WVU eCampus: Bare Bones  
(Blackboard Learn 9)

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This handout is intended to show you how to use WVU eCampus to supplement a face-to-face course. If you plan to teach an online or hybrid course, you will need to add more items and activities to adhere to Quality Matters\(^1\) guidelines.

\(^1\) https://www.qualitymatters.org
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Login and Logout

1. Login at ecampus.wvu.edu with your MyID credentials.

2. You will see the My WVU eCampus page:

3. You will see a collection of modules.
   Additional modules are available under the Notifications Dashboard subtab.

4. Your courses that are currently available are listed in the My Courses module.

5. To logout, click on the button in the upper right corner that looks like a door with a red arrow.

6. But don’t logout just yet! Instead, click on a course name.

Course Home Page

When you first enter a course, you will see a module page named “Course Home”.

Your home page might look a little different than this image.
Customize the Course

Customize the Course Home Module Page

- **Add Course Module:**
  click on Add Course Module button then on the **Add** button for desired individual items.

- **Drag and drop a module to a new location:**
  click on title bar of a module; hold down your mouse button to drag it to a new location then let go of your mouse.

Customize the Course Menu

1. Click on the white plus sign in the upper left corner of the Course Menu.

2. Choose **Tool Link**
3. Choose a tool type from the drop down list. For “bare bones” courses, you might want to add the My Grades tool. Give the tool a name and check the box to make it visible to your students.

![Add Tool Link](image)

4. Click on the **Submit** button.

5. New items appear at the bottom of the list. You can rearrange the order of the items using drag and drop.

6. **Hide/Show Course Menu:**
   a. Click on the divider bar on the right side of the course menu to hide it.
      Click on the thick wall on the left to bring it back out.
   b. Click on the name of your course at the top of the course menu to collapse it.
      Click on the course name again to expand it back down.

### Hide Unwanted Tools

1. **Click on** Tools **on the course menu.** You will see a list of tools on the right side.

![Tools List](image)

2. **Click on the Hide Link button** for each item you do not plan to use in your course.

Alternatively, you might choose to hide or remove the Tools item from your Course Menu to hide all tools that are not on your course menu from your students.

![Option Button](image)

Choose Hide Link or Delete from the drop down menu.
Change the Course Start Page

1. Go to Course Management Control Panel and expand Customization.
2. Click on Teaching Style.

3. Scroll down to item 2: Select Course Entry Point and choose the desired page from the list. It must be a non-empty page that is not hidden from your students such as a content area with at least one item in it.

4. Rename the Course Home Page and the new entry point page in the course menu as needed.

Edit mode and Student View

So far we have been in Edit mode to make changes to the course.

At WVU, we have installed a “Student View” button. This allows you to check out what your course will look like to your students.

Click on the Go To Student View button to view and interact with your course as a demo student.

Click on the Return to Teacher View button to continue working on your course.

Remember you need to have Edit Mode set to On to make any changes to the course or to perform any “teaching” activities.
Add Syllabus

Click on the Course Information content area on your course menu. You will then see something like:

These are the items added to the default empty course shell. You can choose to follow the instructions and edit the items or to delete the items. By default, they are not visible to your students.

To delete an item, click on the options button next to the item name and choose Delete from the list.

There is a syllabus item at the bottom where you can add the syllabus as an attached file:

1. Click on the option button next to Syllabus and choose Edit.
2. You will see a form to complete. Delete or replace the text in the box in step 1.
3. Click on the Browse My Computer button under step 2 for Attachments:
4. Find the PDF version of your syllabus and select it.
5. You can rename the link title and modify the standard options.

![Standard Options](image)

6. Click next to Yes under the first standard option to “permit users to view content”.
7. Click on the Submit button.
8. This is what the Course Information now looks like to your students:

![Course Information](image)

Alternatively, you can delete this syllabus item and upload it as a file into your course information area. See page 9 for instructions on how to upload a file into a content area.

### Add a Content Folder to a Content Area

1. Click on Course Content or Course Information on your Course Menu.
2. Click on the Build Content button and choose Content Folder from the second column.

![Course Content](image)

3. Give the folder a name and an optional description.
4. Modify the standard options as desired.
5. Click on the Submit button.
6. You will see something like:

You and your students must click on the name of the folder to view its content, not the folder icon.

Add Items to Your Content Folder

Within a content folder, you can add files, subfolders, lesson plans, learning modules, web links, assessments, and tools. First navigate to the desired content folder. Click on the Build Content button.

Choose the item you wish to add or create. Complete its form and click on Submit.

Add an Uploaded File

1. Click on the Build Content button while in a Content Area, Content Folder, or Learning Module.
2. Choose File under the Create column from the double list of choices.
3. Click on Browse My Computer button to upload the file from your computer.
4. Complete the form. The Name is required:
5. Modify the file options and standard options as desired
6. Click on the Submit button.
Add a Web Link

1. Click on the Build Content button while in a Content Area, Content Folder, or Learning Module.
2. Choose Web Link under the Create column from the double list of choices.
3. Enter the link name you wish displayed and the full URL. You can supply a short description.

4. Modify the web link and standard options as desired.
5. Click on the Submit button.

Alternatively, you can add a single Web Link to your course menu as described on page 4. If you want a collection of web links in one place, create a content area, content folder, or learning module named web links and create them there.

Add Assignment or Test

1. Navigate to the content area, content folder, or learning module where you wish to create the assignment or deploy the test.

2. Click on the Assessments button.
3. Choose the desired form of assessment from the drop down list.
4. Complete the form and click on the Submit button.
5. More details on creating tests and assignments can be found in other workshop handouts.
Grade Center

Click on Grade Center under the Course Management Control Panel to expand it:

By default, you will see a “Needs Grading” item that takes the place of your assignment inbox, the Full Grade Center, and a couple of smart views that allow you to view just the assignment or test columns in your grade book.

Click on the Edit Rows Displayed button to display up to 50 students at one time.

How to create a new column

1. Enter Full Grade Center. Click on the Create Column button.
2. Give the column a name. This is required.
3. Select the primary and secondary display. Primary display controls how you will enter the grades and what your students will see. Most people choose Score for primary display and it is the default.
4. Enter the maximum number of points possible. This is required.
5. Optionally enter a due date. This will be posted on the course calendar and students’ to do list.
6. Modify the options as desired and click on the Submit button.
7. The new column will appear in the right-most column position. You can rearrange the order of the columns using the Sort Columns button or the Manage > Column Organization command.

How to enter grades into Grade Center

1. Click on the 2 dashes next to a name in a grade center column.
2. The dashes will turn into a box. Enter the score in the box and press the Enter key.
Some people prefer to enter grades in Excel. If so, you should create the new columns first in the Grade Center following the steps on the previous page. Download the grade book, enter the grades, and upload it back into your grade center.

How to download grade book
1. Enter Full Grade Center. Click on Work Offline button in the upper right corner.
2. Choose Download.
3. Choose to download Full Grade Center.
4. Choose your preferred delimiter type. I usually choose Comma to create a csv file.
5. Choose to include hidden information if you are making a backup copy of your grade book.
6. Choose My Computer as the download location.
7. Click on the Submit button.

How to upload points into grade book
1. Make sure you save the edited Excel file as a csv file. You cannot upload .xls and .xlsx files.
2. Enter Full Grade Center. Click on Work Offline button in the upper right corner.
3. Choose Upload.
4. Click on the Browse My Computer button and choose your csv file saved earlier.
5. Click on the Submit button.

How to Learn More

- Webinar Recordings
  http://it.wvu.edu/services/training/online/

- Handouts and Resources
  http://it.wvu.edu/services/training/newecampus/
  and
  https://ecampus.wvu.edu/newecampus/resources

- Hands-on Workshops and Faculty Help Sessions
  http://it.wvu.edu/services/training/schedule