



Blackboard Overview


The University of Manchester


[Blackboard](#)
[Files](#)
[My Manchester](#)
[System Admin](#)

Welcome



eLearning Support

[Check the Knowledge Base](#)
[Get eLearning Support](#)
 0161 306 5544 (or xt 65544)
[eLearning Website](#)



Course List

Courses where you are: Course Leader

- [CHEN30071&30081&60271 Advanced Engineering Separations 2016-17 1st Semester](#)
- [EART10111 Planet Earth: Its Climate, History and Processes 2016-17 1st Semester](#)
- [PHYS30762&63762 Object-Oriented Programming in C++ 2016-17 2nd Semester](#)
- [PLAYGROUND-mbxsslc2 Lynn's testbed](#)
- [PLAYGROUND-msrarsh7 Sarah Hewitt-2](#)

Courses where you are: Student

- [CCBBTEST Blackboard Test \(Training Team only\) 30/03/2017](#)
- [CCCINTCS Introduction to Campus Solutions 18/01/2017](#)
- [CUBIAS17 Unconscious Bias - Equality and Diversity 13/06/2017](#)
- [THS1E Online Health & Safety Induction \(Staff\) 25/01/2017](#)
- [THS39E Office Safety Online 25/01/2017](#)
- [THS41E Fire Awareness e-learning package 25/01/2017](#)
- [TPREVENT0517 Prevent online training 04/05/2017](#)

My Communities

Organisations where you are: Primary Leader

- [FSE New Academics Programme](#)
- [GTA training](#)

Organisations where you are: Participant

- [EPS Academic Professional Development](#)

Communication

Blackboard course activation

The Blackboard course activation process is now stable again. Course leaders should now be planning to activate all course units scheduled for full year or 1st semester 2017/18. All activated courses will be visible to students from Monday 11th September 2017.

Further information

Please contact your eLearning team for more information or support:

- Faculty of Science and Engineering
- Faculty of Biology, Medicine and Health
- Faculty of Humanities

Suspicious emails


We have noticed a couple of scam emails coming round recently, claiming to be from "Blackboard Management". These are fake, and you should not follow the link.

If you see any suspicious emails, please report them to us via the [IT Services website](#).

Need help with Blackboard?

See the [User Guide](#) on My Manchester.

Alerts

 [Edit Notification Settings](#)

Past Due [Actions](#)

- ▶ [Item Past Due \(1\)](#)

What is Blackboard ?

Blackboard is the Virtual Learning Environment (VLE) used at the University of Manchester.

A tool that can compliment face-to-face teaching with a wide range of flexible on-line tools, as well as providing a place to upload course materials for students to access through the web.

Blackboard tools including: Publishing course content, Communication & Collaboration tools, Online assessment and marking, Course administration and tracking students progress and online activity

Blackboard is a tool that can be access anywhere via the web and used on mobile devices.

Blackboard is web-based application that can provide support for teaching and learning.

What does Blackboard do and how is it used?

Blackboard pull data from Campus Solutions.

Different delivery styles can be achieved and interactive resources provided

Blackboard allows for online submission, marking and summative assessments

Staff can encourage students to engage and interact online, creating networks

Discussions and collaborative work with other students and tutors via discussion forums, Wikis and Blogs is easily achieved

Blackboard allows for student lead learning

Students grades can be easily monitored and stored by both staff and students

Blackboard is used to share educational content with students and other staff members. Students can access course materials, handouts, reading lists, web links and activities any time, anywhere (with internet access)

Reduces the need for paperwork

Accessing Blackboard

The StaffNet website features a purple header with the Manchester 1824 logo and the text 'StaffNet The University of Manchester'. Below the header is a navigation bar with links: Home, Working here, News, Departments, Resources, Community, and A-Z. A search bar labeled 'Search staff' is prominently displayed. Below the search bar is a row of icons for Email, Jobs, Training, Blackboard, IT Support, and Documents. Further down, there are several links categorized under Expenses, Estates helpdesk, PSS guide, Staff benefits, Car parks, Security, Room booking, Intranets, AskHR, Supporting students, Payslip, and Library.

Blackboard can be accessed through the links on **StaffNet** and **My.manchester** or via entering **online.manchester.ac.uk** into an internet browser

The Blackboard interface shows a 'Welcome' section with a 'WELCOME TO BLACKBOARD' banner. Below this is an 'eLearning Support' section with a question mark icon. The main content area is divided into three columns: 'Course List', 'Communication', and 'My Communities'. The 'Course List' column contains a list of courses with their IDs and titles, such as 'CHEN30071&30081&60271 Advanced Engineering Separations 2016-17 1st Semester'. The 'Communication' column includes a 'Blackboard course activation' section with instructions on how to activate courses. The 'My Communities' column lists various academic and support groups. On the right side, there is a 'Need help with Blackboard?' section with a link to the User Guide, and an 'Alerts' section showing a 'Past Due' item.

Log in to Blackboard and select the course unit

Blackboard Structure

MANCHESTER 1824
The University of Manchester

Blackboard Files My Manchester System Admin

FSE e-Learning Training Welcome to e-Learning Training

2 FSE e-Learning Training

1 Organisation Management

4 Control Panel

5 Files

I2000-ADHOC-EASSESSMENT-FEEDBACK-1
All Courses Content
All Organisations Content
Institution Content

Basic Search
Advanced Search

Organisation Tools

Evaluation

Grade Centre


Users and Groups

Customisation

Packages and Utilities

3 Welcome to e-Learning Training

1 Welcome from the FSE e-Learning Team



This space is available for you to use as part of the e-Learning training session you have signed up to. You can use this space to practice your skills in creating assignments, quizzes and rubrics, as well as exploring how various assessment tools work.

We use this space to deliver our training session as well as sign-post you to useful material which you can access pre and post training. As part of our training process we may need to tidy-up the space from time to time, so we would encourage you to use your "Playground" space for creating things you wish to keep.

1. Navigation menu & log out
2. Content menu
3. Content area
4. Control Panel
5. Edit mode & student mode

Content Menu

1

Noticeboard

2

Course Information

3

Discussion Board

4

Course Content

5

Current Students Only

6

Communication

7

Learning Resources

8

eLearning Support

9

Staff Details

1. Noticeboard - You can use the Noticeboard to create class announcements

2. Course Information – General information relating to the course should be posted here. This could include how to navigate your course and where to find materials as well as including the course outline, student handbook, timetable for the course or seminars. This is also a good place to post a link to your Reading list.

3. Discussion – This is used to hold discussion boards and other communication tools or post that you want students to view or interactive with, such as Wikis, Blogs, and Journals or emails links.

4. Course Content – This should contain all the items, files, links, tools and other objects that you wish to present to students. Student will expect to find here their lecture notes, handouts, podcasts and resources for the course. This is generally also the entry point for your course and therefore a short welcome message can be helpful to the students.

Content Menu

1	Noticeboard
2	Course Information
3	Discussion Board
4	Course Content
5	Current Students Only
6	Communication
7	Learning Resources
8	eLearning Support
9	Staff Details

5. Current Students Only– This is where students will expect to find their assignments and formative tests. Use the assessment button from the grey task bar to build your Blackboard and Turnitin assignments in this area. After creating test and quizzes, post them in this section to allow students to practice skills and knowledge learnt in lecture and seminars.

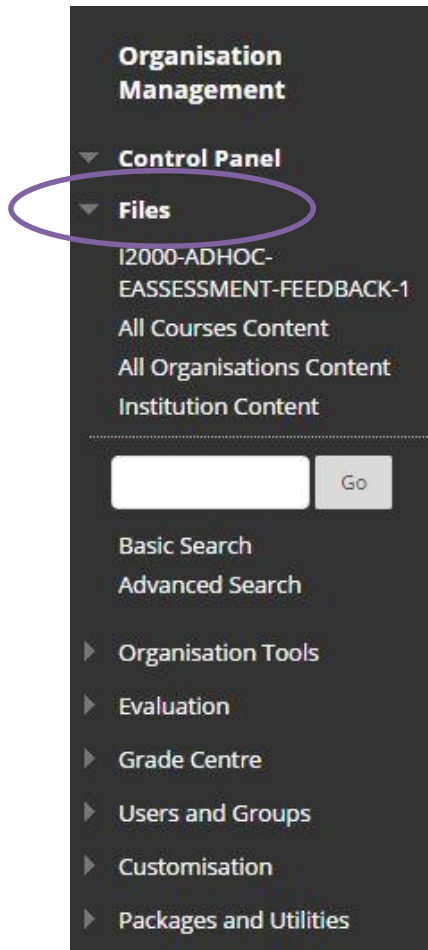
6. Communication– This is where it is possible to communicate with students.

7. Learning Resources - The generic resources are provided to help support and orientate students. You can add to these or delete them as you wish. Reading Lists and Past Exam Papers can also be useful here.

8. eLearning Support – Links to the Knowledge Base to and helpdesk are provided for student queries. You may also consider using a discussion board to allow students to support each with queries.

9. Staff Details – Provide students with a contact profile for instructors.

Managing Blackboard

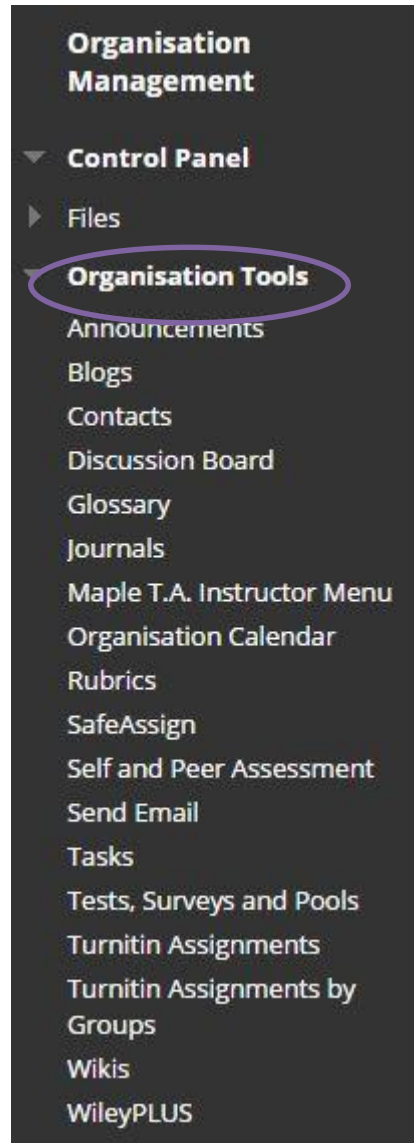


Organisation Management

- ▼ Control Panel
- ▼ Files
- I2000-ADHOC-EASSESSMENT-FEEDBACK-1
- All Courses Content
- All Organisations Content
- Institution Content

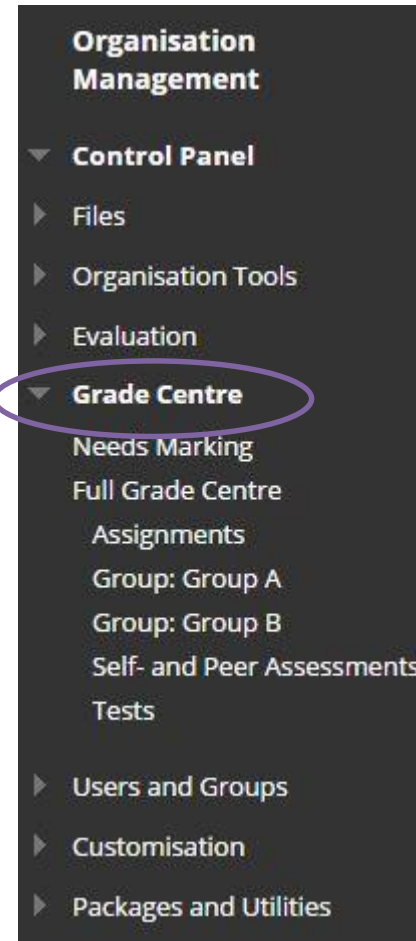
Basic Search
Advanced Search

- Organisation Tools
- Evaluation
- Grade Centre
- Users and Groups
- Customisation
- Packages and Utilities



Organisation Management

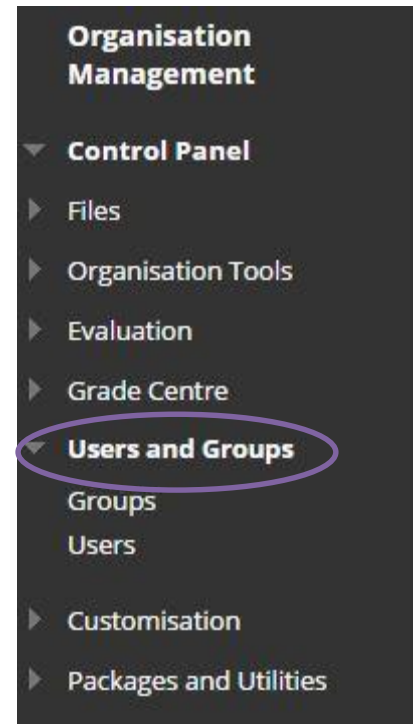
- ▼ Control Panel
- Files
- ▼ Organisation Tools
- Announcements
- Blogs
- Contacts
- Discussion Board
- Glossary
- Journals
- Maple T.A. Instructor Menu
- Organisation Calendar
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys and Pools
- Turnitin Assignments
- Turnitin Assignments by Groups
- Wikis
- WileyPLUS



Organisation Management

- ▼ Control Panel
- Files
- Organisation Tools
- Evaluation
- ▼ Grade Centre
- Needs Marking
- Full Grade Centre
- Assignments
- Group: Group A
- Group: Group B
- Self- and Peer Assessments
- Tests

- Users and Groups
- Customisation
- Packages and Utilities



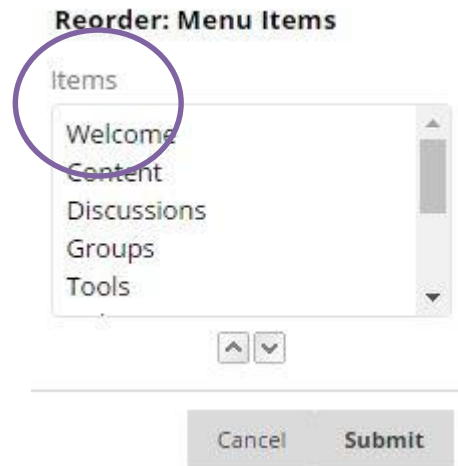
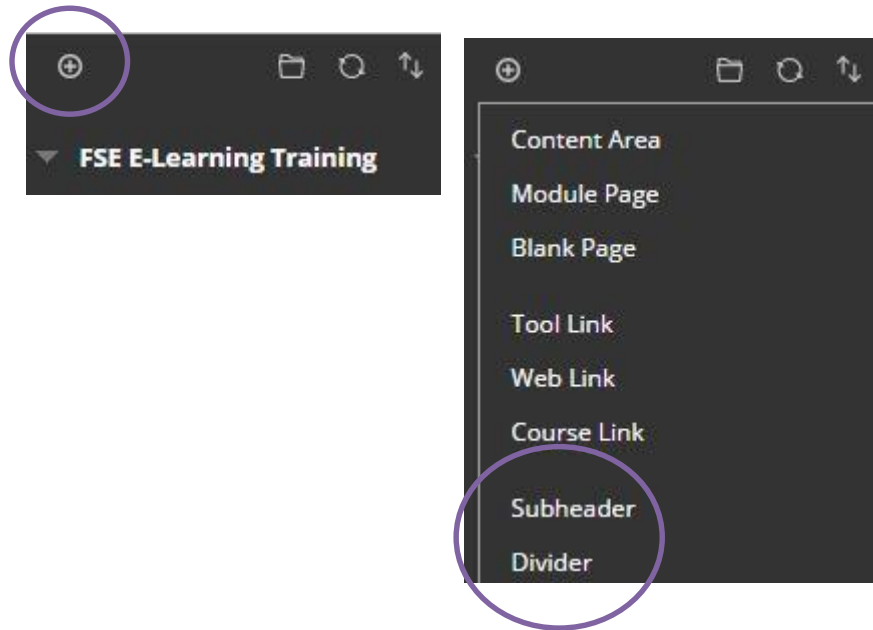
Organisation Management

- ▼ Control Panel
- Files
- Organisation Tools
- Evaluation
- Grade Centre
- ▼ Users and Groups
- Groups
- Users

- Customisation
- Packages and Utilities

Create New Menu Items

Select the “+” symbol and choose the Item to add



Once your menu items are created you can reorder or organise by adding “Subheaders” and “Dividers”

Assessment and Feedback Online

- Why we assess?
- Importance of feedback
- Assessment cycle
- Principles of good assessment and feedback

✓ Does	✗ Does not
Instant record of submission	Force marking online
Checks plagiarism	Force using marking scheme
Anonymous marking	Take away you judgement
Distribute papers	
Saves time – automated processes and marking schemes	
Links to BB and CS	

Turnitin vs Blackboard

Assignment assessment tools

	Blackboard	Turnitin
Originality Report	✓	✓
Multiple File	✓	✗
Max File Size	2GB	20MB
Anonymous Marking	✓	✓
Group Submission	✓	✗
Marking Distribution	✓	✓

Benefits of using Blackboard Marking Tools

- Increase in quantity of feedback
- More positive feedback
- Can speed up the feedback process
- Easier to share marking and feedback tasks
- More consistent feedback and marking between markers
- Reduced administration tasks
- No paper
- No calculation errors
- Anonymous

Marking Blackboard Assignments

Accessing assignments to mark and give feedback

Organisation Management

Control Panel

Files

Organisation Tools

Evaluation

Grade Centre

Needs Marking

Full Grade Centre

Assignments

Group: Group A

Group: Group B

Self- and Peer Assessments

Tests

Needs Grading

View all items ready for marking or review the Needs Marking page. Click Mark All to begin marking and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All

Filter

Category

Item

User

Date Submitted

All Categories

All Items

All Users

Any Date

Go

Enter dates as dd/mm/yyyy

☐ Show attempts that don't contribute to user's mark

3 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Individual Training Assignment EPS eLearning	Eng Phys Sci Bbstestone	15 September 2015 14:42:12	
Assignment	Assignment 1	Eng Phys Sci Bbstestone (Attempt 2 of 2)	19 May 2016 14:53:41 LATE	14 November 2015
Turnitin Assignment	Hannah report	Eng Phys Sci Bbstestone	10 February 2017 10:31:21	

<input type="checkbox"/> Last Name	<input type="checkbox"/> First Name	<input type="checkbox"/> Last Access	<input type="checkbox"/> Availability	<input type="checkbox"/> Individual Train	<input type="checkbox"/> Individual Train
<input type="checkbox"/> Barlow_PreviewUse	Kayla	13 November 2015	Available	--	--
<input type="checkbox"/> Bbstestone	Eng Phys Sci	15 September 2015	Available		45.00
<input type="checkbox"/> (test student)	Sarah	26 January 2016	Available	--	--
<input type="checkbox"/> Bore_PreviewUse	Lynn	27 November 2015	Available	--	
<input type="checkbox"/> Bonger_Preview	Claudia	25 November 2015	Available	--	--
<input type="checkbox"/> B_PreviewUse	Yanghong		Available	--	--

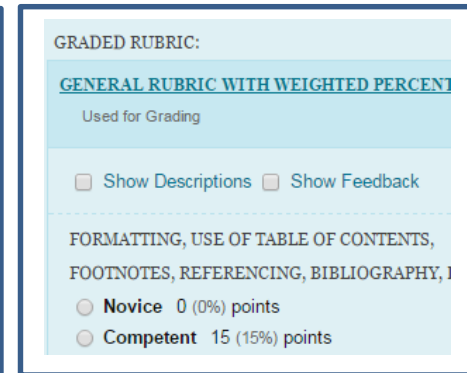
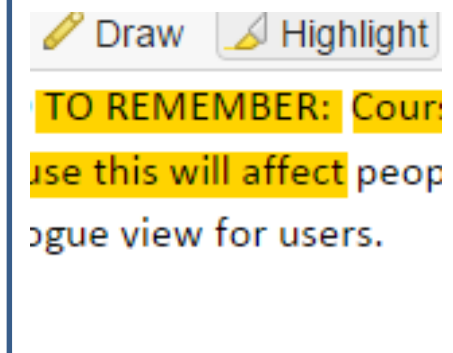
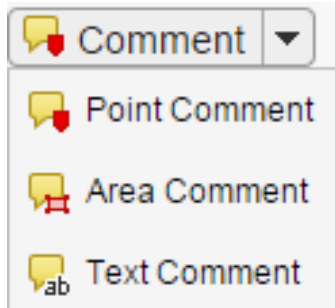
Access through the grade centre

1. Needs Marking
2. Full Grade Centre
3. Using a smart view

Blackboard Marking Tools

Allows you to:

- Add your own text comments
- Highlight and strikeout text
- Use a rubric
- Delegate marking to colleagues
- Mark anonymously



Rubrics

Add Row

Add Column

Rubric Type: Per cent

☐ Show Criteria Weight

	Levels of Achievement↕		
Criteria↕	Fair↕	Good↕	Brilliant↕
Advantages of Rubrics↕	<div>Per cent 25</div> <div>Standardise marking and promote consistency across marking</div> <div>abc✓</div>	<div>Per cent 50</div> <div>Students can interpret marking and identify strengths and weaknesses in work - pre and post submission</div> <div>abc✓</div>	<div>Per cent 100</div> <div>You can export, edit and re-use rubrics for other units and courses</div> <div>abc✓</div>
Types of Rubrics↕	<div>Per cent 25</div> <div>Standard Rubric - scale values and criteria weighting</div> <div>abc✓</div>	<div>Per cent 50</div> <div>Custom Rubric - Enter custom values directly into cells</div> <div>abc✓</div>	<div>Per cent 100</div> <div>Qualitative Rubric - Feedback with no numerical values</div> <div>abc✓</div>
Remember - Key points↕	<div>Per cent 25</div> <div>Rubrics displayed to students help with expectations and feedback - be clear with criteria</div> <div>abc✓</div>	<div>Per cent 50</div> <div>Definitions need to be useful to both you and students - make them detailed to show difference in levels</div> <div>abc✓</div>	<div>Per cent 100</div> <div>Planning the rubric out first will make set-up quicker and more productive - you can't edit once rolled out.</div> <div>abc✓</div>

Blackboard Feedback

Viewing 2 of 3 gradable items

<
Lynn Cullimore_PreviewUser (Attempt 1 of 2)
>
Exit

Assignment Instructions ▾

2 of 6

Powered by crocodoc

Comment ▾
 Draw
 Highlight
 aa Text
 ABC Strikeout

NEED TO REMEMBER: Courses should NOT be deleted – ever – if someone has registered on it, because this will affect people’s training records. However they CAN be hidden from the course catalogue view for users.

NB: You can set all courses to get an associated Bb space, BUT they don’t get access until the course start date (at least, that’s what I was told – not tested this yet). If people register on the training catalogue for an online course they are automatically registered as a participant on the associated Bb space. These are courses, NOT organisations. Don’t know yet whether/how rollover is handled.

Settings: we have 2 options, unmoderated or moderated.

- Unmoderated – anyone in the specific target group can register on the course and automatically get a place (depending on numbers set)
- Moderated – people apply to go on the course and are then placed in a “holding area” where admins can view, send emails, confirm or deny places.

THINGS TO BEAR IN MIND: New Faculty name may affect what codes we use for courses?

What type of courses are we going to set up? Humanities eL has a whole suite of different ones, but maybe we should stick to the following generics for the moment, all as MODERATED spaces so we can email them to ask for their specific requirements and for the course unit code they are working on:

Assignment Details ▾ > ⌵

GRADE	/100
LAST GRADED ATTEMPT	

ATTEMPT 1 (LATE) ▾
05/11/15 15:21

/100

SafeAssign ▾ 2% overall match

GRADED RUBRIC:

GENERAL RUBRIC WITH WEIGHTED PERCENTAGES

Used for Grading

FEEDBACK TO LEARNER

[Add Notes](#)

Cancel
Save Draft
Submit