

Blackboard Reference Terminology (Community Specific) Blackboard Community

Blackboard is a suite of modules that provide innovative pedagogical and collaborative tools. Blackboard Community is a set of tools that supports non-curricular courses, administrative training and collaborative group and committee work.

Non-curricular courses, administrative training and collaborative work areas within Blackboard Community are called “organizations”.

An Organization is similar to a Blackboard course, but designed for use by non-academic community groups such as committees, work groups, clubs, and teams. Access to Organization sites is based on membership, in the same way Blackboard courses are enrollment-based. Organizations you belong to are listed on your Community Tab and will show under My Institution.

Organizations provide a collection of web-based tools, making it easy for group members to participate in on-line activities:

- Document sharing (papers, agendas, minutes, reports, etc.)
- Image, movie and audio file sharing
- Planning and administration (announcements, calendar)
- Communication (mailing lists, discussion boards, real-time chat and white board)
- Groups (communications and document sharing between members)
- On-line Surveys
- Links to other on-line resources (web pages, databases)

A Blackboard Organization is managed by one or more leaders who can build the content of the site, and enable communications tools for the participants. Additional participants may be assigned support roles such as assistant or builder which have limited administrative privileges.

Who may participate in a Blackboard Organization? How to Request an Organization:

Blackboard organizations may be requested by the sponsoring SUNY Cortland faculty or staff member by completing and submitting the [Request for a Blackboard Community Organization form](#). The form should be emailed to Instructional Technologies and Design Services, at ITDS@cortland.edu. Once the form is received a ticket will be entered into HelpSpot for approval of the Blackboard Organization “Community”. The emailed form and request will be reviewed for approval by the Associate Provost for Information Resources.

A Primary Leader must be named at the time of creation. Student groups are encouraged to continue using Google Groups.

Upon the request’s approval, the eLearning Portal Administrator will create a Blackboard organization for the leader.

Blackboard Reference Terminology (Community Specific) Blackboard Community

Note, certain areas of the Organization can also be opened to guest access if desired, but individuals outside the SUNY Cortland community cannot be Leaders of an Organization.

How can you join an existing Blackboard Organization?

Management of membership in a Blackboard Organization is in the hands of its leaders, and may be handled differently in different cases. If you see an Organization in the catalog that you are interested in joining, please contact its leaders directly. Many organizations post contact information in guest-accessible areas of their Blackboard site.

TERMS:

Action Bar

Rows at the top of the page, containing page-level actions, such as Build Content, Search, Delete, and Upload.

Action Link / Menu

The Action Link is represented by two downward pointing arrows. Click it to access the contextual menu containing options for many components in Blackboard, such as content items, Organization Menu links, or Grade Center columns. The options in the contextual menu vary depending on the component.

Alt Text

Alt text is short for alternative text, and is usually a short phrase describing any visual components on a web page. Alt text is interpreted by screen readers and helps describe what some users cannot see.

Archive

Create a permanent record of an organization, including all the content and user interactions available at the time the archive is created. The information is stored in a zipped package.

Asynchronous

Asynchronous interactions occur over extended periods of time which allow for more flexibility, as well as reflective communication. There is a lag time between the initial message or entry and the answer or feedback. Blackboard asynchronous tools include the Discussion Board, Email, Announcements, Messages, Journals, Blogs, and Wikis.

Breadcrumbs

As you view the items and links presented in an organization, use the breadcrumbs to navigate to previous pages. The breadcrumbs appear above the content frame. Click the ellipsis to expand the list.

Blackboard Reference Terminology (Community Specific) Blackboard Community

Cascading style sheets (CSS)

Instructions that specify how elements appear on a web page. A style sheet controls how an element or set of elements appear, such as text, borders, and tables.

Community

The Blackboard, university-wide portal system for organization

Content Area

A top level container (folder) that contains links to content a leader has added to the organization, such as lecture notes, assignments, and tests. Content Areas appear as links on the Organization Menu.

Content frame

The large area of the screen adjacent to the Organization Menu that displays the selected Content Area, tool, or material.

Control Panel

All organization management functions are accessed through links in the Control Panel. The Control Panel is located under the Organization Menu and is only available to users with one of the following defined Organization Roles: Organization Builder, Leader, Grader, or Administrator.

Content Collection

Content Collection provides file storage on the Blackboard server. *Content Collection* within each organization displays content for that specific organization, and other organizations led by a leader. Leaders can create folders and subfolders in Content Collection to organize their content in a way that is logical to them. Participants cannot upload files to Content Collection.

Current Post

Portion of the content frame that contains the text of the selected discussion post and information about the post.

Edit Mode

When Edit Mode is ON, all the leader functions are shown, such as Build Content on the Action Bar in a Content Area or the appearance of the Action Link. When Edit Mode is OFF, you are viewing the page in a “sample” participant view. The Edit Mode toggle appears to users with a role of Organization Builder, Leader, Grader, or Administrator. This view does not show exactly as a participant would see the organization.

Emoticon(s)

A group of keyboard characters representing a writer's mood or facial expression, for example, :) , :(, and :D. They are used to improve interpretation of plain text and display feeling.

Blackboard Reference Terminology (Community Specific) Blackboard Community

Export

Preserve selected organization content in a zipped package that can be imported into the same organization or a different organization.

Flash movie

The Flash movie tutorials open in a new browser window. Viewing the Flash movie tutorials requires Adobe® Flash® Player 7 or later. If your browser doesn't prompt you to install the Adobe Flash plug-in, you can download the Adobe Flash Player at <http://www.adobe.com/products/flashplayer/>

Forum(s)

The main Discussion Board page displays a list of forums. Within each forum, there can be multiple threads. Create forums to organize discussions into units or topics relevant to the organization.

HTML Object(s)

An HTML Object is created using the Text Editor and saved as an HTML file. HTML Objects can be reused when creating content by linking to the HTML file stored in or the Content Collection.

Import(s)

Bring content into an organization from an export package.

Java applet

A program that can be embedded into a web page and was written in the Java programming language.

Java plug-in

A method to extend a web browser's capabilities, to include processing Java applets, when visiting websites with dynamic web content. Verify your Java plug-in is functioning properly by visiting: <http://www.java.com/en/download/help/testvm.jsp>

Leader(s)

A user who is developing, teaching, or facilitating an organization. The information and tasks directed at this audience require access to the Control Panel for an organization in Blackboard.

Learning Module(s)

Learning Modules are containers for packaging and presenting organization content and allow leaders to organize related organization materials in a Table of Contents. All types of content, such as items, assignments, and tests can be included in a Learning Module.

Mashup(s)

A Mashup can be defined as combining elements from two or more sources. When you view a YouTube™ video in a Blackboard Community organization as part of the content,

Blackboard Reference Terminology (Community Specific) Blackboard Community

you are experiencing a Mashup. Mashups can also include Flickr® photos and SlideShare presentations.

Message List

Portion of the content frame that contains a list of all the posts in a discussion thread, beginning with the initial post. The selected post is highlighted.

Organization

A group you belong to through Blackboard Community.

Organization Menu

The Organization Menu appears on the left side of the organization window. Users click button or text links to access all organization content, such as Content Areas, individual tools, external links, organization links, and module pages.

Override

You can override grades that were recorded manually or automatically in the Grade Center. A grade override supersedes all attempts, including attempts participants have not yet submitted. When a grade is overridden, future attempts do not appear with an exclamation mark—the needs grading icon—in the Grade Center.

Package(s)

Also called zipped package, zipped file, or zipped archive. The ZIP file format compresses data to reduce file size. A package can contain one or more files. WebCT packages are .bak format.

Participant (Users)

A user who is participating in an organization. The information and tasks directed at this audience do not require access to the Control Panel in Blackboard. In Blackboard, if you see the term “User,” it refers to participants.

PDF file

The PDF Getting Start Guide files open in a new browser window. Viewing the PDF Getting Start Guide files requires Adobe® Reader® 9 or later or Adobe® Acrobat® 7 or later. If you do not have either of these applications installed, you can download Adobe Reader at <http://www.adobe.com/products/reader/>.

Permission(s)

Settings that control user access to files and folders in the organization’s file repository: Content Collection. User groups can be assigned Read, Write, Remove, and Manage permissions. Manage permission allows the user group to edit and add permissions. By default, Organization Builders, Leaders, Graders, or Administrators are assigned all four permissions on files uploaded directly to the organization’s file repository. Permissions can be changed and deleted.

Blackboard Reference Terminology (Community Specific) Blackboard Community

Screen reader(s)

A screen reader is a software application that interprets what appears on a computer screen. The interpretation is communicated to the user as audio text-to-speech, or as Braille for an output device. Screen readers are a form of assistive technology used by people who are blind, visually impaired, inexperienced in the native language, or learning disabled.

Server Administrator

A user with administrator access to Blackboard who performs tasks outside of Blackboard, including managing the back-end servers related to your Blackboard instance. The information and tasks directed at this audience require access to the command line, as well as to the back-end servers.

Text Editor

The Text Editor is used to add and format text, insert equations and hyperlinks, and attach different types of files to content. It appears throughout the system as the default editor.

Thread

In the Discussion Board, a forum contains threads. A thread includes the initial post and any replies to it.

Your computer

"Your computer" includes files on your local drive and desktop, files on a removable drive attached to your computer, and files on a network drive that you can access from your computer.

Zipped file

Also called zipped package, package, or zipped archive. The ZIP file format compresses data to reduce file size. A package can contain one or more files.