Blackboard Learn/COURSEsites – Quick Start Guide

Create an Account -

Your username/email is:	Your password is:
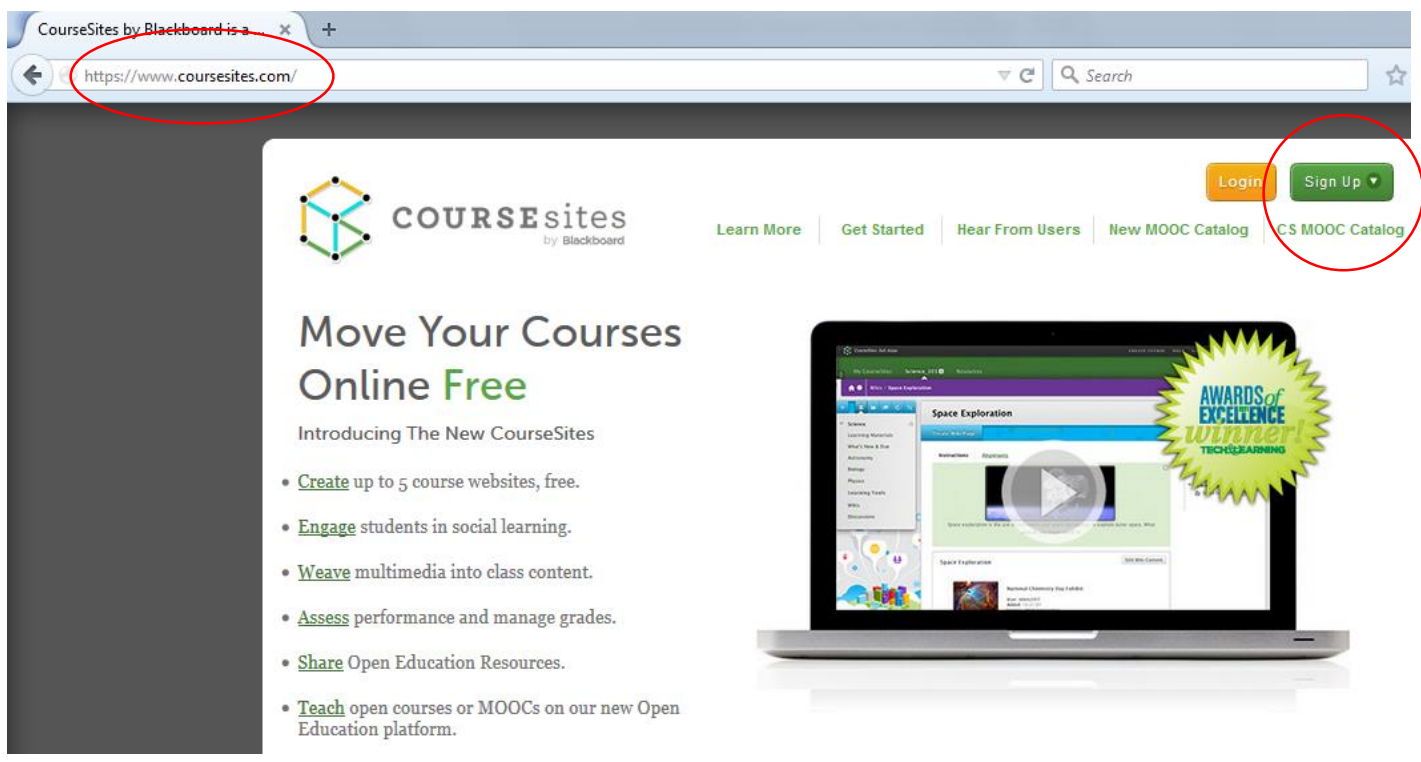
Step 1 – Sign Up

1. Go to **https://www.coursesites.com**
2. Click on the '**Sign Up**' (Instructor) button.
3. When selecting your username, you should reference the District and your network ID for consistency. For example, HCPSspace, HCPSjreynolds, etc.
4. When creating your account, you will be able to select our school district by searching: **'Harlan County School District'**

Step 2 – Create Course

1. Three options will be available (Import Course Package, Create New Course & Get Trial Course). To get started and to save time, select '**Create New Course**'.

2. Please go to https://hcpsspace.coursesites.com/ to see a sample site that I started. You will see the Homepage that we will cover later and also links to my courses. Click on '**Web Design**'.

3. You will see how the course name and description will be displayed. This should match your actual course name and ID number if possible (110801 – Infinite Campus ID for Web Design).

4. For enrollment options, select '**Self-Enroll**' which will allow you to set a start and end date and an access code if you wish. This will prompt students to either login with their Coursesites account or create an account if they don't have one, both of which will enroll them into your course. You can also give them an opportunity to browse as a guest. Additional info/options will be provided later in this tutorial.

5. Please click on '**Save and Continue**'

Step 3 – Invite Students

1. The following screen will provide you with your URL which you can provide to your students and parents. This will easily provide you with a platform to meet the requirements for NTI (Non-Traditional Instruction).

2. An additional link will be provided to help you with enrollment which was discussed above.

3. You will also see an instructor guide. It is 155 pages long which is why I made this quick start guide. Youtube is also full of tutorials.

4. Please click on '**Customize Course**'.
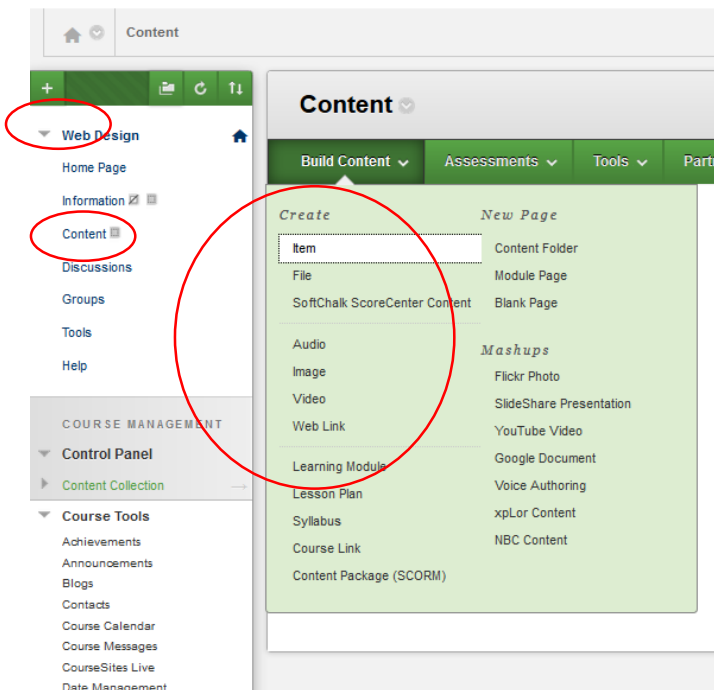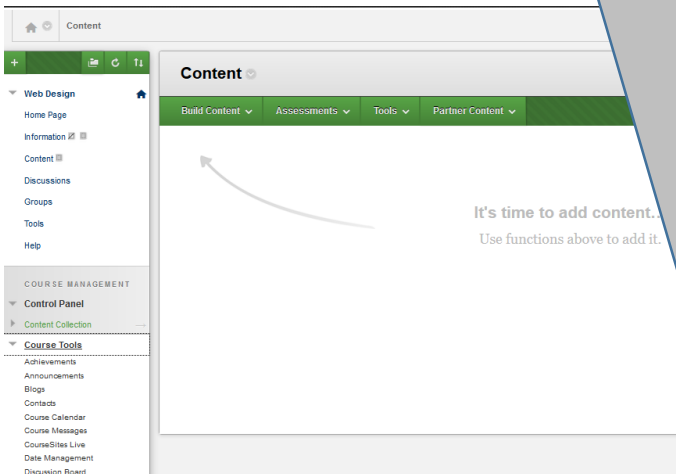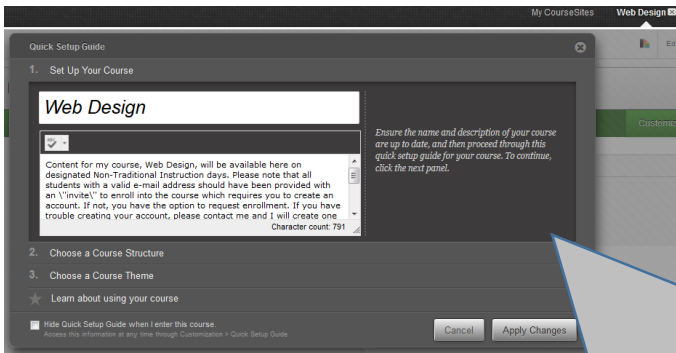
Quick Setup Guide

1. Upon entering your course you will be provided with a new features screen which you can close and a quick setup guide. At a minimum, we need to have a **course title** and **description** which we already added in Step 2 above, but can be changed here. This text will be visible on your main course page for students to view.

2. The second option allows you to choose a course structure that will allow you to focus on the following: activity, communication, content, systems or time. To just get started, you can leave it as the default and move on (no changes).

3. Course theme will allow you to change the look/feel of your pages.
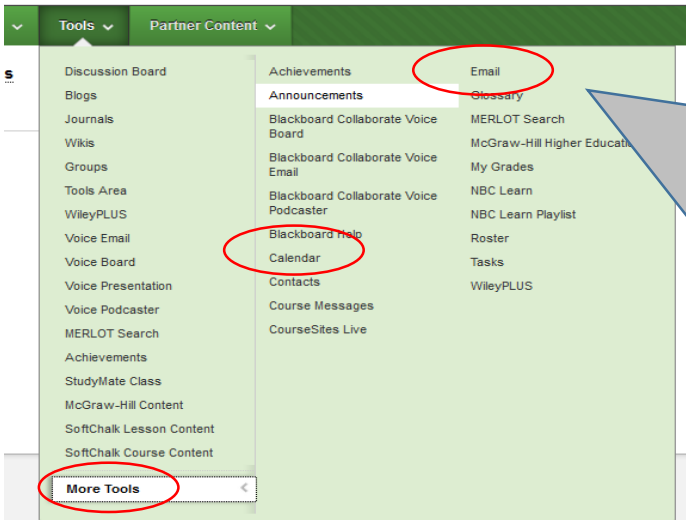
Content

1. To keep this from being a 155 page guide, we will focus on content but note that there are a ton of great tools and options you can work with.

2. Your Content page is what users are going to see/use most and we will begin to build it in this section. To the left, please click on **'Content'** and then the heading '**Build Content**' where you will find and select the option to add an '**Item**'. This feature will allow you to add any type of file such as **NTI Projects**, general text, images, links, etc. and will be visible as soon as users enter your course. Please add a sample 'Item' titled NTI Project - Day 1. Notice that you can add text and attachments such as .pdf documents as well. This is created as a test only and to show you how to use the feature. You can delete this 'item' at any point.

3. Let's skip '**Assessments**' and take a look at '**Tools**'. This is where I added additional elements to my content page that we looked at earlier (https://hchsspace.coursesites.com/, click on Web Design, enter as a guest).

Tools	Partner Content
Discussion Board	Achievements	Email
Blogs	Announcements	Glossary
Journals	Blackboard Collaborate Voice Board	MERLOT Search
Wikis		McGraw-Hill Higher Education
Groups	Blackboard Collaborate Voice Email	My Grades
Tools Area		NBC Learn
WileyPLUS	Blackboard Collaborate Voice Podcaster	NBC Learn Playlist
Voice Email	Blackboard Help	Roster
Voice Board	Calendar	Tasks
Voice Presentation	Contacts	WileyPLUS
Voice Podcaster	Course Messages	
MERLOT Search	CourseSites Live	
Achievements		
StudyMate Class		
McGraw-Hill Content		
SoftChalk Lesson Content		
SoftChalk Course Content		
More Tools		

Content Cont.

4. The tools section will allow you to add a number of items to your **Content** page for users to see such as **Announcements**, **Calendar, Tools Area**, etc.
5. I would add **Email** which will allow the instructor to send email to all or selected individual users/students who are a member of your course and also a **Calendar**. Note that the e-mail option will not be available to guests and observers.
6. The **Partner Content** heading will allow you to search for and possibly add your course textbook if applicable.

Enrollment

1. Students must have a Coursesites account in order to enroll into your courses and participate in/with the communication tools. It might be best to provide a grade or bonus points for those who get their accounts created and successfully enroll into your courses. The *easiest* way to enroll students into your courses is to allow them to **'Self-Enroll'** as we already selected and discussed in Step 2 – Create Course above. Again, this will prompt students to either login with their Coursesites account or create an account if they don't have one, both of which will enroll them into your course. You should also give them an opportunity to browse as a guest just in case they don't have an e-mail address to create an account with or have forgotten their login credentials. They can still see your content, but cannot participate in the discussion options provided by Coursesites. Instructions for this option can be found below under **Guest Access.** With Self-Enroll and Guest Access selected, students will see the options below as they enter your course:

Self-Enroll

To complete the self-enrollment process for this course, please choose one of the options below:

I Have a CourseSites Account
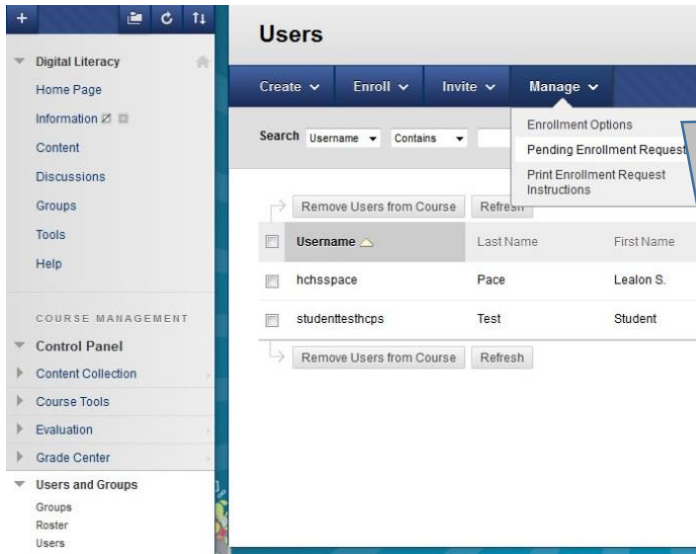
Use this option if you *already have* a CourseSites account. You will be asked to enter your login credentials, and then will be enrolled into the course.

I Need a CourseSites Account

Use this option if you *do not have* a CourseSites account. You will be asked to register, and then will be enrolled into the course.

Guest Login

Preview this course using a guest account.

Additional Enrollment Options (Optional)

1. If you want more control you can change the enrollment type to **'Instructor-Controlled'** and **'Allow E-mail Requests'** which will allow students to request enrollment into your course. You will be required to approve each one individually.
To do so, scroll down on the left to **'Users and Groups'** and select **'Users'**. Under the **'Manage'** tab you will be able to click on **'Enrollment Options'** to change from Self-Enroll to **'Instructor-Controlled'** and **'Allow Email Requests'**.
2. Again, you will now have to approve each request. The 'Pending Enrollment Requests' option will allow you to approve users and also *remove users from the course*.
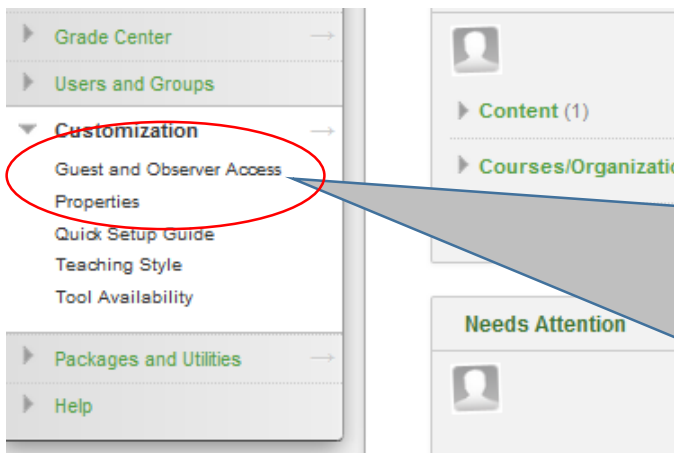
Guest Access

1. Whether you chose **'Self-Enroll'** or **'Instructor-Controlled'** for enrollment, you will need to consider providing Guest Access. Some of your students and parents may have Internet, but not have a valid e-mail address or may have lost their account credentials. You still need for them to have access to your content and be able to access files, homework assignments, NTI projects, etc.
2. In the left corner of your page, please scroll down to '**Customization**' and click on '**Guest and Observer Access**'. Be sure to select '**Yes**' to allow both guests and observers to view your content.

Guest and Observer Access

Permissions controls Guest and Observer access to the Course. <u>More Help</u>

ALLOW GUEST ACCESS

Allow guests to access this course?

Allow Guests ● Yes ○ No

ALLOW OBSERVER ACCESS

Allow observers to access this course?

Allow Observers ● Yes ○ No

Click Submit to proceed. Click Cancel to go back.

My CourseSites

1. The top right of your page will display your courses as well as a link to get to '**My CourseSites**' which is essentially your dashboard. To make this as easy and painless as possible, this will be the last page for this guide and cover setting up your home page which is the first thing visitors hitting your URL will see (https://hchsspace.coursesites.com/).
2. Under '**Instructor Tools**', please select '**Edit My Home Page**'. This will allow you to add an Avatar, see your URL, add a Description, Affiliations, etc.

Communication

To meet the requirements for NTI, you must be able to communicate with your students and document/provide evidence that you have done so. With Blackboard/COURSEsites, which is entirely geared toward education and digital learning, you have options for e-mail, messages, instant messaging, forums, etc. You should try each of the communication tools out to see which will work best for you and be easiest for your students and parents. At a minimum, you can use your work e-mail to communicate.

Summary

This is certainly not the 155 page Instructor training guide that is provided by CourseSites which tells you there are many, many more features. **This will enable you to very, very quickly sign up, create a course, add basic content and select methods for viewing your content either by allowing students to self-enroll (recommended), request enrollment from their end or browse as a guest.** If you are not familiar with Blackboard, it is a CMS (Course Management System) that many colleges and universities use to allow for instructor & student interaction within the courses they offer and build communication. Our students will have a much easier transition to post-secondary education by having already become familiar with this platform.