

2024-2025/2

# 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 OBS and have their instructors assigned become accessible on Blackboard Learn, and instructors can start building their course content on Blackboard Learn.

# Accessing Blackboard

Blackboard is an internet-based learning management system. It can be effectively used to enhance face-to-face teaching and serve as a content and interaction provider in distance education programs.

With Blackboard, you can interact with your students online, share course materials, create exams and assignments, and engage with them through interactive platforms such as forums, blogs, and discussion boards.



**Instructors who already have access to the system** will follow the steps below to log in to Blackboard:

- Go to <https://ieu.blackboard.com/>
- Enter the username and password you last used to log into the system in the respective field, then click the Sign In button.

**Note:** Password updates will be handled by the Teaching and Learning Center (TLC).

If you have any questions regarding the use of the system, please send an email to [TLC@ieu.edu.tr](mailto:TLC@ieu.edu.tr). Tel: 232 488 5803

IZMIR UNIVERSITY  
OF ECONOMICS

Welcome to Blackboard Learn, the learning management system used at Izmir University of Economics for contributing to its "excellence in education" aim.

USERNAME

PASSWORD

Sign In

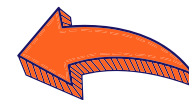
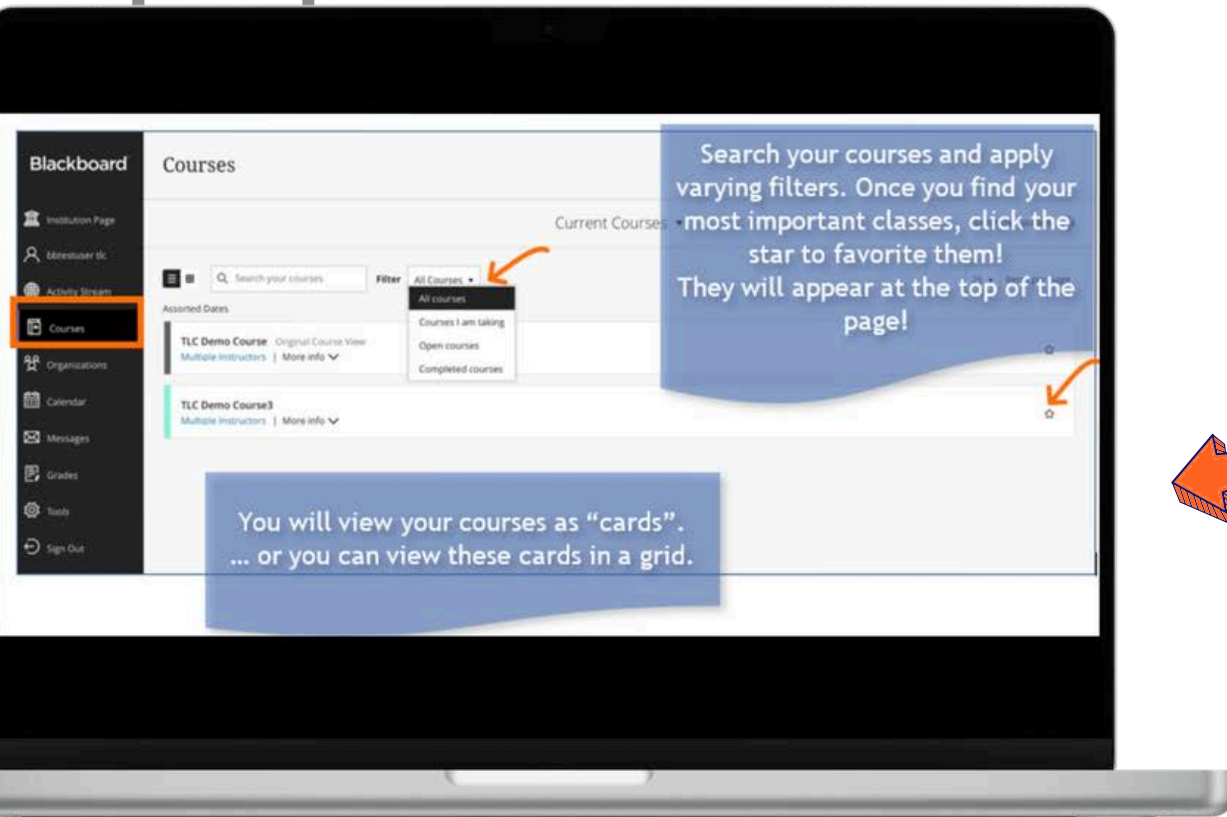
# Introduction to Blackboard



**For Instructors who will be accessing the Blackboard system for the first time, the process is as follows:**

- The new lecturers will be granted access approval after their information is entered into the OBS system by the Human Resources Department.
- After the first step, go to <https://ieublackboardpass.ieu.edu.tr/home> and log in with your EKOID. On the screen that opens, you can set your password for the Blackboard system. If you wish, you can create your password the same as the one for EkOID and OBS.
- When creating a new password, make sure that it has at least 12 characters, contains at least one uppercase and one lowercase letter, one special character (. , ? ! ! \*), one number and does not contain Turkish characters (such as ü, ş, ı, ö, ç, etc.).

# Personalizing Your Course List (1)



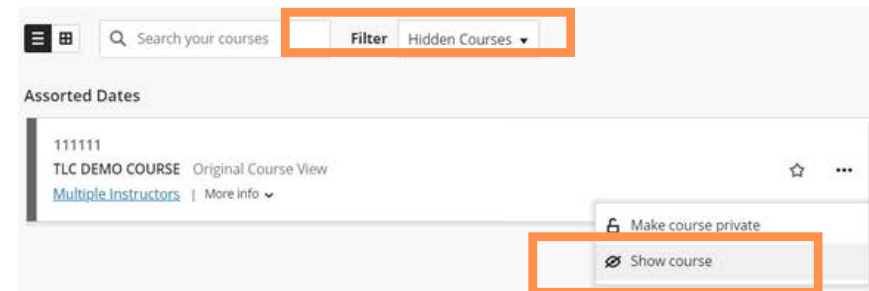
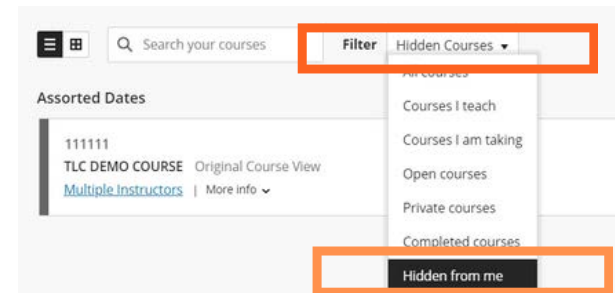
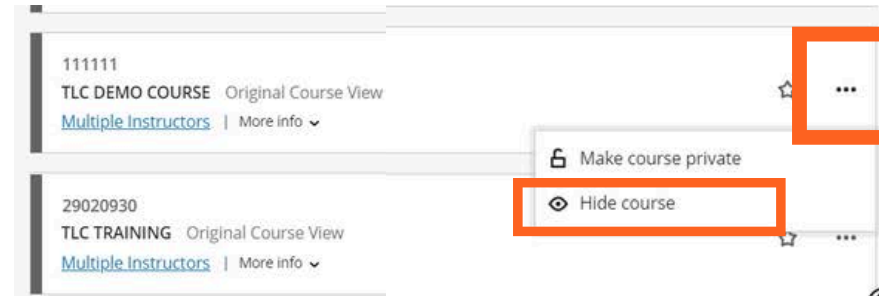
To reorder the course list and organize as favorite:

[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



**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

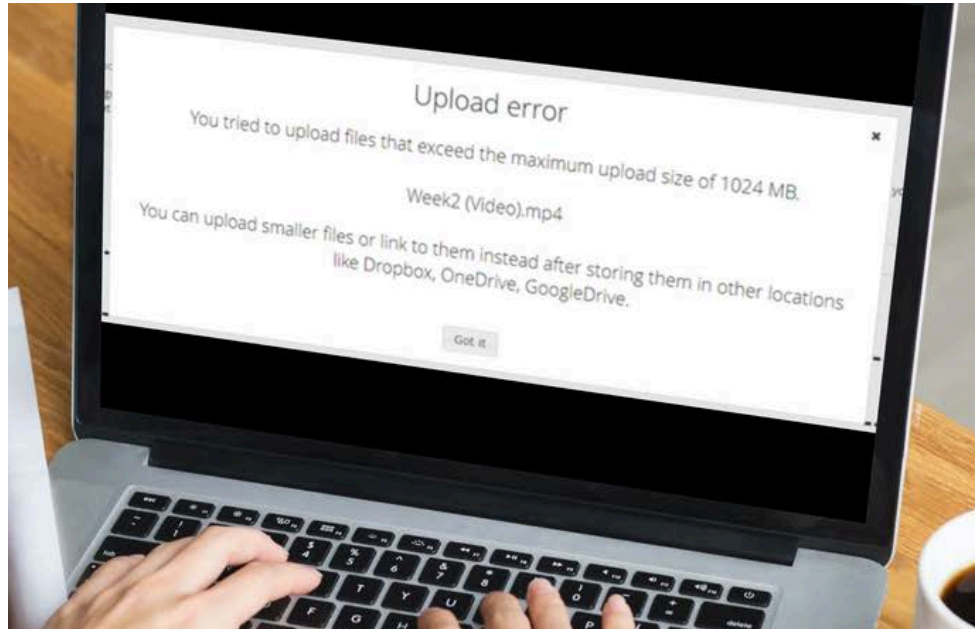
[Exporting / Importing Blackboard course files \(video\).](#) 

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

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

# Blackboard 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@hina.edu.tr
Password	<a href="#">Change password</a>

Additional Information

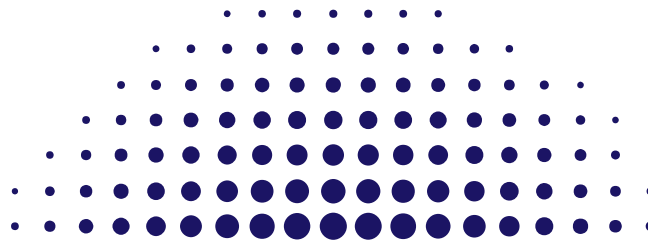
Education Level	<a href="#">Add education level</a>
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System Settings

Language	System Default (English (United States))
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	<a href="#">Stream notifications</a> <a href="#">Email notifications</a> <a href="#">Push notifications</a>

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## Uploading Profile Picture



# Combining Multiple Sections/Courses into a Master Course

Instructors teaching the same course in multiple sections can request merging their sections into a master course in the Blackboard system as well as request to have a teaching assistant added to their courses.

For master course merge and/or teaching assistant access requests, please send an email to [yom@ieu.edu.tr](mailto:yom@ieu.edu.tr). To avoid any confusion, please review the examples below and in your request provide the necessary details accordingly.



- In the first example, the instructor of EEE 211, a course with two sections and a single instructor, has requested to merge both sections into a single master course.

Master Course ➔	2024-1 EEE 211 - Computational Programming for Engineers 1
t 177028	2024-1 EEE 211 - Computational Programming for Engineers 1
t 177029	2024-1 EEE 211 - Computational Programming for Engineers 2

- In the second example, two separate courses, each with their own course code, but with the same curriculum have been merged into a single master course. In this case, the instructor must specify which course code should be used as the master course.

Master Course ➔	2024-1 BA 419 - Human Resources Management 1
t 178251	2024-1 BA 360 - Human Resources Management 1
t 177876	2024-1 BA 419 - Human Resources Management 1

## Combining Multiple Sections of the Same Course (2)

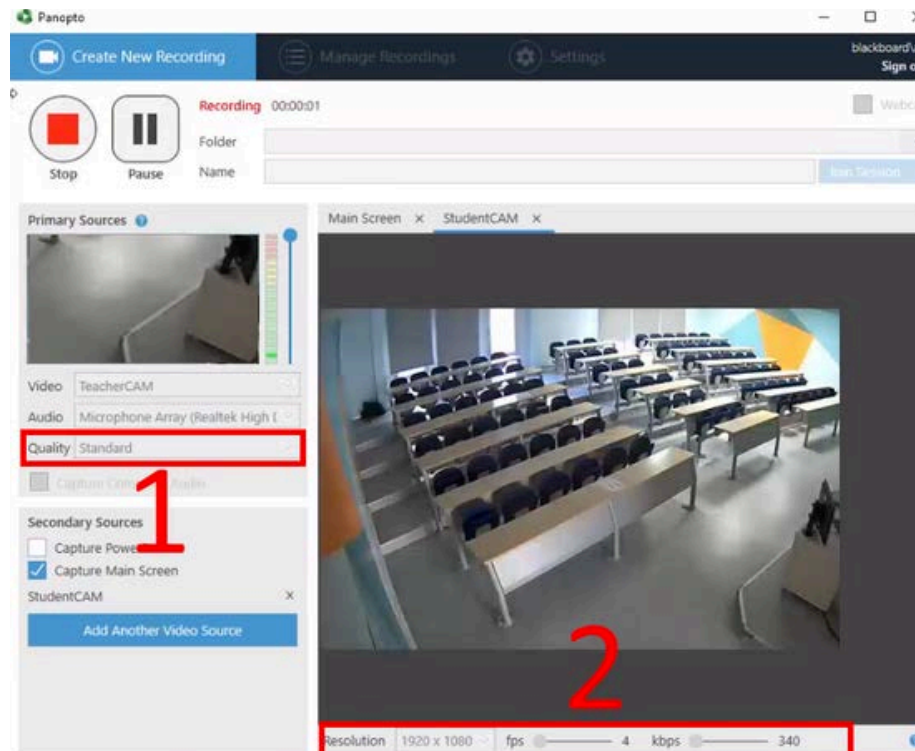
Although it is technically possible to reverse a course merge, it is strongly advised **NOT** to do so once the semester has started, and students have begun using the master course page. If a reversal is absolutely necessary, the instructor must first download all grades from the Grade Center and archive the master course. Because once the merge is undone, student submissions - including discussion posts, assignments, tests, and grades – **will not** be transferred to the individual sections.



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. 🖱️

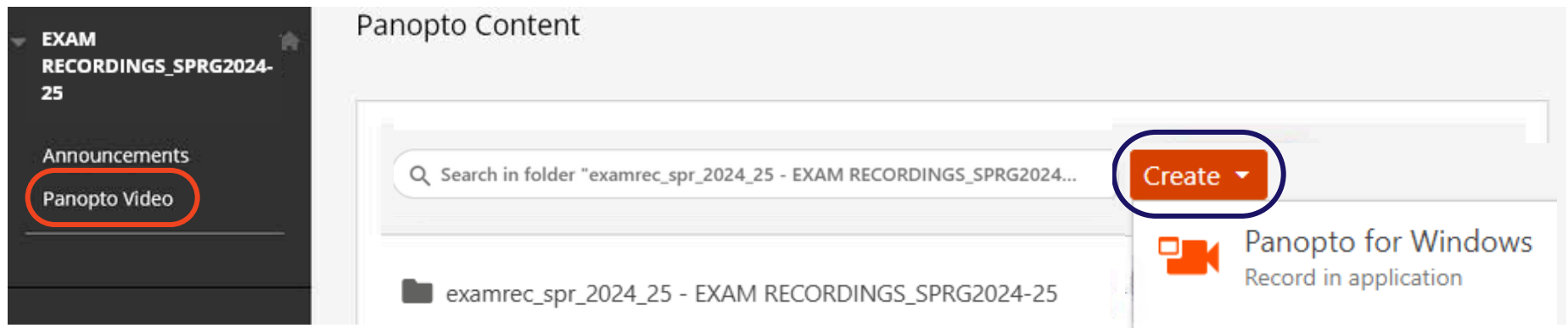


Reminder: In order to avoid any interruptions during the recordings in the classrooms, please do not change the "**Quality and Resolution Standard Settings**".

# 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\_SPRG2024-25** course from My Courses tab.



The screenshot displays the Panopto interface. On the left, a dark sidebar menu shows the course name 'EXAM RECORDINGS\_SPRG2024-25' and a 'Panopto Video' tab highlighted with a red circle and a blue hand icon pointing to it. The main content area, titled 'Panopto Content', features a search bar and a 'Create' button with a dropdown arrow, both circled in red. Below the search bar, a folder named 'examrec\_spr\_2024\_25 - EXAM RECORDINGS\_SPRG2024-25' is visible. A 'Panopto for Windows' application window is open, showing the option to '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



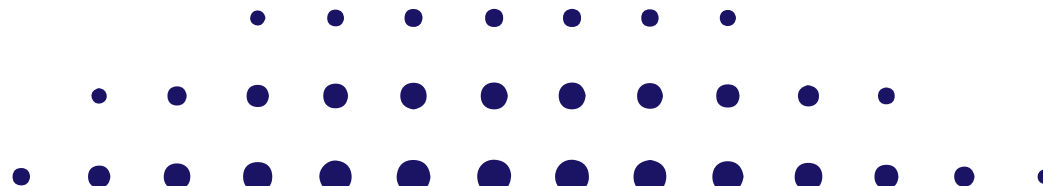
The manuals for the courses that will be delivered via distance education in Spring 2024-2025 are available through the links below.

[Zoom Starting a Session Guide](#)

[Zoom Tools Guide](#)



[Recommendations for Online Synchronous Sessions](#)







# TIPS FOR TECHNOLOGY-ENHANCED TEACHING

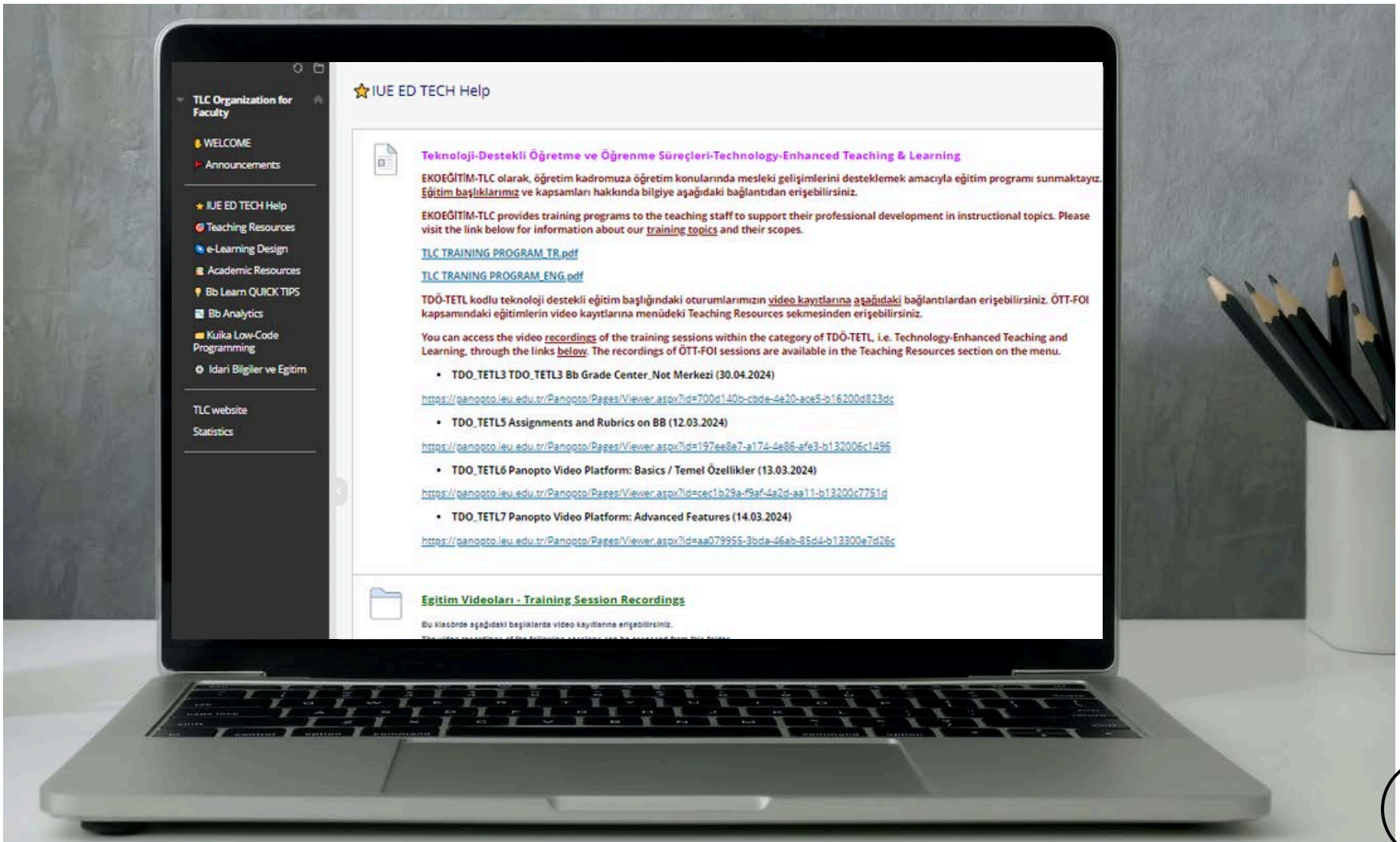


Please click on the visual on the left and see the tips on engaging students, giving feedback, using videos, running effective sessions and accessibility.

# 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 Training Programs - Effective Teaching

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.](#)



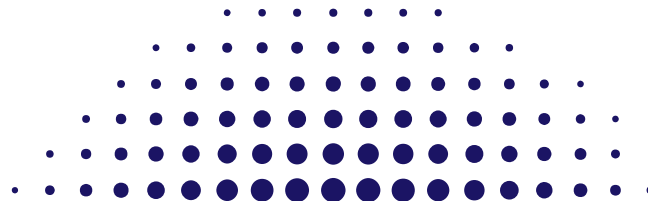
Etkili Öğretim Becerileri

Katılımcı, İzmir Ekonomi Üniversitesi Ekoegitim-TLC tarafından düzenlenen Etkili Öğretim kursunu 2024 Güz döneminde başarıyla tamamlamıştır. Email: TLC@ieu.edu.tr

Created on: Dec 27, 2024 | Expires after: 3 Years

Public

To this end, the TLC has been offering "Effective Teaching", a 5-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

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.

For detailed information, please visit our website <https://ieu.edu.tr/tlc/en/akademisyenler>

## For Faculty Members

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 optimize the learning outcomes.

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In addition, the TLC has been offering "**Effective Teaching**", a 5-week online professional development course. The participants from the IUE teaching staff who successfully complete this course receive their certificate and digital badge.

You can find information about our training programs through the links below.



# 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!

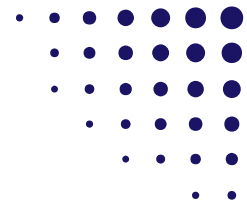


**LET'S GROW TOGETHER!**

 488 5803 - 488 5835- 488 8225

 [TLC@ieu.edu.tr](mailto:TLC@ieu.edu.tr)

# Reminders



- **Please** remind your students that the Blackboard system is integrated with their IUE email accounts. They should know that checking their IUE email regularly is essential for receiving the latest updates on 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 Mobile App:** You can also install the Blackboard mobile application.



- **Social Media:** Please follow us on our social media (iuetlc), 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."

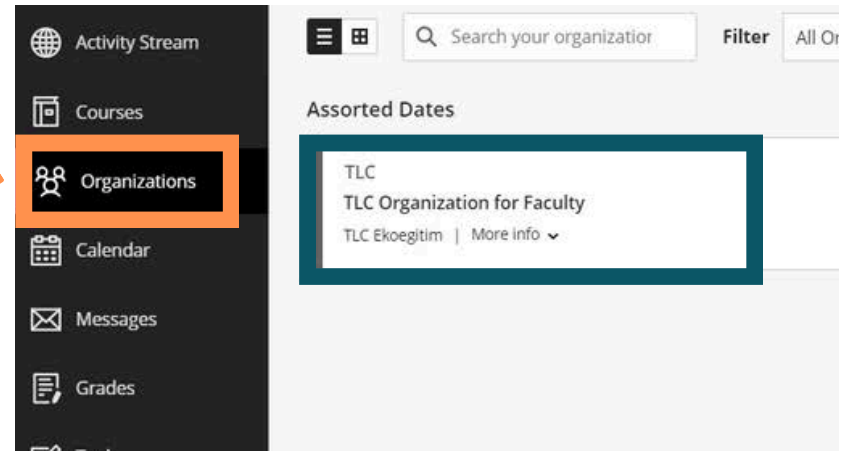
# WHERE TO FIND ED-TECH RELATED RESOURCES

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

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

## Smart Campus Support For Faculty Members

BLACKBOARD LEARN  
ZOOM  
PANOPTO  
SMART PROJECTOR  
SEMESTER START-UP TIPS  
ACADEMIC INFORMATION SYSTEM (OBS)



## SUPPORT CONTACT INFORMATION



iuetlc



Teaching and Learning Center - EKOEGITIM



Teaching & Learning Center - IUE



tlc@ieu.edu.tr



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