



Introduction to the interface – tabs & views

Step-by-step guide for designers and instructors

For Blackboard Vista 4.x

Your role in an online course, whether designer, instructor or both, determines the interface you use while working within that section. The table below summarises section designer and instructor access to the three different views available.

Role	Build	Teach	Student view
Section Designer	✓	-	✓
Section Instructor	-	✓	✓
Section Designer/Instructor	✓	✓	✓

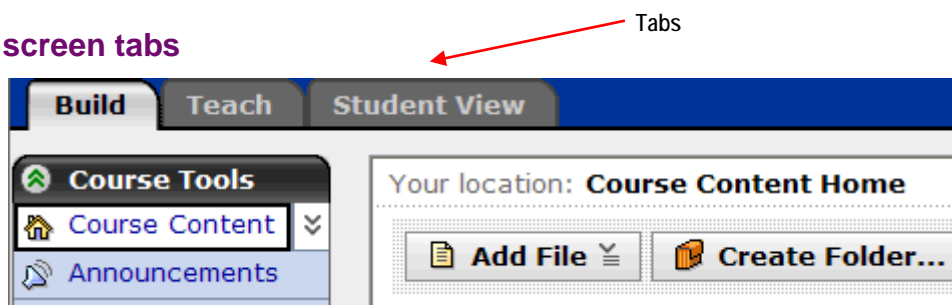
Overview of build, teach and student views

Build view: the interface used by designers.

Teach view: the interface used by instructors and teaching assistants (TAs).

Student View: the interface used by students.

Views as screen tabs



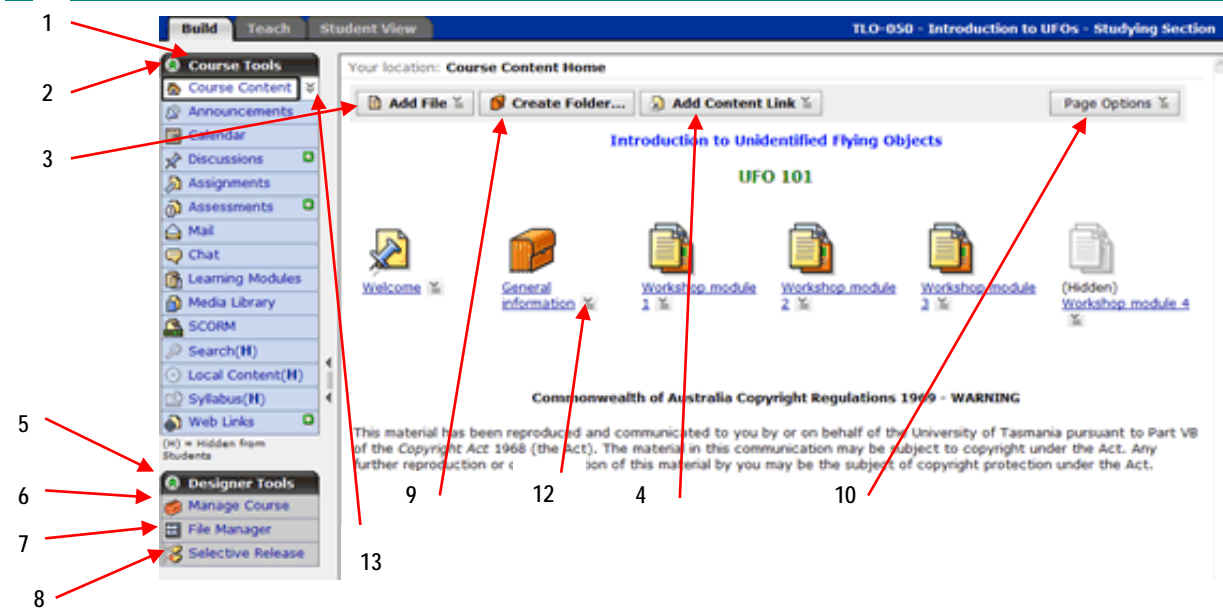
The different views are available as clickable tabs on the main screen. Each tab presents the tools available to the particular user:

- **Build** tab provides section designers with the tools to create or import course content, and to set up communications and assessment components.
- **Teach** tab provides section instructors with access to all the tools and components that the designer has added, as well as the Instructor tools (Grade Book, Group Manager, Reports and Tracking Tool, etc). It is the tab that the instructor/TA uses to interact with students.
- **Student View** tab: provides a preview of how the course appears to students. From this tab you can access and test all the tools and components.



Build tab/basic view

Basic view is the standard default view. This view provides designers with a visual, WYSIWYG (What You See Is What You Get) representation of the course as it will appear to instructors and students. It's the ideal working interface for new designers.

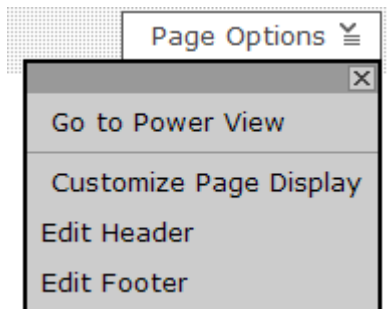
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Features of the basic view

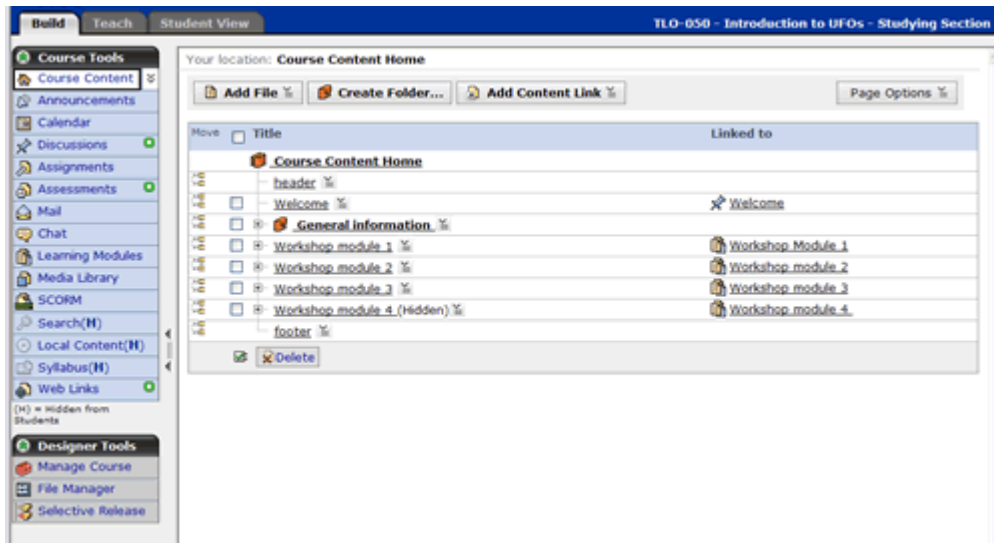
- You focus on building one page at a time (e.g. the home page, folder page).
- Tools for use are listed under the **Course Tools** menu [1]. The menu is accessible from all pages within the course (but can be hidden from students by clicking on the collapse  icon. [2] The **Course Tools** menu is set up when you first access the course in Build mode (A wizard helps out here!).
- You add specific components or elements of a tool (e.g. a discussion topic, chat session, assessment task, web link, content file or learning module) from the **Add File** [3] and **Add Content Link** buttons [4].
- A **Designer Tools** menu [5] with three main items:
 1. A **Manage Course** facility [6] to perform a variety of actions – from selecting which tools to appear on the **Course Tools** menu, to changing colours, icons and settings for the course
 2. **File Manager** [7] – for uploading and organising files into folder
 3. **Selective Release** [8] – to view and manage the release and visibility of all components added to the home page and folders, as well as see which components are available to specific users
- You can set up folders to group items/components by theme (e.g. series of lecture notes) through the **Create Folder** button [9].
- A **Page Options** button [10] for creating headers and footers on the home page and folders you create, as well as for customising the page display.
- **ActionLinks**  icon [12] for performing a variety of actions on individual components.
- **Course Content** map [13] – when expanded, shows course components with live links for quick access.

Build tab/power view



This view provides a tree-like structure of your section, displaying the content of the home page and folders simultaneously. The Power View offers the same functionality as the Basic View, with some extra capability.

You access this view from the Page Options button by clicking on Go to Power View.

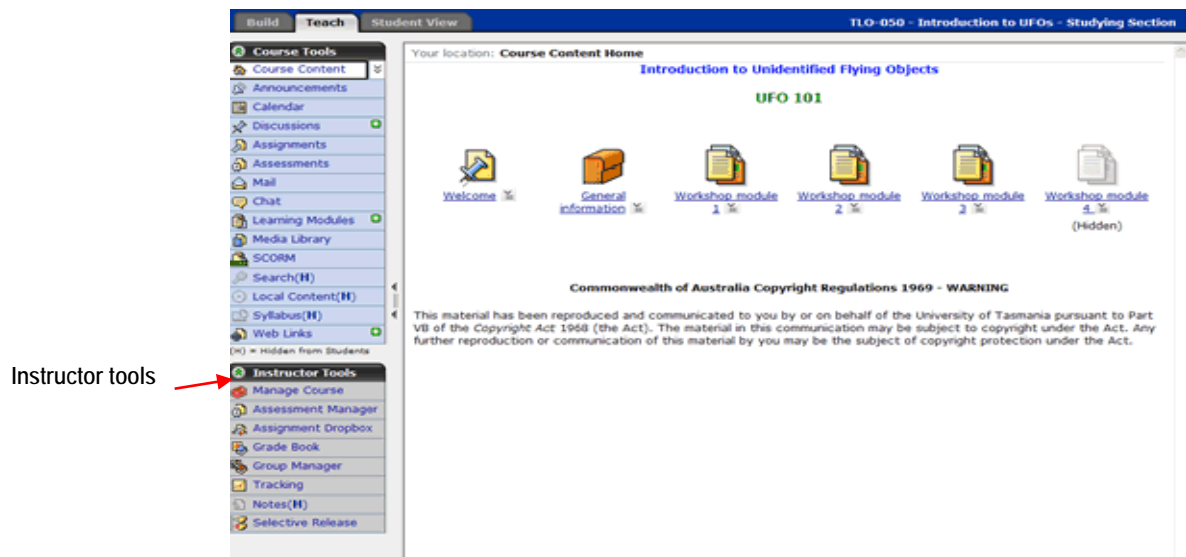


Features of the power view

You can view the contents of the entire section or particular folders using the expand (+) and collapse (-) facility. When a folder is expanded, you see each component on the folder listed, and the actions you can perform on that component through the *ActionLinks* icon. (Clicking on this icon opens a drop-down menu - e.g. **Preview**, **Remove Link**).

You can build and view the **Course Tools** menu in the same way as in *Basic View*.

Teach tab



This view gives the instructor access to:

- all components of the Home Page, folders and other pages
- Tools that have been added to the **Course Tools** menu by the designer
- Instructor tools.

It's very similar to the *Student View*, except for the **Instructor Tools** menu.

Student view



The *Student View* tab shows how the section will appear to students. When viewing the *Student View*, you can use all the tools and components as a student, allowing you to test the section.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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