



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

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Blackboard Tools

Announcements

Announcements are an ideal way to post time-sensitive information critical to the course. You can add, edit, and delete announcements from the "Announcement" page. When you add an announcement, you can also send it as an email to all the students in your course, so even if they don't log into your course they will still receive the announcement. For tutorials and more information, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/How-to-Create-an-Announcement.pdf>.

Discussion Board

Discussion Board is a unique tool that provides many benefits. Discussions can serve a variety of purposes, for example, an online meeting place for social interactions amongst students, medium for collaboration and exchange of ideas, a medium to ask questions about homework, a graded activity that demonstrates understanding of course material, etc. For more information about discussion board, click the following link: <http://www.fhsu.edu/learningtechnologies/BlackboardInstructorTutorials/>.

Date Management

The Date Management is a tool that helps easily adjust all dates in your course, whether it's a due date or availability date. You can choose to adjust the dates automatically or individually, all from just one convenient location. For a tutorial on how to use Date Management, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Using-Date-Management.pdf>.

Email

The Email tool in Blackboard allows the instructor or students send emails to other people in the course without launching an external email program. You can choose to either send emails to individual users, to groups of users or all the users in the course. For a tutorial on how to send an Email through Blackboard, click the following link: https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_2014_and_2015/Instructor/060_Communication/010_Email.

Groups

Groups allows the instructor to create formal groups of students so they can collaborate on work. You can manually select group members or you can allow students to self-enroll. Each group has their own homepage with links to tools that will help them collaborate. For more information on Groups, click on the following link: https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_2014_and_2015/Instructor/080_Collaboration/050_Course_Groups/030_Create_Groups.



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Blogs

Blog is a personal online journal that can be updated frequently and is intended for general public distribution. Blogs created in Bb courses are only accessible to course participants. Blog entries can include any combination of text, images, links, multimedia, and attachments. Instructors can allow students to participate in blogs 3 different ways: Course Blogs, Individual Blogs, and Group Blogs. For a tutorial on Blogs, click on the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Blackboard-Blogs-Tool.pdf>.

Journals

Journals are a personal space for students to communicate privately with the instructor. Students can also use Journals to post their opinions, ideas, and concerns about the course or discuss and analyze course related material. For a tutorial on Journals, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Blackboard-Journal-Tool.pdf>.

Wikis

Wikis is a tool used to create a collaborative space within a course where all course users can view, contribute and edit content. For more information on Wikis, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Blackboard-Wikis-Tools.pdf>.

Course Calendar

Course Calendar allows the instructor to provide students with dates for course related events. Course Calendar events appear to all members of the course. Common entries include upcoming tests, due dates, or special lectures. For a tutorial on Course Calendar, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Add-Course-Calendar.pdf>.

Blackboard Analytics

Retention Center

Retention Center is a tool that provides an easy way to view which students in your course are at risk. Based on rules that are already set and rules you create, students' engagement and participation are visually displayed, which quickly alert you to potential risk. For tutorials on the Retention Center, click the following link: <http://www.fhsu.edu/learningtechnologies/BlackboardInstructorTutorials/>.

Course Reports

Course Reports allows you to run different reports to view information about course usage, course activity, and student activity. Different reports will generate different information. For more information on Course Reports, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Course-Report1.pdf>.



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Statistics Tracking

Statistics Tracking allows instructors to view detailed statistics on content item usage for all course users. These statistics can help instructors determine how many times the particular content item was viewed and exactly when it was accessed. For more information on Course Reports, click the following link: <http://tigerlearn.fhsu.edu/wp-content/uploads/Statistics-Tracking-Gathering-Bb.pdf>.