CHAPTER 2: MANAGING YOUR COURSE

Terminal Objective

By the end of this module, the learner will be able to manage and modify the properties and tools of a Vista course.

Enabling Objectives

1. Adds all course and instructional tools to the learner’s Vista course
2. Uses the Course Menu to customize the general settings and order of tools of the learner’s course
3. Modifies the appearance of the Vista course by changing color schemes and icons
4. Adjusts dates of course content to make them available for future use
CHAPTER 2: MANAGING THE COURSE

Topic 1: Tools

1. After first logging into the course as an instructor or designer, the Quick Start page appears:

2. Check the box next to Select All Tools and then select Save at the bottom of the page.
3. To get back to this page after logging in for the first time, go to the Manage Course and Tools.

**Manage Course**

**Instructor Tools**

**Manage Course**

**Tools**

Determine which tools can be used in the course. You can add and remove tools as necessary.

**Tools** is the place to select the tools seen by students. For example, if you do not need the students to use the Chat tool, you can uncheck the box next to the Chat and select Save at the bottom of the page. You can add and remove tools as necessary from this page.

**Topic 2: Course Menu (new feature)**

The **Course Menu** is the primary navigation feature in a course. The **Course Menu** is visible throughout the course and contains links to **Course Tools** and role-specific tools, such as **Designer Tools**, **Instructor Tools**, or **My Tools** for students.

For example, add a custom link to an Internet resource, such as **Google™**, under **Course Tools** where it is visible to all users in the course. Or add the link under **My Tools** where it is visible to Students only. The Course Menu controls the appearance of the course and the visibility of tools.

**General Settings**

1. **General Settings** controls how the **Course Tools** in all toolbar tabs (**Designer Tools** in **Build tab**, **Instructor Tools** in **Teach tab**, and **My Tools** in **Student tab**) in the course are displayed: with or without icons and/or text. It is recommended that the default setting of “Display icons and text” be used.
2. **Course Menu Orientation** moves the toolbar from the left to the top of the screen. This affects only the Student view. After making a change, click on “Apply Settings” for your change to take effect.
3. The **Course Content Map** is a navigation menu of links in the **Course Content** tool. The Map will be in the same location across all tabs/views. “Display as a Drop-down List” is the same look as Vista 3. Again, after making a change, click on “Apply Settings” for the change to take effect.
4. **Course Content Map**
Order and Visibility

This tool allows for showing or hiding links, moving links, or adding custom links.

1. To hide a link, click on the **Hide Link** button to the right of the tool. After a tool is hidden, students cannot see it. The designer/instructor view will show the tool hidden by a (H) next to the item in the **Course Tools** toolbar. (See example below of the **Teach tab** after **Assessments** has been “hidden”.)
2. To unhide the tool, click on the **Show Link** button to the right of the tool.

3. To reorder the list of tools, check the box to the left of the tool and click the **Move Option** icon next to the tool that must be moved. Next to the checked tool to select “above” or “below” to move the checked tools above or below the tool next to the **Move Option** icon.
4. At the bottom of the list are the **My Tools** tools that are displayed to the students. The **My Tools** tools include **My Grades**, **My Progress**, **Notes**, and **My Files**.
5. To add a custom link, click on the area where it should be added—either **Course Tools** or **My Tools**.
Topic 3: Colors

Instructors/Designers can set color tones for the look of the online class. Templates are offered in the Color Sets. There is also the option to customize the course colors.

After a selection has been made, it can be previewed before being applied. Once a selection has been made, click the “Apply” button for changes to go into effect.

Topic 4: Icons

There is the option to change the icon style set that is currently used in Course Content Icons or to change one icon at a time.

1. Replace image by using the down arrow located at the bottom right corner of an icon. Choose Replace Image.
2. The Get Files box opens to select new image from the files.
3. Once an icon is replaced with a new image, that image will replace all images associated with that icon throughout class.
4. To replace all icons, click the Select New Content Icon Set button.

Topic 5: Settings

Settings determine which features are enabled and how the features are configured for the course. It is recommended to keep the default settings.

Topic 6: Import

The instructor can use the Import tool to bring in content created in other Blackboard Learning System courses, or in software programs, such as Respondus®. E-packs and other content packages can sometimes be imported using Import. It is advisable to contact an Instructional Designer if the Import Tool is needed.

Topic 7: Course Preview Page Setup

The instructor can create and set a Course Preview Page to present information about the course. This allows Students to find out more about the course before they are enrolled. The Course Preview Page can be a single page or a set of linked HTML files. To view the Course Preview Page, students click Course List on the My Courses page when they access the Blackboard Learning System.

Topic 8: Date Rollover

Adjust All Dates

When a course is finished for the current term, it is possible to prepare it for the next term by setting the dates forward for all course items. For example, if the earliest course item starts on January 15,
2006 and the instructor changes it to September 15, 2006, this will set the dates forward for all course items by 243 days.

Once dates are adjusted, it is recommended to adjust dates and times for individual course items.

Note: If date criteria were set in the Selective Release tool, these dates are not updated automatically and must be adjusted manually.

**Adjust Individual Dates**

1. From the **Manage Course** screen, click **Date Rollover**.
2. Click **Adjust Individual Dates**.
3. From the View drop-down list, select to view all dates or dates by month and click the Go icon. It is recommended to view dates by month to make small adjustments more efficiently.
4. Next to Show, click one of the following:
   - Dates Only
   - Dates and Times
5. Select a date for a course item and click the new date on the calendar. Enter the new date in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: 12/31/2006 or 31/12/2006. If there is no end date for an item, enter unlimited.
6. If dates and times are shown, to adjust the time for a course item, click the Time Selection icon and select a new time.
7. If a course item has selective release criteria, click **Conditional** next to it and view or adjust the criteria.

   Note: If date criteria were set in the Selective Release tool, adjust those dates manually. Ensure that dates and times specified here do not conflict with any date criteria.

8. Click **Save**.

Note: Use once a new course shell has been created for the new semester.

**Topic 9: Course URL**

There is not a check box next to this tool to create a link in Vista. It must be posted as a web link, or the link emailed to students, or sent out some other way, then bookmarked.