

Blackboard for Online Delivery

Blackboard comes equipped with many tools that can help academics work proactively when delivering content should face to face options not be available. In addition to Blackboard, ReView allows media-rich content to be created and consumed by students.

This guide will focus on the use of the above should the University take measures with regards to ensuring the sustainability of learning in the event of disruption to teaching on campus. We recommend you use the tools you are most familiar with to enable a good learning experience.

Blackboard Access

At Teesside, all taught modules have relevant Blackboard modules. In the first instance, it is recommended you are enrolled on the appropriate modules that you are teaching, or may be required to teach at a Course Level.

1. Check your module enrolments – please remember that even though you are not the module leader, there may be modules that are taught across the course that you may need access to. Your Admin team will be able to assist you with this.
2. There are minimum requirements to access Blackboard. This [guide](#) will let you check your browser will run Blackboard.
3. You do not need to have a University provided device to access Blackboard, it is accessible on both University and personal devices at <https://eat.tees.ac.uk>

Quick Start Guide

The [Staff Quick Start Guide to Blackboard](#) is a great place to start for staff who would like an overview or refresher of Blackboard and its features.

Content

Ensure content is as up to date and as accurate as possible.

1. [Content](#) can be copied from one module to another, and you can copy from different years. These guides will take you through the process.
2. Structuring your materials will streamline online learning. Content can be organised into [folders](#) – for example, folders can be used to

- structure content by subject, by date or by tutor.
3. If in doubt, Blackboard allows you to switch to a [Student View](#), ensuring that the content you are delivering is appropriate and accurate.
 4. Content can be [date released](#) using adaptive release tools if needed. This allows you to pre-populate content and have it released to students at a later date.
 5. Check your [Reading List](#) is up to date. This will allow students to access online content from the library.

Assessments

Blackboard is well equipped to cope with various modes of assessment. For online submission of work – an essay for example – you have two options: Blackboard Assignments or Turnitin Assignments. If you are not sure which to use, you should check with your Module Leader to find out whether your School requires you to use a certain type of assignment.

Assignments

1. You can [create a Blackboard Assignment](#) so that students can submit work to you electronically, [grading can also be done electronically](#). Should students make a mistake and submit the wrong piece of work, you can clear out their attempt and allow them another try. This [guide](#) will explain the steps. Assessments can be made time limited, if appropriate.
2. An alternative to the standard Blackboard assignment is a [Turnitin Assignment](#). Turnitin allows for annotated feedback plus an originality check to identify possible cases of plagiarism. [Feedback](#) can also be produced through Turnitin.
3. Batch Feedback will let you [download](#) student submissions en-masse, speeding up your workflow. You can also use the tool to [upload](#) feedback in batch, again speeding up the process. Please Note: Batch Feedback is not compatible with Turnitin Assignments.
4. [Blackboard tests](#) are a great way to provide formative self-assessment options for your students, including the ability to provide automated feedback.
5. All Assessments in Blackboard are collated in the [Grade Centre](#). It is essential you are familiar with this part of Blackboard – this guide will help you.

Communication

There are several different approaches to communicating with your students. This can be done both asynchronously (*communication that is not time-dependant*) and synchronously (*communication that occurs in real time*), depending on your needs. Through constant communication, you can keep your students motivated and engaged with their studies.

Asynchronous

1. Use regular [announcements](#). This can keep students engaged and motivated with the module.
2. Use Course Links when creating Announcements to push content location directly to students.

COURSE LINK _____

Click **Browse** to choose an item.

Location

Browse...

3. Emails can also be sent out by using the Send Email tool in the Course Tools section of the Control Panel in your module.
4. Consider setting up [discussion boards](#) to provide a space for students to discuss questions and content, both amongst peers and tutors.

Synchronous: Blackboard Collaborate

Blackboard Collaborate is a synchronous online classroom tool that allows staff to share audio & video and facilitate discussion with students. **It is recommended staff only use Collaborate to host a synchronous session if they have already done so, are confident in the use of the tool and have used it previously with the target group of learners.**

Blackboard have produced a [Communication & Adoption Toolkit](#) for staff who have existing experience with Collaborate Ultra which provides the following information:

- [Blackboard Collaborate Video Tour](#)
- [Cheat Sheets](#)
- [Getting Started](#)
- [Communication Checklist](#)

Our support [guide on Blackboard Collaborate Ultra](#) covers how to make the tool available in your module and guidance on running a session.

Lecture Capture/Screen Recording

Using [ReView](#), you can record lecture and personal capture sessions. This could include more traditional delivery modes such as using PowerPoint, but it could also be things like tutorials, walk-throughs and demonstrations. To use ReView you'll need a microphone (many computers have them in built), optionally if you would like to include video of yourself or a practical demonstration you'll also need a webcam.

1. Video content sits inside your module, and students can access the content using any device.
2. If recording using a PowerPoint presentation, ReView will keep the slide integrity, allowing students to dip in and out of video material, allowing them to maximise their time.

Once a recording has been created it can optionally be [edited](#) and then [embedded in a Blackboard module](#). You can also [copy ReView videos](#) to other modules in Blackboard to reuse the content.

Further Support

For support with Blackboard and ReView contact: elarning@tees.ac.uk