TECHNOLOGY WORKSHOPS
BY VIRTUAL CLASSROOM
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To request a virtual training session using Blackboard Collaborate, please contact the following during Perth business hours:

eLearning Training
Phone: (61 8) 6304 2255
Email: eLearningTraining@ecu.edu.au
The virtual classroom environment

Blackboard Collaborate is the virtual classroom tool used to facilitate communication in the ECU eLearning technology virtual workshops outlined in this booklet.

Blackboard Collaborate requirements:
To achieve the best experience in the Blackboard Collaborate room, it is recommended that you use:

- Latest Google Chrome Web browser.
- Internet Access with 28.8 kbps speed or above (Broadband connection highly recommended)
- Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
- Webcam (optional)

Overview of the Blackboard Collaborate environment:
The following videos provide a brief overview to participating in the Blackboard Collaborate environment:

- Using audio, camera and internet connectivity.

- Text chat, attendee’s panel and viewing slides.

Session recommendations:
To achieve the best group training experience, it is recommended that the session take place in a computer training room with only one computer connected to the virtual classroom in Blackboard Collaborate Ultra and a projector. Participants in the room can then follow the projected presentation and login to the Blackboard practice site with their own laptop to follow the exercises.

Please enter the virtual classroom 10 minutes before the official start time. This will provide an opportunity to check your connection and verify that your audio is working.

A link will be provided to the recording shortly after the training session.
Connecting to the training session:
- From your Google Chrome web browser, access the ECU Web site: http://www.ecu.edu.au/
- Click on the STUDENTS/STAFF PORTAL button.
- Enter your ECU Login ID* and Password* to display the Staff Portal page.
- From the Easy Logins menu, select ‘Blackboard’ to enter the Blackboard home page.
- From the My Units module, select the following unit: 34_TRAINING_PRACTICE.TRAINING CLT Training Practice
- Select Virtual Classroom from the training site menu. This will display the Blackboard Collaborate Ultra page.
- Select the session ‘Blackboard LMS training’, then select Join session.
- Alternative, you can attend the Collaborate session by entering the following URL in your Google Chrome browser: https://au.bbcollab.com/guest/1f31cdc614464e1baac35fa926940930

Important information regarding training access:
Please provide a list of all staff names (including email address) attending the training session, so that we can arrange access to the Blackboard training site.

*Please inform the CLT trainer well before the session if you do not have an ECU Login.

A note for non-ECU participants:
Unfortunately with some learning technologies e.g. Turnitin, it is not possible to provide an access account for non-ECU participants.

Please attend the session in the training room and pair with a participant that has an ECU account access.

Further Assistance:
For further information, support and training assistance, please contact the following during Perth business hours:

eLearning Training
For staff training of ECU learning technologies

Phone: (61 8) 6304 2255
Email: eLearningTraining@ecu.edu.au
**LTSOs**
Your Learning Technologies Support Officer (LTSO) is available for one-on-one at-the-elbow assistance for any learning technology training requirements.

Phone: (61 8) 6304 2255  
Email: LTSO@ecu.edu.au

**eLearning Assist**
For technical support for staff using ECU learning technologies

Phone: (61 8) 6304 2777  
Email: eLearningAssist@ecu.edu.au

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Or phone (61 8) 6304 2255
TECHNOLOGY WORKSHOPS

eLearning Technology Drop-In Help Session

Arrive online with a learning technology problem….leave with a solution. This is a one-on-one virtual drop-in session for assistance with Blackboard, Turnitin etc.

Please contact: ltsO@ecu.edu.au to arrange a time and date to meet in the virtual office for assistance via Blackboard Collaborate.

Blackboard Learn 9.1 Essentials

This 90 minute workshop provides an introduction to the Blackboard LMS and covers basics such as adding content folders and site menus, uploading documents, web links and videos, and communicating via Email and Announcement tools. This session also examines the application of the ECU TEL (Technology Enhanced Learning) standards to a Blackboard unit site.

- Introduction to Technology Enhanced Learning at ECU;
- Apply Blackboard standards with respect to the TEL continuum;
- Locate key modules on the Blackboard home page;
- Locate Student and Staff Blackboard help resources;
- Navigate a Blackboard unit site – menu, control panel, student preview, edit mode, action bar, contextual menus;
- Organise learning content – folders and folder options;
- Add learning content – Item, file, web link and mashups;
- Edit existing learning content – renaming and reordering content;
- Manage learning content – Copy, move and delete;
- Create and manage announcements.

Using Tests in Blackboard Learn 9.1

Blackboard Test Manager provides a way of delivering and marking assessments online. This 90 minute workshop enables participants to develop and deploy self-marking tests and surveys, with a focus on effective design and feedback.

- Demonstrate an understanding of the Test tool through identifying characteristics and capabilities;
- Demonstrate understanding of the importance of test design;
- Workflow of Tests in Blackboard: Question pool > create test > deploy test;
- Create a Test Canvas;
• Create three common question types (17 different question types available);
• Demonstrate understanding of feedback mechanisms;
• Deploy test, with understanding of Test Options.

Getting Started with Grade Centre

All assessment marks for a unit are entered directly or indirectly into the Blackboard LMS Grade Centre. This 90 minute session covers how to enter marks, and also some other useful features such as releasing marks to students via “My Grades” highlighting and emailing any failing students sharing the marking of large cohorts between tutors using “smart views”

• Review elements of the marking process;
• Access and navigate the various views of Grade Centre;
• Assessment types that appear in Grade Centre;
• Marking ONLINE assessments (created automatically);
• Creating grade columns for OFFLINE assessments;
• Marking OFFLINE assessments (created manually);
• Hide/reveal results from students;
• Add marks together using a Calculated Total;
• Set up “Smart Views”;
• Generate reports within grade centre;
• Export grade centre data to an excel spreadsheet for moderation or analysis.

Turnitin: Entering and Marking with Rubrics

Rubrics provide an effective means of communicating assignment expectations and improved marking consistency and clarity of feedback by linking to in-text comments.

In this 60 minute workshop we cover why rubrics are useful and how to create and mark a rubric in Turnitin.

• Purpose of a rubric;
• Rubric Pedagogical/Assessment design tips;
• Create/manipulate/use Turnitin rubrics;
• Understand limitations of rubrics;
• Import/Export Rubrics.
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Please email E: LTSO@ecu.edu.au Or phone (61 8) 6304 2255

Turnitin: Creating and Managing Assignment Boxes
This 45 minute workshop is aimed at anyone needing to create a Turnitin Assignment submission link and option settings for good practice,
Please note that separate workshops deal with marking and rubrics (Turnitin: Marking Submissions and Turnitin: Entering and Marking with Rubrics)
• Locate Turnitin support resources;
• Create a Turnitin assignment within the Blackboard environment;
• Demonstrate an understanding of Start, Due and Post dates;
• Demonstrate an understanding of the Turnitin advanced options (including filtering, special instructions, repository natures);
• Interpret a Similarity Index for the purpose of understanding an Originality report.

Turnitin: Marking Submissions
Aimed at anyone wanting mark Turnitin submissions for an already-created Assignment box, this 45 minute workshop covers how to interpret Turnitin plagiarism reports, and marking tools such as in-text comments.
Please note that separate workshops deal with creating assignment submission boxes and rubrics (Turnitin: Creating and Managing Assignment Boxes and Turnitin: Entering and Marking with Rubrics).
• Apply Grademark to append Quickmarks, in-text comments and general feedback to a student submission;
• Manage and share Quickmarks;
• Provide a final mark to a student submission.
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For technical support for staff using ECU learning technologies

Phone: (61 8) 6304 2777
Email: eLearningAssist@ecu.edu.au

TECHNOLOGY WORKSHOPS
BY VIRTUAL CLASSROOM

BOOK DETAILS
Developed by the Centre for Learning and Teaching, Edith Cowan University.

CENTRE FOR LEARNING AND TEACHING
Phone: (08) 6304 2554
Email: clt@ecu.edu.au
Web: http://intranet.ecu.edu.au/learning/overview

ELEARNING TRAINING
For staff training of ECU learning technologies (one-on-one or group)

Phone: (61 8) 6304 2255
Email: eLearningTraining@ecu.edu.au

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