New Faculty Blackboard Orientation
What is Blackboard (Bb)?

- **Learning Management System**
  - Web-based software application for building, delivering course content online
  - A tool to enhance delivery of your course content, make your teaching more efficient, effective

- **Usage varies for class type:**
  - Face-to-face class: Used as optional supplement
  - Online class: Primary means of course delivery
What Does Blackboard Do?

- Provides Communication Tools
- Presents Course Content & Activities
- Provides Assessment & Grading Tools
Communication Tools

- **Announcements** – Post weekly updates to class site, e-mail a copy to students

- **E-mail** – Integrated with class roster, easily send an e-mail to the whole class or select students enrolled in class

- **Chat** – Built in chat tool for online office hours, synchronous discussion
Content & Activities

- **Upload Course Documents**
  - Share syllabus, notes, study materials, links to Websites, images, videos, podcasts
  - Content can be organized in content area pages, folders

- **Asynchronous Activities**
  - **Blogs and Wikis** – Collaborative writing projects, research
  - **Journals** - Weekly or monthly reflections
  - **Discussion Board Forums** – Have students answer questions, reflect on thoughts, share information
Assessment & Grading

- **Assignments** – Completed, collected online; student uploads file to class Grade Center

- **Tests/Quizzes** - Build tests that students complete online; automatically grade using objective question formats

- **Gradable Activities** – Discussion forums, journals

- **Grade Center** – Centralized location in course for reviewing assessments, entering grades
  
  - Assignments, tests, and gradable discussions etc. automatically create columns in Grade Center for logging grades
  
  - Instructor can manually create own columns, customized calculation columns
Blackboard Courses

- Every MATC class gets a space in Blackboard
  - Each section gets one Bb course shell
  - Course creation, instructor assignment are handled through automated processes, integration between INFOOnline and Blackboard
  - Semester shells do not reside permanently on Bb; they are eventually removed from the system.
Course Shell vs. Personal Master

- **Semester Course Bb Shell** – Not permanently on Bb, eventually removed from system
  - Faculty are highly encouraged to complete the “End of Semester Process” to save each course’s content and grades for later use.

- **Personal Master Bb Shell** – Faculty are encouraged to request a permanent, personal shell for developing master copy of course
  - Contents of personal master can be imported into semester courses
    - [Online Request Form](#)
How Do I Get Started with Bb?
Task 1: Review Supported Tech

Requirements:
Supported computer, Web Browser, Internet Connection.

- **Supported OS:**
  - Windows XP, Vista, 7
  - Mac OSX 10.5, 10.6
- **Supported Browsers:**
  - Internet Explorer 8, 9 (compatibility mode off).
  - Mozilla Firefox 3.6 & 4.0; Provisional support for latest stable release.
  - Safari 4, 5
  - Google Chrome 10; Provisional support for latest stable release.
- **Required browser settings**
  - Java 6 installed/enabled
  - JavaScript enabled
  - Cookies enabled,
  - Allow pop-ups from Blackboard

* We recommend using Firefox or Chrome for best performance.
Support for Mobile Devices

- Web browsers on mobile may not be fully compatible with Bb.
  - Mobile browsers lack full Java compatibility. Some Bb features will not work in their entirety when using a mobile browser.

- Faculty & students download an app to view course content:
  - MATC 2 GO – For Apple, Android
  - Blackboard Learn – For Blackberry
  - **PLEASE NOTE**: App doesn’t allow for mobile-based assessments, grading, or administrative controls (Control Panel).
Task 2: Blackboard Access

- All MATC faculty, staff, and currently enrolled students can access Blackboard at [Blackboard.matc.edu](http://Blackboard.matc.edu)

**Faculty Login**
- Username: Your 7 digit COSMO ID
- Password: Your GroupWise Password

**Login Problems?**
- Only the Help Desk can resolve a login problem
  - Call the Help Desk at 414-297-6541
  - OR reset your password with the [Password Manager](http://Password.Manager)
Task 3: Access Course & Add Content

- Your courses appear on the “Employee” and “Courses” page
  - Click a course link to access your course

- Some instructors build course content directly inside a semester shell

- Other instructors:
  - Develop content in a Personal Master, transfer this content to semester courses.
  - Use a Course Cartridge of publisher materials to add content to course.

Learn how to add content to your classes using our support tutorials.
If you want to use the contents of an old course or Personal Master, you will need to create an archive file of that course.

An archive file can be imported into a semester course.

Import process takes time. Be patient and wait for confirmation e-mail.
What Support Do We Offer?
Faculty Support

- **MATC Faculty Blackboard Support Site** – Helpful tutorials, request forms

- **Teaching with Technology Today Blog** and social media presences – Get the latest news and announcements regarding Blackboard and educational technology.

- **Workshops** - Sessions offered throughout semester and on-demand.

- **Professional Development Blackboard Courses** – Worth 1 credit, Intro. and Advanced Blackboard courses offered every semester.

- **Faculty Instructional Support Representatives**
  - Faculty members that can be contacted for Blackboard best practices, course design review.

- **Faculty Blackboard Support**
  - Megan Hamilton – hamiltml@matc.edu, ext. 78372
  - Brian Carlson – carlsobd@matc.edu, ext. 77508
Student Support

- **Student Orientation to Online Learning** – Offered every semester, overview of using school e-mail and Blackboard.

- For Login Problems:
  - Student must call Help Desk at 414-297-6541

- For Help with Navigation & Blackboard Usage:
  - Visit Student Support Website – Tutorials, videos, and information for online learning
  - Contact Student Blackboard Support Representative
    - Pamela Curtin – curtinp@matc.edu, 414-297-7986