Getting Started with iLearn@Bond

Educator Guide to Using iLearn (Blackboard 9.1.14)

This document provides staff with the most basic level of knowledge required to start using iLearn@Bond. The tutorial covers how to activate and access an iLearn subject site, how to add content and how to perform basic administrative tasks. Information about further training resources is available at the end of this tutorial.
Getting Started with iLearn@Bond

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What is iLearn@Bond?

iLearn@Bond is Bond University’s online learning environment providing a range of functions to assist in managing and distributing learning materials, communicating and collaborating with students and managing assessment and evaluation.

With a range of interactive features, iLearn is a popular tool for facilitating a blended learning approach in a subject curriculum. iLearn@Bond is powered by the Blackboard Learning Management System (LMS).

If you are new to iLearn, take a look at the First Time Users Guide before continuing through this document. http://www.youtube.com/user/ilearnbond. This guide gives you an introduction to the iLearn interface and guides you through the environment.
Before you Begin

The iLearn Policy
Yes its true, iLearn does have a policy of use. The policy contains information related to online assessment and marking, archiving, copyright, intellectual property, and more. It can be accessed from the policy manual on the staff intranet.

(staff must be logged on to the Bond network to access this link)

Key points:

- Anything on an iLearn site can be copied and re-used in a new semester, even if the teacher changes.
- Subjects are only available in iLearn for two years after their completion and must remain available to students during this time. Sensitive materials related to assessment may be hidden as the educator sees fit.
- Guest access is enabled by default.
  
  Note: All areas that support student contributions (eg. wikis, blogs, discussions) are not available to guests.
- As a lecturer, you can turn off guest access to certain areas of your site.
- The marks for the final major piece of assessment cannot be made available on iLearn until after the official grades are released.
- Total columns must be hidden before the final assessment marks are entered.
- Lecturers must gain consent before posting images and videos of students on iLearn.
- All content added to iLearn must comply with copyright restrictions (see following page for more information).

Copyright and iLearn
Staff using iLearn should be conscious of the provisions of the Australian Copyright Act which in general terms (and subject to some exceptions) prevents a person from copying, reproducing, adapting, broadcasting or transmitting copyright material in an online environment without the copyright owner’s permission. This applies to adding third party resources to Subject Sites, participating in a Discussion Board, or creating a Blog. Users should be aware that material may still be subject to copyright even if it does not contain
a copyright notice or a © symbol. To ensure compliance place an Electronic Use Notice at the beginning of each PowerPoint presentation.

- Materials created by Bond University staff can be placed into iLearn.
- Materials where permission has been gained can also be placed into iLearn, such as publishers' PowerPointSlides.
- Using YouTube videos in iLearn is subject to some conditions.

All other materials must be provided to the Library for registration before being made available in iLearn.

**iLearn@Bond Guidelines**

If you are using an electronic resource from the web, or from an online database then linking to the original resource is always the first preference.

- No copyright material (a PDF of an article, book extract, etc.) should be downloaded and then uploaded to iLearn@Bond, even if this is permitted such as in the case of open access journals or freely available material on websites. Always link to the original resource, including e-articles or e-books in databases to which the Library subscribes.
- An attribution statement should be incorporated into the course materials alongside the link to the document.
- If it is not possible to link to the material you require, please submit the material as an attachment via the online Subject Materials Request Form, so that it can be checked for copyright compliance and stored locally in the e-reserve. A member of the Library team will then provide you with a link to this stored version of the item for iLearn@Bond.
- Copies of newspaper articles, photographs, images, extracts from e-books, etc. that cannot be linked to, should also be sent to the Library for processing rather than copying them into iLearn subject sites. In instances where the extracts are located in subscription databases, the Library team will check the relevant licence agreement to see if the vendor permits a copy to be kept in another online location. For guidelines on using Audio-Visual material in iLearn consult the Use of AV material in teaching webpage.
Library Compliance Checks: It’s part of our Service
To include material in iLearn submit the material as an attachment via the online Subject Materials Request Form and the Library team will do all the checks for copyright compliance, digitise the material if necessary, and provide you with a link to the electronic copy to place on your subject site in iLearn.

To access the request form:

1. Go to the Bond Website
2. In the search box, type in ‘subject materials request’ and press the Enter key
3. Click on the first link in the results called ‘Request Subject Materials’.

To comply with copyright law, the Library can only make electronic copies of one chapter or 10% of a book or one article from a journal issue available at any one time. You will be contacted if there are any issues with copying and communicating the material. If the material you require is available in a licensed subscription database the Library will provide you with a link.

iLearn Minimum Content Requirements & Recommendations
It is a University requirement that all subjects with an iLearn site adhere to an endorsed set of minimum requirements. Sites must also be updated and maintained on a regular basis.

All iLearn sites must contain the following information:

- Subject Outline: the approved subject outline will automatically be linked within all iLearn sites upon their publication.
- Contacts: Subject sites must contain the contact information for the primary educator of the subject. Other contact information is optional.
- Introduction/Study Guide: This area may include a welcome message, a short overview or schedule, some introductory directions and some information about the expectations for the use of the site.
- Assessment: This should include all the information and tools the students need to complete their assessment.
- My Grades: Marks for individual assessment should be made available through iLearn.
- Subject materials or slides – All sites should have available a minimum set of class notes for student review.
**Suggested Structure and Inclusions**

This structure is a suggestion only. Subject sites should be designed to flow smoothly with your face-to-face curriculum design. For more information, complete the unit on blended learning design or contact the Office of Learning and Teaching for advice.

<table>
<thead>
<tr>
<th>Site Sections</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Getting Started** | **Subject Updates:** This is a module page that can contain announcements, to-do lists, tasks, twitter feeds and any other tools you think may keep your students on track.  
**Explore the Subject:** This content area may include a subject schedule, and an expanded outline. This is also the place to post your expectations for the subject and what they should expect of you. Be sure to give them a hint of where to go next.  
**Subject Q&A:** This is a Q&A tool that allows students to post and respond to questions throughout the semester. |
| **Assessment** | **View & Submit:** This is a content area that contains all the information and resources the students need to complete their assessment. It is suggested that a folder be created for each assessment items and includes all the cover sheets, criteria sheets and resources related to that assessment.  
**My Grades:** This is a link to the My Grades tool which allows students to access their marks and feedback as you release them from the Grade Centre. |
| **Materials** | This section can have any number of sub-sections. You may wish to create an area for each week, or you may want to separate it by topic, class, or activity. Perhaps you have something else in mind. Just remember to think about your curriculum design and how best to display your subject materials to students. |
| **About** | **Subject Outline:** This is a link to the official subject outline on the Bond Website. It should be added to your subject by default.  
**Contacts:** This will be a list of the teaching team for the subject and the consultation hours. You may even want to include other support contacts for students. |
Accessing iLearn@Bond

iLearn can be accessed from the Bond University website Login Menu or directly from http://ilearn.bond.edu.au.

You will be automatically logged in to iLearn if you’re accessing iLearn on-campus (through a desktop computer). If you need to log in using a different account to the one you logged onto your computer with, it’s best to navigate directly to http://ilearn.bond.edu.au. From there, you will be prompted to enter your Bond username and password.

Mobile Access

iLearn@Bond can be accessed via an Android or iOS device using the Blackboard Mobile Learn app. As an instructor, you can add content or announcements and participate in discussions from your anywhere at any time using the mobile app.

To access iLearn from a mobile device:

1. Search ‘Blackboard Mobile Learn’ in your app store to install it on your device
2. Open the app and type in ‘Bond’ in the Search bar
3. Click **Bond University**
4. Enter your Bond **username** and **password**
5. Press **Continue**
6. Click on a subject title to access it.

**Exploring the iLearn Interface**

The **Global Navigation Menu** or **My iLearn Menu** provides you with quick and easy access to everything you need in one location. From the menu you can view updates and contributions to all of your subjects, be notified of assessment submissions, connect and communicate with academic contacts, share information, and more.

The **Tab Area** allows you to access iLearn support materials and information from the **Educator Support** tab. You also have access to other Bond tools and services such as lecture streaming, library, email, timetables and student support.

The **Personalisation Bar** offers tools for customising your iLearn Welcome tab with additional modules and colourings.

The **Modules Area** is the main window to iLearn and has access to all your Subjects and Communities. Click on the title of a site to access it.
Your Subject Site
Upon entering a subject, you will see something similar to the illustration here. Notice that even within a subject, the Tab Area and Global Navigation will remain.

To the left will always be your Subject Menu and to the right will always be where the subject content and tool areas will be displayed. When you click on a menu item on the left, the area to the right will change.

The Subject Menu
Once you have entered an iLearn site, you will always be able to see a list of buttons or links down the left hand side of the screen. This is known as the Subject Menu. Use these buttons or text links to access and view various areas of the subject. Each Subject Menu may vary slightly depending on your preferences. As such, your subjects may look a bit different from other teaching subjects and have different sets of tools available.

You can group related items together under a particular navigation link in this left hand menu. For example, the subject outline, subject policies and schedule might be included in a section called 'Introduction'. Handouts, assignments, and lecture notes might be organised under a link titled
Content, Learning Materials, or Week 1. Within these areas, you can upload and manage your learning materials in the form of text, graphics, and files.

The images below display different types of iLearn Subject Menu designs and organisation. The differences in the Subject Menu are similar to the differences you might see in the set-up of the classrooms on campus. The organisation of items should reflect your teaching style for the subject, but most importantly, it must be understandable by the students. Note that the dividers and sub-headers added below improve the layout by grouping items into similar topics or tools.

**Subject Menu Key**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Content Areas empty" /></td>
<td>Content Areas that are <strong>empty</strong> will automatically be <strong>hidden</strong> from the students. You will see this symbol next to the link while you are in <strong>Edit Mode</strong></td>
</tr>
<tr>
<td><img src="image" alt="Items hidden" /></td>
<td>Items that are <strong>hidden</strong> from students will display this icon in Edit Mode. When Edit Mode is off you WILL NOT see these items</td>
</tr>
</tbody>
</table>
Whenever you see this symbol in iLearn, it means that the item has additional Options. Click on the arrows to see these.

Throughout iLearn this icon means that an item in the list can be re-ordered. Click and hold your mouse to move the item up and down.

The Lifecycle of an iLearn@Bond Subject Site

Activating a Subject Site
Every subject offered at Bond will have a corresponding iLearn subject site automatically created for it. Once the site has been created, you will need to be assigned as the lecturer of the site. Lecturers will be added to iLearn sites around Week 8 of the previous semester. To request early access, contact your Faculty Teaching & Learning Manager. Access can be granted from Week 3 of the previous semester.

Accessing a Subject Site
Once your site has been activated, it will be available from the ‘My Subjects’ module on the iLearn Welcome tab. Click on the title of the subject to access it.

When you receive your subject site, it will not be available to students. Once you have built the site, remember to make it available to them!

Identifying Subject Semesters
Within iLearn, subject codes include a semester: CORE11-100 becomes CORE11-100_141
The semester code indicates the year and trimester: 141 translates to 2014 trimester 1

Building a Subject Site
You have two options for building your new subject site. The first is to copy from a previous semester and update it. The second is to start from scratch with a blank site.

Copying from a Previous Semester
In order to copy content from one site to another you need Lecturer or Teaching Assistant access to both sites. To check your access level, look at
your **My Subjects** module on the *Welcome* tab. The list of subjects will indicate your role in the subjects listed. If you can’t see the subject at all, then it’s likely that you don’t have any access.

If you don’t have the correct access, please contact your faculty Learning & Teaching Manager or email ilearn@bond.edu.au.

When you copy one site into another, the system has to resolve the difference between the two sites. In the case of a pre-built site, there are three different behaviours to be aware of:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>A subject area in the source subject does not exist in the destination subject</td>
<td>The area will be added to the subject menu in the destination subject.</td>
</tr>
<tr>
<td>The subject area in the source subject and the subject area in the destination subject have the same name and are of the same type, for example, Web Links, Subject Materials, or Content.</td>
<td>The content from the source subject will be added, but will not replace, the content in the area within the destination subject.</td>
</tr>
<tr>
<td>The subject area in the source subject and the subject area in the destination subject have the same name but are of different types.</td>
<td>The subject area from the source subject will be added to the destination subject under a different name. The new name will append an incremental numeral to the name. For example, Subject Materials will become Subject Materials.</td>
</tr>
</tbody>
</table>

*If you are copying anything that has a column within the grade centre (e.g. Turnitin, assignments, tests) then you must include the content area that it is available on AND the Grade Centre Settings.*

To copy an entire site:
1. Enter the source site (the site you are copying from)
2. From the Control Panel, click **Copy / Recycle** and select **Subject Copy**
3. Click the **Browse** button
4. Select the destination subject (the subject you are copying to). Pay particular attention to the semester extension (eg. _141)
5. Scroll down and press **Submit**
6. Click the **Select All** button
7. Un-tick anything that you don’t want to copy (eg. Announcements)
   **Note:** If the tool was not used in the source site, there is no harm in keeping it ticked.
8. Press **Submit**.

   **Do not copy the Enrolments. This option will transfer all the students from the previous semester into the new semester!**

The Subject copy should take no more than four hours (depending on size and time of semester). If it hasn’t been copied within four hours, please contact ilearn@bond.edu.au. DO NOT attempt to copy it again as it will duplicate the content once it runs through.

Once the site has been copied, you are free to begin updating it for the new semester. For more information about modifying existing content, check the section called ‘Managing Learning Materials on a Subject Site’.

**Starting from Scratch**
First, make sure that **Edit Mode** is **ON**. This option is located in the top right corner of the screen, just below the global navigation menu.
In order to add content to the site, you first need to build the framework. This is built-out from the Subject Menu (left navigation bar) which is the top level of navigation for your site. From here, the students will be able to access all of your material. If there is no available path from the Subject Menu to an item or tool, the students won’t be able to access it.

You can add items to the Subject Menu by rolling over the plus symbol at the top of the box.

1. Select the type of link that you want to create
2. Give the link a name (what the students will see)
3. If you chose to add a Tool Link, select the tool to link to
4. Click Available to Users
5. Press Submit.

The Subject Menu can contain six different types of links:

- **Content Area** - A content area is a place where multiple folders, items, files, and tools can be added. Use this to add an area for your created or uploaded learning materials.
- **Blank Page** - A single content page built entirely from the Text Editor. It can contain links, files, mashups and more, but does not allow for deeper navigation (can't add sub-folders, tools or learning modules)
- **Tool Link** - A direct link to an iLearn tool such as email, blogs, wikis, groups, my grades etc.
- **Shortcut** - A quick link to an item or tool that is buried deeper in your site. This is often used when there is an activity or other area that will be accessed often by students for a limited time. You can create a temporary link to that area for the duration, so that the students can get there quickly and then remove/hide the link when it is no longer required.
- **Web Link** - A link to a website outside of iLearn. If your students are going to be accessing another website often (eg. Your subject's eReserve page), you can create a link in your menu to that website.
• **Module Page** - A page where you can add multiple modules to assist your students in organising their learning of your subject. This may include tasks, calendar events, announcements, news feeds and more.

    There are two other items that you can add to the Subject Menu. The Subheader and Divider options are used to group the links together in order to make large Subject Menus more user-friendly.

    Once you have built your first level of navigation in the Subject Menu, you can begin adding content to your site. Go to the section called ‘Adding Learning Materials to a Subject Site’.

**Releasing a Subject Site to Students**

Your students are automatically enrolled in the iLearn subject site 24 hours after they enrol in StudentOne. Once your site is built and ready for student access you need to make it available to them.

To make your subject site available to students:

1. In the *Control Panel*, click **Access & Customisation > Subject Availability**
2. In the *Set Availability* section, select **Yes**
3. Click **Submit**.

**Recycling a Subject Site for a New Semester**

At the end of the semester you will be given access to a new site for the upcoming semester. You can choose to build the site again from scratch OR copy the site from a previous semester. See the section called ‘Building a Subject’ for more information.

**Adding Learning Materials to a Subject Site**

Learning materials can be added to any Content Area, Learning Module or Folder. These can be identified by the Action Menu at the top of the page:
By rolling over the four buttons in this menu, you will be able to see all the different types of tools and content that can be added to the page. You can create an engaging page by including a number of different types of content. This may include text, images, videos and interactive tools.

*Note:* You will see this action menu only if you have *Edit Mode ON*. This option is located in the top right corner of the screen, just below the global navigation menu.

As you create content you can set its availability and display options. This allows you to create dynamic content that becomes visible to the students as it’s required.

**Standard Content Options**
Whenever you add content to iLearn, there are some standard options that you will be required to select. Below is a description of each.

**Permit Users to View this Content**
This option sets the availability of the content to students. If you choose Yes, the content will be made available to them, taking into account any other time or criteria restrictions you have set.

**Track Number of Views**
Tracking Statistics will record the number of times the content is viewed, when it is viewed, and by whom. These statistics can be accessed from the Options button of that particular item.

**Date and Time Restrictions**
Folders can be set to display on a specific date and time and to stop displaying on a specific date and time. If you leave these options un-ticked the content will display immediately and will be available until the subject site is archived.
If you are using these options, be sure to tick the appropriate checkbox in addition to selecting the time and date.

The policy at Bond requires that students have access to their subject material for two years following the completion of the subject. Therefore, the Display Until date should be left un-ticked unless there is a specific pedagogical purpose or the content has copyright implications.

Using the Content Editor
The content editor allows you to create and format content to be displayed within the iLearn environment. Below is a picture of the Content Editor with some important functions highlighted.
The following table defines some of the basic buttons.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong></td>
<td>Bold the selected text.</td>
</tr>
<tr>
<td><strong>Italic</strong></td>
<td>Italicize the selected text.</td>
</tr>
<tr>
<td><strong>Underline</strong></td>
<td>Underline the selected text.</td>
</tr>
<tr>
<td><img src="Arial" alt="Font Selection" /></td>
<td>Select the font face for the text. Click the down arrow next to the displayed current font to select from a list of all available fonts.</td>
</tr>
<tr>
<td><img src="12" alt="Font Size Selection" /></td>
<td>Select the size of the text. Click the down arrow next to the displayed current font size to select from a list of all available font sizes.</td>
</tr>
<tr>
<td><strong>Text Colour</strong></td>
<td>Set the text colour. Click the down arrow to select a different text colour.</td>
</tr>
<tr>
<td><img src="%E2%80%A2" alt="Bullet" /></td>
<td>Create a bulleted list.</td>
</tr>
<tr>
<td><img src="%E2%80%A2" alt="Numbered" /></td>
<td>Create a numbered list.</td>
</tr>
<tr>
<td><img src="%E2%9C%93" alt="Spell Check" /></td>
<td>Begin the automatic spell check. Click the down arrow to select a different language.</td>
</tr>
<tr>
<td><img src="%F0%9F%94%97" alt="Hyperlink" /></td>
<td>Add a new or edit an existing hyperlink.</td>
</tr>
<tr>
<td><img src="%F0%9F%94%97" alt="Remove Hyperlink" /></td>
<td>Remove a hyperlink from the selected text or object.</td>
</tr>
<tr>
<td><img src="%E2%9D%91" alt="Preview" /></td>
<td>Opens a preview window showing how the content will appear after submitting.</td>
</tr>
<tr>
<td><img src="%E2%93%98" alt="Context Editor" /></td>
<td>Open the context editor help information pop-up display.</td>
</tr>
<tr>
<td><img src="%ED%99%95" alt="Full Frame" /></td>
<td>Expand the content editor window to fill the entire browser frame.</td>
</tr>
<tr>
<td><img src="%ED%99%95" alt="Advanced Features" /></td>
<td>Access the advanced content editor features.</td>
</tr>
</tbody>
</table>

For more detailed instructions on using the Content Editor visit:
https://help.blackboard.com/en-us/Learn/9.1_SP_14/Instructor/040_In_Your_Course/020_Content_Editor
Adding a Folder

Folders are a type of content that you use to organise content and reduce the amount of scrolling in a Content Area. After you create a folder, click on the title to access it and add content and additional sub-folders within it.

*Be sure to limit the number of sub-folders used so that students can access content with as few clicks as possible.*

To add a folder:

1. From any content area, rollover the **Build Content** button and choose **Content Folder**

   ![Build Content Menu](image)

2. Give the folder a **Name**

3. Optionally, add a description for the folder.
   
   *For instance, if you are creating weekly folders, its good practice to include a sentence or some dot points of key topics covered during the week.*

4. Choose the **Standard Options**

5. Press **Submit**.

Adding In-line Content (Item)

Content can be presented directly on the page rather than as a link or downloadable file. The benefit to using this form of content is that it’s easily accessible and requires no additional software to view (with the exception of some audio and video content). It can be easily updated through the iLearn interface and allows for all the rich capabilities of the web including hyperlinks, audio, movies, images and mashups.
To add inline content:

1. From any content area, rollover the **Build Content** button and choose **Item**

![Build Content button](image)

2. Give the content a **Name**

3. In the content editor, create your content OR copy and paste it from another source. Use the buttons in the editor to format your content and add rich media

4. Optionally attach a file (appears directly below the title, above the main content)
   
   a. To upload a file from your computer, click **Browse My Computer**
   
   b. To select a file from the Subject Files, click **Browse Subject**

5. Choose the **Standard Options**

6. Press **Submit**.

---

**Adding a File**

You can use the **File** content type to create a simple link to a file in a content area. No description appears with the link so make sure you give it a descriptive name.

*Note:* If you want to annotate the file then add it as an **Item** instead.

To add a file:

1. From any content area, rollover the **Build Content** button and choose **File**

2. Give the content a descriptive **Name**

3. Find the file to attach

![Find File](image)

   a. To upload a file from your computer, click **Browse My Computer**
b. To select a file from the Subject Files, click **Browse Subject**

4. Optionally you can select to open the file in a new window
   
   *Note:* If you have trouble opening the file once submitted, try changing this option to Yes

5. Choose the **Standard Options**

6. Press **Submit**.

---

**Adding a Web Link**

A web link is a hyperlink to a resource on the web. When you add a hyperlink, make sure the purpose of the resource is clear to your students. Otherwise you may find that they don’t click on it. A good way to do this is to annotate the link or give them an activity to do on the site.

*iLearn is a secure system. Therefore, all links to outside resources must be opened in a new window. If not, the link will break.*

To add a web link:

1. From any content area, rollover the **Build Content** button and choose **File**
2. Give the link a **Name**. We suggest using the name of the resource (eg. “Google Scholar”)
3. Enter the **full** address in the **URL** textbox (eg. [http://www.bond.edu.au](http://www.bond.edu.au))

![Web Link Example](image)

4. Optionally, add a description
5. Optionally, attach a file. This may be useful if you have an activity sheet for them to complete, related to this web resource.
6. Make sure **Open in a New Window** is set to **Yes**
7. Choose the **Standard Options**
8. Press **Submit**.
Managing Learning Materials on a Subject Site

The first thing you need to learn when working with content in iLearn is the location of the Options Menu. The Options Button appears when you roll over any item that can be modified.

When you click on the button you will see a list of available options. This menu will change depending on the type of item you have chosen to modify.

Editing Content

The ‘Edit’ option in the Options menu allows you to return to the creation page for that object and modify anything that was originally entered. This includes the name, description, links, attachments, availability and more.

In this example we’ll be looking at editing an ‘Item’. However, these steps can be applied to all other types of content in iLearn.

1. Roll over the item and click the Options button
2. Select Edit
3. Make the modifications you require
4. Press Submit.

Moving, Hiding and Removing Content

Re-ordering Content

Content appears in the order that you add it, with the most recent content at the bottom of the page. You can use the drag-and-drop function or the re-ordering button to change the order of the items on the page.

To drag-and-drop content:

1. Click and hold the left mouse button over the arrow bar that appears to the left of the content
2. While holding the mouse down,
move your cursor up or down the page

3. Once you have the content in the right place, release the mouse button to save it in that location.

Alternatively, to re-order the content using a list, click the Re-Order button and use the arrows to move the content up or down in the list. Press the Submit button to save the order.

Hiding and Revealing Content
You can edit an item’s settings to make it unavailable to students or to apply date and time restrictions to control when it appears.

To hide or reveal content:

1. Roll over the item and click the Options button
2. Select Edit
3. Scroll down to the Standard Options and change the option for Permit Users to View this content
   - If you choose Yes, the students will be able to see the content
   - If you choose No, the content will be hidden from them
4. Press Submit.

Note: If you select ‘Yes’, the content will be subject to any other restrictions you have set such as time and date.

Removing Content
Removing content from a page may mean that the content is deleted permanently from iLearn so be sure before deleting it. It might be a good idea to save a copy to your computer before removing it.
Also think about making the item unavailable rather than removing it completely (see the section above).

**WARNING!** Deleting a subject area, such as a content area, learning module, lesson plan, or folder permanently removes that container. It will also remove the student’s access to everything within that folder and in the case of Items and Web Links, removes them permanently.

To remove content:

1. Roll over the item and click the **Options** button
2. Click Delete
3. Click OK to confirm the deletion. This is the final confirmation.

**Communicating with your Students**

One of the strengths of blended learning is the ability for communication and collaboration to occur outside of the physical classroom. This section is designed to give you an introduction to online communication, as well as some hints to keep your students on track as they progress through the semester.
Setting Expectations and Basic Moderation
As the owner or moderator of an iLearn site, you have certain responsibilities towards your students, but you also have the freedom to choose how and when you will be interacting with them online.

The important thing to remember (and this is the case for all online instructional communities) is that if you let your students know what to expect from you and what you expect of them, then you’ll find that your interactions with them will be a lot smoother.

Set expectations and make them clear
How and when will you be responding to electronic communications? If you let the students know right from the beginning, they will not hassle you for a response. Let them know how often you will be checking your emails or messages. Tell them how you will be communicating important subject news to them. Will you use the iLearn Announcements tool or some other communication tool?

Also, let the students know how often you expect them to check the iLearn site at a minimum. What activities should they be completing each week? When will the weekly content be available to them? Is there anything else that you expect of them?

Tips for keeping students on track
Provide access ahead of time – students like to be prepared for class. Make sure you give them a taste of what is to come, even if it’s not the whole thing.

Give weekly tips or reminders – the announcements tool can be used to send out weekly tips. These can be scheduled and re-used each semester.

Release content as its required – rather than providing a static, un-changing site, try using the timed release feature to keep your site dynamic. Not only does this give them a reason to check-in, it also reduces the risk of the students being overwhelmed.

Provide access to time management tools – Did you know that iLearn has tools to help the students manage their time? The Tasks tool can allow
students to update and track their progress through activities. The Calendar tool displays subject dates and allows the students to add their own.

Tell the students how to get assistance – what should students do if they fall behind or need help with their studies. Offer a few different suggestions such as booking a consultation time with you, contacting Student Learning Support or even suggestions for finding tutors.

Keep an eye on their access and activity – iLearn tracks a student’s access and activity on the site. Using the Reports area of the Control Panel, you can monitor the students and identify those who may be at-risk.

Provide some guidelines for communication
What should the students be doing in iLearn? What shouldn’t they be doing?
Here are some questions you may want to address:

1. Are there multiple means of communicating? If so, what will each be used for?
2. How should students treat each other online?
3. Are there any rules of etiquette?
4. How do students report disagreements, abuse or breach of the guidelines?
5. What happens if the guidelines are breached?
6. Who moderates the site? Are there different moderators for different areas? Are there private class areas moderated by tutors?
7. What should students post and how?
Sample communication guidelines
Here are some examples of guidelines you may provide:

**Treatment of Others**
- Treat others as you would wish and expect to be treated yourself
- Be tolerant towards other’s behaviour and accept that generally, other members of this community act in good faith
- Give other community members the benefit of the doubt unless their behaviour shows otherwise
- Treat others online as you would treat them in real life; this means behaving with common decency, common sense, courtesy and respect; you are not anonymous here!
- Do not make personal attacks on other members of this community
- Do not make defamatory or false statements against others
- Do not reveal private or personal information about other users
- Do not make prejudiced comments, remarks or other statements about members
- Do not bully, make ‘trolling’ remarks or otherwise start trouble with other community members

**General Posting**
- Think about your content before you post it. Is it appropriate for the community?
- Stay on topic. If you have something to post that’s off-topic, consider posting it in the general forum
- Post content to the right place. See the guidelines if you are unsure
- Post content that encourages discussion
- Be sure to include attribution where appropriate
- Don’t hog the space! Let others participate
- When posting links, make sure everyone knows their purpose and don’t mislead them

**Discussion, Debate**
- Remember, there is often more than one correct answer OR there may not be a correct answer at all
- Accept that other people have their own thoughts and beliefs
- Disagree and discuss the content and not the person posting it
- Do not engage in personal attacks
- If you have a rebuttal, provide positive and constructive feedback.
Posting an Announcement
The Announcements tool allows you to post timely information to your students. Announcements can be accessed from the iLearn Welcome tab, the Blackboard Learn Mobile app, the Updates area in the global navigation menu and within the subject itself. At Bond, students will also be notified by email of any new announcements in their iLearn sites. Announcements are subject wide and cannot be distributed to groups or individuals.

The Announcements is an ideal place to post:

- Changes to the subject procedures and schedules
- Room/time changes
- Exam schedules and assessment notices
- Corrections/clarifications of materials
- Weekly tips or reminders

To add an announcement:

1. On the Control Panel, choose Subject Tools and click Announcements OR go straight to the Announcements link on the Subject Menu
2. Click the Create Announcement button
3. Give the announcement a Subject. This becomes the title of the announcement on the Announcements page
4. Type your message
5. For the Duration choose one of the following:
   a. Not Date Restricted to keep the announcement visible until you remove it manually
   b. Date Restricted to limit the announcement's visibility by date and time.
      i. Select the Display After and Display Until check boxes to enable the date and time selections.
6. Select the Email Announcement check box to send students an email immediately. This will override any personal settings the students have
chosen for notification. It will also ignore any date restrictions that you have chosen.

7. Optionally, in the Shortcut section, click **Browse** to link to a subject area, tool, or item.

8. Click **Submit**.

*Note:* We strongly recommend that announcements be created within the iLearn content editor to avoid formatting issues that may occur when copying from Microsoft Office software such as Word.

**Emailing from iLearn**

The Send Email tool allows you to send emails to a user’s Bond email address directly from an iLearn site. It automatically creates the following email lists based on the enrolments in the subject:

- All students
- All lecturers/teachers
- All users
- Select groups (which can be used for class-specific communications)
- Select students

*The email tool in iLearn does not record sent emails. Therefore, if you require evidence of communications, then make sure you tick the option to include an email to the sender.*

To add an email:

1. From the **Control Panel**, choose **Subject Tools** and select **Send Email**
2. Click on a **list** option OR click **Select Student Users** to choose the students manually
   a. For ‘Selected’ users or groups, select the recipients in the **Available to Select** box and click the **right-pointing arrow** to move them into the **Selected** box. A **left-pointing arrow** is available to move a user out of the recipient list.

*Note:* To select multiple users, hold down the CTRL key (Windows) or the Command key (Mac) when clicking the names.
3. Give the email a **Subject**. This will be the title that appears in the recipient’s email inbox.

4. Type the message in the content editor.

5. Click the **Return Receipt** check box to keep a record of the communication.

6. Optionally, attach a file
   a. Click **Attach a file**
   b. Click the **Choose File** button
   c. Find the file and press **Open**

7. Press **Submit**.
What else is Possible?

In this section, we give you some ideas about what other activities and tools are available within iLearn. For more information on any of these tools, please book an appointment at http://ilearn-bond.reservio.com.

With iLearn@Bond you can...

- Create adaptive learning pathways that reveal content as students achieve competency.
  • Ask about Adaptive Release

- Allow students to create and join groups AND provide them with online tools to collaborate.
  • Ask about the Groups tool

- Have the students collaboratively build a learning resource or database.
  • Ask about Wikis

- Give the students a place where they can keep a journal of their learning experiences.
  • Ask about the Journal tool

- Allow students to share their discoveries and thoughts with their peers.
  • Ask about Blogs

- Mark assessment and give feedback using a rubric or criteria sheet.
  • Ask about Rubrics

- Record and distribute marks and feedback online.
  • Ask about the Grade Centre

- Give the students automated weekly reminders.
  • Ask about the Announcements tool
  • Ask about Timed Release

- Set tasks to allow the students to track their progress through your subject.
  • Ask about the Tasks tool
Mark, annotate and give feedback on assignments without having to print anything.
• Ask about Online Marking and Feedback

Allow students to submit assignments online.
• Ask about Assignments
• Ask about Turnitin Assignments (plagiarism checking)

Run an online examination or computer-assisted examination with partially-automated marking.
• Ask about the Test tool

Give the students a quick quiz to complete in class.
• Ask about Blackboard Mobile Learn
• Ask about Mobile-Compatible Tests

Have an online consultation or review session.
• Ask about Blackboard Collaborate

Provide a facility for students to ask and answer questions.
• Ask about Prulu Q&A

Allow the students to have discussion or debates outside the face-to-face classroom.
• Ask about Discussion Boards

Set subject calendar events and reminders.
• Ask about the Calendar tool

Have the students provide feedback through an anonymous survey.
• Ask about the Survey tool

Track student activity and progress in your subject.
• Ask about Reports
• Ask about the Retention Centre
FAQs

Q: What do I do if I can’t see my subjects in the My Subjects module on iLearn?
A: Contact your faculty Teaching and Learning Manager. You can find out who that is by browsing the Staff Directory at http://apps.bond.edu.au/staff/

Q: How do students get added to my site?
A: Students are automatically added to your site as they are enrolled in studentOne. The enrolments update each night.

Q: Is my site available to students when I first get access to it?
A: No. Your site will not be available to students until you make it available. When you’re ready you can make your site available by following these steps: https://www.youtube.com/watch?v=GqJIdfXuOas&list=PLFFCF9786A9FF6874

Q: How do I get help with iLearn?
A: Email ilearn@bond.edu.au or jump onto the Educator Support tab on iLearn and ‘Ask a Question’.

Q: How do I add a tutor or teaching assistant to my site?
A: You can add a Bond staff member yourself by going to the Users and Groups area of the Control Panel, clicking Enrol User and selecting Find Users to Enrol. Alternatively, you can contact your Teaching and Learning Manager.

Q: Can I get a class list from iLearn?
A: Yes. However, the list currently doesn’t include student photos. In the Control Panel of your site go to Subject Tools > Group Viewer. From here you can select Students only to see all the students and the classes they are assigned to. Click the top of the Group Column to sort by class rather than by name. This list can be printed or downloaded as an excel spreadsheet.

Q: When can I get access to my site for next semester?
A: Sites for the following semester become available from Week 3 of the current semester. Contact your faculty Learning and Teaching Manager to gain access.
More Information

For assistance with iLearn@Bond, book an appointment with the iLearn Support team at http://ilearn-bond.reservio.com/ or email ilearn@bond.edu.au.

For blended learning or pedagogical design questions, contact the Office of Learning and Teaching at olt@bond.edu.au.

Video tutorials are available from the iLearn@Bond YouTube channel at: http://www.youtube.com/user/ilearnbond.

Access the Educator Support tab on iLearn to complete online tutorials, ask questions or find out when the next workshops are being run.