BLACKBOARD LEARN 9.1: BASIC TRAINING- PART 1

Beginning of Part 1

INTRODUCTION

I'm Karissa Greathouse, for those of you that don't know me. I think I know almost everybody in here, but some of you may not know me. I'm the Blackboard faculty support coordinator for the campus, and this training today is the basic training.

One of the things I enjoy is discussion. If you want to ask questions as we're going through the content, that's great. I know that there are a lot of questions about what's going on right now with CE8 and the migration to 9. If you would, hold those questions to the end and let's see how much time we have left.

We have a lot of material to cover today. Now, if we're looking at something and you have a question about something specific that we're looking at right at that moment, please stop me and I'm happy to answer questions.

Did everybody sign the roster? Ok. If you didn't, just do that on your way out.

BEGINNING OF TRAINING

Ok. Let's go ahead and let me give you an overview of what we're going to talk about.

(PAUSE)

 We're going to look at the course environment, the navigation, terminology, and so on.

One of the things you're going to hear me say today is… "Well in CE8… it looks like this or it's called this, but in 9 it's called this or it's located here." So I'm going to try to really crosswalk the two systems for you. I know a lot of you have been in 8 and some of you I know were even in 4.1, four years ago. And so you've gone through this before. You've been there, you've done that, you've bought the t-shirt, right? So I'm going to try really hard to crosswalk these systems for you.

Now, there's a ton of stuff in Blackboard 9. If I wanted to cover everything, it would be a two- or three-day training. So what I've done is try to identify the things that are going to help you get started in a really quick, efficient way. Ok?

So we're going to look at the course navigation, the environment. We're going to look at how to add course content and at some of the new tools that are available to you in 9.

We're also going to spend some time in the grade center, because one of the biggest changes with 9 is the fact that you don't grade inside your Assessment Tools any longer. For those of you that have been

using 8, you know that if you were using the Assignment Tool you would go to the Assignment drop box to do the grading.

Now you go to the Grade Center. So that's one of the biggest changes. And we're going to spend some *time* in the Grade Center. I will show you some of the new things…some of the new features.

And like I said, any questions you have please don't hesitate to stop me.

SUPPORT

Ok let's talk about Support for just a minute.

The support for 9 is exactly the same as it is with 8. Faculty and instructor support happens here at the TLPDC. We have a website that has a lot of tutorials, and we'll be adding things to that as we go along, as we develop new support documents, we'll be adding that.

So that's your first line of defense: that website. So if you have a question about how to do something, the first thing you do is you can go to that website. And then if you don't find what you're looking for there that didn't answer your question, you know, email.

Those two emails right there. That's my personal email and then Blackboard -- that's our functional email. I get both of those. Those come to me all day long. The advantage of emailing the Blackboard as opposed to emailing me personally is that if they ever let me take a day of vacation again, then somebody else other than me will be monitoring that email. And it will be parsed out to the other members of the team that can answer a Blackboard question. I will tell you email is truly the best way to get questions answered. I can answer an email very quickly. I have a lot of scripts already developed. You know…How do I do this? How do I do that? You know, the basic questions…

So, if you were to email me and say, "How do I add my T.A. to this course?" I can just shoot you an email right back. If you call me, then we might play phone tag for several days before you get any answers.

So, email truly is the best way for us to communicate. But if you do need to call, that's our phone number. That's the TLPDC's main number and you probably know we're one of the last places on campus that you actually get a live person when you call. But that is our phone number right there.

Now student support for 9 -- just like it is for 8 -- student support is handled through IT Help Central. A lot of the student issues actually are browser, computer, or eRaider issues. So they're the best person to take care of that. Now, if you have a student in your class that's having difficulties, and they're not able to see something that you think that you've released to them… I'm happy to help if you have issue like that going on.

What I would ask is that you be the liaison between me and your student. In other words, don't give my contact information out to your class and say "Here's the person to ask." What I can do is add myself to your course, and then I'll go in.

So you would contact me and say, "Student X is not able to access this exam and I think I've done everything I'm supposed to do, but for some reason they just can't open it up... Would you take a look?" And I can go in and then I can get back to you and say, "Ok, well this is what I found. Let me help you and train you on what you need to do. Maybe there's a setting that you weren't aware of." Ok?

So I'm happy to do that if you have a student that's having a problem or if you're having an issue with something in your course.

Inform your students. Let them know for sure that you're going to be teaching in 9. The news that every course is going to be taught in 9 this semester may not have filtered down to the students yet. Before your semester begins, contact your students and let them know for sure that you're going to be in Blackboard 9, that your course is going to be in there.

If they're calling IT Help Central, you might tell them to make sure and tell IT Help Central "My course is in Blackboard 9." That just lets them know that there are some different solutions between 8 and 9.

MIGRATION V. RE-CREATION

Briefly -- I'm going to talk about this just briefly.

Should you migrate or re-create from scratch? You know that is a choice for you. Every course is different.

A lot of people in our pilot group have chosen to re-create their courses, re-develop them in 9 as opposed to migrating over, and *then* re-developing. You know they may have been teaching it for several years and it's been rolled over and rolled over and things have changed, and they just want to start fresh.

So, a lot of people are doing that. You're welcome to do that. You would just go to the regular development request form if you want to do that.

A lot of people are migrating, and with our time table moved up, I think a lot more people are going to say, "I'm just going to migrate and get it over there. And then once I'm more familiar with the system..." Then you might choose to re-develop it then. Maybe for the spring or next summer you want to take some time and re-develop it. That choice is yours.

Should you migrate everything that you have?

No. You don't want to migrate everything. You may have a hundred courses. Greg, I know *you* do. Probably hundreds of sections in your course list right now!

You don't want to migrate all of them because it's multiple sections of the same things. So what you want to do is pick the best version of the courses that you teach and that's what you want to migrate. If you have a template, that's what you want to migrate.

Ok? Any questions about that?

- Question: *"Do you have a recommendation?"*

Between migrating and re-creating? I don't. It just depends on the course. If there's a lot of material, and if it's exactly the way you want it to be in 8, then I would say migrate it.

If there's a lot of obsolete things, things you have to hide because you don't know how to get rid of them, and lots of things in the file manager that are obsolete, then maybe recreation is a better choice.

- Question: *"What is the deadline for submitting requests for migration?"*

We really don't have a deadline at this point in time. It's not going to be forever, obviously. We know that some people teach on a two-year rotation or maybe we're not even looking at spring yet. Maybe I just want to migrate my fall courses right now. I think we will have the ability migrate for quite some time. I would not recommend waiting. If you know what you want to migrate, then go ahead and make that request.

- Question: *"And there is a delay on the migration right now, correct?"*

Right now, yes. Because of the difficulties that we had with CE8, as soon as we realized that we had the database problems happening, we halted the migration because we did not want to migrate anything that had problems, right?

So, they are working right now. I'm hoping that's going to resume this week...maybe in the next couple of days. Of course we have a huge bottle neck right now that we're trying to work through because a lot of things were halted that on the 5th of July.

So a lot of migration requests have come in. They're waiting. I promise you we have them. We have the requests. It's just a matter of getting that started back up again.

- Question: *" I think you answered this, but when you do the migration it still can be changed, like anything can be hidden, or I mean... maybe we'll get into that in a little bit but..."*

Well, are you talking about once it's migrated into 9, you can go in and start working on it and do anything you want?... You'll get an email.

- Question: *"So it will allow you to take things off?"*

Sure! Sure! Absolutely, once you get it over to 9 you can do anything you want to it.

- Question: *"How long can you continue using 8?"*

This question has kind of morphed, of course, with everything that's gone on. But one of the things I do want you to be aware of is that... we know we have folks that have incompletes. We know you may have somebody who's going to contest a grade six months from now, and you need to be able to get in and look at what happened six months ago or in the last term. So, that is going to be available to you. I don't know exactly what that's going to look like, if it's going to be by request or if they're just going to leave that open... I just don't know yet.

But, you know, CE8 is not just going to drop off the end of the world right here and you'll never see it again, because we know that you have things in there that you're going to be needing to access for the near future. So don't let that be a concern. Pass that on to your colleagues. You know, it's not going to just disappear. You just won't be able to teach out of it.

Ok, any questions so far? … Ok.

LIVE SHELL

I think probably most of you already know how this works. We have development shells which have the template applied to it. That's an area where you can go in and develop a course from scratch, start fresh. Then we have what we call our "Live Shell."   And if you've taught with CE8 at all then you know exactly what the live shell is.

That is what's connected to Banner. It's automatically populated with your students, and it's blank when you request it. And every semester you have to request that new live shell, because every semester you have different sections or different courses that you're teaching. When you go to the live shell request, you're going to see a list of everything that you are Instructor of Record for in Banner.

Ok, you're going to see a list of all of those courses and then you go through it and you say, "Yes… yes that one… that one… no, no, no…" So you pick which ones you want to use with Blackboard. That process is not going to change at all between 8 and 9.

Any changes are going to be transparent to you.

The form is the same. The location of the form is the same. You're still going to get that email from me a couple of weeks, maybe about four or five weeks, before this semester begins that says, "Your live shells for this upcoming fall semester are available now." You will go into that form and request them, then in an hour or two, those live shells will appear in your Blackboard course. So that process is not going to change at all.

Now what has changed is **the copy process**. You know that when you open up your live shell you get that screen that says, "Do you want to create a blank?" or "Do you want to copy existing content?" *That has gone away.*

What you're going to actually see now is the live shell is just going to appear in your course list. Whenever you get that email from me saying your live shell is ready there are some instructions in there. I'm going to be sending that out again today, and you guys will get it even if you've already requested your live shells. You'll get the email again.

That copy process -- the detailed instructions are in that email. The biggest change is that you no longer open up the live shell and then point to your content. You will actually open up the course that contains your content. And then you say, "I want to copy it to my live shell." So it's kind of reversed.

I just want to park on that for a minute because I want you to be really aware, that you put this in your head. Whenever you get ready to do that, the copy process is reversed. *You need to open up the one that holds the content now, and point to that live shell.*

My emails about the live shell will contain the instructions, and it's also on our website. Ok?

- Question: *"Karissa, do you get one try at the copy like you used to before?"*

No, actually. And that is something else to be aware of. You know if you did that twice you would actually be copying the content twice into your course. That's a good question.

- Question: *"One more question. If you do things a little backwards, can you copy a live shell into a development course? If you started with live shells then asked for a development and the live shell is mostly what you wanted."*

Mhmm. (Yes)

- Question: *"You could go... and so you could backward..."*

Mhmm. (Yes)

- *"Yeah, ok."*

You could, yeah. Yes.

Ok. Let's see, are y'all ready? Oh one more question? Oh, yes?

- Question: *"So when things are being migrated, which is stuck at the moment... where is it going? It's going into a development shell?"*

Yes, that's a good question. If you request a migration it is going into 9 and it's going to be classified or categorized as a development course. So you'll see the term and that's how we're categorizing it is by creating a term called Development.

So you'll see... here's my course under Development! And it will be a list of all of the courses that you have migrated or requested to develop from scratch. So those development shells and those migrated courses will all be categorized as Development.

Of course your live shells are going to be categorized with the term that they're associated with.

Any other questions about that?... Ok.

GETTING STARTED

Well let's go ahead and get started.

If you will log in, you can open any browser that you find on these computers.

You're going to login. This is our normal login screen. I bet most of you have already seen, but we have two login buttons now. One for 8, and one for 9. So go ahead and login to Blackboard.

I'll give y'all a minute to do that.

- Question: "*In the older system, browser choice sometimes had different outcomes and we had a lot of trouble with versions of java. I'm surprised it's still used with java. Is that better because it's...*"

It is better. It's going to be more up to date because this Blackboard is being hosted at Blackboard.com. It's not here on this campus any longer. So updates, upgrades, you know things like that, will happen very quickly. We will be much more up to date. There will be more that you can do with your smart devices – your iPad, even your iPhone.

- "*Yeah -- I just bought the application but they haven't gotten the network yet.*"

Right. There is a Blackboard app that you can download to your computer right now. And then if you search for Texas Tech University it'll tell you that we don't have a license for the mobile app right now. But as soon as we turn that on there's two options: Texas Tech can pay for the license and it's a huge amount of money, or you can pay $1.99. And that's what they're about to turn on is to allow folks to self-select and pay $1.99 for that to be able to use that app. I think that's what they're going to turn on.

- Question: "*So do students have to pay $1.99 as well?*"

Mhmm. (Yes)

- "*Ok.*"

Mhmm. (Yes)

- Question: "*And then once you've done that, is that per year? Or per semester?*"

You know I think it's *not* per semester. It may be per year, but it may even be just for the life of how long you have your app on your phone.

- Question: "*So effectively you're buying the app?*"

Yes. That's just not turned on yet. But I think that will. There are several things that we have on our docket that just haven't happened yet because; we've been scrambling with everything else that's happened with 8.

Ok! Is everybody logged in?

So go ahead and you're going to click on the login to Blackboard 9. And let's just stop on this screen for just a minute.

Did everybody bring your handout that I sent you? Ok, so let me tell you about the handout.

This is not just what you're going to see in my Power Point. What I've done is there's an image of the screens that we're going to be looking at, and you're going to see little numbers on there. And then I'm going to talk about these areas, and then what I have on the handout is a definition of each of these things that we're going to be talking about.

So you're not having to write, write, write, everything I'm trying to say, because the definition of a lot of it is already existing on the handout.

Ok. So on page 1 of your handout we're looking at this, which is called the "My Institution" screen. It's the same thing as My Blackboard in 8. And this is where you're going to see a list of your courses.

You're going to see other modules you can turn on or off. There are a lot of notification and alert type modules that are in Blackboard 9 that we never had in 8. So, you're going to be seeing a lot of new things, new modules that you can add or delete, take away.

Number two on the screen is not talking about that particular module, but it's actually talking about Drag and Drop. Everything in Blackboard 9 is Drag and Drop. And we love this!

So whenever you mouse over one of these modules on this screen, up at the very top when you mouse over the top of it, do you notice how your cursor turns into that directional arrows icon? When it turns into that, if I click and hold my mouse down, I can just drag and drop this around. I can put this wherever I want it and arrange this screen.

This is your personal screen. You're not arranging this for how you want your students to see it, this is your personal screen right here.

Ok.

We're going to look at the Drag and Drop more. As we go through the course, I'm going to show you how to arrange all kinds of things.

Now, your practice course should be your name. Ok? Everybody should have a practice course.

And if you'll go ahead and click on the title... It may say Unavailable. What that means is it's unavailable to students.

Whenever you get your live shells up, I've answered this question a lot so let me just say it here again... Whenever you look at your live shell it's going to have in parentheses "(Unavailable until August 26th)." That's your students. That means that *your students* are not able to access it before August 26th. *You* can go in right now and start changing and tweaking and developing – doing everything. That's just saying that your students won't have access until the 26th.

- Question: "*You could, in the past, there was a way to go in and change that.*"

Yes. You can make it available early if you want and if you want to do that, just email me. And then I'll just send you the instructions on how to do that. It's very simple.

Did everybody get your practice course open?

So, let's look at page number 2 or 3. (Y'all I don't have my glasses, so y'all are going to have to help me!)

ENVIRONMENT AND NAVIGATION

Ok, so page 3 of the handout. Let's talk about these areas. Because this is part of that environment and navigation that I really want to look at to kind of familiarize you.

First of all, number one on your handout is talking about your **Course Menu** right here. Same as it is in CE8, you have a course menu that has buttons to things that you want your students to see. With 8, you may remember you may only have buttons to the actual course tools: assessments, the discussions, the learning modules, etc.

Now, the nice thing about 9 is that your course menu can have anything. It can be a link to a document, to a folder, to a web link, to anything, or a tool. It can be anything you want to be.

With that said, though, you want to be careful because your menu should be only the highest part of your course structure, the highest organization pieces of your course structure. So you don't want to have five hundred things on your menu, right? You want your content to be over here, but you want your menu to be what the students click on to go find that content.

Ok?

Number two is talking about the **Course Home Page** itself.

And this area right here is your course home page. It's not going to be called that necessarily. It's going to be called whatever you want to call it. If you want to call it Biology 2301, then you can re-name that course home page to say Biology2301.

Another thing you can do -- and the instructions are right here on your hand out -- is to set an entry point for your students. The first week of class you may say, "Well I have some really specific 'Getting Started' materials that I want my students to see right up front." So, you can set that entry point to that particular area, and then the next week you say ok now I just want them to go into the home page whenever they go into the course.

So that's the course home page.

Number three. This is really important. Number three is talking about the **Edit Mode**. Look up in the top right hand corner, and you'll see that there's a button that says Edit Mode. Do you notice that there's no Build, Teach, or Student View tabs?

Ok, those have gone away and what we have now is the Edit Mode. It's either it's on or it's off. And whenever it's on, that's you going in here where you can build, move, rename, delete...You can do anything you want. You're working as the instructor and the builder of the course. Ok? It's all of those

things. Whenever you want to see it as the student would see it, you just click on it and so now it says Edit Mode is off. It shows you everything as the student would see it.

Now, this is not the same thing as the student view tab we have in 8 though, because you know that when you click on that tab, you actually assume the identity of that demo student that's in the grade book. *That is gone*. That functionality is gone. You will *not* have the ability to take an assessment and see a grade appear in the grade book. You can still take that assessment…it's just not going to reflect the grade like it has in the past. You can still do all these things.

One of things you *cannot* look at is the My Grades screen. If it says Edit Mode is off and you click on the link to My Grades, you're not going to be able to look at that. That's one of the few things that have changed about the Student View in the Edit Mode.

Ok?

So let's click on that Edit Mode again and turn that back on.

- Question: *"So, we dropped demo student from the roster?"*

It's gone. Mhmm. Yes.

Ok, number four on your handout is talking about the items and the way that you can **edit and move items on the page**.

Just like we have in 8, you know we have that little action link in 8, and you click on it and it shows you a menu of all the things you can do. Right? It's always that little action menu, it's always at the end of the title of the item. So it's a file or it's whatever. When you click on that it shows you all the things that you can do… Copy, move, delete…

Adaptive release is the conditional release. It's the same thing as the conditional release.

Then if you wanted to edit this item that's on your page, then you would just click on Edit and then you could go in and change any of the properties. You know how it's displayed or the text that's underneath it. Ok?

And also, like I said, everything is drag and drop.

So whenever I'm mousing over, do you notice that as I mouse over items they turn a darker shade? And also there's this little strip of stripes kind of that'll appear on the left side of these items. And you notice that when I mouse over it turns into that directional icon. So if I wanted to move that item down, all I have to do is just drag it and drop it.

Questions about that?

It's pretty simple and we love it. I've already said that, but we love it.

Ok, let's see… Oh!

Number five… Number five is talking about these **Help Resources**.

If you develop a course from scratch then you're automatically going to have in our template these help links right here.

TTU Student Help – that's the tutorials that Blackboard has created for students specifically.

The help, Instructor Help, again it's the tutorial.

And we're going to be adding things. So whenever you request a development shell or a live shell, you're going to get these things added to your menu. If you migrate a course over you're going to have links to the old Help Instructor websites and student websites. Ok? So, you want to make sure that you delete those.

And if you migrate a course, you're going to get an email from me and it's going to have a list of clean up tasks. That's one of the things that it will tell you.

- Question: *"How soon would someone receive an email from you when they're preparing that task?"*

Well, as soon as the migration is complete, then I get an email from Blackboard. Then as quick as I can get to it, I will send you my little form email that has all of that stuff in it.

- *"Thank you."*

Mhmm! Ok!

Number four. This is talking about the **Control Panel** and this could be the same types of things that you could've found in Manage Course and File Manager. And you know how in 8 you have, when you're in the Build tab, a small group of things that are for you as the builder. And when you're in the Teach tab there's a small menu for you as the instructor. Ok.

All of those things now live in this Control Panel area. So, if you scroll all the way down and look on your menu at the bottom, there's your Control Panel. The important thing to know is that your students do not see this. They do not see the Control Panel.

Ok.

Now, let's talk about some of things in the Control Panel that I want you to be aware of. I can't go over everything. I know y'all don't want to come to training for like two or three days. Right? So, we're going to hit the high points.

Number one is talking about where is the **Control Panel**. So we've already talked about that.

Number two is the **Files,** or the File Manager as it's called in 8. And if you click on it, do you see Files in the Control Panel? If you click on it, you'll notice how it expands in that little area but you still don't see your files, right?

There's one more click. Right underneath it is another link with the name of the course that you're in right now. So if you click on that, it takes you to where all of your files are located. It would've been called the File Manager in 8. It is just called Files now, but it works exactly like the File Manager did in 8. It has the list of courses, it has the file type, when it was edited, and how large the file is.

You have the ability to create folders in here to organize your material. You have the ability to upload files or zipped files. Let's say you had a whole bunch of files for your course, and let's say one hundred files for chapter one. You can zip those on your computer, and then upload them as a package, and it will upload it and un-zip it for you right in your course.

In 8, you had a button that said Zip or Extract. Well, it's just kind of built in now. So if it's a zip file then you want to use this package. If it's just an individual file or a couple of individual files, then you want to use that upload files feature.

That's one of the new changes.

Question?

- Question: *"If you had file folders in your Zip File, will it automatically create this folder?"*

Absolutely.

- *"Awesome!"*

Yes it is!

Ok, and of course you're seeing that whenever I mouse over anything that little contextual menu appears. I just click on it. Here are all of the things I can do to that file. Ok?

The next thing on the Course Menu, I mean on the Control Panel, which we're going to look at..

Number three is the **Course Tools**.

So, let's scroll back down. And if I click on files again it's going to close that. Just opening, collapsing, and expanding that. So now I want to click on Course Tools.

This is a list of all of the tools that you have available to you, built in kind of tools that are available to you in our instance of Blackboard 9. So there are a lot of things that you already know of... Things that you've used but there are some new things, some new tools.

Now, because my students don't see the Control Panel, if you wanted to use that Journal tool... If your students were going to be doing, let's say reflective journaling, and you wanted to use that Journal tool, your students don't see the Control Panel. So, you need to make a link to that tool inside your course, and I'm going to show you how to do that in just about five minutes. Or maybe a little bit longer.

Ok. So this is a list of all the tools that you have. Let's go ahead and close that.

GRADE CENTER

The next thing I want you to see, number four, is the Grade Center. This is very important that you know where this is. So go ahead and click on Grade Center.

Now, you see a couple of options at this point. All I've done is open this little section in the Control Panel. I haven't actually gone to the Grade Center yet. But I have a couple of options. We're going to come back to these in a little bit. I told you we were going to spend the last part of this class today in the Grade Center.

So, we're going to come back to these, but this part of the class is just, "Where are things?" Ok? We're going to come back to this in a minute.

Go ahead and close Grade Center.

Group Manager

The next thing I want you to look at is **Users and Groups**.

Now if you use the Group Manager in Blackboard 8, in CE8, you still have that capability. You can create groups of students if you need. You have students that are working on a group project or group discussion.

I know some of our pilots have even created a group for their ADA students. If you have a student that has that letter from the Student Disability Services office saying that they need an extended time frame for an assessment, then they're creating a group. They put all those students, let's say they have three students that have letters, they create a group and put those three students in there. Then it's very easy to create that additional assessment that has the extended time and whatever else they need. Then you just apply that group to it. So it makes it very easy to manage those types of things.

So that's the Group Manager.

Users

Users, this is the thing I want to show you. Go ahead and click on Users.

You know how in 8 whenever you go to your Grade book, and you look at the people that are listed there? You see your students, but you also see yourself. And you see any T.A.'s or folks that you have working for you in the class. Sometimes you see me in your course. Well now, they have changed that. When you go and look at the Grade Center, you will only see students. You will never see other people in that area, in the Grade Center.

But what they have is this additional area, this users' area, where you'll see *everybody*. So this is where you would go to add that T.A., to add that person who's going to help you design your course or whatever. This is where you would go. So, whenever you look at the User screen in the Control Panel you're going to

see all of your students, you're also going to see yourself, you might see me, you might see that T.A. that's helping you.

Let's walk through this process.

If I needed to add somebody, I'd come up here and it doesn't quite look like a button, but it really is a button. Up at the top it says "Find Users to Enroll." So if you click on that, it says, "Do you know who you want to add?" And it's still using eRaider to find those students. So if you have their eRaider then you can go ahead and enter that right here.

And the neat thing is you can separate multiple usernames with commas. So if you had three people that you wanted to add as a T.A., then you could put all three of their eRaiders in there at the same time with commas, and then click Submit and go for it.

And *what if you don't know*? This has been one of the biggest questions. What if you don't have the eRaider of that person you want to add? This is one of the new functionalities. We have a Browse button, and it browses back into the database. It allows you to do a search. Ok? So if you knew that the last name of the person was Jones, then you would say Last Name equals Jones. Then you click Go. Unfortunately, you're going to see everybody whose last name is Jones in the system. And let's see... How many of them are there? Six pages worth.

- Question: *"If you have the R number could you not use that?"*

The R number is not... You just have these three or four.. Four things. If you have their username, first name, last name, or their email. You have several different ways to do that. Or you can always just ask them,"What's your eRaider?"

Now, let's talk about the roles. There's actually a hand out... talking about the different roles.

Now because the Build tabs, the Teach tab, the Student View tab, those things are gone. The way they are dividing the roles, and the things that you want people to do and have access to is through the role that you give them when you're adding them to the course. *And there's a difference, so let's talk about this.*

Of course, student is the same and instructor is you. If you're the Instructor of Record, you're automatically going to have full instructor access to your course. The really neat thing that they've done here is you now have the ability to add somebody else and give them full instructor access to your course. With CE8 you did not have that ability. You had to contact my office and say, "Oh hey, I've got somebody that is co-teaching with me..." or, "I have this T.A. but I want them to have full instructor access." That had to happen in my office.

You now have the ability to give somebody full instructor access to your course. The teaching assistant, this is the biggest change. In 8, when you gave somebody T.A. access to your course, then they never saw that Build tab. They were not able to change or move or delete. All they could do were the instructor type tasks. That's changed.

If you give somebody T.A. access to your course, then they have just a tiny little bit less access than you do. They can build, move, delete, change.... So they have the ability to work on your course structurally and they also have the ability to grade, to see the students, to see the student grades. So, you want to be aware of that.

Again, I've defined these on this piece of paper, that the T.A. is the one that is biggest change for those of you that are accustomed to giving T.A. access. Now, when you give them T.A. access, you're now giving them the ability to change your course as well.

(LAUGHTER)

Ok now, they really have taken that into consideration and so they've also added two new types. **Course Builder** is for that person that you have working for you that you want them to help you develop the course, but you don't want them to see the students or the grades. So, you would give that person Course Builder access, and then they only have the ability to help you develop your course.

Grader is the exact opposite of that. The next role is grader -- if you have that T.A. that you don't want to be able to make changes to your course, but you do want them to grade and maybe facilitate discussions or whatever. Then you would give them grader access, so they have ability to see everything in the grade book to grade, to do all these things. They just can't make any changes structurally to your course.

- Question: *"So, if you need your T.A. only to be able only to grade you would choose grade?"*

Right, exactly.... Yes ma'am?

- Question: *"When students enroll in your course, they can access the course on Blackboard, is there any need to enroll each one?"*

No, never. No... your live shell will already have your students populated in the grade book, in your live shell.

- Question: *"In the old version you could effectively construct the teaching assistant. You could check both the course builder and like developer or integrator. Right? But you can't...these are one selection and you can't do both. "*

Right. And that's why... See, the teaching assistant role is like the combination of the section designer and the teaching assistant in 8. It's like they've molded those two together, and that's just their way of giving us one role that does the same as both of those roles over here.

- Question: *"Will all these people have to be Tech associated? For example, can we show our course to guests?"*

Well, I'm going to talk about the guest role here in just a second, but to answer your question they have to have an eRaider to be able to access Blackboard. There's no way around that.

But let's talk about this **Guest Role**, because it's not what you think it is. It's not for somebody who is outside of Texas Tech. Let me give you an example of how you might use this guest role. Let's say you have a colleague in your department, and you would like them to be the guest facilitator for a discussion next week. You have a weekly discussion with your students, and you would like this colleague of yours, who has some great things to say, you want them to be the guest. You can come in and add them as a guest with their eRaider. You would give them a guest role. You would go to that discussion and you would say this item is what I want my guest to see. So it would be that discussion, that weekly discussion, next week. You would add them. You would give them access to that. And when they open your course, the only thing they're going to see is what you give them guest access to. That means that they *cannot* see your students, they can't see grades, they can't see assignments or your content. They will only see what you have given them access to, guest access. *But it has to be an eRaider.*

Now, if you wanted to have… let's say you had a colleague at another university that you wanted to be the guest speaker for the guest lecture or the guest discussion, facilitator, moderator next week. Then what you would do is you can *request a guest eRaider for them through IT Help Central*. You would contact IT Help Central, and you want to make sure to give yourself plenty of lead time on that. *It might take as much as three weeks to facilitate that.* That needs to come from you. It can't be your guest speaker contacting them and saying: "Hey I want a guest eRaider account." It's not the same as a vendor account. It's a temporary guest account, an eRaider account, but with that they can access your course and any materials that you give them access to.

- Question: "*Is there a limit on the time of access? The semester…Does it end at the end of the semester?*"

It's not even a full semester. There are different kinds so, whenever you contact them, they may ask you what kind of access are we talking about here? A normal guest, I believe, is just forty-five days, but there are other options. So tell them, "Hey, I need this person to have access the entire semester." That way they can choose what type of account their going to create. But give yourself plenty of lead time.

End of Part 1