

Getting Started with Blackboard Learn

Workshop Handout – C. Furchner

You can find a pdf of this file with active links at <https://goo.gl/CYm4KF>

Outline:

[Useful Links](#)

[Overview and Quick Tour of Learn](#)

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Useful Links

Getting Started with Login and Navigation - Video Tour of Learn at UNM – produced by UNM. Useful for introducing students to Learn. <http://online.unm.edu/help/learn/students/tutorials/getting-started.html> or <http://goo.gl/PWg1OI>

UNM ONLINE Help – This is the **entry point to the UNM Learn Documentation site**. Click on the red button for a table of contents of information about Learn. Main campus folks are continuing to add to this set of documents and to update existing documents. Click on the red Table of Contents button on the left of this page for links to information about several aspects of learn.

<http://online.unm.edu/help/learn/index.html> or <http://goo.gl/N8lsYV>

Documents that will help you get started include

How to Get Help - <http://online.unm.edu/help/learn/support> or <http://goo.gl/svm0q9>

Getting Started with Learn – contains links to help with getting started in Learn, user alert for people who use **epacks**, and a **guide for migrating courses** from WebCT Vista

<http://online.unm.edu/help/learn/faculty/getting-started/index.html> or <http://goo.gl/DJoSkk>

Help: How to Use Learn – Getting Started Tutorials | UNM

<http://online.unm.edu/help/learn/students/index.html> or <http://goo.gl/OK5vaR>

Faculty FAQs – <http://online.unm.edu/help/learn/faculty/faq/> or <http://goo.gl/me97aU>

How to Web-Enhance a Course at UNM -

<http://online.unm.edu/help/learn/faculty/getting-started/web-enhance.html> or

<http://goo.gl/ldKF1N>

(hybrid and online courses are automatically made available to faculty when registration opens)

Beginning Guide to UNM Learn – overview of using Learn and some tips from main campus:

<http://online.unm.edu/help/learn/faculty/getting-started/beginning-guide-to-unm-learn.pdf>

or <http://tinyurl.com/hbun4ew>

UNM Learn Training Schedule – workshops are in Albuquerque; I will do my best to reproduce their content at UNM-LA, but you may attend these if you like.

<http://newmedia.unm.edu/initiatives-projects/nextgenlms/unm-learn-training-schedule.html>

or <http://goo.gl/p3dWW3>

You will also find helpful information after you log in to Learn, by clicking on **Support** in the upper right corner of the My Learn screen, which appears after you log in.

UNM-LA Blackboard Learn Information Center – At UNM-LA we have a wiki that contains information about Learn at UNM-LA. Its link is here: <https://unmlaonline.wikispaces.com/> or <https://goo.gl/mdCx1P>

Blackboard Learn for Instructors - Training Videos – On-Demand Learning Center: produced by Blackboard Corporation
<http://goo.gl/okW0Hu>

Blackboard Learn for Students – Training Videos, produced by Blackboard Corporation
<http://goo.gl/cKXCeF>

Blackboard Learn Help for Instructors and Students – produced by Blackboard Corporation. For release 9.1 2014 and later.
https://en-us.help.blackboard.com/Learn/9.1_2014_04
or <https://goo.gl/0eIIt3>

Also see the “Support” tab after logging in to Learn. In the left column there is a list of comprehensive and detailed help documents that have been slightly modified for UNM.

Support

UNM Main Campus

505-277-0857 (M-F 8AM - 5 PM), learn@unm.edu, <http://online.unm.edu/help/learn/>

UNM-LA

Carol Furchner, 505-412-3379 (M-Su 9AM – 9PM), furchner@unm.edu

DeBray Bailey, 663-5919 x405 (M-F 8AM – 5PM), baileyd@unm.edu

Call Carol or DeBray for questions about how to set up your course, use tools in Learn, etc., and we will either help you or refer you to the main campus support team. Call or email main campus Learn support directly if you are having difficulty getting into your course or registered students are not appearing in your class list. Call main campus for help with publisher-supplied e-packs or course packs. There are several “system” things that Carol and DeBray don’t have access to view or do.

Overview and Quick Tour of Learn

Version: UNM is currently using Learn 9.1.201410.

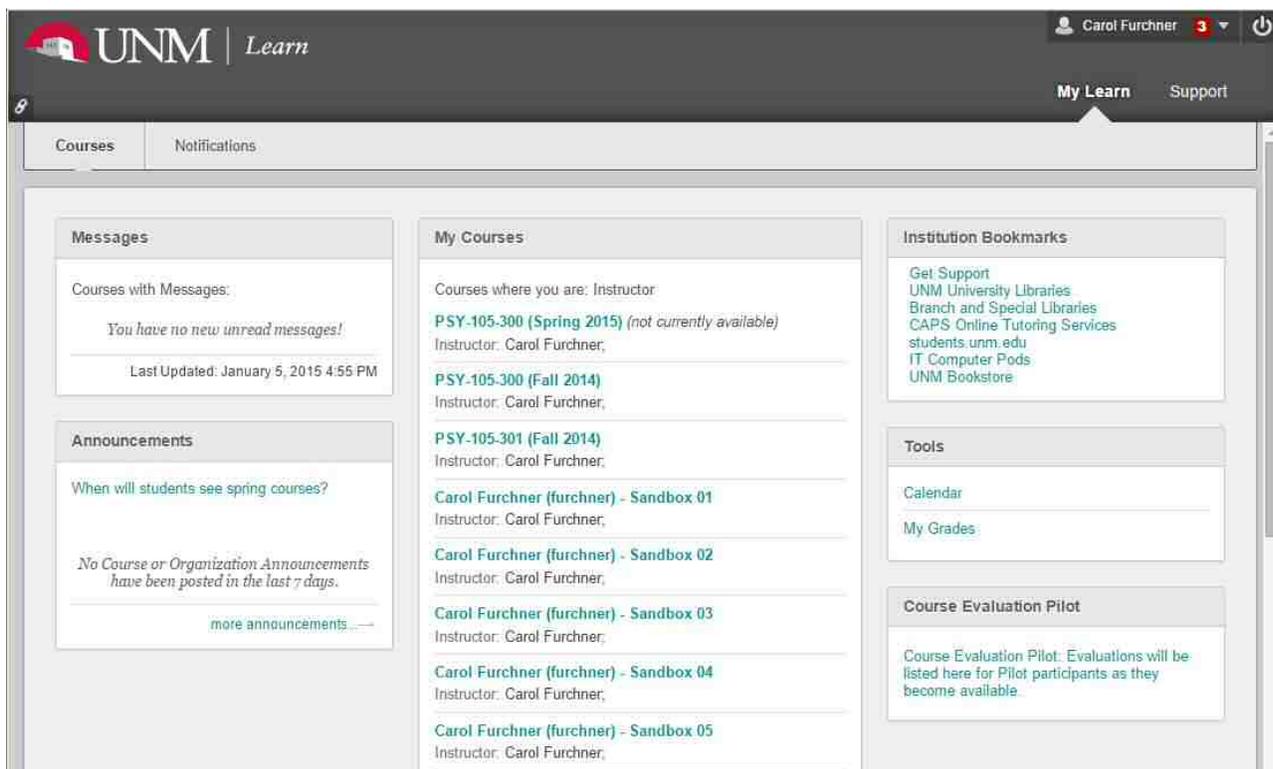
Logging in: Log in to Learn at <http://learn.unm.edu> using your UNM NetID and password.

You will see a page called “My Learn” that lists all of your courses, plus a message notification window, announcements, calendar, and bookmarks. This is the Learn entry point, or the My Learn screen. It looks something like the screen in the next figure (scroll down).

If you’ve requested a temporary course development shell, you’ll see a listing that begins with TEMP.

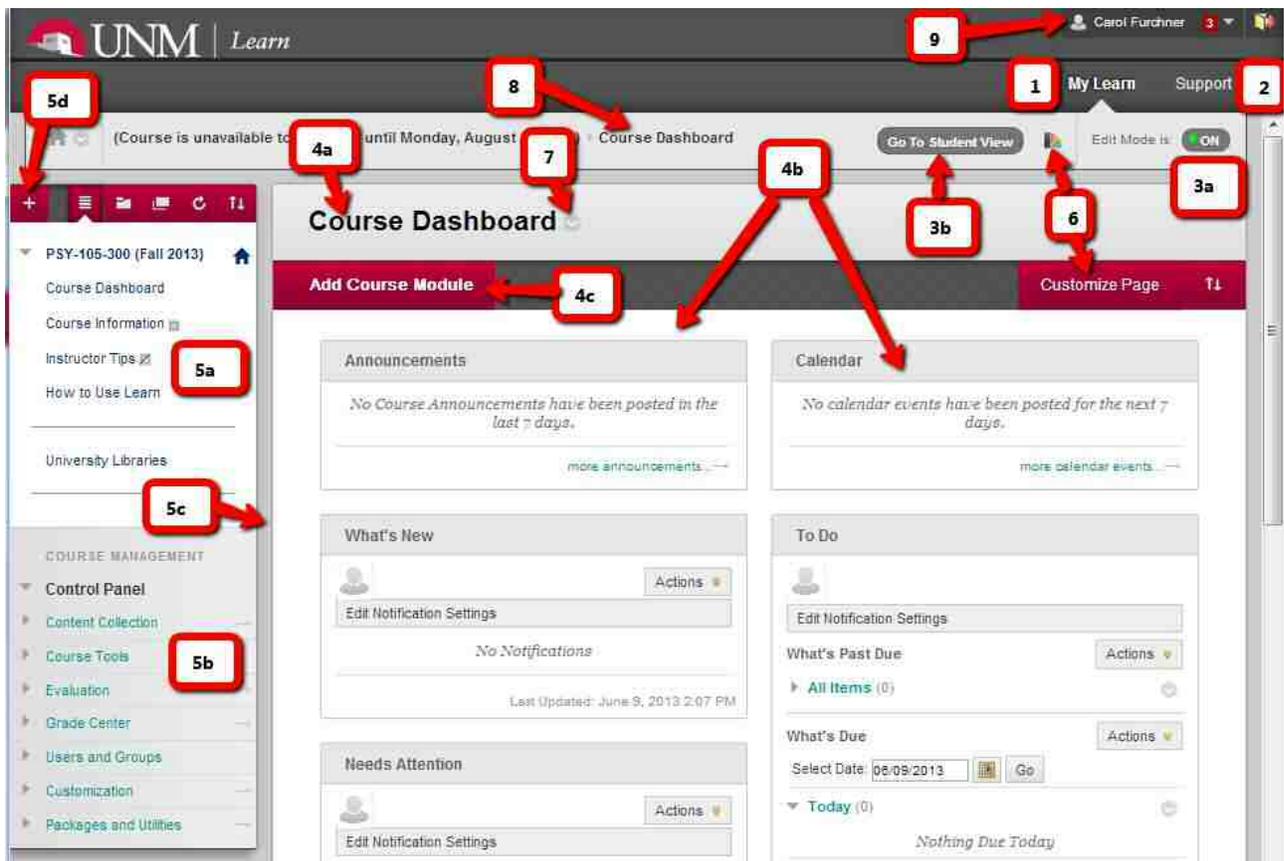
Your “real” course name will begin with the department name abbreviation (e.g., PSY or MATH). “Real” courses are available when registration for that term begins.

“Real” **online** and **hybrid courses** will appear in the list of courses automatically. For **web-enhanced courses**, you will have to set them up yourself. Instructions for web-enhancing a course are here: <http://online.unm.edu/help/learn/faculty/getting-started/web-enhance.html> or <http://goo.gl/Fv6S0w> (It’s simple and just takes a few minutes for it to be ready to go.)



To go to a temporary course development shell, if you have one, click on the name of the course in the center column (will begin with Temp). To go to your “real” course, click on a course that begins with a department name. Before you do ANYTHING to the course, you’ll see a window that looks like pretty much like this, which is the Default Home Page that you will edit to create your course:

(Note that this originates from main campus, and they may change the look of this screen from time to time. As of 8-17-2016, “Create a Support Ticket” was added to the menu, the default modules in the Dashboard have changed, and the “exit” icon in the upper left corner now looks like a power switch icon, same as on the course entry page above.)



Take some time to explore this screen. Note the following (numbers on the screenshot correspond to the following items):

1. **“My Learn”** will take you back to the My Learn screen, the first screen you see after you login.
2. **“Support”** takes you to a help screen, from where you can select different types of help information.
- 3a. You can switch between **“Edit Mode ON”** and **“Edit Mode OFF”** by clicking on this button. You must be in **“Edit Mode ON”** to make changes to any aspect of the course. When Edit Mode is OFF, the view that is close to what the student sees; you can grade papers and communicate with students in this mode, but you can’t make changes to course content.
- 3b. **Go to Student View** – clicking this takes you to a view which is almost exactly what the student sees and gives you the same capabilities as a student will have. The student’s name is **“Demo User.”** When you are in student view, you will see a button in nearly the same place called **“Return to Instructor View.”**
4. The **default** home page for the course puts the **Course Dashboard (4a)** in the **Course Content Area (4b)**. The course content area is the large area on the right side of the screen. The Content Area contains the content of the course that is displayed to students.
 - You can add or delete modules that are displayed on the Course Dashboard by clicking on the red **Add Course Module button (4c)**.
 - You can decide which page of course content you want to display as the home page; it does not have to be the Course Dashboard, and many instructors prefer to use a page that they set up for

their own course. You can change the home page content area for your course (see below).

5. The **Course Menu** is on the left, and it is the navigation center for your course. The **Student Menu (5a)** is on the top, and the **Instructor Menu (5b)** is on the bottom. The Instructor Menu consists of all items below the “**Course Management**” label. You can control the content and the order in which items are displayed in the Student Menu. The Student Menu can be used to provide links to different pages that are displayed in the Content Area. Only a few student menu items are available on the default home page; you can add more, delete some, rename some, or rearrange them (by dragging and dropping them up and down the menu). The course menu is always present, unless you hide it by clicking on the **gray vertical bar**, which appears when you hover between the menu and content area (**5c**). (The gray vertical bar moves to the left border of the window. Click it again to make the Course Menu appear again.) Items in the **Student Menu** may change in the initial template, depending on what main campus folks decide they want to place there. [Create a Support Ticket was added to the template in Fall 2013]

To add items to the student menu, click on the “**Add Menu Item**” button (**5d**). To change the home page to another item on the Student Menu (5a), add that item to the Course Menu, drag it to the top position, and then use the items in the Course Management section of the menu **Customization** → **Teaching Style** to select the item you want to use as home page. (These steps are explained below.)

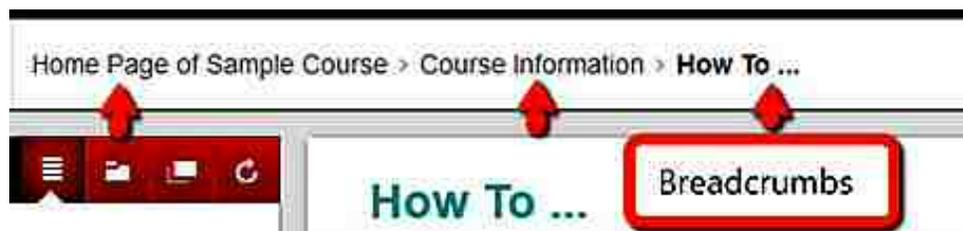
Items under **Course Management** are shown only to the instructor when **Edit Mode** is on, and they are what you use to control and access different tools in the course. Click on each item in the Course Management area to open a menu of the tools that it contains.

6. The colored “**fan**” in the upper right allows you to select among several **course themes**, which change the colors of text and background of your course. The **Customize Page** button only applies to the Course Dashboard page; other buttons will appear on this row for other types of content areas.

Buttons in red (in the default color scheme) are located above the Course Menu and near the top of the Content Area. They allow you to add, delete, and manipulate major course content and menu items. Note: the color of these buttons changes when you use different course themes, but their location is constant across all themes.

7. Additional control of items in the course is found in using **Action Links** that are associated with each content item; these appear in small pale gray dots with a “V” in them.  Clicking them brings up a menu of items you can do to that content item, such as “edit.” Sometimes these are present continuously in Edit Mode, and other times they appear when you hover over an item. (Try hovering over Course Information in the student section of the default menu, and then clicking on the action link .)

8. **Breadcrumbs** – show you how you reached the current content screen; click on each one to move back. This is not 100% reliable for taking you to the item previously displayed in the Content Area. The browser “back” button usually works, too.



9. Global Navigation Controls. Global navigation controls allow you, or the student, to navigate between courses in Learn, without leaving the Learn environment. These are in the upper right corner of the screen.



See the Global Navigation Menu video, listed in **Blackboard Learn for Instructors - Training Videos**, above, to view a video of how this menu operates. UNM has not implemented the “Social” controls shown on this help page.

As instructor, you will see either your name, or you will see “Demo User” next to the head icon in the Global Navigation menu. If you see “Demo User,” you are in the Student View.

The icon in the center tells you how many new items appear in notifications on the menu under Global Navigation. Click on the name or number or triangle to display a list of your courses and navigation menu items, as described in the Help screen.

The icon on the far right is the “Log off” icon, which will log you out of Learn and return you to the login screen.

Adding Course Materials and Elements to Learn

In this section, you’ll begin to add materials to your own course. You will:

1. Create a **Content Area** that will serve as your home page (instead of the Course Dashboard in the default screen).
2. Create an **Item** in the Home Page Content Area that can serve as the first item students see when they enter the course.
3. Set up the new Content Area as your class home page, and change the theme (color scheme) of your course.
4. Add a Syllabus to your home page.
5. Add a Content Folder on the Home Page to hold the first week’s materials for your course (Chapter 1 Folder).
6. **Upload** a file to the Chapter 1 Folder.
7. Create an **Assignment** in the Chapter 1 Folder, and attach the file you just uploaded to the assignment.
8. Create a **Discussion** and place a link to it in the Chapter 1 Folder.
9. Add **Course Messages** or **Email** to the Course Menu (to communicate with your students).
10. Add **“My Grades”** to the Course Menu – this gives the students access to grades that you record in Learn (only those for the individual student).

NOTE: You will be able to rename, reorganize, or delete anything that you create in this exercise, and replace it with the “real” content for your course. You are not making any “permanent” changes.

1. Create a Content Area that will serve as your home page

A Content Area is like a folder – it contains whatever you want to display in the main Content Frame on the screen (at the right of the course menu). Like folders, Content Areas are used to organize and present collections of course materials. You can set up a Content Area as your home page, which we will do below. You can also set up Content Areas for other collections of materials, such as “Course Information” or “Readings.” (This is not the same as a Content Collection (file cabinet) folder – that is more like a Folder on your computer that you use to store files.)

- a. Make sure that edit mode is ON



- b. Using the **Course Menu** (left side of screen), create a content area called Course Home Page Demo. You can rename this later.

(1) Click on the + above the Course Menu  to **add a menu item** to the Course Menu

(2) From the list of choices that appears, click on **Content Area**

(3) When prompted, give the Content Area a name - Course Home Page Demo -, check *Available to Users*, and click on **Submit**. (The blank gray square next to its name means that has no content yet; if a square with a line through it appears next to a course menu item, it means that it's not available to users.)



You should now see an empty folder called Course Home Page Demo in the content area (area to the right of the course menu).

2. Create an Item in the content folder that can serve as the first item students see when they enter the course

- a. In the course menu, click on the content area that you just created (Course Home Page Demo). This will open the content area “folder” in the content frame on the right side of the window. When this folder is open, you can begin to add more content to it.

- b. Click on the red button called Build Content:

A red rectangular button with the text "Build Content" and a downward-pointing chevron symbol.

- c. From the menu that appears, click on **Item**.

- d. A screen will appear that is labeled, "Create Item." Use this screen to:
- (1) Give the item a name (<Title of the Course> Demo) and write some descriptive text to describe the item, using the HTML editor box on the screen. (Type something in the box. Don't worry about formatting for now.)
 - (2) Skip down to #4 and click on Submit 
- e. Your Content Area should now look something like this (You can make it far more friendly and explicit!). You should see the title of the content area, Build Content etc. buttons, and the item that you just created.



3. **Set up the new Content Area - Course Home Page Demo - , as your class home page, and change the theme of your course.** These are done on the same screen.

The course entry point (home page) is the page that's displayed first to students when they enter the course, or when they click on the "home" icon above the Course Menu .

- a. In the **COURSE MANAGEMENT** menu (lower part of Course Menu, on the left), click on **Customization**, and then on **Teaching Style**. This opens the Teaching Style screen.
- b. **#1 – Select Course Entry Point** – this means the **home page** for the course. You can select any link that's on the drop-down menu that appears. As you create more Content Areas or add tools or links on the Course Menu, you will see more options on this menu. Select **Course Home Page Demo** from the drop-down menu. This will select that Content Area as your home page. To change it again, repeat this step and select something else.
- c. **#2 – Select Course Theme**. Scroll up and down in the menu of screens and pick one. If you don't like it later, come back here and change it. "Default" is the default theme that UNM has chosen – it's the theme with red, white, black, and gray with turquoise links that appears in your default course.

→**HINT:** When you select a course theme, make sure that hyperlinks (links to other course content) do NOT appear in a very dark color, such as navy, gray, or black. If they do, there will be nothing to distinguish them from text, so students may have difficulty finding links. You can't change colors of most individual links, so you should select a different theme. This is a Blackboard problem. In the default theme, hyperlinks appear in a dark turquoise.

- d. **#3 - Select Menu Style** – you’ll see a preview of your selections here. This affects only the Course Menu.
- e. **#4 – Default Content View** - specify your choice of icons only , text only or icons and text. Note that this affects only NEW content areas, unless you check the box, “Apply this view to all existing content.” (Recommended: leave it as “icons and text”.)
- f. **#6 – Select Banner** - If you want to provide a banner, do it here. THIS IS OPTIONAL. The banner will appear only on the home page. The banner needs to be a .gif or .jpg file. Create the file using any graphics editor of your choice. The picture dimensions should be 766 x 80 pixels (others may work). Find the picture file on your computer using **Browse My Computer**.
- g. Click on **Submit**, and then click on the Home icon above the Course Menu. You should see the Course Home Page DEMO as the home page and the other changes you have made reflected on your screen.

4. Add a syllabus to your home page.

- a. Open the home page. From the home page, click on the “Build Content” button, and select “File.”
- b. **#1 – File Information:** Give the file a name (“Syllabus”). Under “Find File,” you may upload the file from your computer or select one that you have already uploaded to the Content Collection. For now, upload any file from your computer (you can delete this later). Click on “Browse My Computer,”  , navigate to the file you want, select it and click on the “do it” button (varies – usually submit, open, or save). (This file will be also deposited in the Content Collection, where it is linked into your home page.)
- c. Under “**#2 - File Options**,” select the options you want to use (open in new window, add alignment to course content).
- d. Under “**#3 - Standard options**,” you will probably want to permit students to view content and track number of views. Under date and time, if you do not restrict its availability, any item will be available for the entire semester.
- e. Click on “Submit.” You should see “Syllabus” added to your Home Page screen. (Students cannot see “Enabled: Statistics Tracking.”)

Psychology 105 - DEMO
 Welcome to the course!
 Read the syllabus first.
 Do the work in the Chapter 1 folder by the end of the first week.

Syllabus
 Enabled: Statistics Tracking

5. **Add a Content Folder to the Home Page to hold the first week’s materials for your course (Chapter 1 Folder).**

- a. On the course home page, click on the red button, Build Content, and select “Content Folder.”
- b. #1 Give the folder a name – Chapter 1 Folder -, add explanatory text in the text box, and then click on “Submit.”
- c. You should see “Chapter 1 Folder” on the home page, something like this:

Psychology 105 - DEMO
 Welcome to the course!
 Read the syllabus first.
 Do the work in the Chapter 1 folder by the end of the first week.

Syllabus
 Enabled: Statistics Tracking

Chapter 1 Folder
 Open this folder (click on its title) to see the work that you should do during the first week of classes.

6. **Upload a file to the Content Collection (file cabinet), and then place it in the Chapter 1 folder.**

You will probably want to upload files that you’ve created on your PC, such as a handout that supplements your course.

Learn allows you to upload a file directly from your computer to several different types of course modules. When you do this, Learn places the file in the top level of the Content Collection for the course, and it creates a link to the item that you uploaded it into. If you don’t have a lot of files to upload, this works well and you never really need to enter Content Collection. This is what you did in

step 4, above, when you added a syllabus to the home page.

If you have a lot of files, however, I strongly recommend that you set up a set of folders in Content Collection to hold different types of course materials, or course materials organized as you present them to the class, e.g., a set of folders corresponding to Chapter 1 materials, Chapter 2 materials, etc., or Learning Module 1 materials, Learning Module 2 materials, etc. You can link materials from any folder to any part of the class, but you'll ultimately save time in finding and modifying your materials if you keep them organized in the Content Collection. (I keep a parallel organization of my files in folders on my PC and in the Content Collection, so it's easy to find and replace any file at any time.)

The following steps illustrate this process of adding a file to the content collection, and then linking it to a different part of the course as an attachment to an attachment.

- a. In the **COURSE MANAGEMENT** section of the **Course Menu**, click on **Content Collection**
- b. Click on the identifier for your course. It probably begins with TEMP, or else it will be a long number which is the first item in a list, e.g., . This will open the Content Collection for your course at the top level.



- c. **Create a folder within the Content Collection** to begin organizing your course content. Call this folder "Chapter 1 Materials."

Create Folder

Click on the "Create Folder" button . Fill in the name of the folder (Chapter 1 Materials), and click on Submit. You should see **Chapter 1 Materials** with a "folder" icon next to it. 

- d. Click on "Chapter 1 Materials" to open it (initially, it will be empty). Files are uploaded into whatever folder is open at the time in the Content Collection.

Upload ▾

- e. Click on the Upload button  and then click on **Upload Files**.

You may upload a single file or multiple files; the button to choose is on the upper right.

Single File

Multiple Files

To upload multiple files at the same time, you will need to have Java enabled on your computer (see endnote)ⁱ. For now, upload a single file. Make sure that “Single File” is selected.

- f. In **1. File information**, Click on “Choose File” to browse on your computer to find the file that you want to upload, and then select it. Its name will appear in the block next to “Choose File.”
- g. Select the options that you want (Enable Tracking), and then click on “Submit.” The file name will appear on screen, in the Chapter 1 Materials folder. Use the breadcrumbs at the top to get back to the top level of the Content Collection.

7. Create an Assignment in the Chapter 1 Folder, and attach the file you just uploaded to the assignment.

- a. From the Home Page, Click on the Chapter 1 Folder to open it. It will be empty.



- b. Click on **Assessments** (next to Build Content), and then in the menu that appears, click on **Assignment**.
- c. **#1** - Give the assignment a name, and then type in information about the assignment in the Instructions box; these are the instructions for the students regarding the assignment. You may type full instructions here, and/or you may add attachments containing more information.
- d. **#2. Assignment Files**. To illustrate adding an attachment from the Content Collection, attach the file that you just placed in the Content Collection – Chapter 1 Materials folder to the assignment. Click on “Browse Content Collection” to find the file, check the **SQUARE BOX** on the left to select the file, and then click on **Submit**. You’ll see the file name listed under “File Name.” [You could also upload the file directly from your computer now, by clicking on “Browse My Computer.” That would place the file at the top level of the Content Collection, not in a folder.]
- e. **#3: Grading**. Enter the point value for the assignment. You can optionally create or select a Rubric at this time (or go back and edit it later). Skip the rubric for now.
- f. **#4 – Availability**. Specify availability options. In general, if no dates are specified, it will be available for the entire semester. Or you can choose to limit availability to a range of dates. If an item is not available, it is not shown to students.
- g. **#5 – Due dates**. Assignments can be submitted after a due date if they are still visible (see 4 above), but they will be marked “Late,” to help you identify them.
- h. **#6 – Recipients** – specify recipients of the assignment (individual students or groups).
- i. **#7** – Click on the **Submit** button.
- j. You should see the Assignment displayed in the Chapter 1 Folder, something like this:

Chapter 1 Folder

Build Content ▾

Assessments ▾

Tools ▾

Publisher Content ▾

↑↓



Assignment 1 - Survey

Enabled: Statistics Tracking

Attached Files: Excel.intro.txt (235 B)

See the attachment, "Assignment 1 Instructions" for information about how to complete this assignment. When you have completed the assignment, Click on "Assignment 1 Survey," above, to submit your work.

8. Create a Discussion, and link it into the Chapter 1 Folder.

In the Course Menu, under **COURSE MANAGEMENT**, click on **Course Tools** and then click on **Discussion Board**. Initially, there won't be any discussion forums in your course, so click on the name (or number) of your course. This will open a window called "Discussion Board."

Create Forum

a. Click on **Create Forum**

- (1) **#1 Give the Forum a Name** and a description. You should put the instructions for the students in the description.
 - (2) **#2, #3** – make your selections under **Forum Availability** and **Forum Settings**.
 - (3) **BEFORE YOU SUBMIT, SELECT ALL THE TEXT THAT YOU TYPED IN THE DESCRIPTION WINDOW AND THEN type CTRL-C to COPY** it to the clipboard. You will paste this text in the link that you set up to the board in the Chapter 1 Folder (yes, this is silly, but the instructions don't duplicate automatically).
 - (4) Click on "Submit." You should now see the discussion listed on the Discussion Board.
- d. Next, **put a link to the discussion in the Chapter 1 Folder** (or wherever you want students to see the discussion, normally along with the current topic's or week's work.)

- (1) On the Home Page, click on **Chapter 1 Folder**.

Tools ▾

- (2) Click on Tools (Next to Assessments) and in the menu that appears, click on **Discussion Boards**.
- (3) **#1 Create Link – Discussion Board**. Click on "Select a Discussion Board Forum", and then click on the discussion you just created:



- (4) **#2: Submit** – Click on **Next** .
- (5) **In the next screen that appears, #1 – the Link Name is populated. In the Text box, PASTE (Using CTRL+v) the instructions you copied from the Discussion Board creation page.** (This information is NOT automatically copied for you. *That’s right – now it looks just like the Discussion Forum you just created. Why doesn’t it duplicate? Beats me!*)
- (6) **#2, #3** – Select your options and then click on Submit. A link to “Discussion 1: Introduce Yourself” should appear in the Chapter 1 folder.



Assignment 1 - Survey

Enabled: Statistics Tracking
 Attached Files:  [Excel.intro.txt](#) (235 B)

See the attachment, "Assignment 1 Instructions" for information about how to complete this assignment. When you have completed the assignment, Click on "Assignment 1 Survey," above, to submit your work.



Discussion 1: Introduce Yourself

Introduce yourself to your classmates - tell us something about your background, major, interests, or why you're taking this course. Then, after several other people have responded, go back and REPLY to at least three of their posts. You may be surprised at what you have in common. Click on "Discussion 1: Introduce Yourself" above, to go to the discussion. Click on "Create Thread" to make your initial post.

- e. When you click on “Discussion 1, Introduce Yourself”, the window that comes up will be labeled “Forum: Discussion 1: Introduce Yourself,” and it will be empty. You, the instructor, should post a thread in the first discussion, so the students aren’t confronted with an empty discussion. Click on “Create Thread” to create a discussion post.

You will notice that item #1 on the “Create Thread” screen contains the instructions for the discussion – this allows the student to see the instructions as they type in their posts.

- f. If you want to post a link to a list of all discussions in your course, you can do so in the **Course Menu**. Click on the “+” to Add Item, then click on **Tools**, then click on **Discussion Board** in the drop-down menu. Give it a name and complete the form. If you name it “Discussions,” that word will appear in the course menu, at the bottom of the student area, just above “Course Management.” You can then drag the Discussion item up to position it wherever you like in the student area.

9. Add Course Messages or Email to the Course Menu (to communicate with your students).

You will need to decide how to communicate with your students. Learn offers two mechanisms, Course Messages and Email. I recommend using Course Messages. You can use both, but that would probably result in confusion.

Course Messages are completely internal to Learn. Students and faculty must be logged into the course to send and receive them. This has the advantage of keeping all of your communications about the course in one place, and avoids the risk of missing email from students in your UNM email. A notification is given on the Learn entry page (after logging in) when you have unread messages.

Email: When you create a message using email, it is sent to the student's UNM email address (the one listed in Banner). It carries an identifier for the course in the subject line. A copy of the message will be sent to your UNM email address. No copy of the message is stored in the course itself. When your student replies to the email, the reply is sent to your UNM email address.

My main reason for recommending that you use Course Messages is that many students don't read their UNM email regularly. They can be instructed to read their course messages each time they login to the course – and some even comply!

To add Course Messages or Email to the Course Menu:

- a. Click on the "+" to add an item to the course menu.
- b. From the menu that appears, select "Tool Link."
- c. You will see another drop-down menu. Select either Course Message or Email , and fill in the requested information.
- d. The label you assign (e.g., Email or Course Messages) will appear in the Course Menu, at the bottom of the student area, just above Course Management. Drag that item to position it wherever you like in the student area of the course menu.

10. Add "My Grades" to the Course Menu.

"My Grades" is the student entry point to the course grade book aka "Grade Center.". Students can see a list of their work that's been graded, submitted but not graded, and not yet submitted, along with due dates. You, as instructor will need to set up the grade center; that's in a different workshop, or you can find information about how to use the grade center here:

<http://online.unm.edu/help/learn/common/pdfs/grade-center.pdf>

- a. From the course menu, click on the + to add a new item.
- b. Click on "Tool Link" in the drop-down menu.
- c. In the Add Tool Link screen, click on "My Grades" in the drop-down menu, and type "My Grades" in the Name field.
- d. Click on the Available to Users box, and then click on Submit.
- e. "My Grades" will appear just above "Course Management " in the student area of the course menu. From there, you can drag it upwards to where you want it in the course menu.

ⁱ Because of changes to Chrome and Edge browsers, you need to use a different browser, such as Firefox to use the “Upload Multiple Files” feature. More information can be found here:

<http://online.unm.edu/help/learn/support/npapi-information.html>

Learn also supports web folders, that is, making the content collection look just like the folder-file hierarchy on your computer. I use this method, because it provides an easy drag-and-drop interface between my PC and the Content Collection on Learn. It must be set up on each computer that you use with learn, however. You can find instructions for setting up web folders here. (It’s easier than it looks.)

https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_2014_and_2015/Instructor/090_Course_Content/050_Course_Files/020_Add_Files_to_Course_Files/Web_Folders_and_Shared_Locations or <https://goo.gl/M1oh4J>