

Glossary

A

Action Bar

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

Action Link

The Action Link is represented by two downward pointing arrows. Click it to access the contextual menu containing options for many components in Blackboard Learn, such as content items, Course 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.

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Application Administrator

A user with administrator access to Blackboard Learn who performs tasks within Blackboard Learn. The information and tasks directed at this audience do not require access to the back-end servers related to your Blackboard Learn instance.

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

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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 Learn asynchronous tools include the Discussion Board, Email, Announcements, Messages, Journals, Blogs, and Wikis.

B

breadcrumbs

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

C

cascading style sheets

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 engagement

If your school licenses community engagement, your school can build vibrant online communities. These capabilities foster online communities and build greater connections between teachers and students both during and after class. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your institution has licensed community engagement, "Community Engagement" will be listed. If you are an instructor or a student, you will have a Community tab.

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Content Area

A top level container that contains links to content an instructor has added to the course, such as lecture notes, assignments, and tests. Content Areas appear as links on the Course Menu.

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Content Collection

If your school licenses content management, you have access to integrated, enterprise-wide content management technology. This technology enables users to securely tag, manage, reuse, and share digital content using the Content Collection. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your school licenses content management, "Content Management" will be listed. If you are an instructor or a student, you will have a Content Collection tab.

content frame

Large area of the screen adjacent to the Course Menu that displays the selected Content Area, tool, or material.

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Control Panel

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

Course Files

Course Files provides file storage on the Blackboard server for a single course. Course Files within each course displays content for that specific course, not for other courses taught by an instructor. Instructors can create folders and subfolders in Course Files to organize their content in a way that is logical to them. Students cannot upload files to Course Files.

Course Menu

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

Current Post

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

E

Edit Mode

When Edit Mode is ON, all the instructor 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 student view. The Edit Mode toggle appears to users with a role of Instructor, Teaching Assistant, Course Builder, and Administrator.

emoticon

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.

emoticons

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export

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

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F

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

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J**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>

L**Learning Module**

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Lesson Plan

A container for content similar to a Learning Module or folder that can hold and organize content items. Instructors can create Lesson Plans within their courses to hold lesson profiles, instructional objectives, and the content items students will need to complete a lesson.

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M**Mashup**

A Mashup combines elements from two or more sources. When you view a YouTube™ video in a Blackboard Learn course as part of the course content, you are experiencing a Mashup. Mashups can also include Flickr® photos and SlideShare presentations. Mashups are not available with a Basic License.

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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.

multimedia

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O

outcomes assessment

If your school licenses outcomes assessment, your school will have the ability to assess teaching and learning practices in the same system that instructors and students use every day. This technology adapts to your organizational structure and processes to deliver a personalized assessment experience to each user. If you are an administrator, the capabilities available on your system are listed in the upper-right corner of the Administrator Panel after Products. If your institution has licensed outcomes assessment, "Outcomes Assessment" will be listed. If you are an instructor or a student, you will have an Outcomes tab.

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override

You can override grades that were recorded manually or automatically in the Grade Center. A grade override supersedes all attempts, including attempts students 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.

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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

Settings that control user access to files and folders in the course's file repository: Course Files or the 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, Course Builders, Instructors, and Teaching Assistants are assigned all four permissions on files uploaded directly to the course's file repository. Permissions can be changed and deleted.

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S

screen reader

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.

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sequential viewing

If an instructor has selected Enforce Sequential Viewing in a Learning Module's settings, users must proceed through the Table of Contents in the order presented. After the links are viewed sequentially,

users can review it in any order. If users navigate away from the Learning Module and return to it, they will be required to view it sequentially again.

Server Administrator

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

Server Administrators

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student

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T

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

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Tomcat

A servlet container with a JSP environment. Your web server software (IIS, Apache) hosts the web pages and Tomcat processes the dynamic web content (servlets) into a readable format for users.

W

WebDAV

WebDAV is used for sharing files over the Internet and is compatible with most operating systems. When put into use with Blackboard Learn, WebDAV is a means for users to add to and access content from Course Files or the Content Collection, as if it were any other network drive or folder on their personal computers.

Y

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.

Z

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.