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00:00:05,265 --> 00:00:15,285

Hello there in this Quickguide I'm going to show you how to prepare your Blackboard shell for the upcoming 2021/22 academic year.

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00:00:15,285 --> 00:00:23,235

I've already logged into Blackboard and this is my new Blackboard shell with the 21/22 501 semester code.

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00:00:23,235 --> 00:00:31,155

First of all, I'm going to move my mouse over Add Content and I'm going to create a Blank Page.

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00:00:31,155 --> 00:00:37,815

I'm going to call this page 'Welcome' and I'm going to tick to make it Available to Users.

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00:00:37,815 --> 00:00:46,965

Next, I'm going to click the Submit button and we'll see that I now have a new Welcome page;

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00:00:46,965 --> 00:00:58,875

toward the bottom of the main navigation in Blackboard. I'm going to grab this double-arrow icon here, I'm going to drag that to the top of the links.

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00:00:58,875 --> 00:01:03,915

It's automatically taken me into the Editor for the new Welcome page.

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00:01:03,915 --> 00:01:08,295

So what I'm going to do is I'm going to roll down into this Content area, this big white space,

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00:01:08,295 --> 00:01:13,695

and I already have open the new Blackboard Module shell template.

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00:01:13,695 --> 00:01:20,115

I'm going to do a select all or a Ctrl+A on the keyboard to select everything on that Word document.

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00:01:20,115 --> 00:01:24,425

I'm then going to do a Ctrl+C on the keyboard to copy that. You could use mouse,

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00:01:24,425 --> 00:01:32,385

I think it's a different keyboard shortcut for Mac users. I'm then going to come back to Blackboard and I'm going to paste everything

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00:01:32,385 --> 00:01:38,535

into this white box; and that's a Ctrl+V. Now I do get this message in Edge.

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00:01:38,535 --> 00:01:44,925

I'm going to keep the formatting so it looks exactly the same as the agreed template.

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00:01:44,925 --> 00:01:51,765

And I've now pasted all of that information into that new Welcome page in Blackboard.

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00:01:51,765 --> 00:01:55,935

A couple of things I need to do before I submit this. We'll notice here we've got 'School

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00:01:55,935 --> 00:02:03,525

of insert school name'. I'm going to type my actual school there and remove the orange text.

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00:02:03,525 --> 00:02:08,595

And again, on the next row down, I'm going to do the same for the Module code.

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00:02:08,595 --> 00:02:18,435

So I think I've called this, there we go CELT1234-2122-501.

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00:02:18,435 --> 00:02:30,055

And again, I'm going to remove that orange text. It's also very important for accessibility reasons that we make this particular piece of text that

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00:02:30,055 --> 00:02:38,355

I've highlighted with the mouse a heading so that when students are engaging with this using a screen reader, that it reads correctly.

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00:02:38,355 --> 00:02:43,035

So I'm going to there, click where it said Paragraph and I'm going to change that to Heading.

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00:02:43,035 --> 00:02:53,235

So now we can see, if I move my mouse into this top row, we've got Heading displayed here but if I select some of the text below, it reverts to Paragraph.

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00:02:53,235 --> 00:02:58,905

I'm then going to come down the page a little bit, and this text here,

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00:02:58,905 --> 00:03:03,078

this is the general new text that the students will see on the Welcome page,

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00:03:03,078 --> 00:03:08,486

describing what each of the sections in the left hand side does and what they can expect.

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00:03:08,486 --> 00:03:14,636

As it says here in this orange text, we need to provide a description for any additional menu links that we might create.

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00:03:14,636 --> 00:03:21,746

So if I am planning to have some new links in there over and above the standard links here,

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00:03:21,746 --> 00:03:27,146

I would add, in the same format, a new paragraph and put a description in for them.

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00:03:27,146 --> 00:03:30,561

But, for today's quick guide, I'm just going to remove that orange text

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00:03:30,561 --> 00:03:35,451

because I'm sticking with the agreed standard links. Now we'll notice we've got a Welcome, Announcements,

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00:03:35,451 --> 00:03:38,631

Staff contacts, Module information, Learning materials,

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00:03:38,631 --> 00:03:48,501

Resource list. Those are already there as standard; Welcome, Announcements, Staff contacts, Module information, Learning materials and Resource list.

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00:03:48,501 --> 00:03:52,911

However, in my actual shell, the next link is Turnitin

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00:03:52,911 --> 00:03:59,481

but in the description it needs to be Discussion, Assessment, Turnitin.

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00:03:59,481 --> 00:04:02,231

So we need to create these two.

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00:04:02,231 --> 00:04:13,101

So what I'm going to do is I'm going to submit my changes to the standard Welcome page text so it commits my school name,

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00:04:13,101 --> 00:04:17,331

my Module code and any new descriptions or anything I might put in there.

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00:04:17,331 --> 00:04:26,406

And I'm now going to click on Add Content again, and I'm going to create, firstly, a Content Area.

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00:04:26,406 --> 00:04:37,806

And I'm going to call this one Discussion. Let's make this Available to the Users, click Submit and I'm then going to repeat that process;

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00:04:37,806 --> 00:04:47,056

so Add Content, Content Area, and we're going to create Assessment. And again, make that Available to Users before clicking Submit.

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00:04:47,056 --> 00:04:54,336

I'm just going to remind myself of the order. So Discussion, Assessment are in that order between Resource list and Turnitin.

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00:04:54,336 --> 00:04:59,866

I'm going to use a little arrow there, Discussion

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00:04:59,866 --> 00:05:07,726

and Assessment. So we now have the same links in the left hand side from Welcome down to and including Turnitin,

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00:05:07,726 --> 00:05:14,056

as we have in the generic descriptors there. You'll notice that My Marks and Tools are here.

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00:05:14,056 --> 00:05:20,386

These are not available to students at the minute. These are hidden. It's at our discretion whether we reveal those.

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00:05:20,386 --> 00:05:23,266

Clearly, My Marks will be revealed at some point in the year,

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00:05:23,266 --> 00:05:29,926

but we're not concerned with those just at the minute. All we're concerned with is that we've got the standard text in here,

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00:05:29,926 --> 00:05:31,366

we've formatted the Heading,

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00:05:31,366 --> 00:05:39,886

we've put the school name and the Module name in and our links and descriptions there match the links and descriptions in the Blackboard shell.

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00:05:39,886 --> 00:05:47,247

So again, I'm going to click Submit. Now, to ensure that students see this Welcome page when they enter the Blackboard shell,

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00:05:47,247 --> 00:05:54,330

I'm going to roll the mouse down on the left hand side here and under Customisation, I'm going to click on Teaching Style.

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00:05:54,330 --> 00:05:58,260

And about halfway down the page here where it says Select Course Entry Point,

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00:05:58,260 --> 00:06:04,177

I'm going to change this from Announcements to Welcome. And I'm going to click on the Submit button.

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00:06:04,177 --> 00:06:08,437

If I now click back on the Module code toward the top left here,

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00:06:08,437 --> 00:06:17,167

that will take me to the start of the shell and we'll notice now that the start of the shell is the new Welcome page and not as was previous,

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00:06:17,167 --> 00:06:25,147

the Announcements page. Now a quick note here. Whenever we're staff members on Blackboard shell and we have our Edit Mode on,

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00:06:25,147 --> 00:06:29,177

when we click on this Welcome page, it will automatically take us into the Editor for it.

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00:06:29,177 --> 00:06:33,667

We can see it's loading just at the minute. So to see what we've done in the student view

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00:06:33,667 --> 00:06:41,717

I'm going to move toward the top right where it says Edit Mode On and I'm going to click that to turn the Edit Mode off.

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00:06:41,717 --> 00:06:45,587

And we'll now see the student view. So this is our new Welcome page.

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00:06:45,587 --> 00:06:49,367

This is the first page that the students will see for the Module shell.

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00:06:49,367 --> 00:06:55,267

It's got all of the description on and everything and we'll notice that some of the links have disappeared down the left hand side.

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00:06:55,267 --> 00:06:59,477

That's not to say they've been deleted, it's actually because in this example they're empty.

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00:06:59,477 --> 00:07:04,997

But as you populate things like your learning materials and things like that, they'll appear here.

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00:07:04,997 --> 00:07:17,497

So the last thing to say, I'm just going to pop the Edit Mode back on; we have, for example, created a new Discussion link here.

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00:07:17,497 --> 00:07:22,927

So colleagues are encouraged to use the discussion tools in Blackboard, maybe a discussion board, wiki,

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00:07:22,927 --> 00:07:29,857

the blog, things like that; but if that's not appropriate for our Module, we can hide this link. To do that,

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00:07:29,857 --> 00:07:34,341

I'm going to click on the Edit icon and I'm going to click on Hide Link.

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00:07:34,341 --> 00:07:41,322

And we'll notice now that the discussion link has this extra little grey square, that means it's hidden from the student view.

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00:07:41,322 --> 00:07:41,894

Thank you.