

2024-2025/1

Semester Start-up Tips

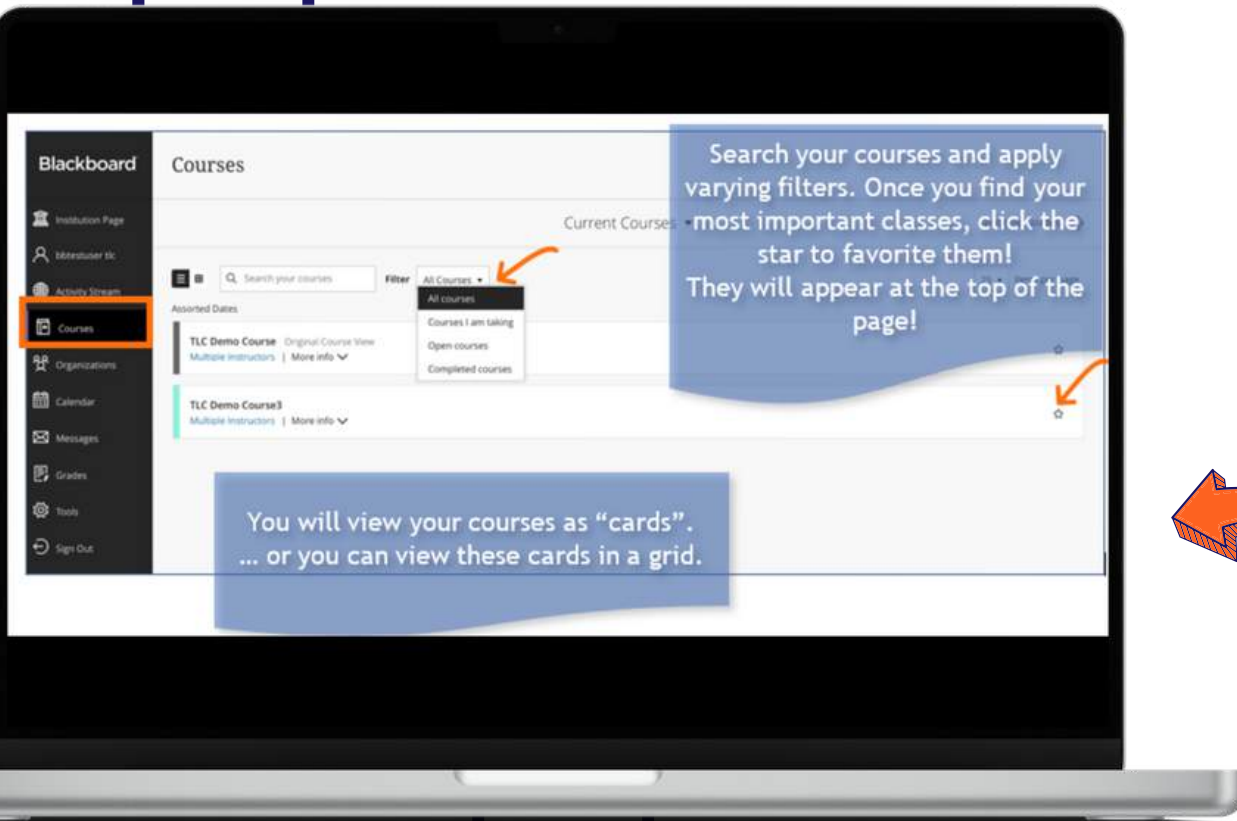
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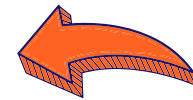


Blackboard Course Shells / Course Creation

- ▶ At the beginning of each semester courses that have been structured on OASIS and have their instructors assigned become accessible on Blackboard Learn, and instructors can start building their course content on Blackboard Learn.
- ▶ Changes, such as opening/deleting courses or sections, changing/appointing course instructors, will be updated on Blackboard Learn the following day.



Personalizing Your Course List (1)



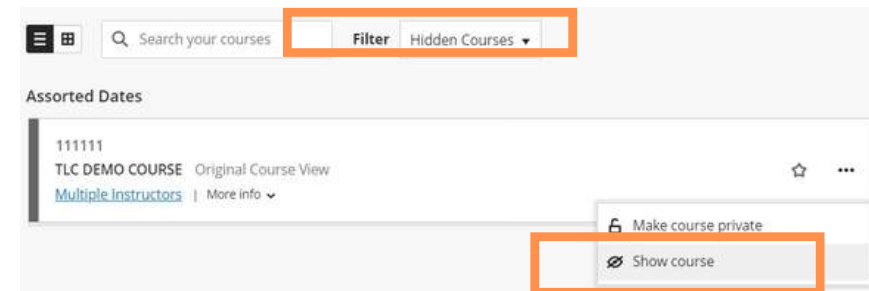
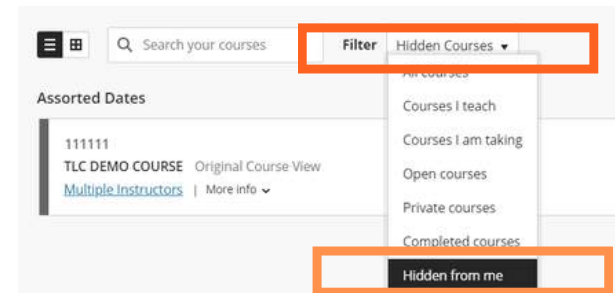
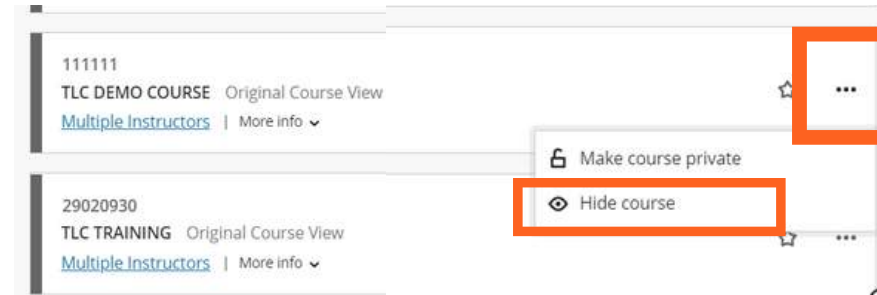
To reorder the course list and organize as favorite:

[For detailed information using the interface of the Blackboard system, please click here.](#)



Personalizing your course list (2)

- Please note that the **previous semesters'** courses have not been deleted yet. They are accessible for the instructors only. Therefore, you may wish to hide your courses opened in the previous term.
- **To hide a course(s):** Click on the "three dots" icon next to the name of your course and then click on the "Hide Course" option.
- **To unhide or show a course(s):** You can make the hidden lessons visible again by clicking the **"Hidden From Me"** option in the **"Filter"** section. If you want your course to be on the list again, click the three dots icon next to your course and click the **"Show Course"** option.



Blackboard Course Content

1 Building a New Course

- Go to the "**Courses**" tab on the left panel on the Blackboard page and click the link of your course to access your course main page.
- **Organize your instructional materials** into folders by chapter, week, concept, etc., and add them under the "Content" area of the course.
- Prepare a **detailed syllabus** and upload it.
- Post a **welcome announcement**. You can share the main aims of your course in that announcement

The image shows a screenshot of the Blackboard course navigation menu for "2023-2 GEET 304 - Ethical Decision Making 1". The menu is divided into four main sections: Communication, Course Content, and Student Tools. Each section has a list of items with numbered callouts explaining their purpose.

2023-2 GEET 304 - Ethical Decision Making 1

Home Page

Communication:

- 1 Announcements
- 2 Instructor - Office Hours

Course Content:

- 3 Materials
- 4 Assessments
- 5 Panopto Video

Student Tools:

- 6 My Grades
- 7 Analytics - Student Report
- 8 Help

Communication

1. **Announcements:** Öğrencilerinize hatırlatma ve bilgilendirmeleri bu araçla yapabilirsiniz.
2. **Course Instructor:** Kendinizi tanıtan bir metin, iletişim bilgileriniz, çevrimiçi ofis saatleriniz vb. bilgileri içermelidir.

Course Content

3. **Materials:** Ders materyallerini, görsel-işitsel öğeleri, dersiniz için gerekli web sayfalarının linklerini ekleyebilirsiniz.
4. **Assessments:** Ölçme-değerlendirme etkinliklerinizi bu alanda tasarlayabilirsiniz.
5. **Panopto Video:** Çekimlerinizi başlatmak ve videolarınızın kontrolü için bu bağlantıya tıklayın. Öğrenciler de yüklenmiş videolara buradan erişirler.

Student Tools

6. **My Grades:** Öğrenciler, çalışmalardan aldıkları notları ve vereceğiniz geribildirimleri bu bağlantıdan takip edeceklerdir.
7. **Analytics - Student Report:** Analitik raporlarıyla öğrenciler, dersle etkileşimlerini takip edebilir, öz değerlendirme yapabilirler. Öğretim elemanları daha detaylı analitik raporlarına Course Management panelindeki Evaluation alanından erişirler.
8. **Help:** Öğrenciler için Blackboard yardım sitesine yönlendiren bağlantıdır.

Blackboard Course Content


2 Using Content from Your Previous Course

Course Copy

Packages and Utilities



Course Copy

[Click here for more information about course copy feature.](#) 

- Course Management
 - Control Panel
 - Content Collection
 - Course Tools
 - Evaluation
 - Grade Center
 - Users and Groups
 - Customization
 - Packages and Utilities**
 - Bulk Delete
 - Course Copy
 - Export/Archive Course
 - Import Course Cartridge
 - Import Package / View Logs
 - Manage LTI Links
 - Move Files to Course Files
 - Help

Export and Import Course Materials

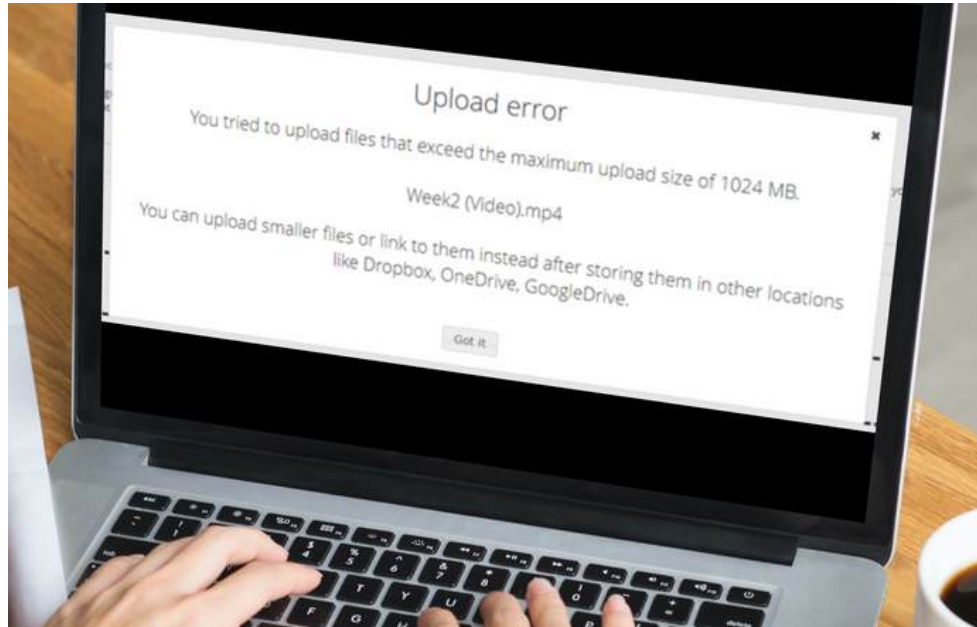
[Exporting / Importing Blackboard course files \(video\).](#) 

[Exporting / Importing Blackboard course files \(pdf\).](#) 

[Exporting / Importing Tests in Blackboard \(pdf\).](#) 

Blackboard Learn Course Size Limit

In Blackboard courses, users who attempt to upload files that are larger than the specified restriction will receive a warning, indicating the file names of files that were rejected.



If the file you want to upload to your Blackboard course page exceeds the limit, you can create an account in a cloud storage platform, such as GoogleDrive, Dropbox, or OneDrive, upload your files to this platform, and share them to your Blackboard course page by simply adding the sharing links of these files.

For detailed information about uploading files to cloud apps and sharing access link, please click on the link below.

[Uploading a file on cloud apps and copying the link \(PDF\)](#)





bbtestuser.tlc
bbtestuser

Here you can manage your personal information and modify your notification settings!

Basic Information

Full Name	bbtestuser.tlc
Email Address	TLC@ttu.edu.tr
Password	Change Password

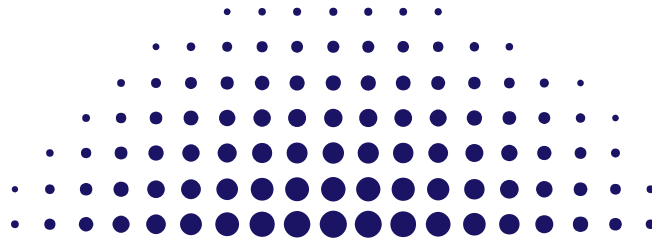
Additional Information

Education Level	Add education level
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System Settings

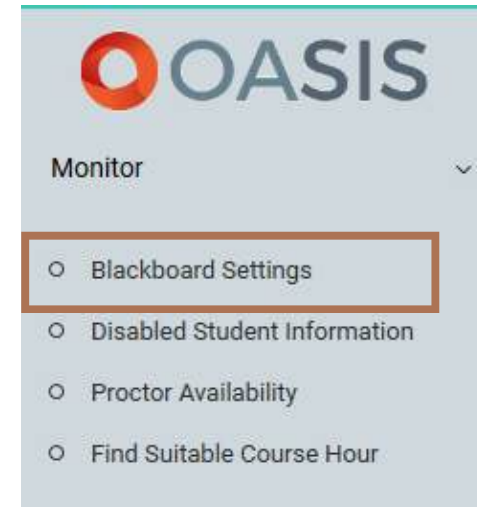
Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications Email notifications Push notifications

Uploading Profile Picture




Combining Multiple Sections of the Same Course

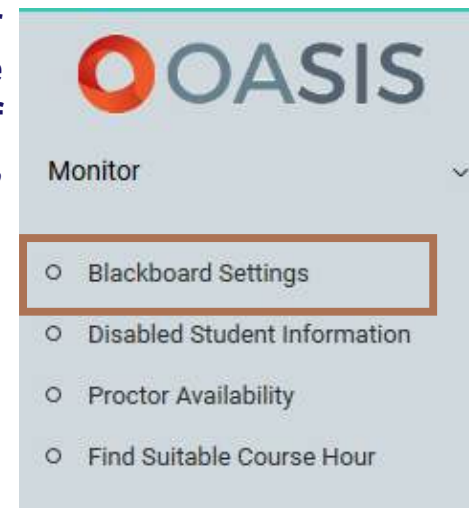
- Instructors teaching multiple sections may want to combine their sections into one **master course**. Instructors may also request a **teaching assistant** be added to their Blackboard Learn course.
- For your requests for master courses and/or Teaching Assistant(s)' access to your course, login to **OASIS** and complete the request form available on **Blackboard settings** menu.
- After submitting a request for a master course and selecting which additional course sections to combine, the courses will appear in the list of **My Courses** in Blackboard Learn. Student rosters from the **OASIS** database will be automatically populated into the section that you selected to be the master section from all sections being consolidated. Both the master and related sections will appear in your course list. You only need to add new content to the **master course**. You do **not** need to do anything with the related sections.



Combining Multiple Sections of the Same Course (2)

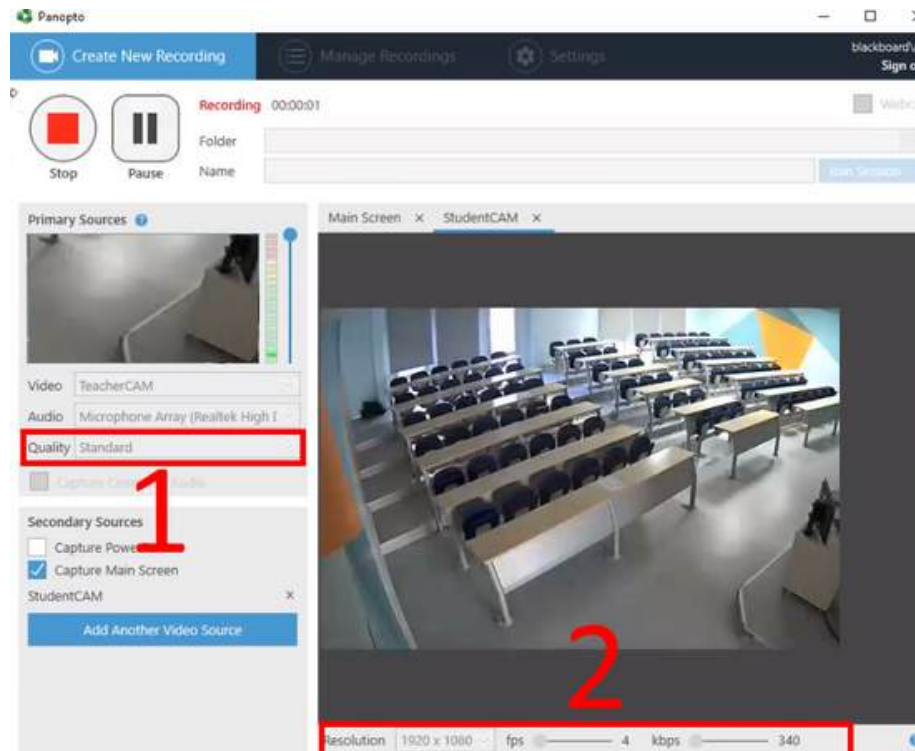
While it is possible to reverse a master course relationship and therefore undo the combination of multiple sections in Blackboard Learn, **it is highly recommended NOT to reverse a master course relationship** after the semester has started and students have been using it. If it is necessary to do so for some reason, you should consider downloading the Grade Center and an archive of the course first. Whatever student records (discussion posts, assignments, tests, grades) are in the master course will NOT be moved to the related section(s) when the relationship is removed.

 We would like to remind the instructors who will request a course merge (master-child) to make sure of the course structure and its suitability for the course merge. Please note that the contents previously uploaded to the child course sites will not be accessible after the master course is created. We would like to also remind you that - if a master course is created - the Panopto recordings must be made in the master course Panopto folder.



Recording Class Videos with Panopto

- Before recording your classes, please make sure the correct course and folder name is selected. If not, the students enrolled in that course will not be able to access the recording.
- Click here to watch the training session on installing Panopto and recording class sessions through Panopto in your distance education courses (starting from 53.45 ") 🖱️
- Click here for the Panopto Offline Recording video for distance education classes. 🖱️
- How to Record Videos on Panopto in the classrooms on campus. 🖱️
- If you need to move a misplaced video recording to the correct folder, please click here. 🖱️

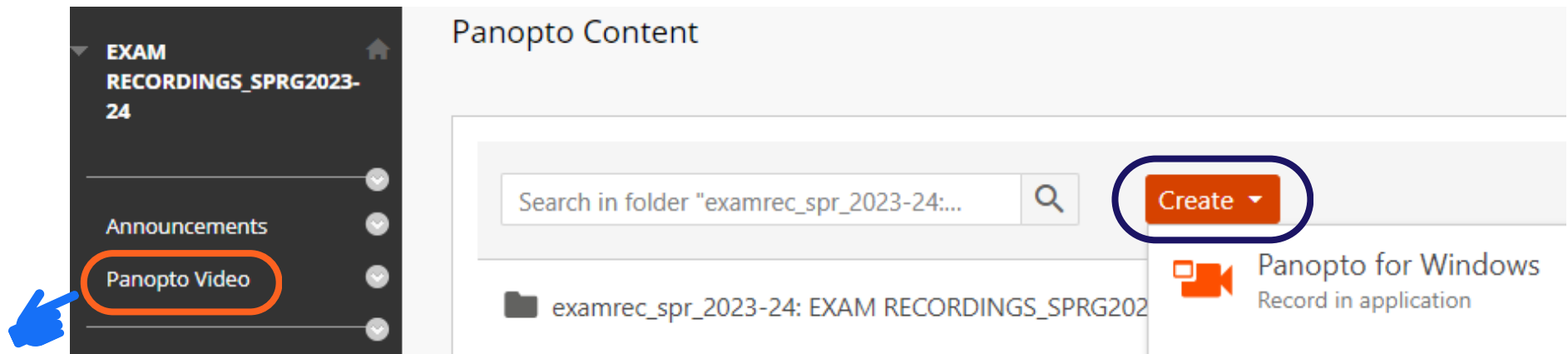


Reminder: In order to avoid any interruptions during the recordings in the classrooms, please do not change the "Quality and Resolution Standard Settings".

Recording Proctored Exam Session Videos through Panopto

The video recordings of the proctored exams should be made in the **EXAM RECORDINGS** folder on Panopto.

After logging in to Blackboard, select the **EXAM RECORDINGS_FALL 2024-25** course from My Courses tab.

The screenshot shows the Panopto interface. On the left is a dark sidebar menu with the course name 'EXAM RECORDINGS_SPRG2023-24' at the top. Below it are 'Announcements' and 'Panopto Video', with a blue hand icon pointing to the 'Panopto Video' tab. The main area is titled 'Panopto Content' and features a search bar with the text 'Search in folder "examrec_spr_2023-24:...' and a magnifying glass icon. To the right of the search bar is a red 'Create' button with a dropdown arrow, which is circled in red. Below the search bar, a folder icon is labeled 'examrec_spr_2023-24: EXAM RECORDINGS_SPRG202'. At the bottom right, a window titled 'Panopto for Windows' is open, showing the text 'Record in application'.

Click the Panopto Video tab in the course menu and then click the Create button. Launch the Panopto application from the window that opens.

Add your **COURSE CODE** (e.g. HIST 100, PRA 203, PSY 307) and your **NAME** in front of the recording date and press the “Record” button to start the recording.



Synchronous Sessions on Zoom



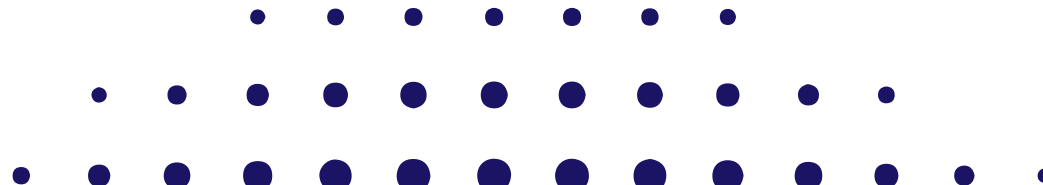
The manuals for the courses that will be delivered via distance education in Fall 2024-2025 are available through the links below.

[Zoom Starting a Session Guide](#)

[Zoom Tools Guide](#)



[Recommendations for Online Synchronous Sessions](#)





TIPS FOR TECHNOLOGY-ENHANCED TEACHING

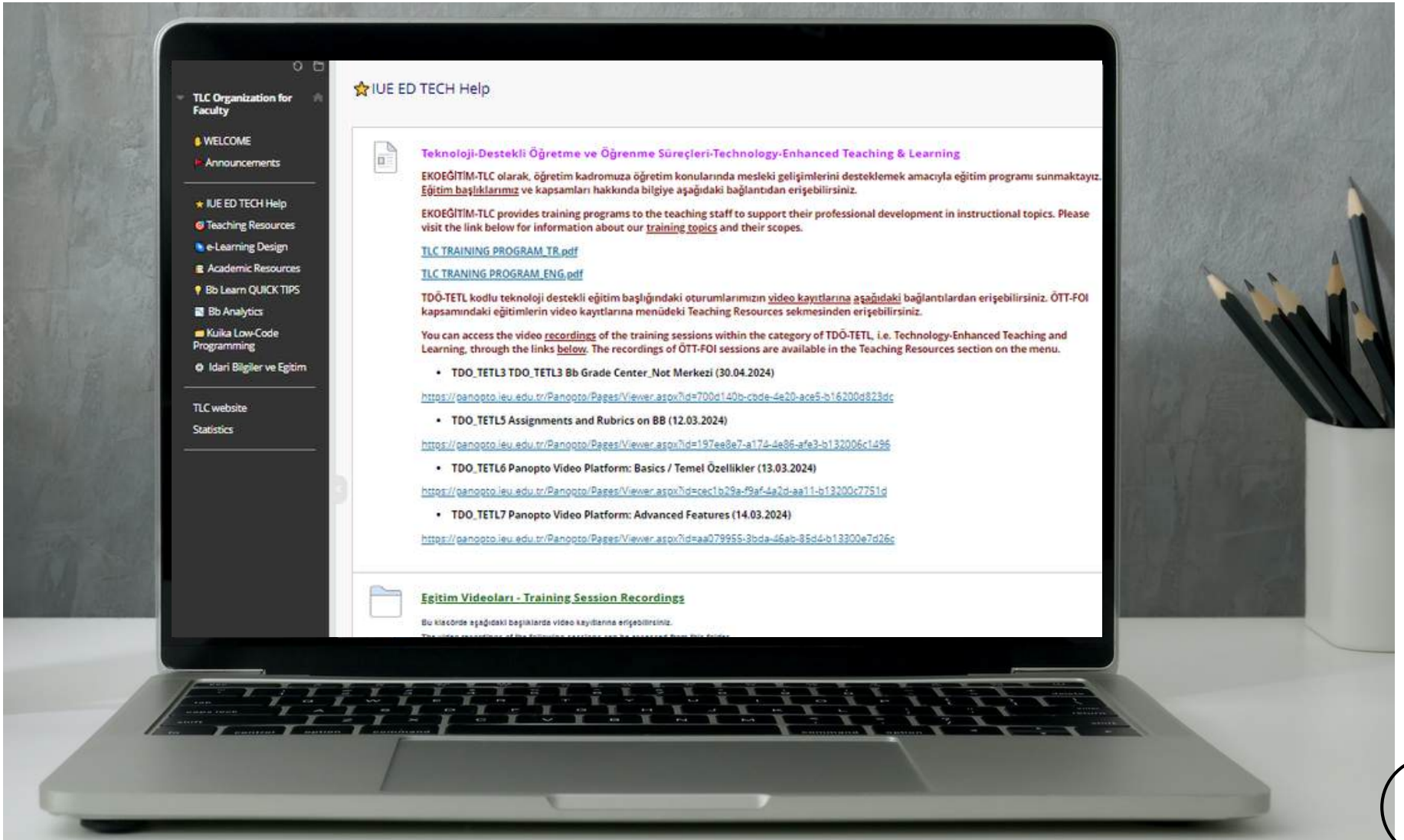


Please click on the visual on the left and see the tips on engaging students, giving feedback, using videos, running effective sessions and accessibility.

TLC Training Videos

You can access the trainings given by TLC on various topics on educational technologies from the **TLC Organization for Faculty** page on Blackboard.

Blackboard => Organizations => TLC Organization for Faculty => IUE Ed Tech Help



TLC Instructor Training

Delivering high-quality, student-centered instruction is of utmost importance in order for students to benefit from the courses offered at university. Therefore, Teaching and Learning Center encourages faculty members to develop and adopt creative teaching techniques and provides teaching staff with guidance regarding the methods to be followed during planning and teaching phases to maximize the course output.



[The course introduction video is available here.](#) 



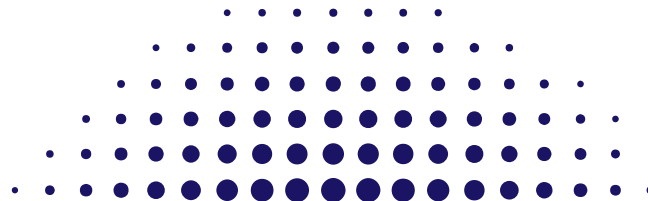
Effective Teaching

Awarded to **İdil Gökseal** • idil.gokseal@ieu.edu.tr
Issued on **Jan 26, 2022** • Expires on **Jan 26, 2024**

The participant has successfully completed the Effective Teaching course offered by the Teaching and Learning Center at Izmir University of Economics. This badge is valid for two years.

 **Verified**
Last verified by Badgify on **Jan 26, 2022**

To this end, the TLC has been offering "Effective Teaching", a 7-week online professional development course. The participants from the IUE teaching staff who successfully complete this course receive their certificate and digital badge. The [course introduction video is available here.](#)



TLC Instructor Training Requests

The Teaching Learning Center (TLC) is committed to supporting your efforts towards creating engaging and impactful learning experiences. We offer a variety of training sessions on both instructional design processes and technology-enhanced teaching approaches.



To be able to efficiently address your professional development needs and preferences, we created a short **survey**. Please click the button above to view the menu of training sessions offered and then complete this short survey.

TLCoP

TLC - EKOEGİTİM
Community of **P**ractice

TLCoP is a collaborative learning opportunity for IUE instructors to enhance their teaching and learning experience, encourage new ideas, and facilitate professional development.

Why not share one of your tips or ideas with the IUE teaching community?

contact us!



LET'S GROW TOGETHER!





488 5803 - 488 5835- 488 8225



TLC@ieu.edu.tr

Reminders

- **Student email addresses** come from OASIS into Blackboard, so you may want to remind your students that Blackboard Learn system uses students' IUE webmail accounts, so they must check their IUE webmail accounts frequently to receive notifications about their Blackboard courses.
- **First session success:** It will be useful to introduce the students to Blackboard Learn in the first week of semester. In addition, you may have them use the discussion tool to introduce themselves, respond to other students.
- **Blackboard Analytics** provides reports for instructors to view within each course. Using the reports, instructors can review student accesses, interactions, and submissions within the course and identify at-risk students based upon their interactions, grades, and time spent in course. For more information about how to access Blackboard Analytics Integrated Reports, please visit **TLC Organization for Faculty** on Blackboard.

- **Blackboard Mobile App:** You can also install the Blackboard mobile application.

- **Social Media:** Please follow us on our social media (IUE-TLC), and inform your students, too. We regularly post quick tips and reminders.



Students' Voice

Student Voice / Öğrenci Görüşü

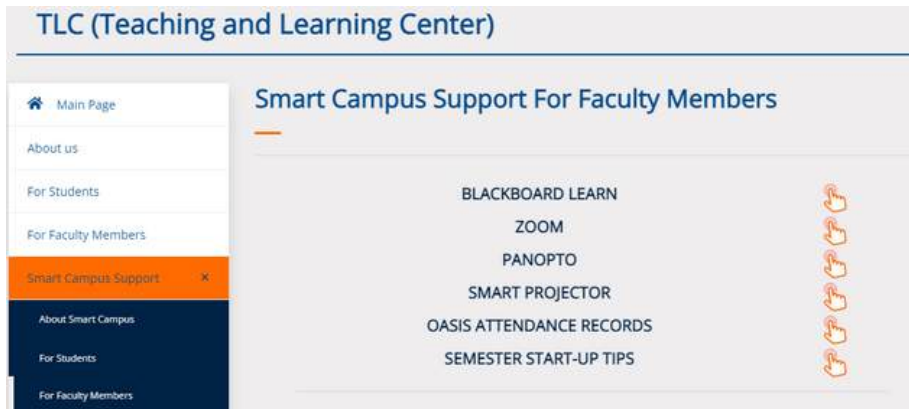
"Having access to course materials before the class and being able to prepare beforehand is a significant advantage. Moreover, having the materials organized week by week when I want to study for exams is a bonus. One of my favorite features is comparing myself with the class average through Blackboard Analytics reports and seeing where I stand by looking at averages based on Activity stream."



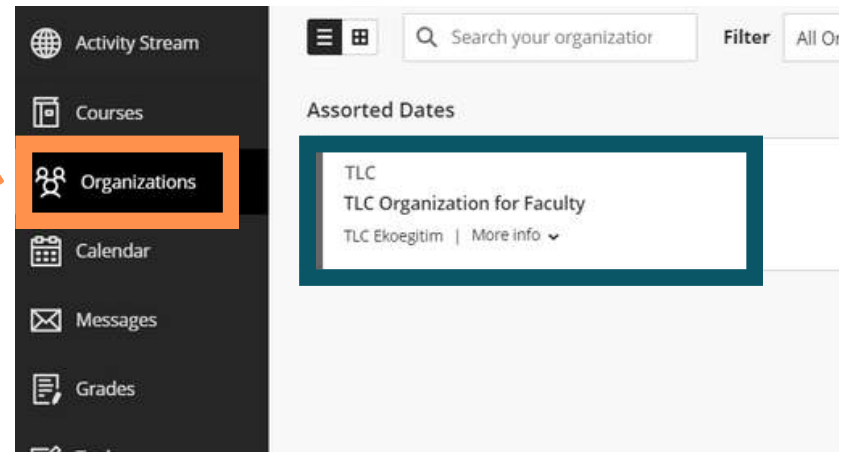
"I am very satisfied with this system. Its usage is quite easy and straightforward."

WHERE TO FIND ED-TECH RELATED RESOURCES

<https://www.ieu.edu.tr/tlc/en/akademisyenler-icin-akilli-kampus-destek>



Teaching and Learning Center's Blackboard Organization (community site) for instructors



SUPPORT CONTACT INFORMATION



iuetlc



Teaching and Learning Center - IUE



Teaching & Learning Center - IUE



tlc@ieu.edu.tr



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<http://www.ieu.edu.tr/tlc/tr>