

Webcourses Interface & Terminology: A Quick Tour for Staff

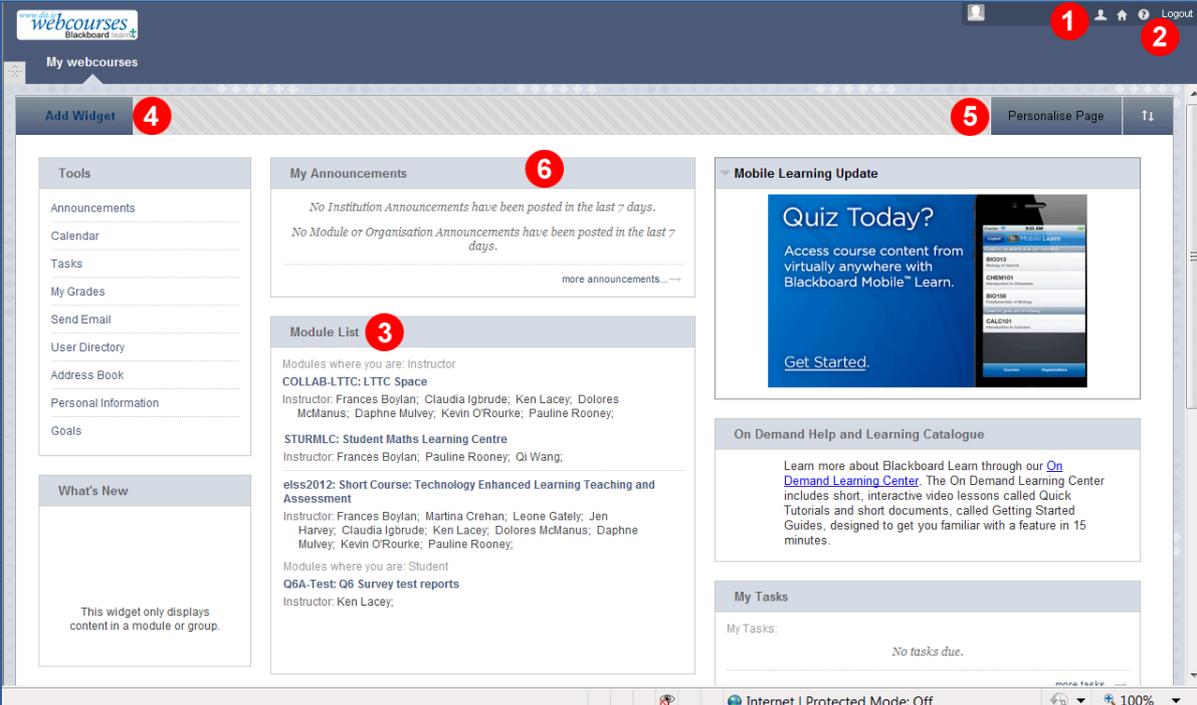
This leaflet provides a quick glossary to Blackboard Learn 9.1, branded webcourses at DIT. For further information and resources see www.dit.ie/lttc/elearning/.

Logging in

Click on the webcourses link on the right-hand menu of the DIT homepage or go to www.dit.ie/webcourses. Choose the **DIT staff and students login** and log in using your staff number and the password you normally use to access your DIT email. You can change your password on <http://mypassword.dit.ie> or contact support@dit.ie (Ext. 3123) to have your password reset.

Your webcourses homepage

1	My Places	The My Places icon  provides access to your personal information and settings including all modules on which you are currently enrolled, privacy options and display options. Click here to update your personal profile or change your personal display options. NB: If your module was migrated from the old webcourses, you will need to change your language pack. Do this by selecting My Places > Personal Information > Personal Settings. Select the English (Ireland) language pack from the relevant drop-down menu and click Submit.
2	Help	The Help icon  provides access to contextualised help resources. Help and user guides are also available from http://www.dit.ie/lttc/elearning/webcourseshelp/ .
3	Module List	The Module List lists all modules on which you are currently enrolled. Below each module title, the list of “instructors” for that particular module will also be provided.
4	Add widget	Widgets are optional containers or “boxes” for content: examples include “Tools”, “My Announcements”, “Mobile Learning Update” and “Module List”. When you click the “Add Widget” button a full list of available widgets is listed: select these to personalise your webcourses homepage.
5	Personalise page	Click “Personalise Page” to select your preferred colour scheme for displaying your webcourses homepage. Note that your selected colour scheme will only be applied to your personal webcourses homepage, not to individual modules.
6	Drag and drop	Click on the title bar of any widget to drag and drop to your preferred position on the page. You can also rearrange the positioning of widgets by clicking the “reorder” icon  in the top right hand corner.

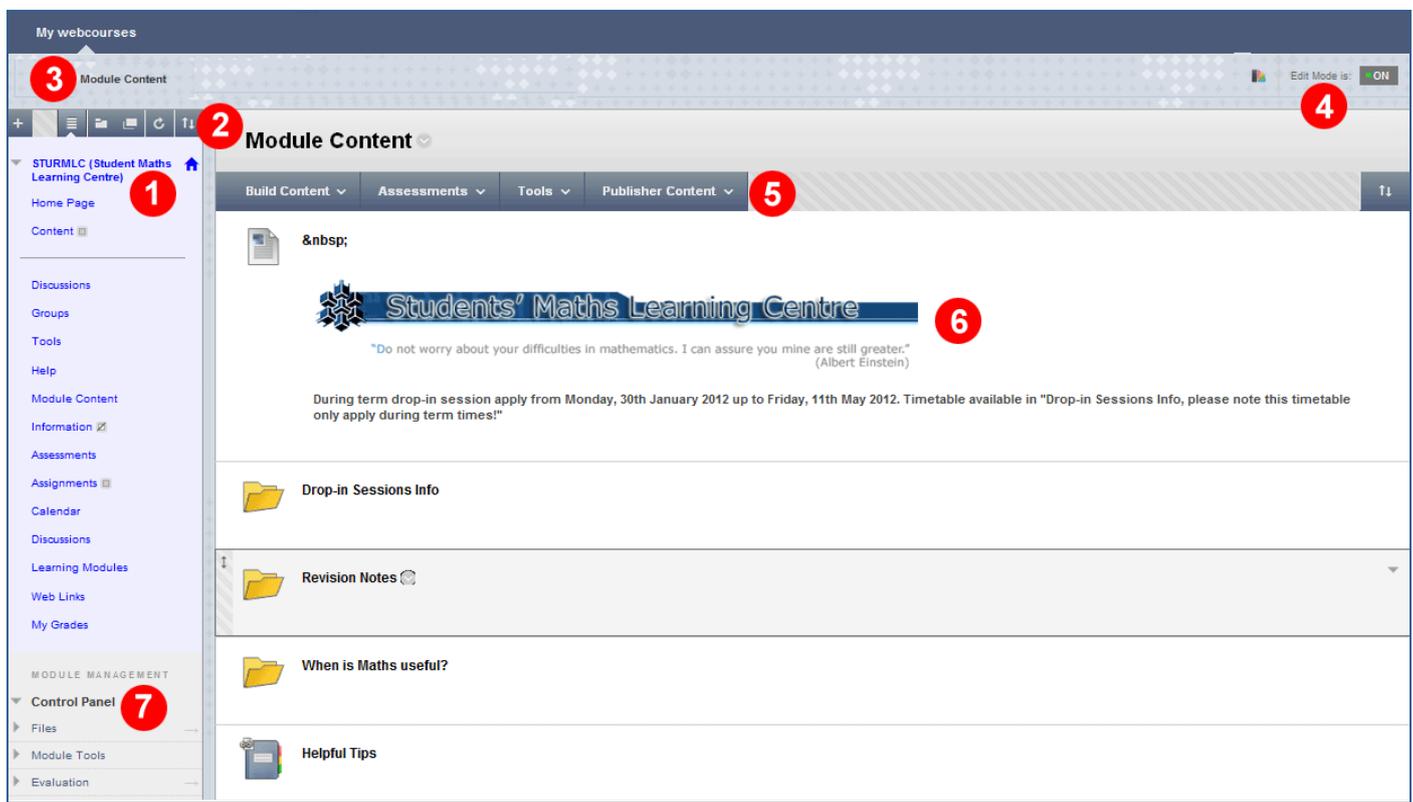


The screenshot shows the webcourses homepage with the following callouts:

- 1**: User profile icon in the top right corner.
- 2**: Home icon in the top right corner.
- 3**: Module List widget title.
- 4**: Add Widget button in the top left area.
- 5**: Personalise Page button in the top right area.
- 6**: Reorder icon (up/down arrows) in the top right corner of the Mobile Learning Update widget.

Your module homepage

1	Module Menu	The Module menu appears on the left hand side of the module page. It contains links to Content Areas and Tools within your module.
2	Module Menu Panel	The Module Menu Panel allows you to change the layout and content of the Module Menu. When Edit Mode=ON, the  icon is visible on this panel allowing you to add links to the Module Menu.
3	Breadcrumbs	Breadcrumbs appear at the top of pages. They provide links back to previous pages that you have visited in order to get to your current location within the module.
4	Edit mode	The Edit Mode button allows you to change the view of your module from the instructor's view (Edit Mode=ON) to the student's view (Edit Mode=OFF). NB: in order to make any changes to your module you must ensure that Edit Mode is ON.
5	Instructor Tabs	The Instructor Tabs appear in a Content Area when Edit Mode=ON. Use these tabs to structure and build your module by adding links to content, tools, assessments, epacks etc.
6	Content frame	The Content Frame is the main area of the browser window where content and tools are displayed.
7	Control panel	The Control Panel is the interface for managing the content, tools and appearance of your module. Students do not see the Control Panel.



The screenshot shows a web interface for a module homepage. The interface is divided into several sections:

- 1**: The left-hand side navigation menu (Module Menu).
- 2**: The top navigation bar (Module Menu Panel).
- 3**: The breadcrumb trail at the top of the page.
- 4**: The 'Edit Mode' toggle button in the top right corner.
- 5**: The instructor tabs (Build Content, Assessments, Tools, Publisher Content) located below the navigation bar.
- 6**: The main content area (Content Frame) displaying the module title 'Students' Maths Learning Centre' and a quote by Albert Einstein.
- 7**: The 'Control Panel' located at the bottom left of the page, used for managing the module.

Glossary

Module	A “module” refers to each module offered by DIT as defined by their unique module code (for example AVTE3100). Within webcourses, each module has its own area and enrolments. Although students will be automatically enrolled on webcourses after registration, they will only be given access to your module when you make it available to them.
Widget	Widgets are optional containers or “boxes” for content: examples include “Tools”, “My Announcements”, “Mobile Learning Update” and “Module List”. When you click the “Add Widget” button on your webcourses homepage a full list of available widgets is listed: select these to personalise your webcourses homepage. Widgets can also be added to your module homepage. Use the Module Menu panel to add a widget page, then select your preferred widgets.
Content Area	Content Areas are used to display content items such as Learning Modules, Assessments and links to tools. When you create a new Content Area, the Instructor Tabs will appear providing access to a range of options for building and adding content or tools.
Learning Module	A Learning Module is a set of content items organised into a table of contents. These can be set so that students view content items sequentially or in any order. All types of content and links such as documents, assignments, assessments etc. can be added to a Learning Module.
Widget Page	A Widget Page contains widgets or “boxes” containing various links such as “Tools”, “My Announcements”, “Mobile Learning Update”, “Global Calendar”, “Alerts”, “To Do” etc. Within your modules, you can use your widget page to provide links to useful tools for your students.
Global Calendar	The Global Calendar appears on your webcourses homepage. It displays all calendar events across all modules calendars to which you have access. NB: If you enter an event in the Global Calendar it is a personal entry which is viewable by you only. To enter a module event which your enrolled students can see, go to the relevant module calendar and enter a “Module Event”.
Module Calendar	The Module Calendar is a Calendar located within a specific module, as opposed to the Global Calendar which resides on your webcourses homepage. The Module Calendar contains module-specific events which are visible to all enrolled students. Only you, as instructor, can add an event to the Module Calendar. Personal Events, which are visible only to you, can be added to the Global Calendar. Note that students can also add Personal Events to the Global Calendar.
Action Link	An Action Link  indicates the presence of a contextual menu enabling the user to perform actions related to a specific item.
Contextual Menu	Contextual Menus are drop-down lists that provide access to additional actions associated with an item. The menu is accessed via an Action Link.