



**Instructional Technology Development / Information Services – SAC 284, Lincoln Park**

Based on the kind of interactive instructional task you want to accomplish, different Blackboard collaborative tools will be appropriate:

| Task   | Communication Type         | Appropriate Blackboard Tool  |
|--|----------------------------|------------------------------|
| Extending a classroom discussion beyond the class period | Asynchronous               | Discussion Board             |
| Having students turn in work in digital format           | Asynchronous               | Assignments, Digital Dropbox |
| Assigning a group project to students                    | Asynchronous & Synchronous | Group Pages                  |
| Sending updated or emergency information to your class   | Asynchronous               | Send Email Announcements     |
| Virtual office hours                                     | Synchronous                | Wimba (chat area)            |
| Sharing and annotating a graphic                         | Synchronous                | Wimba (whiteboard)           |
| Taking students on a "virtual tour" of web pages         | Synchronous                | Wimba (slides)               |

**Discussion Board**

This is how your students will participate in online discussions that you initiate. Only the course instructor can set up a new Forum (discussion topic) in Discussion Board.

**Setting Up a Discussion Forum:**

1. Click **Control Panel**.
2. Click **Discussion Board** (under Communication Tools).
3. Click Course Name.
4. Click on the **Add Forum** button.
5. Type in Name and Description and set availability and other options.
6. Repeat as necessary

**How to start a discussion:**

1. Click **Discussion Board** on the left side of the course screen.
2. Click on the *title* of the *forum* to which you want to contribute.
3. Click on the *title* of the *message* to which you wish to respond, click **Reply** or **Quote**. OR, Click on the **Add New Thread** button to begin a new discussion thread.
4. Type the subject and text of your message.
5. Preview posting and then **Submit**.

## Assignments

**Assignments** allow you to create coursework while managing the grades and feedback for each student separately. You can create assignments listing the name, point value and description and attach files. After you add an **Assignment** to a **Content Area**, your students access it, complete it in a separate file, and send it back. You may respond to each student separately, sending comments about their individual assignment and attaching files, if necessary. Note that Assignments can only be submitted once.

### Students upload files by:

1. Click **Content Area**.
2. Click **Assignment**.
3. Click file name to download instructions.
4. Type in Comments.
5. Browse and upload file.
6. Click **Submit**.

### How the instructor checks the Assignment:

1. Click **Control Panel**.
2. Click **Grade Center** (under **Assessments**).
3. Select an **Assignment** (**Assignment File Download** will appear in menu).
4. Click **Item Download**.

The following table details the fields on this page.

| Field           | Description   |
|-----------------|---|
| Select Students |   |
| Check All       | Select this option to download the files for all of the students on the list who have submitted <b>Assignments</b> .                  |
| Check Ungraded  | Select this option to select the check boxes and download the files for those students whose <b>Assignments</b> have not been graded. |
| Uncheck All     | Select this option to deselect all of the check boxes.  |

5. Select the check boxes next to the student assignments you would like to download. Individual or multiple check boxes may be selected. After you click **Submit**, a **Download Assignment** page appears. Click the link on this page to save the exported assignments to a location on the hard drive. The file name automatically includes the user name of the student who submitted the file.
6. Click on file name to open OR right mouse click to save the file to disk.

### You may now grade the assignment and add comments. To do this:

1. Click **Control Panel**.
2. Click **Grade Center** (under **Assessments**).
3. Click on the individual user's score of the **Assignment** that needs to be graded.
4. Click **View** on the **Modify Grade** page

## Digital Drop Box

Allows students to turn in files to the instructor and allows the instructor to retrieve and return those files to the student. The instructor can also upload files for distribution to a single student or all students in the class.

### Students upload files by:

1. Click **Tools (Student Tools)**.
2. Click **Digital Dropbox**.
3. Click **Add file**.
4. Browse and upload file.
5. Click **Submit**.
6. Now click **Send File** to send to instructor.

### How the instructor checks the drop box:

1. Click **Control Panel**.
2. Click **Digital Dropbox** (under **Course Tools**).
3. Click on file name to open OR right mouse click to save the file to disk.

### You may now add comments and return the file to the student. To do this:

1. Click **Control Panel**.
2. Click **Digital Dropbox** (under **Course Tools**).
3. Click **Send File**.
4. Choose the student to send to.
5. Browse and upload the file.
6. Click **Submit**.

## Group Pages

**Group Pages** allow you to set up areas of the course that will be accessible to specific groups of students. You can give groups their own **Discussion Board, Wimba, Email, and File Exchange (Digital Dropbox)**.

### Creating a group:

1. Choose **Control Panel**.
2. Click **Manage Groups** (under **User Management**).
3. Click **Add Group**.
4. Provide a Group name and Description (avoid generic names) and select the group options.
5. Click **Submit** and then click **OK**.
6. Click on the group name.
7. Click **Modify**.
8. Click **Add Users to the Group**.
9. Click **List All** then click **List All** again.
10. Choose the names of the students in the group.
11. Click on **Submit** and then click **OK**.

**Add a Forum to the Group Discussion Board:**

1. Click **Communication**.
2. Click **Group Pages**.
3. Click **Discussion Forum**.
4. Click **Add Forum**.
5. Set Forum settings.

**Email**

The email function allows you and your students to communicate via email to each other without having to maintain separate lists in your email account. (NOTE: Students need to have a correct email address in Campus Connect for this feature to work)

**To access the Email function:**

1. Click **Communication**.
2. Click **Email**.
3. Choose which users you want to send email to.
4. Compose email message.
5. Click **Send**.

**Wimba**

Wimba is a synchronous tool chat tool (similar to AOL Instant Messenger or Yahoo Instant Messenger).

**Wimba Features**

---

|                                      |  |
|--------------------------------------|--|
| <b>Group Discussion (Chat)</b>       | The chat feature allows participants to "talk" in real-time via text messages  |
| <b>Question and Answer (Q&amp;A)</b> | The Q&A feature allows students to submit questions directly to the instructor and allows the instructor to reply. Questions and answers can be public (accessible to everyone in chat) or private (between the instructor and student only).    |
| <b>Whiteboard</b>                    | The whiteboard feature allows participants to use drawing tools to create images or graphics that can be seen and edited by everyone. It is also possible to open web pages in the whiteboard and use the drawing tools to mark on the web page. |
| <b>Slide Show</b>                    | With the slide show feature, an instructor can set up multiple "slides" for a presentation. Each slide is actually a separate whiteboard, so participants can use the drawing tools to interactively mark on the slides.                         |

---

**Questions?** E-mail [blackboard@depaul.edu](mailto:blackboard@depaul.edu) or call 773-325-1091!