Learn Basics

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Learn can be accessed through all up to date, commonly available, web browsers.

**Task 1: How to log in**

1. Go to the MyEd portal at www.myed.ed.ac.uk
2. If required enter your login details.
3. On the MyEd page select the Teaching and Research tab and click the Learn link. (This page can be added as a favourite here in order to make future access simpler.)
4. On the Learn page click on the blue Learn button.

**The My Learn area**

When you log in to Learn, the My Learn area will be the first thing that you see. The page contains boxes, known in Learn as modules, from which you can access various resources. This area is not customisable, so you cannot add or delete modules.

**Modules include:**
- **My Courses** – lists all courses on which you are an instructor, or enrolled on as a student,
- **My Announcements** – course and institutional level announcements.

**Managing the My Courses list**

You can use the settings icon at the top right of the My Courses module to change the way your course list appears. For example, displaying the course ID and/or instructor names.
Task 2: How to group your courses by term

If your list includes courses from more than one term, you can group your courses by term, then choose which term’s courses to display in your list. This is especially useful when you have been using Learn for many years, and been involved in lots of courses, your course list can become cluttered and you will want to ensure you are not working on a previous semester’s course.

1. From within the My Courses module click the **Settings icon**.
2. Tick the **Group by Term** box.
3. Further options will then become visible. All terms are automatically selected to be grouped but you can deselect options as required. Re-order terms using the double-headed arrow to the left of each row to drag and drop into place.
4. Click **Submit**.

Task 3: How to display course information

1. From within the My Courses module, click the **Settings icon**.
2. Under Edit Course List, tick the **checkboxes** to display the course name, course ID, instructors, announcements or tasks as required for each course.
3. You can also hide courses from your view by unticking all the boxes for that course.
4. Click **Submit**.
Managing the Notifications Dashboard

From your My Learn area the Notifications Dashboard is available as a tab. Unlike the My Learn area, the Notifications dashboard is customisable and changes are saved when you log out. The Notifications dashboard can provide you and your students with alerts for all courses in which you are actively involved. Users can then navigate to individual items to take action.

By default, the page displays these modules:

- **What’s new** – A list of new items in all your courses, such as content, discussion board posts, assignments and tests submitted (instructors), and grades posted (students).
- **My tasks** – Students and instructors can create tasks to help organise, prioritise and track the status of course-related activities.
- **My announcements** – Includes institutional level Learn-specific announcements (e.g. downtime or re-start alerts) and announcements for all your courses.

**Task 4: How to personalise the Notifications Dashboard**

Buttons are available in the top left and right corners of the notifications dashboard which will allow you to make the following changes:

1. Apply a colour theme by clicking on **Personalise page**.
2. Add modules using the **Add module** button.
3. Re-order modules by dropping and dragging the four-headed arrow that appears at the top left of the module when you hover your mouse over it.
4. Expand and collapse module content by clicking the triangular arrow that appears at the top left of the module when you hover your mouse over it.
5. Personalise the module itself using the settings icon that appears at the top right of the module when you hover your mouse over it.

6. Remove modules that you’ve added by clicking the X at the top right of the module.

Navigating around Learn

The area at the top of the screen contains links that take you from one part of Learn to another. The blue panel at the top of the screen stays the same wherever you are in Learn, so you can always use it to return to the My Learn page.

Some navigational features, such as the breadcrumb trail, are only available from within a course. The breadcrumb trail allows you to follow the path of the links you clicked in order to arrive at the current page, so you trace back your steps.

One of the most useful links is the course-to-course navigation button, this is located beside the current course name.

Clicking this takes you to the equivalent page on whichever course you choose – so if you have the discussion board open on one course and click the action arrow, you can jump straight to the discussion board on another course.
My Blackboard

My Blackboard consolidates important information and notifications from across your courses and the University, whether you are a student or member of staff.

From My Blackboard staff can, for example, see when an assignment or assessment is due or needs grading, and when new posts are added to collaborative course tools such as the discussion board. Students can view their grades and be reminded of assignments that are due in each of the courses where they are enrolled.

Task 5: How to use My Blackboard

1. Access My Blackboard using the global navigation menu at the top right of the Learn window.
2. The menu box that appears provides access to My Blackboard tools on the left. Click these icons to open the tools full-screen.
3. Your courses are listed in the main panel with the recently-visited ones at the top. Click the course name to navigate to it.
4. Click the links at the bottom of the menu box to change your settings (e.g. text size, notification settings and add an avatar).

Red numbers on the global navigation menu, and on the My Blackboard tool icons, indicate the number of items that are new or need your attention.

Clicking the \( \text{注销} \) icon to the right of the global navigation logs you out of Learn.

My Blackboard Tools

The Overview tool brings all calendar entries and posts together on one page. You can access the My Blackboard tools using the icons on the left.

The Posts tool brings together posts and comments from collaborative tools (discussion boards, blogs, journals and wikis) in use on all of your courses. Posts remain in My Blackboard for one week.
Posts are presented chronologically. The buttons at the top left-hand panel allow you to apply filters to view either all posts, just those that directly involve you, or just those from a particular course. Each new post is shown on the left with a preview of the content, location and author. Click the post to expand the content into the right-hand panel.

You can comment or reply to the posts from within the tool, or click the post title in the right-hand panel to see the full post in the course environment.

My Grades (students only) provides students with access to all of their grades from all of their courses. Students can view grades by date to see their latest grades across all courses, or by course to see all the grades they’ve received on that course, as well as any submitted or upcoming assignments or assessments.

The Retention Centre provides an easy way for instructors to identify student performance problems. Instructors can create or use preconfigured rules based on grades, late or missing work, or frequency of course access to identify struggling students, then communicate with them to help them take corrective action. You can set up rules via the Control Panel > Evaluation > Retention Centre.

The Updates tool brings together course and institutional level notifications from across Learn. These include course announcements, when new content or assignments are added to a course, and when an assignment is due or needs grading. Set which updates you receive using the settings cog icon at the top right, and choose to see all notifications or just those from a particular course using the left hand panel options. Updates remain in My Blackboard for one month by default, but you can dismiss an update once you have seen it.

A. Browse all notifications
B. View notifications by course
C. Open the announcement to view it within the course, click the course link (if one has been added) to go to relevant material, or dismiss the announcement.
D. Select the notification type you want to show.

The Calendar displays a consolidated view of all institution, course and personal calendar events for a user, colour coded by course, but you can apply a filter to only view selected calendars. You can personalise your view by applying colours and labels.
You can use the course calendar to provide students with dates for course related events. Course calendar events appear to all members of the course, and could include tutor office hours, exams, guest lectures, or due dates for assignments.

Course items with due dates automatically appear in the course calendar.

**Task 6 : How to Navigate the Calendar**

1. **Select** View - by day, week, or month (A).
2. **Navigate** between months (B).
3. To create a new event, **click** the plus (+) or **click** inside a date (C).
4. **Click** an event to edit it, or **drag and drop** an event to change the date (D).
5. **Select** the calendars you want to view, and optionally change the colour of each calendar (E).
6. **Get an iCal URL** for importing your Blackboard Learn calendar into an external calendar application. Once the Learn iCal URL is set up in an external calendar, it is updated dynamically with new Learn calendar events (F). However you can’t import external calendars into Learn.

**Task 7: How to add items to the Course Calendar**

Only instructors can create course calendar events.

1. **Open** the calendar.
2. **Click** on the day where you want to add an event or **click** the plus (+).
3. Add the details for the event. You can choose to add the event to any course calendar you have access to, not just the current course.

![Create Event](image)

4. Click **Save**.

**Task 8: How to add an avatar**

Staff and students can use avatars to help personalise the learning experience. Your avatar will appear in several places within Learn, including your contributions to discussion boards, blogs, journals and wikis.

1. Access **My Blackboard** using the global navigation menu at the top right of the Learn window.

![My Blackboard Settings](image)

2. Click **Settings** at the bottom of the My Blackboard menu

3. Click the **Personal Information** link

4. Choose **Personalise My Settings**

5. Select **Use custom avatar image**, then click the **Browse My Computer** button to select your image

6. Click **Submit**
Announcements

Announcements are messages made available through a course, they are useful for:

- Time specific information
- Important information that is sent out to students, and also displayed in the course
- Directing students to a specific part of the site or section of materials

Task 9: How to create an announcement

1. Navigate to the Announcements tool.
2. Click on Create Announcement.
3. Add a subject.
4. Add a message.
5. Under Web Announcement Options, if required, select Date Restricted and select dates for either/both Display After and Display Until. (It is good practice to select an end date for an announcement to ensure they are removed when they become irrelevant.)
6. Selecting Email Announcement will only work if there is no Display After selected. (i.e. it can not be used to send delayed announcements) This will send an email of the announcement to all course participants.

Course Contacts

Adding course contacts can make it quicker for students to find who to contact with course specific questions. Information about office hours, phone numbers and links to professional
Task 10: How to create or edit a contact

1. If not already present then from the tools menu add the Contacts tool to the course.

2. Select the Contacts tool.

3. To create a new contact, click Create Contact or to edit an existing contact select Edit from the drop-down menu beside the contact title.

4. Add to the Profile Information.

5. Select Yes to make the profile available to students. If you select No, none of the information provided as part of that Contact item appears to students.

6. It’s very useful for students to be able to put a face to a name. Select Browse to search for an image to attach to the profile. This image is included next to the profile on the Contacts page. The image size must be 150 x 150 pixels.

7. If you would like to add a Personal Link, type the URL for a contact’s home page. Note that this must include the http:// or https:// portion of the URL.

8. Select Submit.