YOUNGSTOWN STATE UNIVERSITY

This getting started guide will provide you with basic instructions on how to design features in your online course.

Office of Distance Education

Contents

Introduction

Even if you are new to online teaching, with help from the Office of Distance Education and the available resources, you can create a fully online course that is engaging and interactive. We have compiled basic tasks and steps to help guide you along the way. Of course, if you have any questions or need assistance, you can always contact the Office of Distance Education.

Helpful Resources

There are many resources available regarding Blackboard. Below is a list of resources that are available to provide assistance.

Instructional Design and Development Center:

330-941-3244

iddc@ysu.edu

Instructional Designers:

330-941-1535

Electronic Information Technology Center:

330-941-2762

Tech Desk:

330-941-1595

Blackboard Online Help:

https://help.blackboard.com/Learn/Instructor

Build Content

To add content to your course, you will often use what Blackboard refers to as an **item**. These are very flexible spaces where you would typically add text, but where you can also put images, attach files, link to web pages or videos, or even embed a video for your students to view. When you create an item, Blackboard gives you a text editor window where you can add all these kinds of content.

To build an item:

1. Click **Build Content** and then click **Item**.
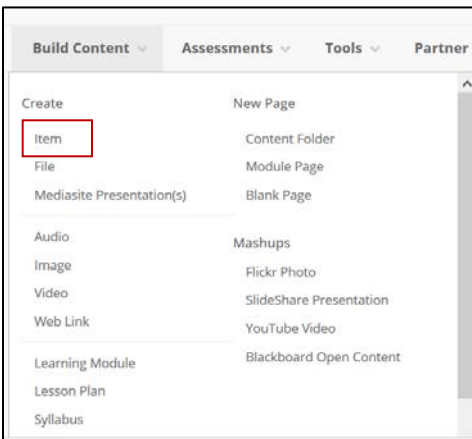
2. In the **Name** box, type a title for the item.
3. In the **Text** box, provide a detailed description for the item. Below are commonly used editing options.
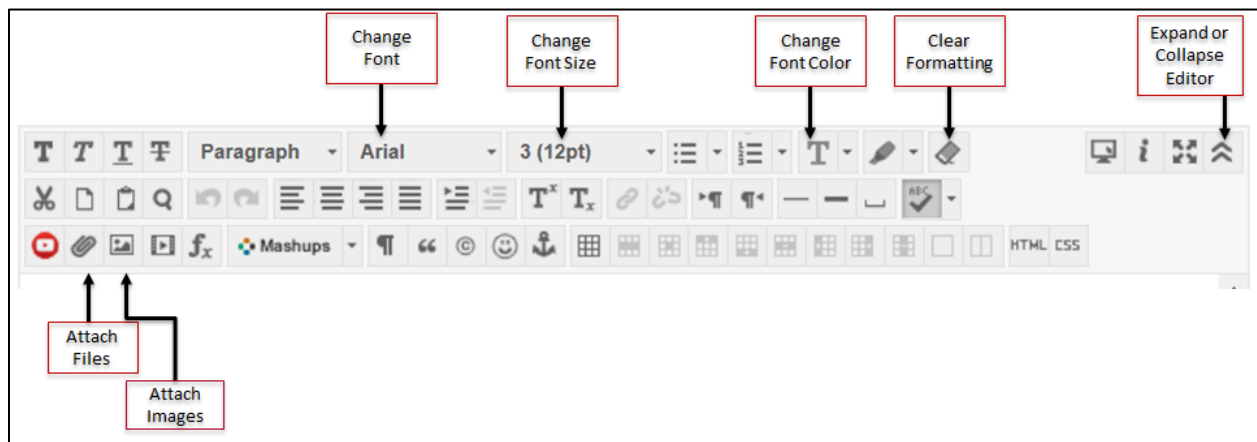
4. Click **Submit**.

Build a Discussion Board

Online discussions can provide unique opportunities for engagement. Because students can take time to ponder before they post ideas, you may see more thoughtful conversations play out throughout your course. You can observe as students demonstrate their grasp of the material and correct misconceptions.

To build a Discussion Board:

1. Click **Discussions** on the menu panel and then click **Create Forum**.
2. In the **Name** box, type a title for the Discussion Board.
3. In the **Text** box, provide a detailed instructions for the Discussion Board.
4. Optionally, enter display dates and times to control visibility.
5. Set the Viewing Threads/Replies option.
   a. Standard View: students can see all the created threads and replies as soon as they click on the discussion board.
   b. Option Two: The students will have to create their own post before they can see other student's posts.

6. In the **Grade Discussion Forum** box, assign points.

7. Optionally, in the **Show participant in "needs grading"** box, select the number of posts.
8. Lastly, click **Submit**.

Build a Discussion Board Link

If you are using Discussion Boards, it is best practice to create a link to the discussion in the module you want the students to complete it in. This improves clarity for the course by having the students complete all their work in one place.

To build a Discussion Board Link:

1. Click **Tools** and then click **Discussion Board**.
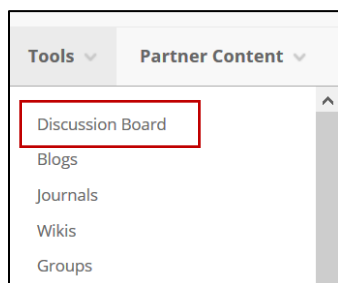
2. Click the radio button for **Select a Discussion Board Forum**.
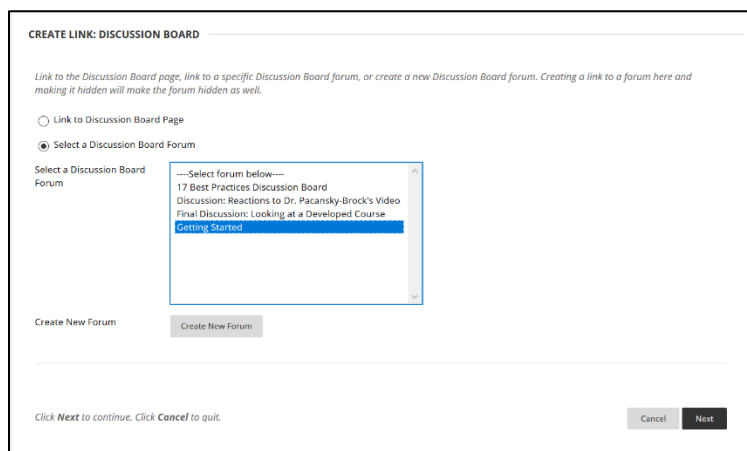
3. Click the **Discussion Board** and then click **Next**.
4. In the **Text** box, provide a detailed instructions for the Discussion Board.
5. Optionally, enter display dates and times to control visibility.
6. Click **Submit**.

Build an Assignment

With assignments, you can create coursework and manage the grades and feedback for each student separately. When you create an assignment, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see who has submitted their work and start grading. You can decide when the students will be able to access the assignment through the settings, as well as, assign due dates and point totals.

To build an Assignment:

1. Click **Assessments** and then **Assignment**.
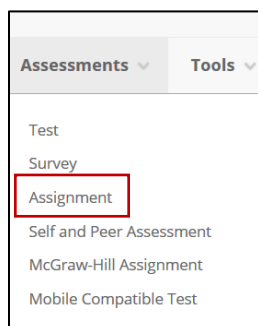
2. In the **Name** box, type a title for the Assignment.
3. In the **Description** box, provide a detailed instructions for the Assignment.
4. Optionally, attach any supporting documentation.
5. Enter a Due Date and Time. This will add the assignment to the calendar in Blackboard.
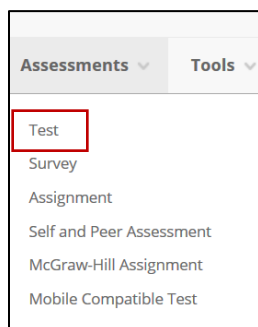

6. In the **Points Possible** box, assign a number of points.
7. Optionally, enter display dates and times to control visibility.
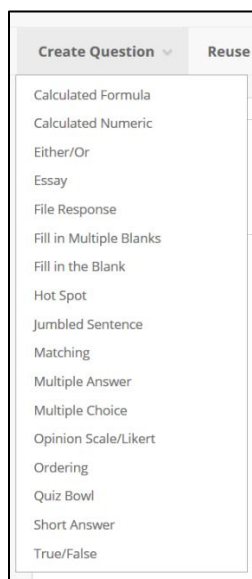8. Click **Submit**.

Build a Test

You can build tests and quizzes in Blackboard to assess the student's knowledge. There are multiple question types that you can create. If you have a test created in a Word document, please consider contacting the IDDC at extension 3244 to discuss importing services.

To build a test:

1. Click **Assessments** and then **Test**.

Assessments ⌄   Tools ⌄

Test
Survey
Assignment
Self and Peer Assessment
McGraw-Hill Assignment
Mobile Compatible Test

2. Click **Create**.
3. In the **Name** box, type a title for the Test.
4. In the **Description** box, provide a detailed instructions for the Test.
5. Click **Submit**.
6. Click **Create Question** and select your question type. See the image below for a list of the question types. For this example, we will use multiple choice.

Create Question ⌄   Reuse

Calculated Formula
Calculated Numeric
Either/Or
Essay
File Response
Fill in Multiple Blanks
Fill in the Blank
Hot Spot
Jumbled Sentence
Matching
Multiple Answer
Multiple Choice
Opinion Scale/Likert
Ordering
Quiz Bowl
Short Answer
True/False

7. Click **Multiple Choice**.
8. In the **Question Text** box, type your question.

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9. Set the options for how the answers will display. For example, you can have numbers or letters for the answers.

10. In the **Number of Answers** list, select the number of answers for the question.
11. Type the correct answer in the first answer box and the rest of the answers in each box.
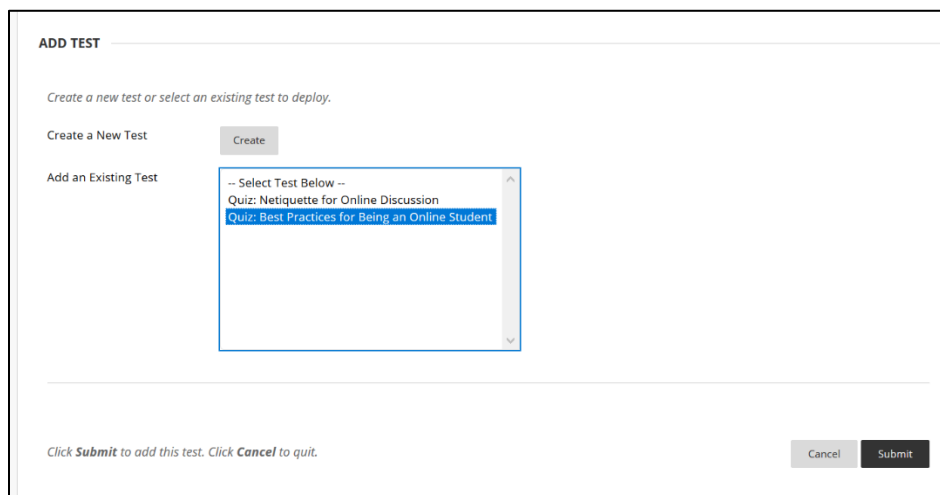

12. Optionally, type feedback for correct and incorrect answers in the respective boxes.
13. Check the box for, **Show Answers in Random Order**.
14. Click **Submit and Create Another Question** to continue building the test.
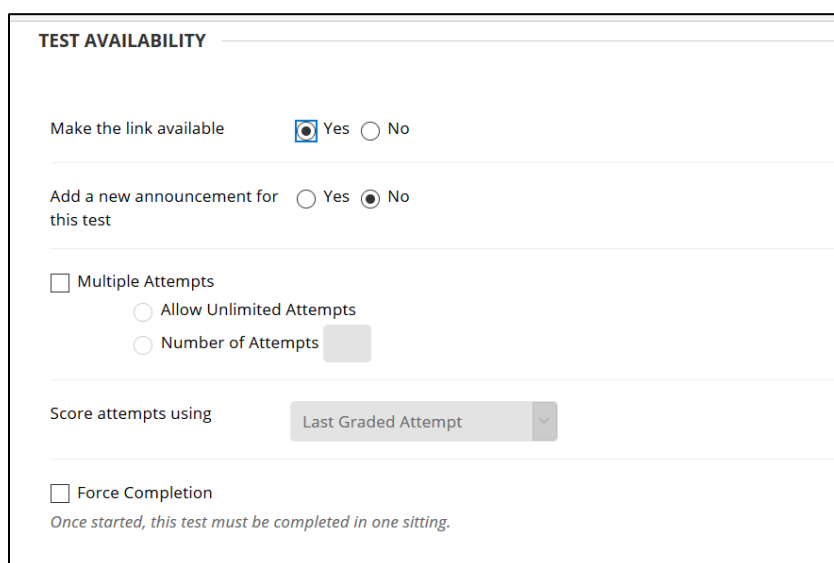15. Once all the questions and answers are created, click **Submit**.

Deploy the Test

Once you have built a test or quiz, you will need to deploy it in the course. Best practice is to deploy the test in the module the students will be working in that week. This improves clarity for the course by having the students complete all their work in one place.

To deploy a test:

1. Click **Assessments** and then **Test**.
2. In the **Add an Existing Test** box, select the test and then click **Submit**.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   Create

Add an Existing Test
-- Select Test Below --
Quiz: Netiquette for Online Discussion
Quiz: Best Practices for Being an Online Student

*Click **Submit** to add this test. Click **Cancel** to quit.*   Cancel   Submit

3. Set the radio button to **Yes** to make the test available.
4. Check the box for **Multiple Attempts** and set the number to allow the students to take the test more than once. Leaving the box unchecked will allow the students only one attempt.

TEST AVAILABILITY

Make the link available   ● Yes   ○ No

Add a new announcement for   ○ Yes   ● No
this test

☐ Multiple Attempts
    ○ Allow Unlimited Attempts
    ○ Number of Attempts

Score attempts using   Last Graded Attempt

☐ Force Completion
Once started, this test must be completed in one sitting.

5. Check the box for **Set Timer** to assign a time limit.

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6. Under **Auto Submit** set the radio button to **Yes** to have the test automatically submit when the timer is expired.

7. Optionally, set the availability date and time to control visibility. If you do not set any dates and times, you can also control the test with the Make the Test Available option.

☑ Set Timer

Set expected completion time. Selecting this option also records completion time for before they begin the test.

| 120 | Minutes |

Auto-Submit

○ OFF ● ON

OFF: *The user is given the option to continue after time expires.*
ON: *Test will save and submit automatically when time expires.*

☐ Display After 06/06/2018 🗓 03:14 PM ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until 06/06/2018 🗓 03:15 PM ⏰
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Under **Show Test Results and Feedback to Students**, set the options that best fit your student's needs.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ⌄	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
----Choose---- ⌄	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐

9. Under **Test Presentation**, set the option for how the questions will be presented.

TEST PRESENTATION

● All at Once
Present the entire test on one screen.

○ One at a Time
Present one question at a time.

☐ Prohibit Backtracking
*Prevent changing the answer to a question that has already been submitted.*

10. Optionally, click the checkbox for **Randomize Questions**.

Previewing Your Course

As you are developing your course and setting up availability dates, it can get confusing as to what the students are actually going to see. Blackboard has a feature called Student Preview Mode. With one click, you can actually see the exact same view as the students. This is very nice to verify you are setting up your course correctly.

To enter Student Preview Mode:
1. Click **Enter Student Preview Mode**, to view the course from the student's view.
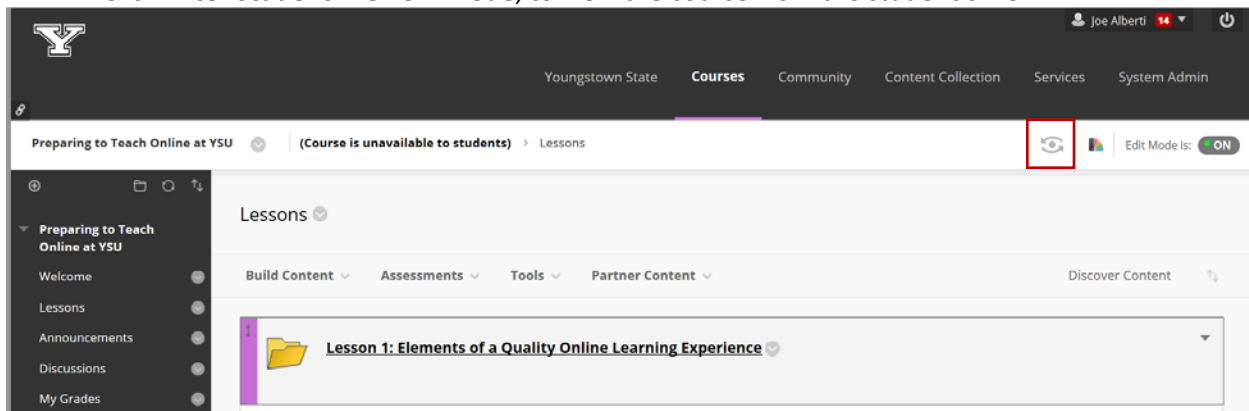
2. Once you have reviewed the course, click **Exit Preview**.
3. Keep the radio button on the recommended option and click **Continue**.