BLS Vista Quick Reference

http://www.blackboard.com/Support/Ask-Dr-C.aspx

BLS Vista Terminology

Term	Definition
ActionLinks icon	The **ActionLinks** icon appears next to content items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, deleting content items.
Action Menu	The Action Menu is in the **Learning Module** tool and contains navigation links, content links, and access to the following tools: **Bookmarks**, **Create Printable View**, and **Notes**.
Add Content Link button	The **Add Content Link** button is in the **Course Content** and **Learning Module** tools. This button allows designers to create links to content items from these locations.
Administration area	The **Administration** area allows administrators to create and manage the Blackboard Learning System's organizational structure and its organizational levels, such as institutions, courses, and sections.
Announcements tool	The **Announcements** tool allows Section Instructors to create and post important messages in a course. Announcements appear in users' My UMassOnline Worcester or on the **Announcements** screen.
Assessments tool	The **Assessments** tool allows designers to create and edit assessments, such as quizzes, self tests, and surveys. Section Instructors use assessments to evaluate Students' progress.
Assessment Manager tool	The **Assessment Manager** tool allows Section Instructors to view, manage, and grade assessments submitted by Students.
Assignments tool	The **Assignments** tool allows designers to create assignments and assign them to Students or groups of Students. Students can submit assignments in two formats: text with or without attachments, or a web site consisting of linked HTML pages.
Assignment Dropbox tool	The **Assignment Dropbox** tool allows Section Instructors to view and grade assignments submitted by Students.
Bookmarks tool	The **Bookmarks** tool allows designers to create links to pages in the **Learning Module** tool.
Build tab	The **Build** tab is in the designer interface and contains features allowing designers to create, manage, and organize content in a course.
Breadcrumbs	Breadcrumbs list the path of screens that a user has visited. A user can click a breadcrumb to return to a screen. Breadcrumbs appear in the top frame of a screen.
Calendar tool	The **Calendar** tool allows users to view and create entries for campus and personal events. Users can view entries by day, week, or month.
Channel	My UMassOnline Worcester contains the following channels: Calendar Day, To Do List, My Grades, Course List, External Courses, Calendar Week, Campus Announcements, Personal Bookmarks, and Campus Bookmarks.
Chat tool	The **Chat** tool allows users who are in the same course to chat with one another in real time while they are in the course. There is also a **Whiteboard** feature, which allows users to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
Class Blog	A class blog or blog is a type of discussion topic to which users can post web logs.
Content	Content is the general term for items and activities that are included in a course.

content folder	Designers can create content folders in the **Course Content** tool. A content folder allows designers to present and organize content, such as assessments, assignments, content files. A content folder is different from a folder in **File Manager**.
Content Manager tool	The **Content Manager** tool is in My UMassOnline Worcester. From **Content Manager**, users can access the *My Files* area. Institution Administrators can also access the *System Files* area. See also **File Manager**.
Course Content tool	The **Course Content** tool allows designers to create files, content folders, and add content links. The **Course Content** tool is always the first item under ***Course Tools*** in the course menu. The first screen of the **Course Content** tool is called *Home Page*.
Course Artifact	A course artifact is a file version of completed work from a Blackboard Learning System course that can be presented in a portfolio. A course artifact contains all the content and formatting of the original item.
Course Content Map	The *Course Content Map* contains navigation links to items in the **Course Content** tool. Depending on how the *Course Content Map* is set, users access it on the course menu or from a drop-down list.
course menu	The course menu contains the navigation links for a course. In the designer interface, the course menu contains ***Course Tools*** and ***Designer Tools***. In the instructor interface, the menu contains ***Course Tools*** and ***Instructor Tools***. In the student interface, the menu contains ***Course Tools*** and ***My Tools***.
Course Start Page	The course start page is the first screen that Section Instructors, Students, and teaching assistants see when they access a course.
Course Tools	The ***Course Tools*** heading appears on the course menu. Tools that were added to the course menu are listed here. In the student interface, only tools that are visible are listed here.
Date Rollover	The **Date Rollover** feature is in the **Manage Course** area. Designers can use it to move forward dates for all course items by a certain number of days when they prepare a course for the next term. They can also further adjust the dates by editing individual dates.
Designer Tools	The ***Designer Tools*** heading appears on the course menu. Tools that are available, by default, to designers are listed here. Tools include **Manage Course**, **File Manager**, and **Selective Release**.
Discussions tool	The **Discussions** tool allows users to post discussion messages that other users in the same course can view and reply to.
File Manager tool	**File Manager** is available in each course. Section Designers use it to manage files used in a course. Section Instructors can select files in **File Manager** by browsing for them. See also **Content Manager**.
Get Files button	The **Get Files** button is in **File Manager**. It allows Section Designers to bring a copy of a file from another location to their current location in **File Manager**.
Grade Book tool	The **Grade Book** tool allow Section Instructors to manage grades for Students.
Grading Forms tool	The **Grading Forms** tool allows Section Designers and Section Instructors to grade Students by identifying specific criteria and comparing levels of performance against the criteria.
Group Manager tool	The **Group Manager** tool allows designers, Section Instructors, and Teaching Assistants to create groups of Students so they can work together.

Home Page	The *Home Page* is the first screen in the **Course Content** tool. Designers can add files, content folders, and content links on this screen.
HTML Creator tool	The **HTML Creator** is an HTML editing tool that allows designers to create content in HTML without entering HTML tags. The **HTML Creator** automatically generates the HTML source code.
Import tool	The **Import** tool allows designers to import content from other Blackboard Learning System courses and third-party applications, such as Respondus®.
Instructor Tools	The ***Instructor Tools*** heading appears on the course menu. Tools that are available to Section Instructors are listed here. Tools can include **Manage Course**, **Assessment Manager**, **Assignment Dropbox**, **Grade Book**, **Group Manager**, **Tracking**, and **Selective Release**.
Journal	A journal is a type of discussion topic to which users can post either private or public entries.
Learning Context	The Blackboard Learning System has organizational levels that mirror the organizational structure of an institution, in hierarchichal order. Below the institution organizational level, there are other organizational levels, such as course and section. Within each of these organizational levels, there are individual learning contexts. For example, within the course organizational level, there may be a course learning context for Biology 101: Introduction to Human Biology. Within the section organizational level, there may be section learning contexts for all sections of Biology 101, such as • Biology 101, Morning Section • Biology 101, Afternoon Section • Biology 101, Evening Section
Learning Modules tool	The **Learning Modules** tool allows designers to organize and deliver content, such as assessments, assignments, quizzes, and content files to Students. A learning module includes a table of contents with links to the content.
Goals tool	The **Goals** tool allows designers to specify goals for students. Designers can specify goals for individual course items, including assignments, assessments, and discussion topics.
Local Content tool	The **Local Content** tool allows Students to view content from their local computer, usually through a CD-ROM, instead of over the Internet.
Mail	The **Mail** tool allows users to send messages to other users in the same course. The messages can be in text or HTML format, and can include file attachments.
Manage Course	The **Manage Course** area allows designers and Section Instructors to add and remove tools, modify the appearance of the course menu containing ***Course Tools*** and role-specific tools, edit tool settings, import content, reset the course, and set up the *Course Preview Page*.
Media Library	The **Media Library** tool allows designers to build a database of text, video, and audio items, which can be organized into collections. Users can view and search for entries.
My Files icon	The **My Files** icon is in **Content Manager** and allows users to manage their personal files.
My Files tool	The **My Files** tool allows Students to manage personal files in a course. **My Files** is not a directory on their local computer.
My Grades tool	The **My Grades** tool allows Students to view their grades in a course.
My Progress tool	The **My Progress** tool allows Students to track their progress in a course.

My Settings tool	The **My Settings** tool provides a central place for users to edit their profile, password, and tool options, as well as view all of the learning contexts they are currently enrolled in. Depending on institution settings, users may not be able to edit their profile or change their password.
My Tools	The ***My Tools*** heading appears on the course menu. Tools that are available to Students are listed here. Tools can include **My Files**, **My Grades**, **My Progress**, and **Notes**.
My UMassOnline Worcester	My UMassOnline Worcester is the screen that appears after a user logs in. My UMassOnline Worcester provides a centralized access point to organizational levels, such as institutions, courses, and sections. It also provides links to ***Calendar Day***, ***My Grades***, ***Campus Announcements***, and ***Personal Bookmarks***.
Notes tool	The **Notes** tool allows users to create notes about general content in a course or specific content in learning modules.
Organizational Level	See *learning context*.
Organizational Structure	See *learning context*.
Question Database tool	The **Question Database** tool allows designers to create and store questions to be used in assessments.
References tool	The **References** tool allows designers to create links to course resources, such as books, articles, and web sites. Students access this list of resources from the Action Menu of a learning module.
Release Criteria	Release criteria are conditions that determine the release of content. Criteria can be based on date, time, member information, grade book information, and group information. For example, if the release criteria for a quiz is a start date of March 9, that means the quiz is released on March 9. Designers can set release criteria by using the **Selective Release** tool.
Roster tool	The **Roster** tool allows course members to view the profiles of other course members. Section Designers can only view profiles for Section Instructors and Teaching Assistants.
SCORM Module	The **SCORM Module** tool allows designers to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of this program. These modules can contain files, images, or Sharable Content Objects, such as a quiz.
Search tool	The **Search** tool allows users to look for keywords and other data in course content and **Online Help**.
Selective Release tool	The **Selective Release** tool allows designers and instructors to control the release of content and folders by setting availability, link visibility, and specifying release criteria, such as name, date, and grade. Only students who meet those criteria can access the content. See also *release criteria*.
Student View tab	The **Student View** tab is in the designer and instructor interfaces. It contains features allowing Section Designers and Section Instructors to preview the appearance and test the usability of their course.
Syllabus tool	The **Syllabus** tool allows designers and Section Instructors to create a syllabus for their course. The syllabus can contain information, such as goals, grading policies, and required text books.
Teach tab	The **Teach** tab is in the instructor interface and contains features allowing Section Instructors to present content and interact with Students.
Tool	A tool is a function in the Blackboard Learning System software that allows users to perform specific activities.
Tracking tool	The **Tracking** tool allows Section Instructors to view statistics on student activity and content usage.

Web Links tool	The **Web Links** tool allows designers to create a list of Internet addresses or Uniform Resource Locators (URLs). Students can use these URLs to find resource material on the Internet.
Who's Online tool	The **Who's Online** tool allows users who are logged in to the Blackboard Learning System and enrolled in the same course to participate in chat sessions with one another. The **Who's Online** tool is similar to the **Chat** tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from My UMassOnline Worcester.