


LearningPoint 8.0 Training Guide




FIND YOUR LEARNINGPOINT SITE:

1. Login to Blackboard at: <http://www.learningpoint.org>
2. Enter your Novell username and password.
3. Select the course you want to modify from “Courses you are teaching”


ACCESS THE CONTROL PANEL:

The following tutorials begin in the Control Panel area, which only Instructors and their designated Teaching Assistants can access. The  Control Panel link is located in the left hand navigation area, below the content navigation buttons.


ADD AN ANNOUNCEMENT:



1. Click on “Announcements” under the heading “Course tools” (middle left side).
2. Click on the  button.
3. Fill out the form, and click the Submit button in the bottom right corner.

ADD FACULTY INFORMATION:

1. Click on “Staff Information” under the heading “Course Tools” (middle left side).
2. Click on the **Add**  button.
3. Fill out the form, and click the Submit button in the bottom right corner.

ADD A COURSE DOCUMENT: (e.g. syllabus, assignments, PowerPoint files)


1. Under “Content Areas,” select the area where you would like to add a document (i.e. Syllabus, Course Documents, Assignments.)
2. Click on the **Add**  button.

Note: If you plan to add several related documents, you should **Add**  first, then add related items into the new folder using the **Add**  button.


3. Select a name or type a new name for the item you are adding.
4. Enter a description in the text box if you wish (optional).
5. To add a document from your computer:
 - a. Under “Item Attachments” click on the Browse button.
NOTE: Mac users will need to add the appropriate file extension before selecting the file (.doc, .ppt, .xls, .html).
 - b. A second button will pop up that displays your local and network drives. Find and highlight the file you would like to add and click the “Open” button.
 - c. Click the Submit button in the bottom right corner.



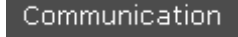
ADD AN EXTERNAL LINK:

1. Click on “External Links” under the heading “Content Areas” (top left side).
2. Click on the **Add**  **External Link** button.
3. Under “Link Information,” enter the name of the site you want to link in the “Name” box and type or paste the URL of the site in the URL box.
4. Under “Options,” it’s generally preferable to click “No” for the “Launch Item in External Window” option.
5. Click the Submit button in the bottom right corner.

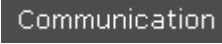



GRADEBOOK ITEMS:

1. Under “Assessment”, click on **Online Gradebook**.
2. **Step One:** Add an item to the Gradebook.
 - a. Click on the  **Add Item** button.
 - b. In the Item Information area:
 1. Enter an Item Name in the text field.
 2. Choose a Category from the drop-down menu.
 3. Assign the amount of “Points possible.”
 - c. Click the Submit button in the bottom right corner.
3. **Step Two:** Add grades to a Gradebook item.
 - a. Go to the “Online Gradebook” area (see 1. above).
 - b. Click on the name of a Gradebook item at the top of the spreadsheet table.
 - c. Enter the students’ grades in the column on the right.
 - d. When you have entered all the grades, click the Submit button.

SEND E-MAIL:

1. Under “Course Tools” click on “Send E-mail” OR click on the  link on the front page of the course website and select “Send E-mail”.
2. You can send e-mail messages to everyone in your class or select specific students (choose one or the other).
3. Enter a subject line and the text of your message.
4. Click the Submit button in the bottom right corner.
5. Two quick notes:
 - a. You will occasionally see students named DOEXXX, J. These are students with confidential records.
 - b. You will not get a copy of the e-mails unless you send a copy to yourself.

DISCUSSION BOARD:

1. Under “Course Tools” click on the “Discussion Board” OR click on the  link on the front page of the course website and select “Discussion Board”.
2. **Step One:** Create a forum for discussion (e.g., one forum for every assignment/topic or one general forum).
 - a. Click on the  button.
 - b. Type in a forum title and description.
 - c. Under forum settings:
 - i. Uncheck the box labeled “Allow anonymous posts.”
 - ii. Uncheck the box labeled “Allow file attachments.”
 - d. Click the Submit button in the bottom right corner.
4. **Step Two:** Use a discussion forum
 - a. Go to the “Discussion Board” area (see 1. above).
 - b. Select a forum.
 - c. To write a message about a new topic: Click on the  button. Type in a title and the text of your message and then click the Submit button.
 - d. To read a message: Click on the title of the message you want to read.
 - e. To reply to a message: While you are viewing a message, click on the  button. Write a new message and then click the Submit button.

QUESTIONS: PLEASE CONTACT STACEY CAMPO ~ 858-774-6660