

January 2008



What's New in Blackboard Vista 4

Office of Information Technology

Wentworth Institute of Technology

What's New in Blackboard Vista 4?

Course Description	<i>Blackboard Vista 4</i> is an upgraded version of <i>WebCT Vista 3</i> , Wentworth's course management system. It is designed to help teachers by facilitating the management of educational courses for their students. While frequently thought of as primarily tools for distance education, they are most often used to supplement the face-to-face classroom.
Course Objectives	Upon completion of this course, participants will be able to <ul style="list-style-type: none">• Navigate through the Build tab• Navigate through the Teach tab• Use Course Tools, Designer Tools and Instructor Tools• Customize interface through the use of My Settings• Set up Discussions• Access the Roster• Set up a grading form• Make a Web Link•
Class Level	Intermediate
Intended Audience	This is intended for previous users of <i>WebCT Vista 3</i> transitioning to <i>Blackboard Vista 4</i> .
Prerequisites	None
Time	1 hours
Instructor	John Landry, landryj@wit.edu , ext. 4278

INTERFACE

- 4** Setting up Your Course
- 4** Navigating the Build tab in Blackboard Vista 4
- 5** Course Tools
- 6** Course Content Page
- 6** Course Designer Tools
- 6** Manage Course
- 7** Navigating the Teach tab in Blackboard Vista 4
- 8** General Navigation

NEW FEATURES

- 8** My Settings
- 10** Discussions: Threaded, Blogs and Journals
- 11** Grading Forms (Rubrics)
- 12** Roster
- 12** Web Links

OTHER ENHANCEMENTS

- 13** Additional Learning Module Options
- 13** New Assessment Presentation Choices
- 14** Enhanced "My Grades" Area

INTERFACE

Setting up Your Course

Assign Course Content

COMM400 - COMM40005_081 TECH COMM

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

Quick Start

The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.

Select All Tools

Organizational Tools

- Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
- Search**
Search for content in the course.

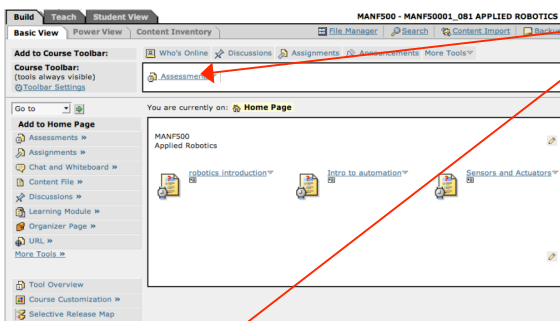
Communication Tools

- Announcements**
Post important information in a central location.
- Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- Discussions**
Post and respond to messages on specific topics.

- The first time you log in, you will see a screen that gives you the option of importing course content from another of your courses, or starting with a blank course.
- The **QuickStart** screen appears the first time you access a template or a section to begin building a design. It lists the tools available in Blackboard Vista 4.
- To select all the tools you want to explore, check the box next to each of the tools you want to include, and then click Save.
- You can always add or subtract tools later. The template or section Home page will open.

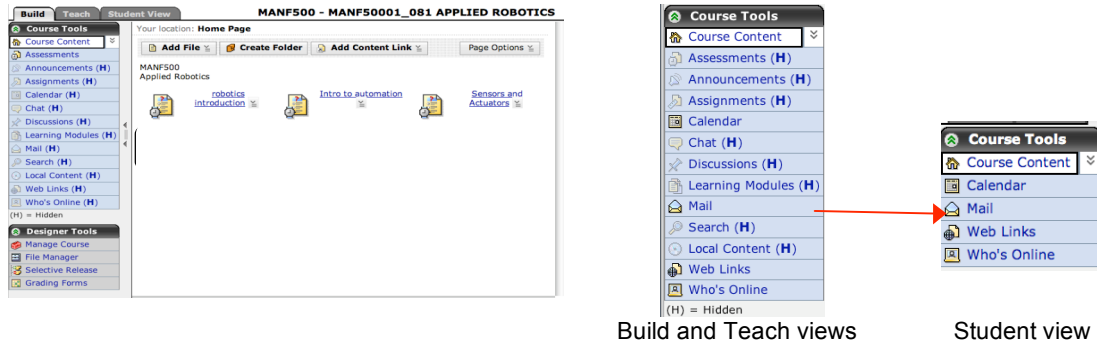
Navigating the Build tab in Blackboard Vista 4

It is always a good idea to click back and forth between the **Build** view and the **Student** view. This way you will have a clearer idea of what you are delivering to your students.



The old Course Toolbar has been merged into the **Course Tools** list.

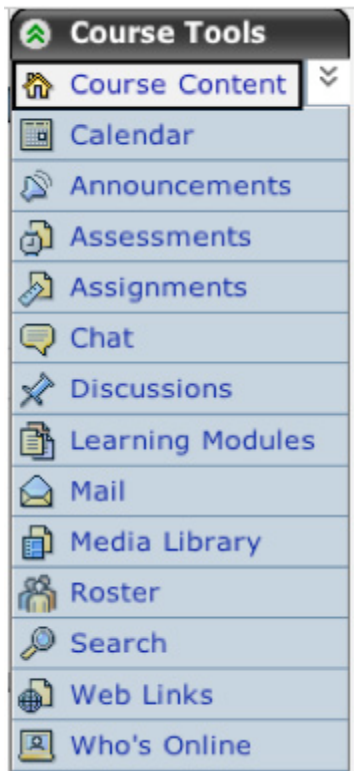
- Note that some tools have an **(H)** next to them; this means that they are hidden from the students. It is best to keep the student's view as uncluttered as possible.



Course Tools

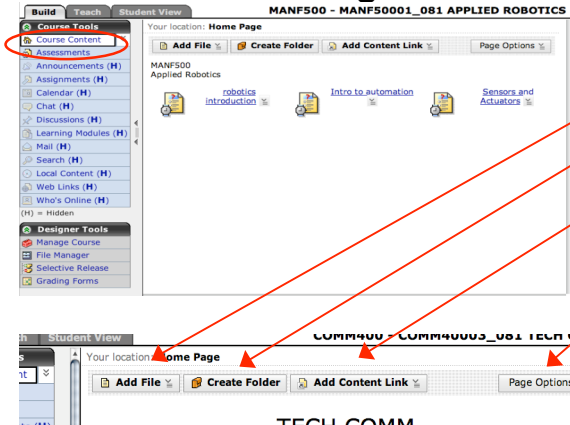
Links from the left side tool bars link to lists of the full inventory of that content or activity type.

- **Course Content** expands to show all items in the course



- **Web Links** URLs can be displayed inside Vista or open in new window
- **Who's Online** view others active in Vista and may be available for chat

Course Content Page

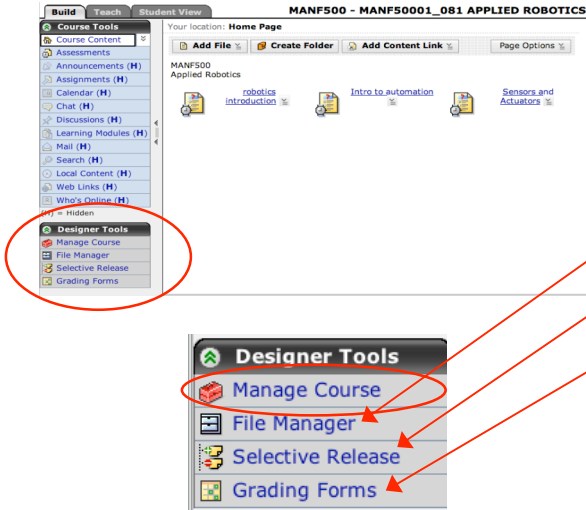


In the **Course Content Page** on the **Build** tab, you can:

- **Add Files**
- **Create Folders** (formerly called **Organizer Pages**)
- **Add a Content Link** from another tool (such as previously created Assignments or Assessments).
- **Page Options** is where the **Power View** is now located.

Course Designer Tools

In the **Build** tab, the **Designer Tools** are available. Clicking **Manage Course** will allow you to shape your course.



Designer Tools also contains:

- **File Manager** file space for uploaded/external content
- **Selective Release** sets controls for when activities are made available
- **Grading Forms** (rubrics)

Manage Course



Manage Course

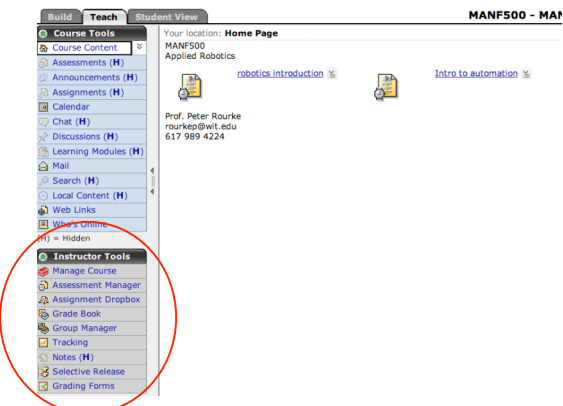
- **Tools**
Determine which tools can be used in the course
- **Course Menu**
Modify the appearance of the course menu.
- **Colors**
Choose colors for the course.
- **Course Content Icons**
Choose an icon set for course content.
- **Settings**
Edit settings for tools.
- **Import**
Import content into the course.

In the Manage Course screen:

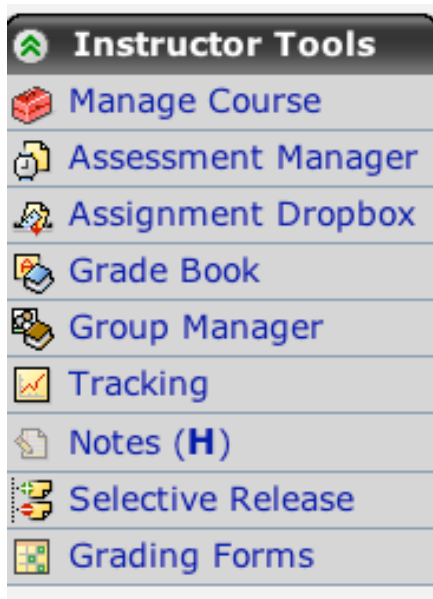
- **Tools** add and remove the tools to your Course Tools panel. Even if you remove a tool, all content in that tool is saved and available if you add the tool again.
- **Course Menu** is where you can make those Tools visible or invisible to students.
- **Colors** palette for course menus

Navigating the Teach tab in Blackboard Vista 4

These Instructor Tools are available to instructors on the Teach tab.



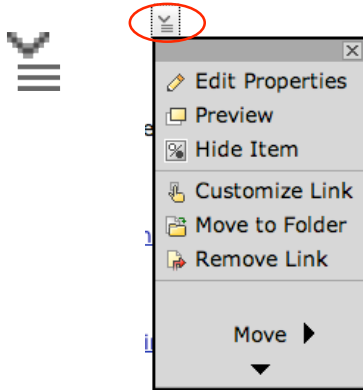
- **Manage Course** controls tools, color, layout, activity settings, etc



	for all graded activities for all students
○ Group Manager	creating groups and assigning activities
○ Tracking	reviewing student activity
○ Notes	keeping private personal notes related to the course
○ Selective Release	set controls when activities are made available
○ Grading Forms	assessment rubrics for use by instructor or students

General Navigation

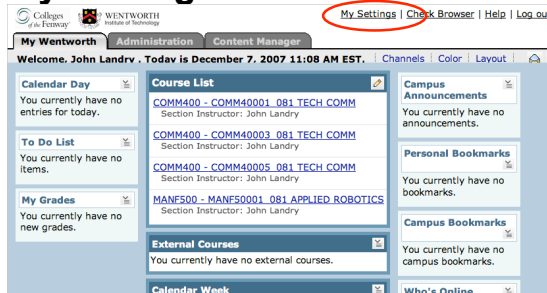
Always look for the small, gray **ActionLinks** icon next to every editable item.



- Click the **ActionLinks** icon to open a menu that lets you access all the functions you can perform with (or to) that item.
- These functions were often scattered in different place on the page on Vista 3, and are now consolidated.

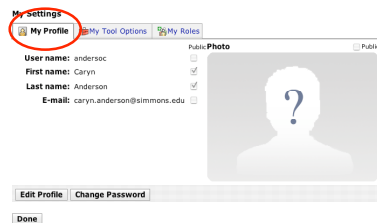
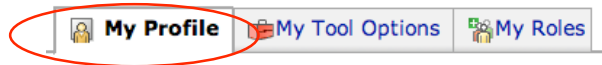
NEW FEATURES

My Settings



Click on **My Settings** to change your password, contact information and some important default settings.

My Settings



My Profile shows the contact information that is on file in the system and allows you to change your password **Change Password** or contact information and decide whether to make any of the information public. If you decide to make it public, it will display whenever anyone selects the Roster in your courses.



Tool Options apply to all of your courses and let you settings for certain course tools. Default settings are when you first log in, but you can change the setting course basis while working with a tool. You may not or all of these tools.

Calendar

Preferred view:

Week begins on:

Discussions

Mark my own posts as read

View:

Threaded

Unthreaded

Show new messages or threads at:

Top of list

Bottom of list

Show messages:

All

Unread only

Fonts

Font size:

Font type:

HTML Creator

Start the HTML Creator by default

Language

My Language

My Tool Options lets you set up how you want the tools to work in all your courses. Once you set up these Options here, they will look the same in every course.

Calendars can be viewed by Month, Week or Day, and can start on the day you choose.

Discussions can be sorted a variety of ways.

Fonts can be adjusted to your preference. This is especially valuable for students or instructors with low vision.

The **HTML Creator** allows you to create discussion posts or course pages in a “Word-like” editor but it is not set by default until you check the box in the Tool Options.

Additional options include:

Controlling how you view your internal Vista email and whether you forward copies to your primary email address.

Set how many items to display per page.

Hide yourself from your classmates and students in **Who's Online** if you want to work quietly in Vista without getting requests for chats.

Click **Save** at the bottom to activate the new tool options.



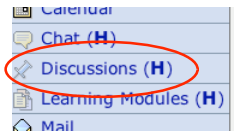
<u>Learning Context</u>	<u>Organizational Role Level</u>	
Restore from Vista 3 - Exemplary Course (NAC)	Section	Auditor
SC Test Course - Caryn's Test Section	Section	Section Designer, Section Instructor
SC Test Course - GSLIS Tech Lab Test Course	Section	Section Designer, Section Instructor
Test From Restore - Exemplary Course	Section	Auditor

My Roles shows you what you can do in each course that you are a part of.

Discussions: Threaded, Blogs and Journals



In addition to the threaded discussion, Blackboard Vista 4 introduces **Blogs and Journals**.



What type of discussion topic would you like to create?



Threaded topic.

Create a threaded topic for a more traditional online discussion. Users post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.



Blog topic.

Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.



Journal topic.

Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class.

Threaded Discussions, Blogs, and Journals are created and accessed using the Discussions tool [Discussions](#) under Course Tools.

Subject	Messages	Author	Date
street presence	3 (1 Unread)	Noah Lincoln	May 10, 2006 1:13 PM
Re:street presence		Robert Smith	May 10, 2006 4:27 PM
Re:street presence (New)		Lilly Hawthorne	May 10, 2006 4:32 PM
industrial revolution	2	Ella Wilson	May 10, 2006 1:09 PM

Threaded is for a structured discussion, or when the discussion might take different directions (Threaded was the only type of Discussion available in WebCT Vista 3). In threaded topics only message subjects are displayed on the main screen. All replies to the same message are grouped together, creating message threads.

Select All | Deselect All | Sort by: Date | Author Rating

Subject: The use of gold and silver
 Author: Noah Lincoln | Date: May 10, 2006 10:26 AM
 Klimt's ornamental style work, which included a lot of golds and silvers, was influenced by his father. His father was a gold and silver engraver.
 Comments (1 Comments / 1 New) | Forward | Lock Message | Average rating: **** | View All Reviews (2 Ratings) | Review this Message

Subject: Scandalous
 Author: Lilly Hawthorne | Date: May 10, 2006 10:19 AM
 Klimt's works were seen as scandalous due to their erotic themes.
 Comments (0 Comments / 0 New) | Forward | Lock Message | Average rating: **** | View All Reviews (2 Ratings) | Review this Message

Subject: The Split
 Author: Noah Lincoln | Date: May 10, 2006 10:15 AM
 In 1905, after arguments with other members, Klimt split from the Secession. Does anyone know anything about the other members?
 Comments (0 Comments / 0 New) | Forward | Lock Message | Average rating: **** | View All Reviews (1 Rating) | Review this Message

Blogs (web logs), are visible to all course participants. This topic is for a more casual discussion, or when you want students to be able to quickly see all messages. Blogs provide a great way for students to stay connected and share ideas. In a Blackboard Vista 4 blog, topic messages are displayed on the main screen as a chronological series of entries. Students can browse through their classmates' entries or jump into the discussion by posting entries and comments of their own; comments appear on a separate screen.

Name | Number of Entries (New)

Its Journal	3
lila.wilcox	5
Noah.Lincoln	3
lilly.hawthorne	2 (1)

Create New Entry | View Drafts

Select All | Deselect All | Sort by: Date

Subject: Group Meeting 1 | Date: May 11, 2006 1:16 PM
 Group met on 3 January to plan our responsibilities for first group project. Nadia: to do initial research into current reviews; Ella: to do research into reviews of contemporaries; Noah: to do document set up; I will manage updates from group members, and schedule next meeting.
 Comments (0 Comments) | Edit Message | Forward | Lock Message

Subject: Notes from Lecture 1 | Date: May 11, 2006 1:14 PM
 Enjoyed this first lecture. We covered all topics outlined in syllabus, and finished with discussion in small groups.
 Comments (0 Comments) | Edit Message | Forward | Lock Message

Journals can be visible to students or just the instructor. A journal gives each individual student a place for their writing samples or to record their thoughts on course topics, reports or lectures. Journals can be private (for student and instructor only) or public (accessible by the class). You can access students' journals via a list on the left of the screen.

Grading Forms (Rubrics)

Build | Teach | Student View | MANF500 - MA1

Your location: Home Page
 MANF500
 Applied Robotics

robotics introduction | Intro to automation

Instructor Tools

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Notes (H)
- Selective Release
- Grading Forms**

Designer Tools

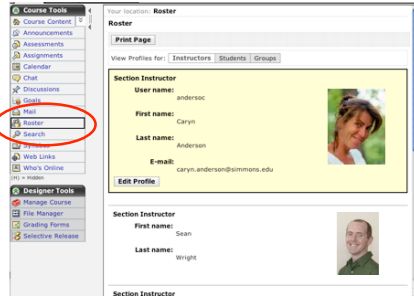
- Manage Course
- File Manager
- Selective Release
- Grading Forms**

Grading Forms can be used to grade students' work based on specific criteria. They also provide clear performance indicators for students and consistent grading guidelines for instructors.

Objective/Criteria	Performance Indicators	Meet Expectations	Exceptional
Spelling	Need Improvement	points	points
Grammar	points	points	points
Style	points	points	points

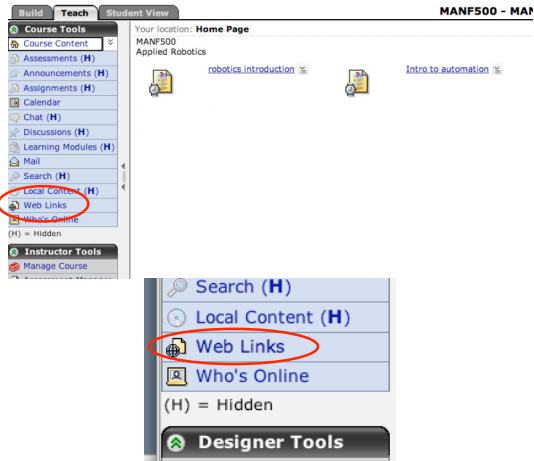
Total (out of): 0

Roster



Course participants can publish certain personal information for others in the course to reference in the **Roster**.

Web Links



Web Links (previously called **URLs** in WeCT Vista 3) consolidate all outside web resource onto a **single page**.

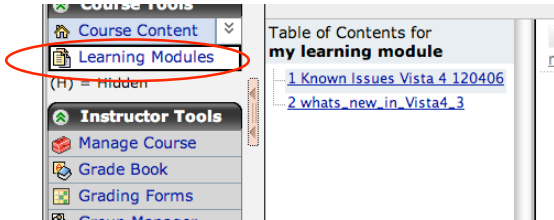
- These links can be **annotated** with descriptions.
- These links can be organized into **Categories**.

Web Link View



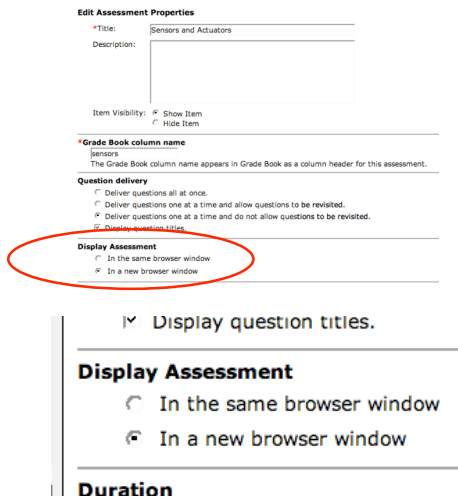
OTHER ENHANCEMENTS

Additional Learning Module Options



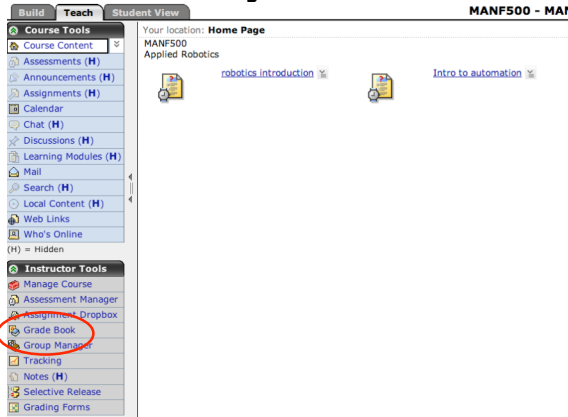
- Learning Modules can now be included on the **Course Menu**.
- The first page of a Learning Module can display the **Table of Contents** for that module.
- Designers now have a choice of displaying elements within the module as numbered items or simply as a list.

New Assessment Presentation Choices



- Assessments appear in the same window or to open in a new window when it is started.
- Students can be allowed to view quiz statistics.

Enhanced "My Grades" Area



- Instructors can now provide students with more information in the My Grades area.
- Release Grade Book column **Statistics** to give students a better idea of their performance relative to the class.
- Instructors **Comments** on an assignment or assessment can appear in the My Grades area.

