

Course Management Manual

Updated July 1, 2008

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COURSE RESPONSIBILITIES

Two Weeks prior to course beginning

- Review and familiarize yourself with the course chart.
- Update the course with your faculty information.
- Prepare an announcement welcoming the students to the class.
- Remove older announcements or adjust to current dates.

One Week prior to course beginning

- Check the course content in each module. Specifically look at:
 - Course links (make sure the links send students where they need to go)
 - Test settings (make sure quizzes and tests availability dates are set)
 - External Links
 - Discussion Boards
 - Do you need to set-up groups?
 - Do you have your course materials (textbooks, etc...)?
- Notify your departments once you've completed this checklist and let them know that you are ready to begin teaching. Inform them of any problems (i.e.: broken links, missing content, missing textbook, etc).

Week 1:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well. See example at the end of this section.
- Reply to the email from the Office of the Vice Provost regarding your Faculty Load Calculation to verify personnel information and course assignments.
- Check course statistics to verify roster on Friday. Please see <http://www.liberty.edu/media/1413/dlpacademicsupport/nap.pdf> for instructions.

Week 2:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.
- Communicate with students who have not communicated with you by Monday of Week 2. Check with your FSC or Lead Faculty member on available methods.
- On Wednesday, verify the Final Roster. Please see <http://www.liberty.edu/media/1413/dlpacademicsupport/nap.pdf> for instructions.

Week 3:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.

Week 4:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.
- Post an FN for any students that have been inactive for 3 consecutive weeks for the remainder of the course

Week 5:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.
- Send an encouragement email to students communicating that they are half way through the course.

Week 6:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.
- Process any incompletes by sending an email to dlpregistrar@liberty.edu including *rational* and *new date* of completion.

Week 7:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.

Week 8:

- Post a welcome announcement and summary of assignments due for Week 1 on the Announcement page and then send it via email as well.
- Send a closure email to all students congratulating them on completing the course

Week 10:**Second Wednesday after Course ends: post grades**

Here is an example of the email about the highlights for the week to be sent to students.

Class – Congrats on finishing Week 1!!

Thanks to those who have actively participated in the Introductions discussion board and Community Center! It has been great to get to know you.

Here are the highlights for Week 2 ~

1. Post your substantive responses in the DBM1 discussion area before midnight Saturday (EST). (Carefully follow the instructions under the Learning Activities link to ensure full credit for your responses.)
2. Complete research for the research paper through the LU online Library. The research paper will be due before you know it, so stay on schedule with your research and preparation.
3. I will begin grading your Discussion Board posts today and have those back to you tomorrow (Wed).
4. Continue reviewing Chapter 1 and Chapter 2 of our text in preparation for the mid-term.
5. Our on-time response for DB1 was 66.7%. That is a decent start for Week 1, but I am convinced that there is greater potential in our class for a much higher percentage next week. I am committed to your success in this course.

Blessings on Week 2!

Prof. X

Course X

LOGGING ON TO YOUR LIBERTY WEBMAIL ACCOUNT

- 1) Go to www.liberty.edu
- 2) Click on "LU Login" link at the top of the web page
- 3) Click on "LU Webmail" in the "Tools" list on the left of the screen
- 4) Enter the same username and password that you created for ASIST
- 5) Check this account daily. It is the primary means of communication with students.
- 6) **In order to protect confidentiality, accurately track communication between students and faculty, and enhance the quality of education, students and faculty are required to use their Liberty Webmail account for all email correspondence.**

LOGGING IN TO BLACKBOARD

- 1) Go to www.liberty.edu
- 2) Click on "LU Login" link at the top of the page
- 3) Click on "**Blackboard**" in the "**Tools**" list on the left of the screen
- 4) Enter the same username and password that you created for ASIST
- 5) Your online courses should be listed inside the box in the center of the screen
- 6) Click on the course you want to view
- 7) Once in the course, review it by clicking on the buttons on the left side of the window
- 8) **Review the helpful Tutorial.** Faculty tutorials are found on the right side of the main login window

NOTE: *You will not be able access Blackboard 7.3 unless you have an active Liberty email account. Please ensure that your ASIST account is set up. If it is not active, please contact Liberty's Help Desk at helpdesk@liberty.edu*

ADDING AN ANNOUNCEMENT:

Step 1: Click on the **Control Panel** link and click on **Announcements**.

Course Tools	
Announcements	Export PRS Roster
Course Calendar	Course Objectives
Staff Information	Download PRS Roster
Tasks	Student Roster
Send Email	iLrn Instructor Tools
Discussion Board	iLrn Gradebook
Collaboration	Course Health Check
Glossary Manager	Turnitin Assignments
Post Final Grades	Turnitin Assignments by Groups

Step 2: Click on the **Add Announcement** button. This will bring you to the **Announcement Information** page.

Announcements



Step 3: Enter the title of your announcement in the subject text box.

Step 4: Enter your announcement in the message text box.

Step 5: Decide if you would like this to be a permanent announcement and check yes or no. Click the "Display After" box and enter your beginning date and time. Click the "Display Until" box and enter your ending date and time.

Note: If you want your announcement to be displayed at the top of your announcement page, you *must* select permanent.

2 Options

Always show this announcement. Yes No

Choose date restrictions

Display After

Oct 29 2004 10:40 AM

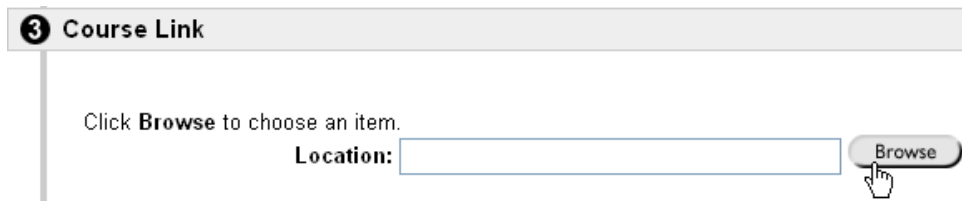
Display Until

Oct 30 2004 10:40 AM

Step 6: To place a link that will take the student directly to an area within Blackboard or to another website, click on the **Browse** button. This will open up a page for you to locate where the link will

take a student when it is clicked. Keep in mind that links in the Announcement area can fail to copy over correctly when course content is copied into additional sections.

Click on the **Submit** button to submit the link.



3 Course Link

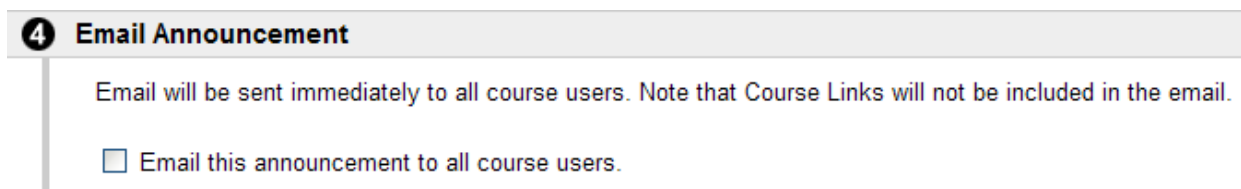
Click **Browse** to choose an item.

Location:

Browse

Step 7: Click on the **Submit** button to submit the announcement.

Step 8: You have the option of having the announcement automatically emailed by clicking the checkbox



4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

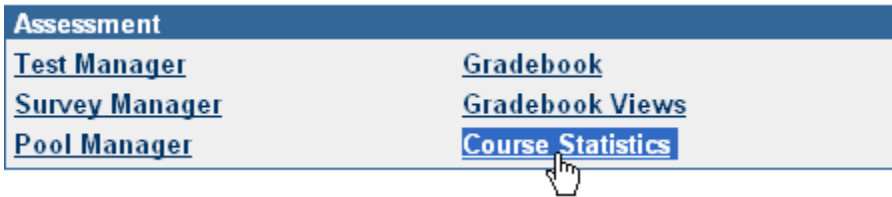
Email this announcement to all course users.

Step 9: You will receive a receipt page. This notifies you that the creation of an announcement was successful. Click on the **OK** button to close the receipt page.

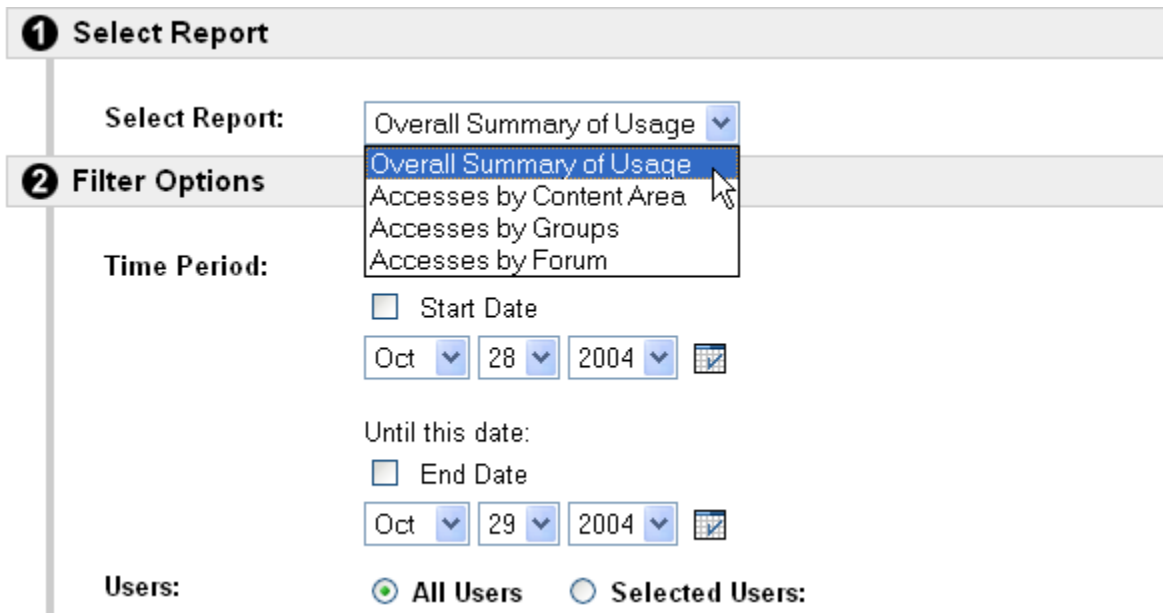
Step 10: This will bring you back to the announcements page, where you will have three options. The first option is to modify the announcement that you just created. Click on the **Modify** button to do so. The second option is to remove the announcement that you just created. Click on the **Remove** button to do so. The last option is to accept the announcement as is. To do so, click on the **OK** button.

VIEWING COURSE STATISTICS:

Step 1: Click on the **Control Panel** link and select **Course Statistics** in the Assessment Box.



Step 2: Select the report type that you would like to view. There are four options: Overall Summary of Usage, Accesses by Content Area, Accesses by Groups, and Accesses by Forums.

A screenshot of the 'Select Report' and 'Filter Options' sections of the course statistics interface. The 'Select Report' section has a dropdown menu with 'Overall Summary of Usage' selected. The 'Filter Options' section includes a 'Time Period' section with 'Start Date' and 'End Date' checkboxes, and date pickers for 'Start Date' (Oct 28, 2004) and 'End Date' (Oct 29, 2004). There are also calendar icons next to the date pickers. The 'Users' section has two radio buttons: 'All Users' (selected) and 'Selected Users'.

Step 3: Select the time period that you would like your report to be based on. Select for either all users to be considered or for select users from the list. Do not forget to check the start and end date boxes.

Step 4: Click on the **Submit** button to submit the filter options.

Step 5: You will then see the course statistics. There are three options from this page. The first is to change the filter options on what the report is based on. The second is to print the results. The third option is to export data to be saved. This option allows you to display the information in a particular style, but does involve some extra time.

SENDING AN E-MAIL VIA BLACKBOARD:

Step 1: Click on the **Control Panel** link and click on **Send E-mail**.

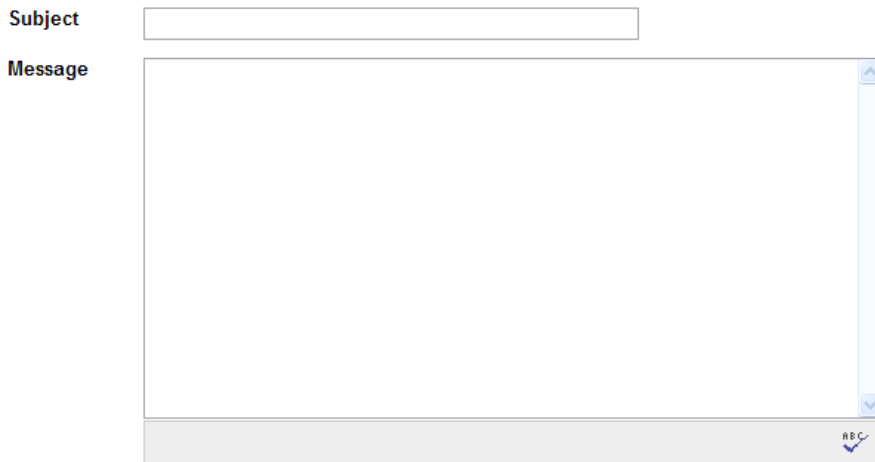
Course Tools	
Announcements	Export PRS Roster
Course Calendar	Course Objectives
Staff Information	Download PRS Roster
Tasks	Student Roster
Send Email	iLrn Instructor Tools
Discussion Board	iLrn Gradebook
Collaboration	Course Health Check
Glossary Manager	Turnitin Assignments
Post Final Grades	Turnitin Assignments by Groups

Step 2: Choose the recipients of your E-mail.

Step 3: Enter the **Title** of the email in the **Subject** text box. Then enter your message in the **Message** text box.

Subject

Message



A copy of this email will be sent to the sender.

Return Receipt

Attachments [Attach a file](#)

Step 4: A copy of your message will automatically be sent to you, the sender. If you would like to attach a file, use the link file attachment link.

Step 5: Click on the **Submit** button to send your email. You will receive a receipt page that notifies that your email was sent successfully to the listed users.

Step 6: Click the button to close the receipt page. Click the button to go back to the Control Panel.

MODIFYING TEST SETTINGS

Please set the tests according to the instructions of the Primary Course Manager.

Step 1: Click on the **Control Panel** link and select **Course Content**.

Step 2: Find the test you would like to modify, then click on the modify button to the right of the test.

Step 3: Click on the **Modify Test Options** link. This will bring up several options for your test. From this screen you can:

- Modify the instructions or description of a test
- Change test settings
 - o Set test availability
 - o Allow multiple attempts
 - o Set timer
- Set Self-assessment Options
 - o Include this test in Gradebook score calculations
 - o Hide the score of this test from the Gradebook
- Set Test Feedback to Option Two (2)
- Change test presentation
 - o View all the questions at once
 - o View one at a time
 - o Prohibit backtracking
 - o Randomize question selection

Step 4: Once you have selected the options you want, click on the **Submit** button on the bottom right corner of the screen.

ADVANCED GROUP MANAGEMENT

Step 1: Click on the **Control Panel** link and choose **Advanced Group Management**.

Step 2: Next, click on the **View/Assign Users** button.

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	All Class Members Group	✓	✗	✓	✓	✓	24
<input type="checkbox"/>	Group 1	✓	✗	✓	✓	✓	11
<input type="checkbox"/>	Group 2	✓	✗	✓	✓	✓	10
<input type="checkbox"/>	Group 3	✓	✗	✓	✓	✓	11
<input type="checkbox"/>	Select All						

Step 3: Click **modify** at the bottom of screen to populate the groups.

Step 4: Assign the user to the group by using the corresponding checkbox.

Step 5: Hit **Submit** and a confirmation receipt will be displayed. Click **OK** which will return you to the **Group Management** screen. Click **OK** again to return to the **Control Panel**.

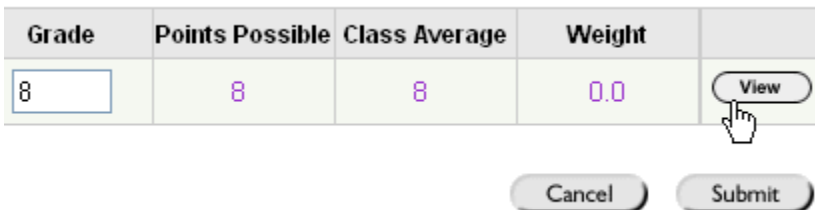
RESETTING A SURVEY OR TEST

Periodically you will be requested to reset a test for a student with extenuating circumstances

Step 1: Click on the **Control Panel** link and select **Gradebook**.

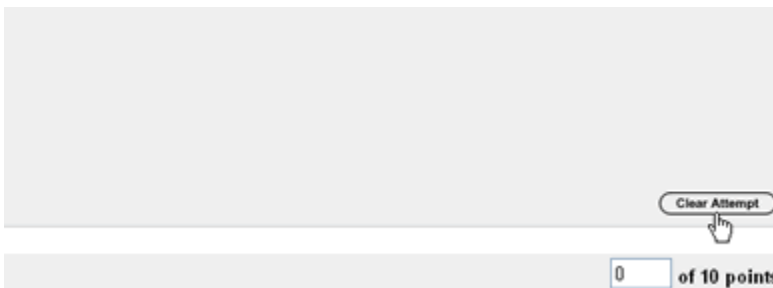


Step 2: Find the student and the item that you would like to reset, then click on the score, padlock, !, or checkmark (which ever symbol is present).



Step 3: Click on the **View** button to the far right of the screen.

Step 4: Click on the **Clear Attempt** button to the far right of the screen.



Step 5: This will open up a second screen. Click on the **OK** button to reset the item. Click on the **Cancel** button to cancel the process.

Step 6: This will bring you back to the Gradebook where you are able to scroll down the page and see a "-" in the spot where the previous symbol or grade was. Scroll down to the bottom of the page and click on the **OK** button to close the Gradebook page.

CREATING A THREAD IN A DISCUSSION BOARD FORUM:

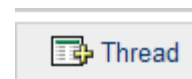
Step 1: Click on the **Control Panel** link and click on **Discussion Boards**.

Course Tools	
Announcements	Export PRS Roster
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Step 2: Click on the course or group discussion board.

Step 3: Click on the forum for which you would like to add a thread.

Step 4: Add a thread button is in the toolbar at the top of the screen.



Step 4: Enter the subject of the new thread and any message in the **text box**. If the forum settings are set to allow for file attachments, you can add an attachment by clicking the file link.

Step 5: Hit the **submit** button to add your new thread. Using the **save** button will create a draft thread which displays only to the author until it's submitted. You will be returned to the tree view of the discussion board.

ADDITIONAL SUPPORT

You have full access to our LU IT support office called Resnet. This office houses an IT HelpDesk that can assist you with any technical questions/problems with your accounts. Please feel free to visit their webpage for helpful information on PC support and great money saving offers on computers and software or to contact them directly.

Phone:

(434) 592-7800

Website:

Helpdesk - www.liberty.edu/helpdesk

ResNet - www.liberty.edu/resnet

E-mail:

Helpdesk - helpdesk@liberty.edu

ResNet - resnet@liberty.edu

Remote Assistance:

[Chat/share your screen with a tech](#)