



June 2014

# Blackboard for Faculty

*News you can use*

## Managing Content

Blackboard contains an integrated file management system, or file repository, called the **Content Collection**. The Content Collection provides private online space for every user and course. Once files have been uploaded they can be shared with other users, linked to courses, and even emailed to people outside of Blackboard.

The Content Collection provides space and tools to easily move, share, and organize your files. Once uploaded, files can be linked or sent to numerous courses, groups or individuals without having to create additional copies or uploads. Existing files can also be updated or replaced without needing to redistribute the file or link.

The Content Collection can be accessed via the **Content Collection tab** at the top left of Blackboard, or via the Content Collection link in the **Control Panel** in any Course or Organization to which you have appropriate access.

### **My Content:**

The My Content area is available to every user of Blackboard. A user folder (labeled with the username) is created the first time a user enters the Blackboard Content System. Folders can be created for storing both course and personal content. Faculty can also link their content from the Blackboard Content System to their classes on Blackboard. This is especially helpful if you use the content in multiple courses - you can change it one place!

### **Course Content:**

The Course Content areas are created for every course in Blackboard, and files uploaded into courses are automatically saved in the corresponding Course Content folder. Course Content folders can be accessed directly from the Control Panel of each course, or via the Content Collection tab. Each Course Content folder receives 250MB of space, and is accessible to any role that can edit the course: Instructor, Course Builder or Teaching Assistant.

### **Linking Files to a Blackboard Course:**

1. Navigate to the course where you would like to link the file.
2. Select a Content Area where you will be linking the file.
3. From the action bar, select Build Content > Item or File.
4. Click the Browse Content Collection button and navigate to the desired file.
5. Click the Radio Button to select one or more files.

6. Click Submit when finished.

Note: Files can also be linked to a course by selecting Copy from a file's menu within the Content Collection.

## Bugs and Fixes

### Turnitin

Starting July 1, 2014, Turnitin will no longer support Internet Explorer 8 (IE8) browsers and will no longer test or fix features and bugs found in Internet Explorer 8. This does not mean that Turnitin will immediately stop working in IE8, however they will be employing more modern browser capabilities such as HTML 5 that do not work with IE8.

## FORUM

Problems, pointers, praises... We want to hear from you! Email all correspondence to **BBTALKBACK@clemsont.edu**.

## Best Practices

### Videos in Blackboard

As videos are usually large files, it is recommended that you do not try to upload them directly into Blackboard Learn. There are several reasons for this, the most important of which is this: even once you successfully upload your large file into Learn, there's no guarantee that your students will be able to download and view it VIA their Internet connections. Instead, we recommend you utilize our video server, **Ensemble**, to stream your videos, similar to the way YouTube works. You will need to request an Ensemble account by contact the IT Help Desk, either at [ithelp@clemsont.edu](mailto:ithelp@clemsont.edu) or by calling (864) 656-3494.

Learn more about Ensemble at [https://www.clemsont.edu/ccit/learning\\_tech/ccit\\_training/video/ensemble/](https://www.clemsont.edu/ccit/learning_tech/ccit_training/video/ensemble/).

Once your videos are in Ensemble, you can embed code into your course site so students can view it within the architecture of your Blackboard Learn course site. There are a few ways this can be done; one involves copying embed code from an external site and then copying that code into an Item.

1. Choose which Content Area into which you'd like to embed your video (such as Content).
2. Click the Build Content button, then select

## Resources

**Blackboard Learn Assignments -**  
June 6

**Blackboard Assessments – Online Tests and Surveys –** June 13

**Facilitating Group Projects in Blackboard –** June 17

**Blackboard Workgroups –** June 25

Please view our training calendar, <http://www.clemsont.edu/clereg> to register for available classes.

View available handouts on the web page [http://www.clemsont.edu/ccit/learning\\_tech/blackboard\\_learn](http://www.clemsont.edu/ccit/learning_tech/blackboard_learn).

### Request Blackboard Group Training for your Department

If you have at least three people who need Blackboard training, let us know and we'll come to you! We can do training on a variety of Blackboard

- Item.
3. Enter a name for the item.
  4. On the Create Item screen, make sure the Text Editor is on.
  5. Find the Toggle HTML Source Mode button and click it. This should turn your Text Editor entry field off-white or cream colored. This means your Text Editor is ready to accept HTML code.
  6. From Ensemble, find the embed code for the video you want to embed and copy it.
  7. Back in your Blackboard Learn course site, paste the embed code directly into your Text Editor.
  8. Click on the blue Submit button.

topics. Please contact [ITHELP@clermson.edu](mailto:ITHELP@clermson.edu) to request group training.

The video content will now stream and play directly into your Blackboard Learn course site. The video is primed for streaming and viewing rather than students having to download a large video file from Blackboard to see it. Students can more easily play video this way, and instructors can more easily add and manage their videos in Blackboard Learn.