Learn Basics

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User Roles in Learn

Each EUCLID generated course automatically enrols students within the course, along with the course organiser and a course secretary who are given the instructor role.

Role	Description	Automated from EUCLID
Student	A student will be able to participate in the course, viewing content that has been made available to them based on settings of the course. A student will be included in the Grade Centre and will be able to contribute to discussions, submit assessments, etc.	Yes
Instructor	The Instructor role is the main role that is given to those who are delivering the course to the students. The Instructors will have full control of the course with the ability to add content, design menus, create assignments, and have full access to the grade centre, and much more. The Instructor will see additional options such as the Edit On/Off button, student preview tool, context menus to add/edit content. Instructors will have access to the full Course Management options which are displayed below the main course menu.	Yes (Course Organiser and Course Secretary)
Class Only	Student role which allows the user to access content but not interact with the course. A Class Only user is able to access a course however does not have a record in the grade centre and thus is unable to participate in any graded assessment or group activity. The role is mapped to the Class Only role in EUCLID Class Only is not displayed on the users HEAR when they graduate. Only courses that contain grades are available in the HEAR. An interim HEAR can be requested which will show all course activity including Class Only.	Yes
Teaching Assistant	Copy of the Instructor role but restricted access to reporting tools and unavailable content. Teaching Assistants have access to most of the control panel. When the course is unavailable to students teaching assistants can still access them.	No
Staff Participant	Staff role which allows a user to access the course materials and participate in class activities. This role has no edit permissions and no access to the Grade Centre.	No
Marker	The marker role has limited access to the course Control Panel. Markers can assist an instructor in the creation, management, delivery, and grading of assessments and	No

Role	Description	Automated from EUCLID
	surveys. The Marker may also assist an instructor with adding manual entries to the Grade Centre. If a course is unavailable to students, the course appears in the My Courses module and in the course list, for a user with the role of Marker. However, the Marker cannot enter the course until the course is available.	
Support Assistant	For assistants employed by students with disabilities with a special adjustment including assistance.	No
Course Builder	The Course Builder role has access to most areas of the course or organisation Control Panel. This role is appropriate for an assistant who should not have access to student grades. If the course is unavailable to students, a course builder can still access the course. The course builder cannot remove an instructor from a course.	No
Guest	Student role with limited access to tools and only available for guest enabled courses and content.	No

Only users who are already registered in Learn can be given roles within a course. If you wish to give someone outside the University access to your course you will need to set up the course for guest users or have them enrol using the Visitor Registration System.

**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. The Learn Module is on the Home page of MyEd

4. On the Learn module 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.
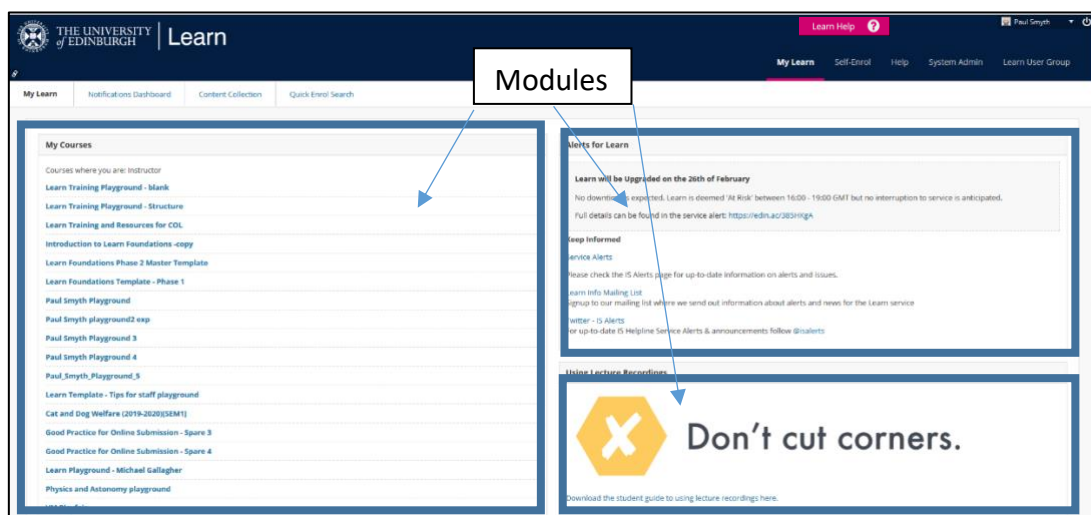
Modules include:

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

It is possible to change the content of your course list. You can choose to group your courses by term and/or display additional information, such as the course ID or instructor names.

Task 2: Managing the My Courses list

If your list includes courses from more than one term, you may want to group your courses by term, then choose which term's courses to display in your list. This is especially useful if you are involved in lots of courses, as your course list can become cluttered.

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.
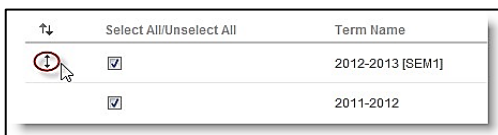
4. Click **Submit**.

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:
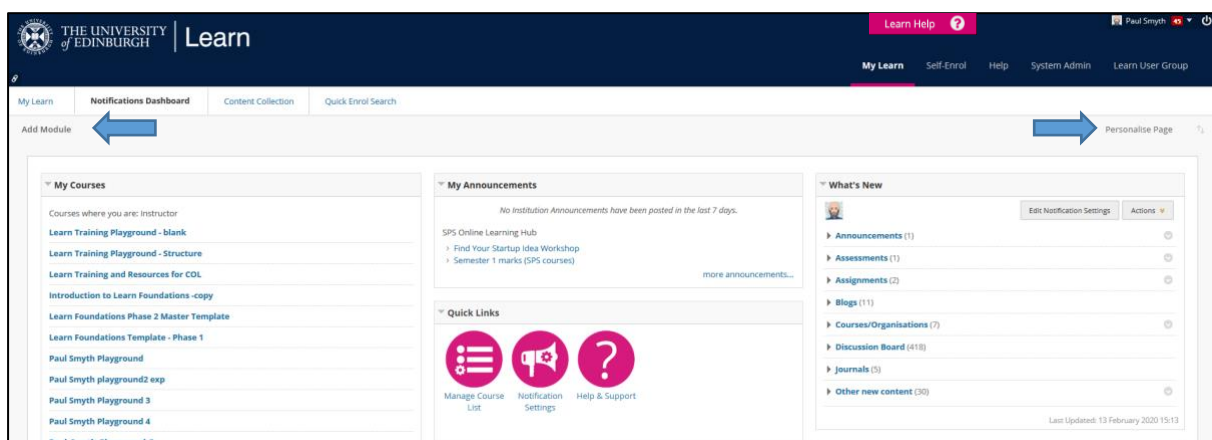
1. Apply a colour theme by clicking on **Personalise page.**

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.
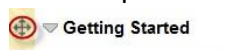
4. Expand and collapse module content by clicking the triangular arrow that appears at the top left of the module when you hover your mouse over it.

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.

Task 5: How to change the frequency of notifications

You can choose the frequency of notifications by email, and if you want due date reminders.

1. From the **menu** next to your name in the page header, select **Settings** and then select **Edit Notifications Settings**.

2. On the Edit Notification Settings page, select **Edit General Settings**.

3. On the General Settings page, you can choose to receive an email for each notification or a daily digest email that compiles all of the notifications for that day.

   a. Individual Messages: Emails are sent for each notification. (Note that the number of unread discussion messages, blog posts, and journal entries are always sent as daily digest emails).

   b. Daily Email Digest: All notifications are collected and sent once a day.

4. Select **Yes** if you want to receive Due Date Reminders, and choose the number of days before the due date you want to be notified.

5. Select **Submit**.

Task 6: How to change the types of notifications you receive

You can choose the types of notifications you receive and how they're delivered to you.

1. From the **menu** next to your name in the page header, select **Settings** and then select **Edit Notification Settings**.

2. On the Edit Notification Settings page, select the link for **Courses I am taking** or **Courses I am teaching** in the Bulk Edit Notification Settings section to change notification settings for all courses at once.

Or, you can make selections for individual courses. Select a course name in the Edit Individual Course Settings section. The Current Notification Settings page appears and provides the same options.

3. In the Settings section, choose how your notifications are delivered. Select the **check box** at the top of a column to receive all of your chosen notifications the same way. **Clear the box** for any notification that you don't want to receive.

By default, all notification types appear in My Blackboard's Updates and Posts pages and in course home pages. They also appear in the Notifications Dashboard.

4. Select **Submit**.

N.B. You need to select **Daily Email Digest** in your general notification settings to select email notifications for these items:

- Number of unread discussion messages, blog posts and journal entries.

Notification types

Learn notifies you when these events occur if you set the notification type to **On** :

- Announcement Available

- Assignment Available

- Assignment Due or Past Due

- Assignment Needs Grading

- Blog Needs Grading

- Content Item Available

- Course Available

- Course Message Received

- Course Quota Soft Limits

- Discussion Board Forum Needs Grading

- Discussion Board Thread Needs Grading

- Gradable Item Due

- Journal Needs Grading

- Needs Reconciliation

- Retention Center Rule Details

- Survey Available

- Survey Due or Overdue

- Survey Submitted

- Test Available

- Test Due or Overdue

- Test Needs Grading

- Unread Blog Posts

- Unread Journal Entries

- Unread Discussion Board Messages

- Wiki Needs Grading

Events that remove notifications

An item's notification is deleted when any of these happen:

- A course item is deleted.

- A course is made unavailable.

- A course item's end date is reached.

- A student submits the test, survey, or assignment that generated an item available notification.

- An instructor grades the item that generated a needs grading notification.

- A course item's adaptive release rules are no longer met by the student.

- Notification of an item's availability is deleted after it's marked as reviewed—for a course item with review enabled.

- Unread discussion posts, blog entries, and journal entries are viewed.

- A student no longer meets a Retention Center rule criterion.

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 7: 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).
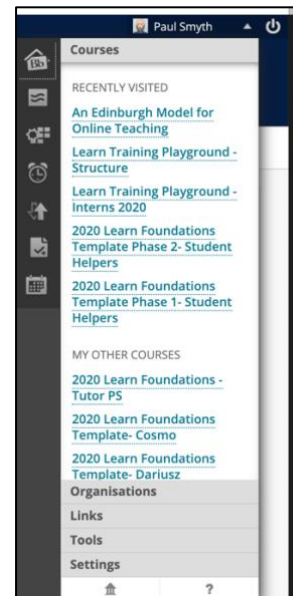
Red numbers on the global navigation menu, and on the My Blackboard tool icons, indicate the number of items that are **new** or need your attention.

Clicking the ⏻ 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.

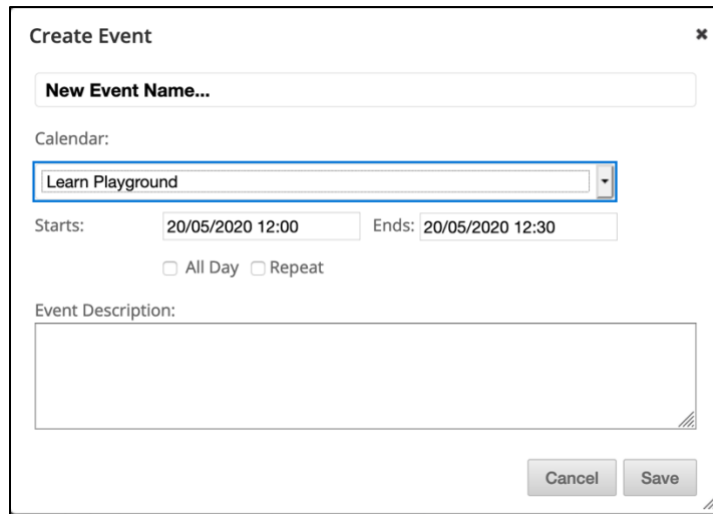## Task 8: How to Navigate the Calendar

1. **Select** View - by day, week, or month (A).

2. **Navigate** between months (B).

3. **Click** an event to edit it, or **drag and drop** an event to change the date (D).

4. **Select** the calendars you want to view, and optionally change the colour of each calendar (E).

5. **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 9: 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.
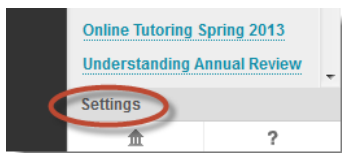

4. Click **Save.**

Task 10: 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.

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**

The Learn Course Areas
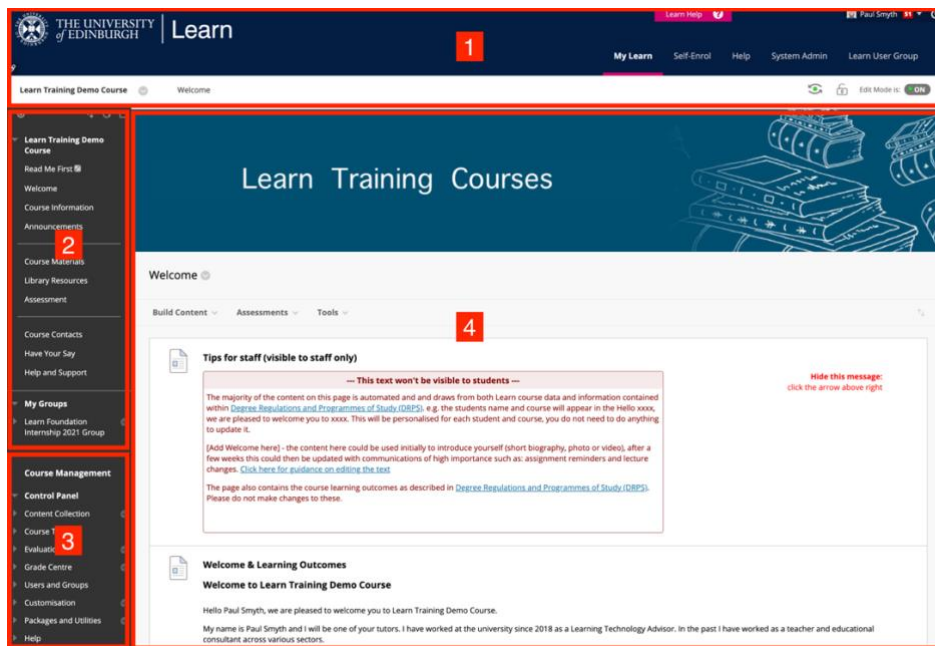
There are four main parts to the Learn course area. These areas control different aspects of the Learn courses as described below:

1. **The Learn Navigation Area.** Move between Learn courses and control the appearance of the current course.
2. **Course Navigation Area.** Access course materials and tools.
3. **Course Management Area.** Manage the content, features and appearance of your course and carry out course administration using the control panel (students do not have access to this area).
4. **Course Content Area.** Work with content areas and tools in the content frame. It shows the area that is selected on the course menu or control panel.

Learn Navigation Area

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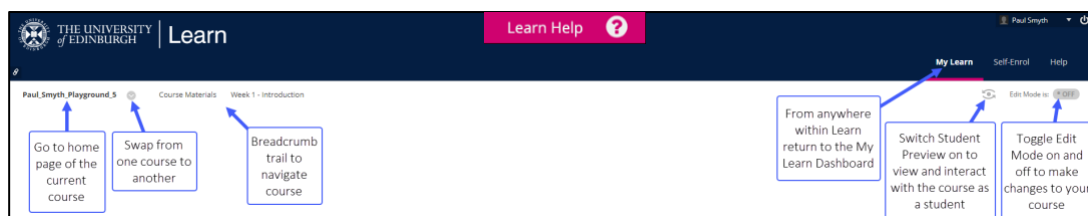
Some navigational features, such as the breadcrumb trail, are only available from within a course. The breadcrumb trail allows you to follow the path of the links you clicked in order to arrive at the current page, so you trace back your steps.

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.