LEARNLINE® 9.1
April 2014 Release
FEATURE GUIDE
FOR END-USERS

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Introduction

Learnline 2014 Upgrade (Blackboard Learn™ 9.1, April 2014 Release)

To coincide with the commencement of the Summer Semester 2014, CDU will be upgrading Learnline to the April 2014 release of Blackboard Learn.

The April 2014 release for Blackboard Learn 9.1 delivers innovations as well as improvements to core capabilities, providing a product that is more intuitive, engaging, and focused on the lecturer and student interaction.

The Office of Learning and Teaching has undertaken user acceptance testing of these new features and functionalities. It is from this testing regime that it has been decided to not utilize some functionality offered in the April 2014 Release.

Purpose of this Document

The purpose of this document is to provide Learnline staff users with an overview of the new features and enhancements that are coming in Learnline’s 2014 upgrade.

The original document, provided by Blackboard Inc., has been adapted and contextualized for CDU. Throughout this document the Learnline roles of Lecturer, Tutor and Unit Builder are collectively referred to as “Lecturer”.
Student Preview

New Feature for Educators

Previously, the Edit Mode On/Off control provided what a student in a Unit might see. The new Student Preview feature provides the capability for a Lecturer to see the Unit exactly how a student would see it. It accomplishes this by allowing the Lecturer to easily transition into and out of a system-managed preview account that is automatically enrolled in the Unit as a Student. This provides all the advantages of a “dummy” account and saving the Lecturer from having to request their Test Student account be enrolled to a unit.

The Student Preview also creates efficiency for Lecturers by providing them the ability to confirm the design of their unit content and unit behaviours (e.g. grade calculations, adaptive release, file links, operation of URLs, tests, post to forums or blogs, submit assessments etc.) from the perspective of a student. This is useful for confirming behaviours that control what a student sees in the unit or require interaction from the student to trigger.

Entering Student Preview

The Student Preview feature provides a new button that appears in the breadcrumb bar next to the Unit Edit Mode On/Off button and is shaped like an eye. Clicking on the Student Preview button moves the Lecturer into Student Preview mode.
Viewing Preview Student’s Activity

A Lecturer would need to keep the data to be able to check grade calculations, for example, or verify other behaviours that requires the Lecturer to view the preview student’s activity.

After exiting Student Preview mode and keeping the data, the Lecturer can navigate to areas of the Unit where they can view that preview student's activity, such as the Grade Center. The preview student is clearly identified by the appended "_previewuser" text on the username and last name.

Removing Preview Student’s Activity

It is recommended that once the Lecturer has completed their review of their unit, that they re-enter Student Preview and exit again, this time choosing "Delete the data" at the prompt. Choosing to delete the data un-enrolls the preview student from the Unit (and deletes it from the system), permanently removing all activity it conducted or created. This will ensure the account does not impact Grade Centre and Test statistics, nor interact with other students and thus prevent accidental deletion of other student interactions.

For more information, visit Blackboard Help for Lecturers/Student Preview online at https://help.blackboard.com/en-us/Learn/9.1_2014_04/Lecturer/130_Student_Performance/Student_Preview
Anonymous & Delegated Grading

Improved (Anonymous) and New Feature (Delegated) for Educators

Anonymous & Delegated Grading provides a more useful, robust option and best practice than has been implemented previously by the “Hide User Names” capability to enable anonymous grading and provide a mechanism for lead Lecturers to delegate grading.

This functionality is designed to meet stringent requirements and workflow needs for high-stakes assignments to ensure anonymous grading to avoid bias and to promote reliability by obtaining two or more grades from separate individuals from which a final grade can be established. However, Lecturers in any unit in which grading is a shared responsibility among teaching assistants or other graders will benefit from the capabilities.

For Anonymously Graded Attempts, student identifying information will be obfuscated. The student’s name is replaced with a unique identifier that can be used by the graders and Lecturers to identify a particular attempt for further discussion without discovering the identity of the student.

Creating and Editing Assignments

The interface for creating or editing an assignment has undergone a significant update to accommodate new Anonymous and Delegating Grading and to improve the workflow for the creation of all assignments. When creating or editing an assignment, Lecturers can enable Anonymous Grading and Delegated Grading within the Grading Options section. Enabling Delegated Grading permits a Lecturer to assign specific teaching assistants or other graders in a unit to grade particular groupings of student submissions.
Submission Details

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback, and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

- Enable Anonymous Grading
  Student names are hidden during the grading process.

- Disable Anonymous Grading
  After all submissions are graded

- Enable Delegated Grading
  Delegate grading responsibilities to one or more additional graders.

- Show All Possible Graders

<table>
<thead>
<tr>
<th>Grader</th>
<th>Submissions to Grade</th>
<th>View Settings</th>
<th>Reconcile Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Carlson</td>
<td>Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erinne Wright</td>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jerry Westley</td>
<td>Random Set of 25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Can view other graders’ scores, feedback, and notes
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Student Experience

If an Assignment is set to be Anonymous, the student will be informed of this fact when submitting the assignment and will when reviewing his grade with My Grades and on the Review Submission History page. However the Lecturer should also remind students not to include any identifying information in the document — no cover sheet, no name or student number in footer.

Delegated Grader Experience

Markers or others serving as delegated graders will only see the specific Assignment attempts which they have been assigned to grade within existing Learnline workflows and interfaces, such as the Needs Grading page.

Reconciling Grades

The Reconcile Grades page allows a Lecturer to review provisional grades, feedback, and make a determination regarding the final grade. Grades need to be reconciled before a student will see the grade in My Grades view.

For more information, visit Blackboard Help for Instructors online at:

Anonymous Grading:
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments/010_Anonymous_Grading

Delegated Grading:
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/050_Grade_Assignments/020_Delegated_Grading
**SafeAssign**

*Feature Enhancements for All Users*

Given the significant increase in adoption and usage of SafeAssign, Blackboard decided to enhance the SafeAssign service to provide a more seamless integration with Assignments, as well as update the SafeAssign Originality Report interface.

The new changes to the SafeAssign service are implemented through a new version of the SafeAssign Building Block. The separate “SafeAssignment” option has been removed and SafeAssign has become an option when creating an Assessment and selecting Assignment in Learnline.

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**SafeAssign Integration with Assignments**

By integrating the SafeAssign service with the native ‘Assignment’ content type, Blackboard is providing a more seamless and feature-rich workflow for Lecturers. Lecturers now enable the SafeAssign service during creation or editing of an assignment submission point. The option is located under the “Submission Details” section which has a concertina behavior, i.e. click the link to expand and close.
Where’s Draft?

Lecturers have the option to “Exclude Submissions” when creating a Learn Assignment. This option equates to the previous “Draft” and does not include student submissions in the Institutional or Global Reference Databases, thereby enabling students to “check their work” against SafeAssign sources prior to submitting a final version but without their final file being flagged as matching the previous “draft” submission.

Like other options on Assignments, the “Exclude Submissions” option is a point-in-time and editable after assignment creation. If the option is changed at a later date, only new submissions after that date would honor the new state of the setting.

File Types

The standard ‘Assignments’ submission point accepts every possible file type as an attachment, but SafeAssign will only process and create Originality Reports for attachments with compatible file types. These are files that it can convert to plain text and include the following: .docx; .doc; .pdf; .txt; .odt; .rtf; .html; .htm; and .zip (processing files that match any of these file types within the .zip).

Originality Reports

The Assignment’s Inline Grading feature only supports the following subset of file types: .pptx; .ppt; .xlsx; .xls; .docx; .doc; and .pdf. Whereas SafeAssign will only process and create Originality Reports for its supported file types (see File Types above). For unsupported file types, the SafeAssign Originality Report will omit a matching score. This information is visible in the right-hand navigation bar of the new Originality Report.

Inline Grading

The difference between compatible file types for a standard Assignment and compatible file types for SafeAssign means that there are only certain file types that can be displayed in the Inline Grading workflow and processed by SafeAssign. Below is a Venn diagram outlining which file types support both features:

Any submitted files not supported by the Inline Grading feature, but accepted by SafeAssign, will still be processed through SafeAssign and Originality Reports for these files will be available in the standard Assignment grading workflow.

With the integration of SafeAssign to Assignments, the separate grading interface for SafeAssignments is no longer necessary. In its place, SafeAssign will be visible directly within the Assignment grading workflow. When Lecturers are able to use the Inline Grading workflow, SafeAssign is visible as a new section in the right hand menu bar:
With the integration between SafeAssign and Assignments, almost all Assignment features are available in tandem with SafeAssign services. The only feature that is not supported by the SafeAssign service at this time is Portfolio submissions.

**SafeAssign Originality Report Improvements**

In addition to improving the design and visual aesthetic of the SafeAssign Originality Report, several new features are introduced to the SafeAssign service (group submissions, multiple attachments, multiple submissions, etc.) as part of integrating the SafeAssign service into the Assignment workflow.

For more information, visit **Blackboard Help for Instructors** online at:

**Use SafeAssign in Assignments:**
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign

**SafeAssign Originality Report:**
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/100_Assignments/025_Use_SafeAssign/010_SafeAssign_Originality_Reports
Portfolio

New Features and Enhancements for All Users

The Portfolio subsystem is intended primarily as a tool for students to reflect on their own learning or as a tool for assessing student learning. The new Portfolio framework will replace the previous Portfolio framework of “Basic and Personal Portfolios” entirely. Legacy Portfolios will automatically be converted to the new framework.

Backward Compatibility

Portfolios created in either the Basic Portfolio tool or the Personal Portfolio tool previously will still be present in the new Portfolio framework, and will continue to be viewable, shareable, and editable. The backward compatibility of the new Portfolio framework assures that authors will retain access to their existing Portfolios and be able to take advantage of the new functionality with those Portfolios in the new framework.

Whilst creating or editing a portfolio, the student always has access to the virtual Guided Tour stepping them through how to use the tool. The Guided Tour is accessed from the top-right of screen.
Accessing Portfolios

In the new Portfolio framework, the access to the My Portfolios area has been moved to the Global Navigation Menu under the “Tools” accordion. The Portfolios tool consists of three sub-sections:

- **My Portfolios** (where the user creates and manages their Portfolios)
- **My Artifacts** (where the user creates and manages their Artifacts)
- **Received Portfolios** (where a user accesses Portfolios that have been directly shared with him by other users).

Portfolios can also be accessed within a unit, by creating a link to the Portfolios Tool.

Creating Portfolios

Creating a Portfolio is much cleaner, simpler, and effective with the new Portfolio framework. To begin creating a Portfolio the user clicks the Create Portfolio button in the My Portfolios sub-section. The first time that a user is presented with the new Portfolio authoring canvas the system will present her with the option to view a brief guided tour. The guided tour walks the user through the new authoring interface at a high level to orient the user to the new tools.
Creating Personal Artifacts and Assignment Artifacts

Artifacts are evidence of learning, frequently accompanied by reflection by the learner. Artifacts are managed independently in the My Artifacts repository of the Portfolio, as an Artifact may be used in more than one Portfolio. Artifacts can be created ahead of time or “on the fly” while the user is authoring a Portfolio.

In the new Portfolio framework, there are two types of Artifacts: Personal Artifacts and Assignment Artifacts. Personal Artifacts consist of a Title, Description, and Content. The Content can be generated free-form using a Content Editor, or can be a file (or files) uploaded from the local computer or selected the Content Collection, or both (free-form content + files). Assignment Artifacts are artifacts that are generated by converting a graded Assignment submission from a Learnline unit into an Artifact. Assignment Artifacts not only include the submitted file/content, but they also include metadata about the assignment: the Assignment details, the grade the student received, and any feedback provided by the Lecturer.

Portfolio Design Options

To modify the layout and design of the Portfolio, the user clicks on the Preview & Customize button in the Portfolio authoring canvas. The preview of the Portfolio is displayed. The user can then click on the Customize button in the upper left to choose different layouts and color palettes. The new Portfolio framework requires the users to make far fewer decisions about design and more consistently will result in an attractive Portfolio.

Portfolio Sharing

Portfolio authors can share their Portfolios with individual users, external users (via email), Units, Organizations, Institution Roles, or All System Accounts (which makes the shared Portfolio discoverable via the Search button in the Received Portfolios area). Whenever a Portfolio author shares a Portfolio with other users, each “sharing event” creates a static snapshot of that Portfolio at that point in time. What is shared is the static Portfolio Snapshot, so even if the Portfolio author makes changes in his Portfolio, the recipient is still looking at the static Portfolio Snapshot of that Portfolio at that point in time.
Assigned Portfolios

The new Portfolio framework introduces a new feature for Lecturers: Assigned Portfolios. This new feature allows the Lecturer to require a Portfolio as the submission in response to an Assignment in a Unit. This is not a separate type of Assignment; it is simply a new option on the existing Assignment capability. With Assigned Portfolios, portfolios are easier to use and assess as part of authentic assessment practices in a Unit.

For more information, visit Blackboard Help for Instructors/Portfolios online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/030_Navigation/Portfolios
Group Management

Improved for Educators

In this upgrade, Groups will exhibit the improved experience of managing a large numbers of Groups within a unit. It adds new functions to the existing workflows for Group creation and management.

Group Management improvements provide the ability to:

- Easily see which students are in which groups, including which students are not in any groups.
- Easily see and modify group memberships.
- Choose and manage membership for group sets with an improved workflow.
- Import and export groups and group memberships.
- Sort columns, perform bulk actions for deleting groups, and create Grade Center Smart Views for one or more groups on the All Groups page.
- Manage tool availability for all groups on the All Groups page.

All Groups Dashboard

On the Groups page, you can access All Groups, Groups Sets, and All Users. You also can:

- Import and export groups and group memberships.
- Sort columns, perform bulk actions for deleting groups, and create Grade Center smart views for one or more groups.
- Optionally, manage tool availability for all groups.

For more information, visit Blackboard Help for Instructors/Course Groups online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups
Date Management

Improved for Educators

Found in the Control Panel under Unit Tools, the Date Management feature provides one convenient location to adjust dates either automatically or individually, for items such as due dates, time/date release options, adaptive release.

If all your dates are to move by a day, then you can adjust using A: Adjust by Number of Days.

You can also review all dates currently applied in your unit, and adjust them later on the Date Management Review screen.

Use Course Start Date

This option can be used to adjust all dates for a new semester as you can adjust dates according to the unit start date (i.e. Day 1 of Semester).

The Current Start Date displays the date that the course is currently set to start. Change the new start date to reflect when this unit is going to start. All dates in the unit adjust by the number of days each date occurs after the start date.

Example: The original course started September 1 with an assignment due September 26—twenty-five days after the start date. If you adjust the new start date to January 12, the assignment is now due February 6—twenty-five days after the new start date.

List All Dates for Review

Use this when you want to review dates before adjusting them.

Select this option to display a list of all content and tools with dates in the unit on the Date Management Review page. Use this option to review all of the dates and analyse them individually for adjustment.
A. Return to the first page and choose to adjust dates automatically. The first page also shows an inline receipt indicating when date management was last run.

B. Refresh the current page to account for any changes that were made to the course since date management was last run.

C. Filter your review by item type, such as assignment or test.

D. Filter your review by date type, such as due date.

E. Select one, multiple, or all items in the list to batch adjust dates. Adjusting dates allows users to indicate by how many days the selected item dates should be moved by. A negative number moves the dates back.

F. Click to sort the list by item name.

G. Review and adjust the due date for item. Click to sort the list by due date.

H. Review when items are made available. Click to sort the list by item availability start and end dates.

I. Review the adaptive release dates for items. Click to sort the list by adaptive release start and end dates.

J. Navigate between pages. By default, the page shows 25 items.

K. Click the date or edit icon to edit any of the dates for an item.
Blackboard Collaborate Windows Launcher

New Functionality for all Windows Users

The Blackboard Collaborate Launcher is a utility that provides a convenient and reliable way for Windows users to launch Online Classroom (powered by Blackboard Collaborate Web Conferencing) sessions and recordings. The Launcher has been available for Mac users for many months.

When using the Launcher, rather than sending a .jnlp file to launch a session, the service will send a new .collab file when a user attempts to join an Online Classroom. The Launcher knows how to unpack the .collab files and then run them using a known and stable version of Java (which is packaged into the Launcher itself). There is no longer the requirement for a user to install and maintain a specific version of Java.

When clicking on a session or recording link, Blackboard Collaborate checks to see if the launcher is installed on the user’s computer and, if not, it will prompt to download it.

CDU Windows Computers

ITMS will be installing Blackboard Collaborate Launcher to CDU campus computers and the Launcher will also be available from “Install CDU software”.

Students and Staff off-campus, and Mac Users

Off-campus users will need to download and install the Launcher to their personal computer prior to joining their first Online Classroom session or viewing the first recording following this upgrade.

For more information, visit Blackboard Help for Instructors, online at:

Install the Launcher on Windows
http://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/060_Blackboard_Collaborate/020_Blackboard_Collaborate_Launcher/10_Launch_Blackboard_Collaborate_From_Windows/10_Install_the_Launcher_on_Windows

Install the Launcher on Mac
rate Launcher/20 Launch Blackboard Collaborate From Mac/10 Install the Launcher on Mac
Significant Figures in Calculated Formula Test Questions

Improved Feature for Educators

Lecturers in Science, Technology, Engineering and Mathematics (STEM) disciplines expect precision in the tools that support their pedagogical methods. For some time, Calculated Formula questions in Tests are used by Lecturers in STEM disciplines to create quantitative questions using a formula and variables that can be dynamically generated, calculated, and scored. The automated grading of these questions, the correct answer to be calculated using the defined formula and variables, and the student’s response validated to award credit, has been improved to include calculation to significant figures.

In addition, Blackboard has improved the existing support for scientific/exponential notation. The Test Canvas and the Item Analysis report have also been updated to include Significant Figures information.

For more information, visit Blackboard Help for Instructors/Calculated Formula Questions online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools/100_Question_Types/Calculated_Formula_Questions
Support Resources

Staff can obtain further information on the new features and enhancements to Learnline through the following channels:

**Blackboard Learn’s Feature Showcase webpage**
The most up-to-date information for faculty, teachers and staff, including FAQs, quick videos, training programs and more.
– [http://www.blackboard.com/faculty-resources.aspx#&panel1-1](http://www.blackboard.com/faculty-resources.aspx#&panel1-1)

**Blackboard Help for Instructors website**
An online repository of product documentation.

**Blackboard Inc. On-Demand Learning Centre YouTube playlist**
Access free video tutorials, getting started guides and other resources to help teaching staff get acclimated to the new features in Release 9.1.
[http://www.youtube.com/playlist?list=PLontYaReEU1v1P4Nq1ilNGIkfDUNQDZV](http://www.youtube.com/playlist?list=PLontYaReEU1v1P4Nq1ilNGIkfDUNQDZV)

**Blackboard Inc. on YouTube**
The latest posts from Blackboard Inc. – conference keynotes, Blackboard how-to videos and uploads, and access to Blackboard’s playlists including: Blackboard On-Demand Tutorials; Blackboard Innovative Teaching Series; and Blackboard Learn Quick Hit Videos.
[http://www.youtube.com/user/BlackboardTV/featured](http://www.youtube.com/user/BlackboardTV/featured)

Plus, your Charles Darwin University support teams:

**Learnline Staff Support**
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**HE Education Training and Development Team**

**VET Development Team**