

eLearningBCC Quick Start Guide

Many instructors use eLearningBCC to teach 100% online, hybrid or student option enrollment courses. Many others use it as a supplemental resource for their face-to-face courses.

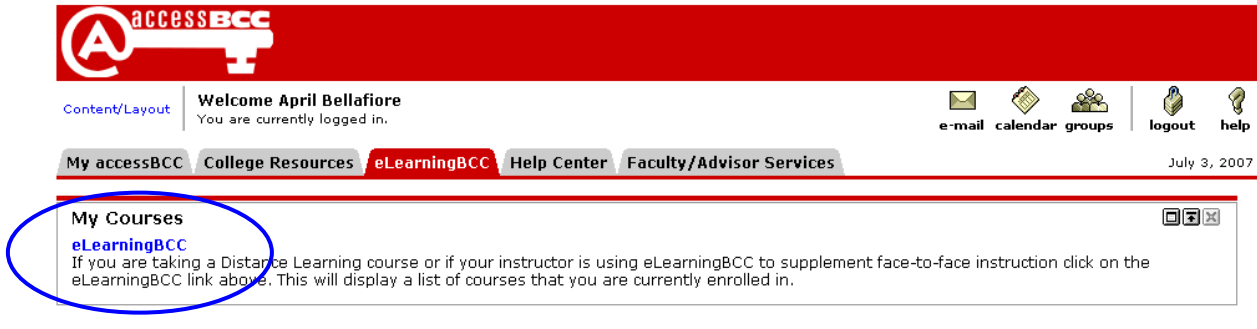
If you decide you want to use eLearningBCC, your space is already there – you just need to modify it with your course content. This document will show you how to activate the course space, edit the homepage and create folders and add files (like a course syllabus, schedule, PowerPoint file or course notes).

Logging in and Accessing Your Course Space

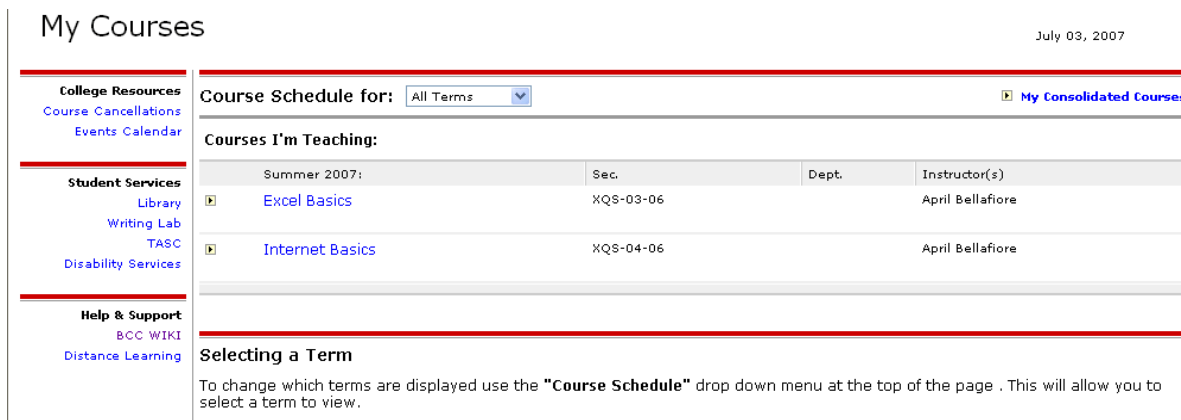
The first thing to do is to log into **accessBCC** and click on the **eLearningBCC** tab:



You'll be taken to another page, where you'll click on the eLearningBCC link to view your courses:



You'll be taken to the **My Courses** page where you'll see the courses you are teaching for the term. Click on the course name to open up your course space listing.



A new window should open displaying your courses:



Please note that if this new window does not appear (and it seems like nothing happens at all when you click on one of your courses on the accessBCC My Courses page) you may have a **pop-up blocker** that is preventing the system from properly loading the content.

To learn more about pop-up blocking and how to properly configure your system to work with eLearningBCC visit: <http://dl.bristol.mass.edu/wiki>

Assigning Course Content

Click on the course you are teaching and wish to add content to. Your course will load and a screen will appear asking you how to set up your course space. If you've never used eLearningBCC before and/or are starting to build a completely new course you will want to select **Set up a blank course** and click the **Continue** button.

Assign Course Content

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Import content from file
Select this option to start importing course content from exported course file.

If you are copying course content from an existing section or you are importing WebCT 4 content into a course site there are separate documents available that explain the finer points of each of these operations.

Once you've assigned course content you'll be prompted to select the **Tools** you want to use in your course. Use following tools at a minimum:

Calendar, Syllabus, Announcements and Web Links

If you'll be communicating with your class via eLearningBCC then you'll also want to select **Mail** and/or **Discussion Board**. If you want to allow your students to see their grades, upload files to you and access other course resources then make sure you check all the boxes under the **Student Tools** area.

Once you've made your selection click **Save** at the bottom of the screen. Your selections will become buttons on the left-hand side menu.

Now that you've built your course menu you are ready to add content to the class. The homepage will initially prompt you with this message. Check the **Do not show me this page again** box (there is no need to continually see this message every time you enter the class) and click the **Done** button to begin building your course.

Course Tools
Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

Designer Tools
Designer tools allow you to build and customize the course, manage files, and control the availability of content.
To read information about getting started in the Learning System, click the **Help** link at the top of the screen.

Tutorials
To become familiar with the major areas of the Blackboard Learning System and how to navigate around them, see the [Exploring the Interface tutorial](#).
To learn the fundamentals of building a course in the Blackboard Learning System, see the [Design Basics tutorial](#).

Done

Do not show me this page again.

Now you'll see the following on your homepage. This means it's time to add course content!

Your location: **Home Page**

Add File **Create Folder** **Add Content Link** **Page Options**

Adding Files
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

Creating Folders
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Adding Content Links
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

Adding a Welcome Message

The first thing that most faculty members like to do is to add the course name and a welcome message to the homepage. To do this you'll need to click on the **Page Options** button at the top of the page and select **Edit Header**.

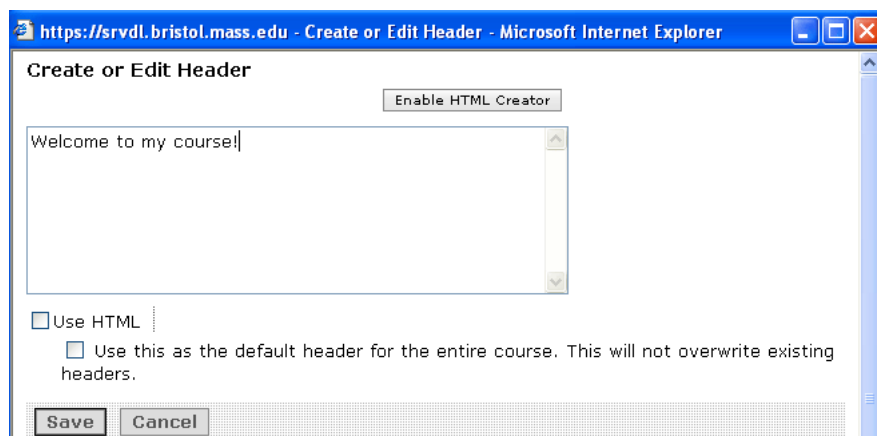
Your location: **Home Page**

Add File **Create Folder** **Add Content Link** **Page Options**

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Go to Power View
Customize Page Display
Edit Header
Edit Footer
Link opens in a new window

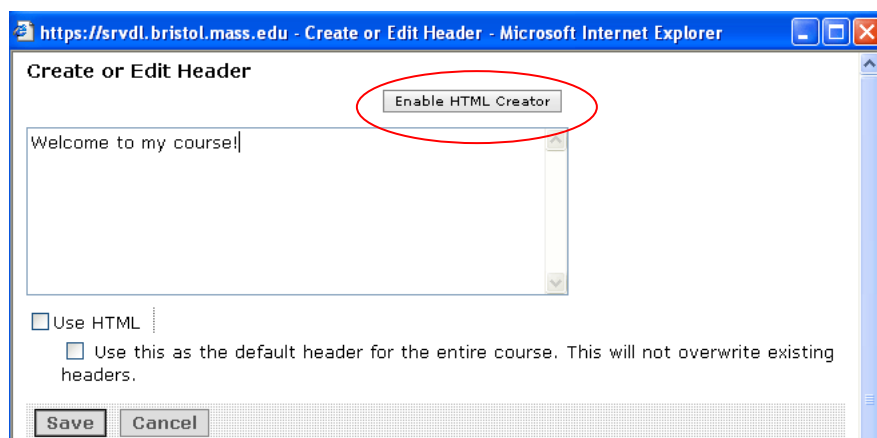
When you click on **Edit Header** a pop-up window will appear. Click in the text box and type in your own text message:



After clicking **Save** the new text will appear on the page!



If you have a burning desire to format your text so it looks nice you can do so by clicking on the **Enable HTML Creator** button when you open the **Edit Header** area. Please note that the HTML editor requires the Java plug-in so it a) may not work on your system (i.e. if you have a Mac) b) ask you to run certain components (the answer is yes) or c) not work at all. If you get discouraged and absolutely must have your text in 18pt Verdana bold, then please contact the CITE Lab and we'll assist you!

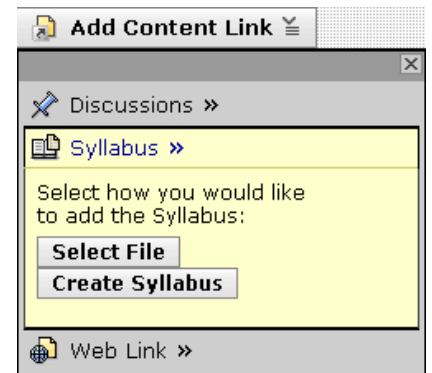
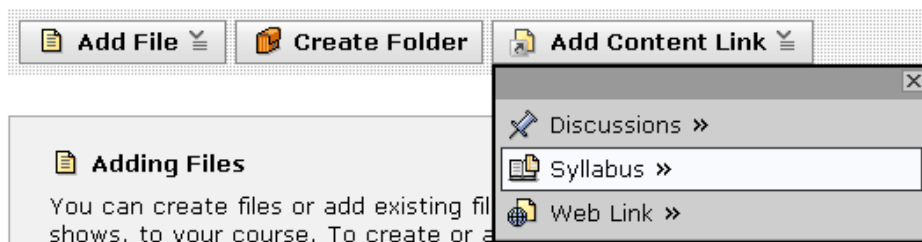


If the text is ok, then you can move onto the next part – adding content to your course. If you want to edit it, just select Edit Header again and the same text box will open, allowing you to modify your text.

Adding Your Syllabus

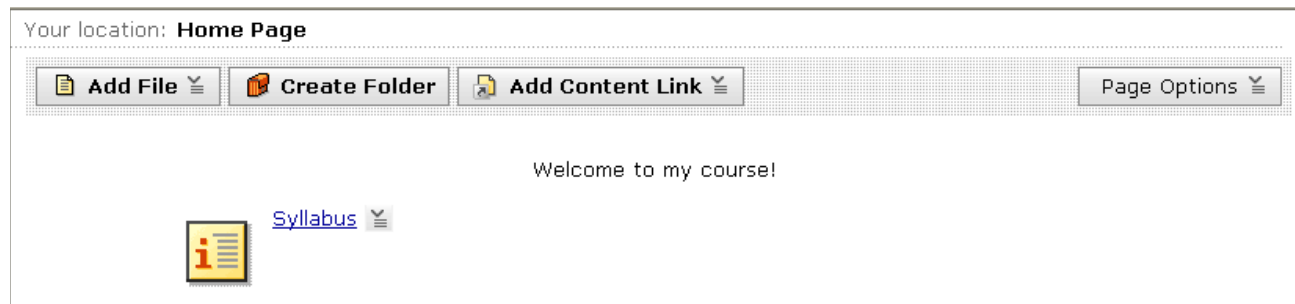
To add your syllabus click on the **Add Content Link** button on your homepage and select **Syllabus**:

Your location: **Home Page**

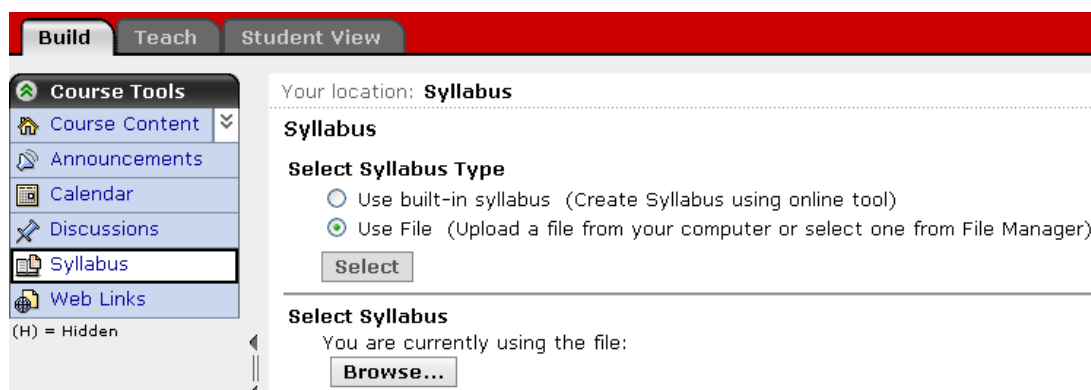


You'll be prompted to either **Select File** or **Create Syllabus**. If you have your syllabus as a Word document or PDF file and just want to upload it to the course site then **Select File** and follow the prompts to browse to your computer and upload your file.

Once you upload your file it will be automatically be added to the homepage.



The syllabus will be also accessible when students click on the **Syllabus** button on the course menu.



*****Important!** When you click on the syllabus button or click on the syllabus icon to view the syllabus you'll see the screen above. In order to see what the students see click on the **Student View** tab at the top of the page. This will allow you to view the actual file!

Adding Course Files

Apart from uploading your syllabus you may want to also upload course files such as notes, PowerPoint presentations or assignments. To do this you just need to **Add Files** and organize them into folders.

eLearningBCC uses the terms “Folders” and “Files” – just like Microsoft Windows or the MacOS.

Folders allow you to easily organize content under main areas. Some instructors will create a folder for each week of the class. Other instructors may name folders for specific content areas (Lectures, Homework, Tests, etc..) or for specific topics.

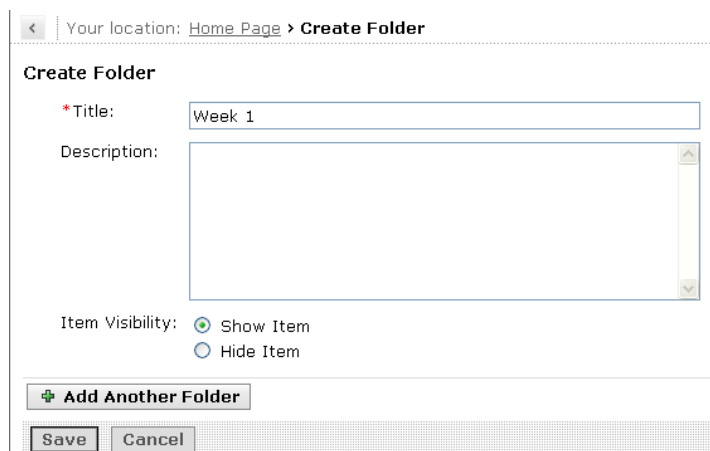
The example below shows you how to add a folder and name it for a specific week of the class. You can use this same technique for creating folders that fit your needs.

Note that you do not have to create folders – you can just add files. However, if you have more than a few files to add you really should organize them into folders! If you need some help with architecting your course please contact the CITE Lab!

To create a folder make sure you’re on the **Build** tab and select the **Create Folder** button:



You’ll be presented with an area that allows you type in the folder name:

A screenshot of the "Create Folder" dialog box. At the top, it shows "Your location: Home Page > Create Folder". The dialog has a title "Create Folder". There is a text input field for "Title" containing "Week 1". Below it is a larger text area for "Description". At the bottom, there are two radio buttons for "Item Visibility": "Show Item" (which is selected) and "Hide Item". Below the radio buttons is a button labeled "+ Add Another Folder". At the very bottom are "Save" and "Cancel" buttons.

Clicking Save will save the folder and will take you back to the home page. You should see your folder there:

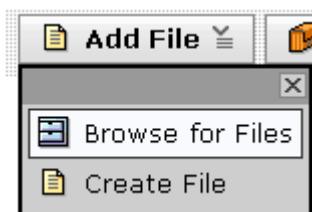
Your location: **Home Page**



Welcome to my course!




To add files to your course site you can click on the **Add File** button. If you have a file that you want to upload then select **Browse for Files**.



A window will appear that will allow you to navigate to My Computer, locate your file, select it and upload it. It's the same process you used for adding your syllabus.

The file will be uploaded and added to your course space in one step and should then appear on the site. To add files inside of folders just click on the folder name and go inside the folder. Then select Add File.

If you want to rename a file or a folder click on the ActionsLink icon  next to the name of the item and select **Edit Properties**:



That's it! Regardless of what type of file you are uploading the steps are the same! Please note that if you are planning on posting PowerPoint files you may want to contact the CITE lab. We have some software that will help you compress your files so that they are much smaller and thus easier for students to access and download.

Next Steps

To learn how to use other features of your course space see the additional documentation available on the BCC Wiki <http://dl.bristol.mass.edu/wiki> or contact the Center for Instructional Technology Expertise (CITE Lab) by stopping by A201 or calling 508-678-2811 x2081.