

Managing your Virtual Classroom (VC)

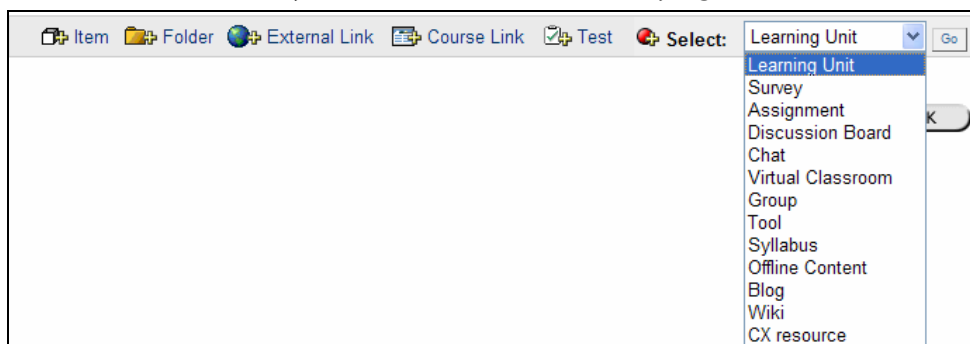
As a teacher, you are enrolled as a Virtual Classroom Instructor in your school's VC and will have access to the course control panel enabling you to add and edit site content and manage the VC tools. Students do not have access to the control panel as they are enrolled as participants in the VC.

Adding course content

Course materials and activities can be organised into:

- folders,
- page items,
- external links,
- or within various tools.

This is the menu when you select **Edit View** on the top right of the screen.



1. Select a **Content area** from the left menu (eg. Year 8).
2. Select **Edit View**.
3. Select **your required option** and key in the required information in the form.
4. Click **Submit**.

TIP: You can also add content via the control panel.

Editing course content

Content can be updated through the **Modify** option.

1. Select a **Content area** from the left menu. (eg. Year 8)
2. Select **Edit View** on the far right of the screen.
3. At the content item select **Modify**.
4. Edit the content.
5. Click **Submit**.



Control Panel

As an Instructor the control panel offers you extra functionality:

- **Performance Dashboard:** You can check who has logged in and when through the Performance dashboard. This is useful to check on student activity in the VC.

1. Select **Control Panel**.
2. Under Assessment select **Performance Dashboard**.

- **Modify the VC menu:** You can add or remove items from the left hand VC menu.

To add extra navigation items:

1. Select **Control Panel**.
2. Under **Course Options** select **Manage Course Menu**.
3. Select **Add +Content Area**.
4. Use the drop down box to allocate the new option to a particular area
5. Key in a menu name or leave as the default.
6. Select **Submit**.

To remove navigation buttons:

1. Select **Control Panel**.
2. Under **Course Options** select **Manage Course Menu**.
3. Select **Remove** from the item you wish to remove.
4. Select **OK**.

Note - removing a menu item will also remove any content in that area. Be careful you don't remove something that another teacher contributed. This is a shared school space.

- You can email everyone in your course or specific students or teachers.

1. Select **Control Panel**.
2. Under **Course Tools** select **Send Email**.
3. Select either:
 - All users
 - All groups
 - All Instructors
 - Single/Select users
4. Key in the email title and body of the email
5. Select **Submit**.

SMART Classrooms



There are many other functions you can manage and modify in the Control Panel or through the edit menu (on screen) including:

- Assessment items eg quiz, survey, poll
- Banners and logos
- Announcements
- Grade book items
- Curriculum Exchange resources
- Blogs, wikis, discussion boards

Look in the help section of your VC to find more helpful guides. The “Teaching in Blackboard” community in Blackboard is also another useful space for teachers.

There are also thousands of tutorials in the TUTORIALS tab at the top of your Blackboard screen.

Please contact the Learning Place for further assistance.