

TEACHING WITH BLACKBOARD

Module Five: Using BlackBoard to Track Learner Progress

Learning Activities

**Teaching and Learning Services
Algonquin College
May, 2001**

**Learning Activity #1: Creating Tasks and Monitoring Task Performance
 Creating Discussion Forums and Monitoring Forum
 Participation**

Part One-A: Creating Course Tasks for Your Learners

THIS ACTIVITY WAS PART OF LAST WEEK'S MODULE. IF YOU HAVE TASKS ALREADY LISTED IN A COURSE THAT YOU WILL BE MANAGING, GO TO B NOW.

1. Go into your BB training course, or one of your real courses.
2. Scroll down to click on the *Control Panel*.
3. Under *Course Tools*, click on *Tasks*.
4. Add a Task that you would like your Learners to complete within the first or first two weeks of class; e.g. Complete the Tour of BlackBoard. Use the date boxes to indicate a due date for the task. click on Submit.
5. Add several more tasks that you would like your learners to complete by the end of the first or second week of the semester.
6. Go back to your Algonquin Tab page. Click on Tasks and then change the setting on the right to indicate "All Tasks." Now you will see many tasks listed in *Tasks*: your own personal to-do list, the tasks you have created for your learners, and the tasks that have been assigned to you in the *Teaching With BlackBoard* course that you are registered in.
7. If you want to see only your to-do list, reset your *Tasks* to "My Tasks."

Part One-B: Monitoring Task Performance

8. Go to your training course, or your own course, and go to the *Control Panel*.
9. Click on *Tasks*.
10. Click on the title of the first task. You will then see the progress report for everyone in your course on that task.
11. Click on the titles of the rest of your tasks.

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Learning Activity #1 cont.

Part Two-A: Creating and Contributing to Discussion Forums

THIS ACTIVITY WAS PART OF LAST WEEK'S MODULE. IF YOU HAVE ALREADY CREATED DISCUSSION FORUMS IN A COURSE THAT YOU WILL BE MANAGING, GO TO PART TWO: B NOW.

Creating a Questions Forums

12. Return to your own course or your training course for this workshop.
13. Click on *Discussion Board* in the Navigation Bar on the left.
14. Click on *Add a Forum*.
15. Think of one part of your course where learners often have questions for you. Think of all those similar answers which you have repeated over and over again to individual learners. Give your forum a title which encompasses these kinds of or categories of questions.
16. Use the *Description* box to explain to your learners why you want them to post their questions here, and explain your protocol for answering these questions.
17. Scroll down to the *Forum Settings* to set the controls on your forum. *Submit*.
18. View your forum by going to Discussion Board, then clicking on the title of your forum.
19. Reply to your own question by clicking on *Reply*, then composing your message, then clicking on *Submit*.
20. Open up your forum again, but this time add a new thread.

Creating a Forum for Discussion

Create a second forum in your course for discussion about one of the topics in your course. Use the same procedure you have used for your questions forum to give your forum a title and provide a brief description of what you want in the learners' contributions, and generate one or two responses.

Part Two: B: Monitoring Forum Participation

21. Click on *Discussions* in your Navigation Bar.
22. Click on the title of your first forum.
23. Click in the box beside the first message in your forum and then click on Collect form the buttons at the top of the forum listings. You will see how many times that message has been read. Unfortunately, you can not see the names of the individuals who have read the message.
24. Repeat the same procedure for each message in the forum.

Learning Activity #2: Using Statistical Data

25. Form a group with three or four people.
26. Talk about the ways in which you might use each of the report types:
 - Course Summary Statistics
 - Content Areas Report
 - Communications Areas Report
 - Student Areas Report
 - Individual Student Report
27. Summarize your ideas in point form in the table below and appoint someone in your group to report to the workshop participants.

Time: 20+ minutes

Course Summary Report	Content Areas Report
Communications Report	Student Areas Report
Individual Student Report	

Learning Activity #3: Building Your Grades Sheet

Add at least one learner to your course if you are working in your own course. If you are working in a training course, you will already have a number of users in your course.

28. Go to the Control Panel in your course. Click on *Add Users*.
29. Give your user a first name, last name, and an Algonquin e-mail address.
30. Give your User a user name and a password. (Be creative here so that one of your colleagues is not likely to create a user with the same name and e-mail address!)
31. Register your User as a student.
32. Click *Submit*.
33. Repeat this process to add a couple more Users.

Build the Spreadsheet

34. Go to your BB course, click on the Control Panel and then on *Online Gradebook*.
35. Click on *Spreadsheet View*.
36. Click on Add Item. This will generate a column in your gradebook for the first set of marks that you want to enter.
37. Give the column a title: the name of the assignment or test.
Identify the type of the activity being assessed by choosing one option from the drop-down menu. Enter the number of points that the activity is worth.
38. Under *Options*, make your column visible to your students and click on *Submit*. Click on *OK*.
39. Repeat this procedure until you have all the columns for the graded activities in your course.

Add Some Marks

40. Return to the Control Panel.
41. Click again on *Online Gradebook* and then on *Report By Item*.
42. Click on *List All*, then *List All* again. When the list appears, click in the box on the right-hand side of your screen opposite one of your assessments. The report for that assessment will appear, and you can enter score for each person in your class. When you have finished, click on *Submit*.
43. Repeat this procedure for five or six assessments in your course.
44. Return to the *Online Gradebook* and the *Spreadsheet View* to see the grades profiles for all your learners.

Look At a Learner's Grades Profile

45. Return to the Online Gradebook and choose *Report by User*.
46. Click on *List All*, then *List All* again. When the list appears, click in the box on the right-hand side of your screen opposite the name of one of your students. Now you will see

that learner's grades profile. This is very handy information to have at your fingertips when you are meeting with a learner.

PLEASE NOTE: The class average will include the zeros of all learners who did not take the test/submit the assignment, so it may be artificially low if you are used to calculating your class average based on the scores of those who took the test/submitted the assignment.

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Learning Activity #4: Exporting Your Spreadsheet

47. Return to the *Online Gradebook* menu and choose *Export Gradebook*.
48. Leave *Show All* in each box as you want to export your entire gradebook, and click on *Go*.
49. Since you are in a PC lab, click on *Get Exported Gradebook*. Before you save the file, you may want to rename it by putting the course code in the first part of the file name. (e.g. ENL1823_240). Save the file to a directory that you can get back to (maybe in My Documents?).
50. Minimize BB and open Excel.
51. Click on *File, Open*, and go and find your gradebook file wherever you put it. Click on it, then on *Open*. Now you should see your BB gradebook as an Excel file. In Excel or any other spreadsheet that accepts comma delineated files, you can insert calculating columns that will automatically tally student grades out of 100. If you are not familiar with a spreadsheet program, you may want to take a workshop on one in August.

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