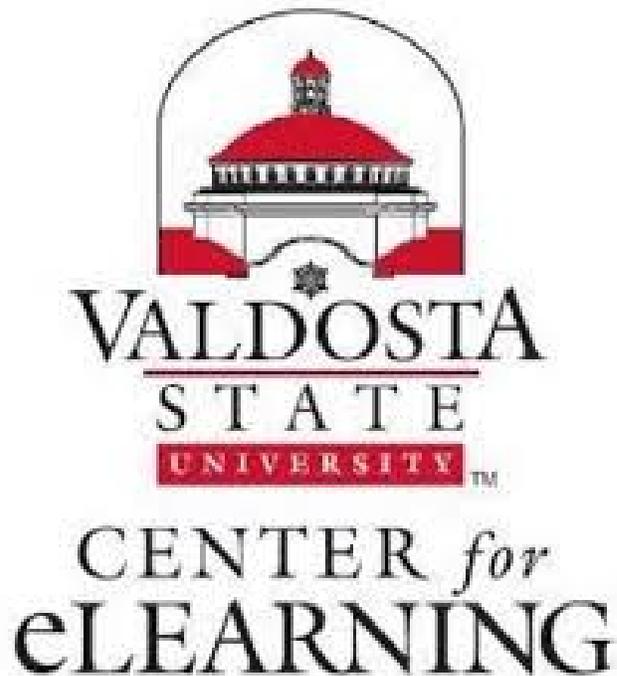


# Instructor Guides

## Creating/Adding Content in BlazeVIEW



Morgan Clawson

Valdosta State University

Instructor Guides

## Table of Contents

The BlazeVIEW Content Tab .....	3
Accessing the Content Tab .....	3
Creating Modules .....	3
Creating Submodules .....	4
Adding Dates and Restrictions .....	5
Description Box .....	6
Insert Stuff .....	7
Insert Image .....	8
Insert Quick Link .....	8
Embed HTML Code .....	9
The Upload/Create Button .....	9
Upload Files .....	9
Video or Audio .....	9
Create a File .....	10
Create a Link .....	10
Add from Manage Files .....	11
New Checklist .....	11
New Discussion .....	12
New Assignment .....	12
New Quiz .....	13
New Survey .....	13
The Existing Activities Button .....	14
Assignments .....	14
Chat .....	15
Checklist .....	15
Discussions .....	16
External Learning Tools .....	16
Google Drive .....	16
One Drive .....	17
Quizzes .....	18
Self-Assessments .....	18
Surveys .....	19
Turnitin Peermark .....	19
Editing Modules .....	20
Published or Draft .....	20
Move Items .....	21
Editing Items in Modules .....	21

## 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

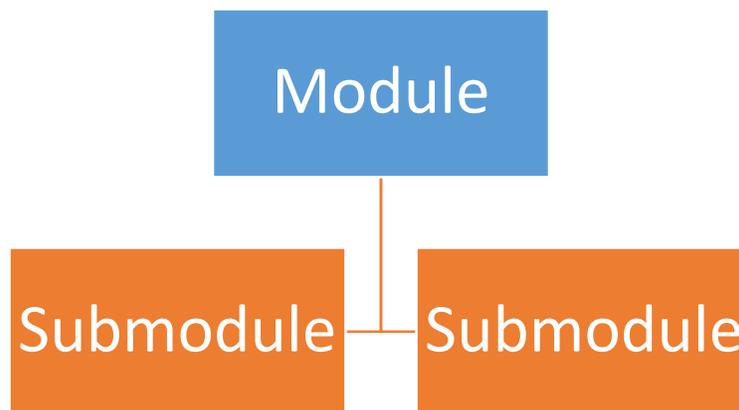
Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose the “Content” tab.

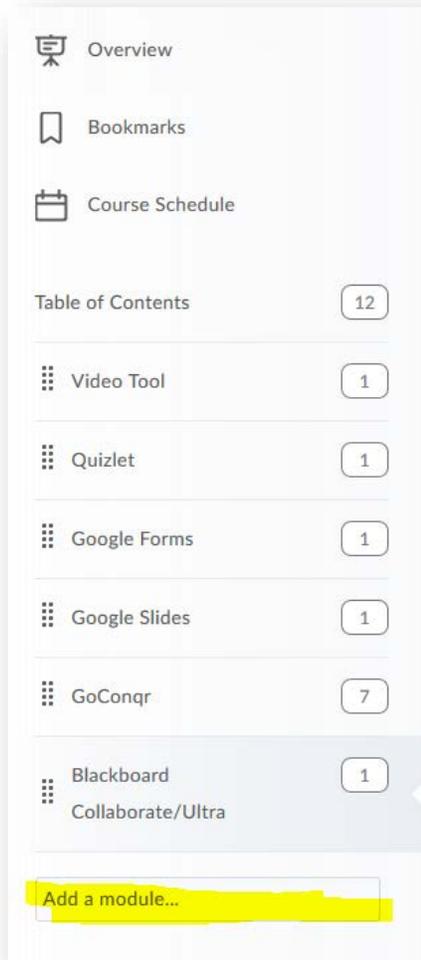


### Creating Modules

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.

Module ▾

Print Settings

Add dates and restrictions... Published ▾

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Drag and drop files here to create and update topics

Add a sub-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.

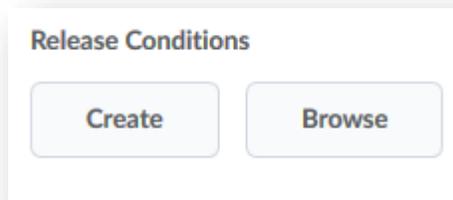
An **end date** means that the module will disappear for the students once that date has been reached.

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

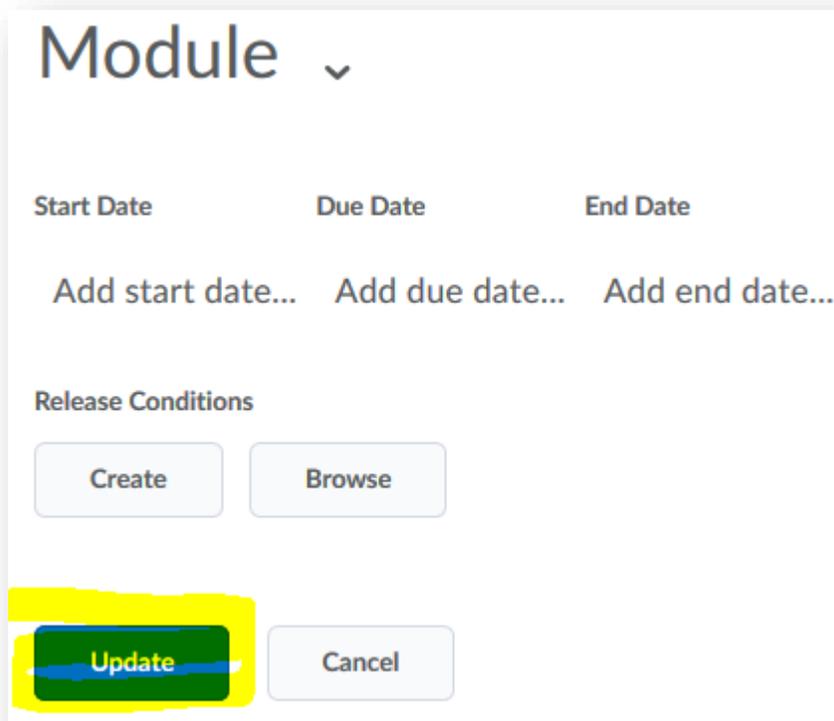
Module ▾

Start Date	Due Date	End Date
Add start date...	Add due date...	Add end date...

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.

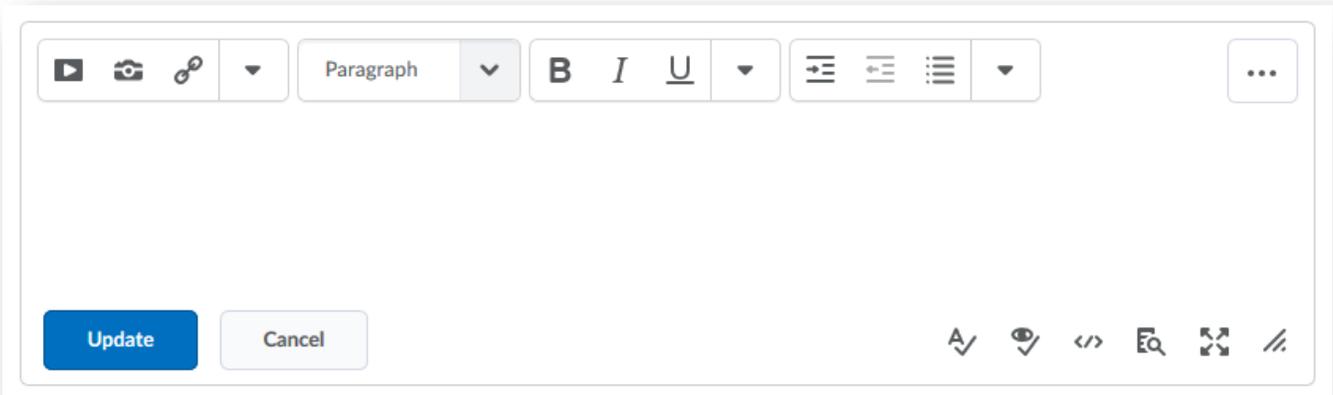


If you have made any changes with the dates and restrictions, be sure to select the blue "update" button to save your changes.



## Description Box

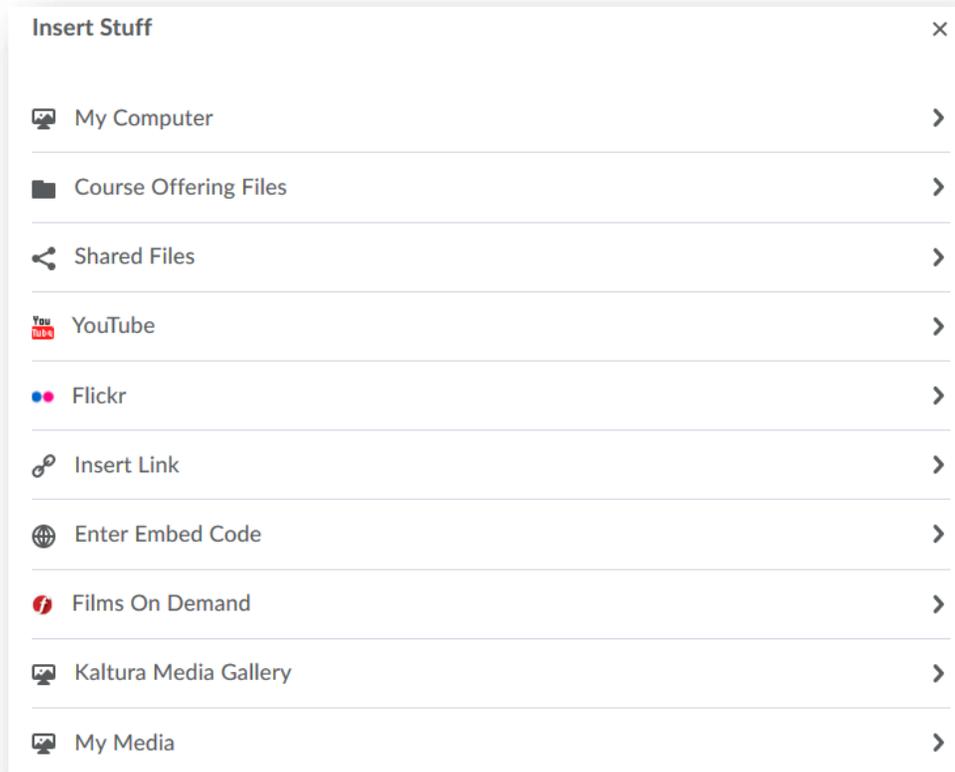
Each module comes with a description box. The description box is an excellent place to orient the students to the contents and expectations of the module. You can also include graphics, videos, and web2.0 tools to engage the student with the content before they access it.



## Insert Stuff

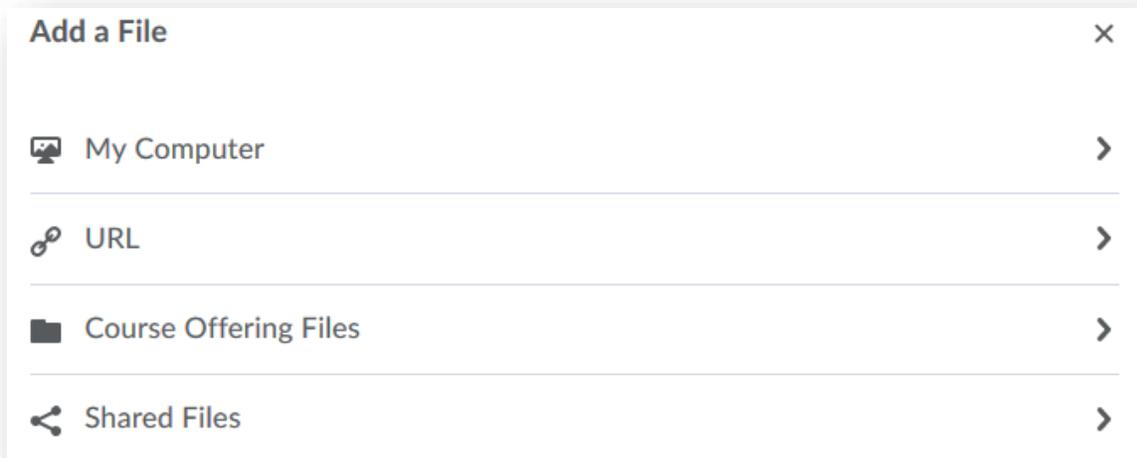
The description box contains the same features that are used when creating files or posting instructions on quizzes or assignments or announcements...pretty much anything. So let's take a look at those features right now!

**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.

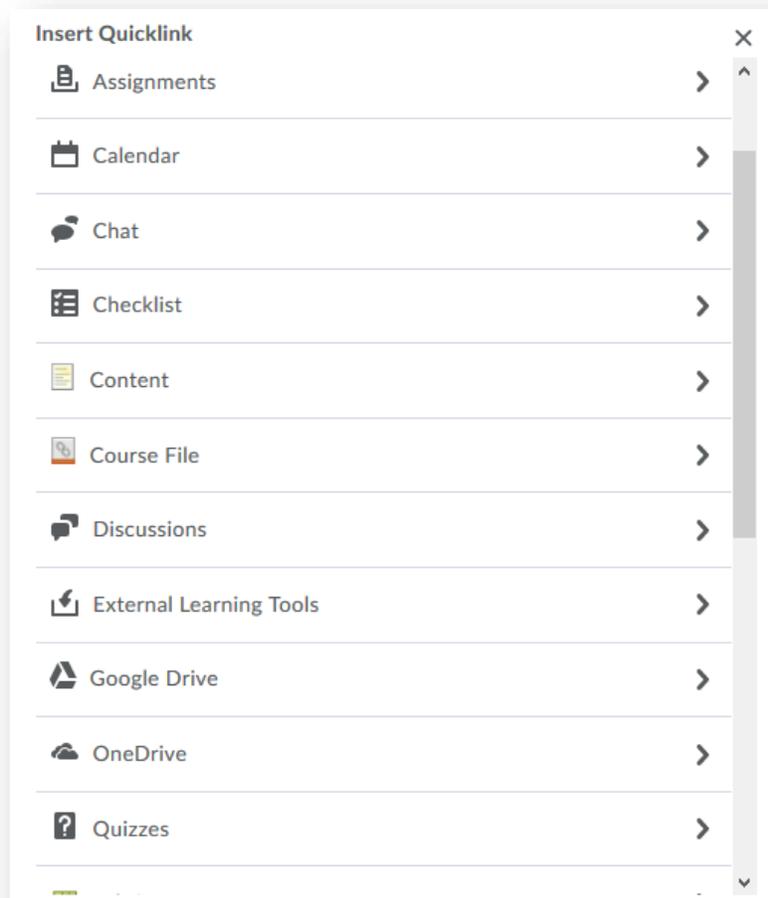
## Insert Image



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

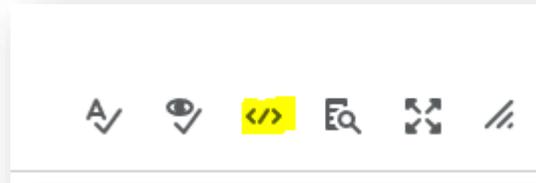
## Insert Quick Link

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.



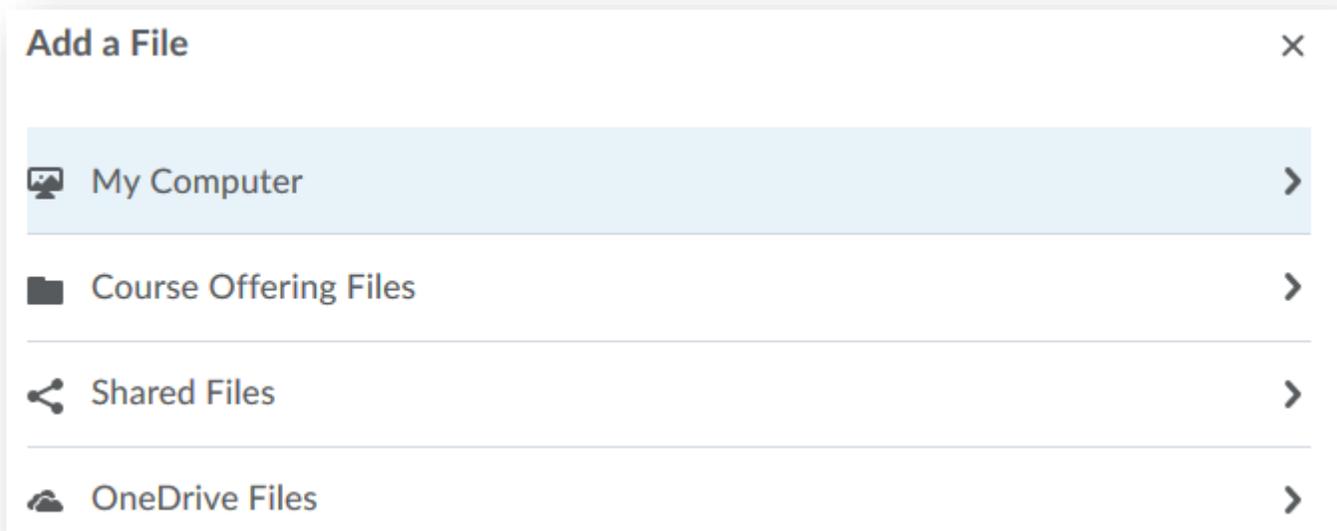
If you have made any changes with the dates and restrictions, be sure to select the blue “update” button to save your changes.

## 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.

### Add Video or Audio

Web Video or Audio Upload

Enter Url or Embed Code

Preview

#### 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 File in "Module"

Enter a Title Browse for a Template

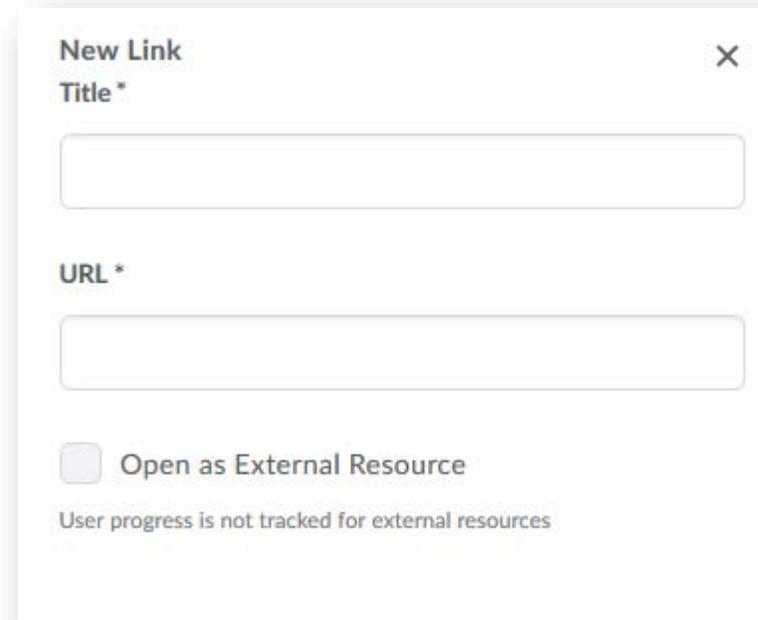
   Paragraph **B** *I* U    ...

#### 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.

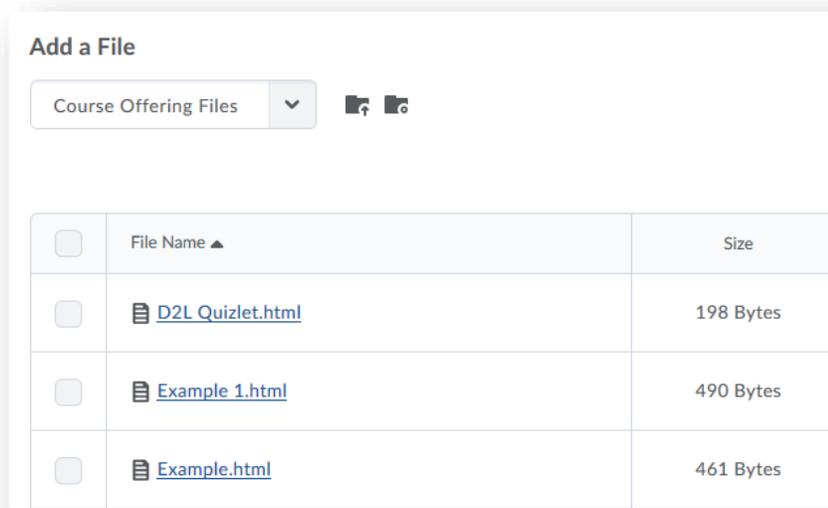
Title your link and paste the URL into the Link box. Decide if you want the link to open within BlazeVIEW or if you would prefer the link to open up in another page outside of BlazeVIEW.



The image shows a 'New Link' dialog box with a close button (X) in the top right corner. It contains two text input fields: 'Title \*' and 'URL \*'. Below the 'URL \*' field is a checkbox labeled 'Open as External Resource'. Underneath the checkbox, there is a note: 'User progress is not tracked for external resources'.

### 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.



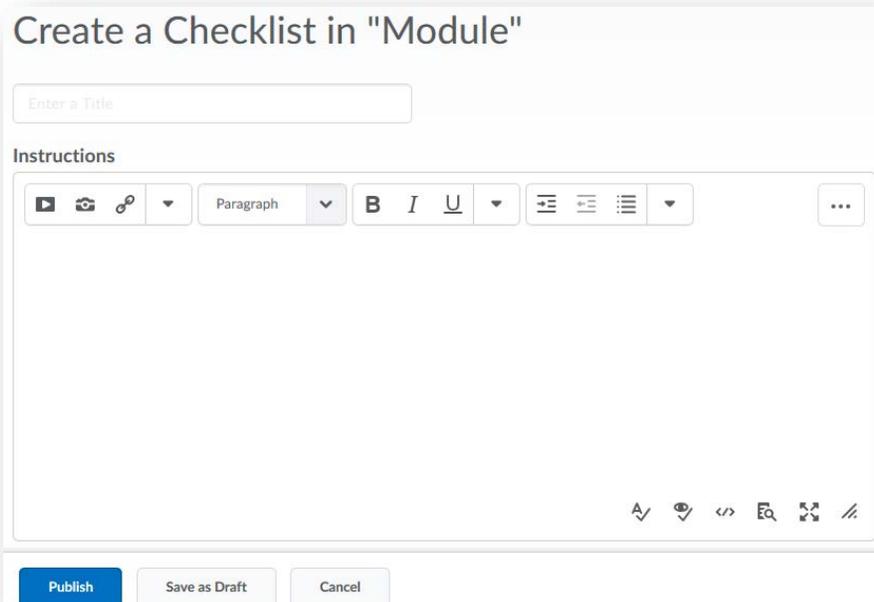
The image shows an 'Add a File' dialog box. At the top, there is a dropdown menu set to 'Course Offering Files' and two icons representing file management. Below this is a table with three columns: a checkbox, 'File Name ▲', and 'Size'. The table lists three files: 'D2L Quizlet.html' (198 Bytes), 'Example 1.html' (490 Bytes), and 'Example.html' (461 Bytes).

<input type="checkbox"/>	File Name ▲	Size
<input type="checkbox"/>	 <a href="#">D2L Quizlet.html</a>	198 Bytes
<input type="checkbox"/>	 <a href="#">Example 1.html</a>	490 Bytes
<input type="checkbox"/>	 <a href="#">Example.html</a>	461 Bytes

### 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.

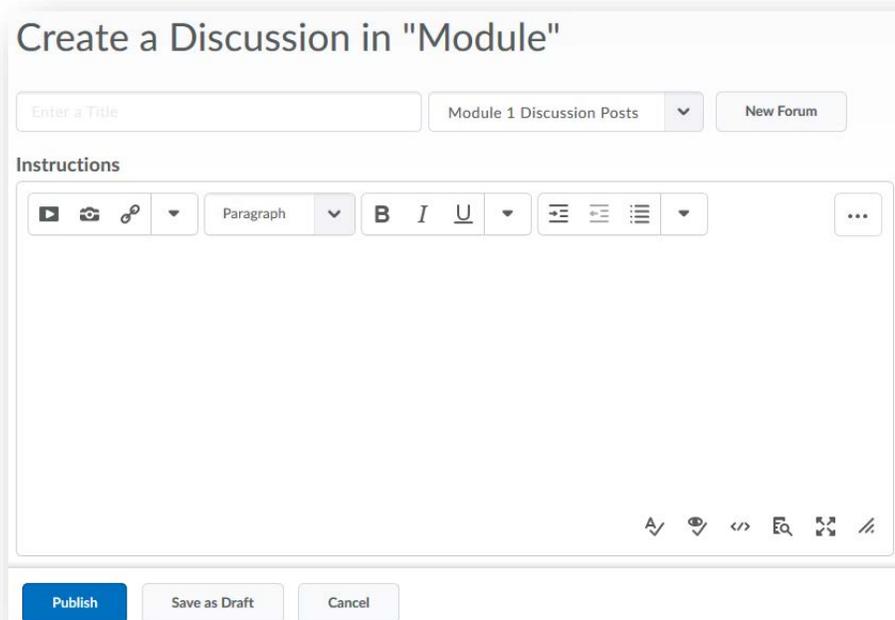


The screenshot shows a form titled "Create a Checklist in 'Module'". At the top, there is a text input field labeled "Enter a Title". Below this is a section labeled "Instructions" which contains a rich text editor toolbar. The toolbar includes icons for video, image, link, paragraph style (set to "Paragraph"), bold (B), italic (I), underline (U), bulleted list, numbered list, and checklist. A "Publish" button is highlighted in blue, with "Save as Draft" and "Cancel" buttons to its right. At the bottom right of the editor area, there are icons for undo, redo, code, search, and other editing functions.

## 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.

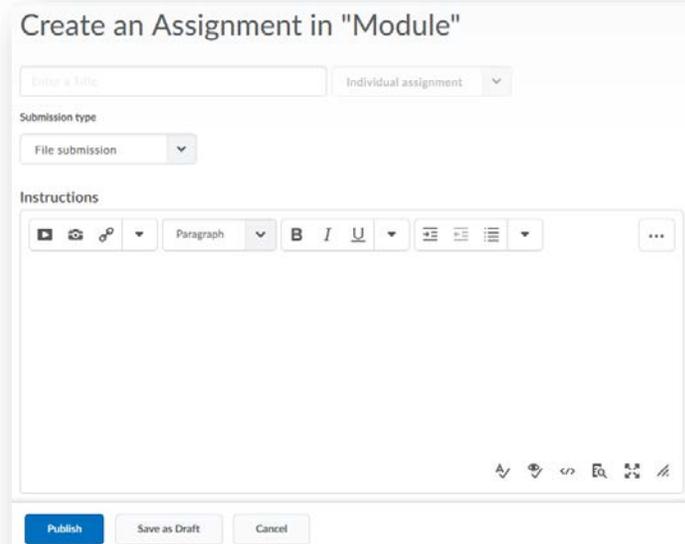


The screenshot shows a form titled "Create a Discussion in 'Module'". It features a "Enter a Title" input field, a dropdown menu currently set to "Module 1 Discussion Posts", and a "New Forum" button. Below the title field is the "Instructions" section with a rich text editor toolbar, including icons for video, image, link, paragraph style (set to "Paragraph"), bold (B), italic (I), underline (U), bulleted list, numbered list, and checklist. A "Publish" button is highlighted in blue, with "Save as Draft" and "Cancel" buttons to its right. At the bottom right of the editor area, there are icons for undo, redo, code, search, and other editing functions.

## 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.

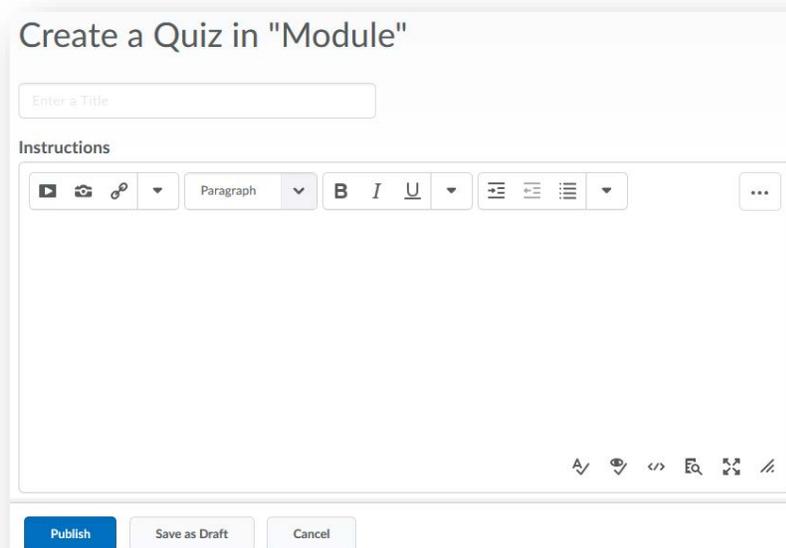


The screenshot shows a form titled "Create an Assignment in 'Module'". At the top, there is a text input field labeled "Enter a Title" and a dropdown menu set to "Individual assignment". Below this is a "Submission type" section with a dropdown menu set to "File submission". The main area is labeled "Instructions" and contains a rich text editor with a toolbar featuring icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. At the bottom of the form are three buttons: "Publish" (highlighted in blue), "Save as Draft", and "Cancel".

## 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.

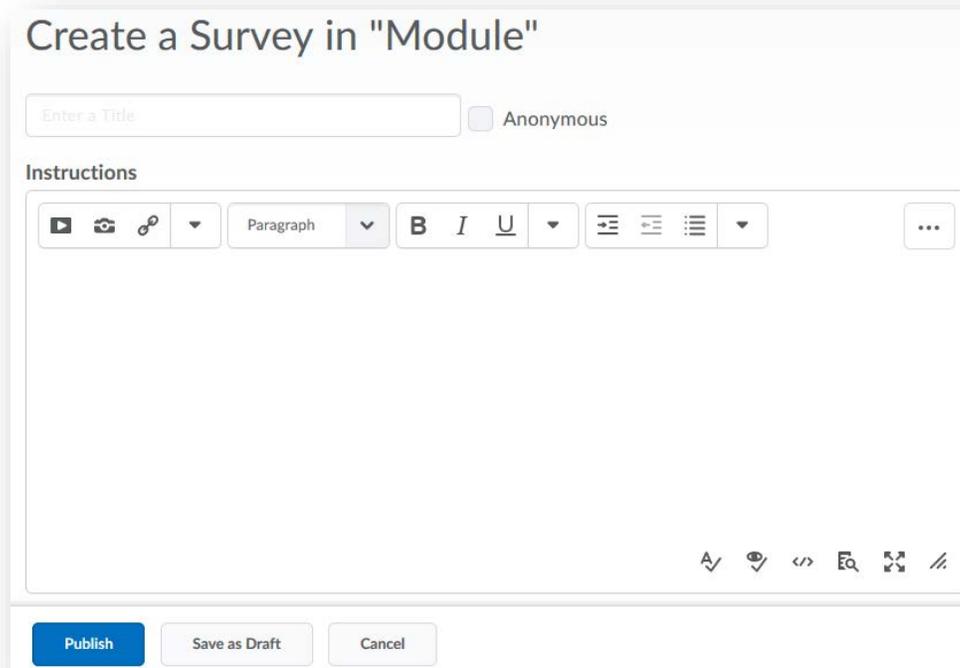


The screenshot shows a form titled "Create a Quiz in 'Module'". It features a text input field labeled "Enter a Title" and a large "Instructions" text area with a rich text editor toolbar. The toolbar includes icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and indent. At the bottom of the form are three buttons: "Publish" (highlighted in blue), "Save as Draft", and "Cancel".

## New Survey

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

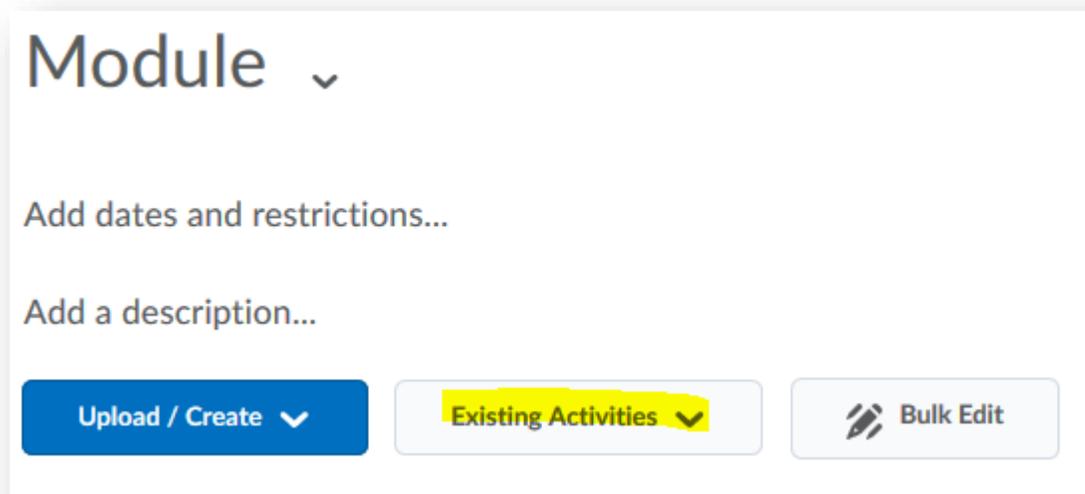
You will be prompted to title your survey and provide instructions. You will need to edit after publishing to set up the specifics of your survey.



The screenshot shows a form titled "Create a Survey in 'Module'". At the top, there is a text input field labeled "Enter a Title" and a checkbox labeled "Anonymous". Below this is a section titled "Instructions" which contains a rich text editor. The editor's toolbar includes icons for video, image, link, paragraph style (currently set to "Paragraph"), bold (B), italic (I), underline (U), bulleted list, numbered list, and indent. At the bottom of the form are three buttons: "Publish" (in blue), "Save as Draft", and "Cancel".

## The Existing Activities Button

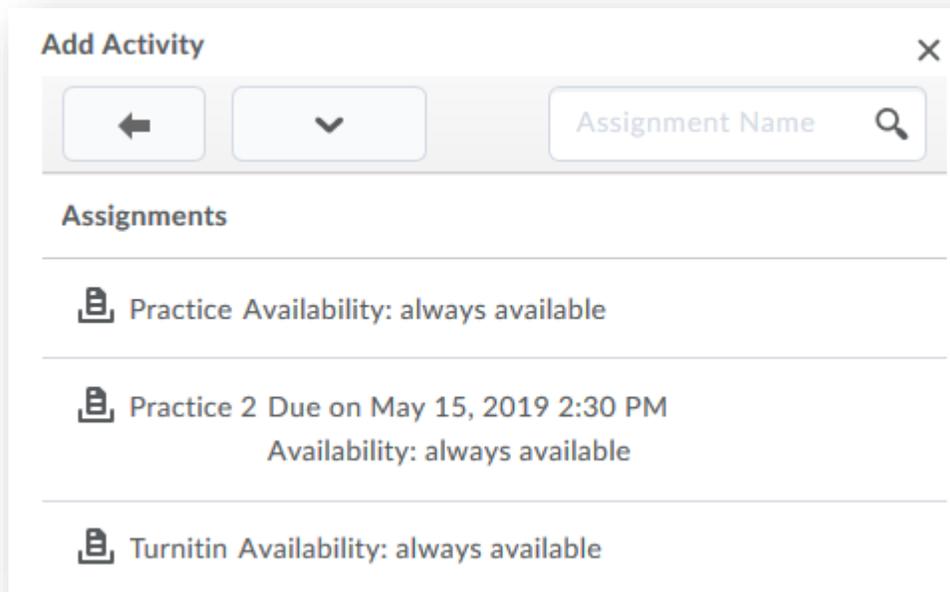
It is highly encouraged that you create your learning activities first so that when adding them to your content, you can simply select them from the Existing Activities button.



The screenshot shows a configuration screen for a "Module". At the top, the word "Module" is displayed with a dropdown arrow. Below it are two text prompts: "Add dates and restrictions..." and "Add a description...". At the bottom, there are three buttons: "Upload / Create" (in blue with a dropdown arrow), "Existing Activities" (highlighted in yellow with a dropdown arrow), and "Bulk Edit" (with a pencil icon).

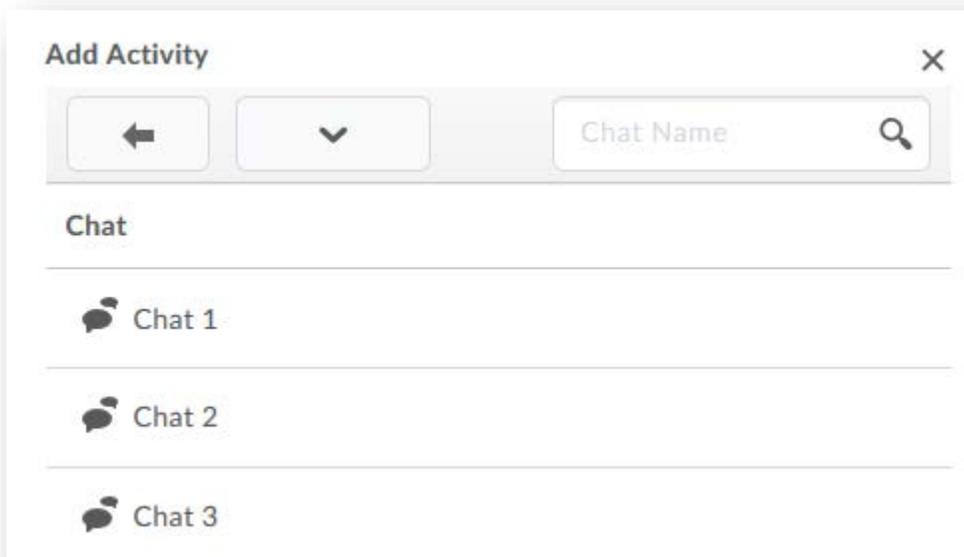
## Assignments

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.



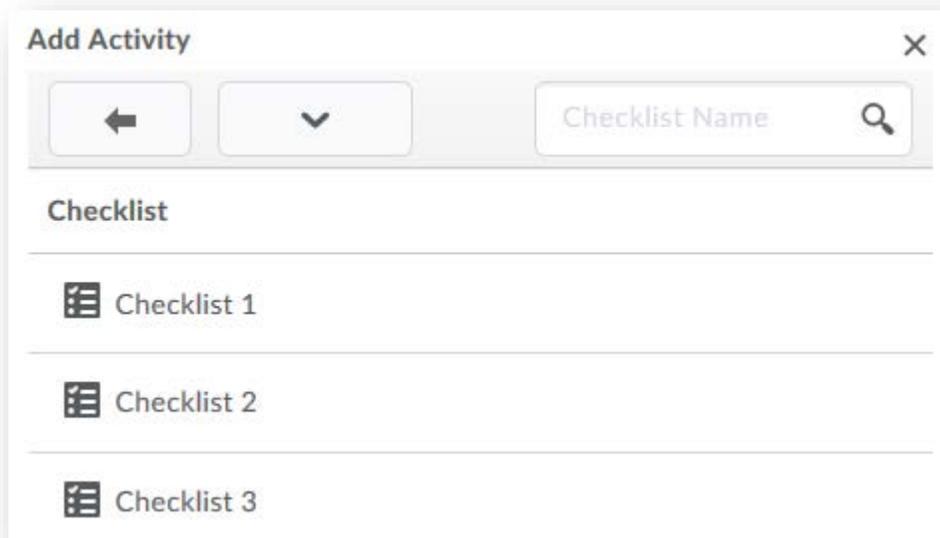
## Chat

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.



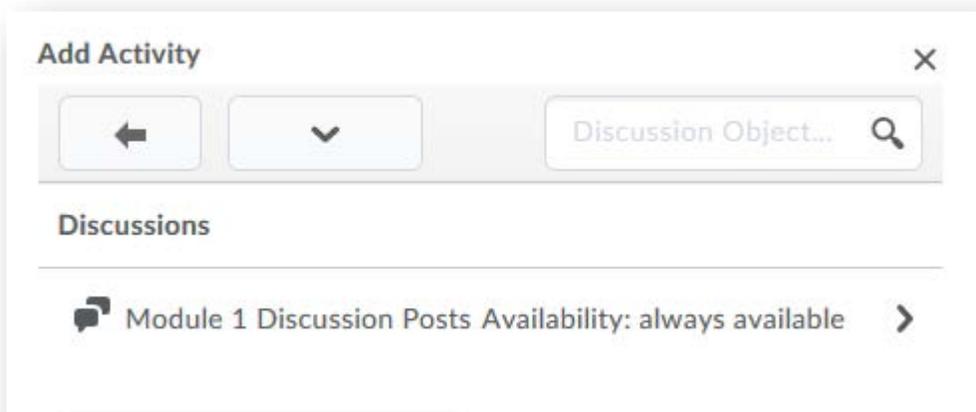
## Checklist

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.



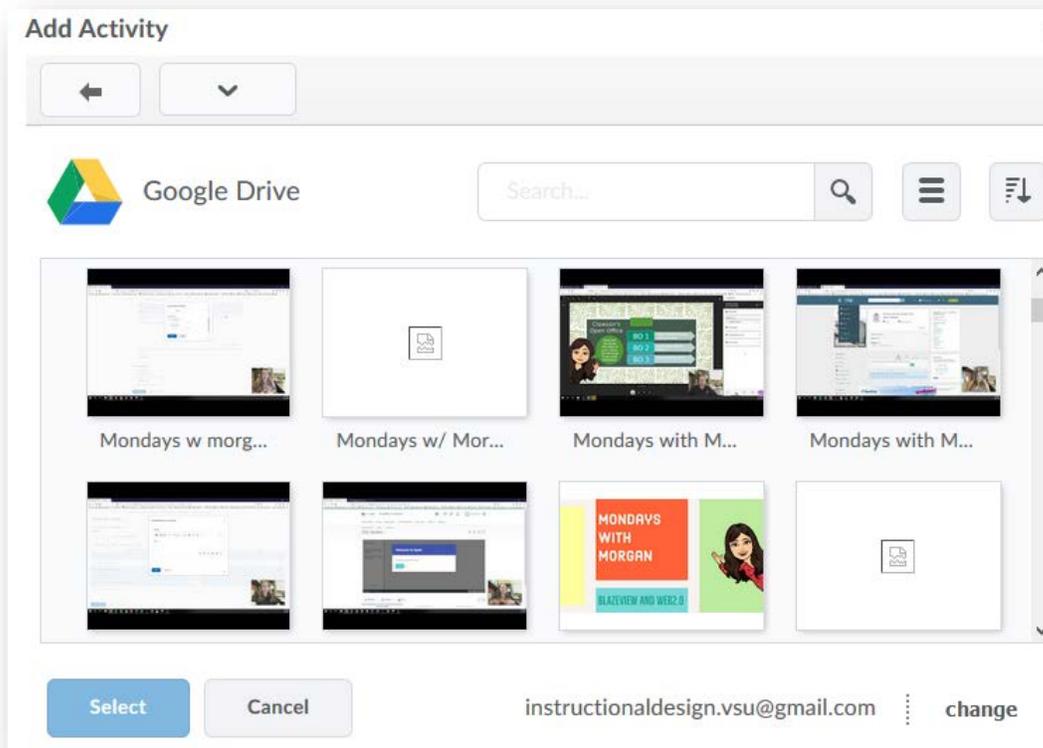
### External Learning Tools

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.

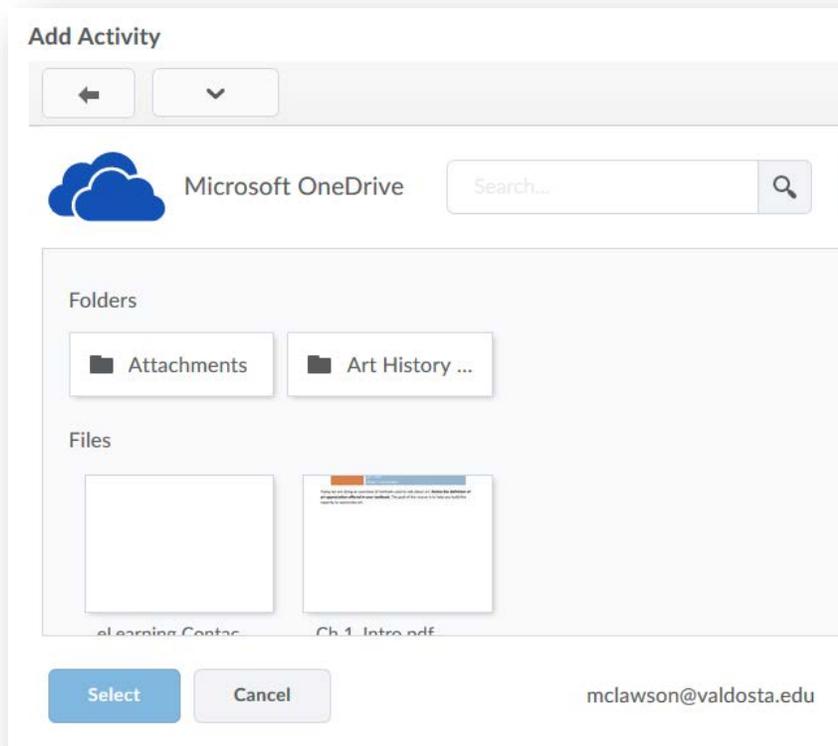
### Google Drive

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.



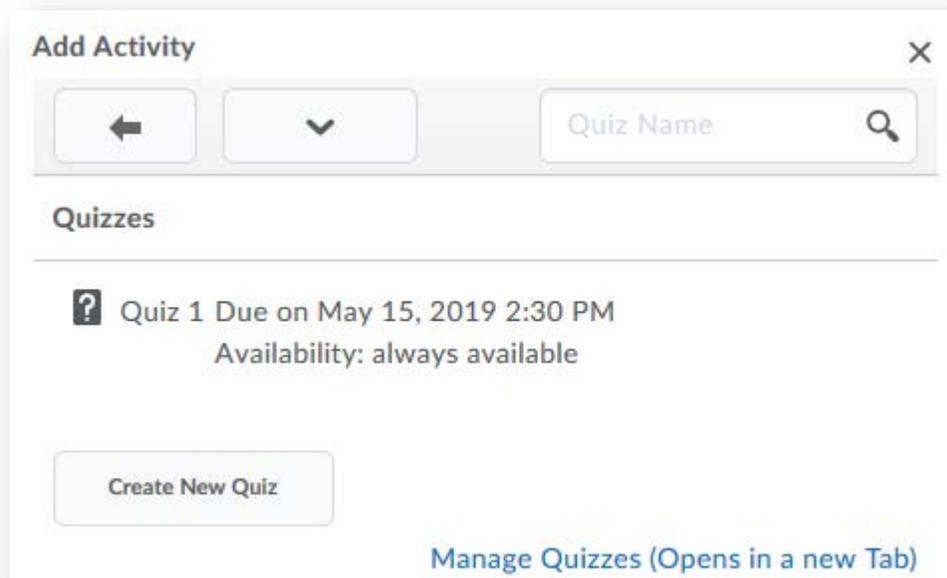
## One Drive

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.



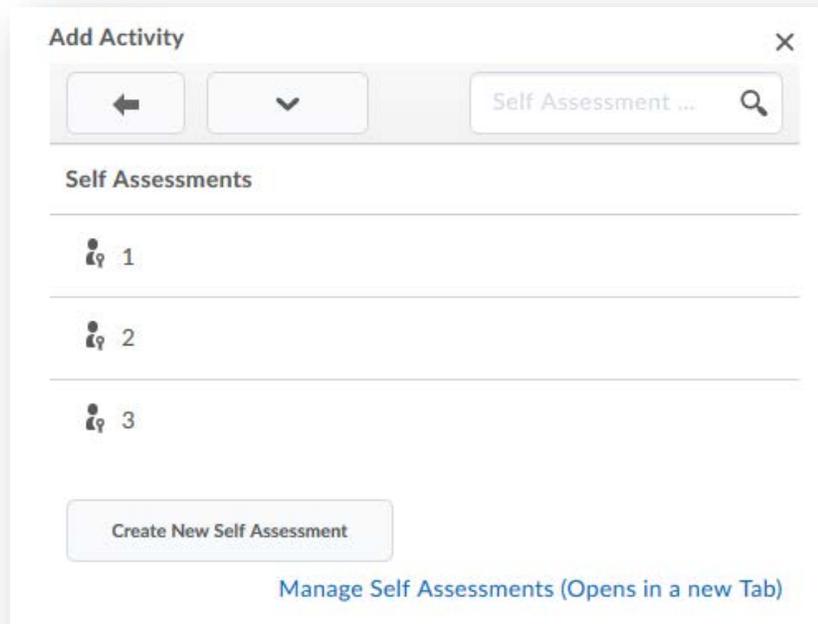
## Quizzes

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.



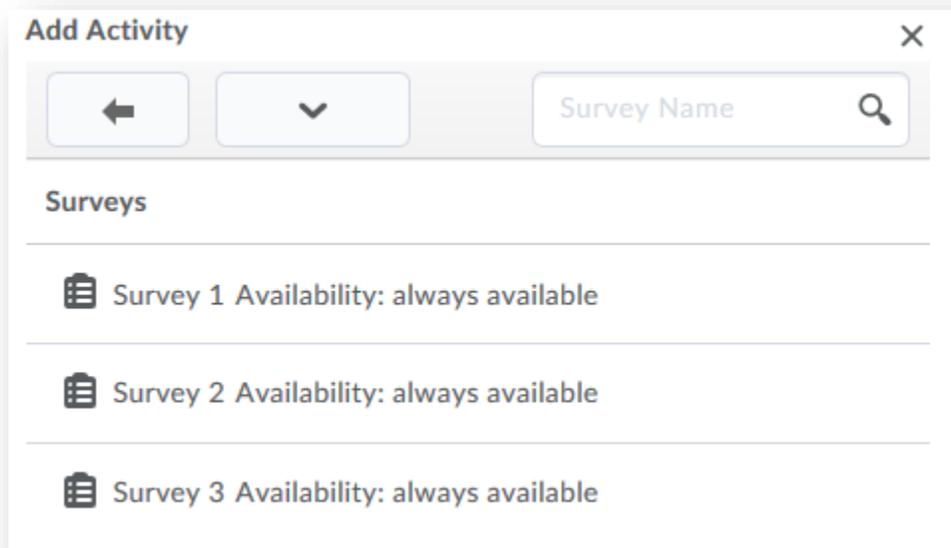
## Self-Assessments

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.

The screenshot shows a 'Add Activity' form with the following fields and values:

Field	Value
Title	Assignment Title
Max Grade	
Instructions	Assignment instructions
Start Date	2019-06-26 14:56 EDT
Due Date	2019-06-27 14:56 EDT
Feedback Release Date	2019-06-27 14:56 EDT

Below the main fields is an 'Optional Settings' section and a 'Submit' button.

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.

Module ▾ Print Settings

Add dates and restrictions... Published ▾

Add a description...

Upload / Create ▾
Existing Activities ▾
Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

### 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.

<u>Table of Contents</u>	12
••• Video Tool	1
••• Quizlet	1
••• Google Forms	1
••• Google Slides	1
••• GoConqr	7
••• Blackboard Collaborate/Ultra	1

### 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.”

