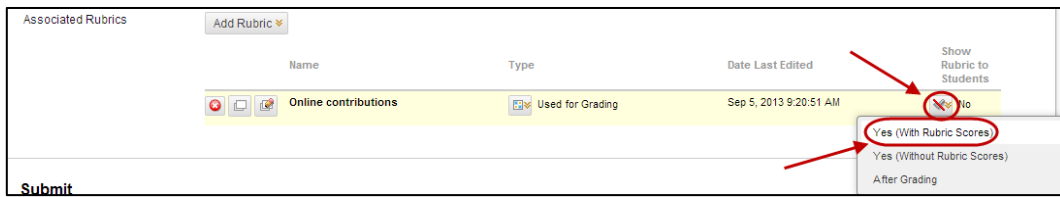
Submit

- Click on the [Submit] (Submit) button.

Edit a thread

It is not possible to edit a thread after it has been created, it is only possible to delete it.

Post a Reply

Replies (or posts) are used by staff and students to answer questions/responses in threads. Both staff and students can reply to threads.

Select forum

- From the **Course menu** select **Discussion board**.
- Click on the required forum link
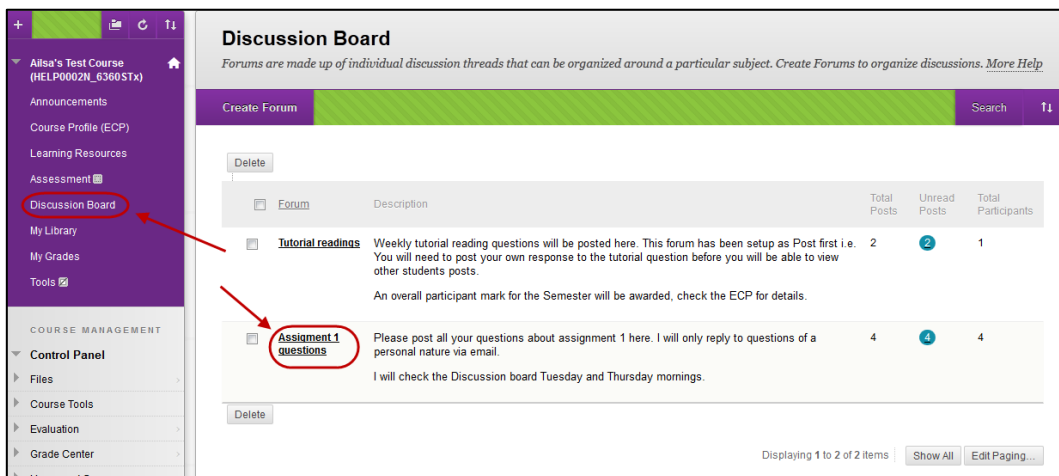
Select Thread/s

- Click on the required thread OR
- Check the checkbox next to the **Date** column title and click on the [Collect] (Collect) button.

Reply

- Click on the **Reply** link.

Individual thread

Collection of threads

- Click on the [expand/collapse icon] (expand/collapse) icon to expand the textbox menu.
- Enter your answer in the **Message** textbox.
- Click on the (Submit) button.

- The reply will be displayed as shown:

Note: The instructor replies (posts) are displayed with a (star) icon.

Navigate a discussion board

Collect threads

The collect button can be used to view the content of multiple threads and their replies (posts) at once.

- Check the checkboxes of the threads you want to display OR check the checkbox next to the date column title to select all threads.
- Click on the Collect (Collect) button.
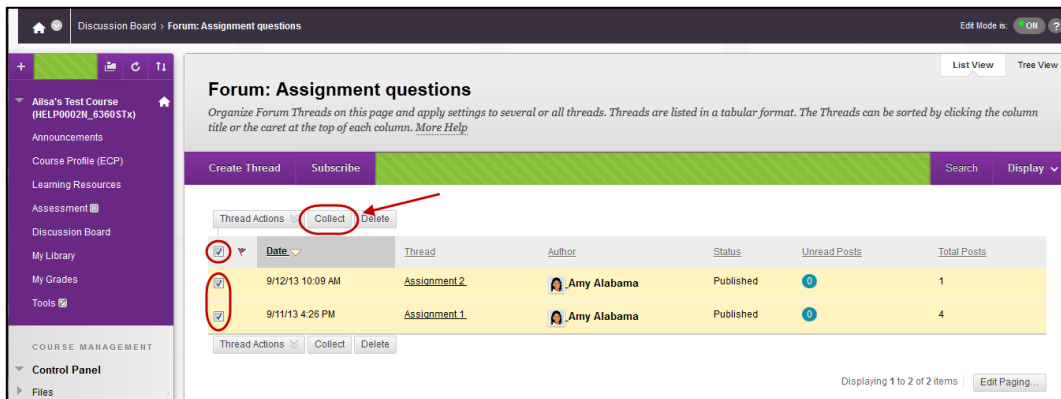
Collapse All replies (posts)

- Click on the Collapse All (Collapse All) button.
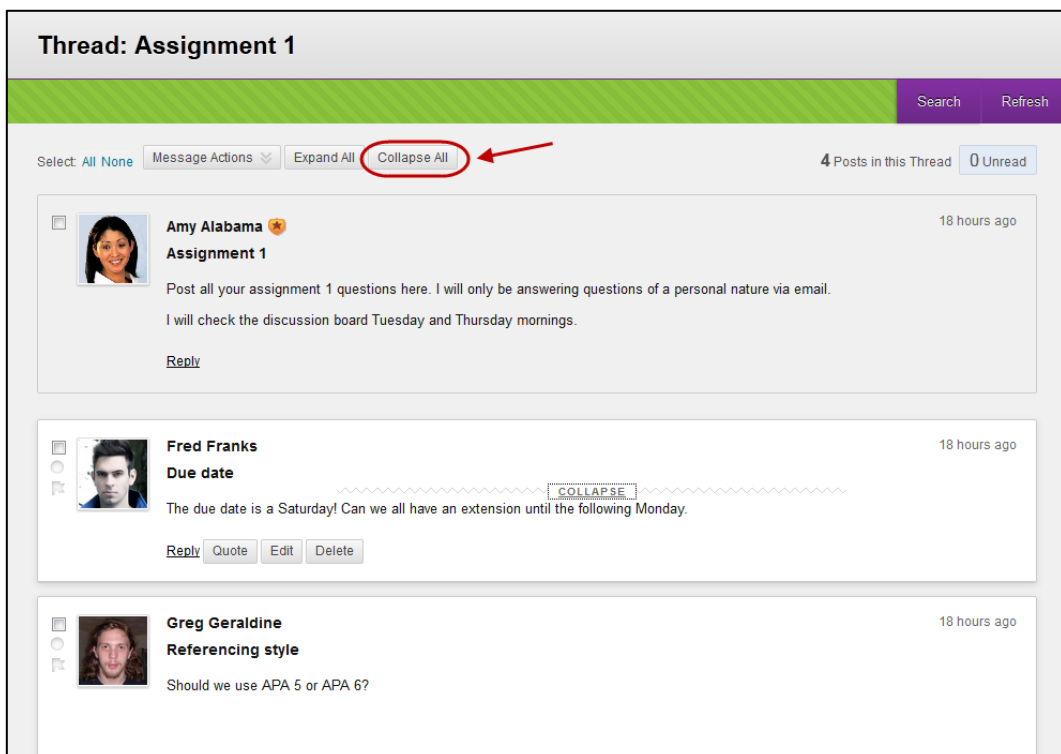
Expand All replies (posts)

- Click on the Expand All (Expand All) button.
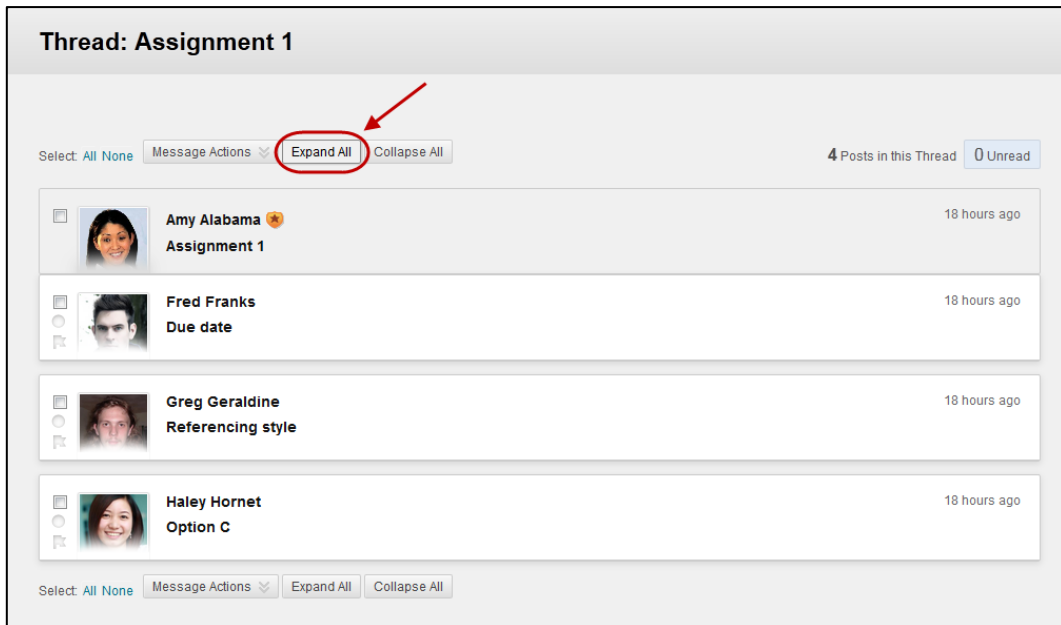
Collapse individual replies (posts)

- Hover over the required reply (post).
- Click on the **Collapse** link.

Expand individual replies (posts)

- Hover over the required reply (post).
- Click on the **Expand** link.

Breadcrumbs

The breadcrumbs at the top of the screen can be used to navigate displaying between displaying replies, threads and forums.

Edit Mode is: **ON**

+

Ailsa's Test Course
(HELP0002N_6360STx)

Announcements
Course Profile (ECP)
Learning Resources
Assessment
Discussion Board
My Library
My Grades
Tools

COURSE MANAGEMENT

Control Panel
Files
Course Tools
Evaluation
Grade Center

Thread: Assignment 1

Search Refresh

Select: All None   Message Actions ⌄   Expand All   Collapse All   **4** Posts in this Thread   **0** Unread

Amy Alabama ⭐   18 hours ago

Assignment 1

Post all your assignment 1 questions here. I will only be answering questions of a personal nature via email.

I will check the discussion board Tuesday and Thursday mornings.

Reply

Fred Franks   18 hours ago

Due date

The due date is a Saturday! Can we all have an extension until the following Monday.

Using the Student Preview tool

This tool allows you to view your course as a student. The tool can be used to test interactive tools such as tests and to check what your students are able to see in *My Grades*.

Using the Student Preview tool

Viewing the course as a student

- Click on the ⬤ (Student Preview) icon.
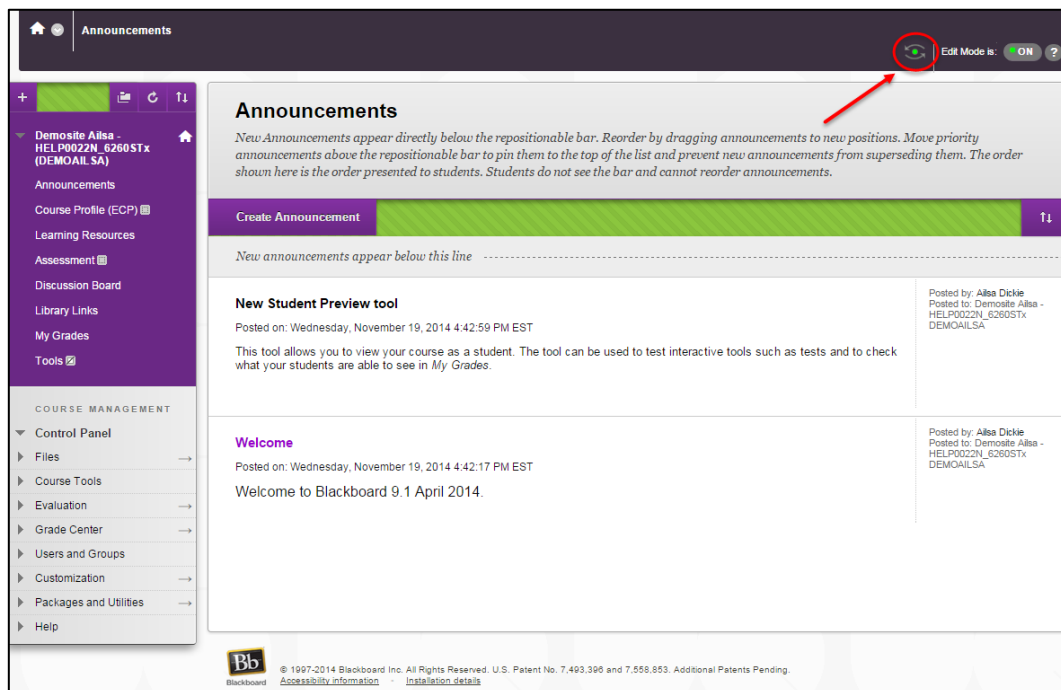
- The course will now be displayed in student view.
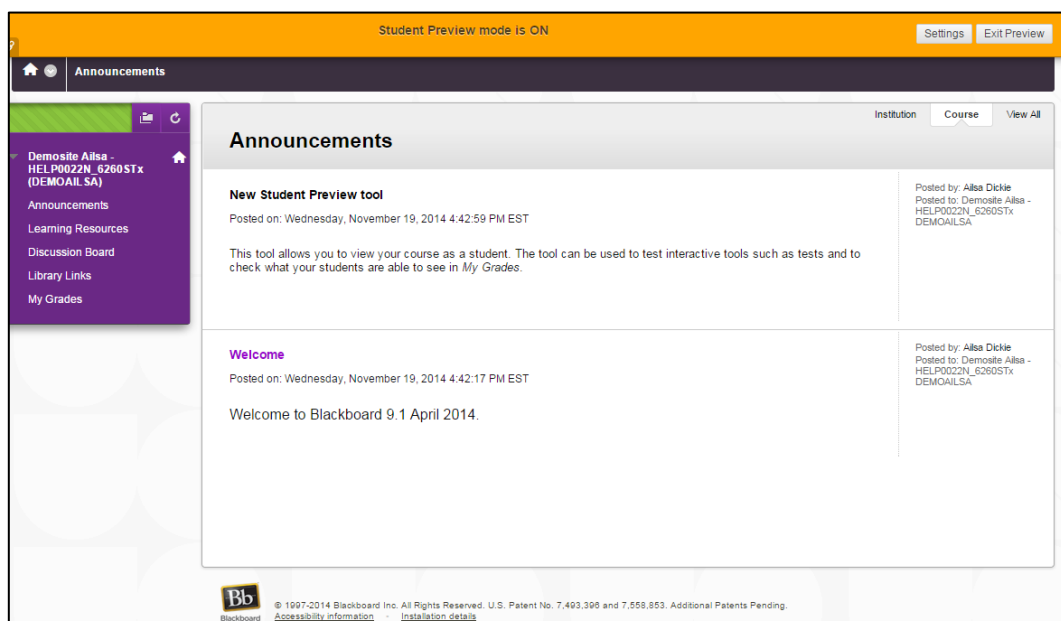
- You can complete tasks as a student. i.e. Adding a post to a discussion board.

Note: Your user name will be **YourName_PreviewUser**
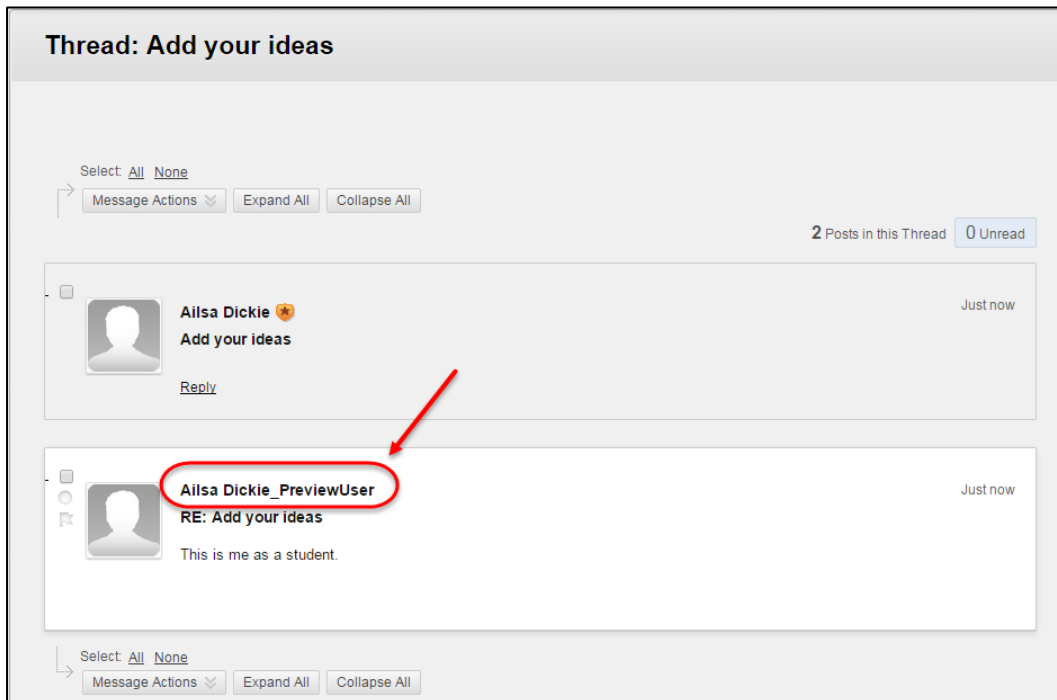
Return to instructor view

- Click on the [Exit Preview] (Exit Preview) button.
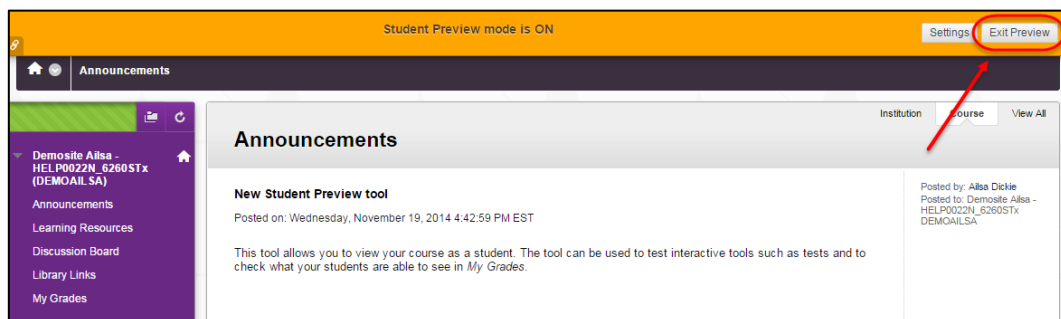
- Select the required Preview user data radio button.
  - **Delete the preview user and all data:** Select this option if you were only checking how your course would be displayed to students.
  - **Keep the preview user and all data:** Select this option if you are testing tools. i.e. You have added a discussion board post are you are now going to test marking it as an instructor.
- Click on the [Continue] (Continue) button.
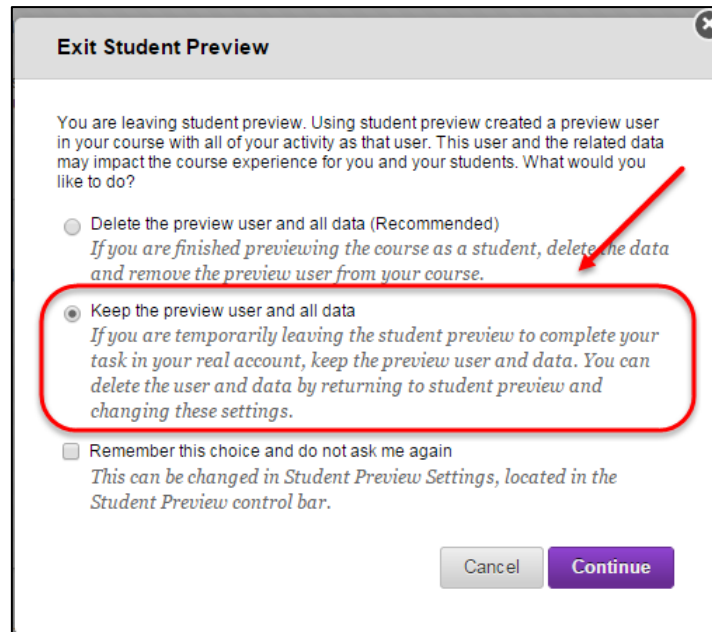
Note: Submissions by the Preview student to tools such as discussion boards, blogs, tests and assignments can be marked to functionality. The marks will be transferred to **Grade Centre** and can be view in **My Grades** by using the Student Preview tool again.

eLearning policies

UQ has a number of policies and procedures related to eLearning (6.40 eLearning):

- 6.40.01 Minimum Presence in Blackboard
- 6.40.02 Guest Access in Blackboard
- 6.40.03 Accessing a Blackboard Site Related to a SI-net Course
- 6.40.04 Non SI-net Courses and Community Sites in Blackboard
- 6.40.05 Access to Blackboard by Community Members External to UQ
- 6.40.06 Availability and Archiving of Concluded Course Site Materials in Blackboard
- 6.40.07 Charging for Central eLearning Systems
- 6.40.08 Second Life NMC - Staff and Students
- 6.40.09 Communication of Book Chapters Online [copyright]

Further Resources

Technical Support

eLearning Helpdesk: Email help@learn.uq.edu.au or Phone 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an [eLearning Solutions Service](#) to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

eLearning Resources

A range of resources are available on our [eLearning website,](#) including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The [eLearning newsletter](#) is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

Pedagogical Resources

The [Institute for Teaching and Learning Innovation (ITaLI)](#) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides [AskUS](#) a help and information service for students. They also offer face-to-face help, provide online [Learn.UQ student guides](#) and run [workshops](#) for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching and Learning Technologies series](#) on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the [Teaching, Learning and assessment series](#) on the Staff Development website.

Custom Workshops

Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au

Prepared by: [Ailsa Dickie]

Last modified: [1 May 2019]

Version: Blackboard 9.1 2018 Q4 update