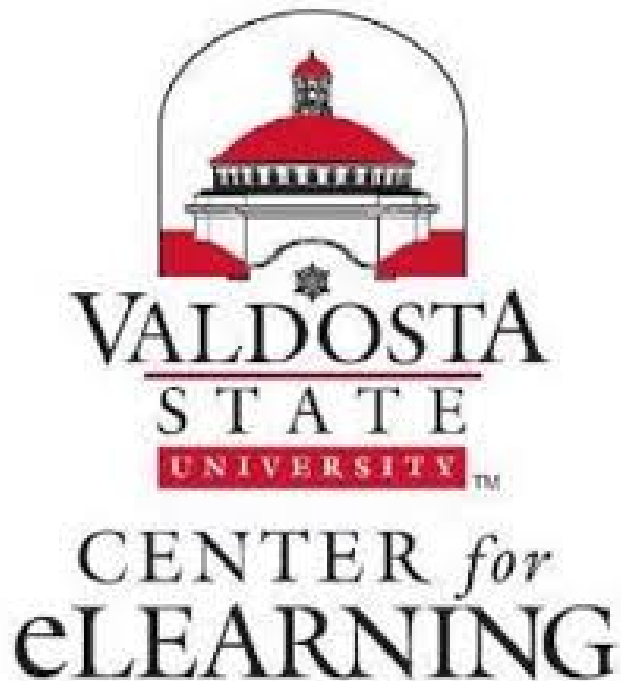# Instructor Guides

Creating/Adding Content in BlazeVIEW

Morgan Clawson

Valdosta State University

Instructor Guides

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The BlazeVIEW Content Tab

The Content tab in BlazeVIEW will house all of your instruction, from ppts and pdfs, Web2.0 tools, BlackBoard Collaborate/Ultra sessions, and more! There are unlimited things you can include in the content tab to ensure your students are receiving engaging and rigorous instruction.

Accessing the Content Tab

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose the "Content" tab.
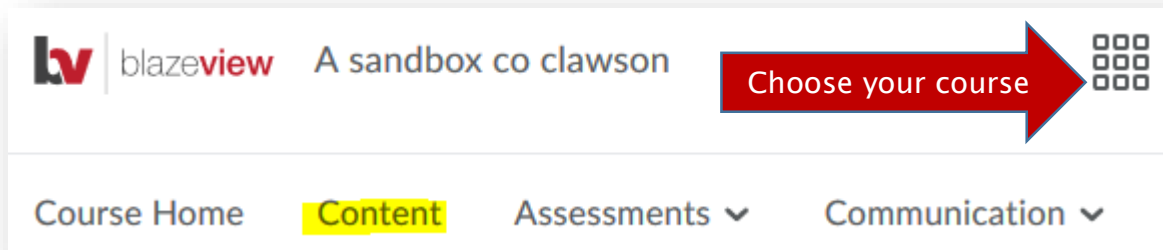
Creating Modules

Modules will house your instruction. You can create both modules and submodules to organize content based on course objectives, dates, topics, etc. Submodules exist inside modules.
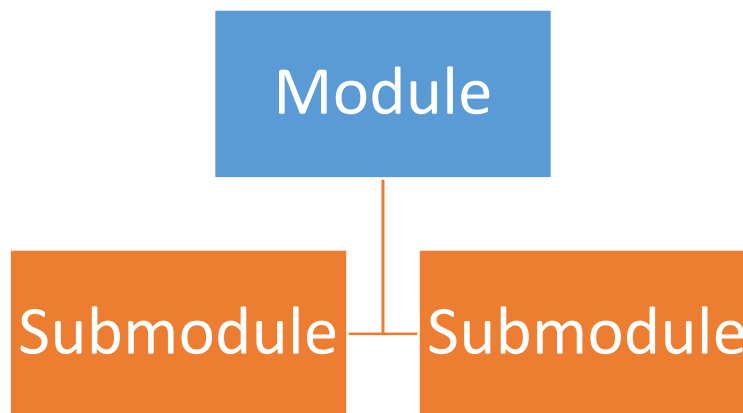
To create a module, begin on the left side of your content tab. Here, you will see the Overview (a great place to post a synopsis of your course), Bookmarks, Course Schedule, and your Table of Contents. On the bottom of this list, you will see an option to "Add a module." Type your module name into this box and press enter.
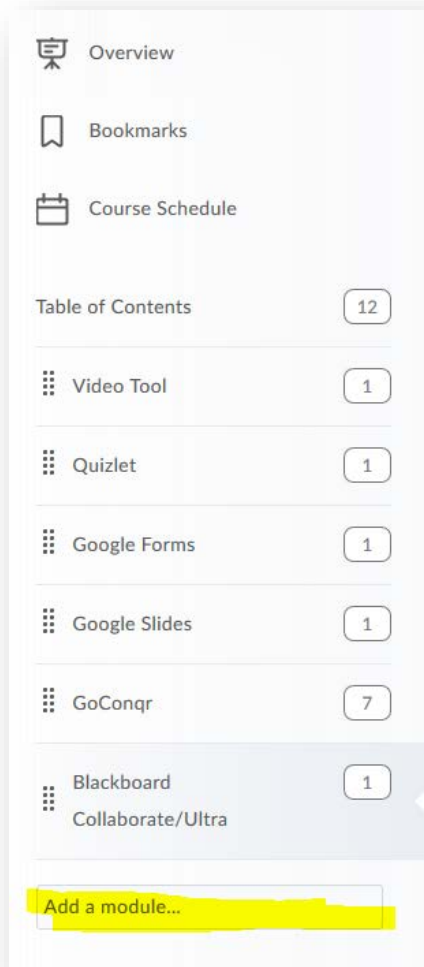
Creating Submodules

To further organize content within your course, you can create submodules. Submodules are created inside of modules.

To create a submodule, select the module in which the submodule will reside. In the "Add a submodule" box, type the title of your submodule and press enter.

You can make numerous submodules within one module.

Adding Dates and Restrictions

You have complete control over the timing and pacing of your course. As the instructor, you can determine start dates, end dates, and due dates of modules.

A **start date** means that modules will only be available to students once that date has been reached.

An **end date** means that the module will disappear for the students once that date has been reached.

A **due date** will make the module pop up in a student's calendar on their home page.

You can also attach release conditions on modules. Release conditions require that students have met specific criteria before they will have access to content, assignments, quizzes, announcements, etc. You can attach a release condition to just about anything in BlazeVIEW. Conditional releases are a great way to personalize and differentiate instruction for your students.
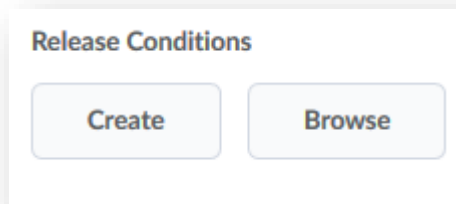
Release Conditions

Create   Browse

If you have made any changes with the dates and restrictions, be sure to select the blue "update" button to save your changes.

Module ˅

Start Date   **Due Date**   **End Date**

Add start date...   Add due date...   Add end date...

Release Conditions

Create   Browse

Update   Cancel
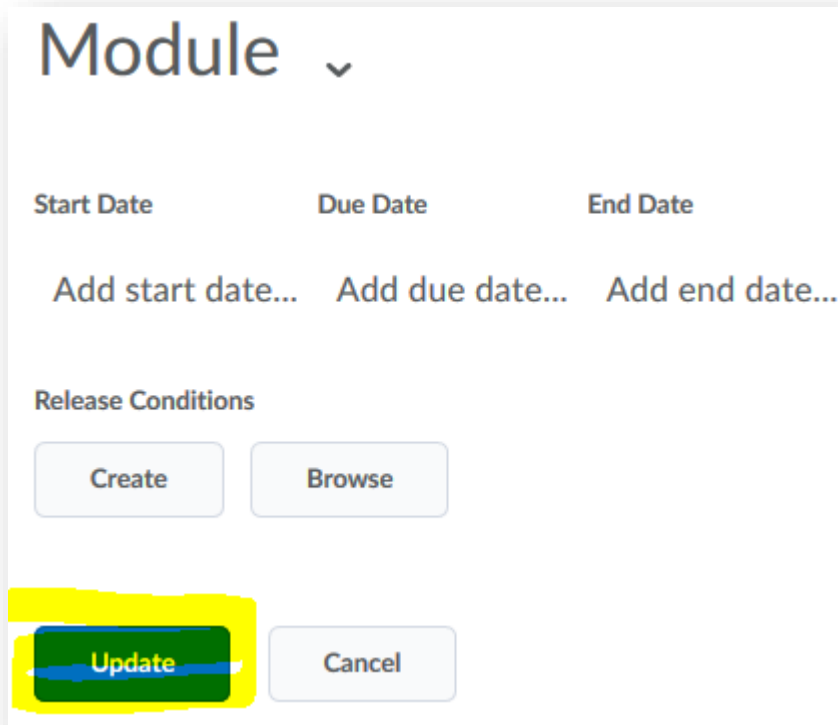
Description Box

Each module comes with a description box. The description box is an excellent place to orient the students to the contents and expectations of the module. You can also include graphics, videos, and web2.0 tools to engage the student with the content before they access it.
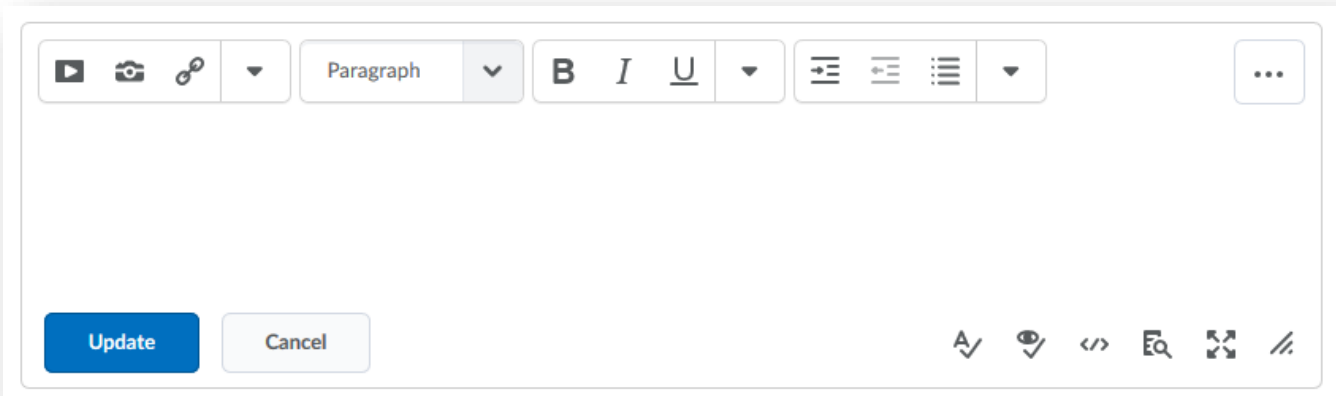
Insert Stuff

The description box contains the same features that are used when creating files or posting instructions on quizzes or assignments or announcements...pretty much anything. So let's take a look at those features right now!

Insert Stuff allows you to insert multimedia items into the description box.
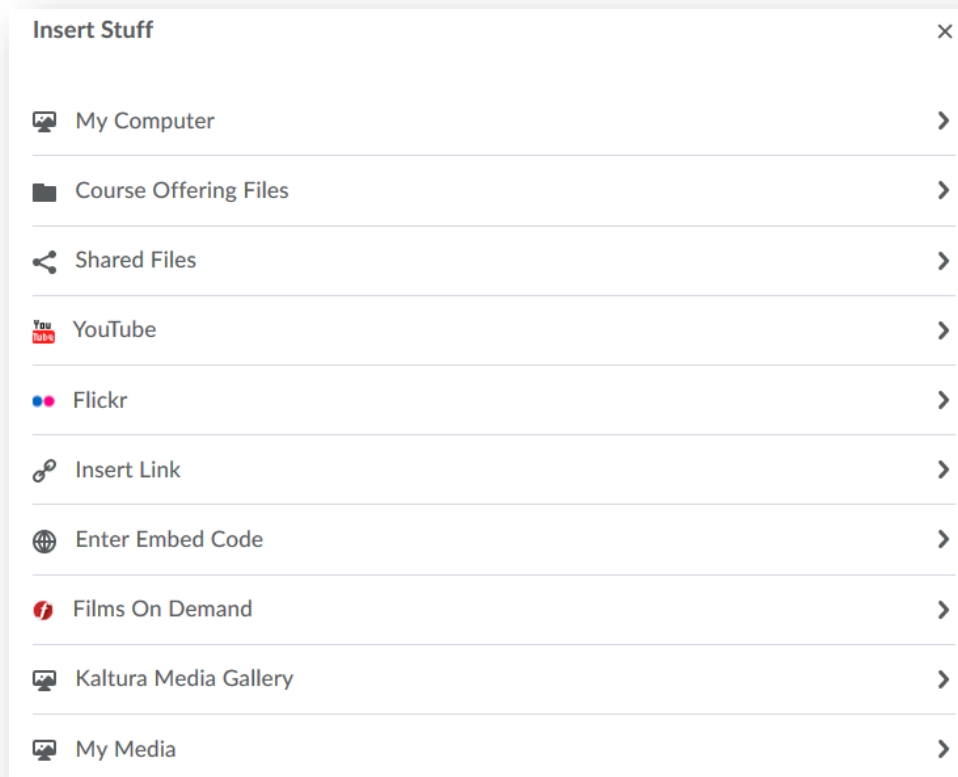
You can pull items from your computer (like teacher created videos), files, youtube videos, Kaltura videos, etc. Simply select the item you wish to include in the description box and it will upload there for students to see.

Insert Image
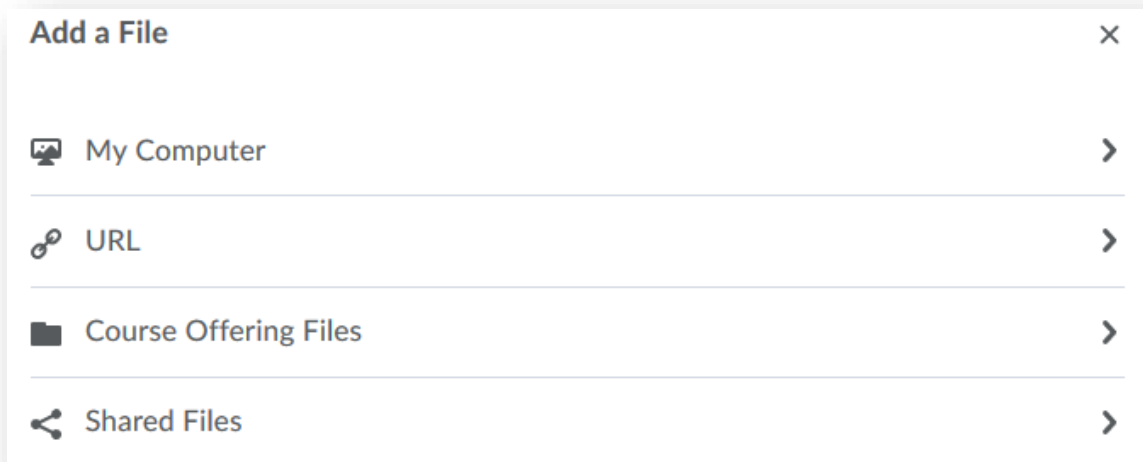
If you wish to add an image, you can upload it from your computer or shared files, or import it by its URL.

Insert Quick Link

Quick links are especially handy. With a quick link, you can link up assignments, quizzes, announcements, other modules, checklists, urls, etc in the description box. Simply choose the item you wish to link to and insert!
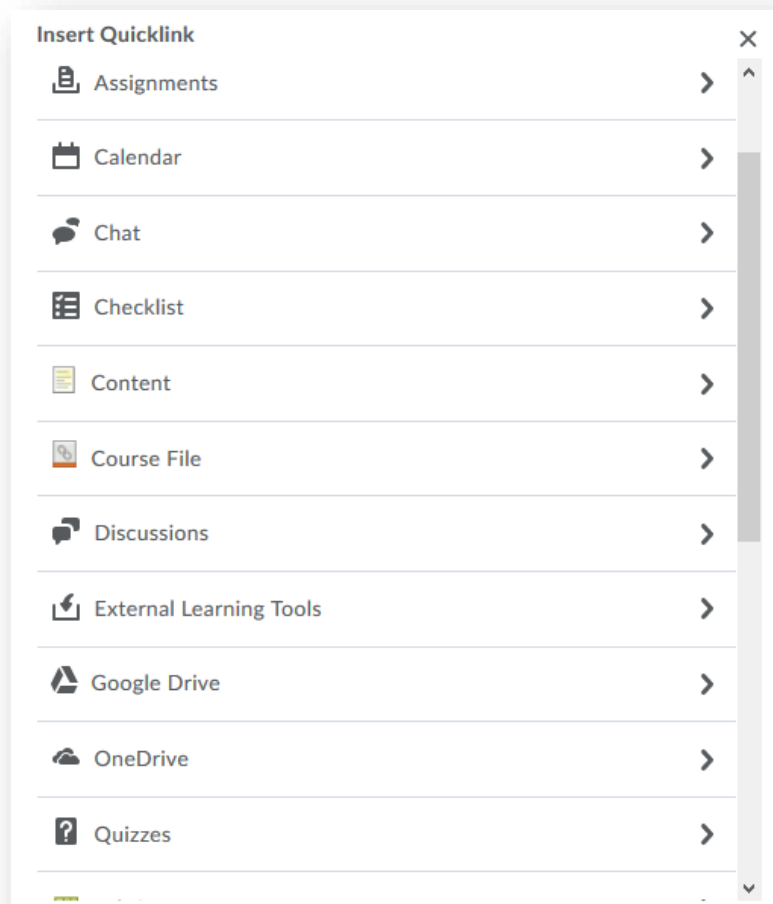
Embed HTML Code

If you have the embed code of a Web2.0 tool or video you would like to include, simply select the embed symbol at the bottom of the description box and enter your code there. Once you select update, your video/interactive component will be embedded.
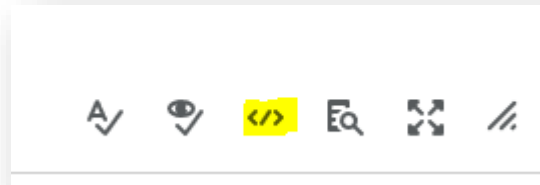
If you have made any changes with the dates and restrictions, be sure to select the blue "update" button to save your changes.

The Upload/Create Button

If you are attempting to add content that is new and hasn't been created or uploaded to BlazeVIEW in the past, you will need to do it through the upload/create content option.

Upload Files

For files that exist on your computer or in shared files/drives, you can simply select that file and upload it.
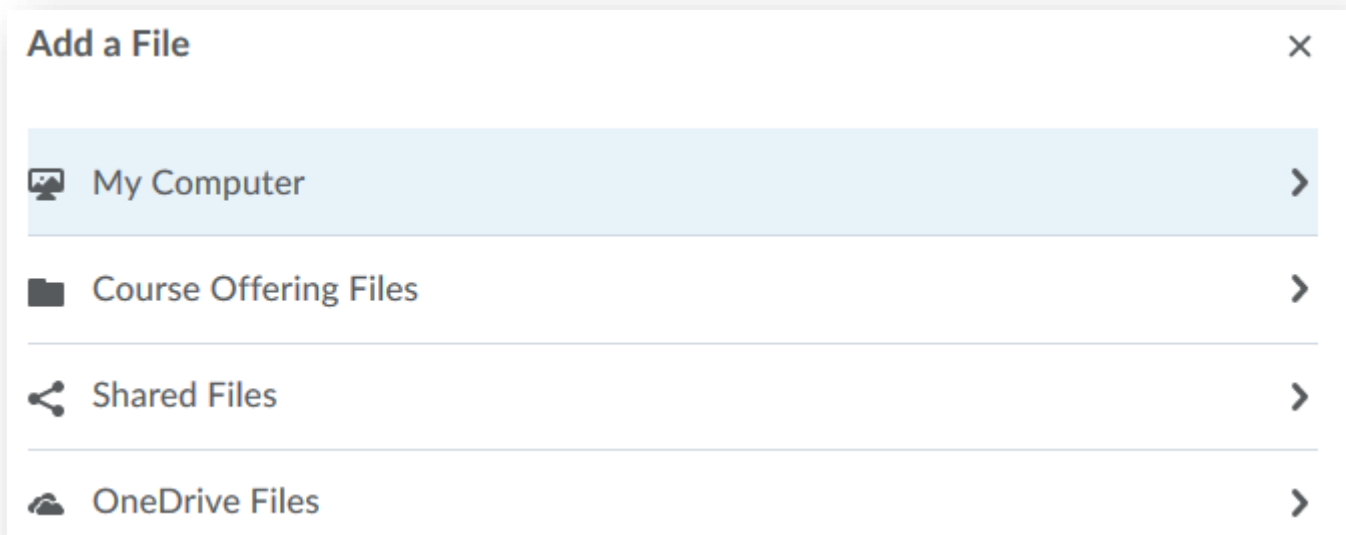
Video or Audio

To add video or audio, you can either insert the embed code or upload the file from your computer.

So, if you were including an episode of a podcast, you would probably choose the embed option. But, if you were inserting an instructor created video, you want to upload it.

Create a File

Consider files created in BlazeVIEW to be similar to an interactive word document. You can copy and paste text into the file, include images and videos, include links, etc.

Files have all the same features of the description box.
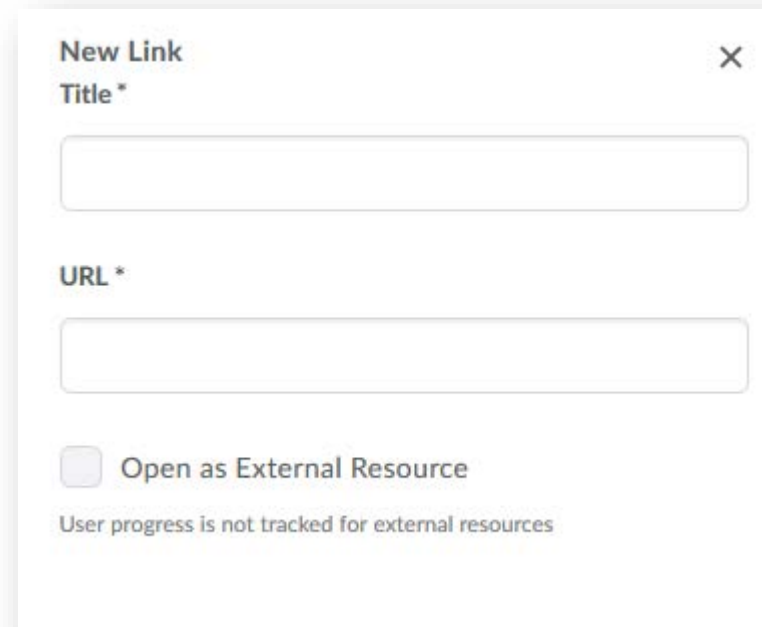
Create a Link

If you wish to provide students with an external link – for instance, to your own personal website, a scholarly journal, standards, etc – you can add a link.
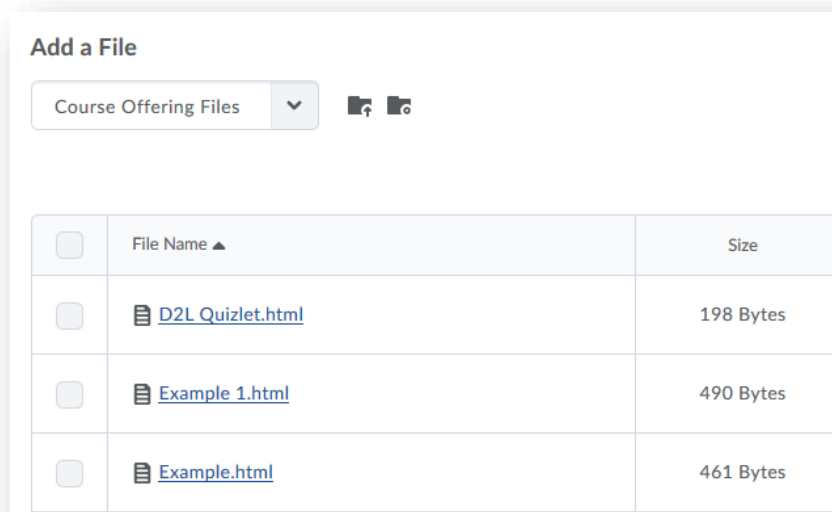
Title your link and paste the URL into the Link box. Decide if you want the link to open within BlazeVIEW or if you would prefer the link to open up in another page outside of BlazeVIEW.

Add from Manage Files

If you have added files to the course previously, perhaps in another semester, and they were copied over – you can pull those files from the managed files option. Simply select "Add from Manage Files" and scroll through the list to select the file you wish to add.
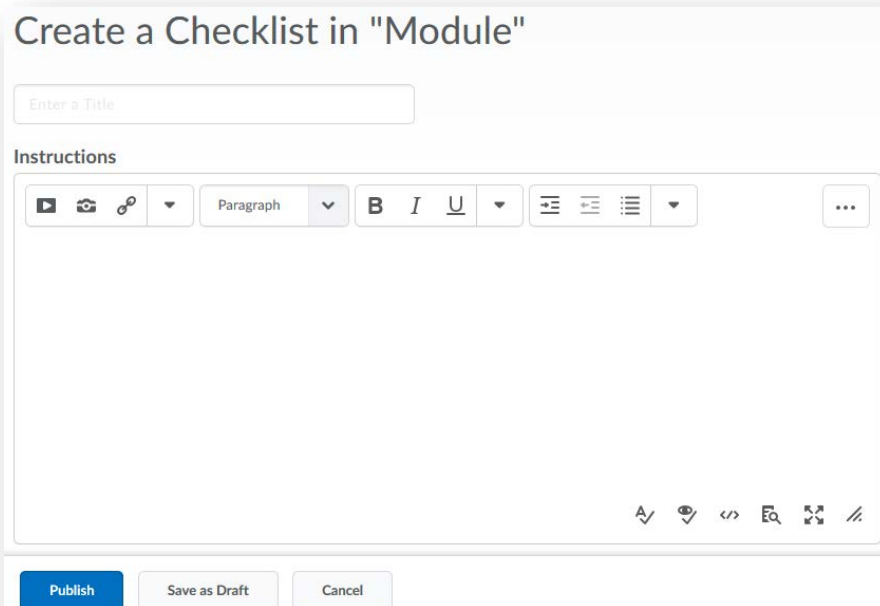
New Checklist

Select "New Checklist" to add a checklist you have not yet created. You will be prompted to name your checklist and provide instructions. Once you select "publish" it will appear in the module. You

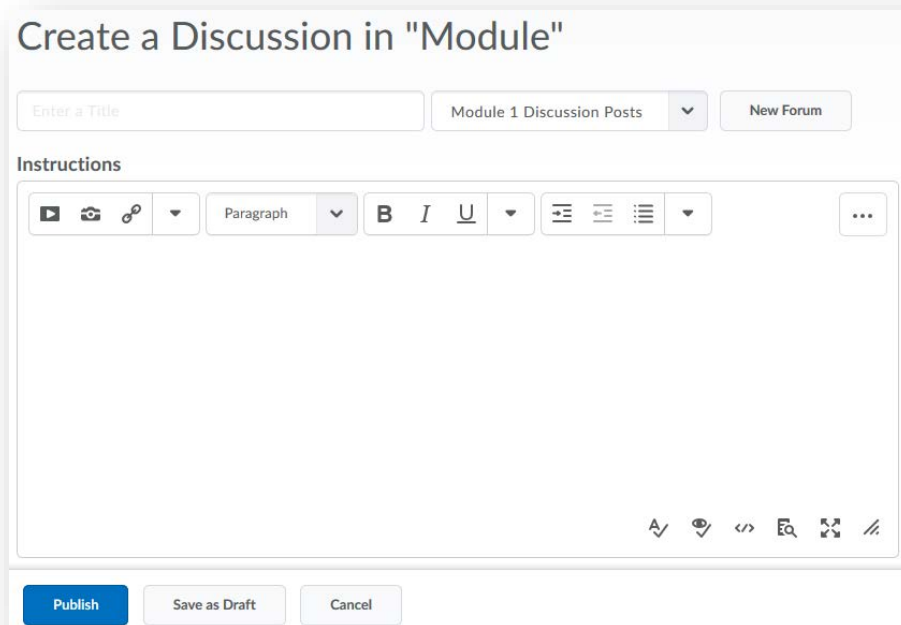will need to go back and edit it to add checklist items.

New Discussion

Select "New Discussion" to add a discussion to this module that you have not yet created.

Give your discussion topic a name and prompt/directions. Attach it to a pre-existing forum or select the "New Forum" option to create a new forum.
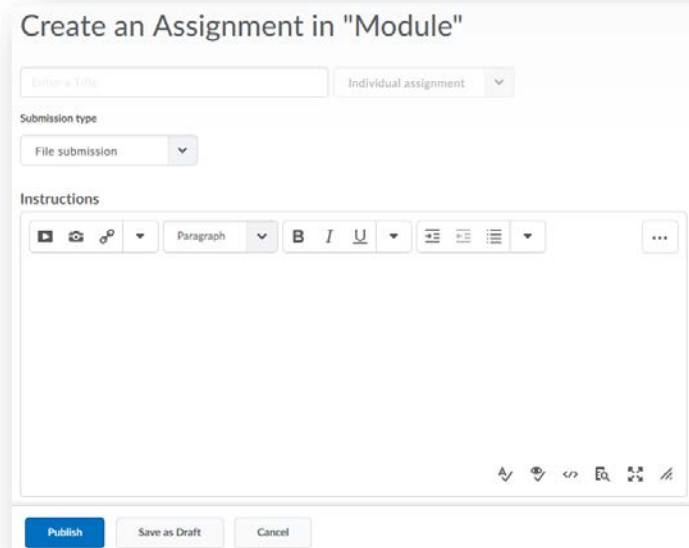

New Assignment

Select "New Assignment" to create an assignment and insert into the module.

You will be prompted to give your assignment a name, decide the submission type, and provide instructions. You will need to edit the assignment later to add details concerning availability dates, restrictions, release conditions, grade item association, etc.
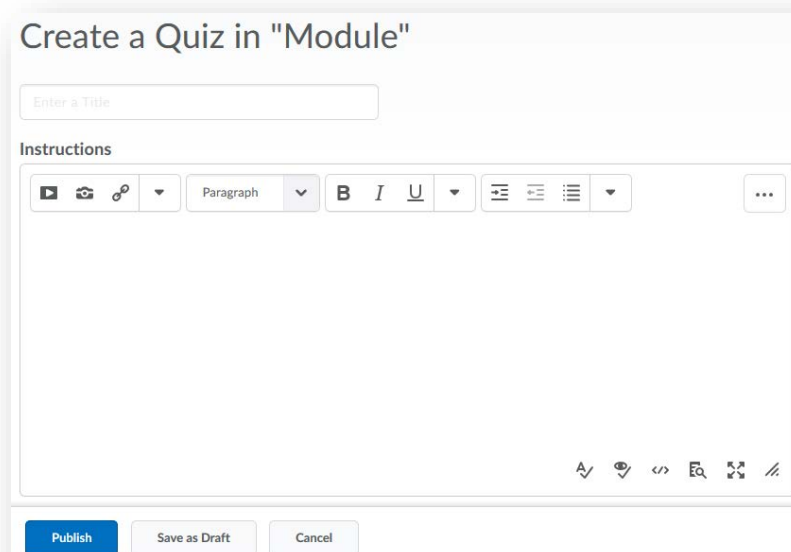

New Quiz

Select "New Quiz" to add a quiz that has not yet been created.

You will be prompted to name your quiz and provide quiz instructions. You will have to edit in the quiz tab to add questions and make decisions concerning availability dates, restrictions, special user access, etc.
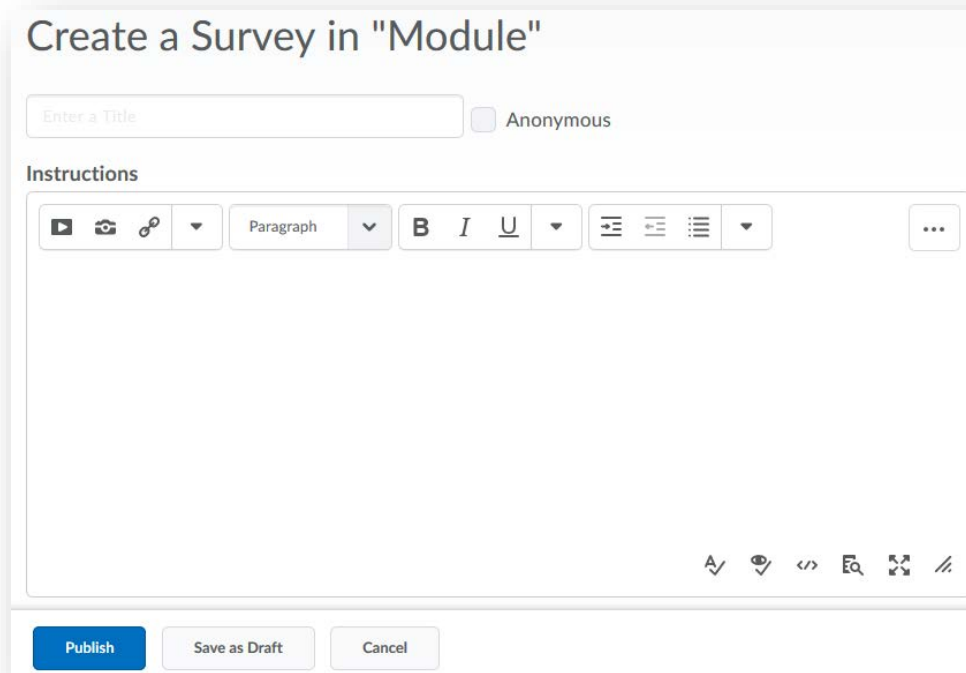

New Survey

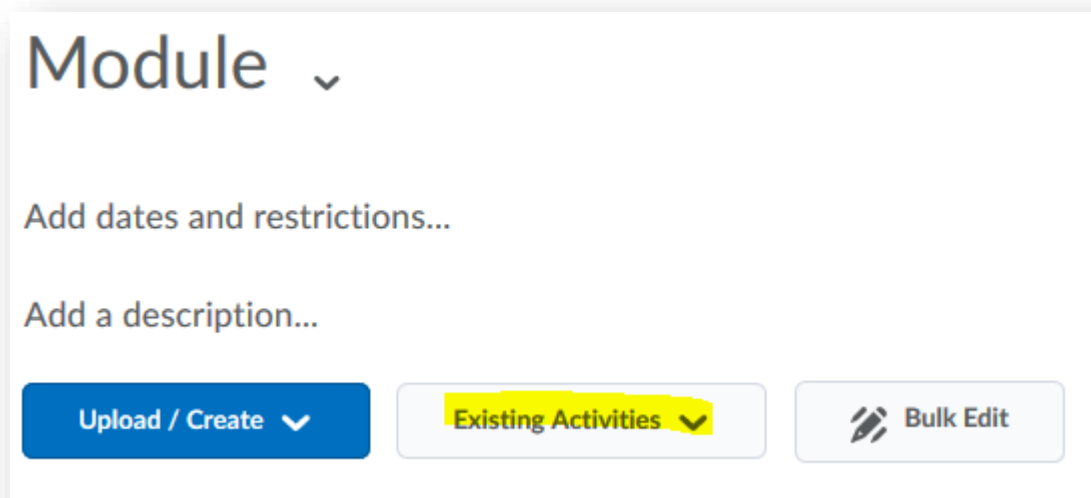Select "New Survey" to add a survey that has not yet been created to the module.

You will be prompted to title your survey and provide instructions. You will need to edit after publishing to set up the specifics of your survey.

The Existing Activities Button

It is highly encouraged that you create your learning activities first so that when adding them to your content, you can simply select them from the Existing Activities button.

Assignments

Select "Assignments" to add an assignment that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific assignment you want to appear in that module.
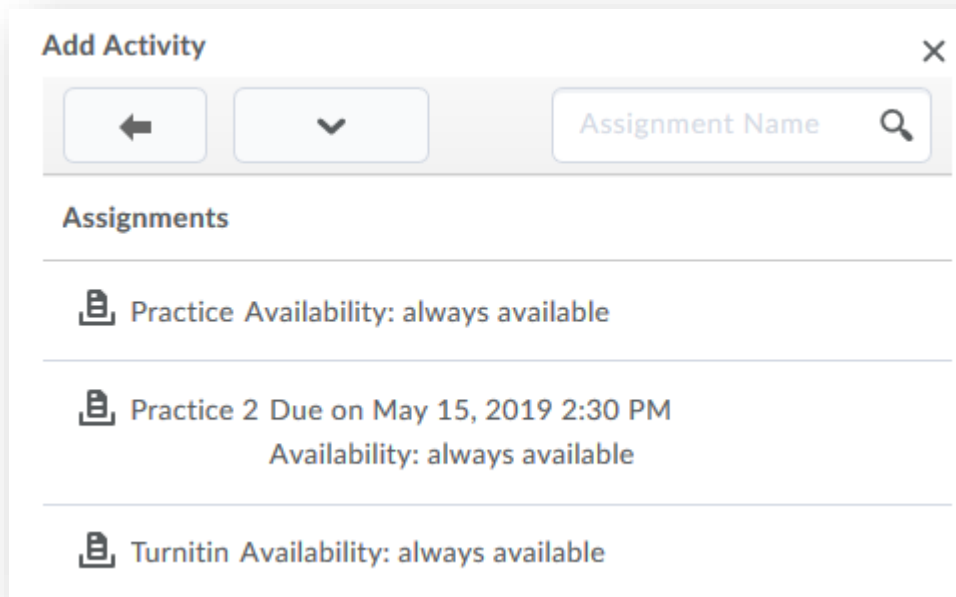
Chat

Select "Chat" to add a chat that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific chat you want to appear in that module.

Checklist

Select "Checklist" to add a checklist that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific checklist you want to appear in that module.
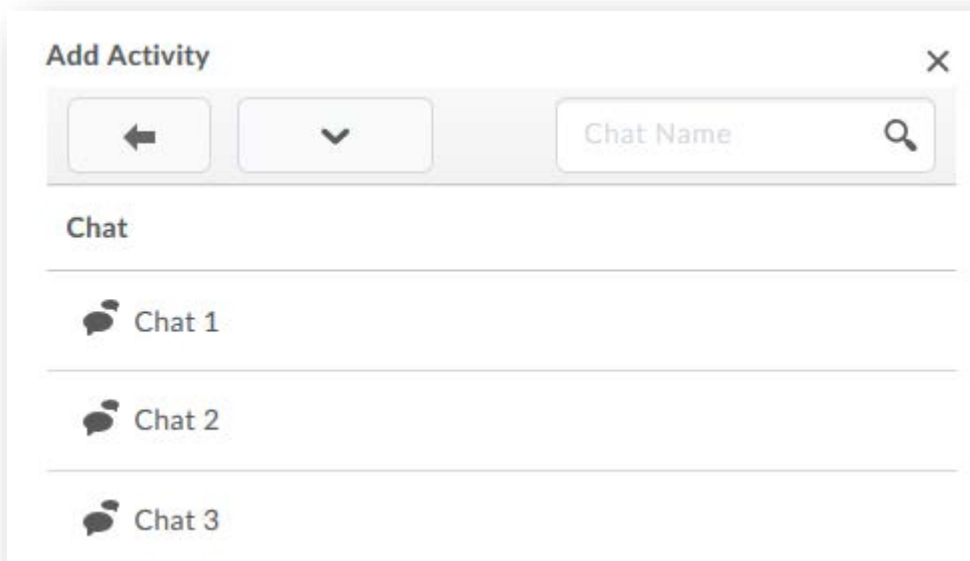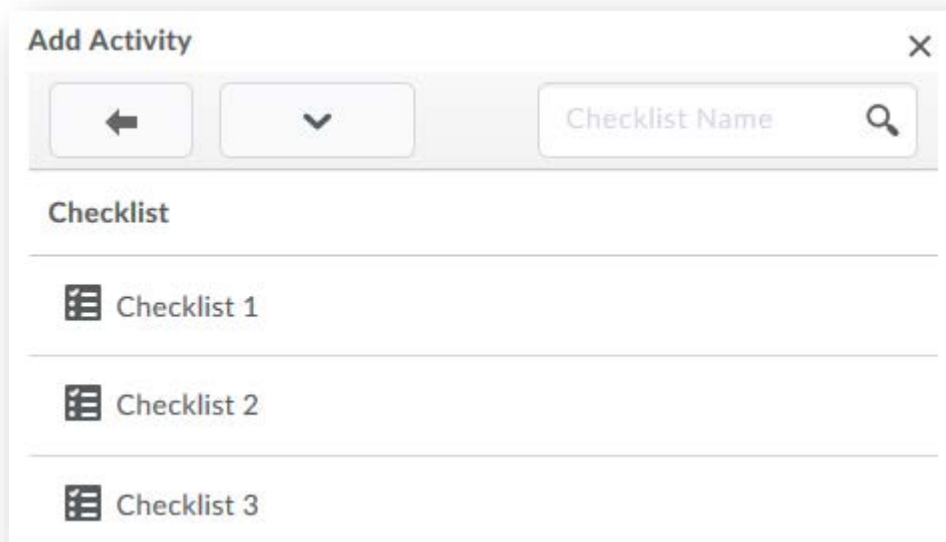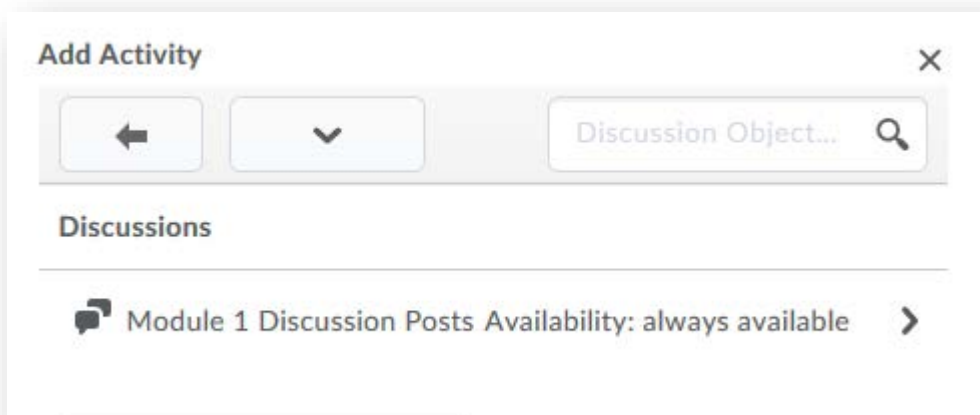
Discussions

Select "Discussions" to add a discussion that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific discussion you want to appear in that module.

External Learning Tools

The external learning tools tab houses integrations like Blackboard Ultra, GALILEO, Hooniut, Kaltura, Labster, online textbooks, TurningPoint, and SOIs.

To insert an external learning tools, simply locate the tool you wish to access and select it. From there, based on the tool you have chosen, you can open the link and follow the prompts provided.

Google Drive

To add files or other items from your Google Drive to BlazeVIEW, select the "Google Drive" option. You will be prompted to login. Once you've logged in, you will be able to access the contents of your google drive and can upload files.

One Drive

To add files or other items from your One Drive to BlazeVIEW, select the "One Drive" option. You will be prompted to login. Once you've logged in, you will be able to access the contents of your one drive and can upload files.

Quizzes

Select "Quizzes" to add a quiz that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific quiz you want to appear in that module.

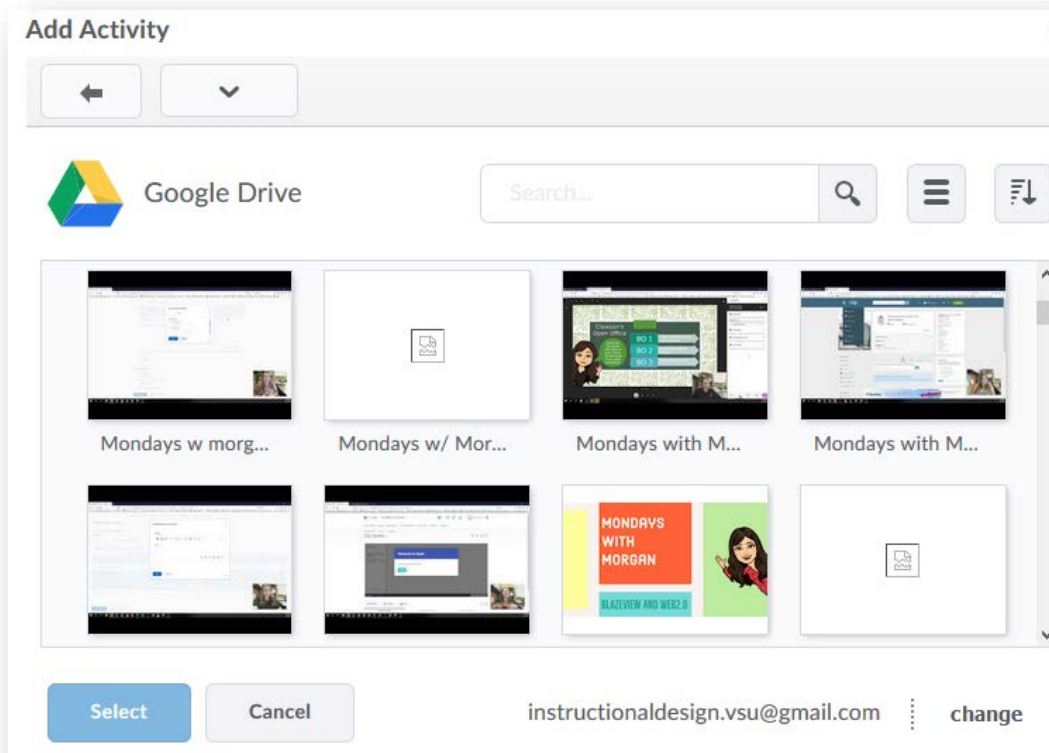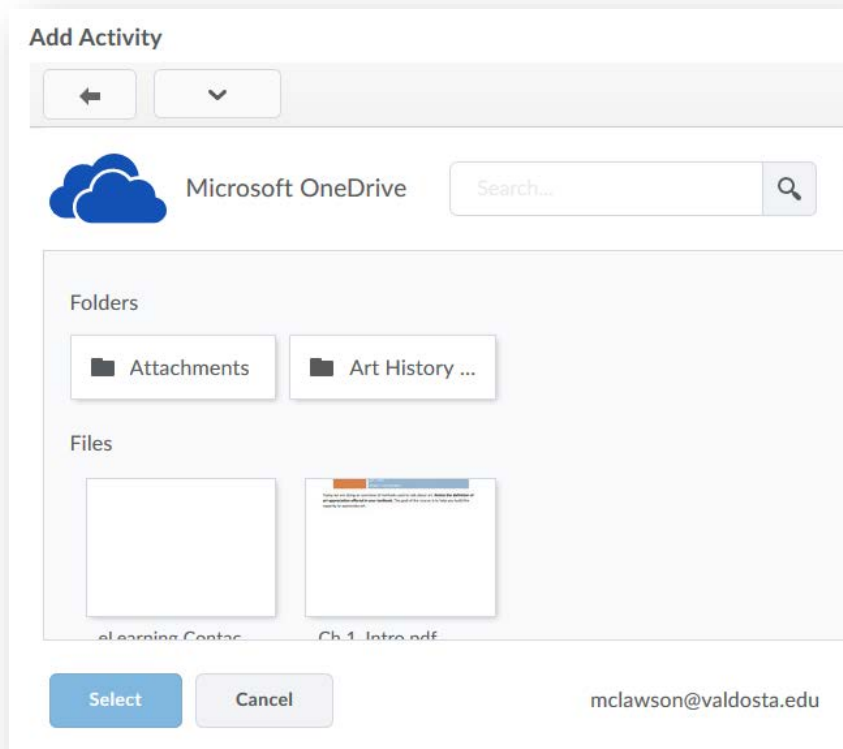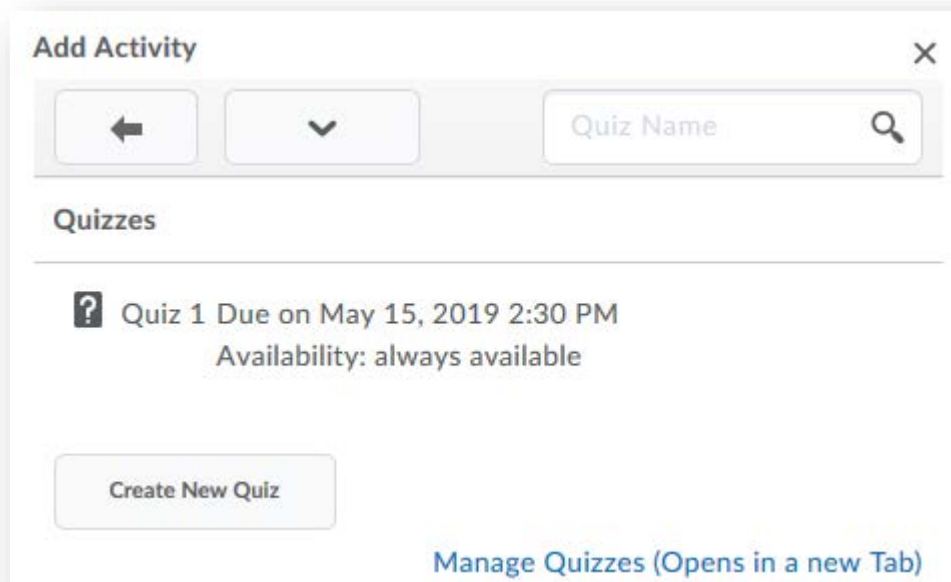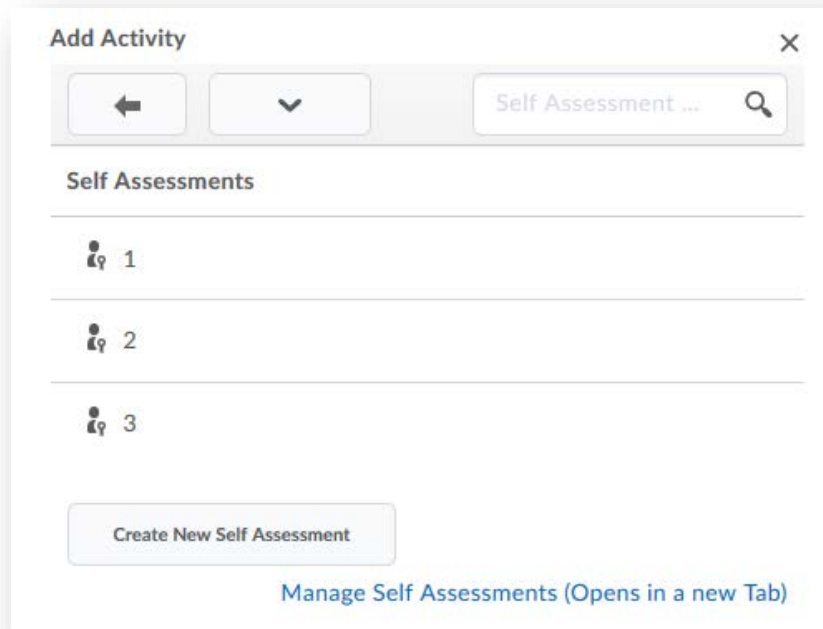## Self-Assessments

Select "Self Assessments" to add an assessment that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific self-assessment you want to appear in that module.

Surveys

Select "Surveys" to add a survey that already exists in BlazeVIEW. Upon selection, you will see a list in which you can choose the specific survey you want to appear in that module.
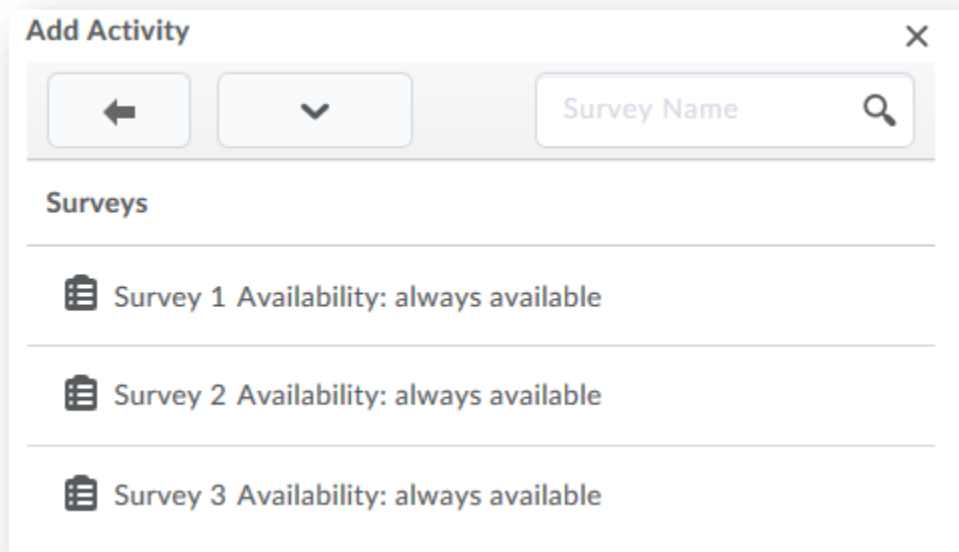
Turnitin Peermark

Turnitin Peermark offers a way for students to review and revise each other's work. This assignment has to be created under the Existing Activities Tab.

Fill in the correct information and press submit. Students will use this assignment to submit to and revise another's work.

Editing Modules

Modules are not set in stone and can be edited to suit the needs of your students as you see fit.

Published or Draft

If you are still actively working on modules and do not want students to see it or if you have created modules with Instructor resources, you can draft the module.

Published modules are available for student access.

Simply select the arrow to the right side of the screen and choose published or draft.

Move Items

Items are easily moved in BlazeVIEW by simply dragging and dropping them.

Choose the dots next to the modules or items, click and hold to drag, and release your mouse when they are in a suitable location.

Editing Items in Modules

Items in modules can be edited, as well. To quickly edit a specific item (perhaps for name or date), choose the drop down menu next to the item and select "Edit properties in-place."

Practice
Assignment

View Topic

Edit Properties In-place

Submit Feedback

Move To

Edit Metadata

Delete Topic

Add a sub-modu