

# Starting from Scratch in Learn

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For more help with all of these topics, see <http://online.unm.edu/help/learn/faculty>  
Attend an Open Lab for individualized instructions: <http://learnaboutlearn.unm.edu/training/>  
Call UNM Learn Support: 505-277-0857 or 1-877-688-8817

## Initial Steps

This guide assumes you have already requested that your course(s) be [web-enhanced](#). And that if you wish to [combine sections](#), you have made that request and it has been done.

Refresher – The answers to a couple of basic questions:

\* **Where do I go to find my UNM Learn course?**

<http://learn.unm.edu>. Log in with your NetID and password.

\* **When will students see the content in my course?**

12:01 a.m. the first day of the semester as listed in the [UNM schedule](#).

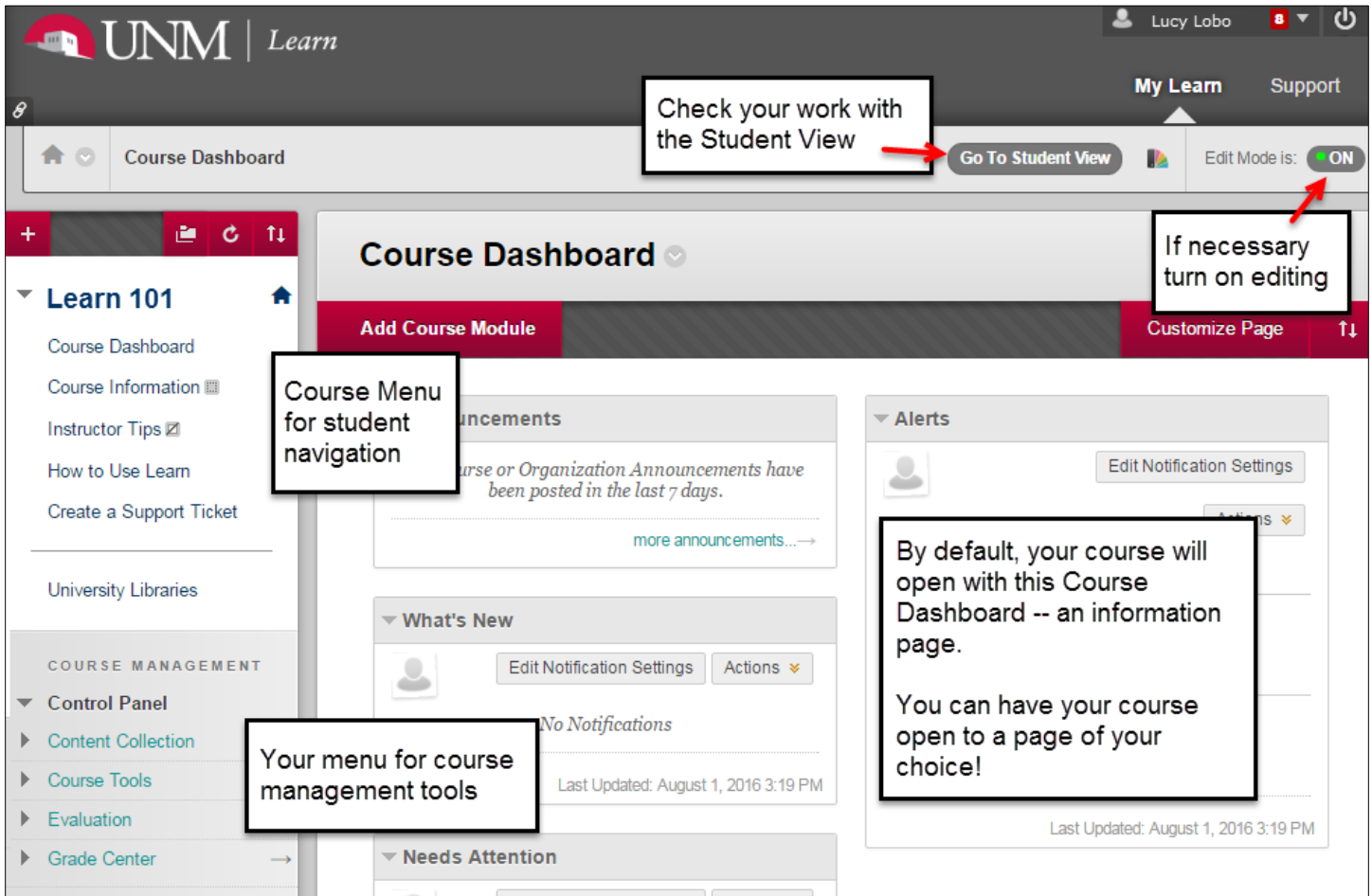
## WARNING: Before you add anything

If you use publisher content with a student access code, you must:

1. Obtain the publisher content for Learn 9.1 (Q4 2016 CU3 Release)
2. Load that publisher content using **Course Management> Packages and Utilities> Import Course Cartridge** BEFORE all else
3. Inform your students that they will absolutely not be able to enter the UNM Learn course without that access code (no grace period).

## Your Course Shell

- If necessary, click to turn Edit Mode **ON**.
- When you first open your Learn course, you will find some links already in place in your **Course Menu** along the left side of the screen.
- The philosophy behind Learn is to build from the **Course Menu**: Link central tools (~Discussion board, Email, My Grades), create content areas (~ **“Course Information”**) or modules from the **Course Menu**, then place links to readings, lectures, web resources and activities on those pages.
- The **Course Management/ Control Panel** has links to all your instructor tools and resources. (Students do not see them.)
- **Go To Student View** – this button along the top right side of the screen allows you to check your work/ to see the course as your students will. You can take tests and submit assignments, then practice grading them. When finished, click **Go to Instructor View** to return. For more, see “Course Management.”



## Course Menu – What comes in a new UNM Learn course shell

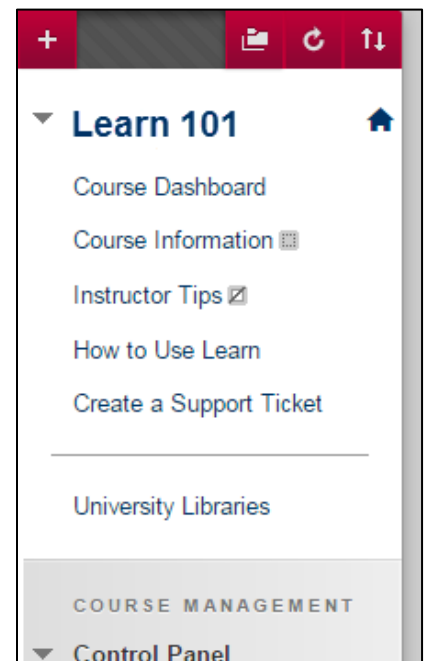
All Learn course shells come prepopulated with the following links in the **Course Menu**:

**Course Dashboard:** a dynamic page of modules to help you and your students keep track of announcements, new additions, due dates and student progress. By default, Course Dashboard is the **course entry point**; you may choose a different entry page if you like. See “Change the Course Entry Point.”

**Course Information:** this is a link to a blank **content area**. By default, it is hidden because it is empty—denoted by the gray box at the right. This is a great place to add your syllabus, course schedule, and contact information. Click the words “**Course Information.**” From the red button at the top: **Build Content> Create> File> Browse for file.**

For more on adding files, see “Adding a File”

To add more content areas, see “Adding a Content Area to the Course Menu”



**Instructor Tips:** This is a help page for you—a URL with designing and teaching resources--  
<http://online.unm.edu/help/learn/faculty/tips/index.html>. By default, it is hidden from students (signified by the gray box with the slash through it).

**How to Use Learn:** <http://online.unm.edu/help/learn/students/index.html>  
 A URL that links to resources designed for your students. How to get help and use basic tools.

**Create a Support Ticket:** This tool automatically adds name, NetID, UNM-preferred email address, and the class you or your students are in, then it sends this information to the UNM Learn Support team. Using it will save time and give support the details they need to get back to you or your students promptly.

**University Libraries:** A web link for <http://elibrary.unm.edu/>.

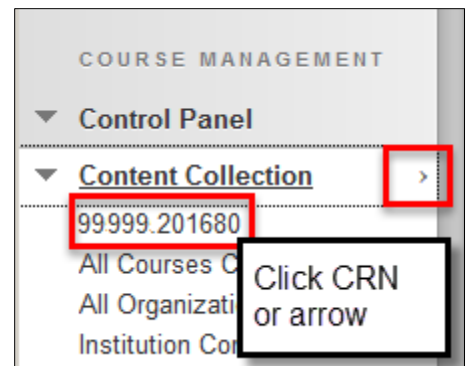
Having introduced you to the links that come with your sandbox course—note that any of them can be moved up/down, renamed, hidden or deleted. See “Adding a New Folder (to Course Menu),” “Adding Tool Links to the Course Menu,” and “Moving Links in the Course Menu.”

## Course Management

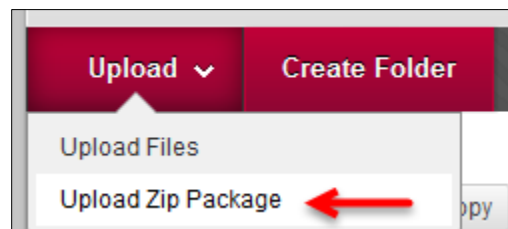
All of the tools and resources for managing your course are in this part of the menu – for Instructors’ eyes only. There are lots of tools and features, but here is an introduction to a few of the most popular ones....

### Your Files – the Content Collection

**Content Collection** is what Learn calls the course’s designated file storage space; only instructors can view and manage materials in this area. To view the contents, click the link with your CRN, or the arrow at the right. When you use the **Attach File> Browse My Computer** function anywhere in your course, that file is linked for students and automatically added to your **Content Collection**. If you go directly to the **Content Collection** and upload files, they will *not* be visible to students until you link them (Ex. **Attach File> Browse Content Collection**).



Have a whole folder full of resources? Zip them and load them all at once using the **Upload Package** option. *Note: you will need to link the individual files or link the whole folder on a content area somewhere in order for students to access them.*



## Course Tools

### Give Access to Your Course – Manage Course Assistants

Use the **Manage Course Assistants** option to add someone as a Teaching Assistant or Course Designer. Before doing this, please consult:

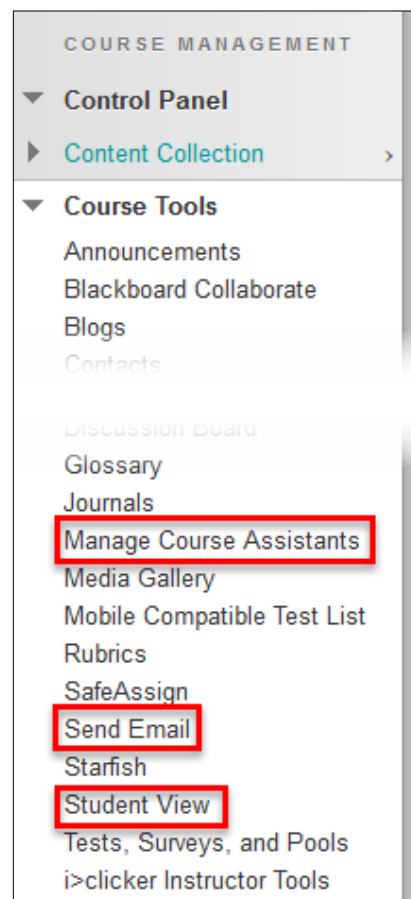
<http://online.unm.edu/help/learn/faculty/getting-started/course-assistants.html>

### Send Email

The Email tool is accessible to instructors from a number of places in Learn. It routes communications out the course to your students' UNM-preferred email. If you use it, it is important you ask your students to update their preferred email address in [Demographic Self-Service](#). You may want to consider adding a link to the Email tool in your Course Menu to make it available to students. See "Adding Tool Links to the Course Menu."

### Student View

Switch to the Student View to see your course as a student, complete assignments and take tests if you like. Any work you do as a "student" will appear for grading practice as the **Demo User**. To switch back, look for Go to **Instructor View** in the course menu.

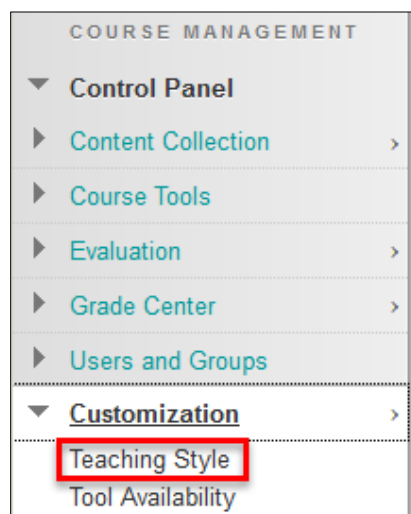


## Customization

### Change the Course Entry Point

*Note: We want you to know this is an option, but we recommend you do some initial work first. Add files to a content page like Course Information or create new content areas and add files, items or activities to them. THEN choose a new course landing page.*

1. Course Management / Customization
2. Click **Teaching Style**
3. From the **Entry Point** drop-down menu, select a new page
4. Click **Submit**



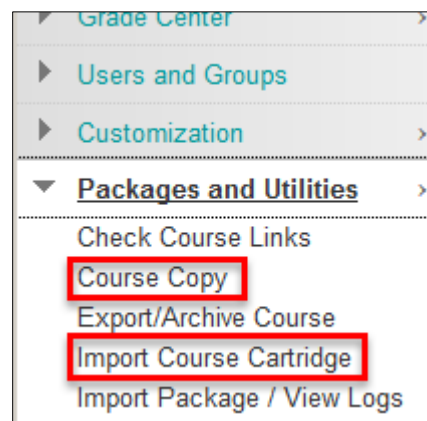
## Packages and Utilities

### Publisher Content

Use the **Import Course Cartridge** option for publisher content. Do this before anything else if you use a student access code; and remember there is no grace period. If you have questions about publisher content, contact [learn@unm.edu](mailto:learn@unm.edu) before taking action.

### Copying a Prior UNM Learn Course

The Course Copy process is a little counter-intuitive. Enter the course that has the content you want to copy. Go to Packages and Utilities/ Course Copy. If necessary, Browse to select the course you wish to copy the content into/ "Destination Course ID." Click **Select All** to choose the whole course, unless you want to start over with any one aspect. Click **Submit**. During high-volume periods the process may take time, so click to refresh your screen and be patient.



### Special Note About Copying and Importing

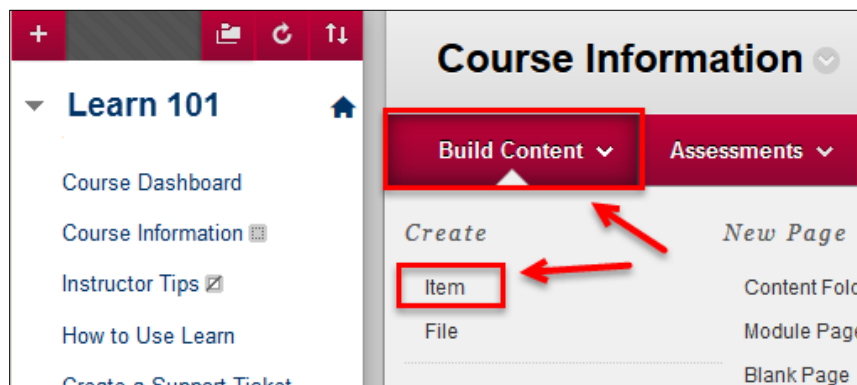
You can pick and choose what you copy or import. Selecting "Content Areas" includes all folders, learning modules, files, web links, and assignments. *NOTE: If you have graded assignments or discussions, you must select "Grade Center Columns and Settings" for these activities to copy properly.*

For additional help, see:

<http://online.unm.edu/help/learn/faculty/getting-started/copy-course.html>

## Adding Text -Items

Learn offers something called an **Item** that has a robust set of formatting tools (like the toolbar in Word). Items are versatile, easy to make and display where students can see immediately--no clicking!. Try it! You can add images and formatted text in the **Item**, and move it anywhere on the page by dragging up or down. Click to open a content area (like "Course Information").



## Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

\* Indicates a required field.

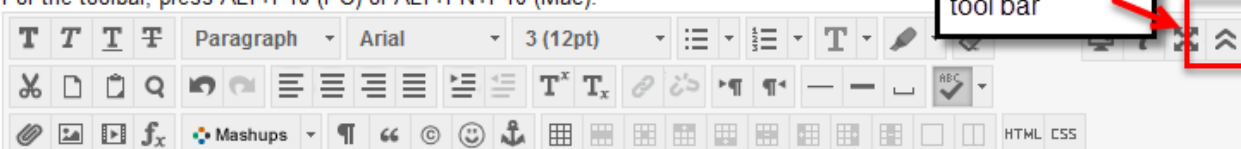
Cancel Submit

### CONTENT INFORMATION

\* Name

Color of Name  Black

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please read the syllabus carefully. We *will* be using the textbook, so...

Path: p Words:12

### ATTACHMENTS

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

Attached files

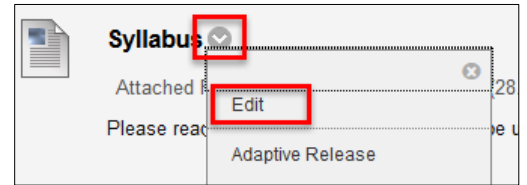
File Name	Link Title	File Action
Class-Syllabus.pdf	<input type="text" value="Class-Syllabus.pdf"/>	Create a link to this file <span style="float: right;"><a href="#">Do not attach</a></span>

1. Fill in the **Name** field.
2. Add explanatory text in the **Text** field.
3. Click **Browse My Computer** to select the file you want to attach. *Note: if the buttons are enclosed by dotted lines, you can also drag and drop if you prefer.*
4. When ready, click **Submit**.

Note: You will see these basic components everywhere in Learn. The text editing tool is called the **Content Editor**. It has lots of functionality. For a more thorough introduction, see: [Blackboard Help – Create Content – Work with Text](#).

## Editing

**Want to Add or Correct something?** Mouse over the area to the right of any title to see the drop-down menu – Click **Edit**.



Here is the finished sample **Item** we were building above looks like, with two additional Items.


## Reordering

Item and files and other things in Learn), mouse over the left side until you see the four-sided arrow. **Click and drag!**


*TIP: We recommend Items! Adding notes or guidance on a page for students to see immediately helps keep them on track, and can cut down on questions and excuses.*

### Course Information ▼


Build Content ▼
Assessments ▼
Tools ▼
Partner Content ▼




#### Syllabus

Attached Files:  [Class-Syllabus.pdf](#) (28.157 KB) ▼


Please read the syllabus carefully. We will be using the textbook, so...




#### Course Schedule

Attached Files:  [Course\\_Schedule.docx](#) (14.636 KB) ▼

An outline for your first project will be due at the end of the week...





#### Contact Information & Office Hours ▼

ucylobo@unm.edu

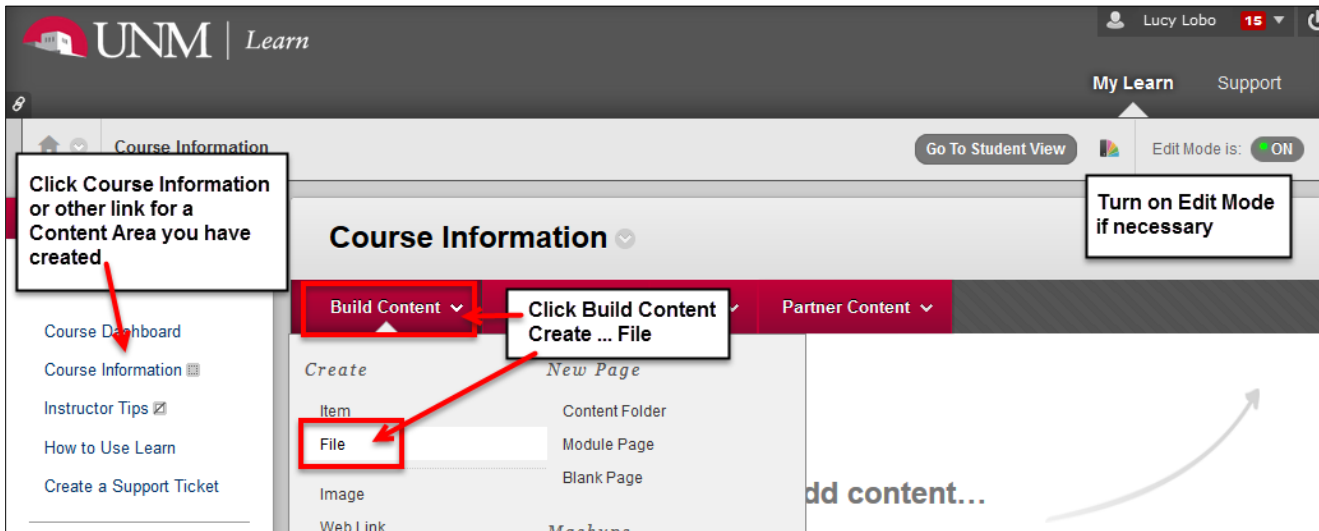
Mouse over this area to see the Move icon. Click and drag to reorder.

## Adding a File

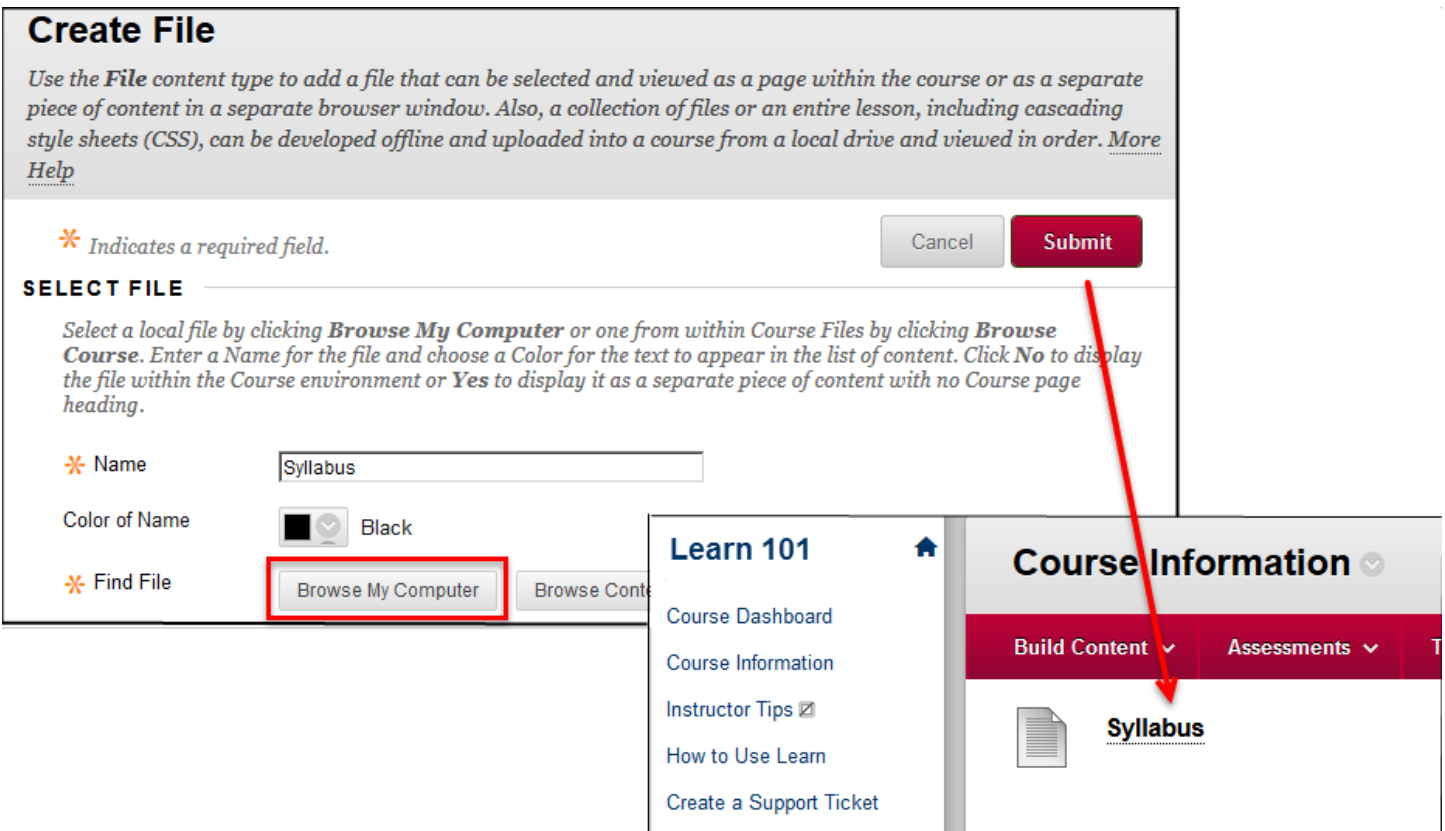
Posting files is quick and easy—PDFs, Word docs, Excel spreadsheets, PPTs, etc.—can be added as attachments as in the **Items** above, or given their own “space” by using **Create> File**.

1. If necessary, click to turn the **Edit Mode** to **ON**.
2. Click the **Course Information** link in the **Course Menu** (or link to any **Content Area** page you have created)
3. Click the **Build Content** menu





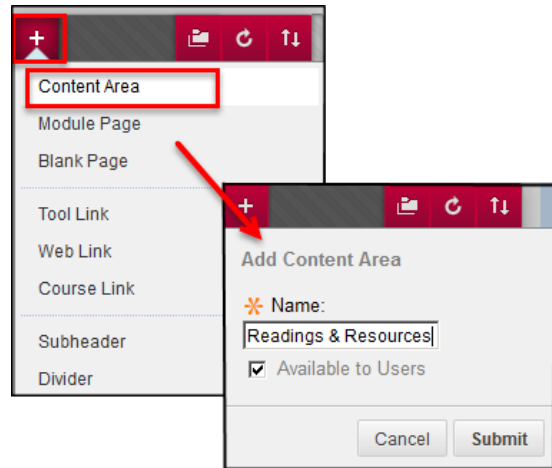
4. Click **File**
5. Click **Browse My Computer** to select the desired file. *Note: If you see a large, black dotted box around the buttons, it means you can drag and drop a file if you prefer.*
6. Click **Submit**



## Adding a Content Area to the Course Menu

All new UNM Learn course sections come with one Content Area – Course Information. Making a place in the Course Menu for other major course components is a great way to help students stay organized. And it is easy! *NOTE: We do not recommend making separate links for individual files or activities unless they are central to the course.*

1. If necessary, click **Edit Mode** to **ON**.
2. Click the **plus sign (+)** above the **Course Menu**.
3. Click **Content Area** to add a new empty folder
4. Give it a **Name**
5. Put a check in **Available to Users**
6. Click **Submit**



## Moving Links in the Course Menu

To move links within the **Course Menu**, hold your mouse down to the left of the element you are moving and drag up or down. Dotted lines will appear to show the movement. *Note: any new elements you create will be added to the BOTTOM of the course menu.*



## Communications

### With Individuals or Whole Class – Course Messages or Email

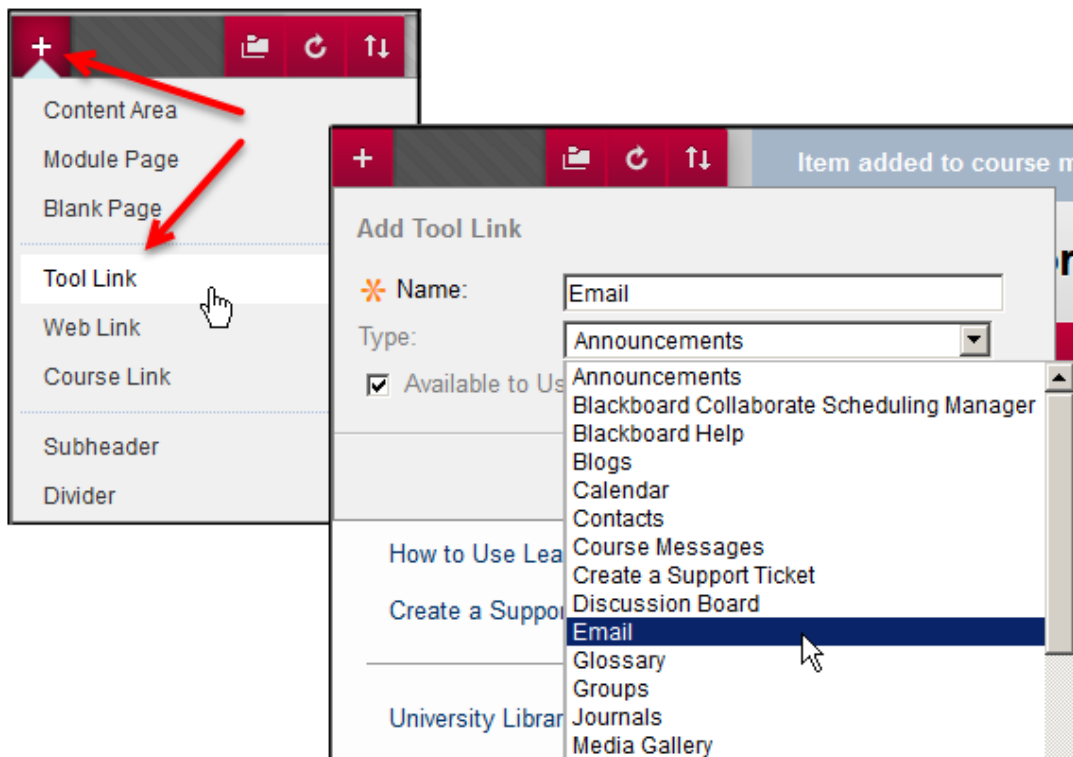
You have a choice of messaging tools:

The **Course Messages** tool keeps messages *only* within the course. If you want to use this tool, we recommend you add a link for **Course Messages** to the **Course Menu**. This is done by adding a **Tool Link**, explained below.

The **Email** tool sends email outside the course to [UNM Preferred Email](#) accounts. It does not store anything in the course/ inside Learn. For your records, the email generated by tool gives you the option of sending a copy of to yourself (to *your* UNM preferred email).

### \*Adding a Tool Link to the Course Menu

1. If necessary, click **Edit Mode** to **ON**.
2. Click the plus sign (+) at the top left corner of the **Course Menu**
3. Select **Tool Link**
4. Type a name in the **Name** field
5. Choose the desired tool from the **Type** drop-down menu
6. Put a check in **Available to Users**
7. Click **Submit**.
8. Optional: Move it up in the **Course Menu** (See “Moving Links in the Course Menu” above)



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## Announcements to Whole Class

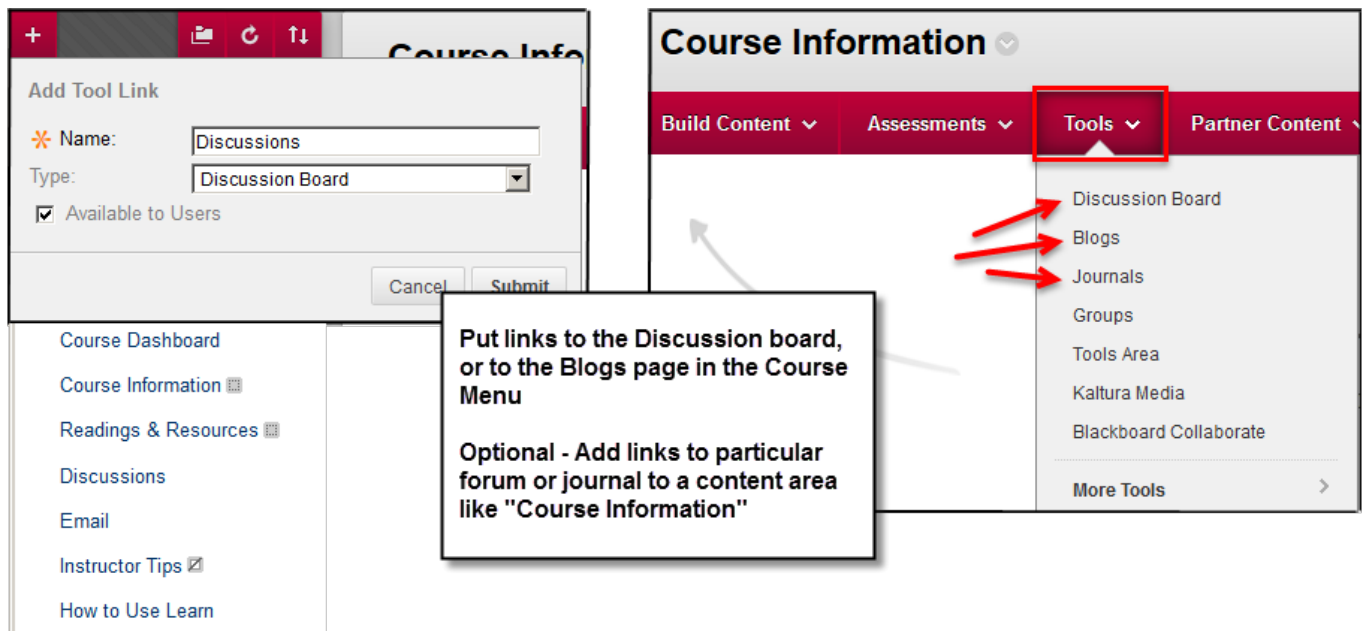
**Announcements** will appear in the course, as well as on the login page and the Course Dashboard. Announcements are also forwarded to the students' [UNM Preferred Email](#) and can include a link to anything on a content area page.

Add the **Announcement** tool to the **Course Menu** following the same steps as above, or just use it from the **Course Dashboard**. For more, see: [Announcements](#)

TIP: An effective setup for communicating with students would be to use the messages tool for individual correspondence, and the Announcement tool to get the attention of all course members, including those in the TA role.

## Discussions, Blogs, Journals and Wikis

These are separate tools. The boards (a board is a list of all the discussions, blogs or journals) can be added to the **Course Menu** from the list of Tools. See "Adding a Tool Link to the Course Menu" above. You can also create links to individual forums, blogs or journal pages on a content area page (like "Course Information") using the Tools menu. For more, see the page for each tool: [Discussions](#) [Blogs](#) [Journals](#) [Wikis](#)



## Assessments - Tests and Assignments

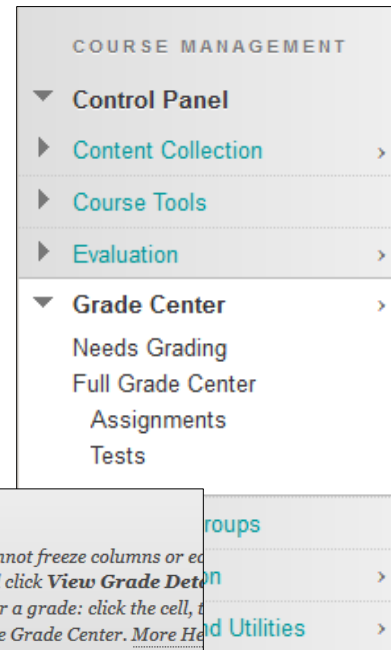
Create links to individual tests and assignments using the **Assessments** editing button. *NOTE: We do not recommend adding a link to the course menu for an individual assignment or test unless it is a major project or exam.*

- > [More about Assignments](#)
- > [More about Creating and Deploying Tests](#)

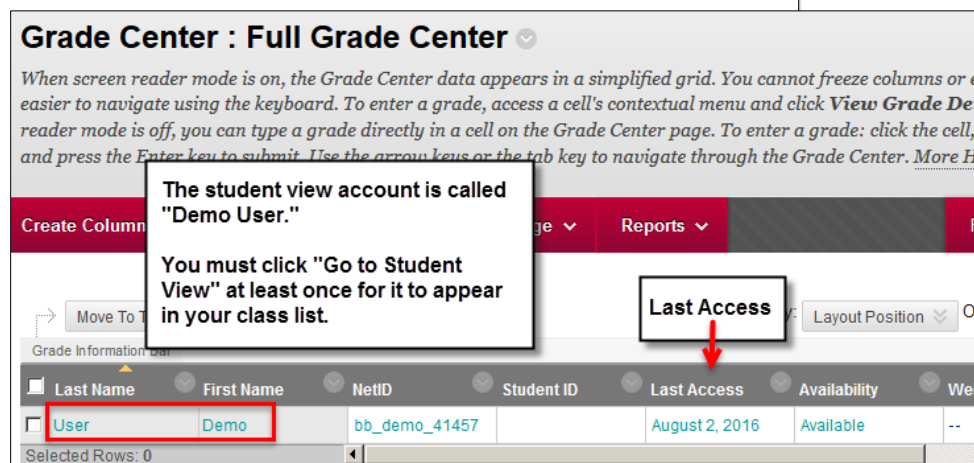
## Grading - The Grade Center

The Full Grade Center will have a live list of all students enrolled in your course.

- Which students have 'disappeared'? Click the **Full Grade Center** to see the date of "**Last Access.**"
- All assignment and test grading is done through the **Grade Center**
- Discussions can be graded in the grade center or through the Discussion Board
- Your "student view" account is called "Demo User." *NOTE: You must click **Student View** under Course Tools at least once to have the Demo User appear in the grade center.*



- COURSE MANAGEMENT
- ▼ Control Panel
- ▶ Content Collection >
- ▶ Course Tools
- ▶ Evaluation >
- ▼ Grade Center >
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Tests



**Grade Center : Full Grade Center**

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit data. To enter a grade, access a cell's contextual menu and click **View Grade Details**. If screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help*

**The student view account is called "Demo User."**

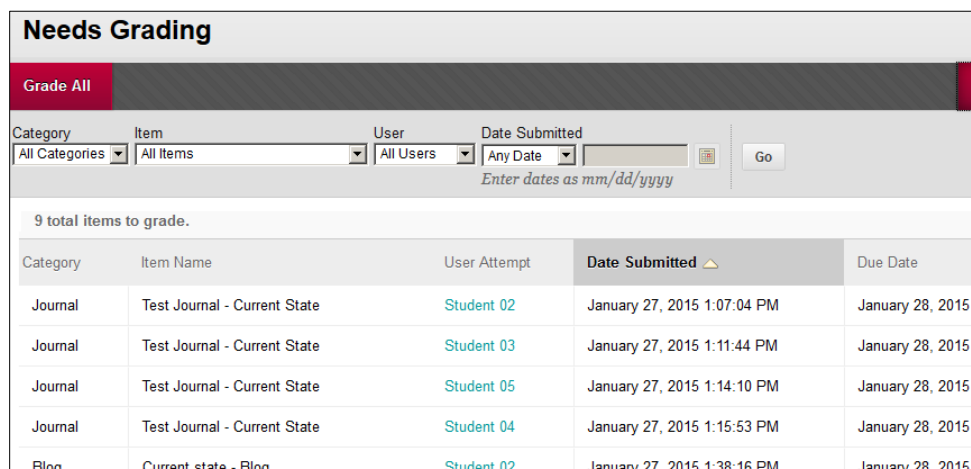
**You must click "Go to Student View" at least once for it to appear in your class list.**

**Last Access**

Last Name	First Name	NetID	Student ID	Last Access	Availability	Weight
User	Demo	bb_demo_41457		August 2, 2016	Available	--

## "Needs Grading"

This link provides quick, handy access to student work that needs your attention. In the Full Grade Center, these are spread out and denoted by exclamation points in individual cells. Note that entries can be sorted by category, user, date range and more! For a detailed introduction, see [Needs Grading Page](#).



**Needs Grading**

Grade All

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date | Go

9 total items to grade.

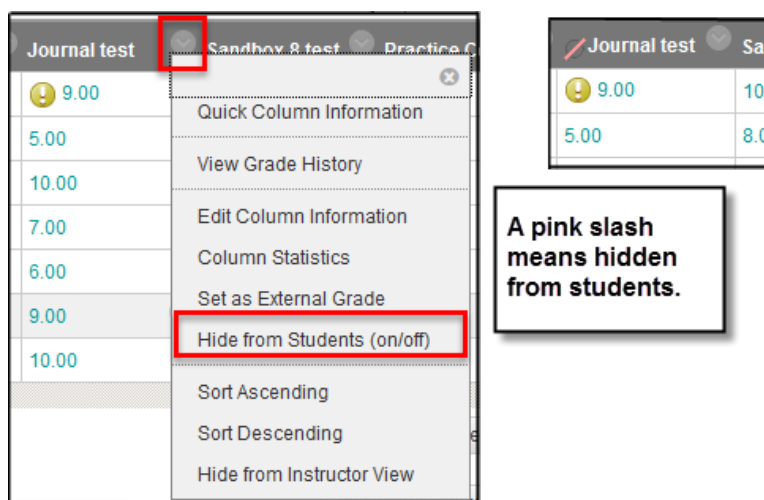
Category	Item Name	User Attempt	Date Submitted	Due Date
Journal	Test Journal - Current State	Student 02	January 27, 2015 1:07:04 PM	January 28, 2015
Journal	Test Journal - Current State	Student 03	January 27, 2015 1:11:44 PM	January 28, 2015
Journal	Test Journal - Current State	Student 05	January 27, 2015 1:14:10 PM	January 28, 2015
Journal	Test Journal - Current State	Student 04	January 27, 2015 1:15:53 PM	January 28, 2015
Blog	Current state - Blog	Student 02	January 27, 2015 1:38:16 PM	January 28, 2015

## Student View of Grades, Copies of Tests & Assignments

The **My Grades** tool gives students access to grades, test attempts and scores, comments on assignments, and feedback. If you enter grades in UNM Learn and have not hidden the grade book column, then students will be able to see them/it through **Tools> My Grades** on the right side of the **My Courses** page. They can also view grades through the **Global Navigation** menu (very top right with their name and the log out button). You can also add the “My Grades” tool to the **Course Menu**. See “Adding a Tool Link to the Course Menu” above.

## Hiding Columns from Students

Go to Grade Center> Full Grade Center. Use the options drop-down menu at the top of a particular column to select **Hide from Students (on/off)**. A pink slash will appear, indicating that the column is hidden from students. *Note: You can give Demo User a grade, then use **Go To Student View** to check your work.*



## The Running Total & Weighted Columns

Your **Grade Center** comes pre-populated with a **Total** and **Weighted Total** column. There are a couple of gotchas with the way the **Total** column works, and the **Weighted Total** takes some setting up, so if you are not comfortable with the grade book, better to hide these columns from students.

### To hide both columns:

1. Click the drop-down menu for **Weighted Total** column
2. Choose **Hide from Students (on/off)**. There will now be a pink slash next to the title.
3. Click the drop-down menu for the **Weighted Total** column again.
4. Select **Set as External Grade** – The green check will move to the **Weighted Total** column
5. Click the drop-down menu for the **Total** column – Hide from Students (on/off). There will now be a pink slash next to the title.
6. Optional: Use “Go to Student View to check your work.”

The Grade Center is very flexible and has lots of features. For more information, see <http://online.unm.edu/help/learn/faculty/grade-center/index.html>.

**IMPORTANT:** by default, the **Total** column is set up to be a running total, adding up all columns currently in the grade center. Two things can be a problem – 1) You may not *want* all the columns to count, and/ or 2) The total is based on activities *attempted*. You will need to manually enter zeros for students who do not post to discussion at all or do not attempt a quiz, etc. Otherwise, the student may think they are doing better than they are!

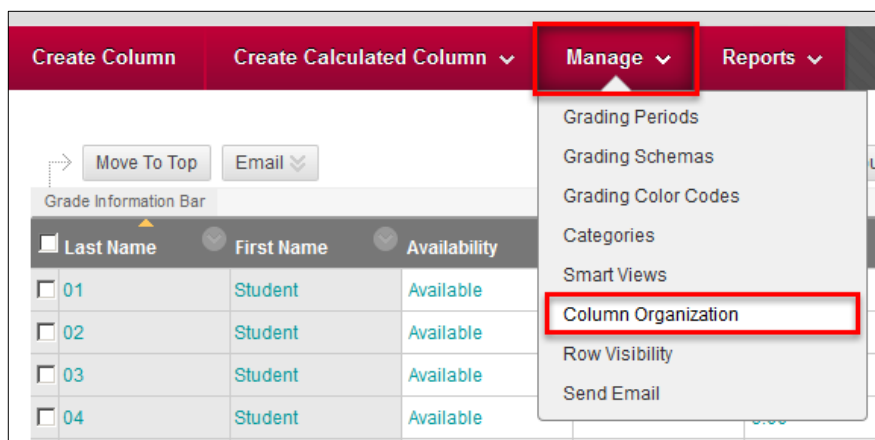
To hide this column from students see the instructions to hide both columns above. To remove the running total option: click the drop-down menu/ select “Edit Colum Information,” from Select Columns turn “Calculate as Running Total to “No.”

## Organizing or Looking for Columns

Go to **Grade Center/ Full Grade Center**. Click **Manage / Select Column Organization**. Use this view of your grade center:

- if you have trouble seeing where columns are
- to unhide a column that you have accidentally or intentionally hidden from your view
- to change the order of appearance of the columns.

The order of columns you see is the same order that students will see in *My Grades*.



## Want to know more?

- \*For individualized help, attend an Open Lab: <http://learnaboutlearn.unm.edu/training/>
- \*Ask UNM Learn support: use Create a Support Ticket in your course or call 505-277-0857.
- \*See Blackboard documentation: [Instructors using Learn – Try Popular Pages](#)
- \*See Learn documentation for faculty: <http://online.unm.edu/help/learn/faculty/tips/>