

## Comprehensive List of Instructor Course Tools in Blackboard

Below is a list of the tools available to instructors to add to their Blackboard course shells. Items denoted as “student” are those tools that appear for students to select.

### Achievements:

You can use Blackboard achievements to create opportunities for students to earn recognition for their work. You designate criteria for issuing achievements to students in the form of both badges and certificates.

Students can see which badges and certificates they have earned and what is required to receive additional recognition. They can gain insight into learning progression toward defined competencies.

### Announcements:

Announcements are an ideal way to post time-sensitive information critical to course success. Add announcements for these types of course activities:

- Due dates for assignments and projects
- Changes to your syllabus
- Corrections/clarifications of materials
- Exam schedules

You can add, edit, and delete announcements from the Announcements page. When you add an announcement, you can also send it as an email to students in your course. Students will receive the announcement even if they don't log into your course.

### Blackboard Collaborate:

Blackboard Collaborate is a powerful all-in-one platform that offers you an immersive human experience through your computer, tablet, or mobile device anywhere, anytime. A fully interactive web conferencing environment and asynchronous voice authoring capabilities allow for greater engagement so that you're not missing a thing.

You can use a robust tool set that allows you to web conference and connect with one student or your entire class. You and your students can collaborate using audio, video, and recording capabilities. You can also use private and public chat, a whiteboard, application sharing, a clip art library, and add and edit content at any time.

### Blackboard Collaborate Ultra:

You have both a dedicated course room and the ability to schedule as many new sessions as you want. Blackboard Collaborate with the Ultra experience gives you a room for each of your courses. We call this a Course Room. Record your sessions so that your students can access presentations whenever they need them. Recorded sessions are saved as MP4s. Recordings include audio, any content shared or active speaker video

You can find the Course Room under your course Details & Actions. It lasts for the life of the course. The room is on by default.

Select Join session to join the session. This generates a unique link to help the session identify you. Each link is unique to an individual session and a user in that session. This means that the link only works for you in that session. You are not able to use the link to join session again or share your link with another user. Session links expire after 5 minutes.

Can my students use the room without me? Yes. The Course Room is available to students.

### Blackboard IM (Students):

Instant messaging through Blackboard.

### Blogs:

Create and manage blogs for courses and course groups.

A blog is a personal online journal that is frequently updated and intended to share with others. Most blogs also have a commenting feature, so that people can respond to one another's thoughts. Blogs encourage students to clearly express their ideas. Blogs also address the need to expand various aspects of social learning. From the instructor's point of view, blogs are an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected.

In Blackboard Learn, instructors create and manage blogs, and only enrolled users can view and create entries and comments in them. Similar to journals, you can use blogs for a graded assignment or gather opinions and information without assigning a grade.

### Cengage Learning Mindlinks:

Blackboard has partnered with Cengage Learning to provide seamless access to Cengage digital content directly in your Blackboard Learn course, making delivering your course easier and more convenient, saving you time, and helping you create an even better course experience for your students.

### Contacts:

Use the contacts tool to add profile information about yourself and other staff for students. You can provide information about office hours, phone numbers, and other links to help students find the people who have important roles in your course.

You can use folders to organize the profiles. For example, create a teaching assistant folder and assign all TA contacts to it.

### Content Market Tools:

Links to external tools such as Cengage and McGraw Hill.

### Copyright Permissions: N/A

### Course Calendar:

Use the Blackboard calendar to keep track of upcoming assignments, events, and other due dates.

### Course Messages:

Course messages are private and secure text-based communication that occurs within your course between course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. You can't view or send messages outside of your course.

### Course Portfolios:

Portfolios are an invaluable tool in academic and professional development. They provide a powerful medium for users to efficiently collect and organize artifacts representative of work completed over time. Portfolios offer a means to demonstrate formative and/or summative progress and achievement. Portfolio authors are empowered with tools to effectively present their information in a cohesive, personalized format.

Assigned portfolios - You can request that portfolios be submitted for course assignments.

## DGCE Course Evaluation (Students):

Evaluations for WSU Department of Continuing Education courses.

## Date Management:

After instructors have copied a course, they can speed up the transition of old dates to new ones relevant for the new course using Date Management. From Date Management instructors can all adjust availability dates, due dates, and adaptive release dates.

Instructors can choose to update dates automatically or manually from one convenient location.

## Discussion Board:

The most common form of interaction in an online course is through discussions started by an instructor. Participation and interaction in discussions don't occur naturally. You must intentionally design it into your courses. To encourage engaging, quality discussion, craft discussion questions carefully and create inquiry.

## Glossary:

You can add a glossary of terms to each of your courses. Each entry consists of a term and a definition.

## Groups (Instructors):

**Located under "Users and Groups" in the Control Panel.**

You can set up groups to participate in shared content such as Group-only Discussions, Blogs, and other content/tools. These course groups have their own areas in a course to collaborate on coursework.

These spaces are equipped with tools to assist in the collaborative process.

Your course groups may only meet in their group areas to discuss course content or trade files. But, you might also create assignments that you want students to collaborate on. Students can access all their group assignments on their group homepages.

## Journals:

Journals are ideal for individual projects. For example, in a creative writing course, the owner of each journal creates entries and an instructor comments. In this manner, a student can refine a section of a writing assignment over a period of time, using an instructor's guidance and suggestions. Students can also comment on their own entries to continue the conversation.

You can choose to make journal entries public, allowing all course members to view all entries. For example, you may choose to make a journal public when asking for opinions on how to improve the evaluation process. Students can read what other students wrote and build upon those ideas.

## Live Text:

Legacy Tool

## McGraw Hill:

McGraw-Hill Education provides tools for instructors to build customized course materials and assessments from McGraw-Hill's textbooks and resources.

## My Grades (Students):

View your recent grades for each assignment, test, and activity in all of your courses. Sort the grades by date or course, access your submissions, and view upcoming work.

## Pearson's MyLab & Mastering:

Blackboard has partnered with Pearson to provide seamless access for instructors and students to MyLab & Mastering digital content directly in their Blackboard Learn courses.

## Roster

From the **Roster page**, you can view a searchable list of users enrolled in your course.

## Rubrics

A rubric is a scoring tool that you can use to evaluate graded work. When you create a rubric, you divide the assigned work into parts. You can provide clear descriptions of the characteristics of the work associated with each part, at varying levels of skill.

## SafeAssign:

SafeAssign is used to review test submissions for plagiarism potential.

## Self and Peer Assessment:

Self and Peer Assessments can help distribute the workload and ensure that students receive feedback from several individuals.

## Send Email:

The email tool allows you to send email to other people in your course without launching a separate email program, such as Gmail, Hotmail, or Yahoo. You can send email to individual users or to groups of users.

## Tasks:

You can use the tasks tool to organize projects and activities, define task priority, and track students' task status. As an instructor, you add tasks to your course. You can allow students to manage their tasks from the My Tasks module or a tool link in your course.

## Tests, Surveys and Pools:

You can use tests and surveys to measure student knowledge, gauge process, and gather information. Pools are collections and groups of questions that you can include in tests and surveys.

## Wikis:

A **Wiki** activity is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page.