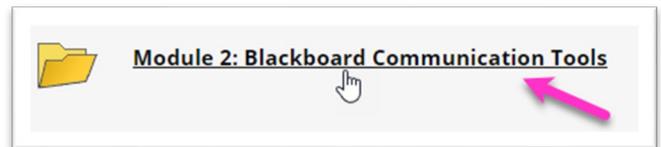


While each course at SUNY Broome may be organized differently, there are common content elements you will encounter in many of your courses. These include Content Folders, Items, Pages, Files, Web Links, Videos, Assignments, Exams, Discussions, Blogs, and Journals. Below, we will describe each of these content types and give you an example of how your instructor may use them to deliver course material or use them as part of an assessment. Pay close attention to the icon for each of these content types, so that you can recognize them in your courses!

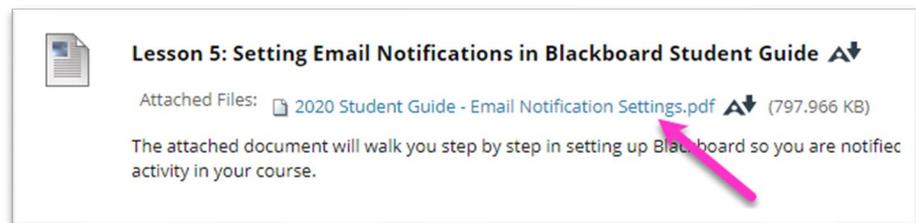
CONTENT FOLDER

The Content Folder is a container for other content items. It is the content type used by the majority of faculty at SUNY Broome to create a modular structure for their course. Content folders can contain any other type of content, including sub-folders, giving instructors the ability to further organize their course. To open a Content Folder, simply click on its title.



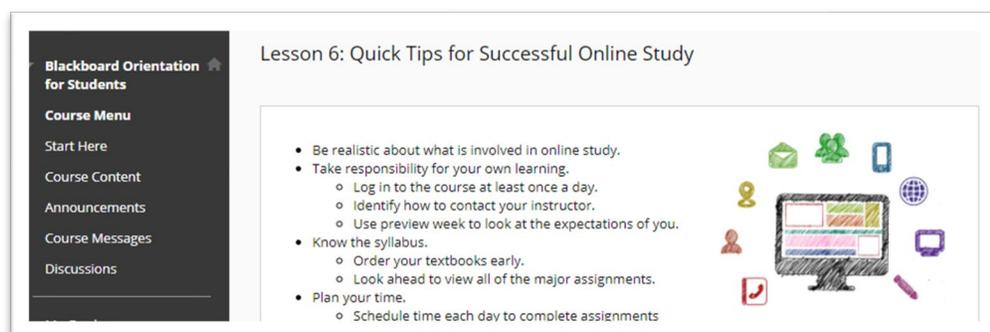
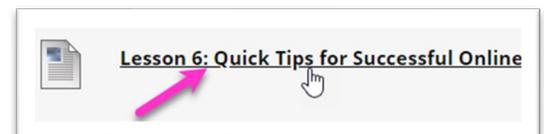
CONTENT ITEM

An Item can contain text, audio, video, files, or images. Anything added to an Item is displayed directly on the content area where it was added. Content Items are frequently used for page headings or to describe attached files. Clicking on the title of an Item will not do anything, as it is not a link. If the Item contains an attachment, however, you can click on the filename of the attachment to open it.



CONTENT PAGE

A Content Page is like a webpage within Blackboard that can be used to present text, images, links, etc. in the content area. Your instructor may use this type of content to create lecture documents. Unlike the "Item" described above, you must click on the link for the Page in order to open it and access its information. The Content Page, therefore, can be more detailed and lengthier than an item. It should be noted, however, that Content Pages are meant to be viewed right on the screen and, therefore, typically do not print very well. To open a Content Page, click on the link to its name. The Page will display right on your screen. See Below:



Blackboard Orientation for Students

- Course Menu
- Start Here
- Course Content
- Announcements
- Course Messages
- Discussions

Lesson 6: Quick Tips for Successful Online Study

- Be realistic about what is involved in online study.
- Take responsibility for your own learning.
 - Log in to the course at least once a day.
 - Identify how to contact your instructor.
 - Use preview week to look at the expectations of you.
- Know the syllabus.
 - Order your textbooks early.
 - Look ahead to view all of the major assignments.
- Plan your time.
 - Schedule time each day to complete assignments

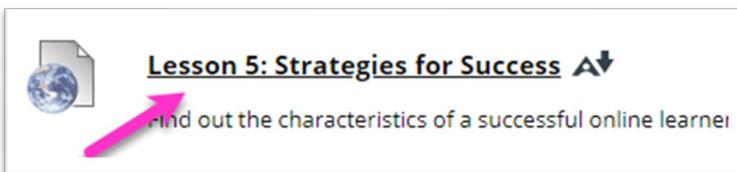
FILE

Rather than use the Item to post a file for you that you need to download, your instructor may choose to upload the file directly to the Module's Content Area. You can simply click on the file name to download the file so that you can open it. This method is commonly used for the posting of PowerPoint presentations, Word documents, PDFs, or other lecture material that isn't typed directly on a Content Page.



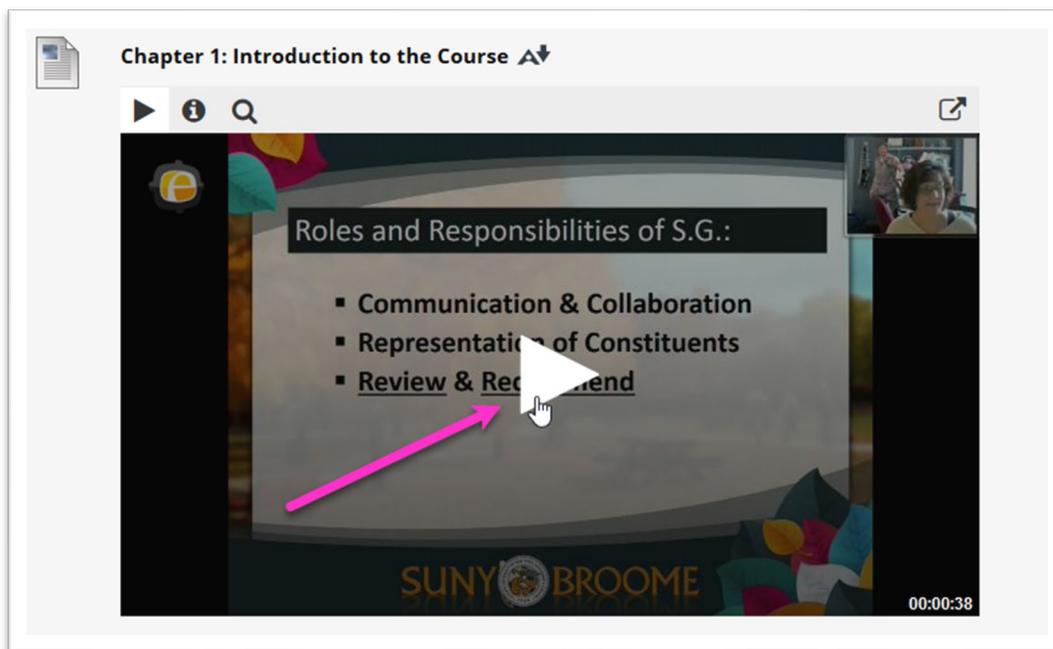
WEB LINK

If a Web Link is posted in your course, clicking on it will take you to a website or resource outside of Blackboard. The website will typically open in a new tab or window, but if it does not, be careful when closing out of it so you don't accidentally close out of your course! Instructors typically use Web Links to direct students to external articles, sites, online activities, and other information pertaining to the lecture topic. Many courses also contain weblinks that lead to companion materials that come with your textbook. You may need to purchase an access code to use some of these publisher's materials.



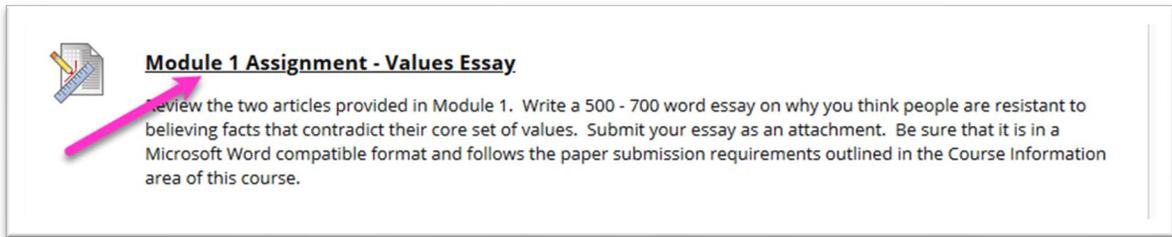
ENSEMBLE VIDEO LINK

Many instructors at SUNY Broome use the Ensemble Video Platform to create, store, and share videos in Blackboard. You may find links to this type of video in many areas of your course including on pages, within discussions, as part of an assignment, or right within a module folder in your course. Ensemble videos typically display a thumbnail image of the video. This thumbnail may differ in size depending on your instructor's preference, but regardless of size, each should include a play button in the center of the thumbnail image. Click this play button to view the video.



ASSIGNMENTS

Your instructor can add assignments to different areas of your course. Depending on how your instructor has organized your course, you might access all of your assignments from a single folder within the content area or from within each module. Instructor can set availability and due dates for assignments and may or may not allow for multiple submissions. To open the assignment, click on its title.



 **Module 1 Assignment - Values Essay**

Review the two articles provided in Module 1. Write a 500 - 700 word essay on why you think people are resistant to believing facts that contradict their core set of values. Submit your essay as an attachment. Be sure that it is in a Microsoft Word compatible format and follows the paper submission requirements outlined in the Course Information area of this course.

EXAMS/QUIZZES

Exams and Quizzes typically become available based on a schedule set by the instructor. Instructors may also choose the way the questions are delivered as well as the amount of time allowed to answer all questions. There are many different question types you might encounter such as: multiple choice, true/false, matching, multiple select (where more than one answer is correct), short answer, fill-in-the-blank, or essay. To access an exam or quiz, click on its title.

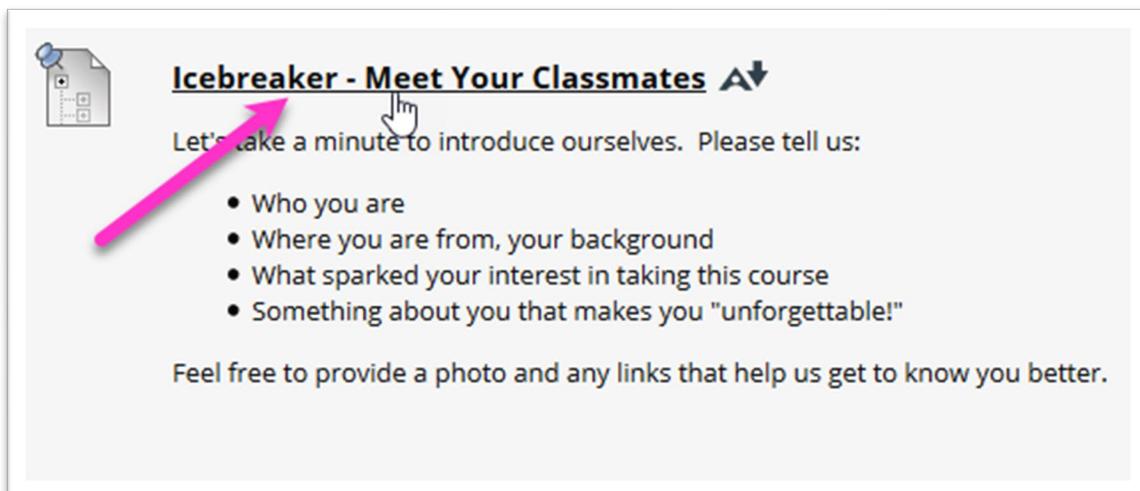


 **Exam # 1**

Exam #1 will cover the material covered in Chapters 1-4

DISCUSSIONS

Online discussions are the equivalent of in-class participation. This is the area of the online classroom where you can interact with your instructor and classmates and discuss the course content. Your instructor may post questions in the Discussion Board in which you and your peers are expected to respond. You may be asked to reply to one or more of your classmates. There are several ways for your instructor to give you access to a discussion, including providing a link in the content area of your course. Clicking on the title for the discussion link will bring you directly to the discussion form for that module.



 **Icebreaker - Meet Your Classmates** ▲▼

Let's take a minute to introduce ourselves. Please tell us:

- Who you are
- Where you are from, your background
- What sparked your interest in taking this course
- Something about you that makes you "unforgettable!"

Feel free to provide a photo and any links that help us get to know you better.

BLOGS

A Course Blog in Blackboard is a public, collaborative space that allows students to share knowledge and materials created and collected in the course. Students can all view the Blog and make entries to it that contain any combination of text, images, links, multimedia, and attachments. You can also comment on the entries provided by your fellow students. In another type of Blog, the Individual Blog, each student in the course will manage and create entries in their own area. Students can see each others' blogs, but can only contribute entries to their own.



JOURNALS

Journals are personal spaces for students to communicate privately with the instructor. Unlike Blogs, Journals are typically not public. They are meant as a self-reflective tool where you can share your opinions, ideas, and concerns about the course, or analyze course-related materials.



ADDITIONAL CONTENT TYPES

This document covers only the common content types used by instructors in their Blackboard courses at SUNY Broome. You may encounter other types of content not covered in this document. If you have any questions about how to interact with any of these content types, or experience a technical issue in your Blackboard course, you can reach out to the SUNY Online HelpDesk at 1-844-673-6786 or at <http://online.suny.edu/help>.

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, remote, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

