Introduction

Welcome to Blackboard! This tip sheet is designed to act as a quick start reference in setting up Access and Blackboard unit sites for your unit. It contains information about procedures that you will need to follow to ensure the best use of Blackboard.

What is Blackboard?

Blackboard is Curtin’s University-wide learning management system. The system allows staff to post teaching content and materials, deliver quizzes and hold online discussions. It combines the essential tools of electronic communication, content presentation and class management in a single web environment.

Portal View

The easy point-and-click interface in Blackboard lets you incorporate Word, Excel and PowerPoint documents into a web environment without the need to learn how to create web pages. Audio and video files are also supported, along with traditional web pages to enable flexibility in presentation.

Facilities in Blackboard include quizzes, discussion boards, e-mail, chat, content, tracking, and electronic file exchange, grade book, time release of content files and many more.
Accessing Blackboard

To access Blackboard you will require the following:

- A computer that meets the minimum system requirements
- An internet connection
- A Web Browser
- A Staff ID Account

For further information on system requirements see the Technical Requirements Tip Sheet.

Please Note:

You must have a valid staff employment contract in order for an account to appear in Blackboard.

Students are required to use their Student ID and OASIS password.

Logging into Blackboard

Step 1: Open a Web Browser.
Step 2: Go to http://lms.curtin.edu.au/
Step 3: Enter your Staff ID and your password.
Step 4: Click “Login”.

If you are having problems logging in, please contact your local IT Help Desk.
Navigating Blackboard in the Unit View

The screen above is a representation of a Blackboard unit site.

Blackboard Unit Structure

A Blackboard unit is comprised of a main navigational menu and a frameset which displays content and communication tools. Unit materials are organized in a hierarchical structure of folders, sub folders and content items. Content is easily added to the unit if the materials are in a digital format such as Word documents, PDFs or PowerPoint files etc.

The main navigational menu can be customized by changing the labels names or adding additional sections, (content or tools), which navigate to top level areas.

Text can be copied and pasted or typed directly into a content item using the in-built Visual text editor. HTML code can also be copied or authored in the Visual text editor.

A complete web site with interlinked pages that has been authored using a package such as Dreamweaver can also be uploaded as a content item. The files and folders have to be packaged into a .zip file first and then unpacked as a content item.
User Roles

Blackboard has five User roles from which to choose. Each role has different rights and capabilities in relation to accessing the Control Panel. The Control Panel is the interface which controls the management of the unit, including content, communication and student records. A user can only be assigned a single role in each unit.

<table>
<thead>
<tr>
<th>Role</th>
<th>Privileges</th>
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<tbody>
<tr>
<td>Unit Coordinator</td>
<td>Unit Coordinators have access to all areas in the Unit Control Panel and have the highest level of privilege within a unit. This role is generally given to the person teaching or leading the class. If a unit is unavailable to students, a Unit Coordinator may still access it.</td>
</tr>
<tr>
<td>Lecturer</td>
<td>The Lecturer has access to nearly everything in the Unit Control Panel and is the rough equivalent of the Unit Coordinator. This role would be assigned to a user who will be significantly participating in the teaching or management of the class. If the unit is unavailable to students, Lecturers may still access the unit.</td>
</tr>
<tr>
<td>Unit Builder</td>
<td>The Unit Builder role has access to the Unit Control Panel, but only to the Content Area and User Management sections. A Unit Coordinator would assign someone the Unit Builder role so that person could assist the Unit Coordinator in the creation of unit content and some of the unit management. As with the Lecturer role, access within the User Management section is limited to prevent the Unit Builder from removing Unit Coordinators, modifying user properties, etc.</td>
</tr>
<tr>
<td>Grader</td>
<td>The Grader role has limited access to the Unit Control Panel. A Grader would assist the Unit Coordinator in the creation, management, delivery, and grading of Assessments and Surveys. A Grader may also assist the Unit Coordinator with adding manual entries to the Online Grade Center.</td>
</tr>
<tr>
<td>Student View</td>
<td>Student View is the default Unit User Role, which has no access to any areas on the Unit Control Panel.</td>
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Control Panel

1. Content Areas: relates to all aspects of content authoring and organization
2. Course Tools: relates to all communication and course tools
3. Course Options: relates to menu layout, design, maintenance and backup tools
4. User Management: relates to user management, including user rights and privileges
5. Assessment: relates to quiz/survey creation, grade book and assessment
6. Help: has links to support contacts and materials

Online Learning Administrative System

Some of the native functionality of Blackboard has been disabled to suit the provisioning and enrolment of student enrolment into a Blackboard unit. To customize this process for Curtin, OLAS (Online Learning Administrative System) has been developed. This allows student enrolment data from Student One to be populated into a unit. In addition, to student enrolment OLAS controls the management of teaching staff accounts for a Blackboard unit.

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<thead>
<tr>
<th></th>
<th>Can Add/Delete Users via OLAS</th>
<th>Can Manage Users via OLAS</th>
<th>Can Modify Content</th>
<th>Can Modify Grade Center</th>
<th>Can View Unit</th>
</tr>
</thead>
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<tr>
<td>Unit Coordinator</td>
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<td>Lecturer</td>
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Getting Support

Before you embark on using Blackboard, it is advisable that you attend some training. The Office of Teaching and Learning holds a number of classroom based sessions that incorporates basic familiarisation as well as specialized and advanced functions of Blackboard.

For general enquiries and technical support please contact the LMS Support team on 9266 9626 or LMS@curtin.edu.au

Advice for Students

If you have a unit site in Blackboard, it is important to inform students of its existence and purpose. In your unit outline, you may wish to consider the following advice for students:

- How often or when they should login? Once a week?
- How often it will be updated? Before or after the lecture?
- What resources they can find? Slides, Assignment handouts, Quizzes
- What contributions or participation will is expected?, e.g. Discussion board postings
- What submissions will be made? e.g. assignments
- Will marks be distributed from Blackboard?