

# Making Teaching Materials Available Online

The mantra of putting up teaching materials to your LEARN@PolyU course is to Organise, Upload and Link.

## ▶ Adding Content Video



Direct URL:

<https://youtu.be/TOiots6iRLc?list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN>

**Video Description:** A learning module is an organized collection of content presented together. Learning modules are shells in which other content items such as files, folders and tools are added. This tutorial shows you how to add an item with an image to a learning module and place your new item in the table of contents.

## + Adding Content Instructions

### Organise, Upload and Link

#### Organise

**Step A: Organize your teaching materials on your hard drive with a proper folder structure.**

Why should your teaching materials be organized before they are uploaded?

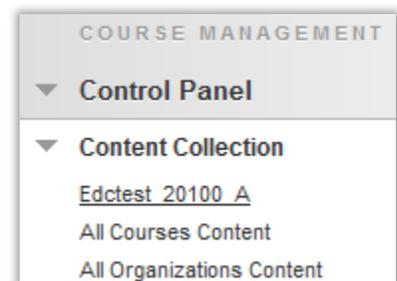
- It is faster to organise materials on your computer (rather than within Blackboard)
- This organisation process is likely to assist you in formulating a suitable LEARN@PolyU course structure
- All your organised materials can be uploaded to Blackboard with an identical folder structure in a single step (by using the *WebDav method* in Step B)

#### Upload

**Step B: Upload the organised materials to the *Content Collection* of your LEARN@PolyU course.**

The Content Collection is an online repository of your uploaded teaching materials. To access it, expand the *Control Panel* and it is the first item on the list.

Under the Content Collection you will find the course code of your LEARN@PolyU course. By clicking on the course code, you will see a screen listing out the uploaded teaching materials.



The folder is empty until you upload some materials. In LEARN@PolyU, there are three upload methods catering for different computing environments from which your files are uploaded. These methods are:

| Method                    | When to use it?   | What could be uploaded in a single go?  |
|---------------------------|---|---|
| Single file               | Any computer with a compatible browser, including public computers            | One file  |
| Multiple files            | Computers with Java installed   | Multiple files and folders  |
| Web Folders (i.e. WebDav) | Usually your own work-computer, and a proper one-time prior setup is required | Multiple files and folders, without the need of signing in L@PU via a browser |

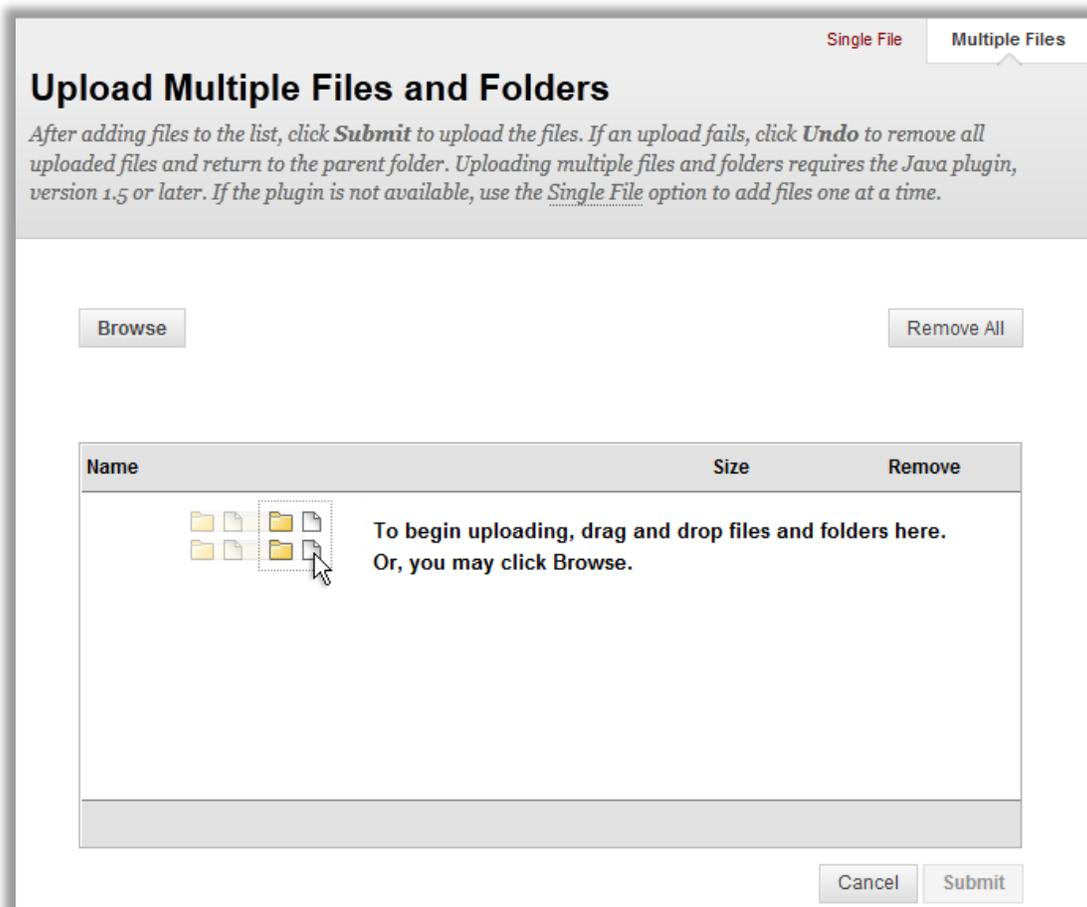
### Single file and multiple files upload methods

When you are using a public computer, for example uploading files from an external device, you may upload using the single or multiple files method:

- Go to *Content Collection* in your LEARN@PolyU course
- Select *Upload Files* from the *Upload* menu

**Note:** You may see a screen to *Upload Single File* or *Upload Multiple Files* (as shown below), you can toggle between these two screens by changing the mode at the top right hand corner. The Upload Single File method works in a way similar to adding a webmail attachment.

The Upload Multiple Files and Folders screen will appear as below if your computer is equipped with Java. You may drag and drop files from your local computer onto the centre area and they will be uploaded immediately.



## Using Web Folders (or WebDav)

To most teachers, WebDav is the easiest method as you can upload files without logging into LEARN@PolyU using a browser. In order to set up a Web Folder for your local computer, you will need to go through a one-time setup procedure as follows:

- Go to the Content Collection of your LEARN@PolyU course
- Select *Set up Web Folder* on the right hand side of the page area

**Note:** When WebDAV, or a Web Folder, is set up, all your course files can be managed from your desktop, dragging in content from multiple drives and folders and organizing it as needed. Also, files can often be edited directly in the Web Folder, without downloading them, editing them, and uploading them again.

- You will be taken to an instruction page which provides the instructions shown below:
- Note the *Current Web address* inside the yellow text box
- Change the **http://** part of the address to **https://**
- Follow the steps below

### **Set Up Web Folders in Windows 7**

*Using the Web address of the folder, follow these steps to create the Web Folder in Windows 7.*

1. *Open Start Computer.*
2. *In the empty area at the bottom of the right-hand pane, right-click and select Add a network location.*
3. *The Add Network Location Wizard will open. Click Next.*
4. *When asked where you want to create the network location, select Choose a custom network location. Click Next.*
5. *When asked for the location of your website, type the URL provided by the system. Click Next.*
6. *When prompted to enter a username and password, type your Blackboard Learn username and password. Click OK.*
7. *You will be prompted to enter a name for the location. Enter a name and select Next.*
8. *On the Completing the Add Network Location Wizard page, Click Finish.*
9. *The Web Folder will open. It will now be listed in Computer under Network Location.*

## Link

### **Step C: Link the uploaded materials to the course menu**

If in *Step A* (Organizing course materials) your course materials have been classified by teaching weeks, and you have divided the files into these folders of your hard drive, for example:

[Week 1 materials]

[Week 2 materials]

[Week 3 materials]

Etc.

Firstly, add a new folder to the course menu for the Week 1 materials:

- Above the Course Menu, select the (+) icon followed by *Content Area*
- Name the Content Area as *Week 1 Materials* and check *Available to Users* before selecting *Submit*
- A new blank content area named *Week 1 materials* is now added to the bottom of the course menu.

To Link a File to this Folder:

- Select *File* from the *Build Content* menu
- On the following screen, select *Browse Content Collection*
- Check the radio button(s) on the left of the target file(s), and select *Submit*
- Returning to the previous screen, the file is now selected. Change the filename should you wish, and select *Submit*

## Adding a Web Link

Explore and benefit from the ever growing wealth of Open Educational Resources that are being shared on the internet by other Universities and professionals in your field. Web links are easy to add to your LEARN@PolyU course and there are no copyright restrictions. However websites do change so keep a check that your links are working when you really need students to have access to them. It's good practice to inform the webmaster of a website that you have linked to that site for educational purposes and would appreciate being informed if the anything is changed.

- Enter any Content Area in your course and select the *Build Content* menu followed by *Web Link*
- Insert a *name*, *URL*, *description* and browse for any attachments you may wish to include
- Select the parameters you wish to apply and select *Submit*

The screenshot shows a web form for adding a web link, divided into five sections:

- 1. Web Link Information:** Contains fields for 'Name' and 'URL'. Below the URL field is a note: "For example, <http://www.mashed.edu/>".
- 2. Description:** Features a rich text editor with a toolbar (bold, italic, underline, list, link, unlink, etc.) and a 'Path' field below it.
- 3. Attachments:** Includes a note: "If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted." Below this is an 'Attach File' section with two buttons: 'Browse My Computer' and 'Browse Content Collection'.
- 4. Web Link Options:** Contains a radio button option 'Open in New Window' with 'Yes' and 'No' choices.
- 5. Standard Options:** Contains several checkboxes: 'Print Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions'. The latter has two sub-sections: 'Display After' and 'Display Until', each with a date/time picker and a note: "Enter date or mm/dd/yyyy. Their may be entered in any increment."

## Using Mashups: YouTube, Flickr & SlideShare

Your students can benefit from resources you can find in some of the most popular and useful social media sites. Via the *Build Content* menu, Blackboard allows you to easily add links to content of the following sites through Mashups.

- *YouTube*: The largest video sharing site in the world
- *Flickr*: A place to store, share and find photographs of everything
- *SlideShare*: An online space for PowerPoint presentations