BLACKBOARD CE6 Guide

Workshop Handout

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Why Blackboard?

The Blackboard and WebCT companies completed a merger in February, 2006 and Blackboard dropped the WebCT name. You can read more about the merger at

http://www.blackboard.com/webct

Mercer has decided to upgrade the current WebCT software with Blackboard CE (Campus Edition) 6. Blackboard will also be hosting our courses on their server.

What is new in Blackboard CE6?

CE6 has a whole host of new features including things such as distinct designer and instructor roles, a true student view of the course, an announcement tool, discussion grading, group management tool, enhanced file management tools and a Who's Online tool. To see a list and explanation of the features in CE6, visit the following link.

http://webct.uni.edu/information/whatsnewCE6.htm

You will also encounter some new terminology in CE6.

Known as in WebCT 4.1	**Known as in Blackboard CE6**
Add Page or Tool	Add Content Link
Content Module	Learning Module
Organizer Page	Content Folder
URL	Web Link
Manage Files	File Manager
Manage Students	Grade Book
Quiz/Survey/Self-test	Assessment

Upper Text block	Header
Lower Text block	Footer
Single Page	Content File
Glossary, Image Database, Audio and Video	Media Library Collections
Assignments, Student Homepages and Presentations	Assignments

What Happened to My Courses in WebCT?

Courses that were in WebCT for Summer 2007, Fall 2007 and those in the Special Purpose category were migrated to CE6. When you go into your migrated course, you will see a link on the Course Content Home screen to a file which will describe where your course content appears after it is imported. A sample of this report is in the Appendix.

Mail and Discussion messages and calendar entries do not migrate. The Index entries from the Index Tool do not migrate. Single pages migrate as files in the File Manager's tool.

How Do I Request a New Course Shell?

The procedure for requesting a new course shell has not changed. You can go to the WebCT @ Mercer page and click WebCT Course Request Form under Faculty Help. The link for this page is

http://www.mercer.edu/webct/

You can go directly to the Course Request Form with the link.

http://www.mercer.edu/webct/webctreq.htm

How Do I Log Onto Blackboard CE6?

To get to Blackboard CE6, go to the following link http://mercer.blackboard.com

In the Log In box, enter your Mercer ID number as the User Name and your birth date in the format **YYYYMM** as the default Password.

When you first log in, you will see the MyMercerBlackboard screen.

My Blackboard

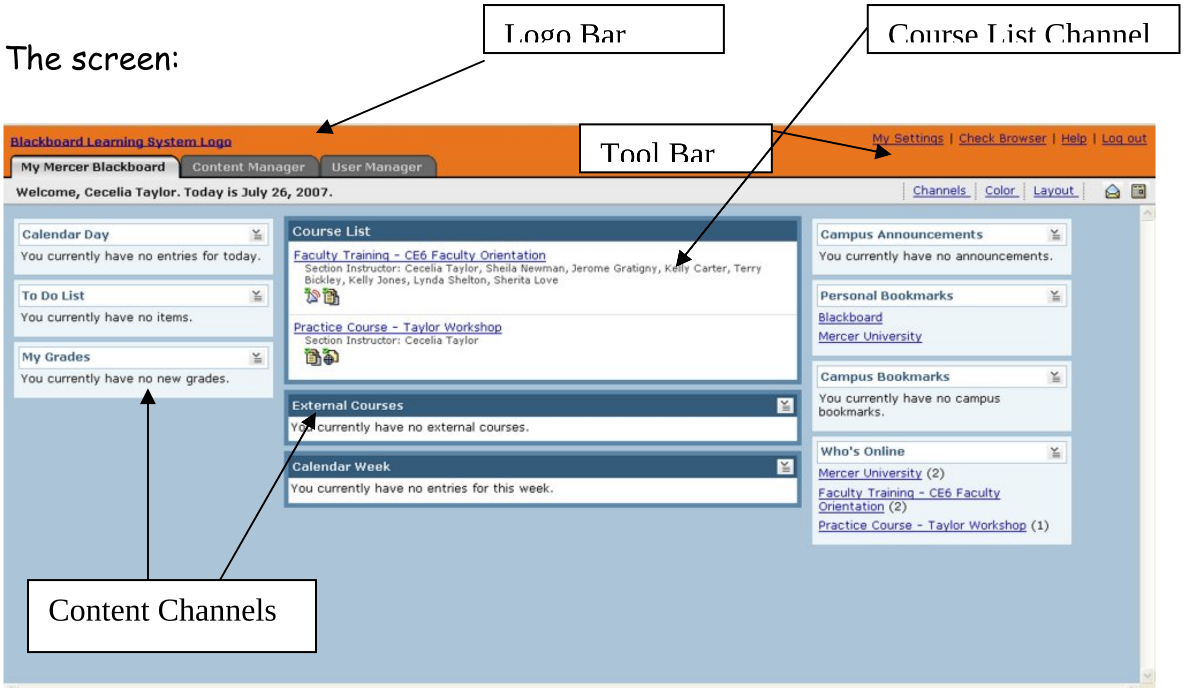
My Blackboard provides a single point of access to your courses, It also allows you to:

- Access other tools like Calendar, Mail, File Manager, and Who's Online.
- Create personal to do list.
- Create personal bookmarks, access campus bookmarks, and read campus announcements.

The My Blackboard Interface

The My Blackboard is similar for designers, instructors, and students.

The screen:



- **Logo Bar** – reflects the school's colors and logo. It is always present and contains links to Help and Log Out.

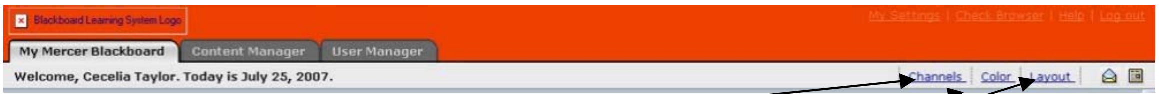
- **Toolbar** – Contains icons for Mail, Calendar, and File manager.

- ***Course List Channel*** –Provides access to the courses in which the user is enrolled. Notification of new announcements, calendar entries, mail, discussions, assessments, and assignments for each course will appear here.

- ***Content Channel*** – Each channel contains a category of content, such as My Grades. To Do List, Personal Bookmarks, and External Courses.

Customizing My Blackboard

You can customize the look and feel of the My Blackboard page to suit your individual preferences by using the Channels, Color, and Layout links in the toolbar.



- **Channels** allow you to hide and reveal channels. All channels can be hidden with the exception of the Course List Channel.

- **Color** customizes background and table colors.

- **Layout** changes the order and location of the channels.

My Settings

My Settings allows the user to access their personal user information.

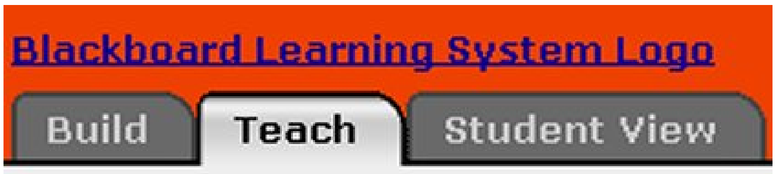
- **My Profile** allows you to manage elements of your personal profile, which displays in the class Roster. You can also update your password from My Profile.

- **My Tool Options** allows you to specify default settings for certain tools. For example, you can select whether you want the default Calendar view to be daily, weekly, or monthly.

- **My Roles** identifies your role in each course you are enrolled in.

Course Interface

Upon entering the course, you will notice that the interface is organized into three tabs: Build, Teach and Student View. Related tasks are grouped under each tab.



- Build Tab – You can create, manage, and organize course content from this tab. You can change the way your course looks, add tools and create content items such as Assessments, or Discussion topics.

- Teach Tab – You can review student work, manage grades, and or interact with students from the Teach tab. Access to instructor tools such as Assessment Manager, Assignment Dropbox, Grade Book, and Group Manager are found within this tab only.

- Student View Tab – You can experience the course as a student, including assessment and assignment submission from this tab.

If all three tabs are visible in your course, you are enrolled as a designer, an instructor and as a Student. This is a combined role. Users can be enrolled in single roles.

- Users enrolled as designer see only the Build tab and the Student View tab.

- Users enrolled as instructors see only the Teach tab and the Student View tab.

The Tab Structure

All three tab contain these elements:

- Logo Bar
- Course Home Page
- Course Menu

From any tab, you can access a link on the Home Page by clicking it. The view of the link and the privileges you have will vary depending on the tab from which you clicked the item. For example, if you click the Syllabus icon from the Build tab, you can both edit and preview the syllabus; from the Student View, you can only view the Syllabus.

The Course Menu

The Course Menu is accessible from anywhere in the course. It contains:

- Course Tools
- Designer/Instructor/My Tools
- Course Content Map

Course Tools

Course Tools includes only the tools that have been added to the course by the designer. If a tool has not been added it is not accessible by any user. In the Student View, only tools that are available (not hidden) appear.

Access a tool by clicking it

The Course Content Map

The Course Content Map presents content items in outline form. Links to all content itms in the course are provided. Folders can be expanded to reveal links to their content as well.

- To view the Course Map, click the double down arrows next to the Course Content.

Click to view the Course Content Map

Once the Course Map is expanded it will look like this:

Announcements

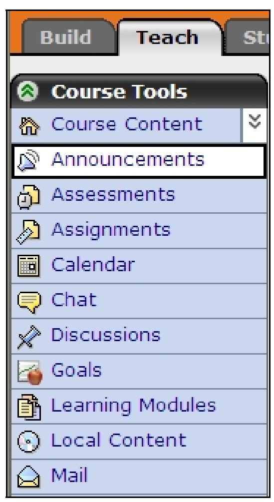
The Announcements tool is a new feature in Blackboard CE6 that allows course wide notices and announcements to be sent. You can create announcements that can be accessed from the course menu or as a pop-up message.

How to Create Announcements

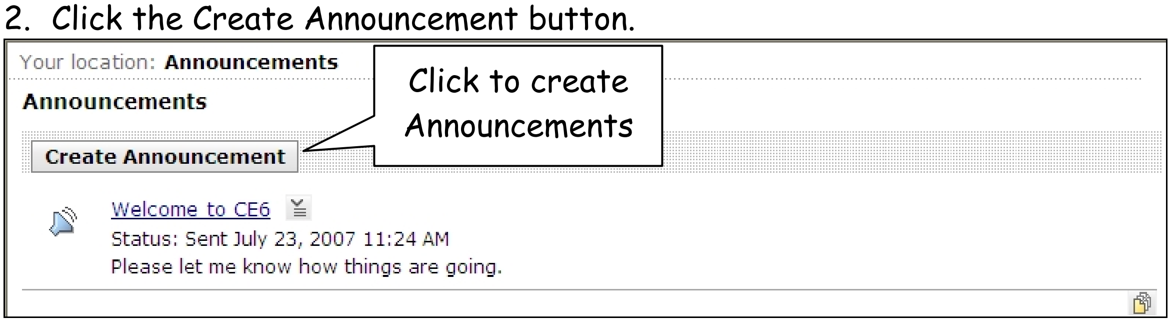
Announcements can be created, previewed, edited and deleted from the Build Tab or the Teach Tab. You can manage when the announcements will be delivered, who will receive the announcements and if you want the announcement to be delivered as a pop-up.

Create Announcements

1. In the Build tab or Teach tab select Announcements from the Course Tools.

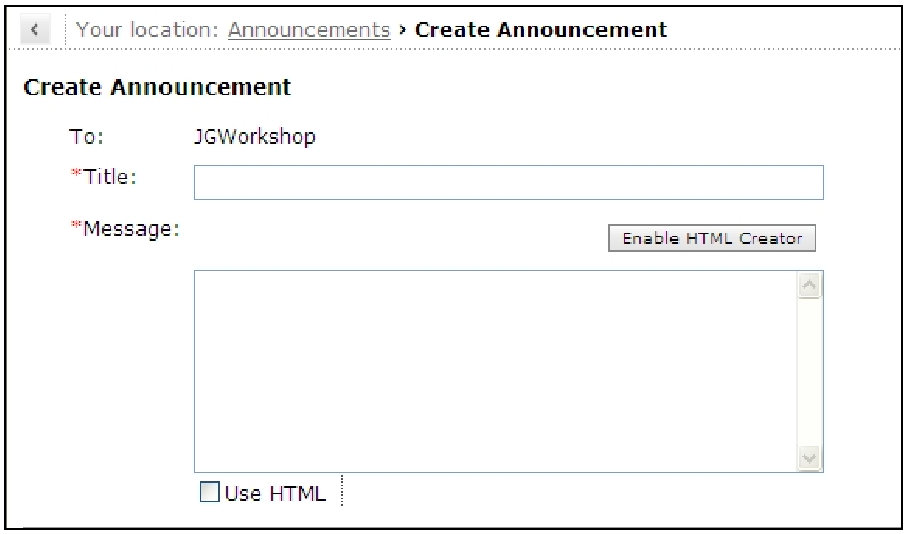


2. Click the Create Announcement button.

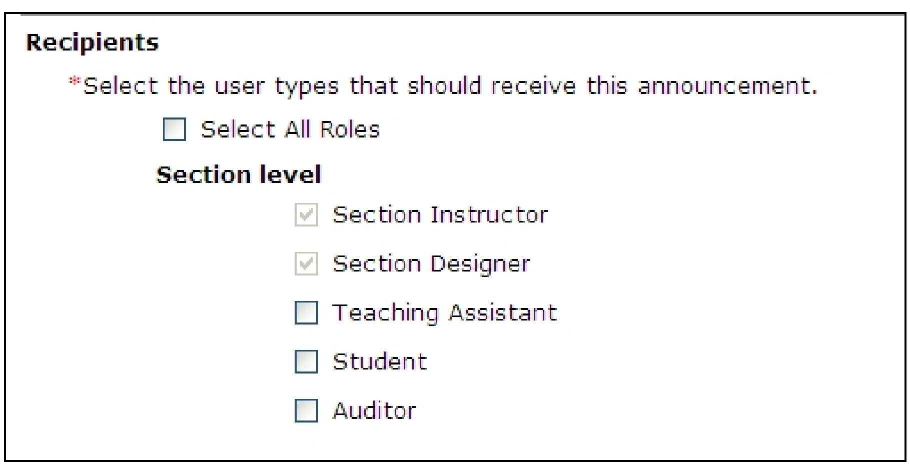


3. In the title bar create an appropriate title for your announcement

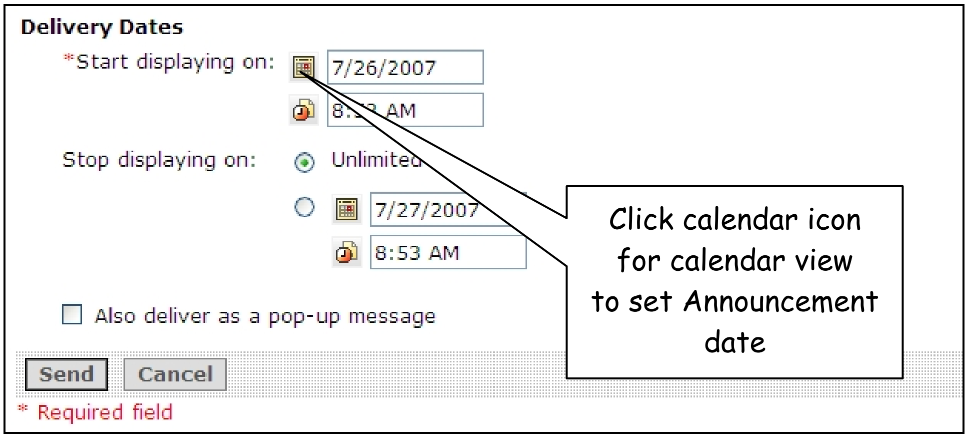
4. Create your message in the Message text area. You can click the Use HTML box and select the Enable HTML Creator button to use the HTML editor.



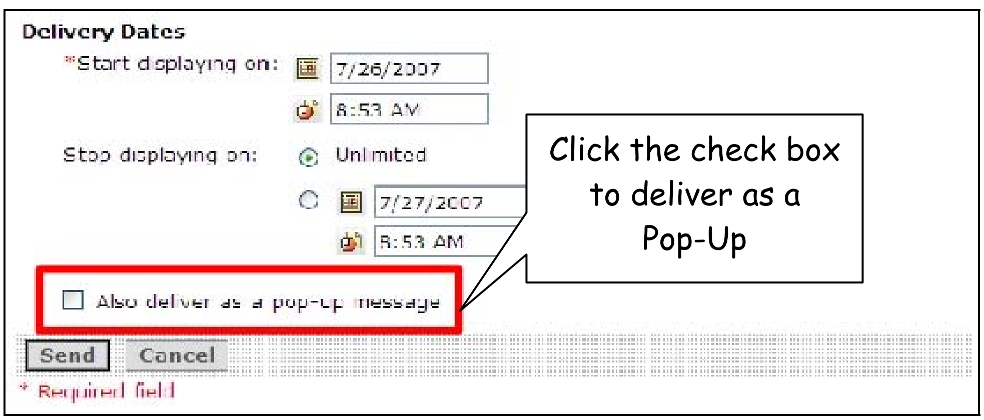
5. In the **Recipients** section select who will receive the announcement by clicking the check box next to roles of whom you want to send the announcement. You can click the Select All Roles box to send to everyone in the course. The instructor and designer and selected by default.



6. Choose the **Delivery Dates** section to assign the start and stop date and time of when you want to deliver the announcement. You can click on the calendar icon to assign a date or type the date in the text box.



7. If you want to send the message as a **Pop-Up,** click the checkbox next to the **Also deliver as a pop-up message** tool.



8. Click the Send button to send out your announcement

Announcements that are sent with a date later than the date sent will be delivered at the date and time scheduled.

Edit, Preview, Delete and read Announcements

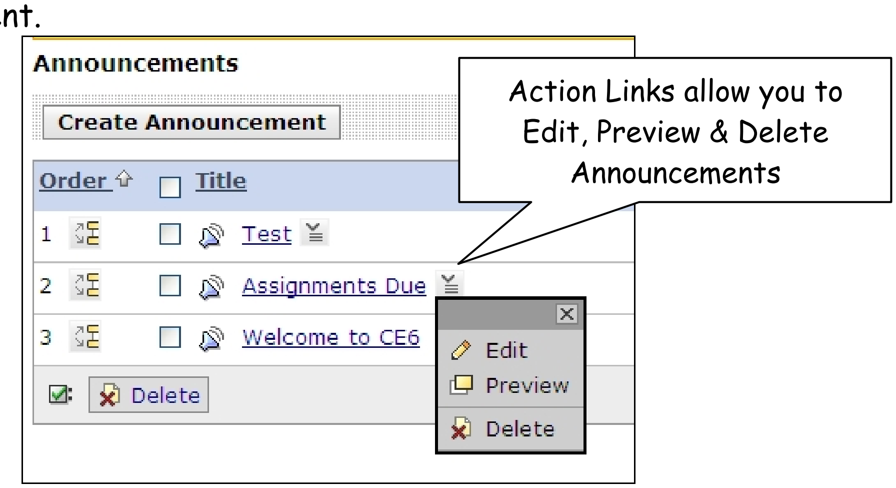
Announcements are either delivered as Pop-ups when logging on to the course or by the announcements tool in the Course Tools. Pop-ups will only be shown once after logging in. The Announcement will still be available to view in the Course Tools.

1. Click the Announcements button in the Course Tools to read Announcements

2. Click the Hyperlink for the Announcement to read announcements

Order		Title	Post Date	Status
1		Test	July 26, 2007 8:53 AM	Sent
2		Assignments Due	July 27, 2007 11:24 AM	Ready
3		Welcome to CE6	July 23, 2007 11:24 AM	Sent
	Delete			

Announcements Action links allow you to edit, preview or delete announcements. Note: Edits can only be performed to announcements that have not been sent.

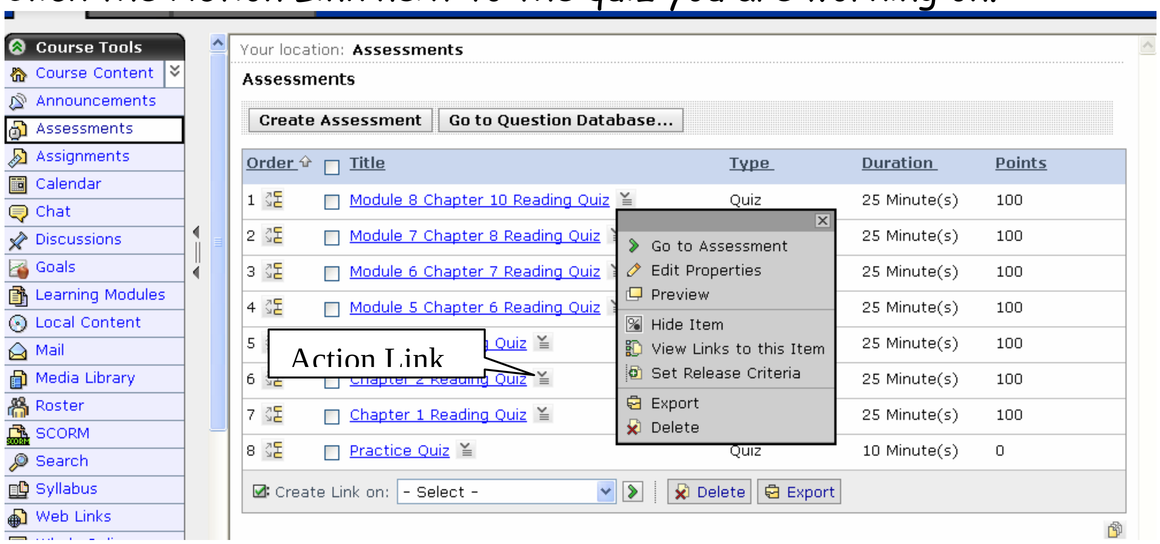


Assessments

All quizzes and surveys that were in your course on WebCT 4.1 were migrated and can be found by clicking on Assessments under either the Build Tab or the Teach tab.

Edit Assessment Properties

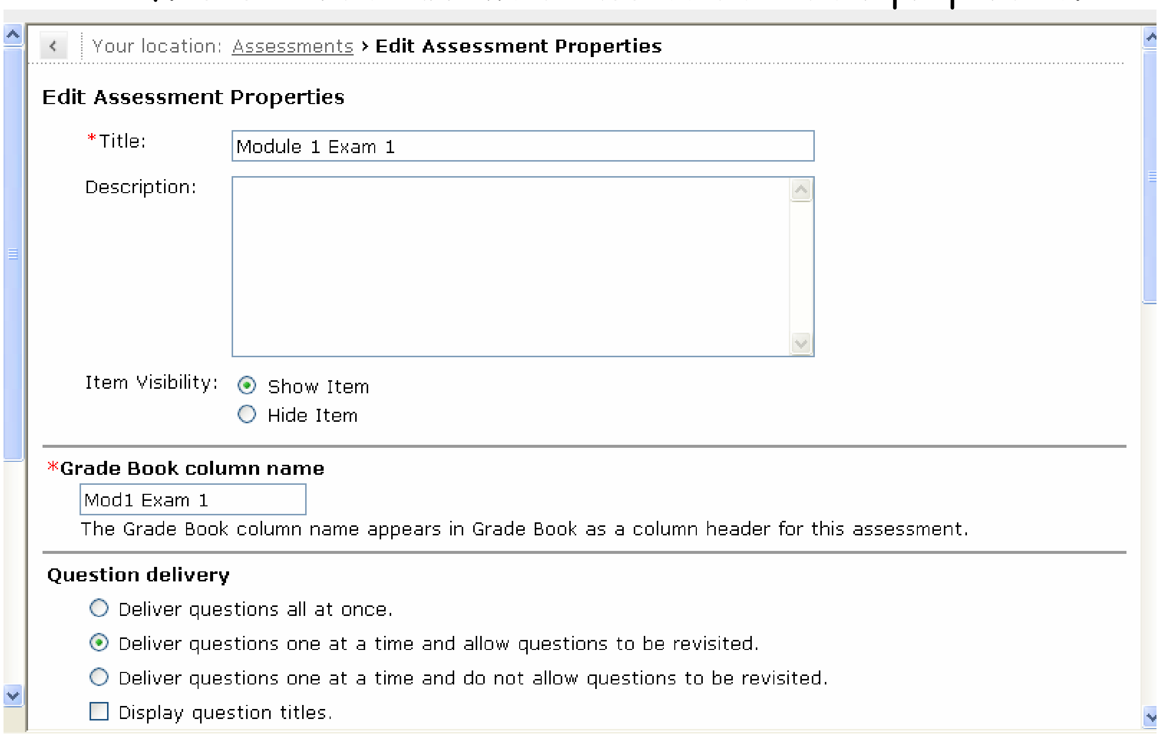
1. To access the Assessment Properties, click Assessments under the Course Tools.
2. Click the Action Link next to the quiz you are working on.



3. Click on the Edit Properties action item. The Edit Assessment Properties screen will appear. The properties define how a quiz will be delivered to students and how the results will be released to them. Properties are grouped into
   a. Settings
   b. Dates Available
   c. Results Properties
   d. Submission Properties
   e. Security Properties
   f. Custom Instructions

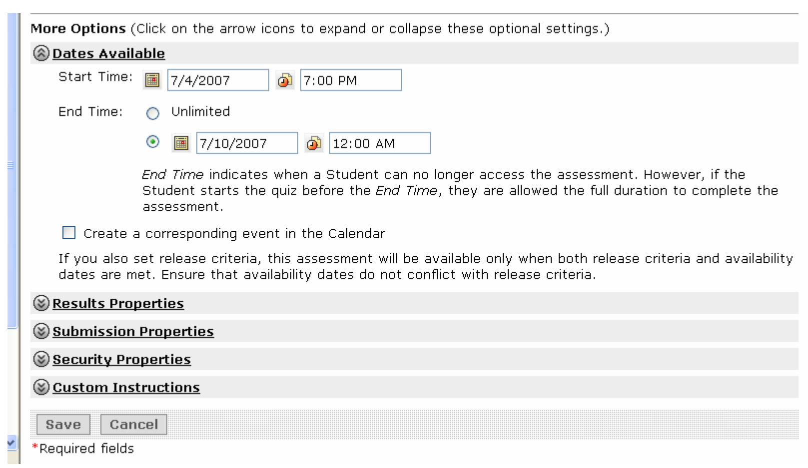
Settings

1. Under settings, you can
    a. edit the Title, Description, Item Visibility and Grade Book Column name.
    b. specify how questions should be delivered to the student.
    c. choose how the assessment is to be displayed, and specify the duration of the assessment.
    d. update the Attempts information if multiple attempts are allowed.
    e. specify how scrores are to be released to students and if statistics are to be released to students.
    f. click on the arrows to access the other properties.



Dates Available

1. To access the dates available, click on the arrow icons under More Options at the bottom of the Edit Assessment Properties screen.

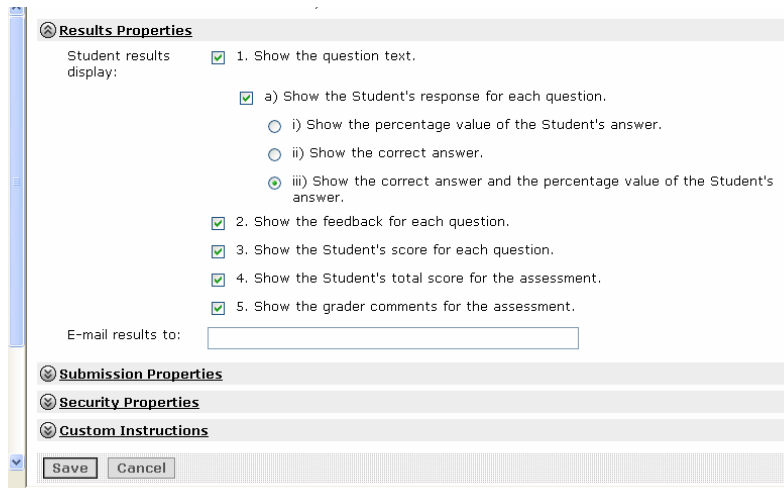


2. Enter the start and end time for the assessment. Click on the calendar icon to choose the date and

the clock icon to choose the time.

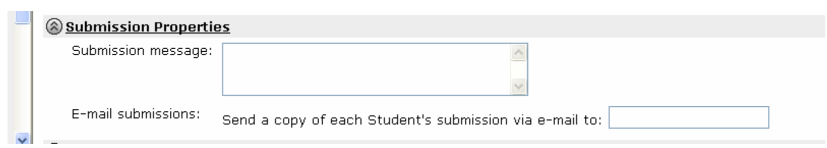
3. If you would like to have an event put on the calendar for the assessment, click the check box.
4. To collapse the Dates Available, click the arrow.

<u>Results Properties</u>



1. To access the results properties, click on the arrow icons under More Options at the bottom of the Edit Assessment Properties screen.
2. Edit the way results are displayed to a student.
3. You can have a copy of student's results sent to your external email address by entering your email address.
4. To collapse the Results Properties, click the arrow.

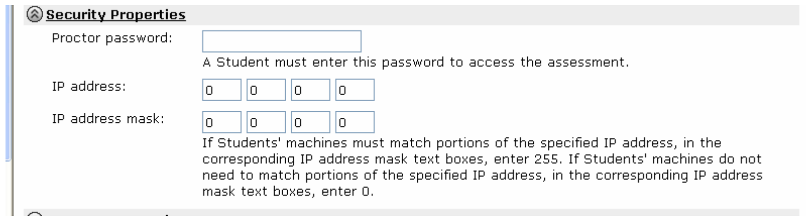
<u>Submission Properties</u>



1. To access the submission properties, click on the arrow icons under More Options at the bottom of the Edit Assessment Properties screen.
2. You may enter a message to be displayed to the student when they submit their assessment.
3. Enter your email address if you would like to receive a copy of each student's submission.
4. To collapse the Submissions Properties, click the arrow.

Security Properties

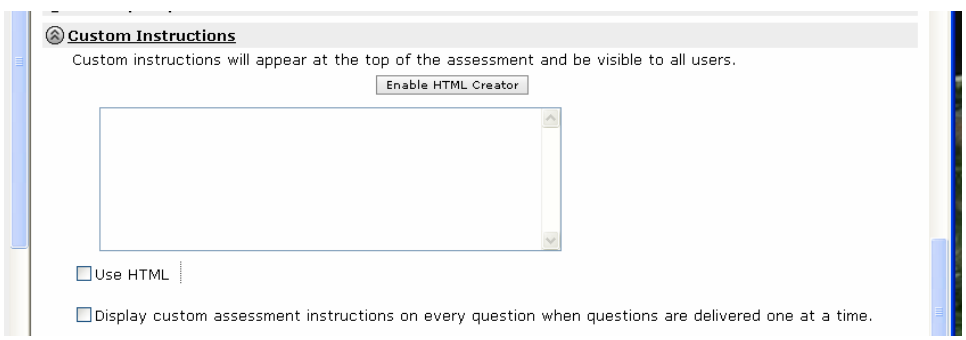
1. To access the security properties, click on the arrow icons under More Options at the bottom of the Edit Assessment Properties screen.



2. If you want to require students to enter a password to take the assessment, enter the password in the Proctor password field.
3. If you want students to complete the assessment using specific computers, you can enter the IP address of the computer or an IP address mask.
4. To collapse the Security Properties, click the arrow.

Custom Instructions

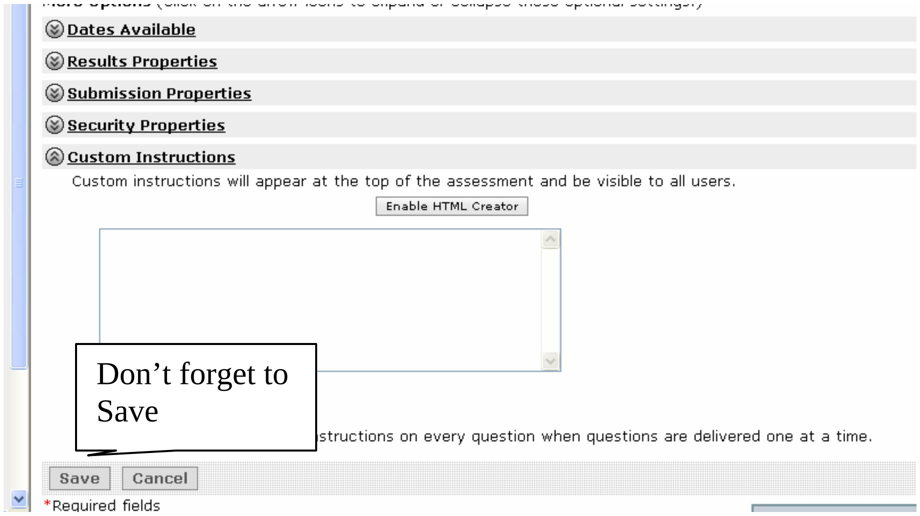
1. To access the custom instructions, click on the arrow icons under More Options at the bottom of the Edit Assessment Properties screen.



2. Enter the instructions that you would like to have appear at the top of the assessment.
3. If you want to display the custom instructions on every question when they are delivered one at a time, check the box
4. To collapse the Custom Instructions, click the arrow.

Save Properties

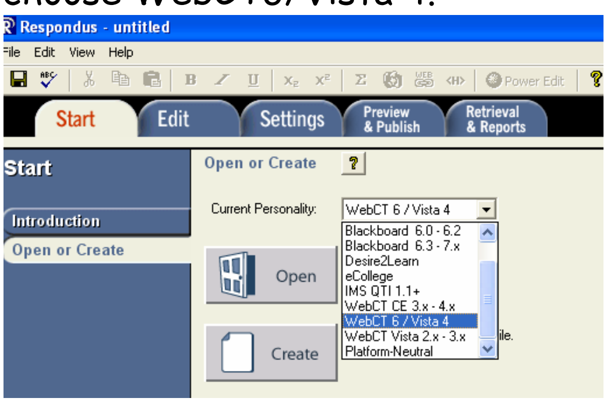
1. When you have finished making changes to the properties, click **Save** at the bottom of the Edit Assessment Properties screen



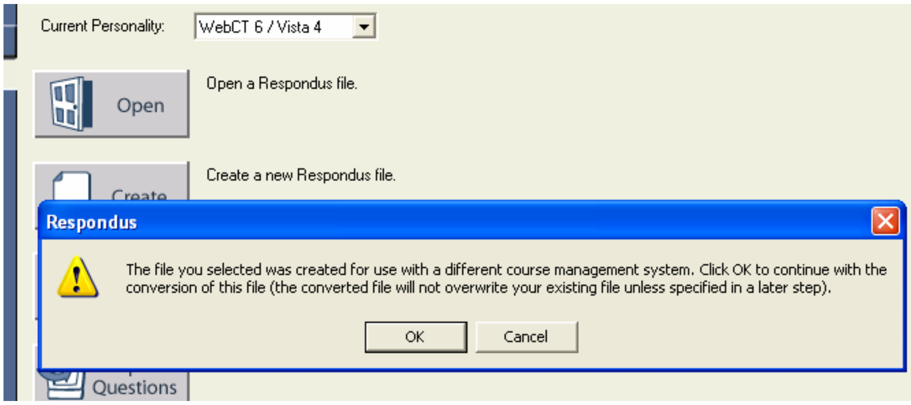
What about Respondus?

There are just a few changes that you will need to make to Respondus to use it with CE6.

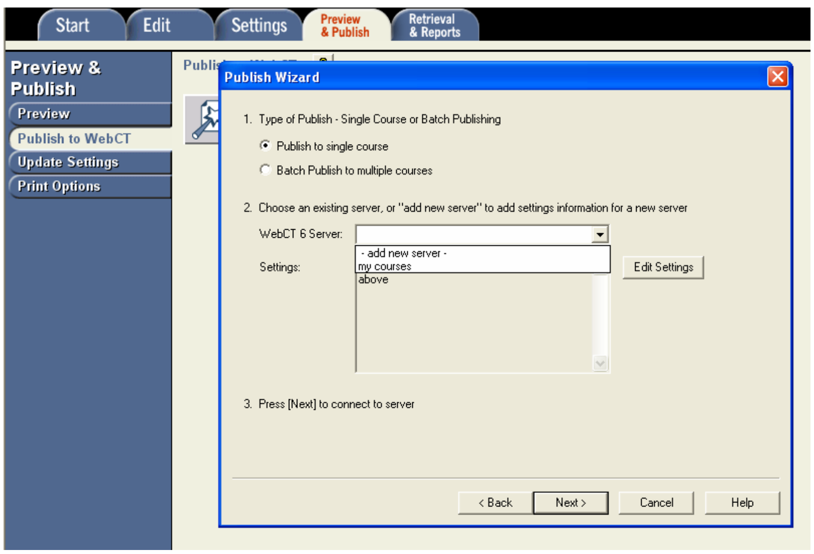
1. On the Start page, click the drop down box for Current Personality and choose WebCT6/Vista 4.



2. If you open a file that was created with the previous WebCT personality, you will receive a message to this effect. Click OK to continue.

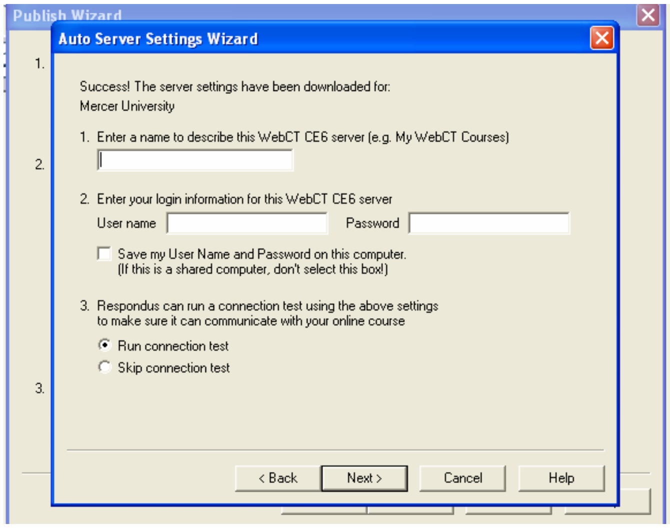


3. When you are ready to publish for the **first time** with the new personality, click Publish Wizard and in Step 2 on the Publish Wizard screen, click the drop down box and choose **–add new server-**.

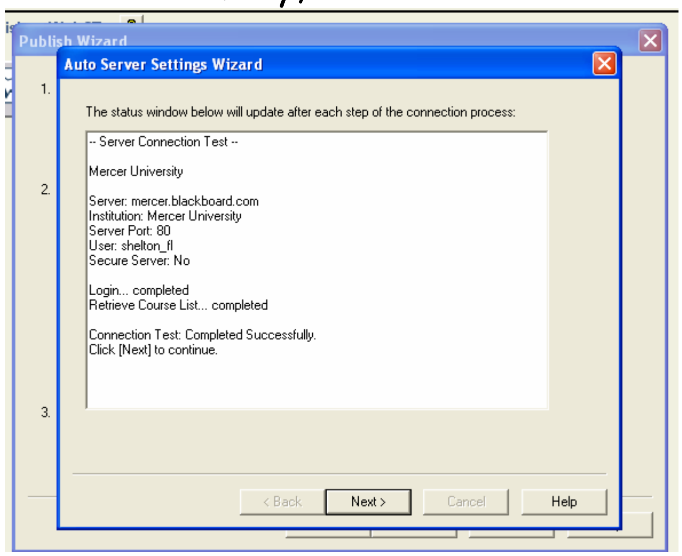


4. When the Add New Server Settings screen appears, keep the **Yes, check for preconfigured server settings** button selected and click Next.
5. On the Auto Server Settings Wizard screen, enter a name to describe the server. (This can be any name you want.) Enter your username and password information and check if you want

the username and password saved. Make sure the Run Connection Test button is selected and click Next.



6. The status window for the connection test will appear. If the test completes successfully, click Next.



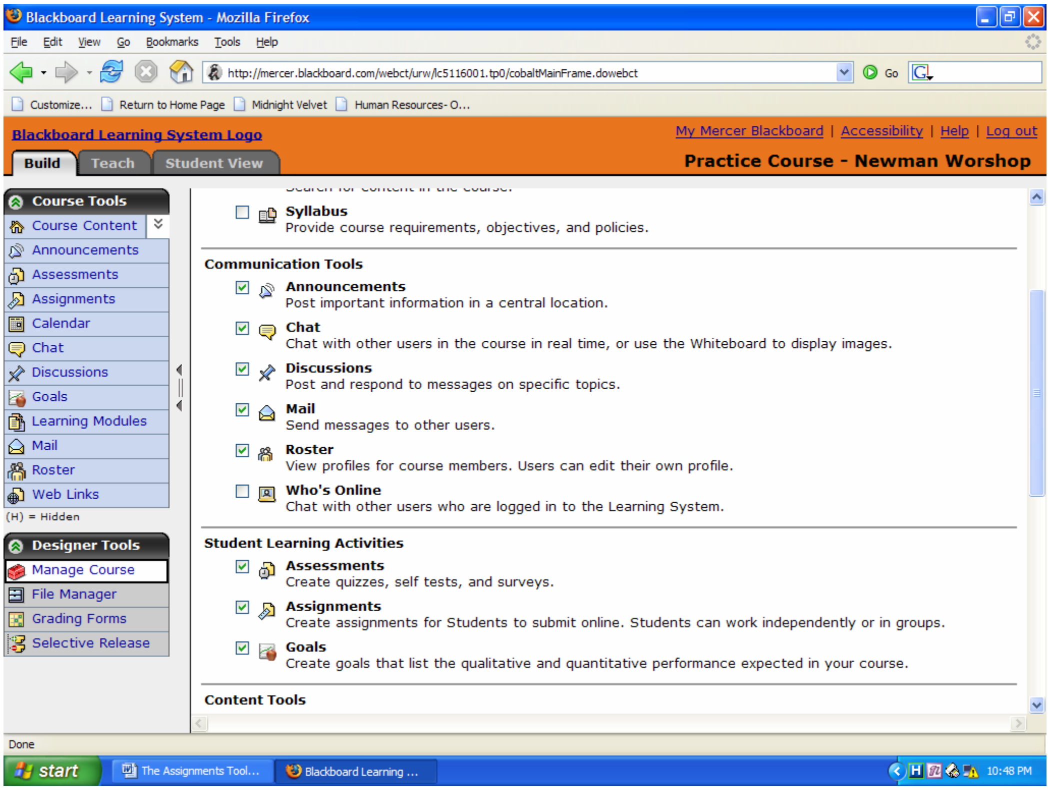
7. All other activities in Respondus remain the same.

The Assignments Tool

The Assignments Tool allows you to create and distribute course assignments to your students, and download, evaluates, and assign a grade to the completed work. Assignments can include attachments that the students can then download, modify, and then upload for submission. When an assignment is created, a new column appears in the "Manage Students" section of the course and when the assignment is graded, that grade is automatically entered into the correct cell.

Adding this tool to your Home Page

- In the **Build** tab, go down to **Designer Tools** and click **Manage Course**
-
- Click on the **Tools** option at the top of the list of icons
- Under **Student Learning Activities** select **Assignments**
- Click **Save** at the bottom of the page
- You will now see this tool and icon on your **Course Conten**t menu



Creating An Assignment

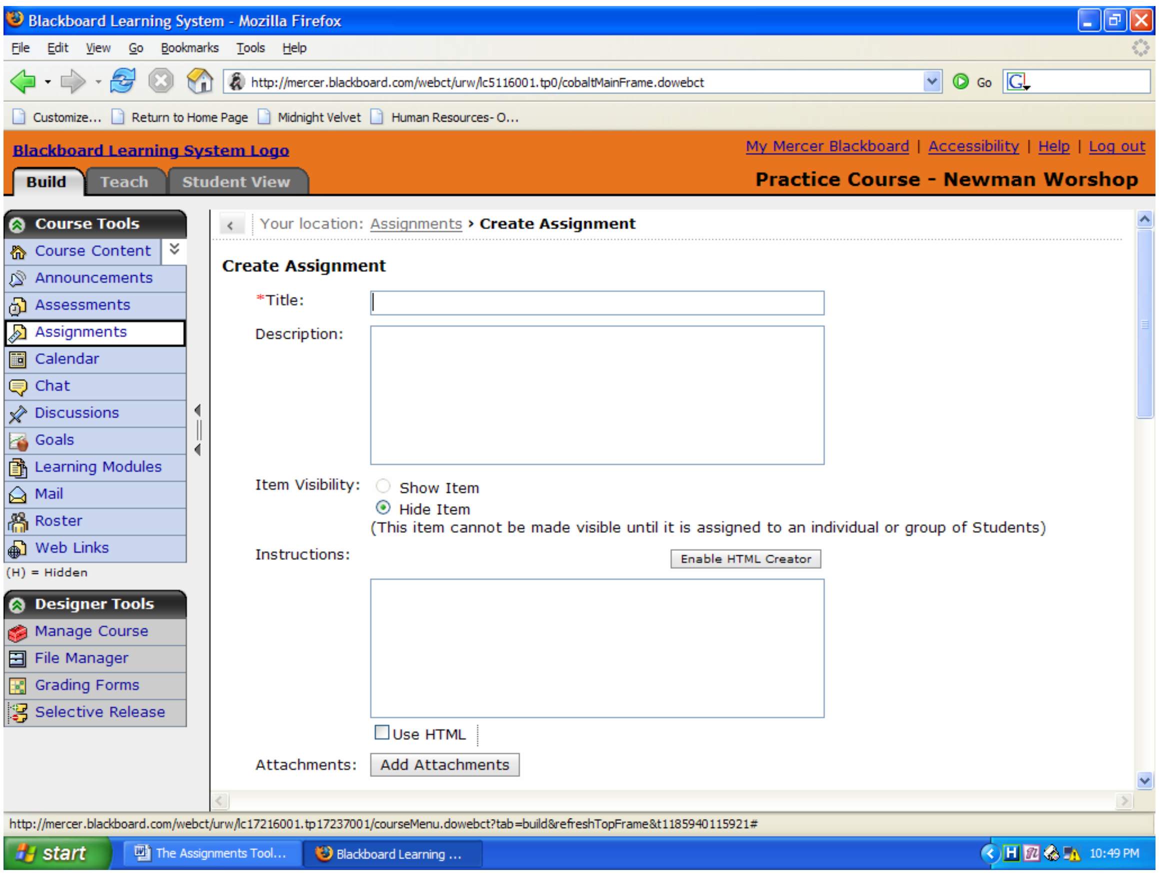
There are two types of assignments that you can add. **Text with attachments: A Text with attachments** assignment requires students to submit their assignment by entering text in the Assignments tool by attaching files. **Web site**: A **Web site** assignment requires students to submit a ZIP file containing linked HTML files that create a web site. Students specify an entry point for their web site and use relative links to link all pages.

EXAMPLE	For an English Literature course in which you want students to submit an essay on a novel covered in class, you could create a text-with-attachments assignment. In the instructions, you could

	inform students of the length of the essay and any other requirements. Students would then upload their essays and attach them to their submissions

EXAMPLE	For a Web Design course, you could create a website assignment called "Learning HTML." In the instructions, you could outline the requirements of the assignment, such as the HTML tags you want students to use, and provide an attached HTML file as an example. Students would then upload a zipped collection of their HTML files and attach them to their submissions.

- Click on the Assignments icon under the **Course Content** menu, click ***Create Assignment*** and the following screen appears



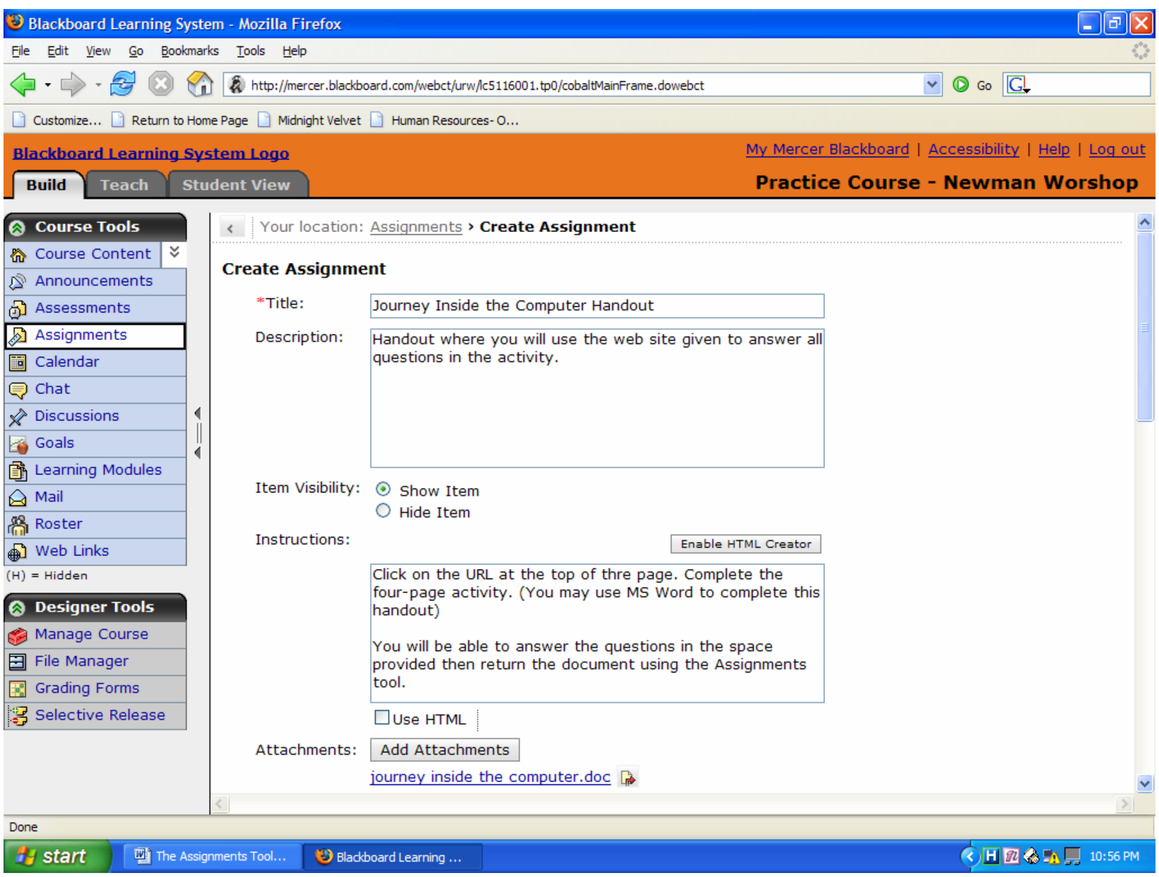
- Enter the assignment's Title and Description and select whether you want to Show or Hide the assignment.

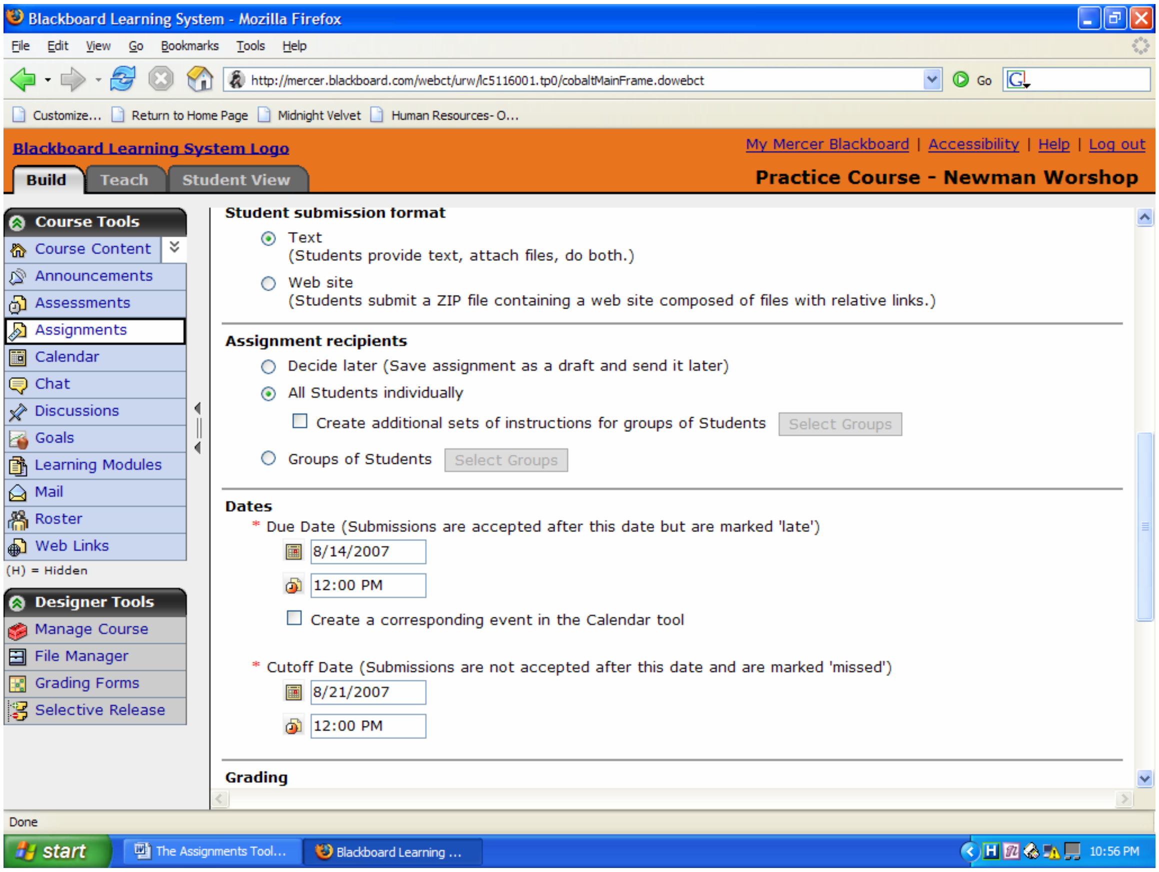
- Enter the Instructions. If you want to attach a file with additional instructions, click Add Attachment, and locate and select your file.

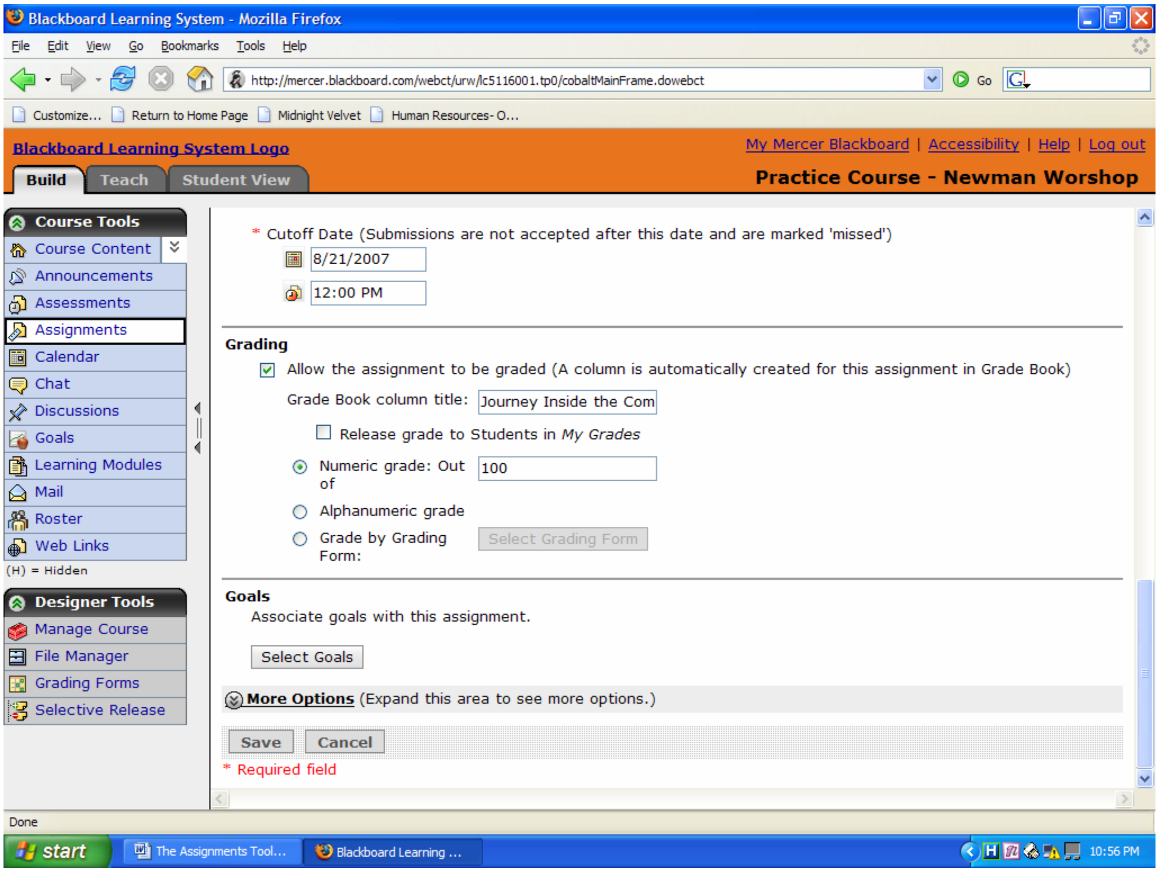
- Under Student submissions

If you want the assignment due date to appear in students' calendars, select "Create a corresponding event in the Calendar tool."

- Under Grading, select *Allow the assignment to be graded* and select whether you want the assignment to have a Numeric grade, an Alphanumeric grade, or to be graded based on a Grading Form. For numeric grades, enter the maximum grade.




Blackboard Learning System - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://mercer.blackboard.com/webct/urw/lc5116001.tp0/cobaltMainFrame.dowebct
Customize... Return to Home Page Midnight Velvet Human Resources- O...
Blackboard Learning System Logo
My Mercer Blackboard | Accessibility | Help | Log out
Build Teach Student View
Practice Course - Newman Worshop
Course Tools
Course Content
Announcements
Assessments
Assignments
Calendar
Chat
Discussions
Goals
Learning Modules
Mail
Roster
Web Links
(H) = Hidden
Designer Tools
Manage Course
File Manager
Grading Forms
Selective Release
Student submission format
Text
(Students provide text, attach files, do both.)
Web site
(Students submit a ZIP file containing a web site composed of files with relative links.)
Assignment recipients
Decide later (Save assignment as a draft and send it later)
All Students individually
Create additional sets of instructions for groups of Students
Select Groups
Groups of Students
Select Groups
Dates
* Due Date (Submissions are accepted after this date but are marked 'late')
8/14/2007
12:00 PM
Create a corresponding event in the Calendar tool
* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
8/21/2007
12:00 PM
Grading
Done
start
The Assignments Tool...
Blackboard Learning ...
10:56 PM


Blackboard Learning System - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
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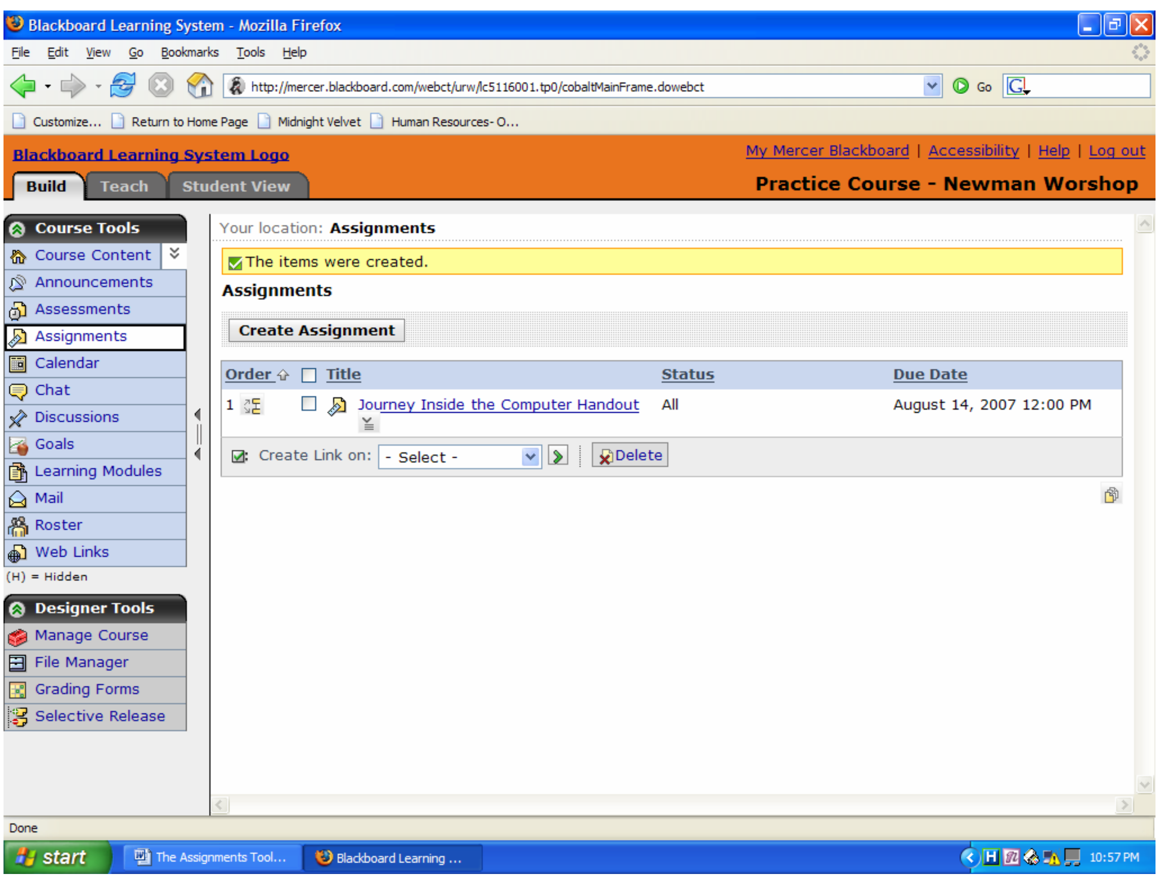
Customize... Return to Home Page Midnight Velvet Human Resources- O...
Blackboard Learning System Logo
My Mercer Blackboard | Accessibility | Help | Log out
Build Teach Student View
Practice Course - Newman Worshop
Course Tools
Course Content
Announcements
Assessments
Assignments
Calendar
Chat
Discussions
Goals
Learning Modules
Mail
Roster
Web Links
(H) = Hidden
Designer Tools
Manage Course
File Manager
Grading Forms
Selective Release
* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
8/21/2007
12:00 PM
Grading
Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)
Grade Book column title: Journey Inside the Com
Release grade to Students in My Grades
Numeric grade: Out of 100
Alphanumeric grade
Grade by Grading Form: Select Grading Form
Goals
Associate goals with this assignment.
Select Goals
More Options (Expand this area to see more options.)
Save Cancel
* Required field
Done
start The Assignments Tool... Blackboard Learning ...
10:56 PM


Blackboard Learning System - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://mercer.blackboard.com/webct/urw/lc5116001.tp0/cobaltMainFrame.dowebct
Customize... Return to Home Page Midnight Velvet Human Resources- O...
Blackboard Learning System Logo
My Mercer Blackboard | Accessibility | Help | Log out
Build Teach Student View
Practice Course - Newman Worshop
Course Tools
Course Content
Announcements
Assessments
Assignments
Calendar
Chat
Discussions
Goals
Learning Modules
Mail
Roster
Web Links
(H) = Hidden
Designer Tools
Manage Course
File Manager
Grading Forms
Selective Release
Your location: Assignments
The items were created.
Assignments
Create Assignment
Order Title Status Due Date
1 Journey Inside the Computer Handout All August 14, 2007 12:00 PM
Create Link on: - Select - Delete
Done
start The Assignments Tool... Blackboard Learning ...
10:57 PM

Collaboration Options

Assignments can be used for individuals or groups. Select an option based on your goals for the assignment.

If you want…	select this option	Example
▪ students to work and be graded individually ▪ all students to receive the same instructions	*All Students individually*	For an Education course, create a gradable text-with-attachment assignment instructing students to submit a lesson plan based on a favorite children's book. All students receive the same instructions and submit individual lesson plans for grading.
▪ students to work and be graded individually ▪ groups of students to receive different sets of instructions	*All Students Individually with Create additional sets of instructions for groups of Students selected*	For a Biology course, you create a text-with-attachments assignment for a research paper on one of five different topics. Students can sign up for the group that is based on the topic that they are most interested in, but students work individually, submit their own research papers, and receive their own grades.
▪ students to work in groups and be graded as a group ▪ groups to receive the same instructions or receive additional customized instructions	*Groups of Students*	For an Art History course, create a website assignment called "Artists of the Renaissance" and assign it to groups of students. In the assignment instructions, outline the basic requirements, such as the amount and type of information. Assign each group a different artist and give each group unique instruction. Each group submits one website, and all students within one group receive the same grade.

Editing Assignments

You can edit assignments from either the Build tab or the Teach tab.

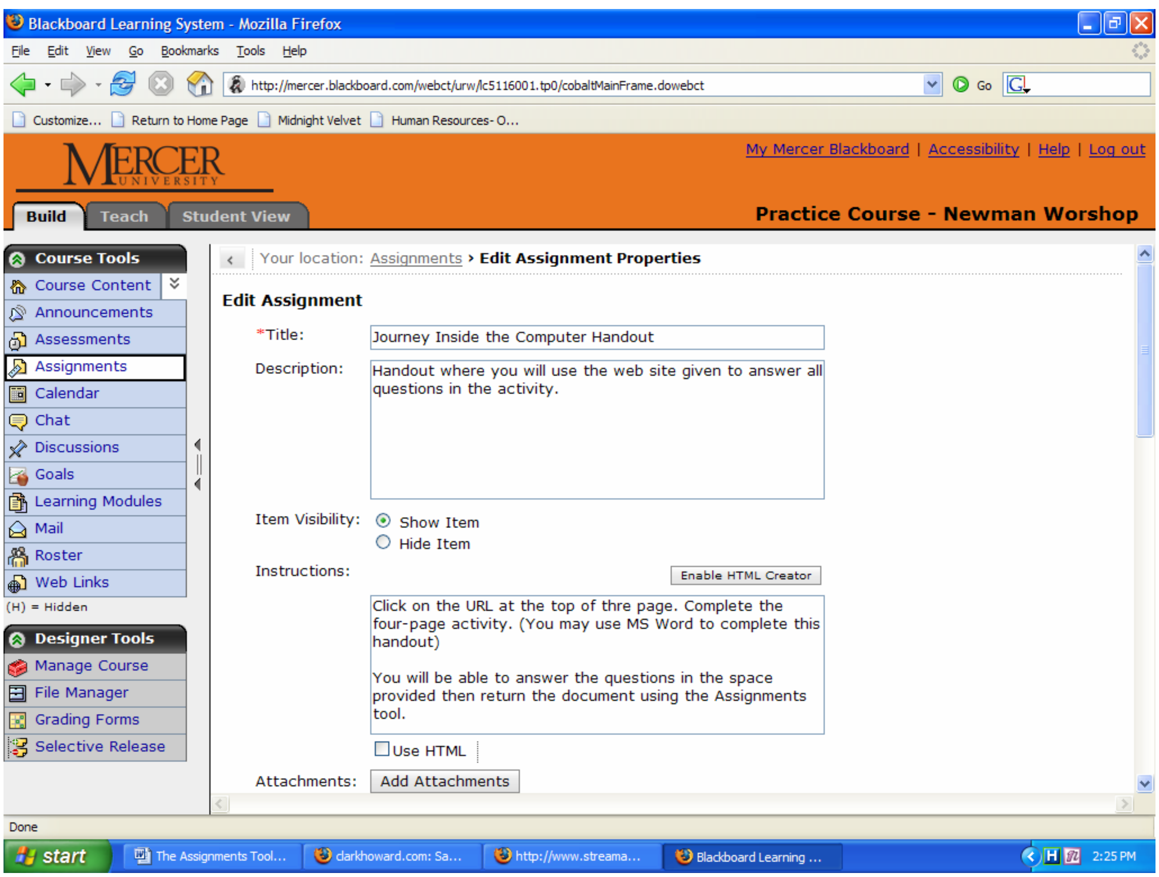
If the assignment has not yet been viewed by students, you can edit all the assignment properties, including title, description, type, and grading.

If the assignment has been viewed, you cannot

- edit the assignment type (text-with-attachments or web site).
- Change the students assigned to it

To edit assignments

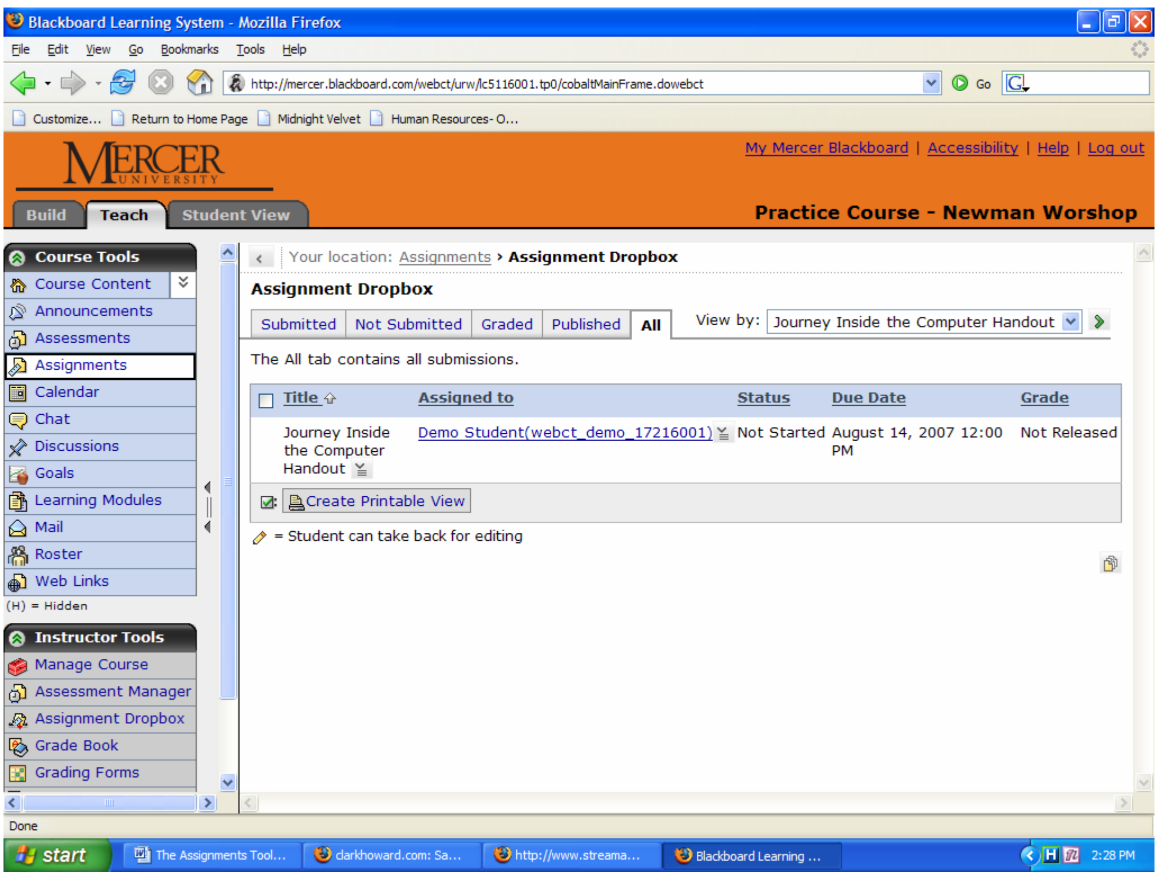
- In the Assignments screen, locate the assignment that you want to edit and click the linked title. The Edit Assignment screen appears.



- Edit the assignment and click Save. The Assignments screen appears and the assignment is saved.

Grading Assignments

You can view, grade, and publish assignments from the Assignment Dropbox in the Teach tab. The Assignment Dropbox provides five tabs that follow the progress of an assignment



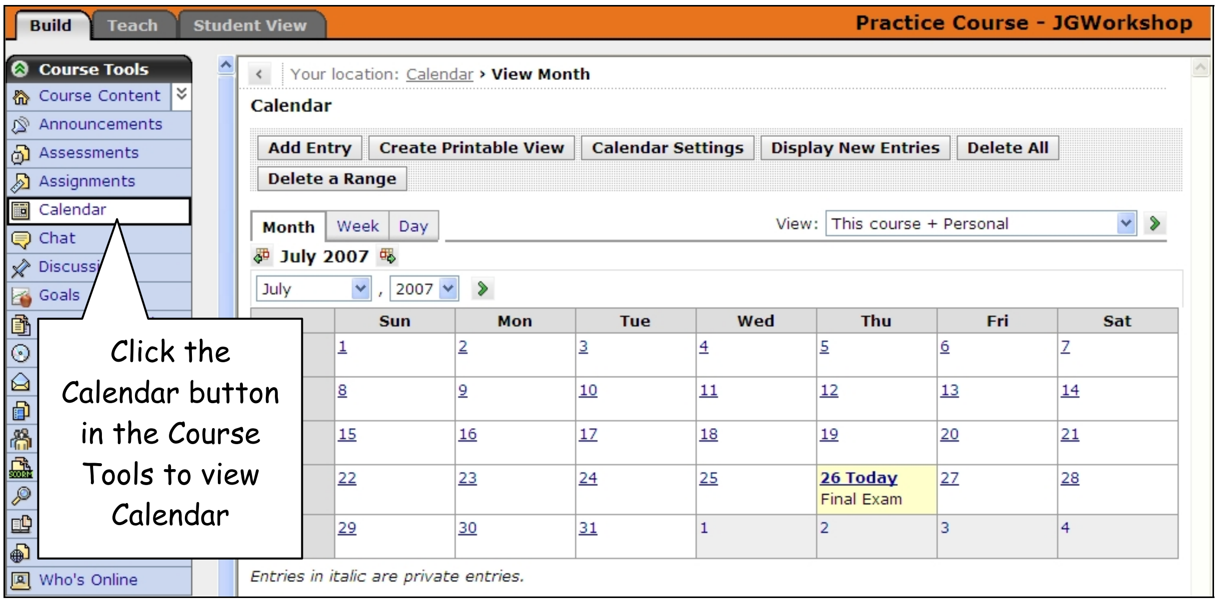
This tab…	displays
Submitted	assignments that have been submitted by students. You can grade or publish the assignments.
Not Submitted	assignments that have been assigned to students and not yet returned to you, or that have been submitted and that you have returned back to the student.
Graded	assignments that have been graded. Non-graded assignments can also be marked as completed.
Published	any assignment that has been published to the entire class, either by you or the student.
All	all assignments regardless of the submission status. The list can also be viewed by individual assignments.

To grade an assignment

- From the Teach tab, under Instructor tools, click **Assignment Dropbox**. The Assignment Dropbox screen appears.
- Click the **Submitted** tab. The list of submitted assignments appear

Calendar

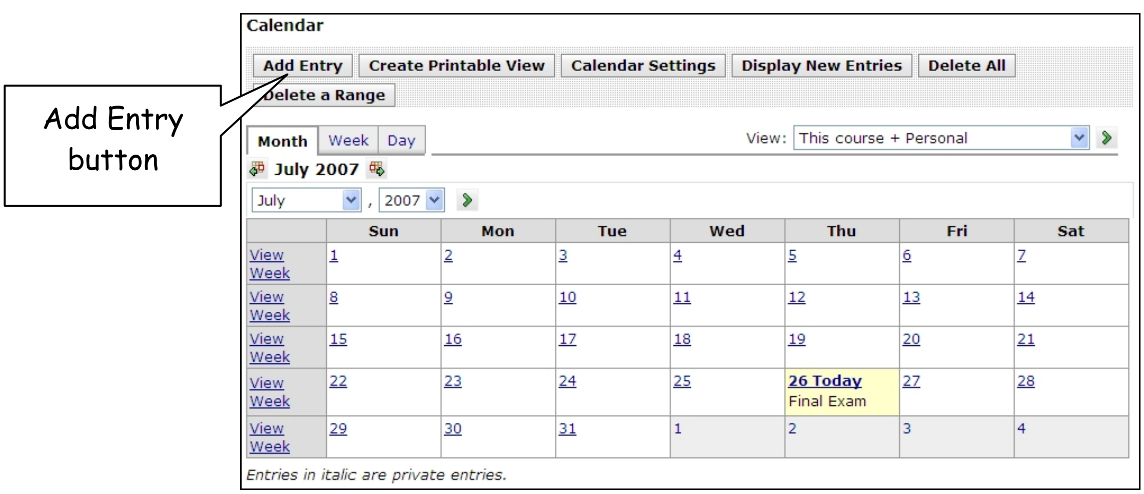
The course calendar allows Designers and Teachers the ability to create calendar notices of important dates including assignment due dates, tests and changes to regular class schedules. The calendar also allows users to view monthly, weekly and daily schedules.



Add Entries

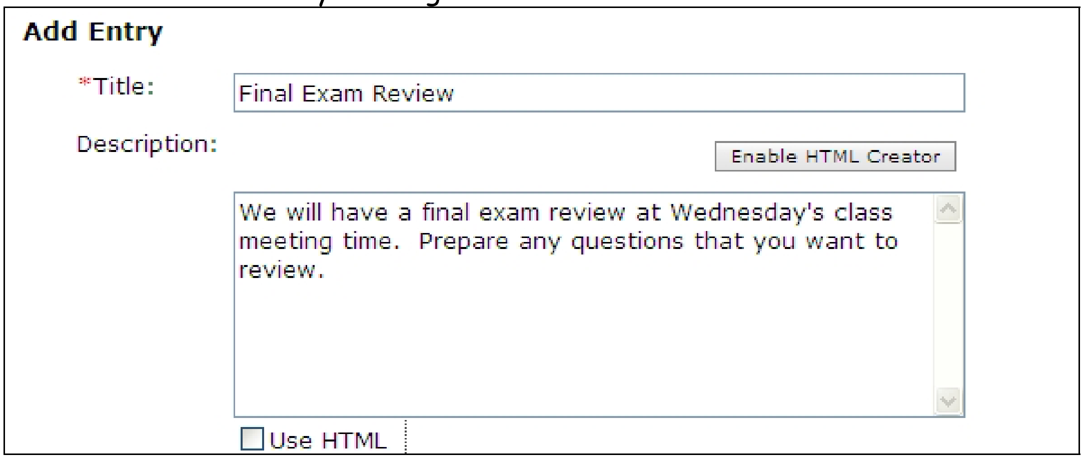
The Build and Teach tabs allow entries to be made.

1. Click the Add Entry button

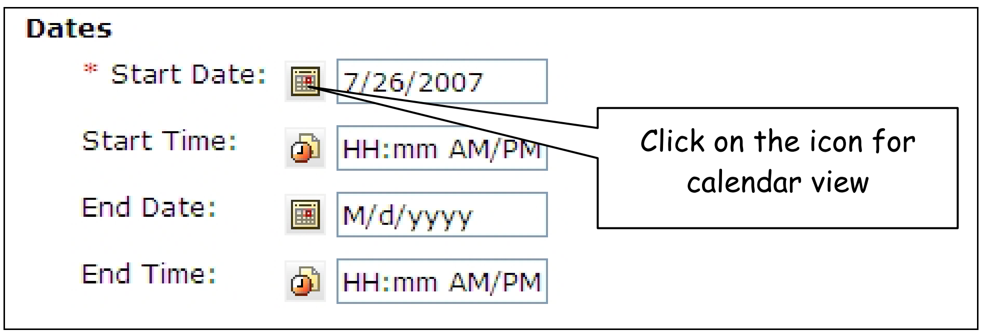


2. Enter the title and description

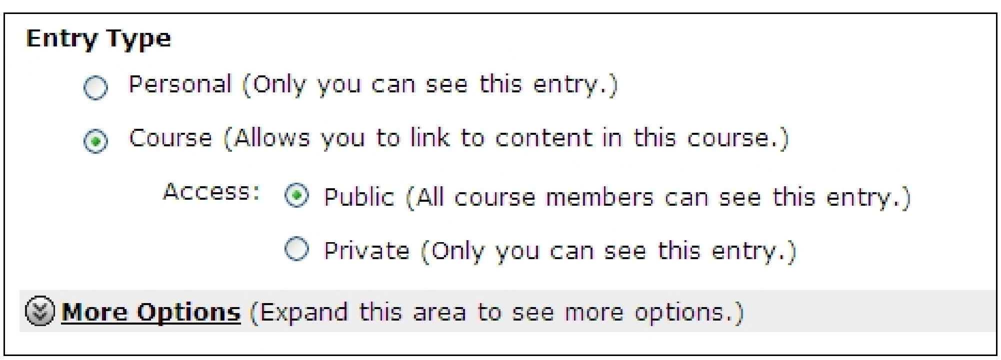
HTML can be used by clicking the Enable HTML Creator



3. Select activity start and end date

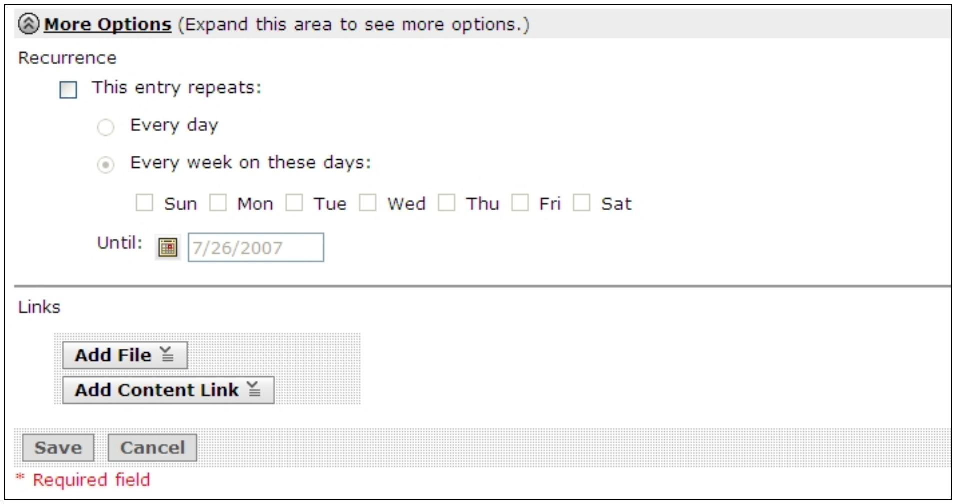


4. Select the Entry Type
Choose who you want to view the calendar posting. If you select **Course** all students and designers will be able to view or you can make **Personal** calendar postings only viewable by you.



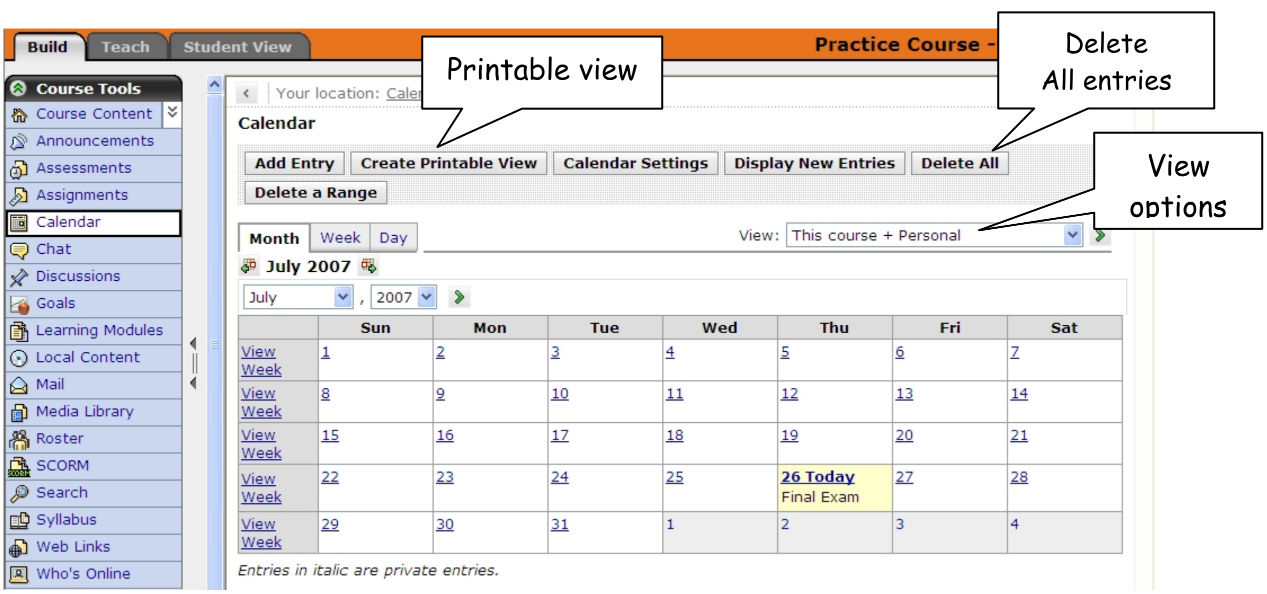
5. More Options

By clicking the **More Options** button you will be able to create links to course files or Internet links. You can also choose the recurrence of the calendar event postings.



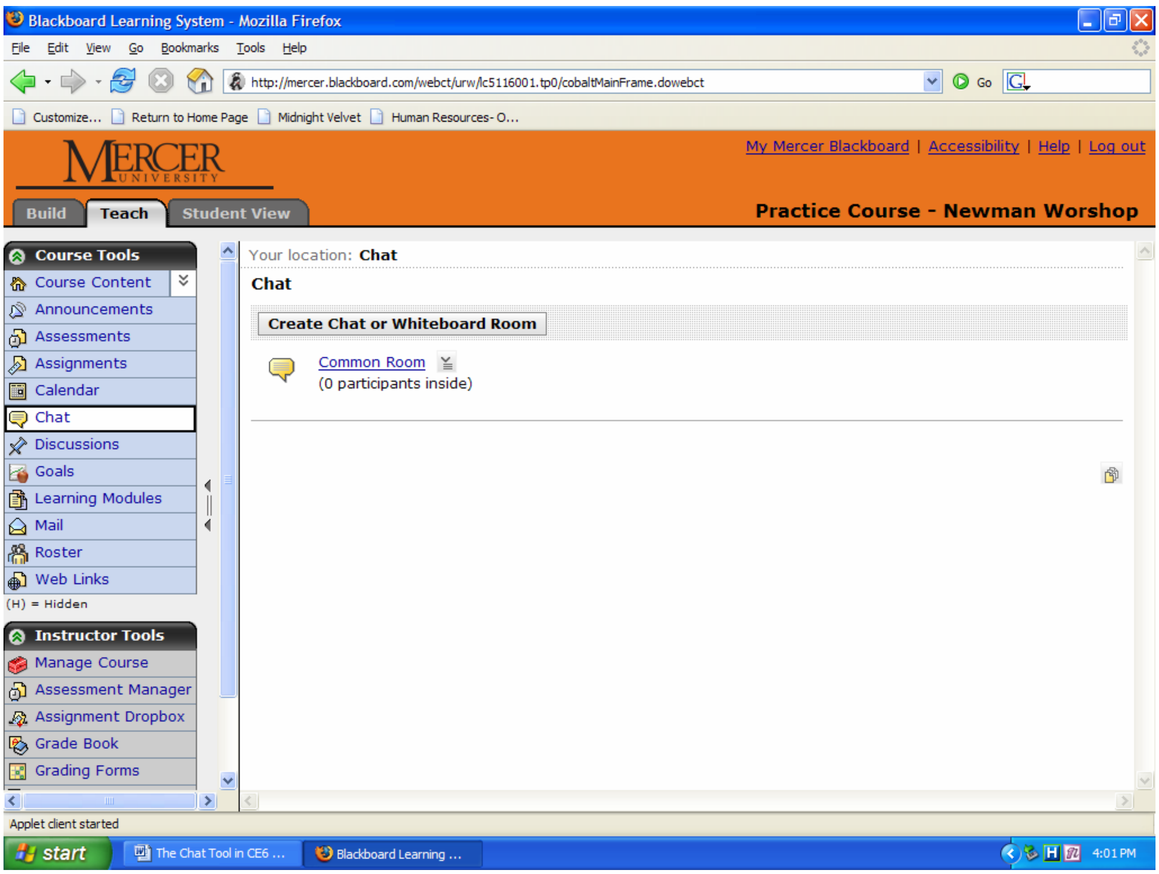
6. Click the **Save** button to save calendar entry

You can view the calendar in the Monthly view, Weekly view or Daily view. Calendars can be printed by clicking the **Printable** view button. You can also choose the calendar view by selecting the **View** dropdown menu including course, personal, institutional and custom view.



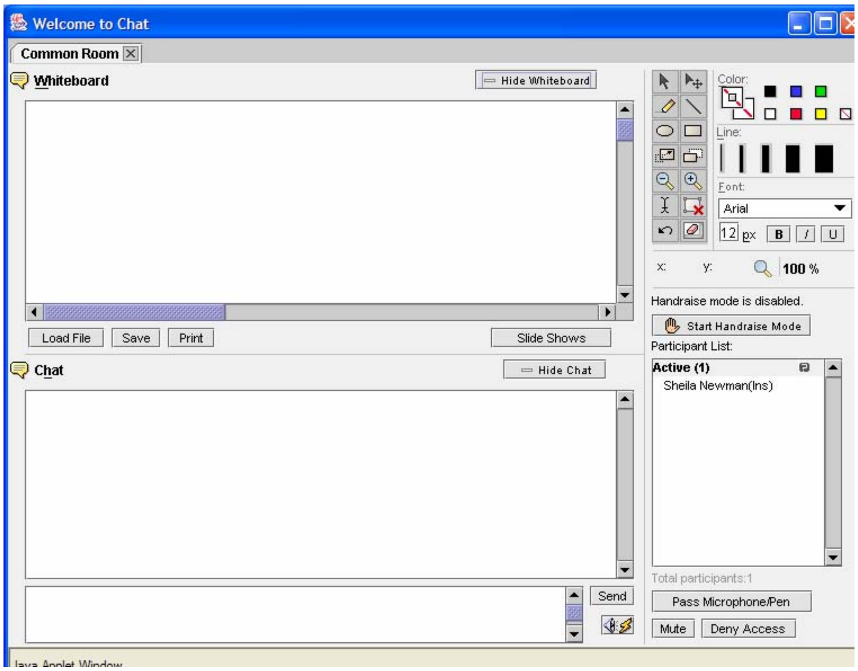
Chat Tool (and Whiteboard)

Chat allows members to communicate and collaborate with each other in real time by sending text messages, creating drawings, and sharing images. Chat rooms can contain both chat and whiteboard functions or be limited to just one or the other.



You can use the Chat tool to hold online office hours, exam reviews, and study groups. You can also use the whiteboard to display images, draw, and present slide shows.

From the Build or Teach Tab, next to the chat room link, click on the Action links icon. "Go to Chat Room" (If you click it from the student tab, you will enter as a demo student.)



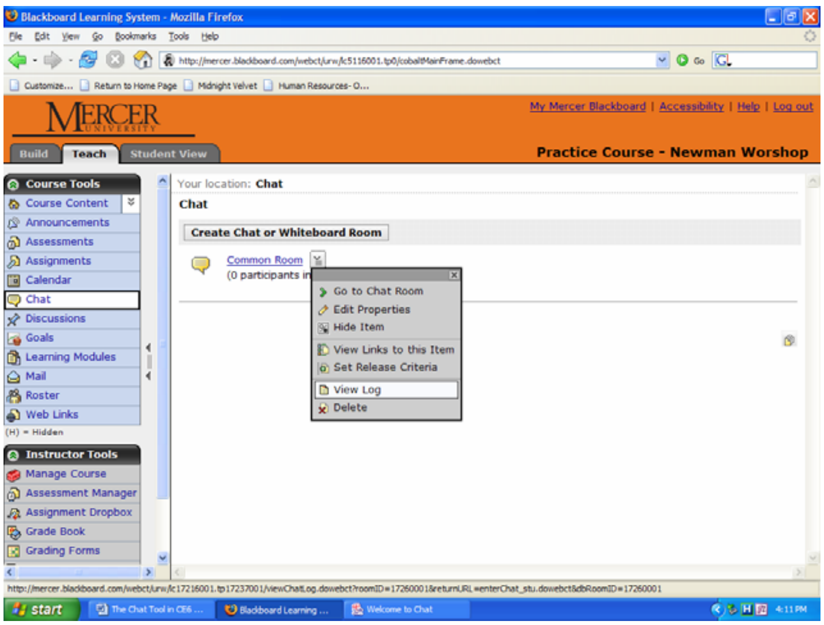
Type your message in the white message box at the bottom of the window; then press the Enter key. Notice that the sender's name appears at the beginning of each message. To send a private message, double-click on the name of the person (in the Participant List), a popup chat will appear to enter the message and press the Enter Key.

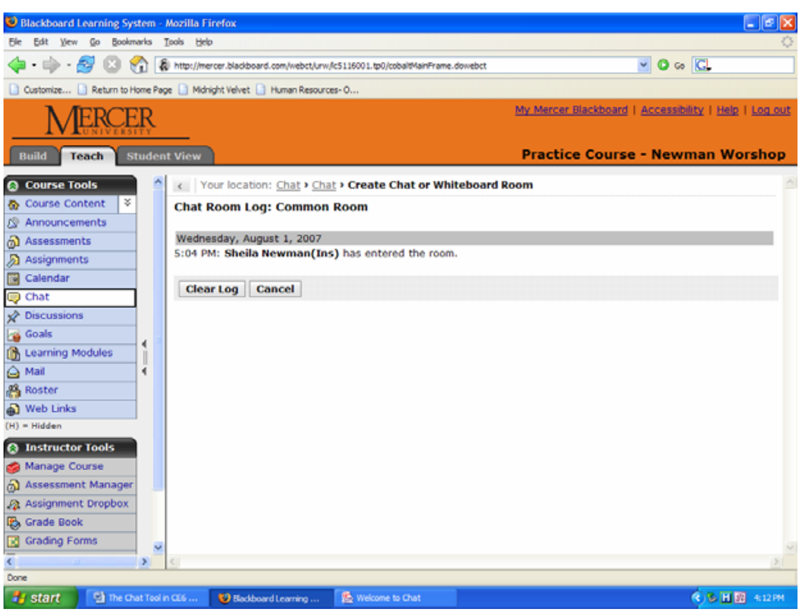
To use the Whiteboard, select from the tools at the top right. Click into the Whiteboard and begin to use that tool. All of your actions will be seen by everyone in the chat as you are doing them. If you would like to save the whiteboard, click "Save." The file will be saved in your "My Files" – Chat_Whiteboard_Folder.

You can add this file to a page in your course.

Viewing Chat Room Logs

Next to the chat room link, click on the Action links icon, then "View Log"





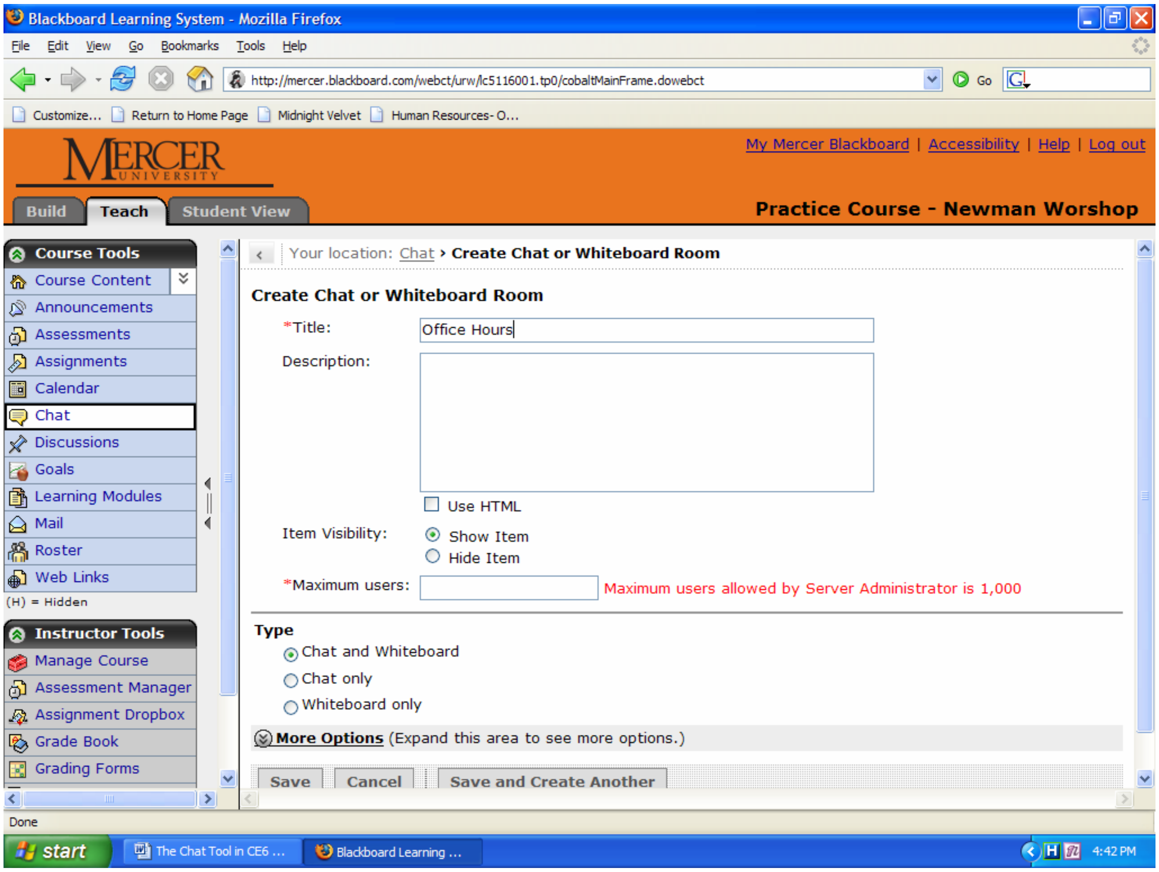
You also have an option to clear the log if you press the Clear Log button.

Chat Terms	
Room type	The Chat tool has three room types: ▪ Chat and Whiteboard – displays features for both chatting and drawing ▪ Chat only – displays features for chatting only ▪ Whiteboard only – displays drawing features only
Chat Room Log	You can maintain a text file that logs chat room conversations
Alias	You can allow members to use an alias while chatting to conceal their identities
Lobby	The Chat home page is referred to as the lobby

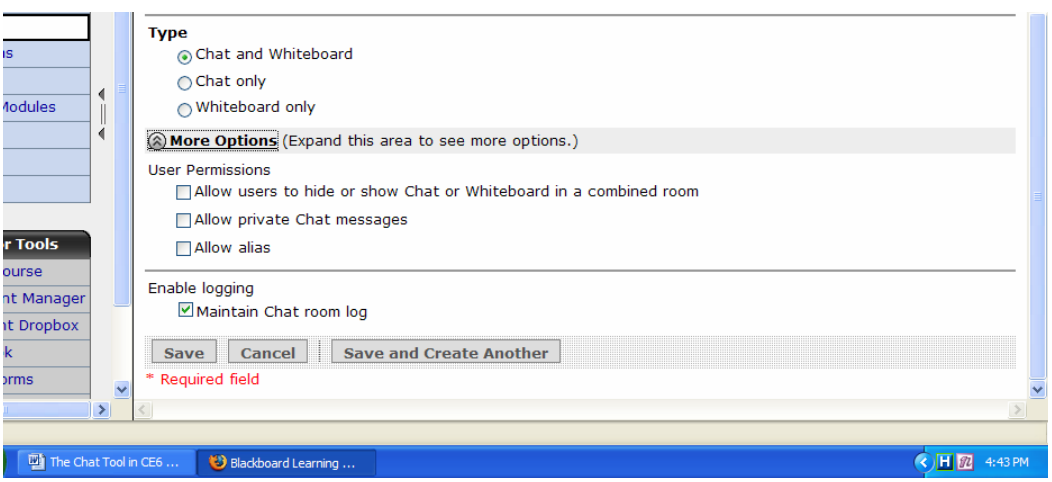
Creating Chat Rooms

To create a chat or whiteboard room:

- Under Course Tools, click Chat. The Chat screen appears
- Click Create Chat or Whiteboard Room
- Enter the Title and Description and select whether to Show or Hide the room
- Select the room type: Chat and Whiteboard, Chat only, or Whiteboard only.
- Enter the Maximum users tat you wish to access the room at one time



- Expand More Options. Select the settings and click Save



Facilitating Chat Sessions

Monitoring chat rooms ensures good information flow. The following features facilitate chat sessions:

Use…	to:
Chime Preferences	play a sound, flash the screen, or both as an entry chime to notify members that another participant has entered the room. This helps maintain group awareness.
Handraise Mode	require students to “raise their hand.” You must call on them before they can contribute to the chat conversation.
Pass the Microphone	allow only the student who has “raised” their hand to speak
Mute	prevent a member from contributing to the conversation
Deny Access	remove a member from a room. You can allow them to join again later
Enable Private Messages	allow members in the same room to exchange messages among themselves without others seeing the messages or being aware that they have been sent
Enable Logging	record conversations in a text file which can be reviewed

The Discussion Board in CE6

Discussion Types

The three types of discussions used to interact with students are: **threaded**, **blog**, and **journal**. The type you select depends on the nature of the assignment and the desired result.

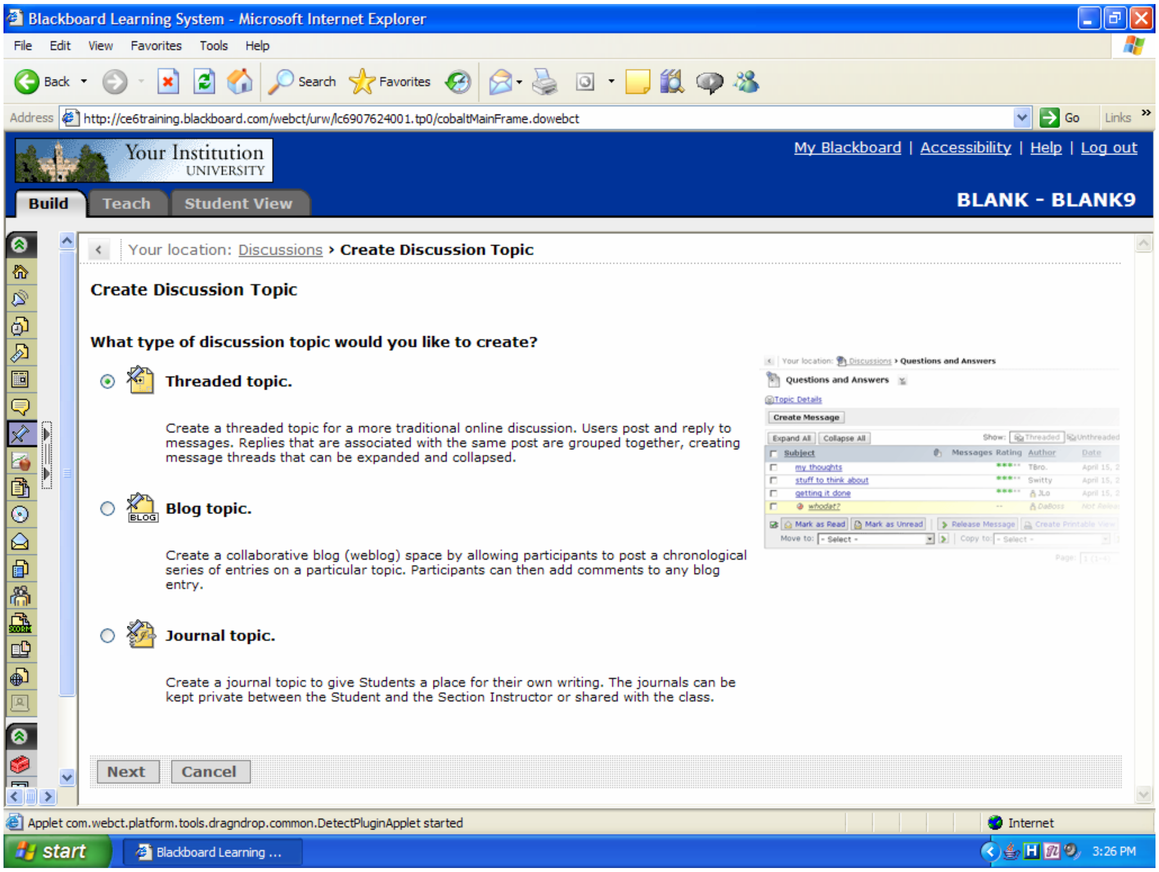
- **Threaded**: Traditional online discussion
- **Blob**: Collaborative – chronological entries; add comments to any entry
- **Journal**: Place for student's own writing; private between student and instructor or shared with class

Threaded discussions are more traditional and what we are most familiar with in the previous version of WebCT. They encourage reflective thought as it permits deeper consideration of the ideas under discussion.

Class participants post and reply to messages at their leisure time. For example, a student may prefer posting in the evening, where someone else may want to reply or post in the morning hours.

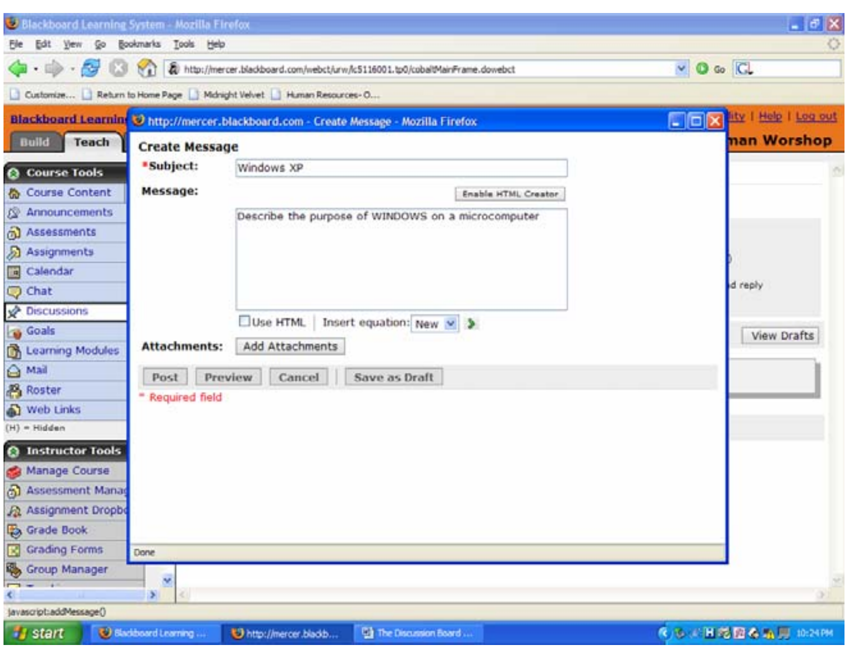
To select the type of discussion used in your course, do the following:

- From the Build or Teach tab, select **Discussions** in the Course Tools panel
- Click on the Create Discussion Topic. The screen below will be displayed
- Select the type of topic you want to use in your course



Creating the Discussion Topic

- Type the title of the Subject and the Message as shown below
- Click the Post button after you have completed the Message



Discussion Grading

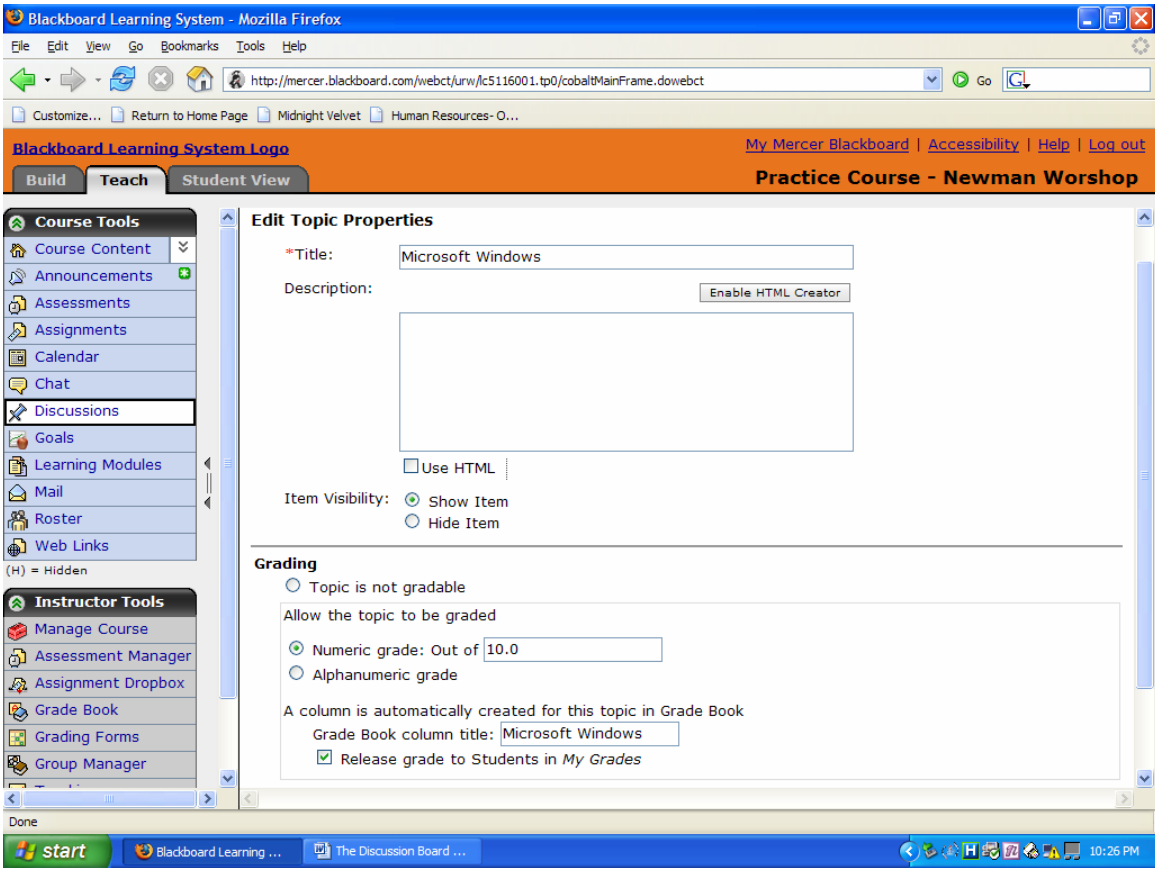
CE6 adds a central grading area to the Discussions tool. Instructors can assemble and review a student's posted messages, review total participation versus the class average, and assign a grade to each student that is automatically recorded to the Grade Book. This saves instructors time and lets them efficiently evaluate participation in class discussions.

This option is set up when the topic is created, or can be changed at any time using the "Edit Preferences" menu from the ActionLink menu for the topic. Entering the grades must be done using the "Instructor" role, i.e. using the "Teach" tab for the course. When in that mode, click on the ActionLink menu for the topic and choose "Grade Topic."

- In the Grading Section, click on the Numeric grade button (Indicate the number of points given for this particular Discussion
- Choose to release the grade in the Grade Book

Another way to grade a Discussion topic:

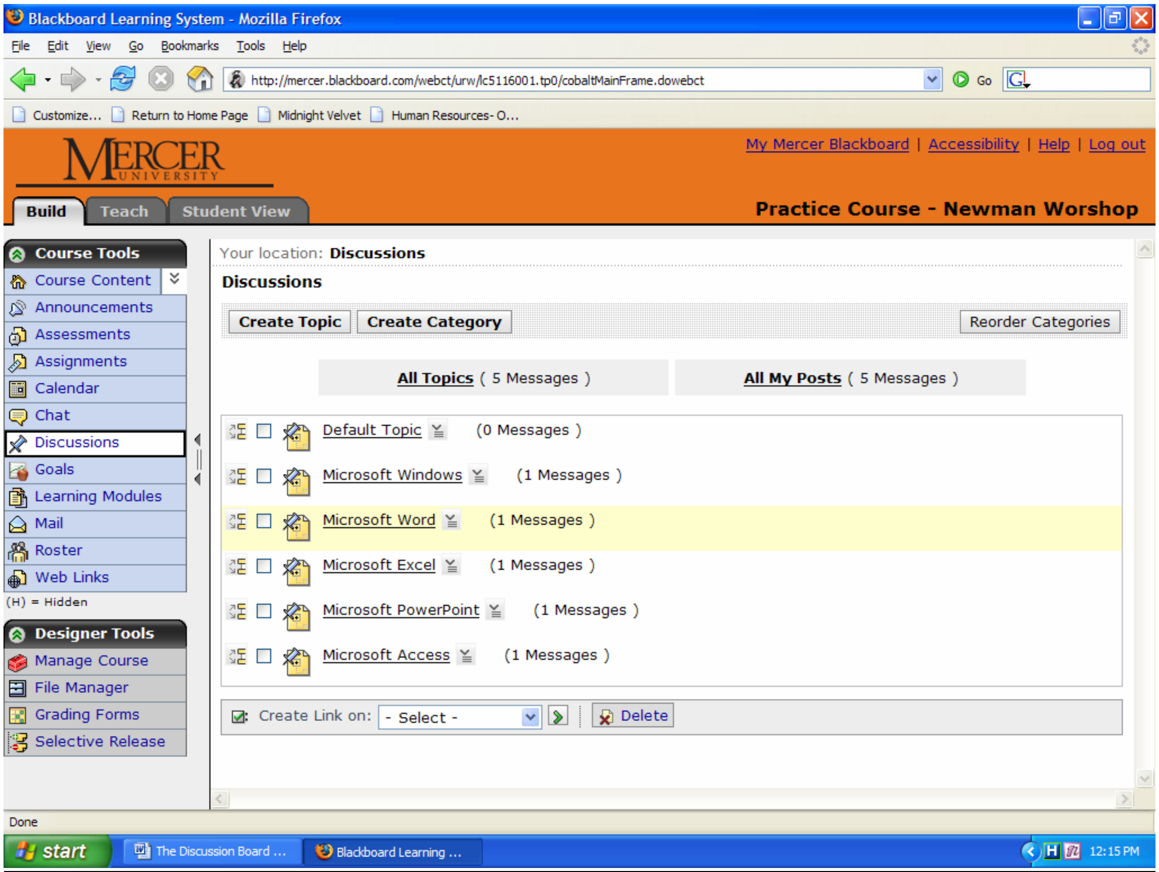
- Click on the **Discussion** Tool
- Click the **ActionLink** drop-down for the particular topic
- Select **Grade Topic**



New Discussion Management

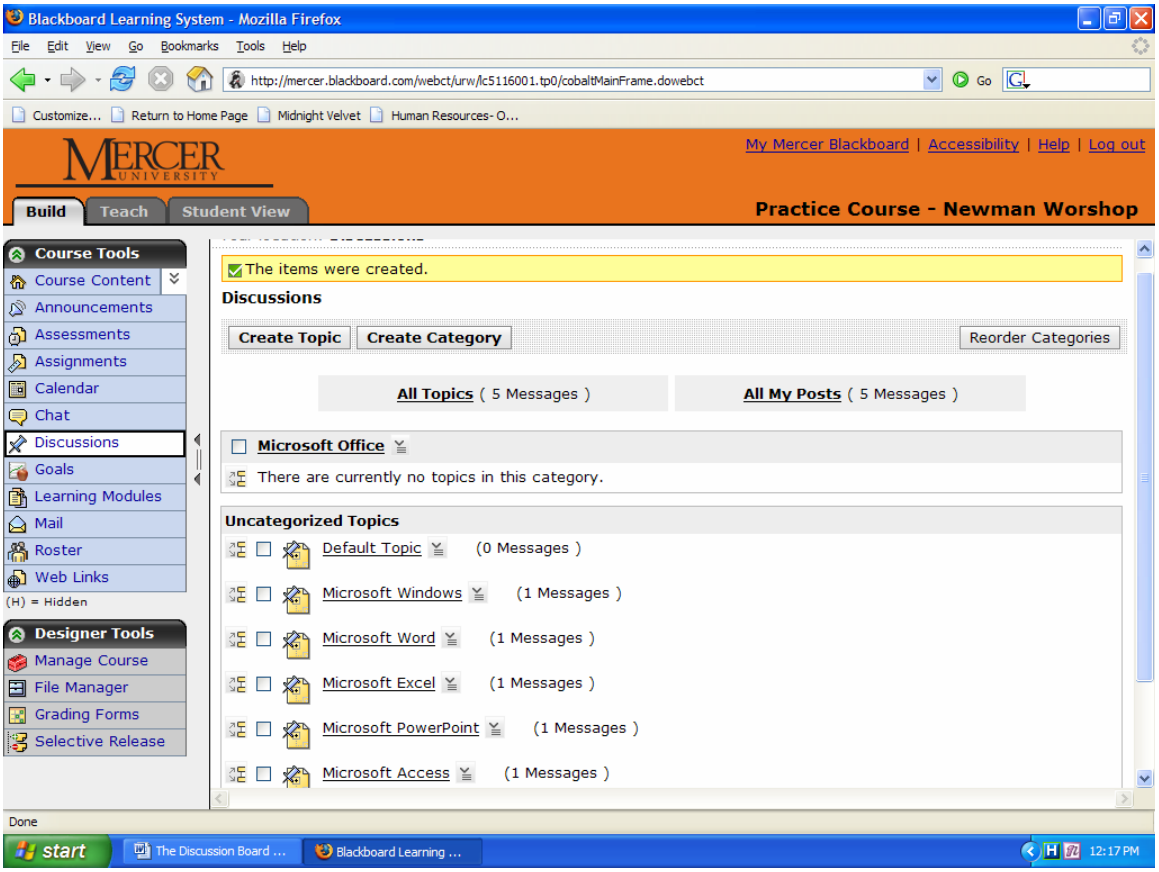
CE6 includes new discussion management options, including the ability to add instructions for each discussion topic, edit postings, and re-order discussion topics and categories.

This is the view that instructor or designers see. Students do not see the options for creating or deleting topics or categories. To see the actual discussion messages, click on the topic.



Easier Discussion Navigation

Discussions are easier to navigate than ever before, making it simple for students and faculty alike to communicate and find the information they are looking for. Users have the ability to sort any discussion topic by message subject, author, or date and can "expand all" to view all posts within a topic. Once a user makes a post, the list of discussion postings is automatically updated.


Blackboard Learning System - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
http://mercer.blackboard.com/webct/urw/lc5116001.tp0/cobaltMainFrame.dowebct
Customize... Return to Home Page Midnight Velvet Human Resources- O...
MERCER UNIVERSITY
My Mercer Blackboard | Accessibility | Help | Log out
Build Teach Student View
Practice Course - Newman Worshop
Course Tools
Course Content
Announcements
Assessments
Assignments
Calendar
Chat
Discussions
Goals
Learning Modules
Mail
Roster
Web Links
(H) = Hidden
Designer Tools
Manage Course
File Manager
Grading Forms
Selective Release
The items were created.
Discussions
Create Topic
Create Category
Reorder Categories
All Topics (5 Messages)
All My Posts (5 Messages)
Microsoft Office
There are currently no topics in this category.
Uncategorized Topics
Default Topic (0 Messages)
Microsoft Windows (1 Messages)
Microsoft Word (1 Messages)
Microsoft Excel (1 Messages)
Microsoft PowerPoint (1 Messages)
Microsoft Access (1 Messages)
Done
start
The Discussion Board ...
Blackboard Learning ...
12:17 PM

Learning Modules

A learning module is a collection of content items and files, arranged sequentially and organized by a Table of Contents. It includes built-in navigation links and optional interactive tools.

Because they are linear in nature learning modules can be compared to an online book or the chapter in a book. It is important to remember that learning modules can bring together many different types of learning items and present them in a cohesive unit.

You can include the following types of items in a learning module:

- assessments
- assignments
- chat and whiteboard rooms
- content files
- discussion categories and topics
- media library collections

The Learning Module Tool by Tab	
 From the Build tab you can: • create and add content to learning modules. • Edit learning modules. • Customize the Action Menu.	 You cannot build or edit learning modules from the Teach tab.

Creating Learning Modules

Create an organized environment for students by building learning modules to organize and deliver course content. You first create a learning module, access it, and then add content to it.

- To create a learning Module:

1. From the Build tab, under Course Tools, click **Learning Modules**. From the right frame, click **Create Learning Module**. The Create Learning Module screen appears.

2. Enter the required title and optionally, a description.

3. Next to the *Item visibility*, select whether to show or hide the item.

4. Complete the Table of Contents section:

    a. From the Numbering drop-down list, select whether to display the table of contents in a separate pane on the left.
    b. Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left.
5. Under *First page of the Learning Module should be*. Select whether to display the table of contents as the first page of the Learning module.

6. To associate the learning module with a goal, click **Select Goals** and select one or more goals from the list. Click **Add Selected**

7. Click **Save or Save and Create Another.**

Adding Content to the Learning Module

After creating the framework of the learning module, you access it, and then add content items and files to the Table of Contents.

- To add a content link:

  1. From the Learning Module screen, click a learning module link to access it.

  2. Click Add Content Link. A menu appears

  3. Select the tool for the type of content you want to add. For example, to add a quiz, select Assessments. The menu option expands.

  4. Select an item from the inventory and click Add Selected. The item is added to the end of the table of contents.

     Note: You can also create new content items and add them to the learning module at this point. For example, from the Assessments option in the context menu, click **Create Assessment**.

- To add a file:

  1. From the learning module to which you want to add a file, click **Add file**. A drop-down menu appears.

  2. Select one of the following:

     – To create a content file, select *Create File*.

     – To add an existing file, select *Browse for Files*. You may select a file from:

       - My Files – personal files you have already uploaded
       - Class Files – files that already exist in the class

- My Computer – files that exist locally on your computer that you can browse for, upload, and select

3. To associate the file with a goal, click **Select Goals** and select one or more goals from the list. Click **Add Selected**.

Tip:	You can add multiple files or content items of the same type simultaneously. Hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the items.

Organizing Learning Modules

You can organize your table of contents by creating headings and grouping items under headings by indenting them. You can easily re-arrange items in the table of contents.

➢ To create a heading:

1. Access the learning module you want to add content to and click **Create Heading**.

2. Enter the title for the heading and click **Save**. The heading is added to the end of the table of contents. You now need to indent or outdent items and move them under this heading.

➢ To indent or outdent headings:

1. From the learning module that you are organizing, select the content items you want to indent or outdent.

2. Select the items you want to indent or outdent and do one of the following:

   - To decrease or increase the selected items by one level, click **Indent** or **Outdent**. The selected items are indented or outdented and renumbered accordingly.

- To move the selected items to the first level, click **Outdent All**. The selected items appear at the highest level and are renumbered accordingly.

➢ To change the order of items in a learning module:

1. From the learning module that you are organizing, select the heading or content item you want to move.

2. Do one of the following:

   – To move the selected items anywhere except the end of the learning module, locate the item above which you want to insert the item. In the Move column on the left, click *Move Selected Items Above*.

   – To move the selected items to the end of the learning module, click *Move Selected Items to Bottom of List*.

Tip:	To move content items under a new heading, select the items and move them to the bottom of the list.

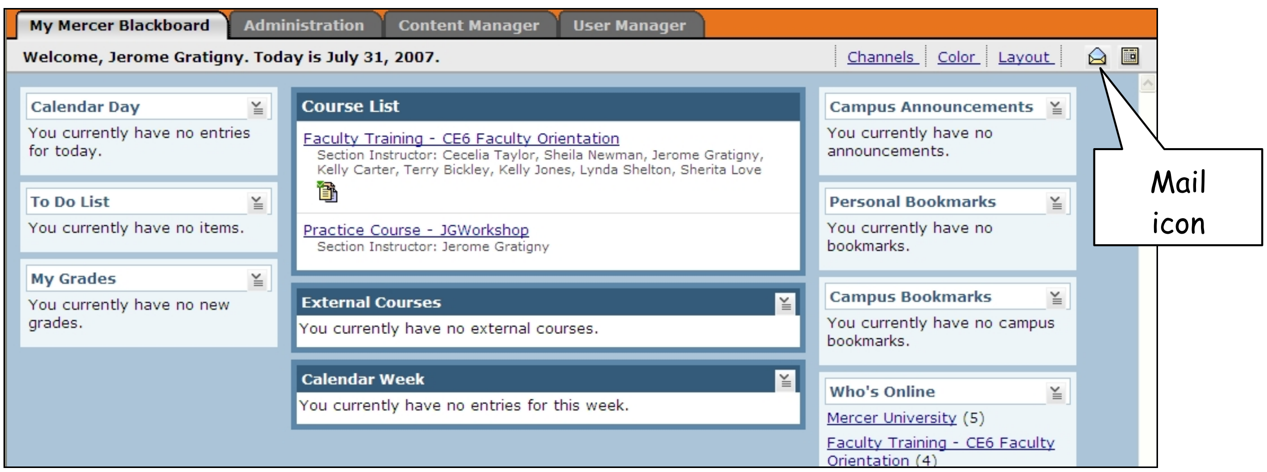
Mail

Mail provides faculty and students a way to communicate within the Blackboard CE6 environment. You will need to be logged in to your course to read, send and receive mail.

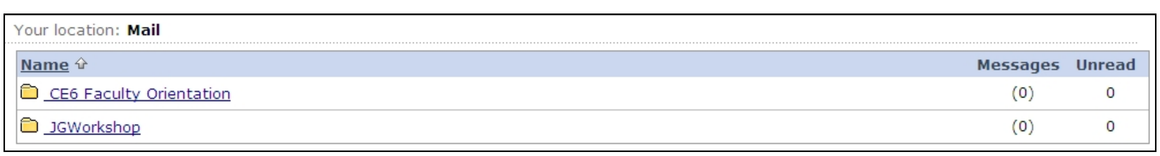
How to access Your Blackboard Mail

My Blackboard allows you to access mail for all of your courses from the My Blackboard main interface.

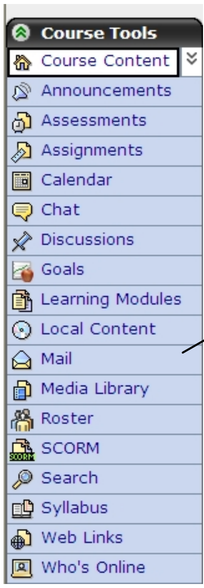
1. Click the Mail icon in the toolbar to access mail for all of your courses.



2. Click on the hyperlink of a course to view mail. The Mail toolbar will indicate messages and unread mail that you have received.



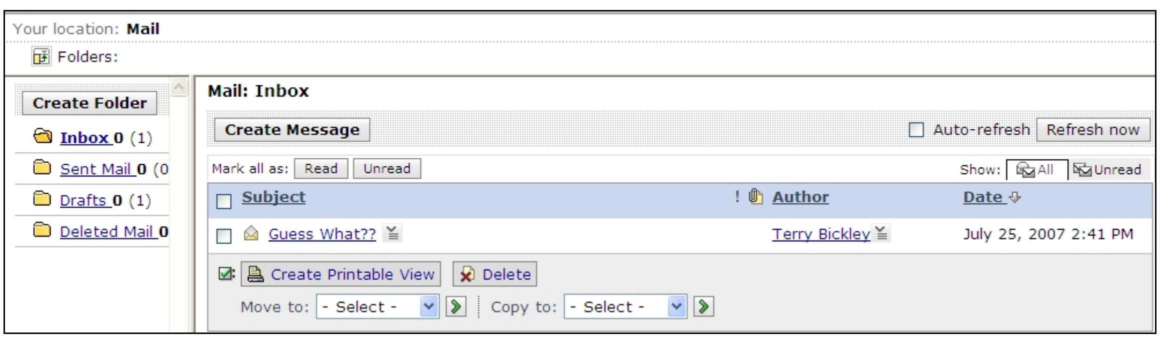
You can also access your Mail for each course while logged into a course.



Mail can be selected from the course tools in the Build Tab, Teach Tab or the Student Tab

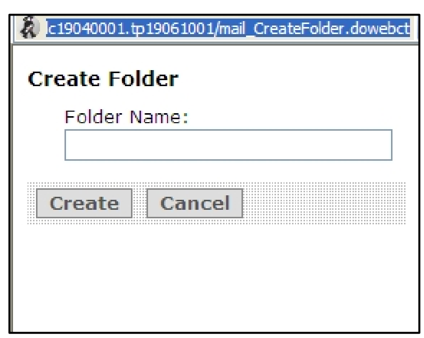
Blackboard Mail Interface

The Mail interface allows users to create messages, read messages and create folders to store messages.



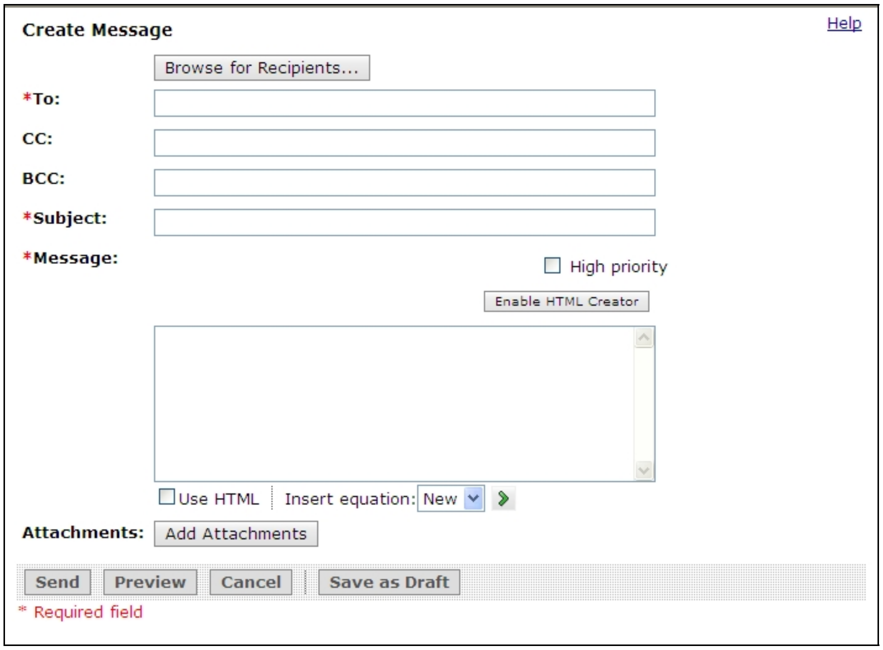
How to Create a Folder

1. Click on the Create Folder button
2. Name the folder
3. Click Create



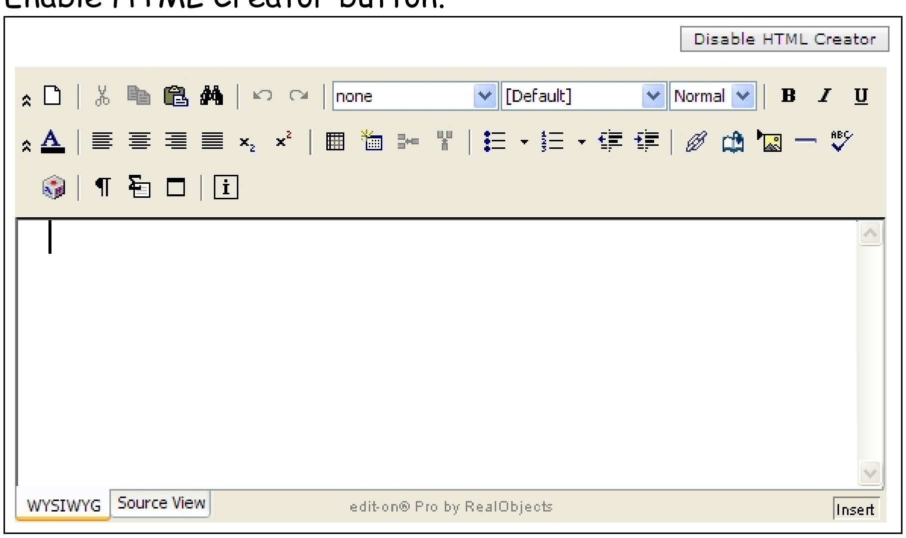
Create a Message

Messages can be sent to faculty and students who are enrolled into the course. Mail cannot send messages outside of the Blackboard environment such as to a student@mercer.edu mail account.



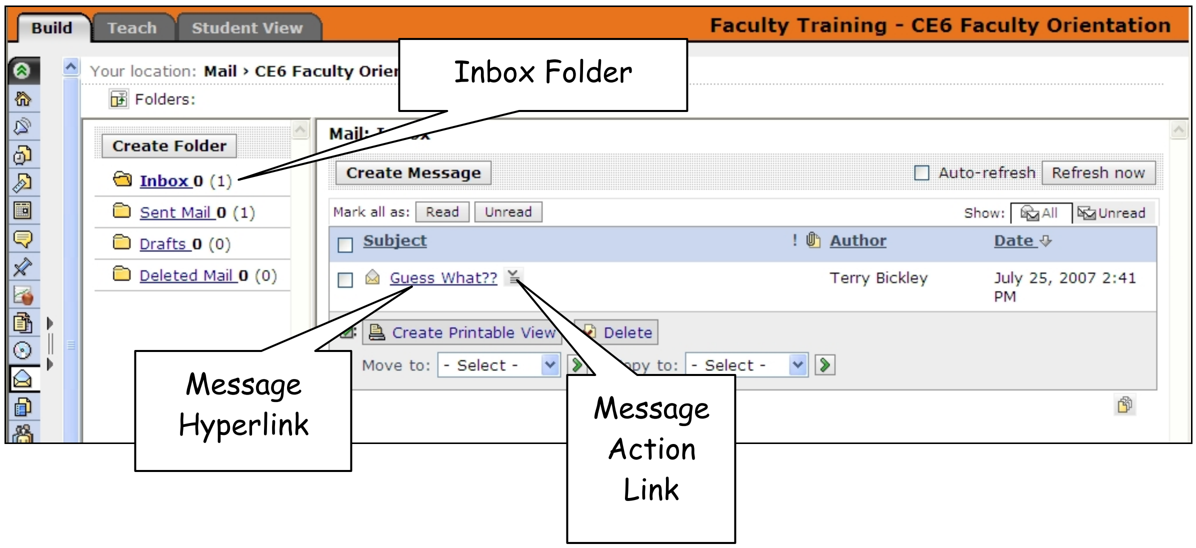
The Browse for Recipients button allows you to view faculty and students in the course.

The message can be created in HTML by checking the Use HTML box. You can write the code or you can use the HTML editor by clicking the Enable HTML Creator button.



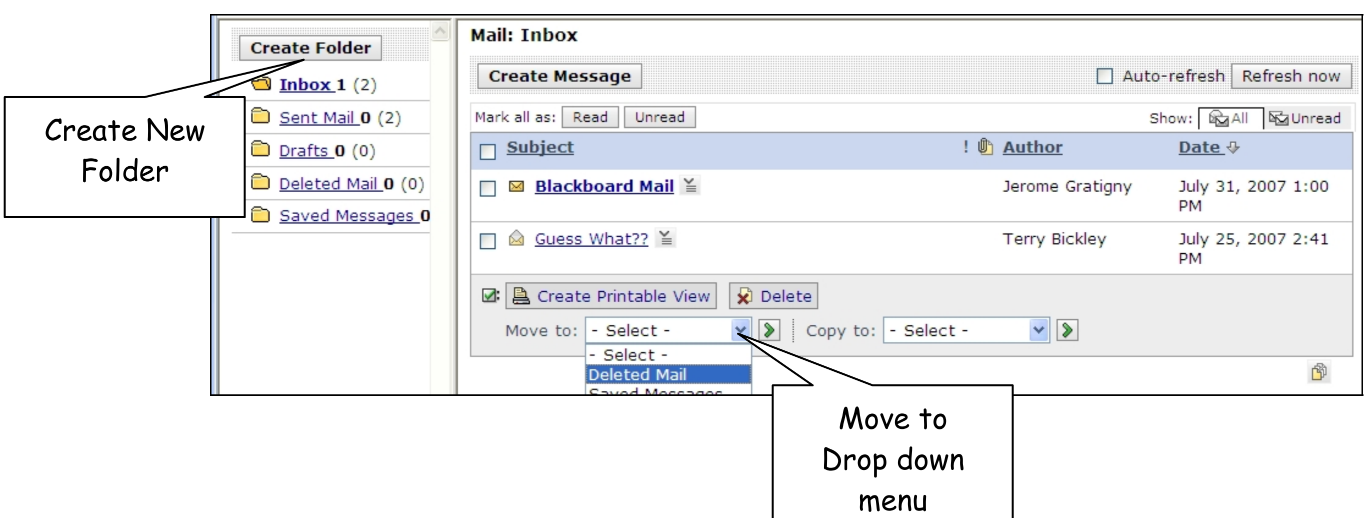
Read Messages

The Inbox folder indicates the number of messages you have. The total messages in your inbox are in the parenthesis. To read your mail click the Inbox folder if it is not already open and click on the message hyperlink or the Action Link to view or delete messages.



Messages can be organized in folders.

1. The Inbox, Sent Mail, Drafts and Deleted Mail folders are created automatically.
2. Click the Create Folder button to create a new folder.
3. You can move messages to a new folder by selecting the checkbox next to the message then click the dropdown menu in the **Move to:** menu and the click the folder where you want to store the message.



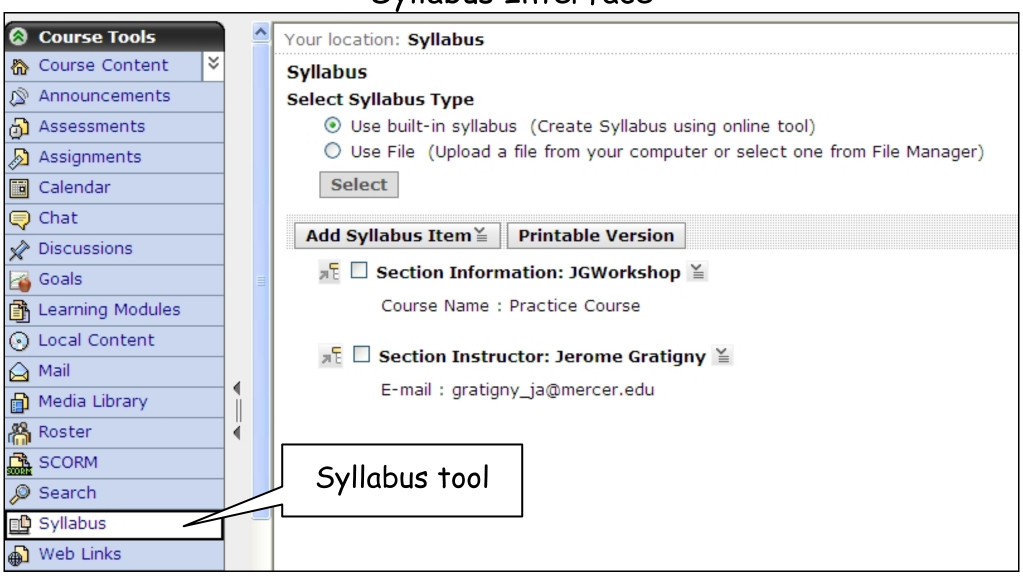
Syllabus

The Syllabus allows faculty and designers to:

1. List contact information
2. Office hours
3. Class goals and objectives
4. Textbook information
5. Outline and class schedule
6. Class and University policies

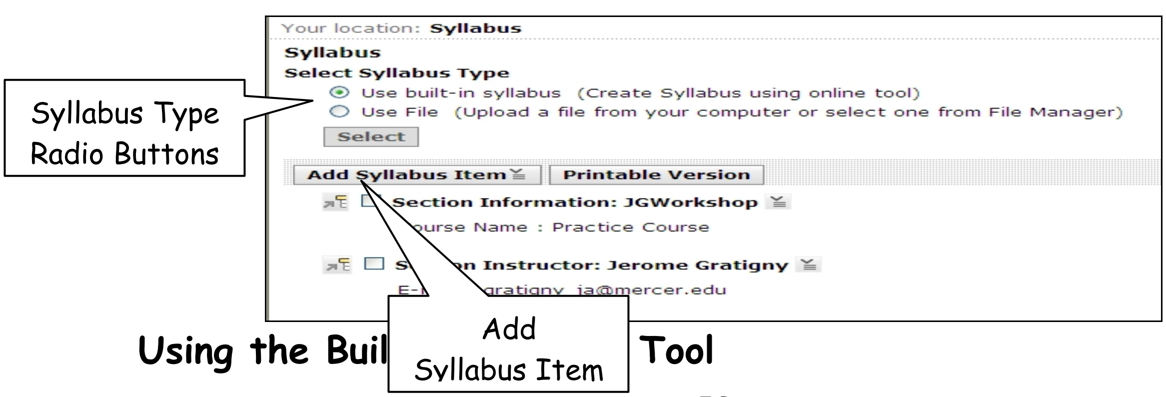
The syllabus tool can be selected from the Course Tools in the Build Tab or the Teach tab to be created or modified. You can view syllabus in the Student View.

Syllabus Interface



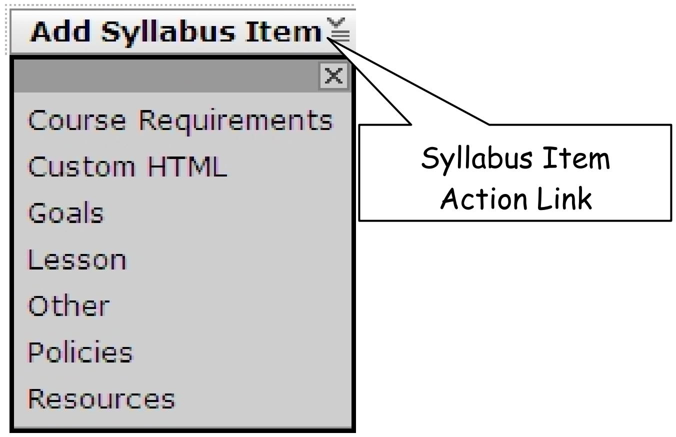
Create a Syllabus

You can choose **Use built-in syllabus** or **Use File** from the Select Syllabus Type radio button. Or choose **Use File** to import a syllabus.

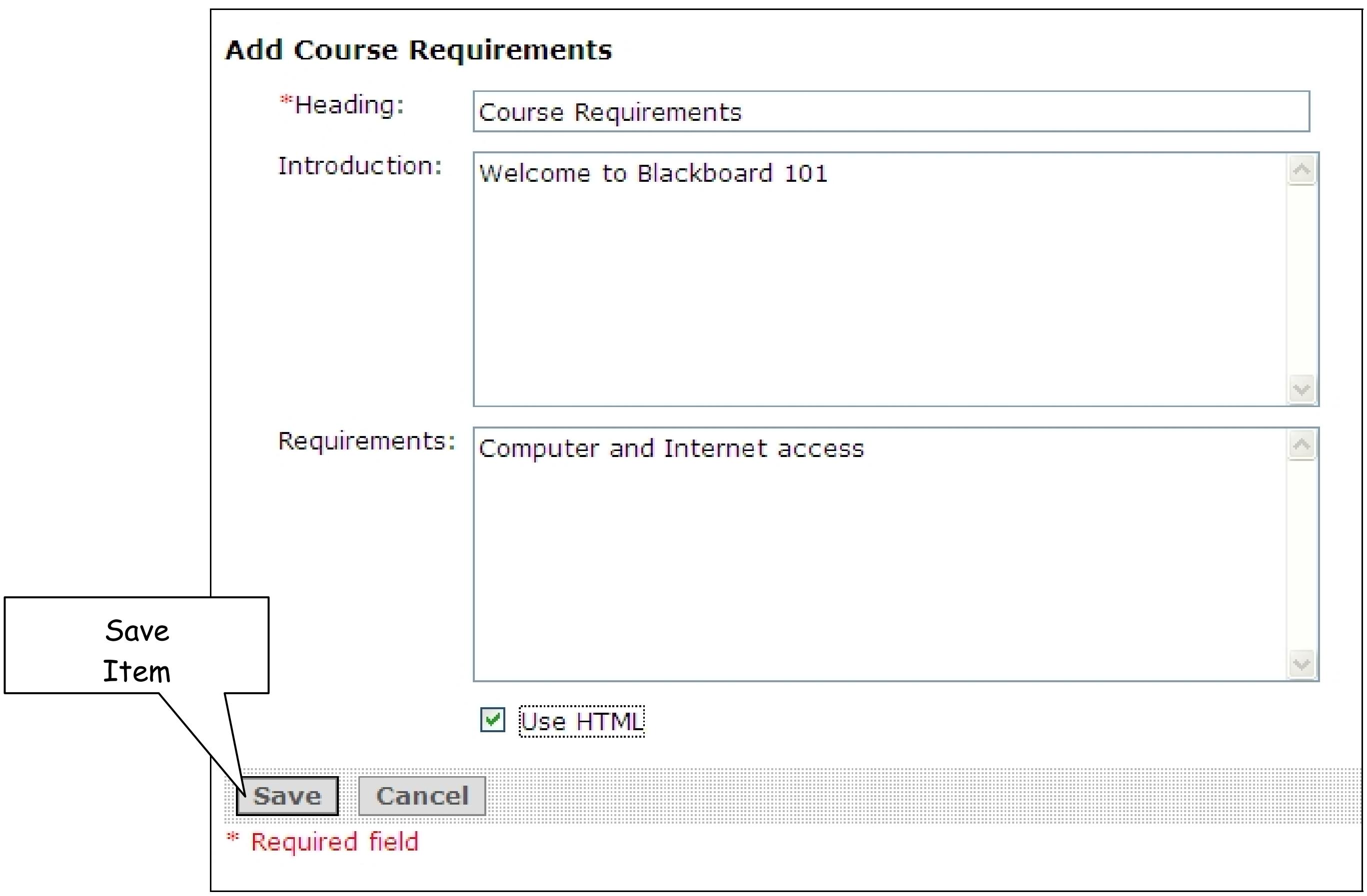


Using the Buil Tool

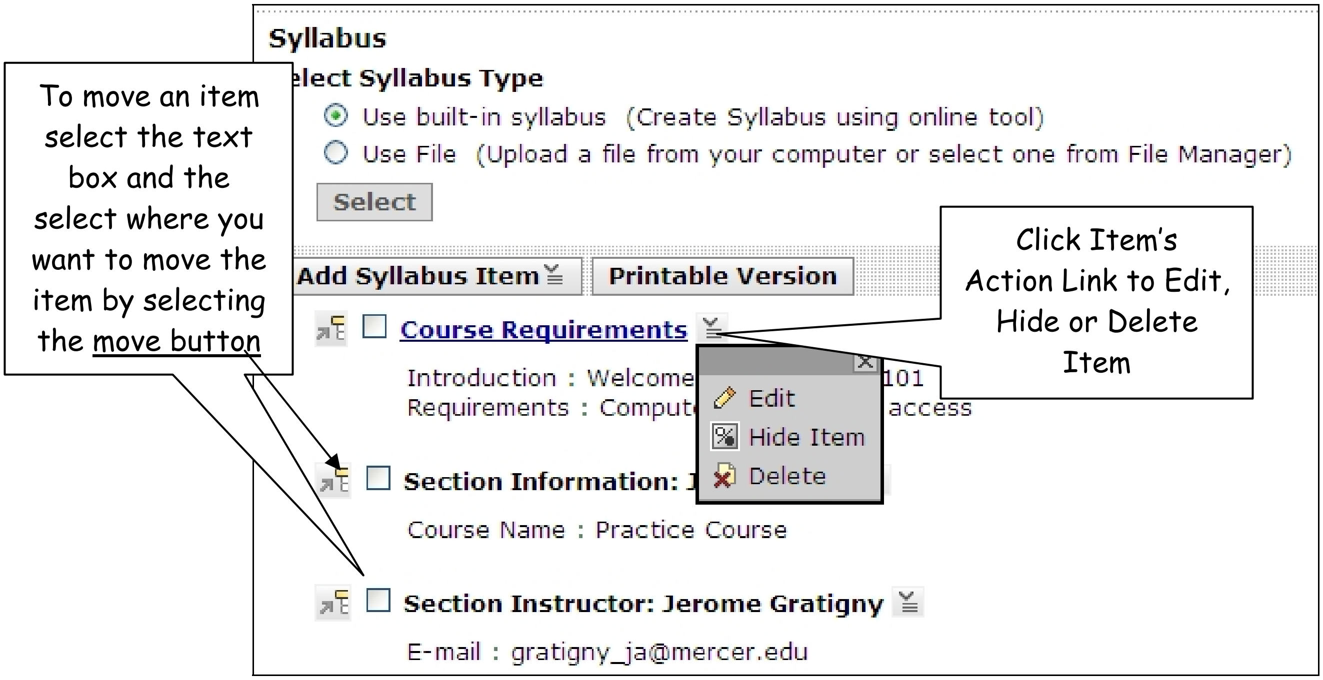
1. Select the **Use built in syllabus** radio button
2. Click the **Add Syllabus Item** button
3. Select item type



4. Create heading and content. Select the **Use HTML** checkbox to format in HTML.
5. Click the **Save** button

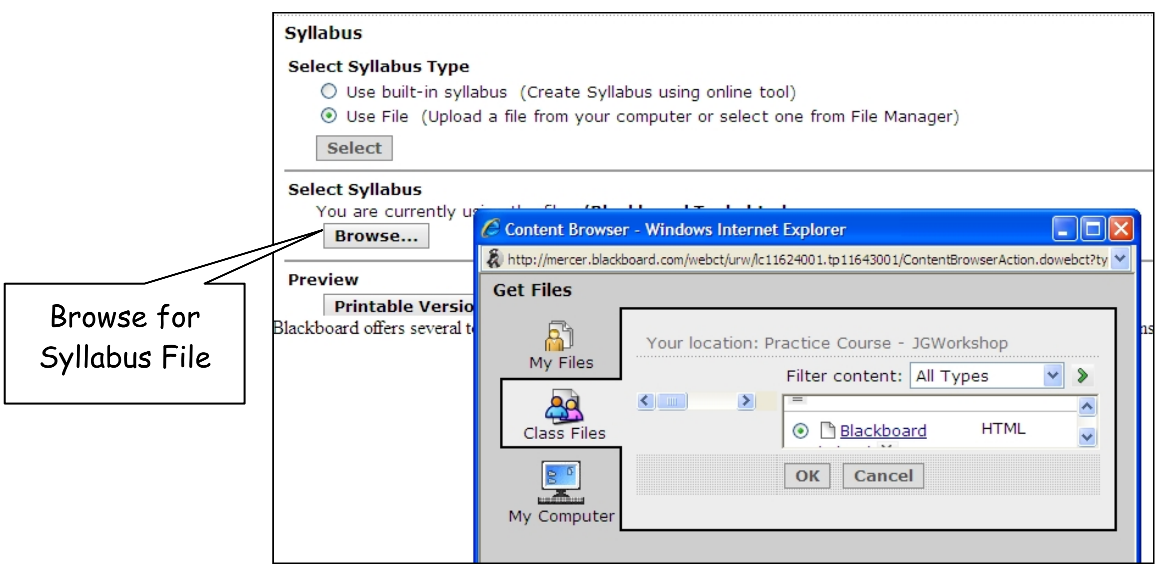


Syllabus Items can be moved, edited or deleted. You can also hide a syllabus item if you are still working on the item.



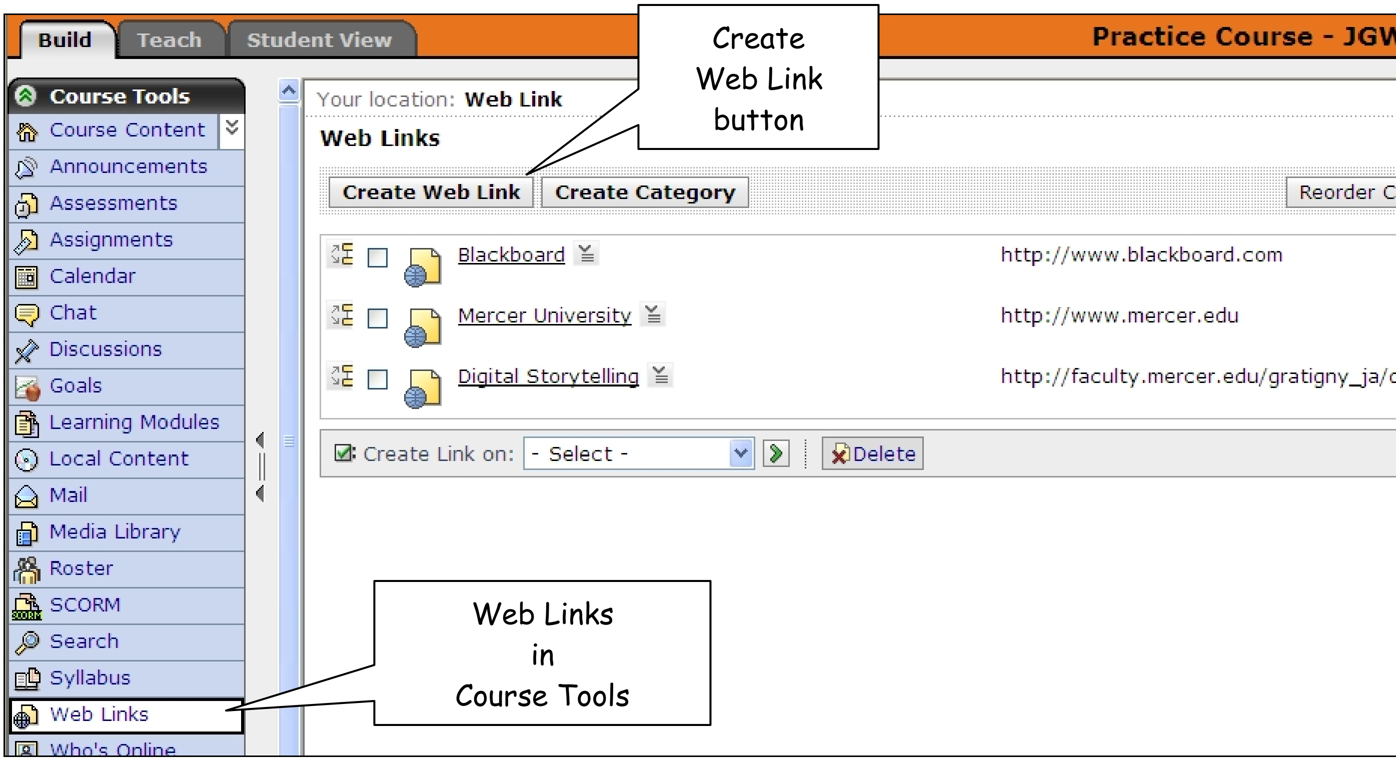
Import Syllabus

1. Select the **Use File** radio button
2. Click the **Select** button
3. Click the **Browse** button (Files can be selected from My Files, Class Files or from My Computer)
4. Select the file radio button and click **OK**



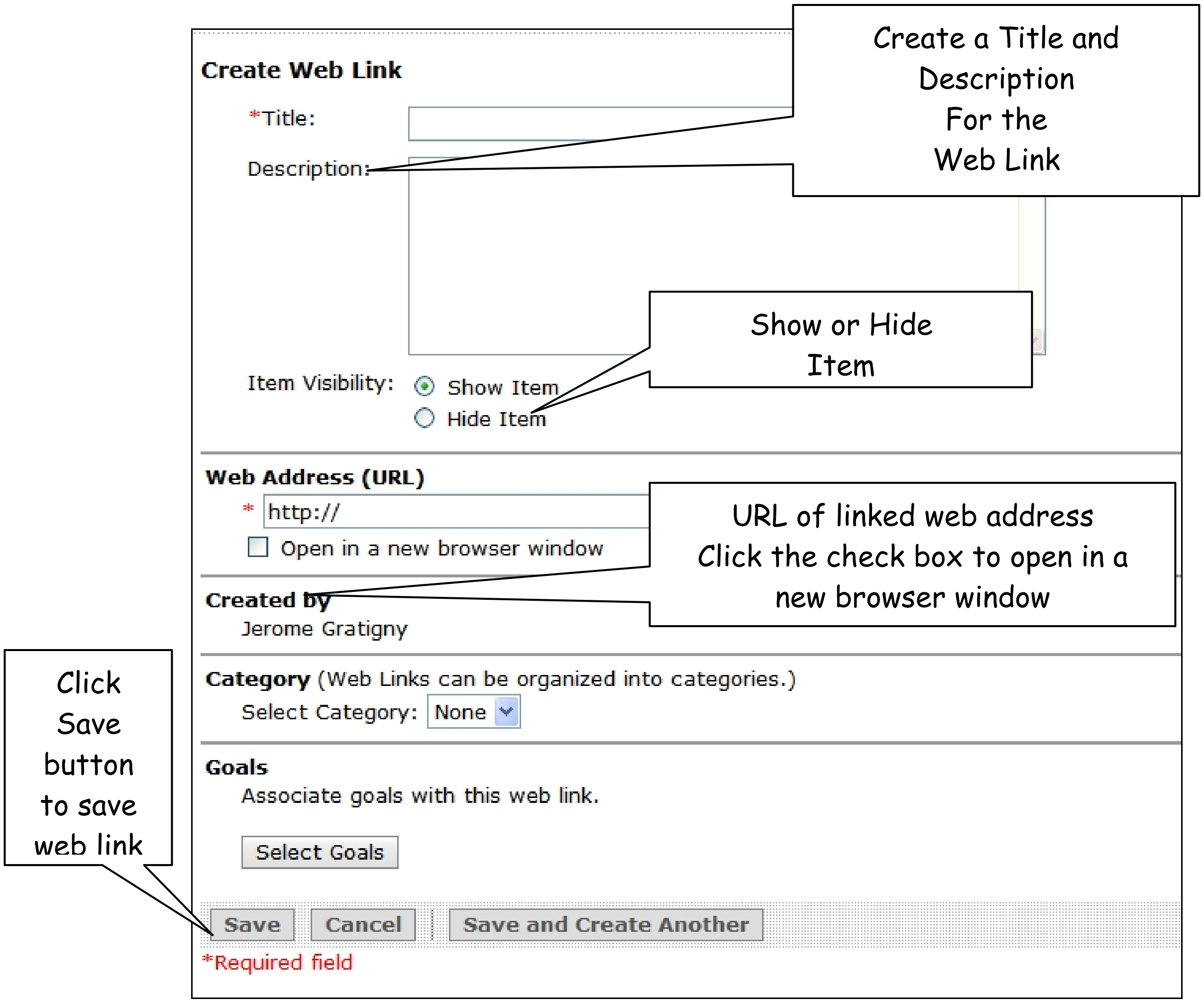
Web Links

Web Links allow you to create links to external websites. This allows your students the ability to view websites within the Blackboard environment. In order to create Web Links you will need to be in the **Build Tab**.

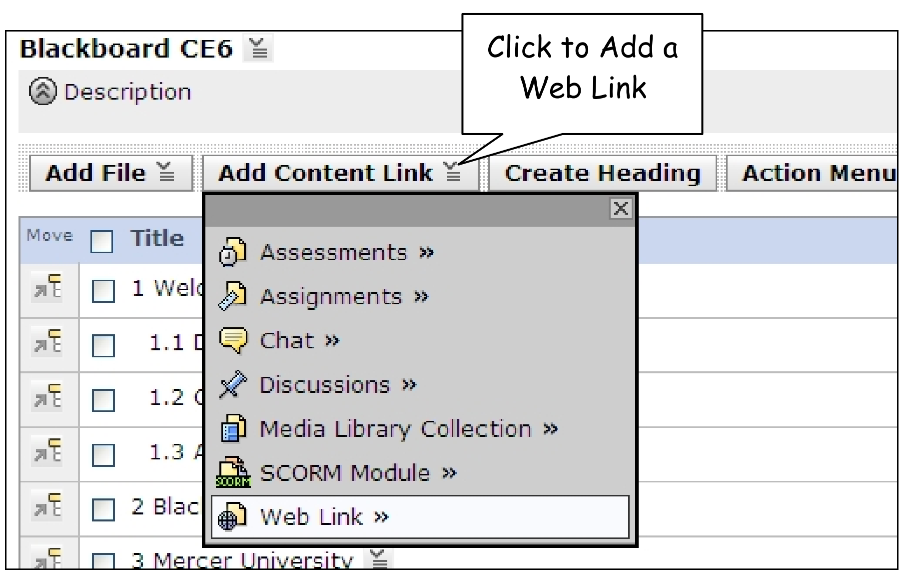


Creating Web Links

1. Click the Web Links in the Build Tab Course Tools
2. Click the Create Web Link button
3. Give web link a title and a description
4. Choose to make link visible by using the **Item Visibility** buttons (designers may want to create web links and hide them until a later date. Note: You will have to edit the properties to Show Item to make visible.)
5. Include the URL Web Address with the http:// protocol i.e. http://www.mercer.edu
6. If you have created categories you can Select a Category
7. Click the **Save** button



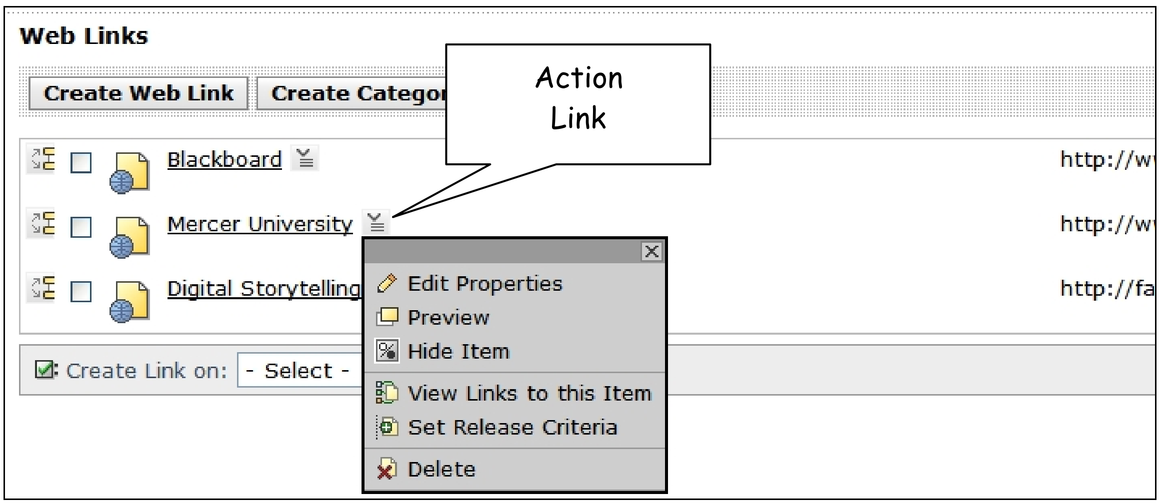
Adding Web Links as a content link in a Learning Module by clicking the Add Content Link and selecting Web Link and follow the steps for Creating Web Links



Editing Web Links

You can edit web link properties, hide items, view and delete Web Links using the Web Link Action Link.

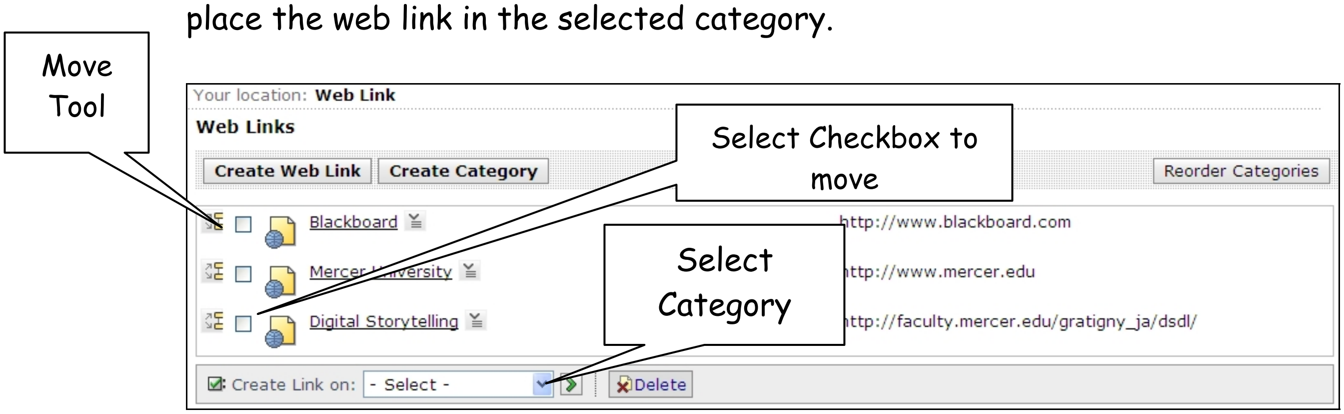
1. Click the selected web link action link
2. Select the action and make corrections



Moving Web Links

1. Select the web link checkbox
2. Click the move link to move the hierarchy of the links

You can also create a category and the click the Select drop down menu to place the web link in the selected category.

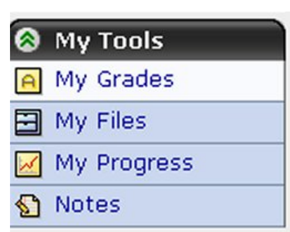


Designer Tools/Instructor Tools/My Tools

The content of the lower section of the Course Menu is dependent upon the current tab. Build tab contains Designer Tools, Teach tab contains Instructor Tools, and the Student View tab has My Tools.

The Build tab contains **Designer Tools**. Designer Tools help you to manage and create the course by adding and removing tools and changing course settings. You can also access File Manager, Selective Release, and Grading Forms from the Designer Tools

The Teach tab contains **Instructor Tools**. Instructor Tools provide you with the utilities needed to view and grade assignments, manage grades, and handle other instructional tasks



The Student View tab contains **My Tools**. My tools provide students with access to My Grades, My files, My Progress, and Notes tools. The course Designer controls the availability of these tools.

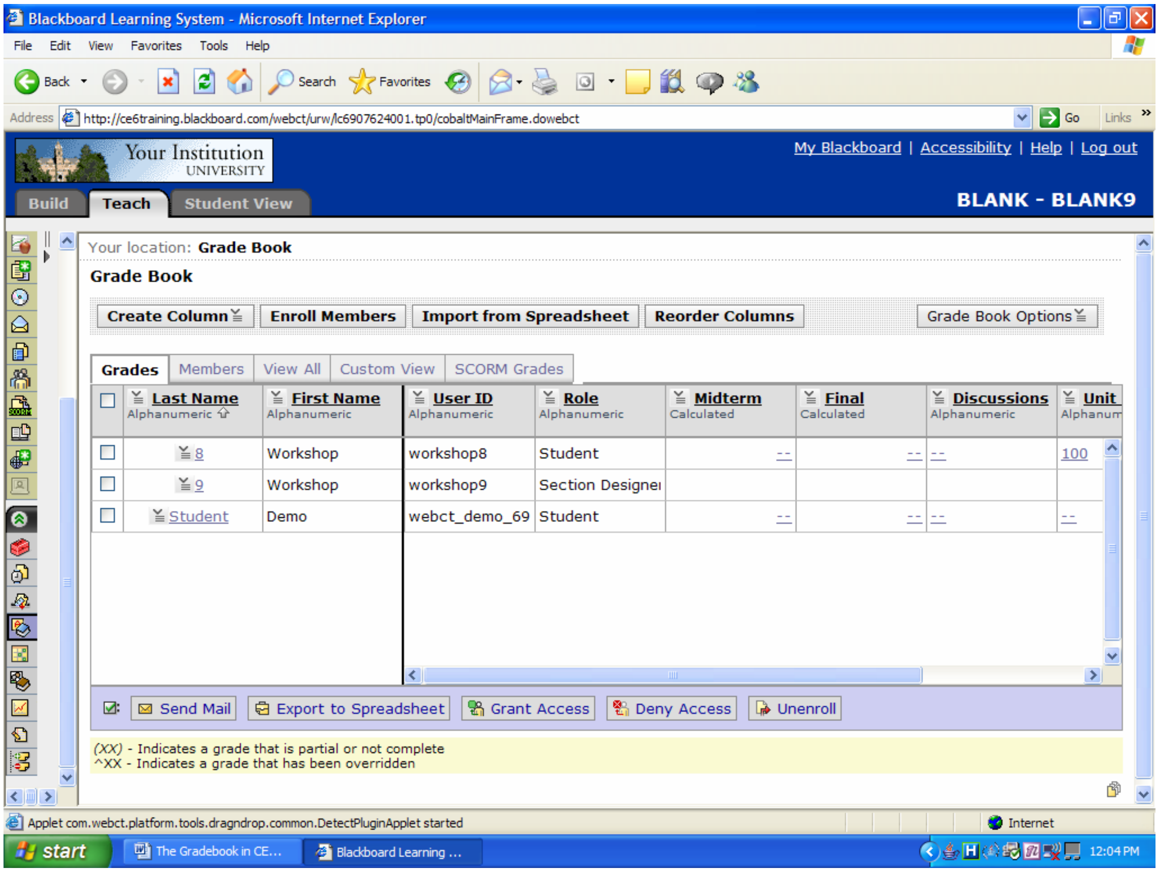
The Gradebook in CE6

Instructors can access the Grade Book with a single click from anywhere in a course. The Grade Book provides spreadsheet-style ease for organizing and managing information. For example, students' first and last names are frozen into place as an instructor scrolls through the Grade Book, making it easier to locate and view specific grades. Instructors also have easy access to key statistics for each column in the Grade Book (including average, median, maximum, minimum, and standard deviation), which offers a quick snapshot of class performance on a particular item.

Instructors can override any grade recorded in the Grade Book, including quiz grades. When a grade is changed, it is automatically marked as such, creating an audit history of grade changes. Instructors can also add notes or comments to explain grade changes as necessary

Accessing the Grade Book

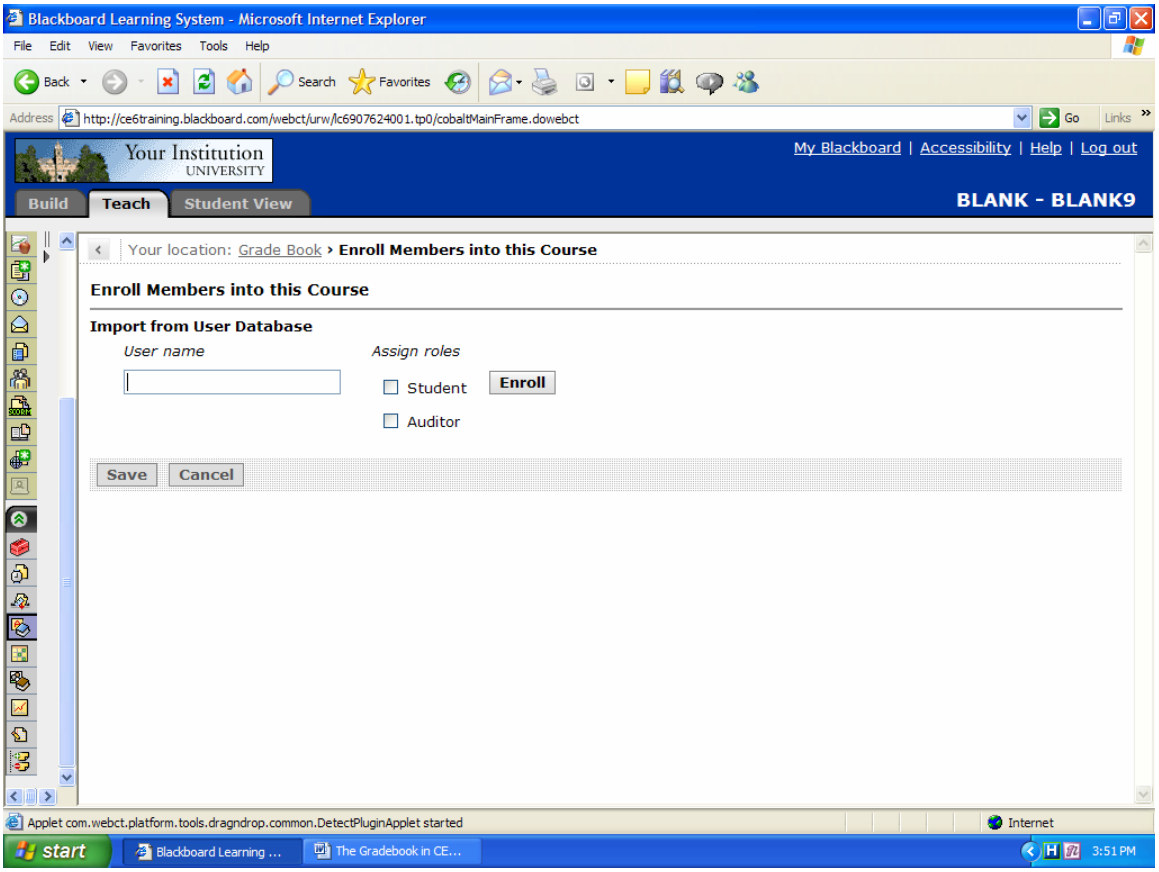
You access the grade book by clicking on the **TEACH** tab. It is located under the **Instructor Tools** at the bottom of the left-hand menu. Click on the **Grade Book** icon. The following screen appears



Enrolling Students, TAs and Designers

Click on **Enroll Members** at the top of the screen. The following window appears:

In **User Name**, type the (MUID), select the role and click **Enroll**. You can keep doing that if you have more than one person to ad. Then click on **Save**.



Creating Columns

These columns are system-created:

- **user-related**: Last Name, First Name, User Name, and Role. These columns pull their information
  From the member's user/enrollment record and cannot be modified in Grade Book. See your Administrator to make edits to values in these columns

- **grade-related**: Midterm and Final. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These two columns are, by default, calculated columns, but you can change the column type to something else.

- **quiz, assignment, and discussion topic columns**: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column will be automatically created in the Grade Book. Creation of a survey also creates a column in the Grade Book, contents indicating whether the survey has been completed or not

You can create columns of the following types:

- **text columns**: allow you to enter text only (You could use a text column to add comments about each member or to track member data.)

- **numeric columns**: allow you to enter numbers only (You could use a numeric column to insert grades for an offline assignment and other interim grades.)

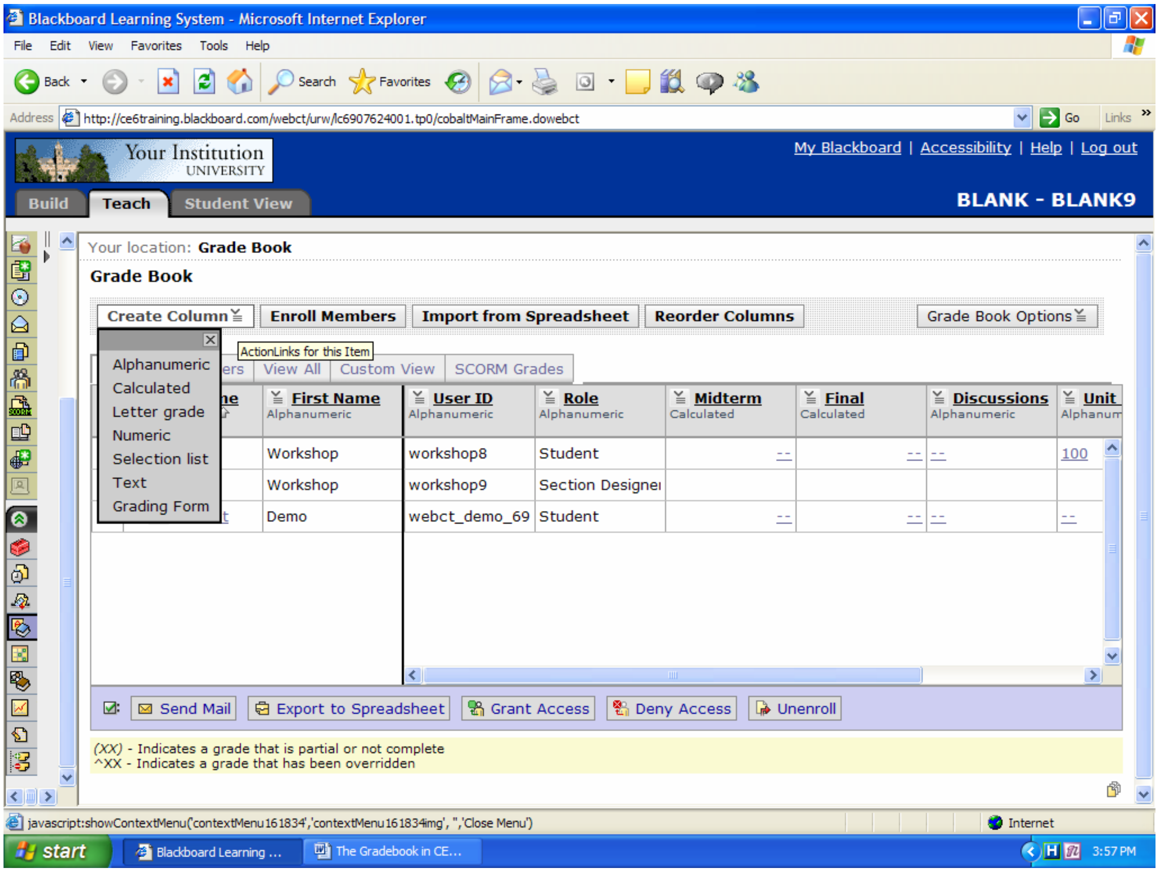
- **calculated columns**: allow you to specify a formula (that can include other numeric columns) to come up with a numeric value (You could use a calculated column to calculate an interim grade.)

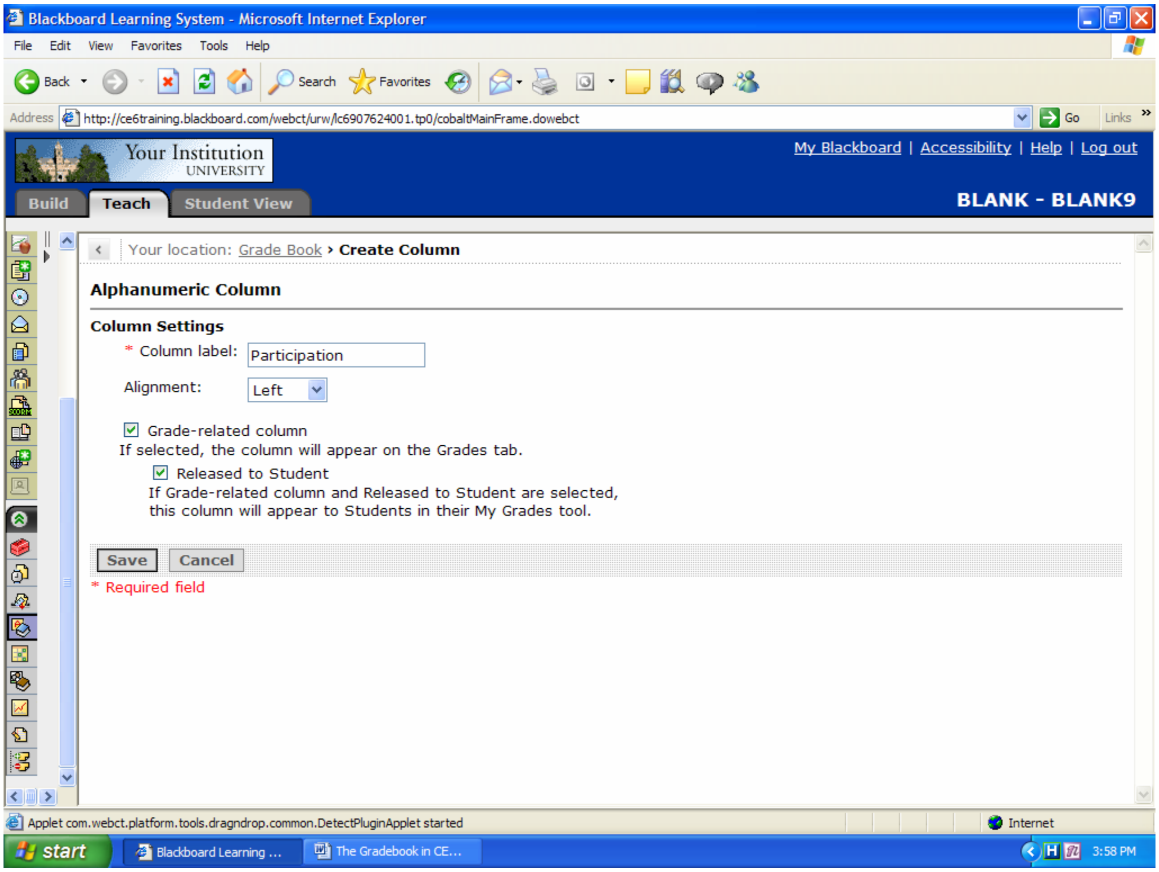
- **selection list columns**: allow you to specify one or more text values that can then be selected (You could use a selection list column to describe a Student's overall term effort (fair, good, excellent).

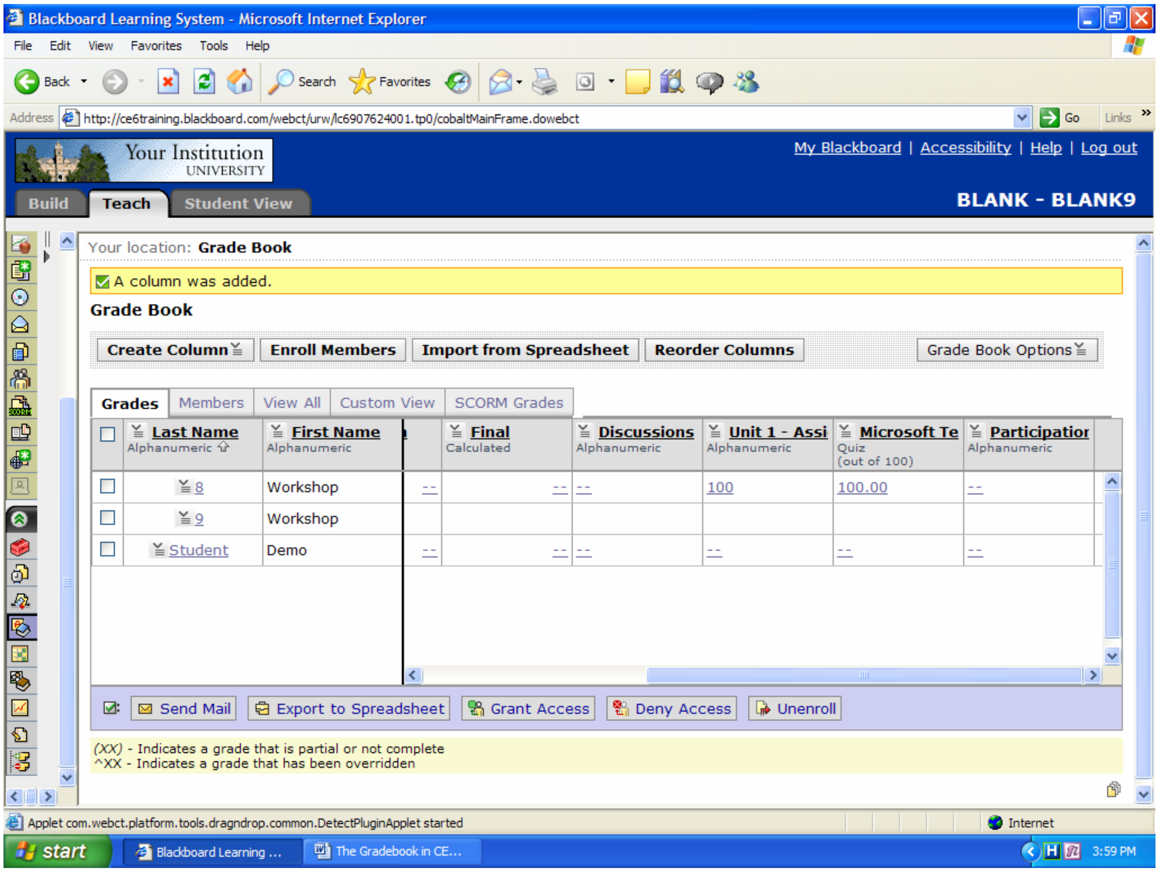
- **letter grade columns**: to calculate a letter grade based on the numeric values of another column

Adding Columns

To create a column, click the **ActionLink** for **Create Column** at the top of the page. From the list, select the type of column you want to create. The **Column Settings** window will then open for that specific column type, allowing you to choose which settings you want. Click **Save** when you are done. A column will now be added to the end. If you wish to add columns in a particular order, first select the box above the column you wish it to go before and then click the **ActionLink** for **Create Column**.




Blackboard Learning System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ce6training.blackboard.com/webct/urw/lc6907624001.tp0/cobaltMainFrame.dowebct
Go Links
Your Institution UNIVERSITY
My Blackboard | Accessibility | Help | Log out
Build Teach Student View
BLANK - BLANK9
Your location: Grade Book › Create Column
Alphanumeric Column
Column Settings
* Column label: Participation
Alignment: Left
Grade-related column
If selected, the column will appear on the Grades tab.
Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.
Save Cancel
* Required field
Applet com.webct.platform.tools.dragndrop.common.DetectPluginApplet started
Internet
start
Blackboard Learning ...
The Gradebook in CE...
3:58 PM



The Grade Book Tabs

The Grade Book contains five tabs:

Grades	**Members**	**View All**	**Custom View**	**SCORM GRADES**

Each tab has different groups of data columns and provides a different view of information about members, including designers, instructors, teaching assistants, students, and auditors.

This Grade Book tab…	**displays**:
Grades	the default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.
Members	all default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information that you want to store about students and auditors.
View All	all columns, grade-related or not.
Custom View	all columns initially. You delete and recorder columns to create your own view of member information.

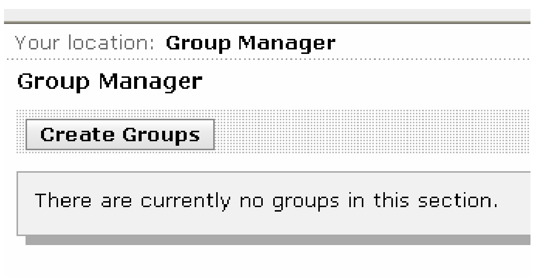
Group Manager

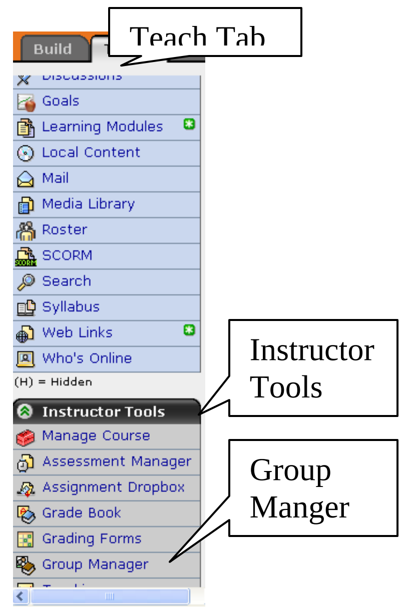
With this tool, you can:

- Individually choose or randomly assign students to groups.
- Allow students to sign up for groups or projects.
- Send email messages to members of one or more groups.
- Create discussion topics and chat rooms for groups

<u>To Access the Group Manager</u>

1. 1. From the Teach tab, click Group Manager in the Instructor Tools.
2. The Group Manager screen appears. Click Create Groups to proceed.

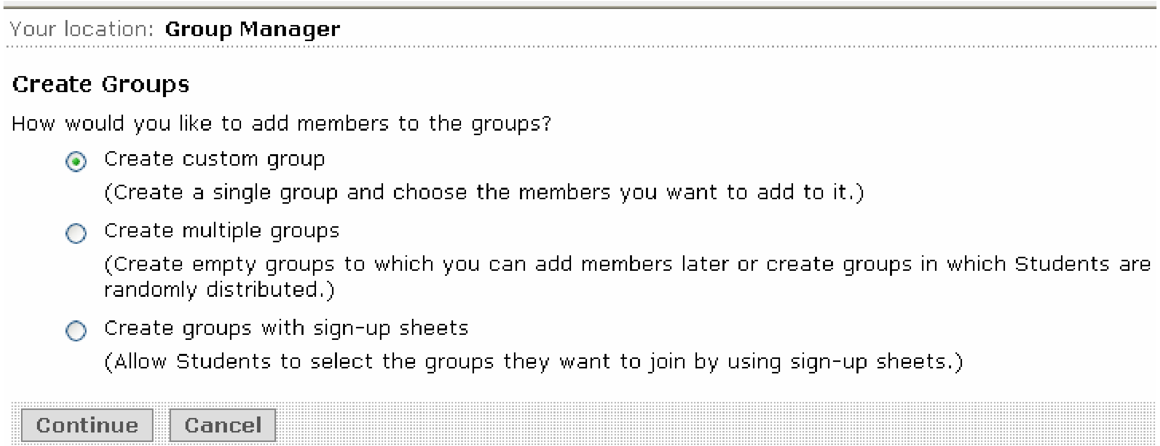




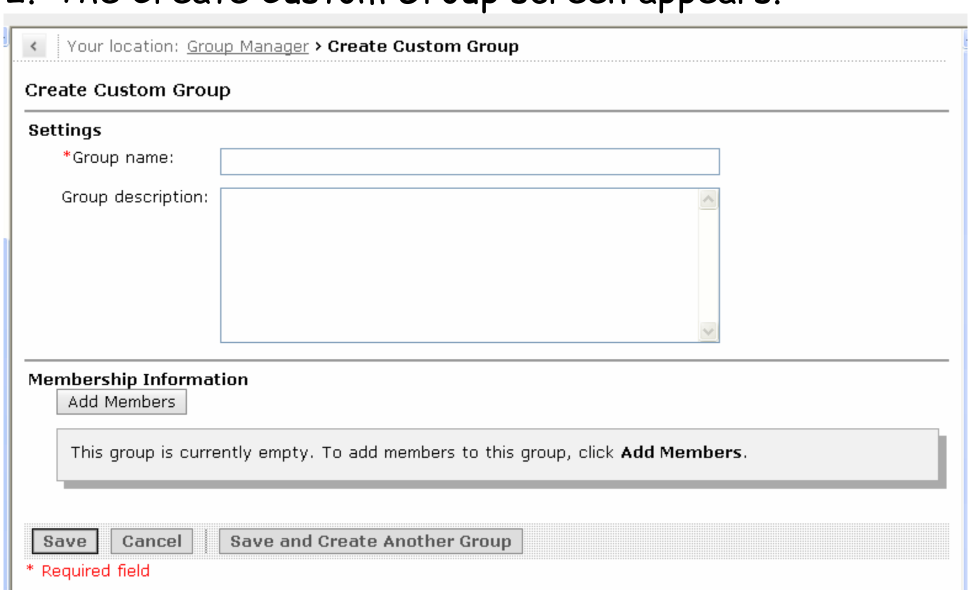
To Create a Custom Group

Use custom groups when you want to specify the name of a group and control who is assigned to the group.

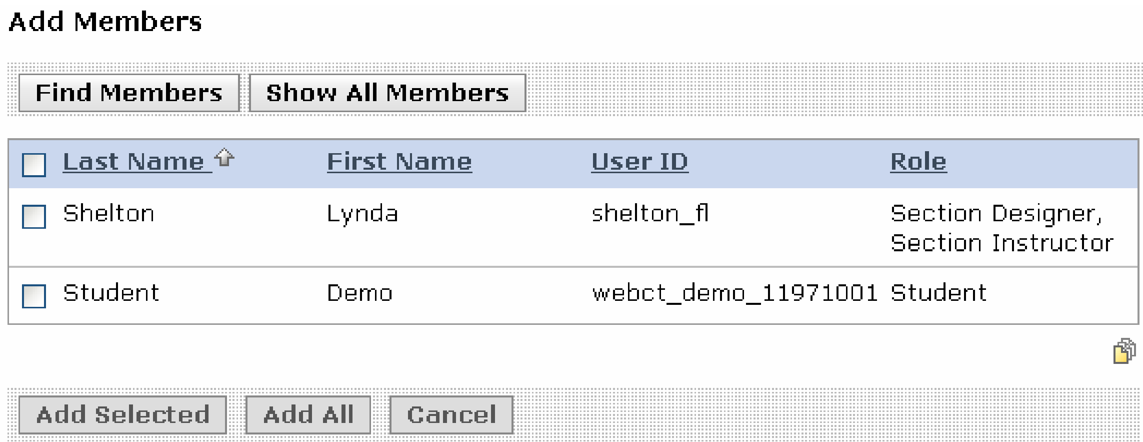
1. From the Create Groups screen, select Create custom group and click Continue.



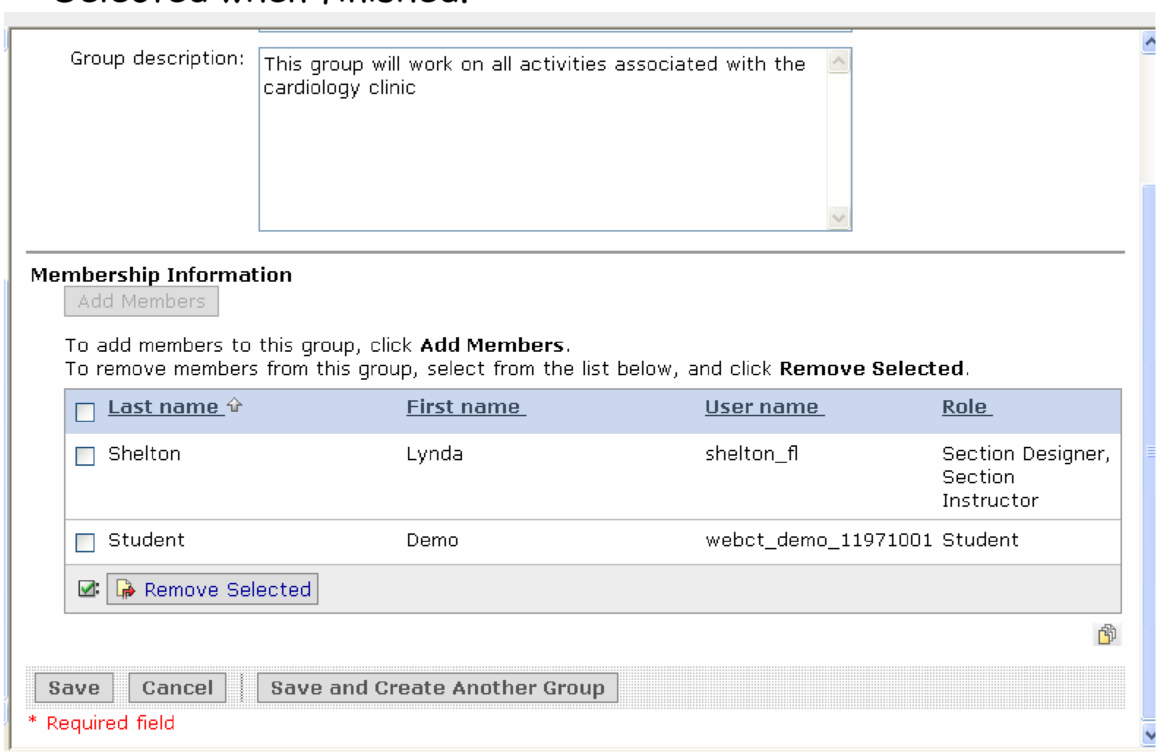
2. The Create Custom Group screen appears.



3. Enter the Group Name (this is the only required field) and if desired a description of the group. Click Add Members if you want to add members to the group at this time. If you want to add members at a later time, click Save.



4. To add members, click the check box by the names of the members that you want to add to the group. Click Add Selected when finished.

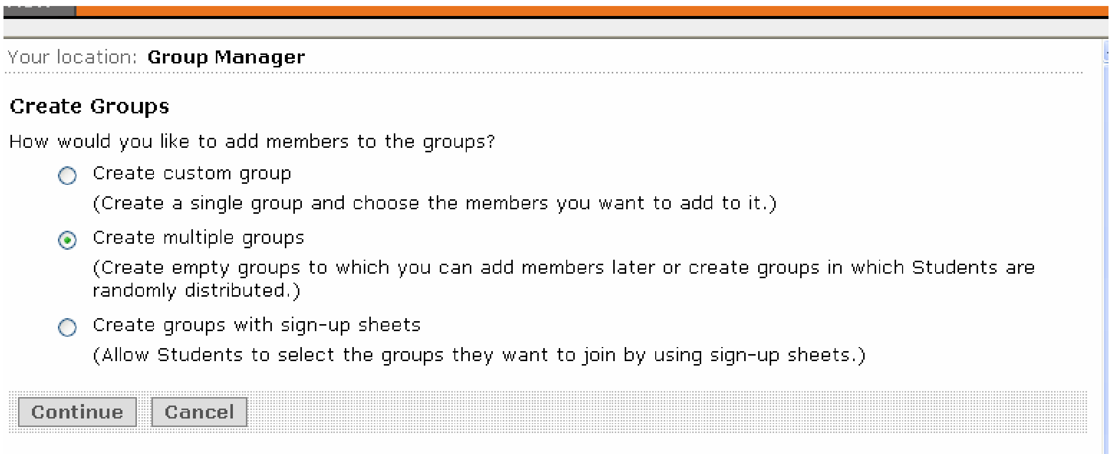


5. You will return to the Create Custom Group screen. Click Save to save the information and exit or Save and Create Another Group to save the information and setup another group.

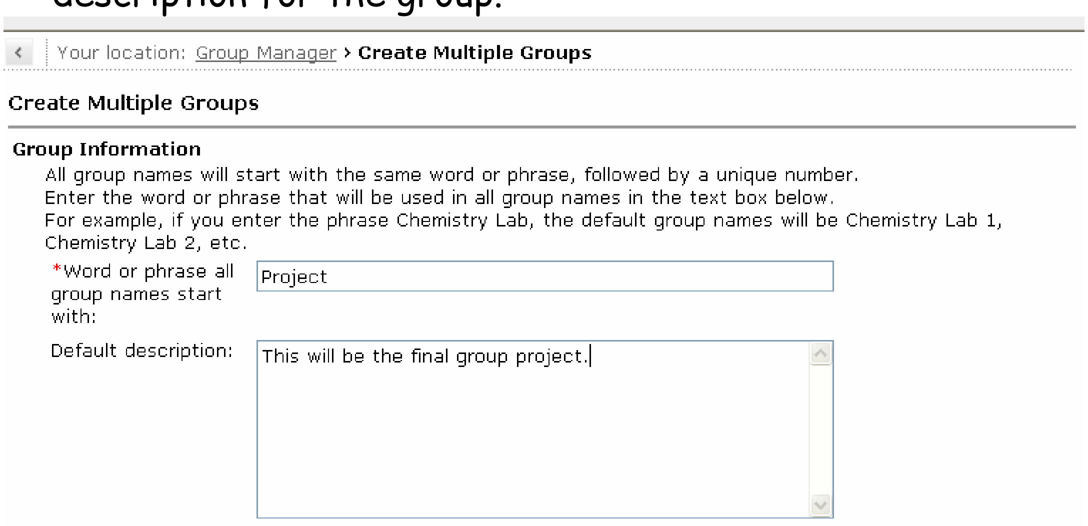
To Create Multiple Groups

Use multiple groups when you want to create more than one group and you can individually choose group members or have members assigned randomly.

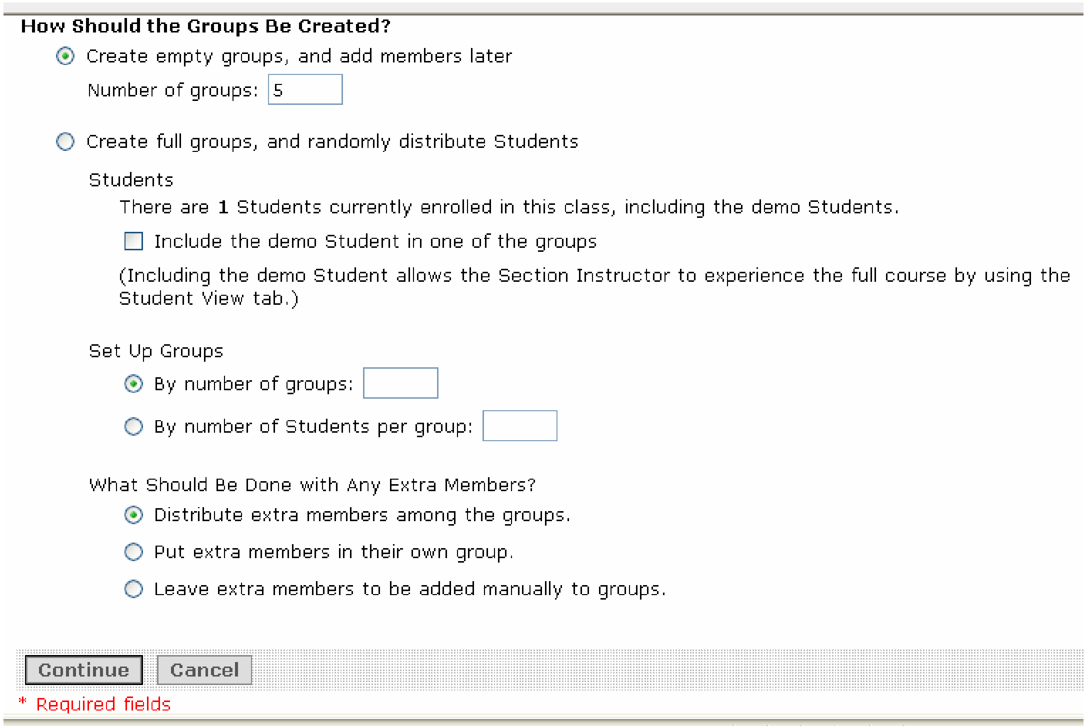
1. From the Create Groups screen, select Create multiple groups and click Continue.



2. The Create Multiple Groups screen appears. You will give the group a name and a sequential number will be added to the name for each of the groups. You may optionally enter a description for the group.



3. You can create empty groups and add the members later by choosing that option and specifying how many groups you want created and click Continue.


How Should the Groups Be Created?

(•) Create empty groups, and add members later

Number of groups: 5

( ) Create full groups, and randomly distribute Students

Students

There are **1** Students currently enrolled in this class, including the demo Students.

[ ] Include the demo Student in one of the groups

(Including the demo Student allows the Section Instructor to experience the full course by using the Student View tab.)

Set Up Groups

(•) By number of groups:

( ) By number of Students per group:

What Should Be Done with Any Extra Members?

(•) Distribute extra members among the groups.

( ) Put extra members in their own group.

( ) Leave extra members to be added manually to groups.

Continue Cancel

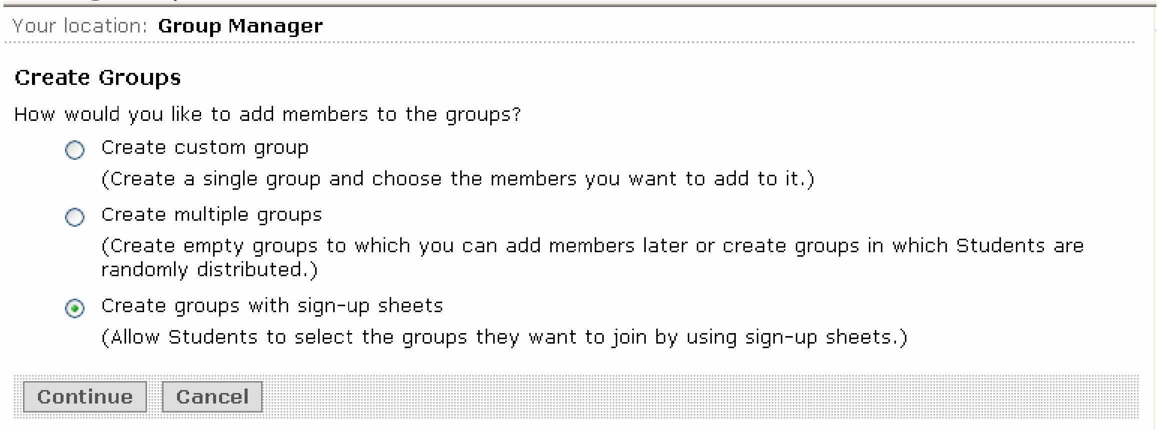
* Required fields

4. If you want to create multiple groups with randomly selected students, choose that option and specify whether you want to include the demo student in a group, the number of groups or the number of students in a group and what to do with extra members that do not fit into randomly generated groups. Click Continue.
5. The Confirm Created Groups screen appears. If you want to change the group assignments, click Shuffle Members and click Save.

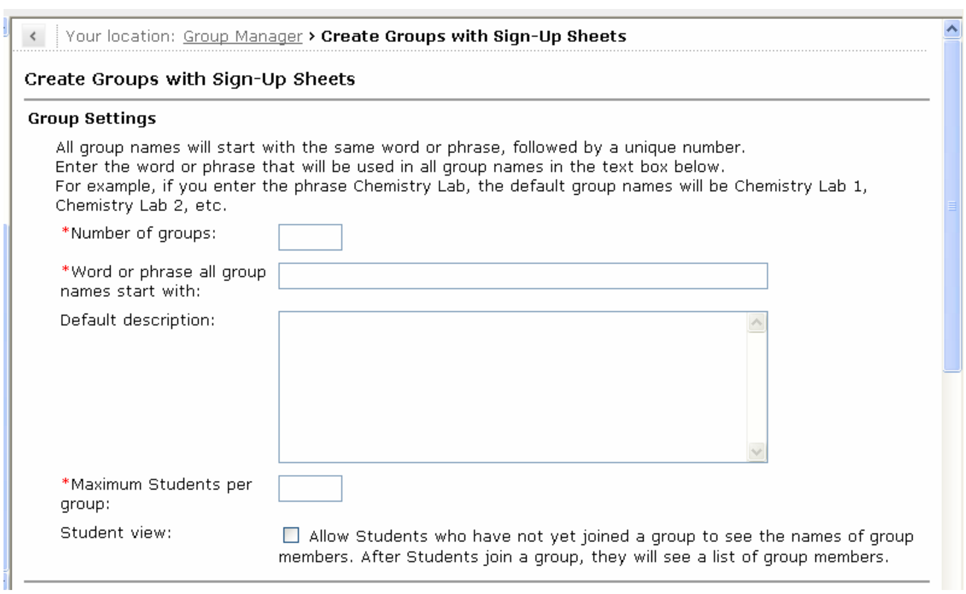
To Create Sign-Up Sheets

Sign-up sheets allow students to add themselves to groups. You can control the maximum size of the group and whether students can see who has signed up.

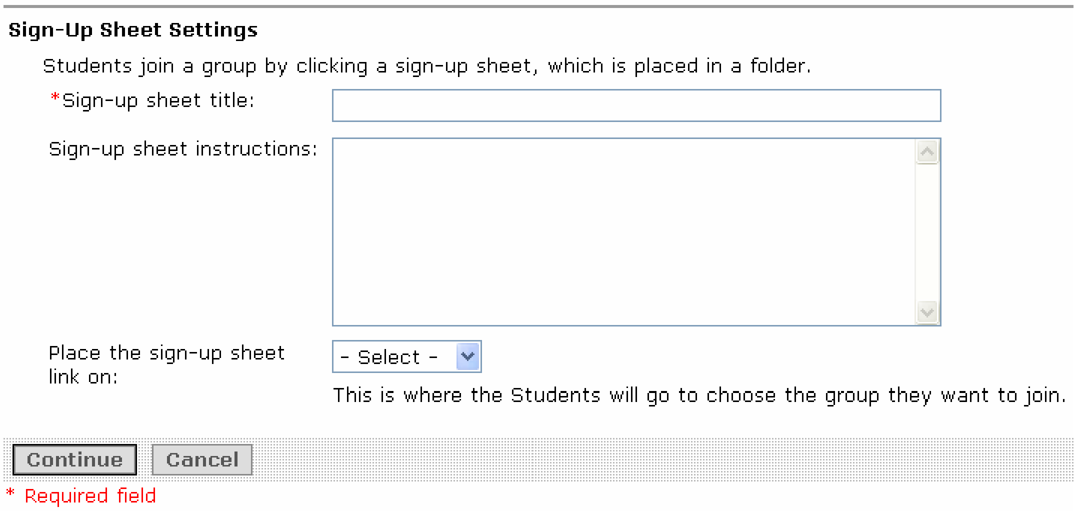
1. From the Create Groups screen, select Create Groups with Sign-Up Sheets and click Continue.



2. The Create Groups with Sign-Up Sheets screen appears. Under Group Settings, enter the number of groups, a word or phrase for the beginning of the groups' names, and the maximum number of students in the group. You may optionally enter a default description of the group. Choose whether you are going to allow students to see who has already signed up for the group prior to signing up.



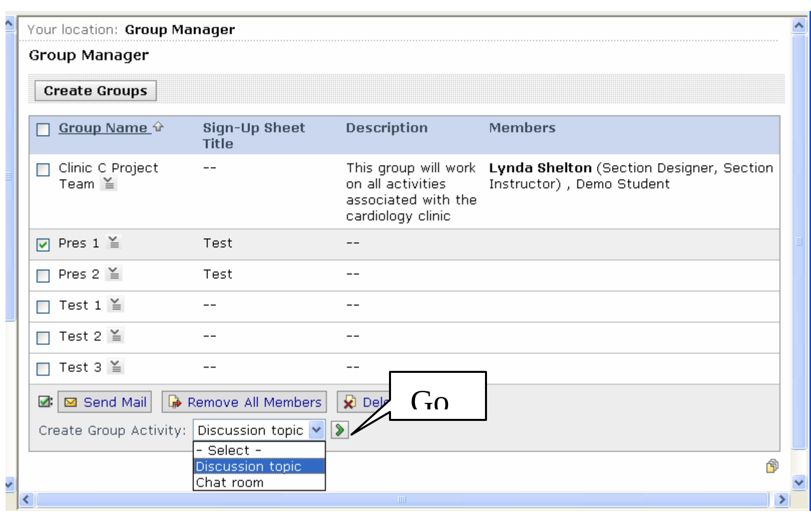
3. Under the Sign-Up Sheet Settings of the Create Groups with Sign-Up Sheets screen, enter the title for the sheet, instructions for the sign-up sheets and where to place the link to the sign-up sheet. Click Continue.



4. The Confirm Created Groups screen appears. Click Save to complete the process.

Sending Mail to Groups and Creating Group Activities

1. The Group Manager Create Groups screen appears when you complete creating a group. You can also get to this screen by clicking Group Manager in the Instructor's Tools under the Teach tab.



6. To send a mail message
   a. Select the group(s) by clicking in the box to the right of the group name.
   b. Click Send Mail. The Create Message screen will appear with the group members name in the To field. Complete the email and click Send.

7. To create a group activity (Group discussion tops and/or group chat and whiteboard rooms.
    a. Select the group(s) by clicking in the box to the right of the group name.
    b. Click the Create Group Activity drop down list and choose either Create Discussion Topic or Create Chat Room and click the Go button.
    c. Create the activity and click Save. The Group Manager screen will appear with a message confirming the activity was created.
    d. If you selected multiple groups, you will have an option to create a single room for all the groups or separate rooms for each group.

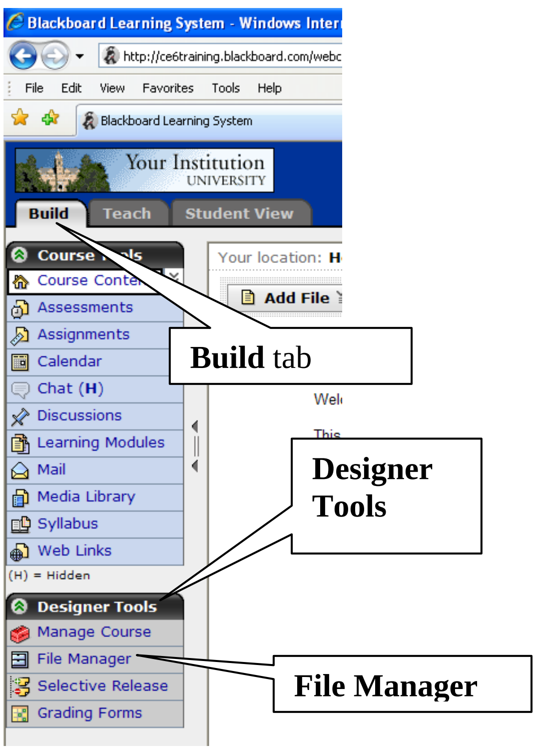
File Manager

The File Manager is used to:

- Locate and view files and folders
- Create and edit files and folders
- Copy, move, download, compress (zip), and delete files and folders
- Upload/download files between your computer and Blackboard

How to access the File Manager

The File Manager is more concerned with *building* a course than *teaching* a course section, so it is found under the **Build** tab in the **Designer Tools**.

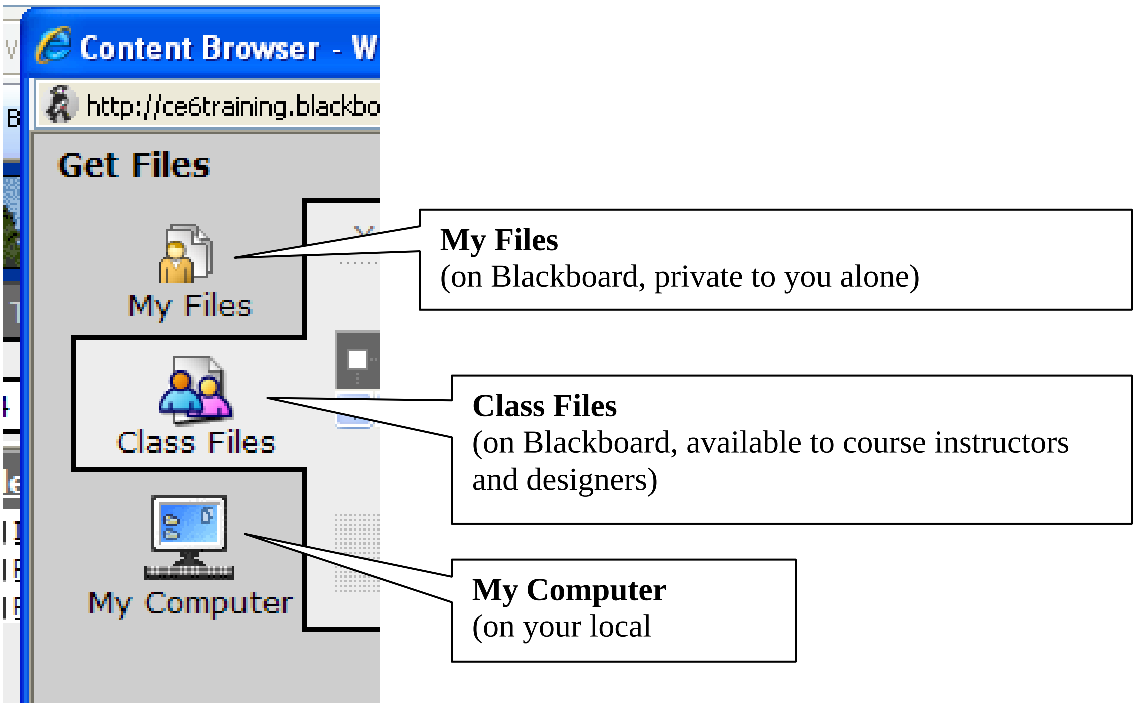


File locations

Files can be accessed in three locations:

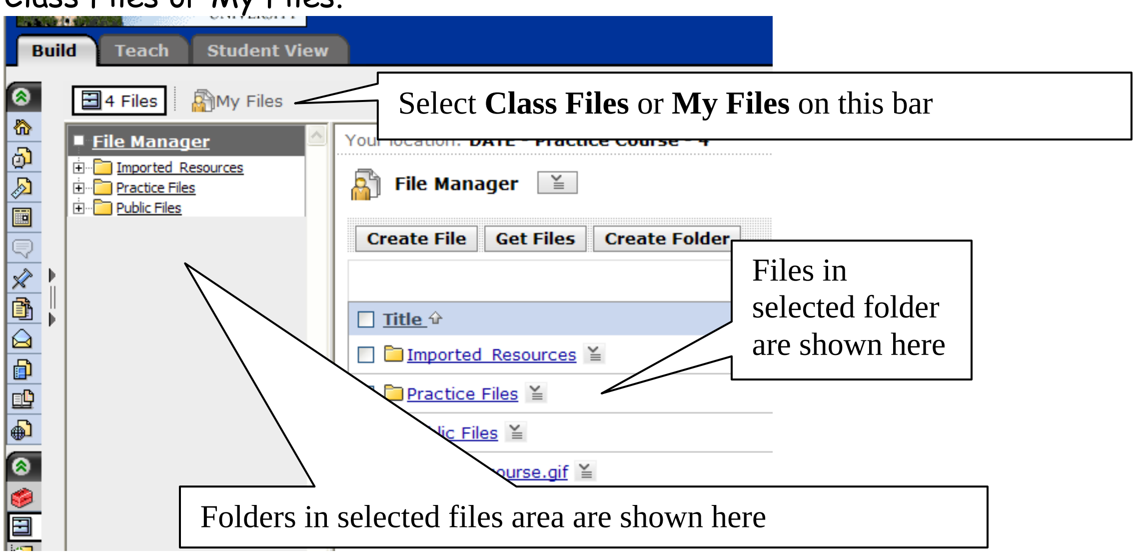
- **My Files**: a private area on Blackboard where you can store any personal files, to be used at *any* time, for *any* course section. No other users can access this private area.

- **Class Files**: an area on Blackboard where you store files for the course section you're logged in to. Other instructors and designers for the course section can access these files.
- **My Computer**: this is a link/icon that allows you to upload files from your local computer to Blackboard.



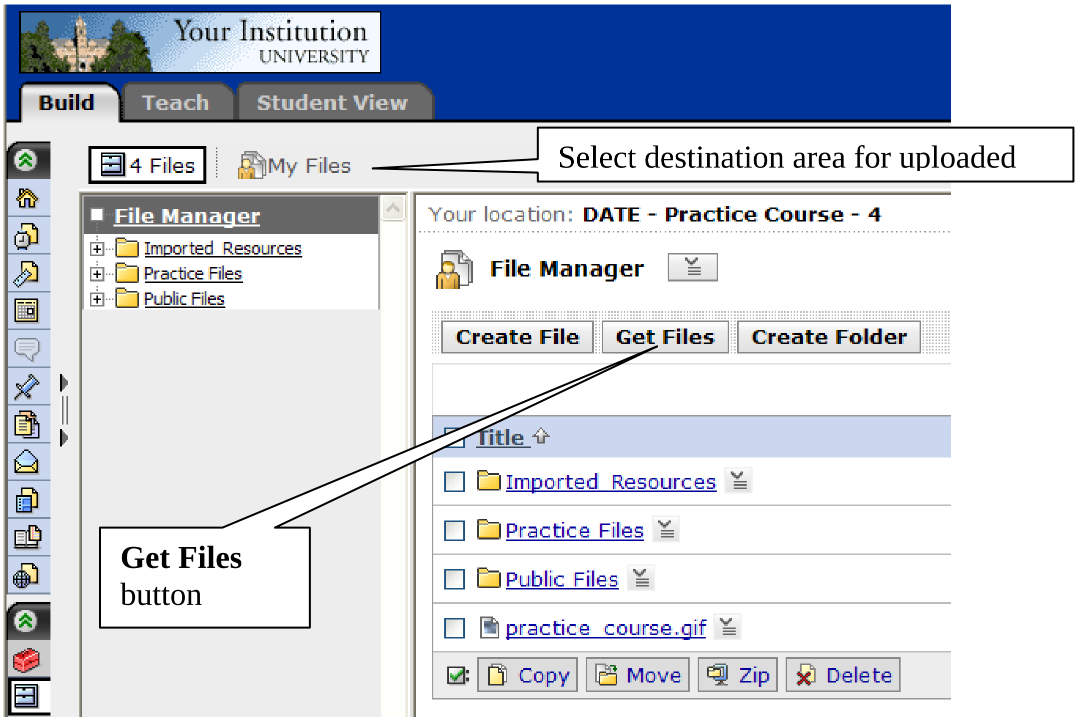
The File Manager interface

The File Manager has a pane where you can navigate through folders and select the folder you want to work in. But first you must select either your Class Files or My Files.

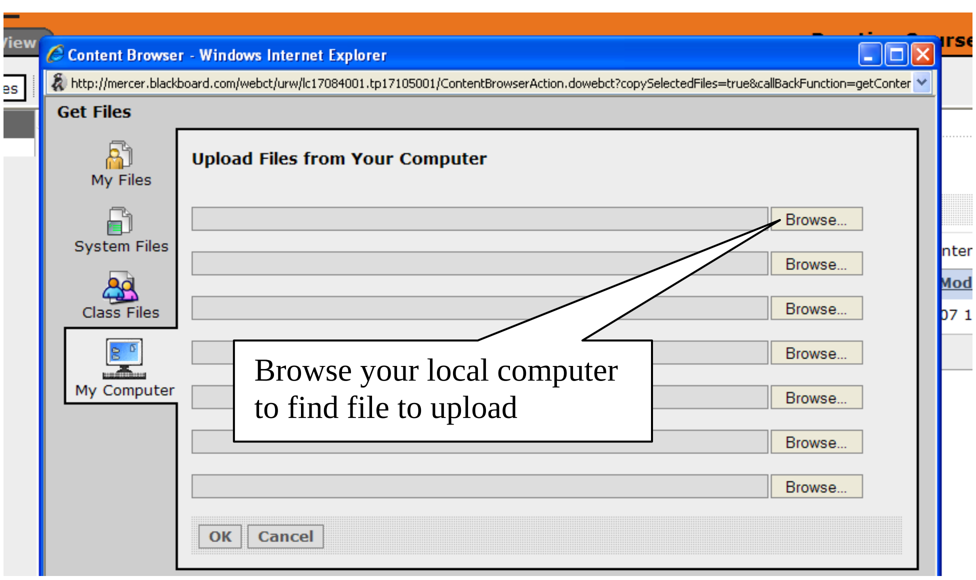


Uploading files from your computer

To upload files from your computer, first select whether you want to upload them into your Class Files or My Files area by selecting the appropriate one (see earlier instructions). Then, click the **Get Files** button.

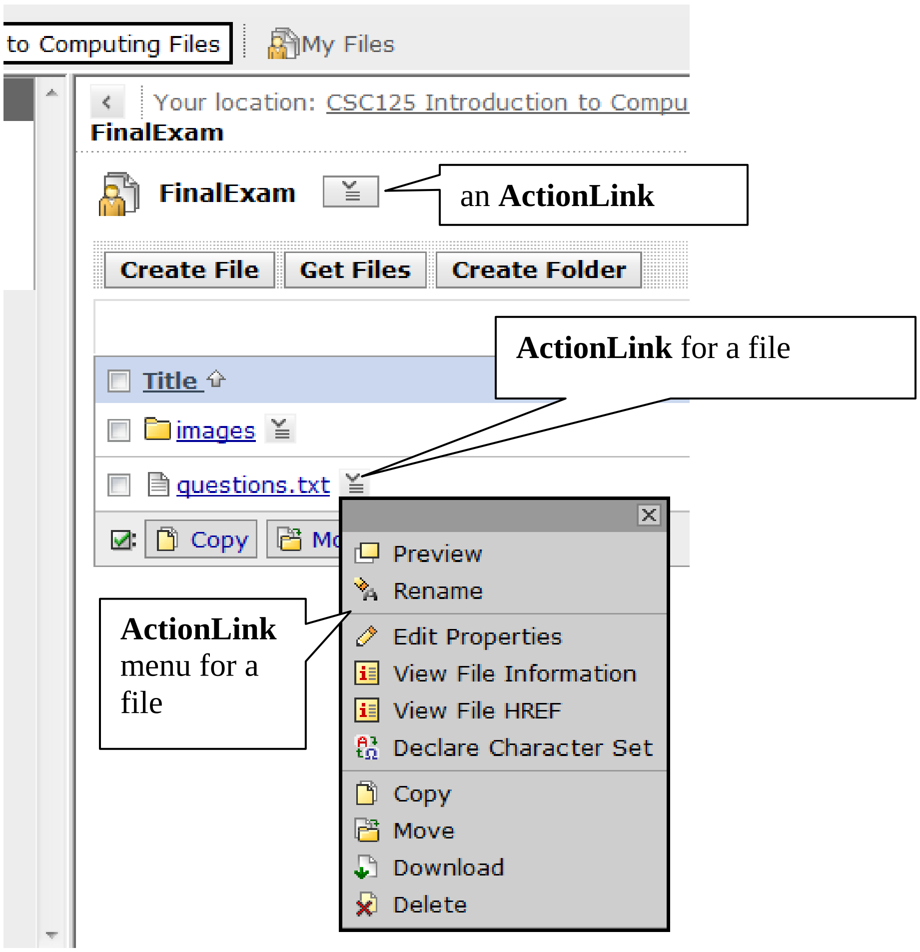


In the resulting window, select My Computer, browse to the file(s) you want to upload, then click OK.



ActionLinks for file operations

Objects in Blackboard typically have an "ActionLink" icon that provide a menu for appropriate operations for that object. Note that for a file, ActionLink operations include Rename, Copy, Move, Download, and Delete.



Advanced File Manager features

There are many other File Manager features not covered in this guide, including advanced features like dragging-and-dropping files between your computer and Blackboard. Consult a more complete Blackboard reference for details.

Appendix

Import Log

Results of the course migration

- ### Homepage

(i) Becomes: **Home Page**

Details:

- Organizer pages migrated.
- If upper and lower textblocks were added to an organizer page, they migrated and are called headers and footers, respectively.
- If banner text was added to an organizer page, it migrated and is now part of the header.
- If custom icons were used in your course, the icons migrated.
- Column layout migrated.
- Links to content items, such as quizzes, migrated.
  - If selective release criteria were set on a link to a content item, the link is hidden from Students (the word Hidden appears next to the link).
  - In this version of the Learning System, selective release criteria are now set on a content item, not on a link to the item. Because of this, release criteria did not migrate.
- Links to tools, such as the Calendar tool, are now on the course menu, under Course Tools, instead of on organizer pages. In this version of the Learning System, if you want, in a folder or learning module, you can add links to specific content items, such as a specific assignment.
  - If selective release criteria were set on a link to a tool, the tool is hidden from Students on the course menu (the letter H appears next to the tool name).
  - If none of the links on an organizer page migrated, the organizer page did not migrate. For example, if an organizer page contained links to the Calendar and Index tools, neither of which can be linked to an organizer page, the organizer page did not migrate.

- ### Organizer Pages

(ii) Become: **Folders**

See Details for Homepage

- ### Assignments tool

(iii) Becomes: **Assignments tool**

Details:

- All assignments migrated and the Assignments tool was added to the course menu, under Course Tools.

- ### Calendar tool

(iv) Becomes: **Calendar tool**

Details:

- The Calendar tool was added to the course menu, under Course Tools.

- ## Chat tool

(v) Becomes: **Chat tool**

Details:

- All general purpose chat rooms migrated and the Chat tool was added to the course menu, under Course Tools.
- In this version of the Learning System, in a folder or learning module, you can add links to a specific Chat room.

- ## Whiteboard tool

(vi) Becomes: **Chat tool**

Details:

- The Whiteboard tool is now integrated with the Chat tool.
- The Whiteboard migrated and is a room titled Whiteboard in the Chat tool.
- The Chat tool was added to the course menu, under Course Tools.

- ## Content Module tool

(vii) Becomes: **Learning Module tool**

Details:

- All content modules, including all content in the table of contents, migrated and the Learning Module tool was added to the course menu, under Course Tools.
- Links from an organizer page to a content module migrated.
- If there were Glossary keyword links in pages of content, these links migrated.
- If there were action menu links in a content module, these links migrated:
- To access links to files, and audio and video clips, click the File link.
- To access links to quizzes and self tests, click the Assessments link.
- To access links to URL-type links, click the Web Links link.
- To access the glossary, click the Media Library Collection link.

- ## Discussions tool

(viii) Becomes: **Discussions tool**

Details:

- All discussion topics migrated and the Discussions tool was added to the course menu, under Course Tools.
- If the discussion topic contained messages, the message text from the first message in the topic is now the topic description.
- If there was a link from an organizer page to a specific discussion topic, the link migrated.

- ## Mail Tool

(ix) Becomes: **Mail Tool**

Details:

- The Mail tool was added to the course menu, under Course Tools.

- ## Manage Files

(x) Becomes: **File Manager tool**

Details:

- All folders and files migrated.
- The File Manager tool is on the course menu under Designer Tools.

- ## My Grades tool

(xi) Becomes: **My Grades tool**

Details:

- The My Grades tool was added to the Student of the course menu, under My Tools.

- ## Question Database

(xii) Becomes: **Question Database**

Details:

- All questions and question categories migrated and can be accessed from the Question Database in the Assessments tool.
- The Assessments tool was added to the course menu, under Course Tools.

- ## Quizzes/Surveys tool

(xiii) Becomes: **Assessments tool**

Details:

- All quizzes and surveys migrated and can be accessed from the Assessments tool.
- The Assessments tool was added to the course menu, under Course Tools.
- All questions in a quiz or survey migrated and were added to the Question Database.
- Links from an organizer page to a specific quiz or survey migrated.
- If there was a link from an organizer page to a specific subset of quizzes and surveys, a folder (organizer page) was created that contains links to those quizzes and surveys.

- ## Single Pages

(xiv) Become: **Files in the File Manager tool.**

Details:

- Single pages migrated.
- Links from an organizer page to a single page migrated.

- ## Syllabus tool

(xv) Becomes: **Syllabus tool**

Details:

- All Syllabus data migrated, except course and instructor information.
  - In this version of the Learning System, course and instructor information is pre populated with system-generated information.
- The Syllabus tool was added to the course menu, under Course Tools.
- Links from an organizer page to the Syllabus migrated.

- ## URLs

(xvi) Becomes: **Web Links tool**

Details:

- URLs migrated and can be accessed from the Web Links tool.
- The Web Links tool was added to the course menu, under Course Tools.
- Links from an organizer page to a URL migrated.