

[Staff] Set Up Blackboard Course SCS Checklist

The screenshot shows the Blackboard course interface for CHEM10520 Chemists Toolkit 2020-21 Full Year. The interface is annotated with numbered circles 1 through 7. 1: Edit Mode button (ON). 2: Global Navigation dropdown menu. 3: Course Content button. 4: Course Content dropdown menu. 5: Introduction content area. 6: Course Management sidebar menu. 7: Course Management button in the sidebar.

Blackboard Environment and Standard Course Structure

Adapting the Blackboard Standard Course Structure to your needs

Blackboard is a highly customisable environment. However, student feedback tells us that inconsistent course navigation and naming conventions cause confusion. To address this, a cross-faculty team has created a standard course structure (SCS) to ensure consistency across all course units.

Once you have deployed the SCS, you can adapt it to your own needs. The information below aims to help you through this process and directs you to relevant Blackboard resources.

1. Edit Mode

To begin adapting the SCS to your needs, first ensure that Edit Mode is On. The Edit Mode button allows you to change the view of content on the screen. To add, edit, rename, reorder, or delete content, turn Edit Mode to **ON**. To preview content, turn Edit Mode to **OFF**.

2. Help

A help icon is located on the Global Navigation dropdown menu at the top right – click on the down arrow to reveal it.

3. Breadcrumbs

Breadcrumbs appear at the top of each page to provide links back through the path you navigated to get to the current page.

4. Content Areas

Content is stored in folders. The top-level folder for the Standard Course Structure is named Course Content. Folders can include more than just content: they can hold links, tools, tests and assignments, and other objects such as embedded videos.

5. Content Frame

The Content Frame is the main area of the browser window where content items and tools are displayed. Items in the main content area and course menu can be repositioned to reflect the way you want it displayed. The drag and drop arrows enable you to reposition items directly on a page by dragging them up or down to the desired location. Content items should always be displayed with icons and text.

6. Course Menu

The course menu is the primary navigation point for all users. The standard course menu includes:

a. Noticeboard

You can use the Noticeboard to create class announcements. For further information see Blackboard's help page: [How to Create Announcements in Blackboard](#).

b. Course Content

The Course Content folder contains all the items, files, links, tools and other objects that you wish to present to students. The files you add to the Course Content are links to the actual files held in the **Content Collection** repository. It is good practice to keep your files organised via the Control Panel > Content Collection. For further information see the guide on [Working with Blackboard Files \(Content Collection\)](#)

You can change the course entry point via the Control Panel > Customisation > Teaching Style > **Select Course Entry Point**.

i. Build Course Content

- Hover the cursor over the **Build Content** button to access the additional menu.
- When you have renamed or created your topic/week folders, you can add content to them using the same action link button to the right of Build Content.
- You can create files by linking to any files you have imported into the Content Collection, or by uploading files to add new content.

c. Communication

You can use the Discussion Board tool to create links to Discussion Board pages and forums. For further information see Blackboard's own help pages on [How to Create Discussion Boards](#).

There are several other communication tools; you can see them if you hover the cursor over the **Tools** button. There are tools to facilitate collaborative group work, personal reflection or for creating audio, for example wikis, journals, blogs and voice podcasting. [Contact your eLearning Team](#) for more information.

d. Course Information

- i. Course Information
Use the Build Content feature to add documents or links to useful course information, such as handbooks, syllabus and timetables.
- ii. Reading List
This link will take students to the JRUL reading list page, where students can search for their course unit reading list. To set up a reading list, contact JRUL.

e. Assessment

- i. To set up a test, in a content folder, click on the **Assessments** button and select **Test** to create a test.
- ii. If you imported an assessment, it will appear in the **Add Test** list. Select it and click **Submit**. If you haven't imported any Blackboard assessments, click **Create**.
- iii. For further information see Blackboard's article: [Assessments in Blackboard](#).
- iv. To create a Turnitin assignment, navigate to a content folder, click on the **Assessments** button, select **TurnitinUK Assignment** and create in the usual way. For general information, see this guide: [How to set up a Turnitin assignment in Blackboard](#).

f. My Grades

For further information, see Blackboard's own help pages: [My Grades](#) (for students) and [Blackboard Grading tools](#) (for staff).

g. Learning Resources

- i. Generic Resources
The generic resources are provided to help support and orientate students. You can add to these or delete them as you wish.
- ii. Reading Lists and Past Exam Papers
Make sure that your JRUL reading list and past exam papers and assessment lists are up to date. The reading list link will take students to the JRUL reading list page where they search for the appropriate reading list.

h. eLearning Support

Links to Student User Guides and for technical help and support.

i. Staff Area

Useful resources and guides for Course Instructors can be added here. This area is always hidden from students.

j. Staff Details

A contact profile for each instructor should be added to staff details. The minimum

information provided should be name and email address. It is strongly advised that you add your office location and your normal office hours.

7. Control Panel

The Control Panel is the interface for managing the content, features, and appearance of a course unit. Students do not see the control panel. Users can upload and store files that are used in the course content in the content collection. Users can create folders to organise files and then link these files to the course content area. For more information about the Content Collection, read [Working with Blackboard Files \(Content Collection\)](#).

Glossary

Action Link button	An action link is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.
Availability	Availability determines what content or features are accessible to users.
Content Collection	The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel. Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organisations or in all of the Courses in the Institution.
Contextual Menu	Contextual menus are drop-down lists that provide access to additional actions associated with an item. The menu is accessed via an Action Link.
Folder View	The Folder View of the Menu items displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
Grade Centre	The Grade Centre is a customisable feature for tracking and analysing performance. It interfaces with Assessments, Assignments, and the Discussion Board automatically.
Learning Modules	A Learning Module is a set of Content Items with an accompanying path for progressing through the items. The path can be set so that students must view content sequentially or to permit students to view the content in any order. All types of content, such as items, Assignment, and Assessments may be included in a Learning Module.
List View	The List View of the Menu items displays the names of the file system.
Text Editor	When the Text Editor is enabled, you can add links, attach files and images, or format text. When the Text Editor is disabled, you can edit in plain text.
Visual Editor	The Visual Editor is a tool to help instructors format text, add multimedia and equations without the need for using html coding. The visual editor can be turned off if plain text or HTML is preferred.