

BlazeVIEW To Go

Tips to make your transition to BlazeVIEW easier.

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Upcoming Trainings:

- What's New? BlazeVIEW
 - 4/10 1-3
 - 4/21 3-5
 - 4/30 10-12
- Intro to BlazeVIEW
 - 4/13 2-4
 - 4/29 10-12
- Advanced Digital Campus Leadership Institute Web Conference
 - 4/14 - 4/15

For Registration Information see back.

Creating a Course Preview Page

A Course Preview Page is a link that can be sent to perspective students. This will allow students to see the criteria for your class, what will be expected of them, and other information that you want them to know.

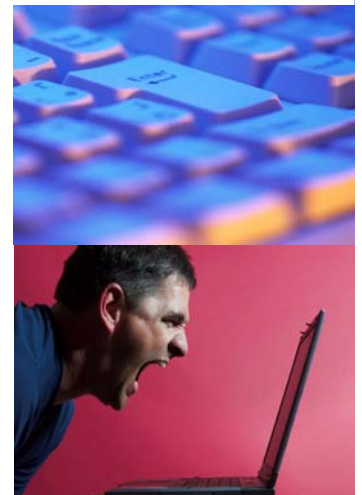
To add a Course Preview Page:

- Under the build tab, click on File Manager, located under Designer Tools.
- Click on the Public Files folder to open.
- Click on Create File. Enter the title of your file. Enter information about your course, use HTML creator if needed.
- Click on save when finished.
- Next go to Manage Course under Designer Tools on

the left hand side of the screen.

- Click on course preview page set up.
- Click on Browse for Course Preview Page.
- Make sure that the appropriate file is selected and click OK. The Course Preview Page has now been added.
- Using Internet Explorer, go to the BlazeVIEW login page.
- Click on Course List.
- Click on BlazeVIEW.
- Find your specific section. Click on the down arrow next to your section and find your class.
- Click on your class. The link given at the top of the page is the link you can send to perspective students.
- The course preview link will

change each semester because it is a relative link and is specific to the semester you selected. Please complete this process each semester you would like to send preview information.



Bob must not have read the newsletter.

Set Release Criteria

The Set Release Criteria is an option that is used to display an item (ex: assessment) during a specific date, to individual students or a group of students, or based on set grade book criteria. The Set Release Criteria should only be used for these reasons.

If the instructor places a Set Release Criteria for the entire class based on member criteria or if multiple conflicting criteria are set, one of the issues that may occur include that item not showing up for students or in the student view.

To correct issues like this, you should remove any Set Release Criteria that you believe to be conflicting or contact Distance Learning.

If you would like assistance with using Set Release Criteria please contact Distance Learning.

We are on the web!

www.valdosta.edu/distance

Distance Learning

Odum Library 2616

Phone: 229-245-6490

Fax: 229-333-5947

E-mail: blazeview@valdosta.edu

To register for trainings visit:

http://www.valdosta.edu/distance/training_calendar.shtml

Distance Learning Provides:

Support for all BlazeVIEW Users

Development of training materials for BlazeVIEW and distance learning technologies

Training for faculty and staff in BlazeVIEW and distance learning technologies

Design, development, and implementation of on-line courses with faculty

Assist faculty and staff with advanced learning technologies such as: Wimba Live Classroom, Respondus and StudyMate

Set-up and facilitate IP Video Conferencing

Facilitate and conduct Web Conferences and special events

Handle BlazeVIEW tech support calls elevated beyond the Helpdesk

Valdosta State University



Media Library Enhancements

Media Library entries now display a thumbnail image if an image file is attached to the entry. Workflow improvements have also streamlined the process for adding entries and deleting multiple entries at once. Instructors can optionally grant students the ability to contribute their own entries into a collection, promoting greater student engagement and active learning. Designers and instructors can now export and import Media Library entries. This includes all text entries

and associated file attachments, such as images. If Designers and Instructors want to import Media Library entries that were not originally created using the Media Library tool, the entries must be stored in a CSV (comma separated value file), text file, or zip file.

How To Add the Media Library to Your Course Tools

- Click on Manage Course under Designer Tools on the left hand side of the screen.

- Click on the Tools link. Media Library is located under Content Tools. Select Media Library and click save. Media Library is now added to your course.
- To add material into the glossary, click on Media Library under Course Tools.
- Click on the drop down arrow next to glossary and select Go to Media Collection.
- You can now add entries into the Media Library.



The tips provided in this newsletter are designed to make your course more enjoyable for you and your students.