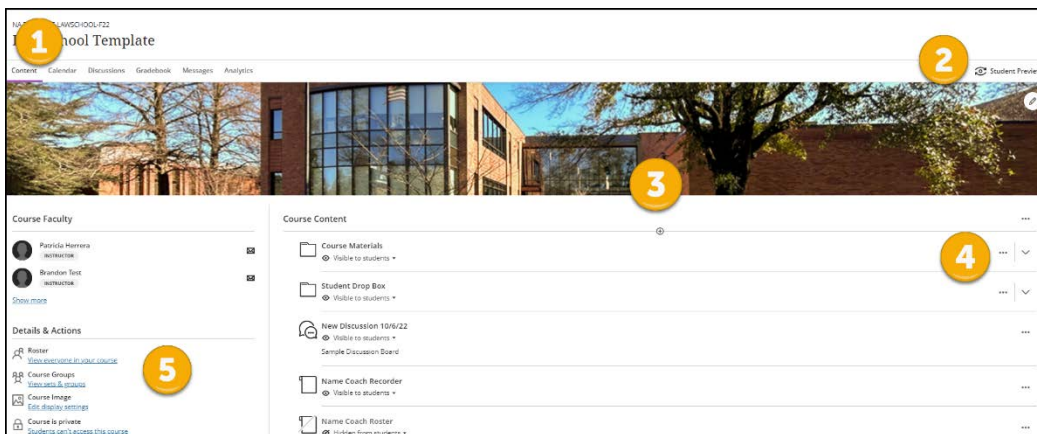


Creating Law School Ultra Blackboard Course

Adding Content to a Ultra Course in Blackboard

Basic Template Overview

All Law School courses are created from the template below. As the instructor of the course, you can add content and make changes as needed to adjust your course content. Students are automatically populated into the course from the official banner roster at the time of creation in blackboard. If a student withdraws from the course in Banner, they will also be disabled in the blackboard roster. As the instructor, you will be able to add and delete content to build the course to your instructional needs.



Within the Blackboard Ultra Course, you will notice several symbols that will help you navigate through the course.

1. The Navigation Menu allows you to have access to Content, Calendar, Discussions, Gradebook, Messages and Analytics. Students also see this area but do not have access to see Analytics.

- **Content** – where you can add materials to the course that include media, folders, documents and links.
- **Calendar** – If a course schedule has been added then the calendar will show those dates. In addition, if you add due dates to assignments they will appear on the calendar for the course. You can add additional events on the calendar by clicking on the plus symbol within the calendar area. Students will see items within the calendar in the Activity Stream and Calendar area on the main blackboard navigation page.
- **Discussions** – If you are using the Discussion Board/Forum in the course, you will see them listed within this area. In addition, if you add a discussion forum to the content area it will also show in this location.
- **Gradebook** – Any graded assignments, tests/quizzes connected to blackboard will appear in this location for grading. You will see gradable items and a student tab to sort grades. When a student views this area, they only see their graded work. This is not the official grade roster and only documentation of items graded or completed within Blackboard. To post grades at the end of the semester please use Banner.
- **Messages**- This is where you can post messages to students within the blackboard course. This is not the same as sending an email to the student. You can only reply to messages if you allow. Messages will only be sent to a student's email account if you select the send an email copy to the recipients. Messages will appear in the course message area and on the main blackboard navigation site under messages.
- **Analytics** – this area allows you to run reports and pull data on student performance within your course. There are three areas under the Analytics area for question analysis, reports and SCORM reports. After running the reports, you will get an email when the process has completed and will find all the reports in this area. Course reports include, course at-a-glance, activity and grade scatter plot, activity matrix and course submission summary.

2. **Student Preview** can be used by the instructor to see what the students see when entering the course. If you have not made a folder or assignment visible to students then under this preview you will not see it in the listing. When entering this preview, you will have the option to save or discard this view. If you save the view, you will be added to the gradebook as a preview user.
3. The **plus symbol** allows you to add content to your blackboard course. You can create (adding documents, links, folders, etc.), copy content, upload, and add content from cloud storage, content market and content collection.
4. The **three dots** in blackboard allows you to edit or delete content. You will also see the expand arrow if content has been added to a folder to extend the view of the items in that folder.
5. The **Details & Action** area allows you to view the course roster (students imported from Banner), allows you to use the attendance tool, post Announcements, Make your course available for students to see, add course groups and look for tools (ex. Panopto) to use within the course.

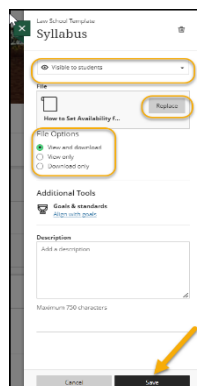
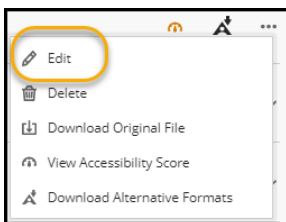
Adding Your Syllabus

When entering the template, you will see several folders in the Course Content area. This is where you will be adding content to the course for students to access.

Course Materials- This folder contains the Syllabus and any course materials that students will need for classes. You will also see folders in place that you can add materials for each class meeting. As the instructor, you will have the ability to add more folders for each class. The first two have been created within the template. If you choose not to use these class folders, the folders can be deleted or edited with different titles.



To expand the menu click on the down arrow to see the other folders. To add your syllabus click on the three dots by the syllabus area. Click on Edit to attach your syllabus.



- ✓ Choose to make visible to students.
- ✓ Click on Replace to browse for your syllabus.
- ✓ Choose View and download so students can print your syllabus. This is the default setting.
- ✓ Click on Save to post the syllabus.

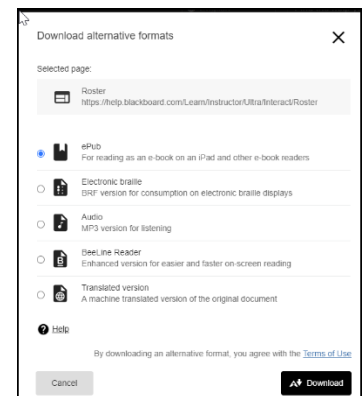
Student View

Students can click on the syllabus to open within blackboard or can click on the three dots to download the file or to download alternate formats.



Blackboard Ally allows the student to download your syllabus in different formats. Formats include:

- ePub- reading as an e-book on an iPad or other e-book readers.
- Electronic braille- BRF version for consumption on electronic Braille displays
- Audio- MP3 version for listening
- BeeLine Reader-enhanced version for easier and faster on-screen reading
- Translated version- A machine translated version of the original document.



Adding More Content

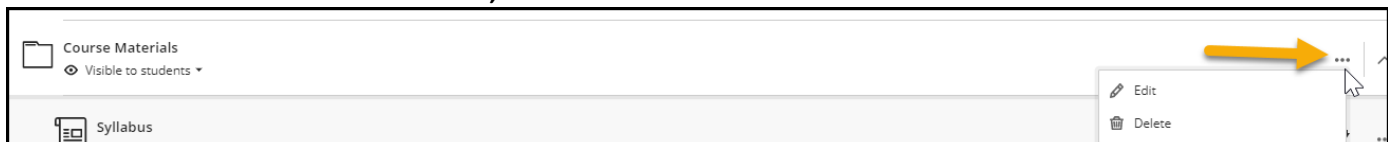
To add more files to the folder you would click on the plus symbol below the syllabus document.



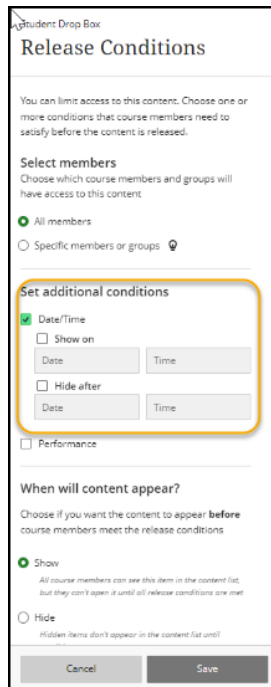
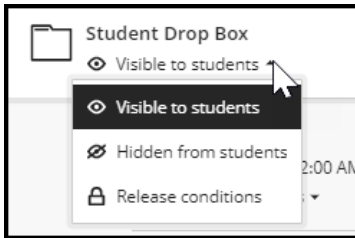
To add content to a folder make sure to expand the listing and click on the plus symbol to put in the folder.



To remove or edit a document or folder, click on the three dots.



If you want to make an item unavailable for students to see or set up release conditions, click on the arrow besides the visibility status.



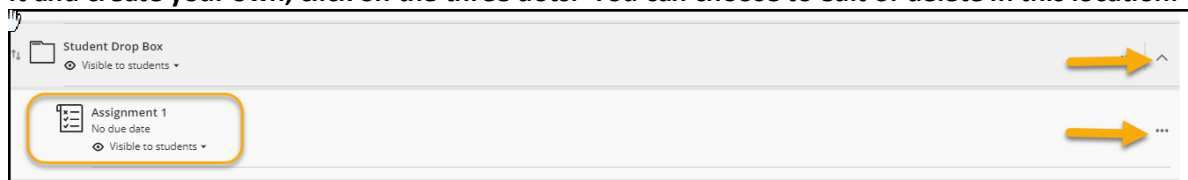
- ✓ Set up date or performance conditions
- ✓ Show to all members or set up groups

Student Drop Box/ Assignments

In order for students to be able to submit or add files or work to blackboard, you will need to create an assignment. You can find this under the student drop box folder. Students can use an assignment link to attach a file or upload into blackboard for instructors to view. Instructors can view attached files through the Gradebook link in the navigation panel.

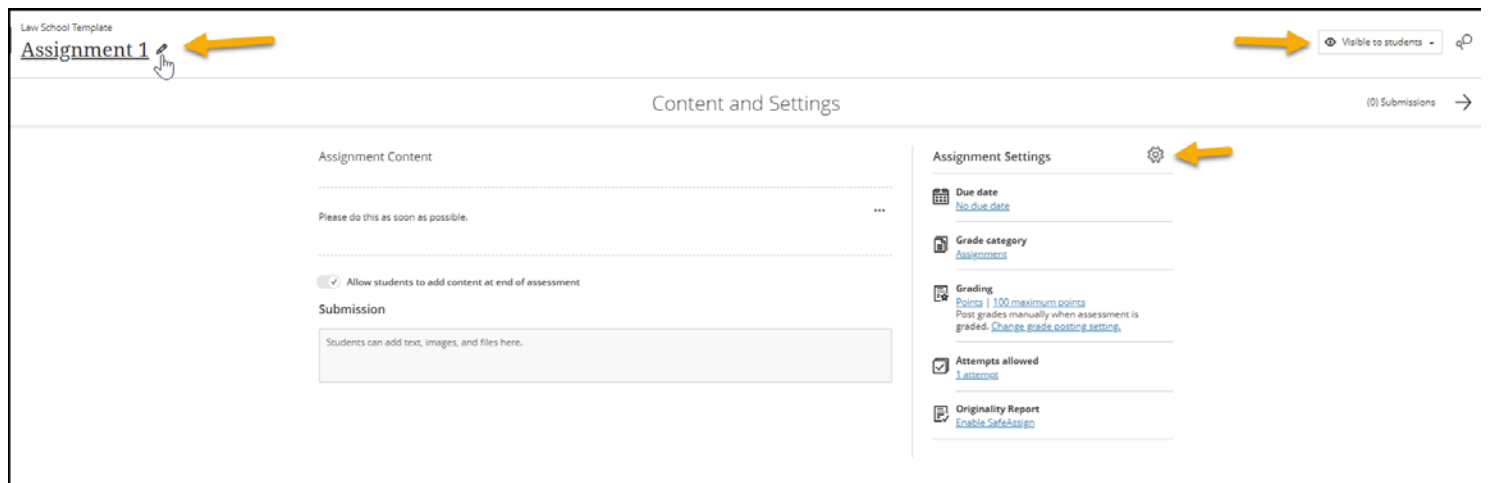


From the template course, you will see that an assignment has been created. In order to set-up the assignment or delete it and create your own, click on the three dots. You can choose to edit or delete in this location.

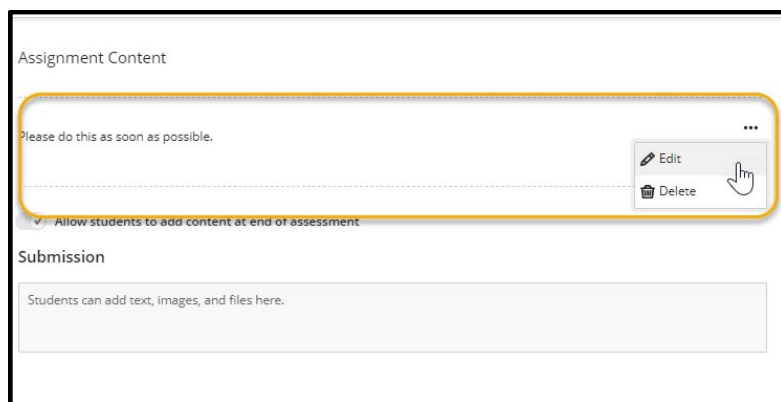


To change the name of the assignment or details of the assignment click the three dots and select edit. To change the name of the assignment, click on the pencil icon. You can also change the availability options and details of the assignment by clicking on the gear icon. In addition, you can click on each area of the assignment to make changes. You can also turn on the SafeAssign Originality Report to turn on the plagiarism tool.

Note: If you enable this feature, you will be able to view an originality report after the submission of the assignment. You can allow students to see the report and exclude from the global database. If you are allowing multiple attempts, each time the assignment is attached it will check the paper. It is best to exclude from global database if you are allowing multiple attempts.

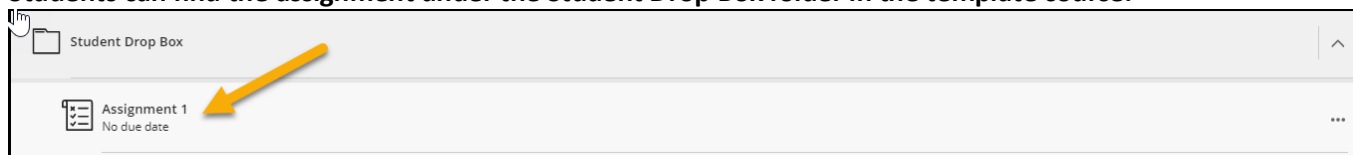


To add directions to students for submitting the assignment, please click on the three dots under the Assignment Content area. Then choose Edit. Place any directions in the text area that is needed for students to complete the assignment. Click Save when complete.



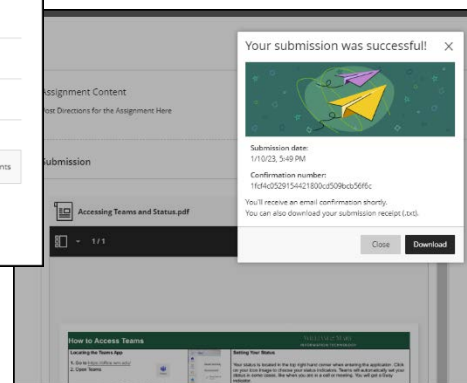
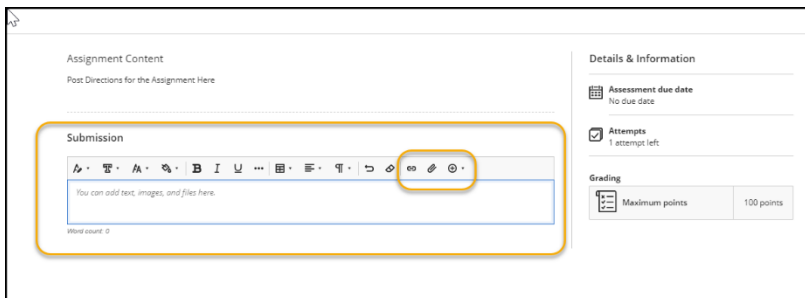
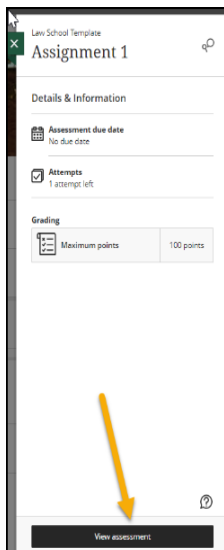
Student View of Assignments

Students can find the assignment under the Student Drop Box folder in the template course.



Click on the Assignment to view the details of the assignment.

1. Click View Assignment
2. Click in the Submission box and type in the box or click on the editor tools to attach a file or add media to the assignment.
3. Once complete click on Submit at the bottom of the screen.
4. Students will be able to see their assignment in the Gradebook area if the instructor is allowing visibility of the graded item. In addition, students should receive a submission receipt when submitting the assignment.




How to Grade a Submitted Assignment

When grading an assignment that has been submitted into Blackboard, you can access it through the content area or the gradebook.

Content Area View

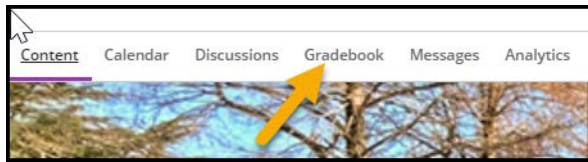


- Click on the Grade Item in the Content area (ex. Assignment)
- In the top right corner select Submissions
- Under Grading Status, click on the attempt
- Review and grade item

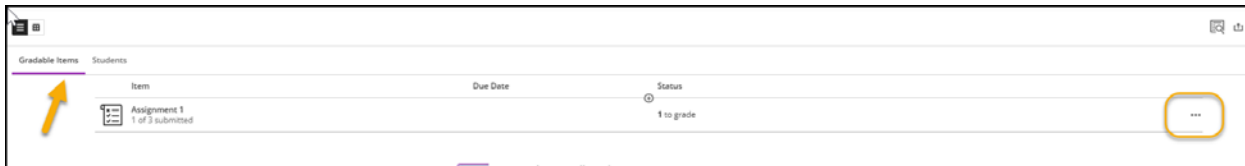
Student	Student Status	Grading Status	Grade
 Kristy Walker_PreviewUser Attempted on 1/10/23, 5:49 PM	Submitted	1 attempt to grade	- / 100

Note: If you want to download all attached files, click on the three dots in the top of the assignment heading. In addition, you can click on the three dots by the student's name to provide exceptions if needed.

Gradebook View



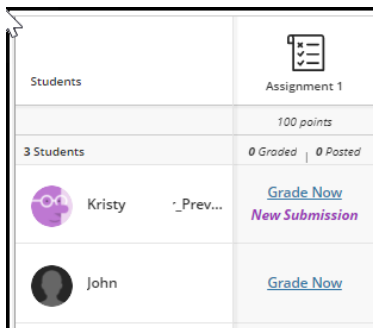
- Go to the Gradebook in the navigation menu bar heading
- Click on Gradable Items and under the Assignment click on the item.
- If you want to grade by student and not assignment choose the students tab.



Note: To download all attached items click on the three dots.

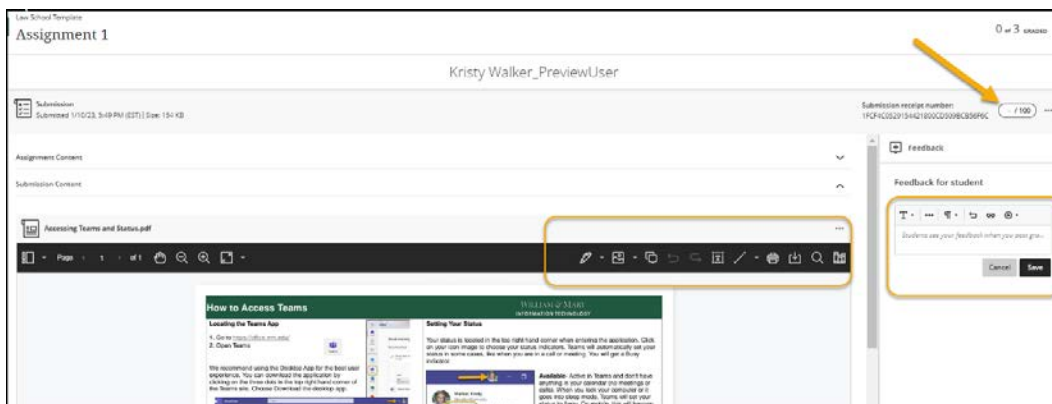


To view the listing in a different view click on the view icon to change to a grid view instead of list.





Grading an attached assignment within Blackboard

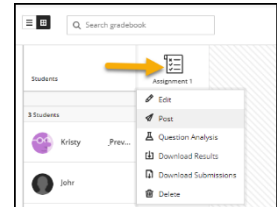
After accessing the student assignment, you will be able to use the annotation grading tool and provide feedback to the student. When using the annotation tools, you can mark up the document, the student will be able to download as a pdf, and review graded assignment from the Gradebook area.



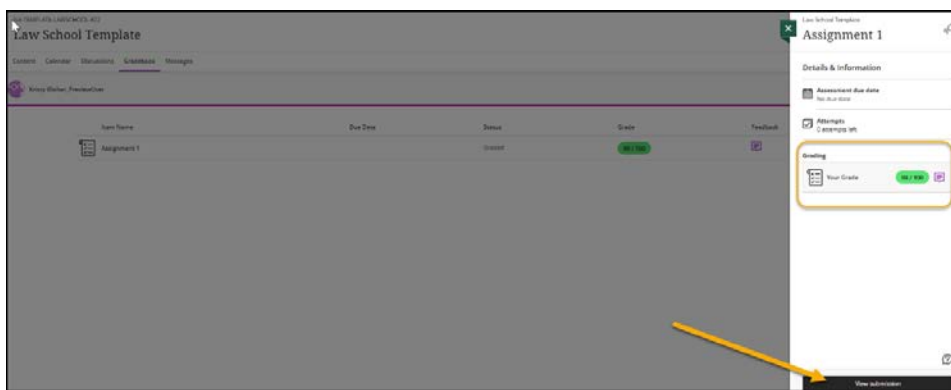
Clicking on the three dots when in the individual's assignment allows adding exceptions or posting the individuals grade.

Note: Students will not see the graded item until it has been posted. If you want to wait and grade everyone's assignment before posting, you would do this in the Gradebook, click on the Assignment, and choose Post grades.

Item	Due Date	Status	
Assignment 1 1 of 3 submitted		1 to post	
Assignment 1 1 of 3 submitted		1 to post	



When students go to look at the submission in the Gradebook after the grade has been posted, they will be able to view the feedback and see their individual score.



Student View

When viewing feedback and grades, students can go to the Gradebook area within the course and view the assignment if the instructor has posted the grades and feedback.

NA-LAWADMIN-DEMO-S23

Law School Ultra Template Course

Content Calendar Discussions **Gradebook** Messages

Kristy Walker_PreviewUser

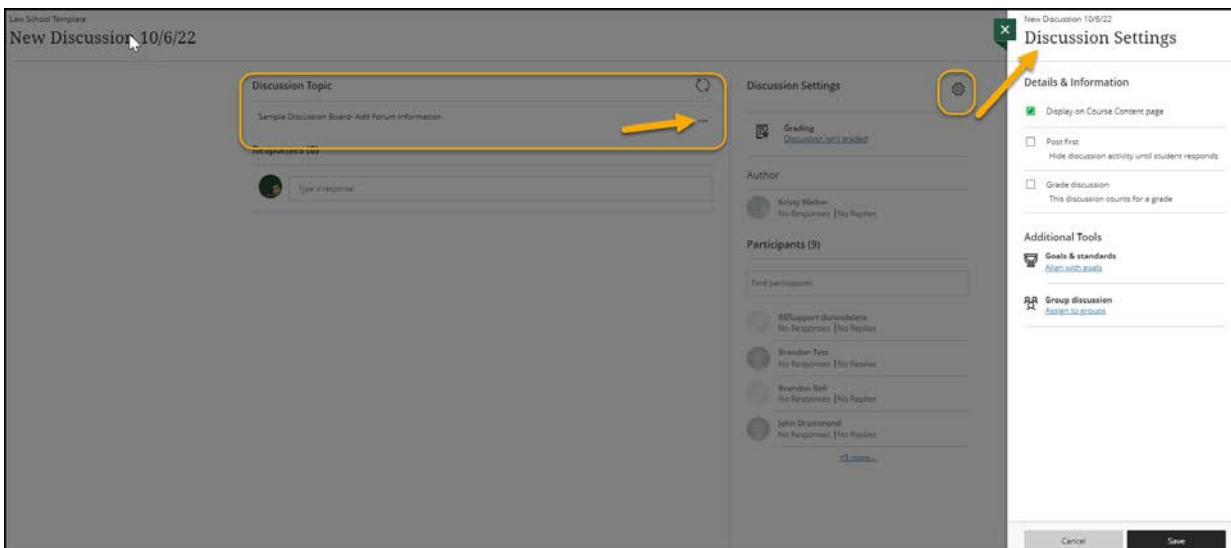
Item Name	Due Date	Status	Grade	Feedback
Attendance Unlimited attempts possible		Unopened	~/ 100	

How to Use the Discussion Forum

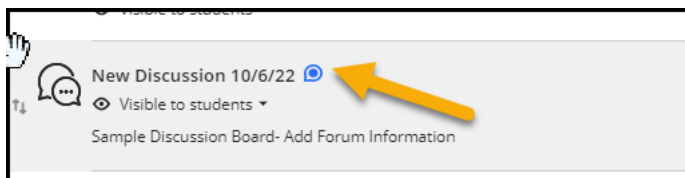
Discussion Forum has been included in the template course. If you are not using this feature, please make sure to go into the course and either delete the area or change the visibility for students to see.



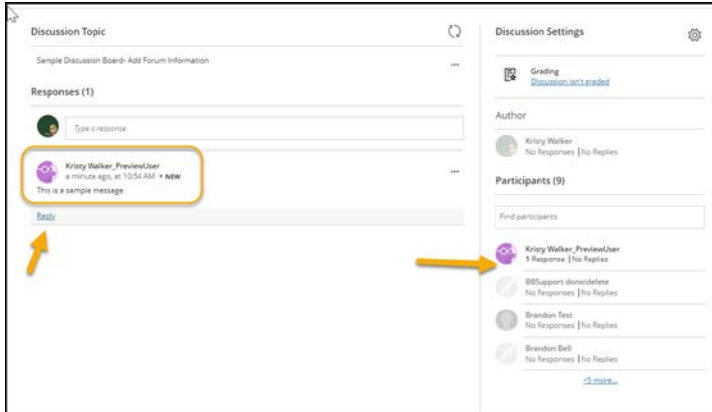
To add discussion topics and instructions, click on the three dots. To manage the discussion settings click on the gear icon to bring up the menu option. Notice that you will see your participants in the panel and will be able to see postings once submitted.



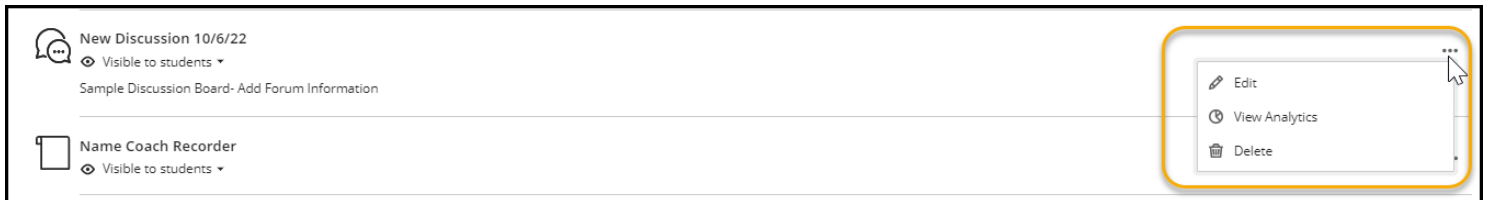
Once a student has replied to the discussion forum, you will see a blue circle by the discussion board to notify you of new postings. Opening and clicking on the post to read will remove the notification.



Click on the discussion forum to open the discussion. You will see the **NEW** tag on messages that have not been read. To clear the tag, click on the response under the Participant listing. You can reply to the student by clicking reply or make a general post to everyone by posting a response at the top of the response listing.



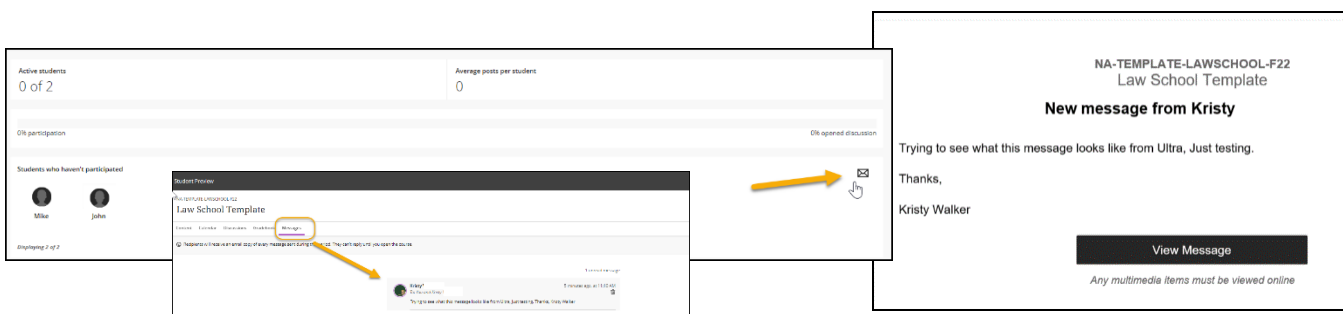
To delete the discussion forum from the course, please click on the three dots and select delete. If you would like to change the name of the discussion or the settings, you can click on edit. To view who has completed the assignment, click on the view analytics area. You can also send an email to those who have not completed the assignment in this location.



View Analytics from Discussion Forum

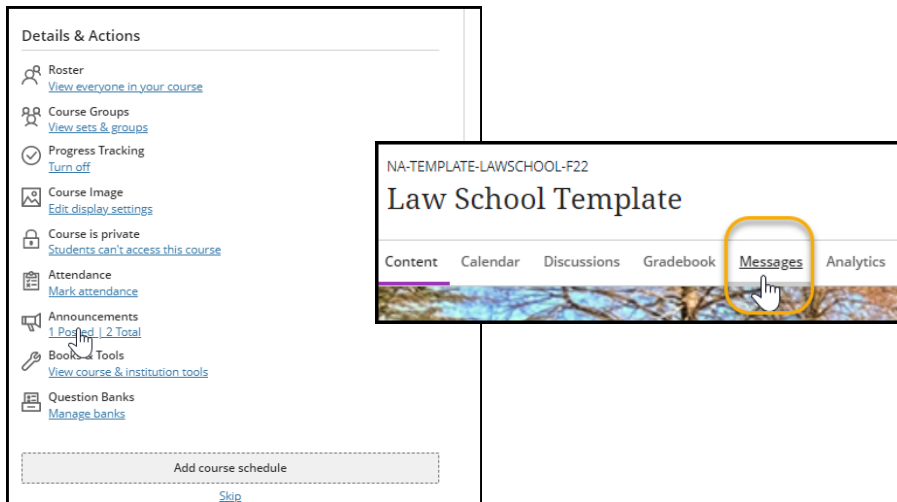
When emailing a reminder, you will have the opportunity to select if you would like replies.

Note: When emails are sent through Blackboard, they will appear with the Name of the Course do-not-reply@blackboard.wm.edu. For this reason, it is a good idea to let students know ahead of time in case they are sent to a spam folder in their W&M accounts. In addition, the message will appear in the students Message area in Blackboard. If allowing replies, it will come into your Messages area in blackboard, not your W&M email. You will receive an email notification to your W&M email to view the message.



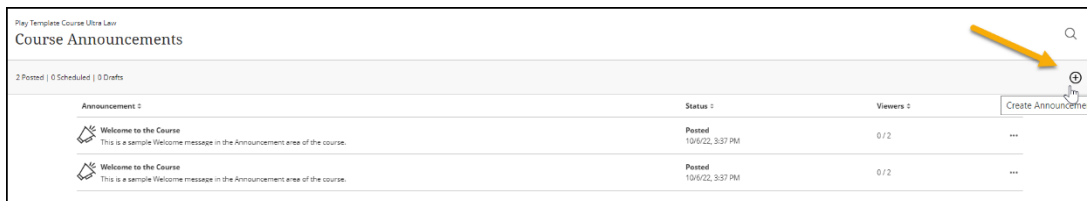
Communication and Course Maintenance

In order to communicate with your students you can use several different methods. Blackboard has Announcements and Messages. To locate these areas you can go to the Details & Actions section and the Messages area in the top navigation menu.

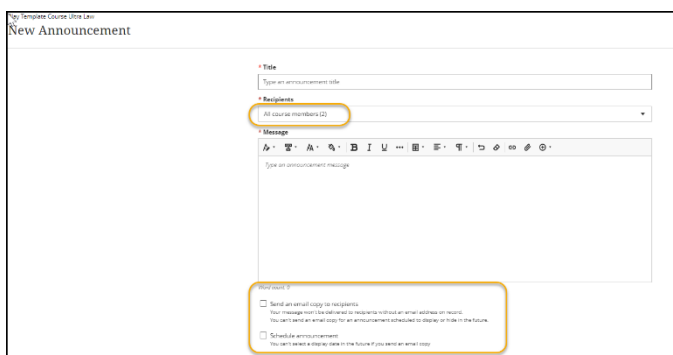


Creating an Announcement

Go to the Details & Actions area and click on Announcements. To add a new Announcement, click on the plus symbol in the top right hand corner.



Please note that Announcements are sent to all course participants. If you need to send out individual messages, you would need to click on Messages and choose the students to send messages. Students can find Announcements under the Details & Actions area along with the Activity Stream on the main blackboard login page.



Note: If you choose to send an email copy of the Announcement to students, it must be available for posting and not scheduled to be posted for a future date and time.

If you are scheduling when the Announcement is to be displayed, then you cannot send an email copy.

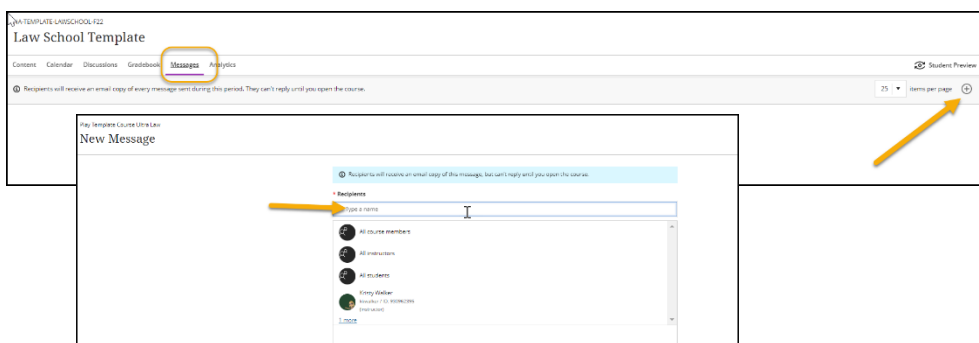
Creating a Message

When using the message feature if your course is unavailable and you are trying to send a message to students, they will not be able to access this area until the course is visible. A copy of the message is sent to the students W&M email address with a button saying View Message. This message will come from the course and have a Do Not Reply tag in the heading when being sent.

Go to Messages and click on the plus symbol.

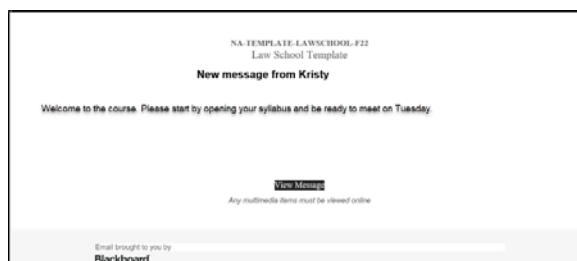
- Click within the Recipients box and choose whom to send the message.
- You can choose groups, all students, all instructors, all students or select students.
- Type in your message and choose whether you are going to allow replies to this message.

Note: Replies are posted within the Message area of the course.



What students see in their W&M email with the title of the course and the do not reply tag.

From: Law School Template <do-not-reply@blackboard.wm.edu>

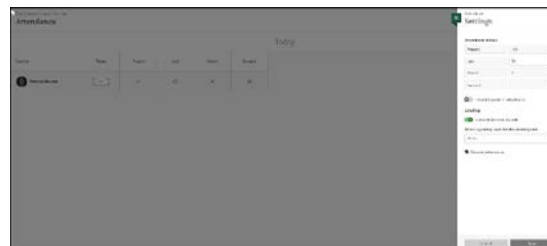


Other Tools under Details & Actions

Course Roster – Allows you to view everyone on the Roster that have been imported from your official Banner roster. If a student drops the course, it will also remove them from your blackboard roster. Once your course has been created, the enrollment will connect to the official roster. You can view the roster in a list view or grid view.

Attendance Tool – This area allows you to take attendance and set-up Attendance Values.

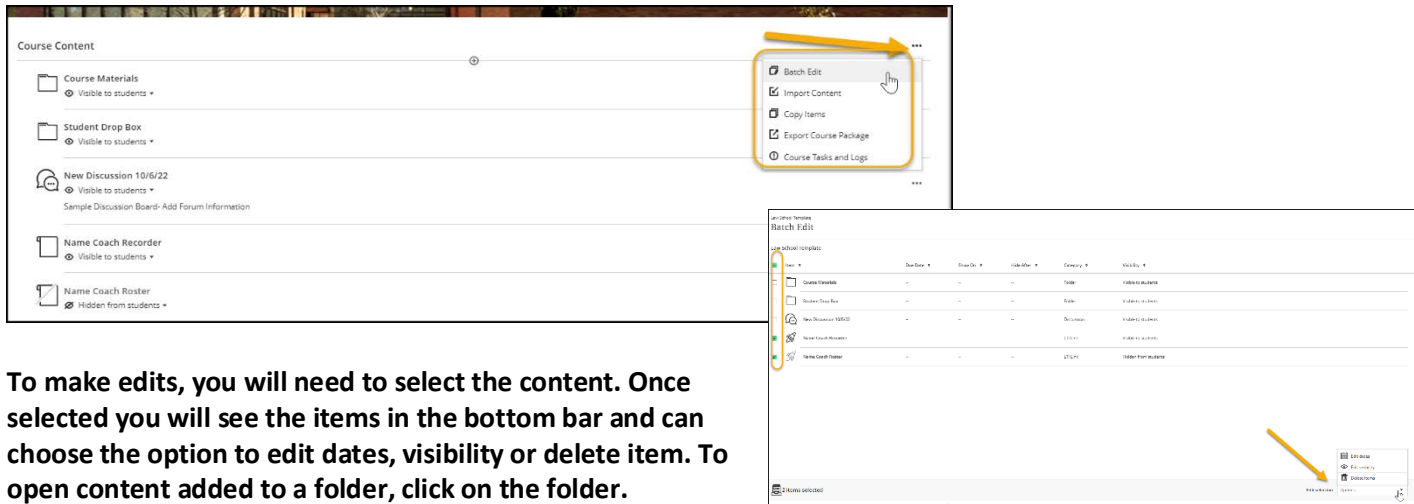
Books & Tools- You can look at your Accessibility Report and add tools that are available ex. Panopto, Name Coach



Helpful Tools & Tips

Batch Edit

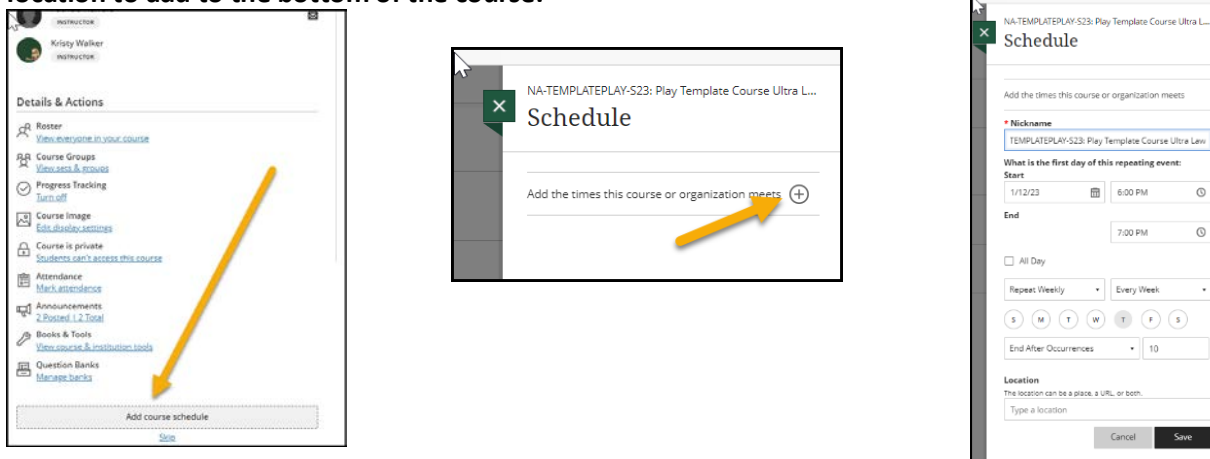
This area will allow you to update common settings such as visibility to students and due dates. You can also delete files that you have added from this area.



To make edits, you will need to select the content. Once selected you will see the items in the bottom bar and can choose the option to edit dates, visibility or delete item. To open content added to a folder, click on the folder.

Adding a Course Schedule

To add a course schedule that will appear on the course calendar, click on the button at the bottom of the Details & Action location. To add a schedule click on the plus symbol. You will then be able to add your dates and times and location to add to the bottom of the course.



Additional Resources

Instructor How to Videos

Blackboard Ultra Instructor Tutorials- https://help.blackboard.com/Learn/Instructor/Ultra/Watch_Videos

Messages in Blackboard- <https://youtu.be/a6DeGb4olh8>

Student How to Videos for Blackboard Ultra Courses

How to Check Your Grades - <https://youtu.be/V6Zxl2YK5OM>

How to View Attendance Grades - https://youtu.be/51gOg_IRAGA

For questions, please contact the Technology Support Center at (757) 221-HELP (4357) or email support@wm.edu.