



Professional Learning Workshops

Extend BB9

Participant's Guide

For more information about E-learning opportunities, resources and support offered by the Department of Training and Workforce Development go to <http://westone.wa.gov.au/pd>

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Extending BB9 – Participant’s Guide

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SECTION 1 – Introduction and prerequisites

The Extending Blackboard 9 workshop is intended to continue from the “Introduction to Bb9” workshop. Having familiarised yourself with the Bb9 User Interface and build tools, it is time to move on to creating some gradable items and discovering the powerful grading and marking tools.

Delegates for this workshop should have already done the Bb9 Intro workshop.

SECTION 2 – Uploading SCORM objects

SCORM explained

While Blackboard does have creation tools built in, it also allows you to import content from other sources. SCORM (Sharable Content Object Reference Model) is one of the most commonly used methods of packaging pre-created electronic learning material. SCORM can be defined as follows:

SCORM is a set of technical standards for e-learning software products. SCORM tells programmers how to write their code so that it can “play well” with other e-learning software. It is the de facto industry standard for e-learning interoperability. Specifically, SCORM governs how online learning content and Learning Management Systems (LMSs) communicate with each other. SCORM does not speak to instructional design or any other pedagogical concern, it is purely a technical standard. (From scorm.com)

Finding Existing Content

Many programs will allow you to create SCORM packages such as eXe, Hot Potatoes, and VET Reload however it is always best to avoid re-inventing the wheel. If there is a package out there already developed for you to purchase or download, this will save you months of R&D.

For VET packages in Australia, there are many sources for existing content. Some key ones include:

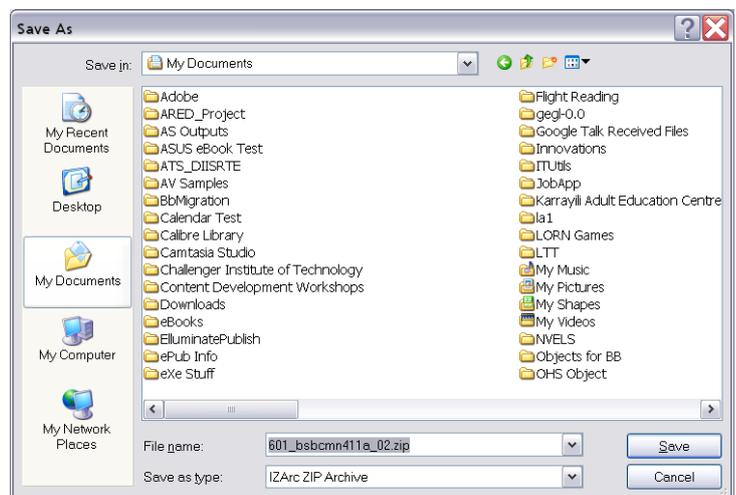
- Products from WestOne Services - <http://www.westone.wa.gov.au>
- Toolboxes from the National VET E-learning Strategy - <http://toolboxes.flexiblelearning.net.au>
- Learning Objects from the National VET E-Learning Strategy – Also from <http://toolboxes.flexiblelearning.net.au>

Products and Toolboxes are all high standard multimedia packages that carry a nominal purchase fee. This is still much more cost effective than internal development. Many Learning Objects -while smaller than a Toolbox- are available for free download.

When browsing or searching for learning objects on <http://toolboxes.flexiblelearning.net.au> you will see the options to “Preview” the object and also “Download” the object.

You need to download the learning object before you can upload it into Bb9.

On finding a learning object that you intend to use, click the “Download” button and follow the prompts to download the file as with any other Internet download. When prompted, opt to “save” the file, not “open”. Ensure that you take note of the file name and the folder that you are downloading it to. The resulting file will be a .zip container file.

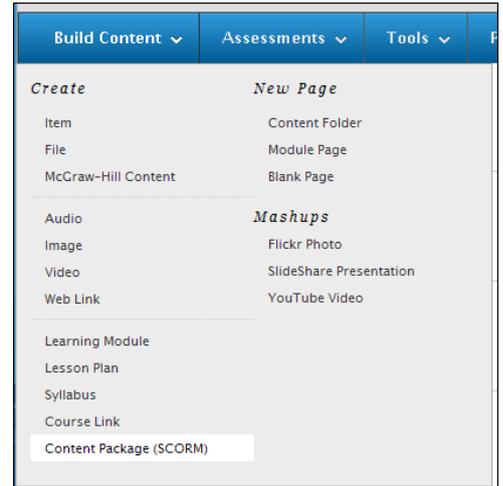


Uploading a SCORM package into Bb9.

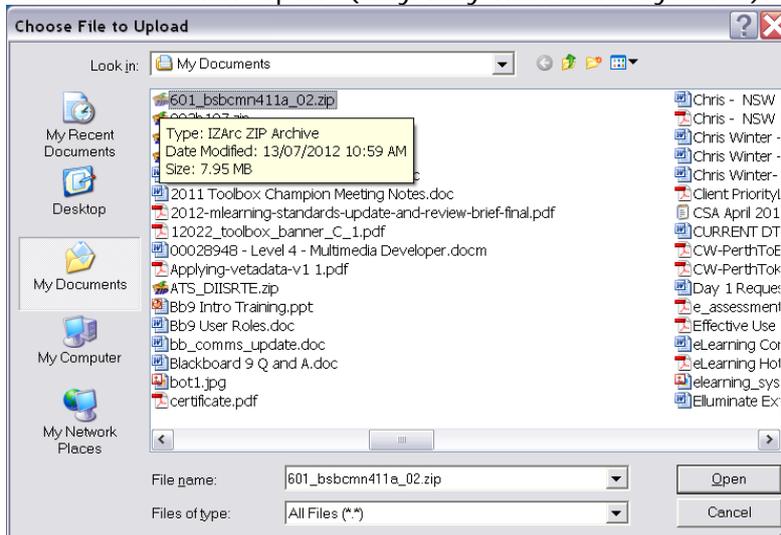
Once you have downloaded or created a SCORM package, uploading it into Bb9 is easy.

From within your course in Bb9, ensure that Edit Mode is turned on, and then proceed with the following steps:

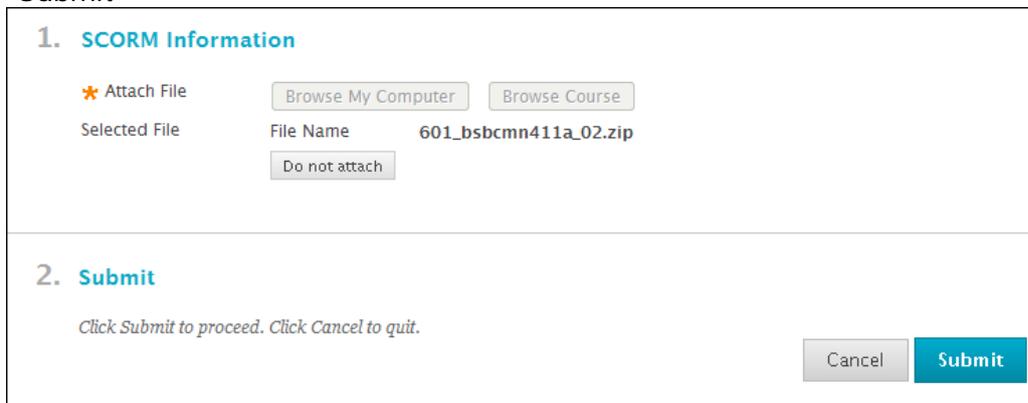
- 1) Navigate to the content area or content folder in which you would like the link to the Learning Object to appear.
- 2) Click on "Build Content"
- 3) Click on "Content Package SCORM"
- 4) On the resulting screen, click "Browse My Computer"



- 5) Locate and select the file you downloaded (or created). Remember, even though it is a SCORM package, it is a .zip file that would have been created. Double click on the file, or select it and click "open" (May vary with some systems).



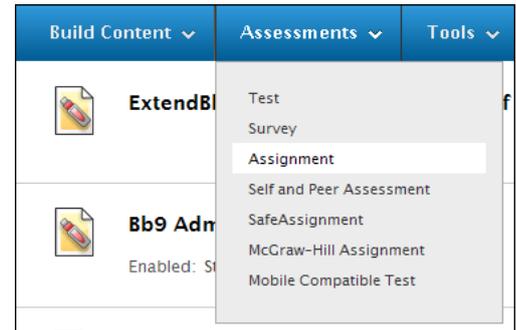
- 6) On the resulting screen, check that the correct file name is now shown and then click "Submit"



SECTION 3 – Creating an Assignment Dropbox

Blackboard makes it easy for you to create Assignment Upload area's for your students. This allows your students to work "offline" on documents, and then use Blackboard to upload them for the lecturer to review. Likewise, it provides the lecturer with an easy to use space to check assignment submissions and allocate grades accordingly.

From within your course in Bb9, ensure that Edit Mode is turned on, and then proceed with the following steps:



- 1) Navigate to the content area or content folder in which you would like the assignment link to appear.
- 2) Click on "Assessments" from the build buttons at the top of your content page.
- 3) Click on "Assignment" from the drop down list.
- 4) On the resulting screen, give your assignment a name and populate the instructions for your students. You can also attach files such as samples, reference material, or templates if required.

1. Assignment Information

Name and Colour

Instructions

Please download the attached Hazard Report Template.

Fill out the template in your workplace detailing real or simulated hazards that you come across.

Remember to detail what actions should be taken.

Once complete, please upload the completed form for submission.

This is a required assignment and will affect your final outcome.

Path: body > p

2. Assignment Files

Attach File

Attached files

File Name	Link Title	File Action
OHS Hazard Report Template.doc	<input type="text" value="OHS Hazard Report Template.doc"/>	<input type="button" value="Create a link to this file"/>

- 5) Under "Grading" Bb requires a numeric value. For competency based training, set this to 1. You can also assign a grading rubric which can work much like a marking key. (Covered in Bb9 Advanced workshop).

3. Grading

Points Possible

Associated Rubrics

- 6) Set the availability options and the number of attempts allowed.

4. Availability

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts

Allow single attempt
 Allow unlimited attempts
 Number of attempts:

- 7) You can also set a due date in section 5, and push the assignment out to student groups in section 6 (covered in Blackboard Advanced).

5. Due Dates

*Submissions are not accepted after this date and are marked **Missed**.*

Due Date 21/09/2012 23:59 

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

6. Recipients

If any students are enrolled in more than one group receiving the same assignment, they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Recipients All Students Individually Groups of Students

- 8) Once all your parameters are set, click "Submit". The link to the assignment will be created and it will be added as a Grade Column in the Grade Centre automatically.

 **OHS Report Activity**

Attached Files:  [OHS Hazard Report Template.doc](#) (23.5 KB)

Please download the attached Hazard Report Template.
Fill out the template in your workplace detailing real or simulated hazards that you come across.
Remember to detail what actions should be taken.
Once complete, please upload the completed form for submission.
This is a required assignment and will affect your final outcome.

SECTION 5 – Creating a quiz

Question Types

Bb9 allows you to create gradable quizzes using the following question types:

- Calculated Formula
- Calculated Numeric
- Either / or
- Essay
- File Response
- Fill in multiple blanks
- Fill in the blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

How to create each type of question is covered in detail on Blackboard’s support website <http://ondemand.blackboard.com>

Creating a Question Pool

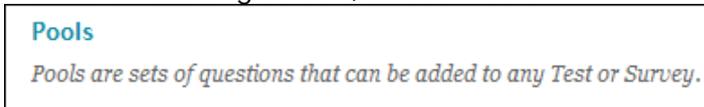
It is best practice to create a pools of questions. This will allow you to create a well organised collection of questions over time, that you can use and re-use in different quizzes.

For VET, keep in mind the “required knowledge” you are wanting to assess with each question as this would be a good way to organise your questions and pools for future use.

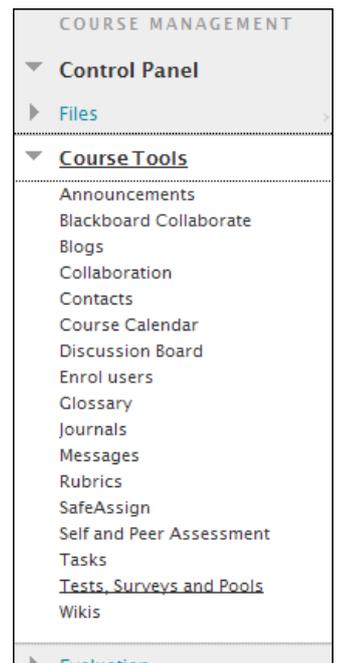
Quizzes can have random questions inserted into them, so by grouping by required knowledge, you could create a random questions test that will always assess the same criteria.

To create a question pool within your course in Bb9, ensure that Edit Mode is turned on, and then proceed with the following steps:

- 1) Scroll down to the Control Panel on the left hand side of the screen, and select “Course Tools”
- 2) From within Course Tools, select “Tests, Surveys, and Pools”
- 3) From the resulting screen, select “Pools”



- 4) Select “Build Pool”



- 5) Populate the Name, Description, and Instructions fields with information that will help you and your staff make the most effective use of the pool. Then click "Submit".

1. Pool Information

✱ Name

Description

Normal 3 Times New Roman B I U abc x₂ x² [List Icons]

Contains questions that assess the students ability to spot hazards and take appropriate action.

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Instructions

Normal 3 Times New Roman B I U abc x₂ x² [List Icons]

Use these questions for Cert III level at the highest.

Path: body

- 6) Once inside the pool you have created, use the "Create Question" button to begin entering questions into the pool. If you have already created a quiz with questions in Bb9 but did not put those questions into a pool, you could bring them into the pool now using the "Find Questions" button. Remember, details on how each question type works are given in <http://ondemand.blackboard.com>



- 7) When adding each question to a pool, take time to fill out the Categories and Keywords section as this will make your pool more searchable in the future.

5. Categories and Keywords

Click Add to add a Category, Topic, Level of Difficulty or Keyword to the question. Categories, Topics, Levels of Difficulty or Keywords.

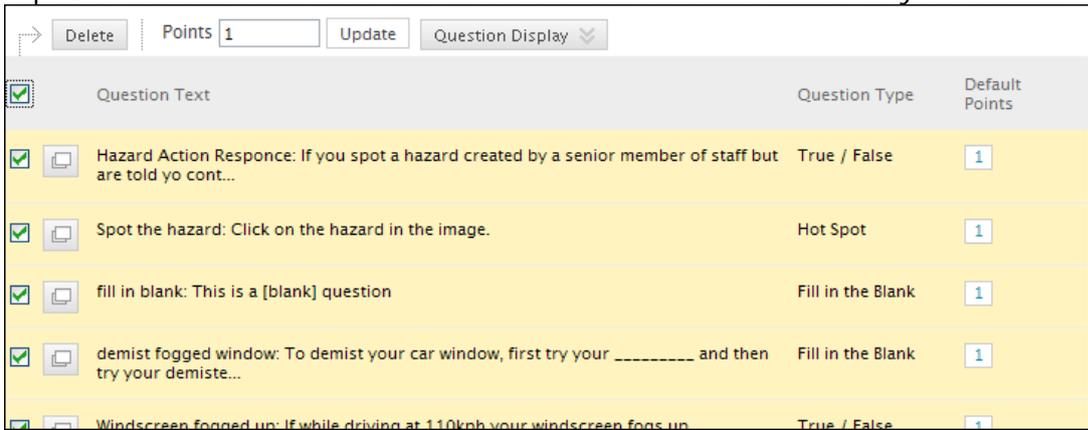
Categories OSH ✖ Add

Topics automotive ✖ Add

Levels of Difficulty Cert III ✖ Add

Keywords Hazard ✖ Report ✖ Responce ✖ Add

- Once you have populated your pool with questions, it is a good idea to ensure all questions are worth 1 point each for competency based training. Tick the box in the top left hand corner of your pool screen to select all questions, enter "1" in the points box, and click the "update" button. Then click "ok" in the bottom left hand corner of your screen.

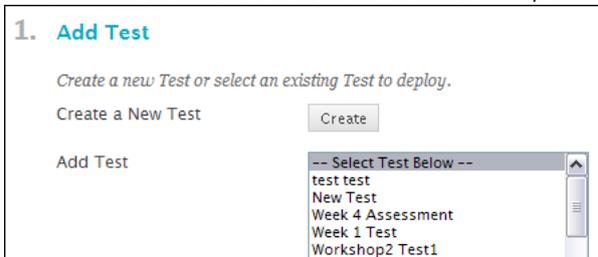
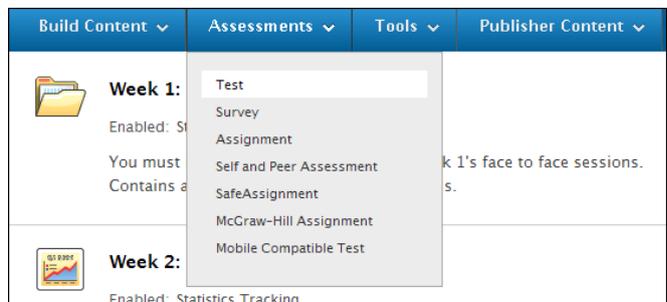


Creating a quiz/test.

Once you have created some pools of questions, you are ready to create and deploy a quiz or "test".

From within your course in Bb9, ensure that Edit Mode is turned on, and then proceed with the following steps:

- Navigate to the content area or content folder in which you would like the link to the Test to appear.
- From the build buttons at the top of the content area, select "Assessments"
- Select "Test" from the drop down menu.
- If you are linking to an existing test, you can select it here. To create a new test, click "Create".



- 5) Fill in the Name, Description, and Instructions fields, and then click “Submit”

Test Information

Name

Description

Normal 3 Times New Roman | **B** *I* U **ab** | x₂ x² | [List Icons]

This quiz will go towards assessing your knowledge against BSBOHS304B - Contribute to OHS Hazard Control. This is an open book quiz.

Path: [body](#)

Instructions

Normal 3 Times New Roman | **B** *I* U **ab** | x₂ x² | [List Icons]

Ensure you have a stable internet connection and that you have checked your system and disabled the pop up blockers before starting the test.

Note this is a timed test.

- 6) Once in the Test Canvas you can begin populating the test with questions. To select questions from the question pools you have created, use the “Reuse Question” button and choose “Find Questions”. To create questions from scratch, select the “Create Question” button. Remember that tips for creating each question type are available from <http://ondemand.blackboard.com> and it is best to create questions in Pools as detailed in the above section.

Test Canvas: BSBOHS304B – Contribute to OH Control

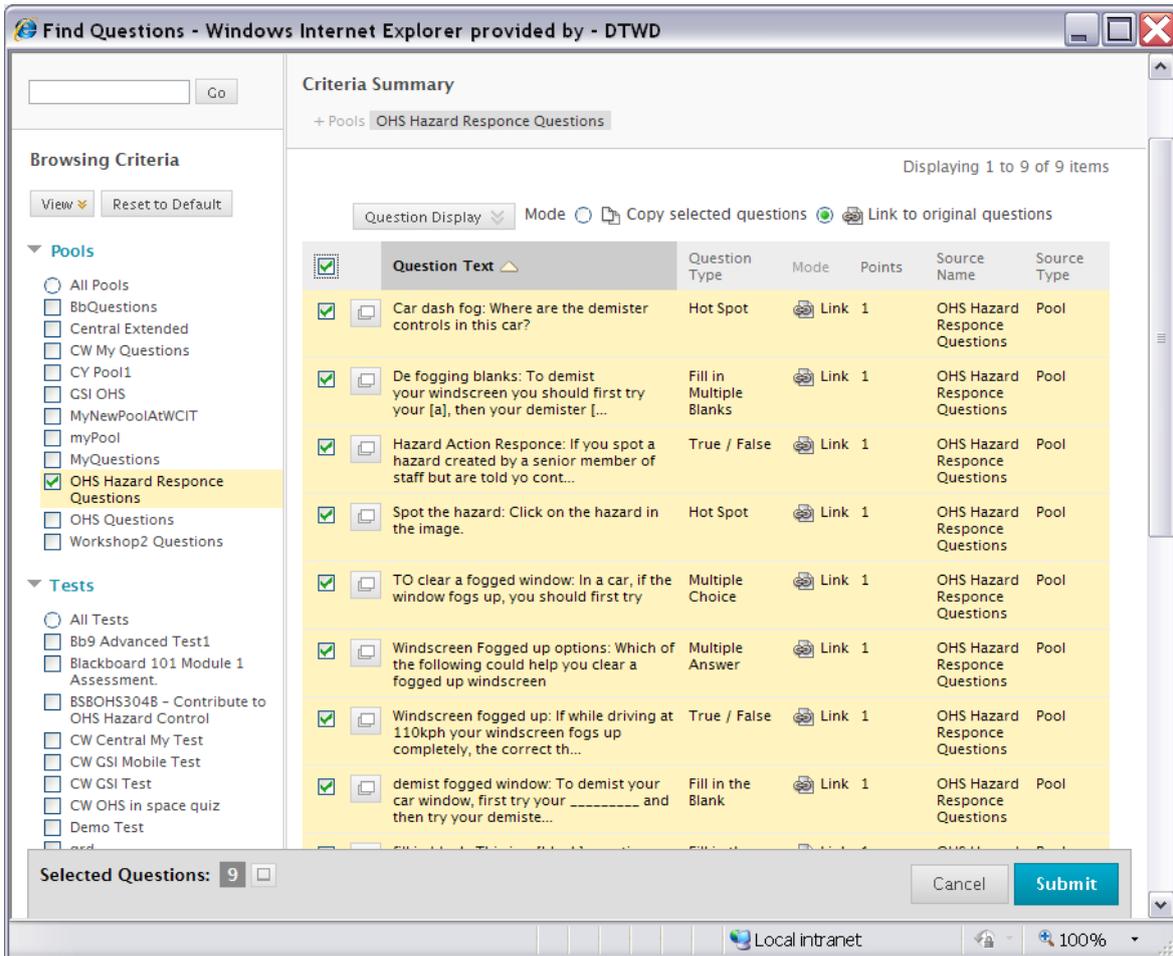
The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, or review the test. [More Help](#)

Create Question ▾
Reuse Question ▾
Upload Questions

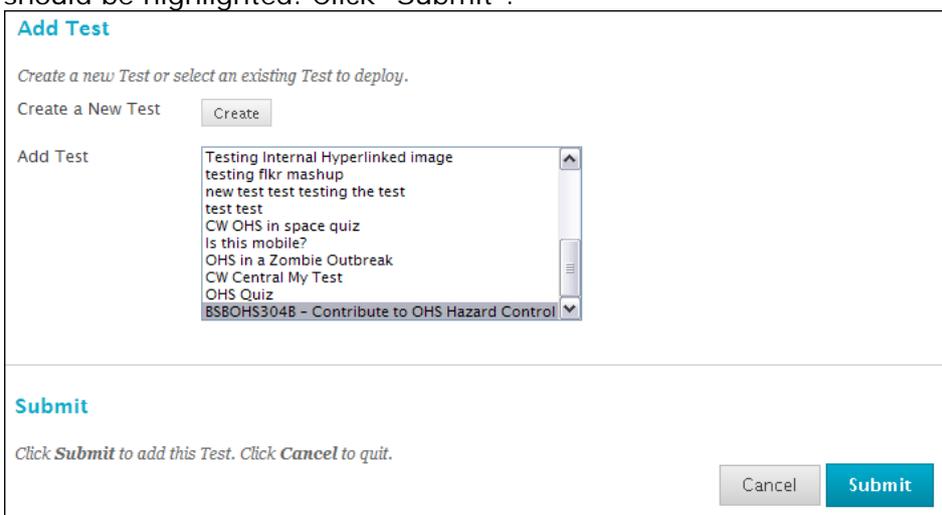
Description	This quiz will go towards assessing your knowledge against BSBOHS304B - Contribute to OHS Hazard Control. This is an open book quiz.	
Instructions	Ensure you have a stable internet connection and that you have checked your system and disabled the pop up blockers before starting the test. Note this is a timed test.	
Total Questions	0	
Total Points	0	

Select a question type from the Create Question drop-down list.

- 7) When searching the questions pools, you need to tick the pool you wish to view on the left hand side, and ensure “all tests” is un-checked in the section below. Then place a tick to the left of each question you wish to deploy in the test. Note: If prompted, ensure you select to “link to original questions” rather than creating a copy of each question. Click “Submit”.



- 8) Perform the above 6 and 7 until you have populated all the required questions into your test.
 9) Double check that the points possible for each question is “1” and click “OK” in the bottom right hand corner of your screen.
 10) You will be taken back to the test selection screen, and the test that you have just created should be highlighted. Click “Submit”.



- 11) You are now creating the link to the test. The name and description for the link will be pre-filled, based on the information entered when creating the test.
- 12) Under "Test Availability" ensure set "Make the link Available" to "Yes" if you are ready for the test to be visible to students. If you do not, it will remain hidden until you release it.
- 13) Set the number of attempts you require and the timer and force completion options. Each option is described on the screen to assist you in your choices.
- 14) Set the self assessment options. If this test is not for self assessment, leave the tick in "Include this test in Grade Centre Score Calculations."
- 15) Set the "Test Feedback" options. Rather than giving the correct answers in the feedback, it may be best to point students to the required reading or other resources, even for self assessment quizzes.

Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Once started, this Test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time option before they begin the Test.

Hours Minutes

Auto-Submit
*OFF: The user is given the option to continue after time expires.
 ON: Test will be saved and submitted automatically when time expires.*

OFF ON

5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

Feedback

- 16) Finally set the "Test Presentation" options. Here you can randomise the order of the questions for each student as well as choose how they will be presented on screen.

6. Test Presentation

Presentation Mode

All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomise Questions
Randomise questions for each Test attempt.

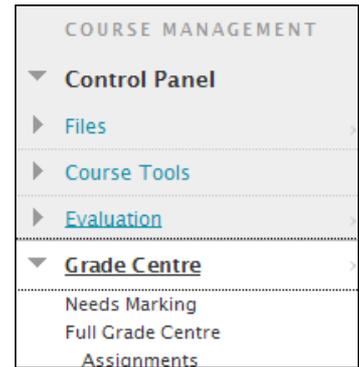
- 17) Click Submit and you will be taken back to your content area with the link to the test having been created.

BSBOHS304B – Contribute to OHS Hazard Control

This quiz will go towards assessing your knowledge against BSBOHS304B – Contribute to OHS Hazard Control. This is an open book quiz.

SECTION 6 – Grading

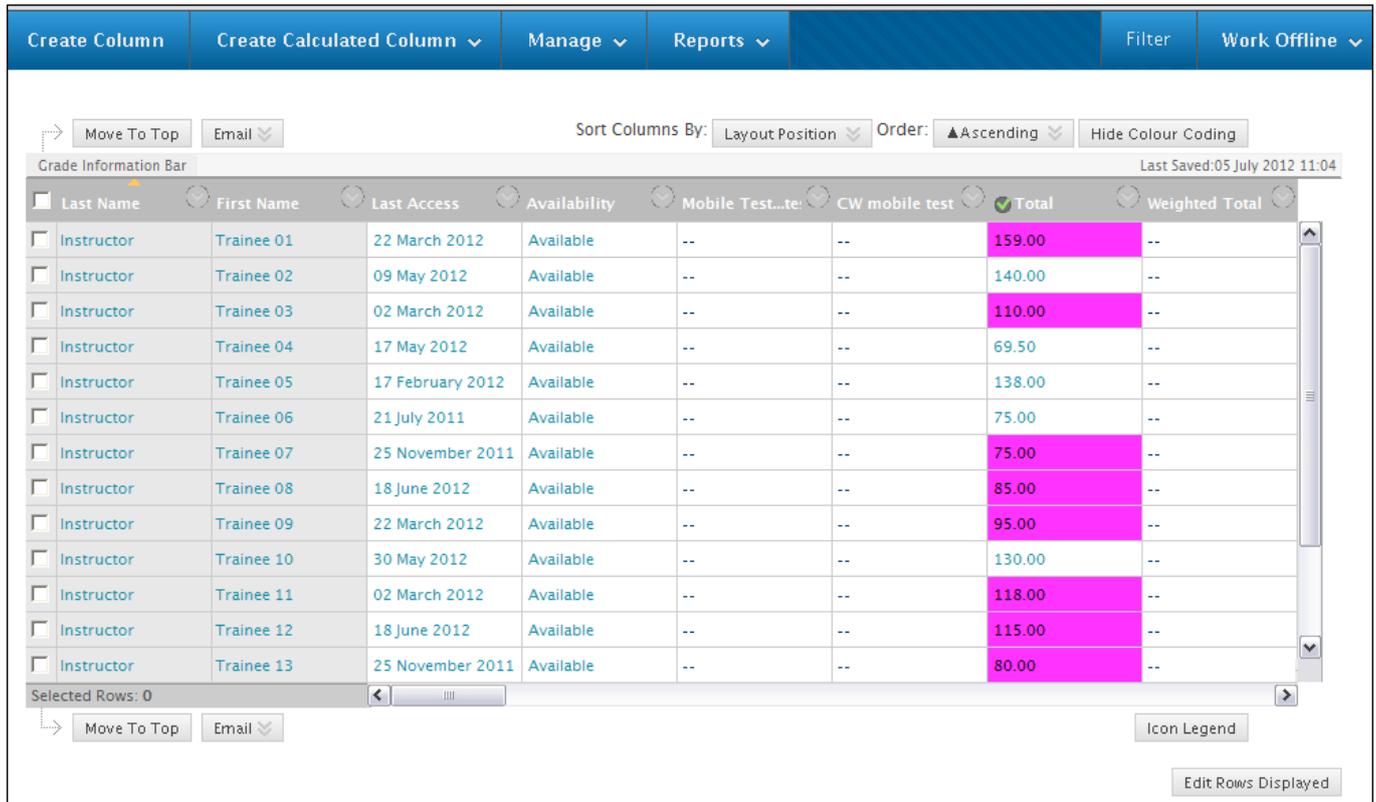
Bb9 has a grade book built in. This is where you as the lecturer can check on student’s progress and scores for automatically graded quizzes, as well as manually grade anything that requires your attention.



To enter the grade centre proceed with the following steps:

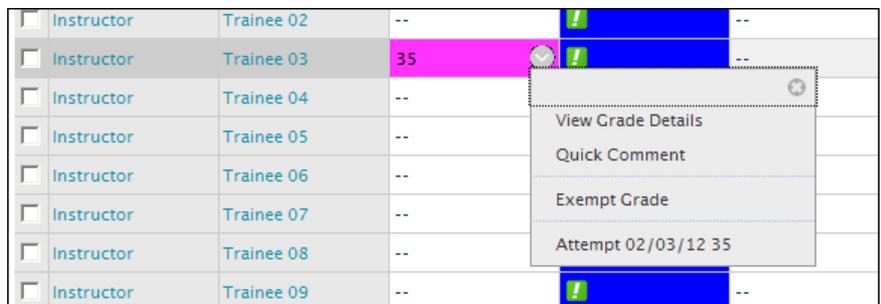
- 1) Scroll down to the “Control Panel” on the left hand side
- 2) Click on “Grade Centre”
- 3) Click on “Full Grade Centre”

You will be taken to the full grade centre.



Using the “Create Column” button, you can create an area to post grades for face to face assessments if required.

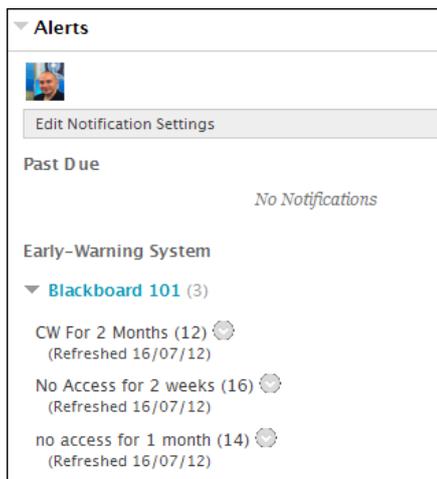
To view options grading options and submission attempts for each student, move your mouse pointer into the cell relating to the student and assignment in question. Then click on the small circle drop down icon in that cell to reveal the options.



To override a score or grade, simply click on it and type in the new value.



SECTION 7 – Early Warning System



The early warning system can be used to show you if students are not logging onto your online course, or if they are scoring poorly on tests, at a glance.

When you first log onto Bb, any Early Warning System rules that have been flagged by your students will be visible for you to check.

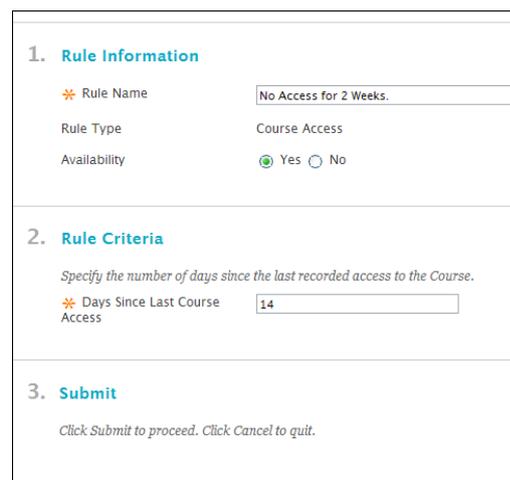
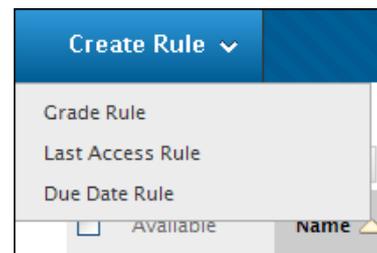
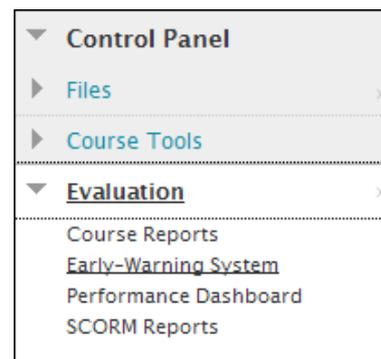
To set up an early warning system rule within your course in Bb9, ensure that Edit Mode is turned on, and then proceed with the following steps:

- 1) Scroll down to the “Control Panel” on the left hand side.
- 2) Click on “Evaluation”
- 3) Click on “Early-Warning System”
- 4) Click “Create Rule”
- 5) You will note that you have 3 possible types of rules to create:
 - Grade Rule
 - Last Access Rule
 - Due Date Rule

For this example, we’ll create a rule that let’s us see if students are logging in so click on “Last Access Rule”.

- 6) Give the rule a name that will make sense to you at a glance. For this example, we will create a rule that flags students who have not logged onto the system for more than 2 weeks. So call the rule “No Access for 2 Weeks”.
- 7) Set “Availability” to “Yes”
- 8) Under “Rule Criteria” set the “Days since Last Course Access” to 14 (which is equal to 2 weeks).
- 9) Click “Submit”

Your rule has been created.



SECTION 8 - Further information

WestOne also offers an Advanced Bb9 workshop. For latest sessions please visit: <http://westone.wa.gov.au/pd>

For tutorials in how to further customise your course please visit: <http://ondemand.blackboard.com/>