



**Institute
for Education**

members of  **ATEE**
Association for Teacher Education in Europe

Manual for Building Module structure and Content on the IfE Portal



MINISTRY FOR EDUCATION AND EMPLOYMENT



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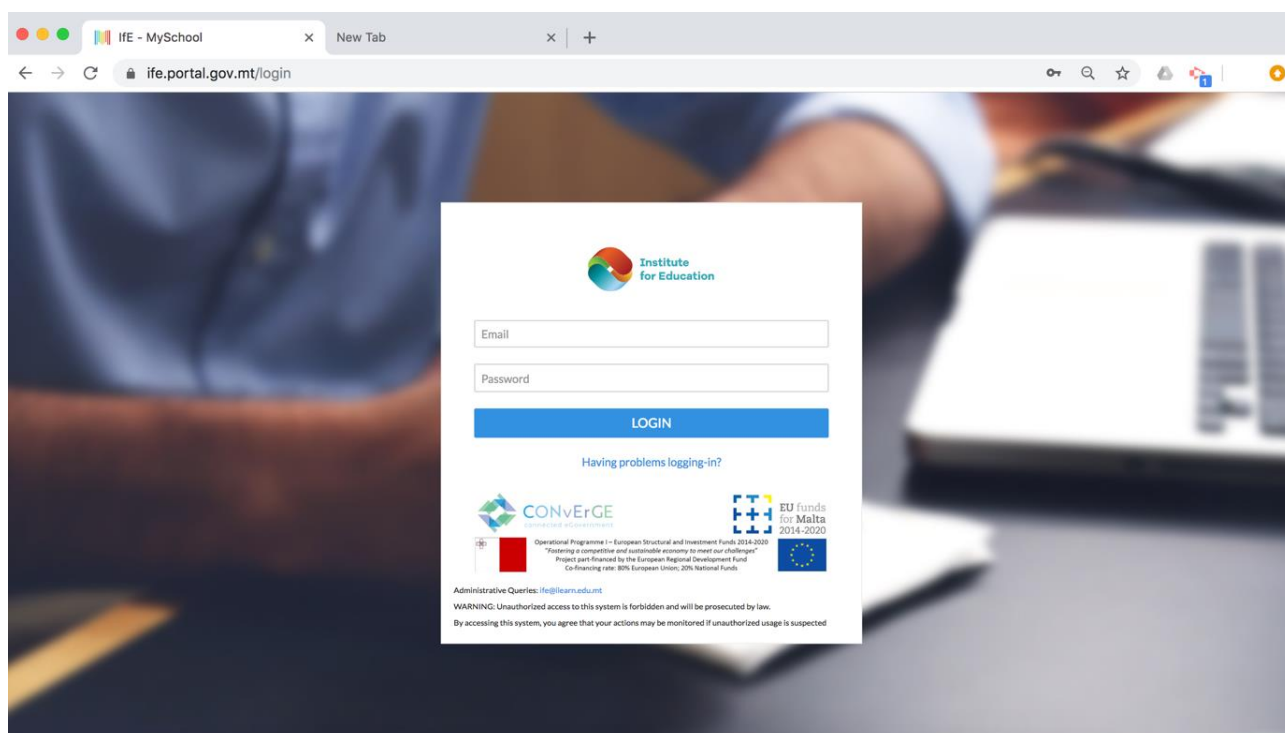
Procedure for creating Module structure and material on the IfE Portal

Introduction

This procedure will give an insight on how to populate a Module with course material. All steps are illustrated by screenshots.

Log in to your portal account

To log into your portal account, go to ife.portal.gov.mt and enter your credentials.



Accessing Assigned Modules

Once you are logged in click on the **Administer** tab (highlighted in red below).

The screenshot shows the user interface with the 'Administer' tab highlighted in red in the left-hand navigation menu. The main content area displays 'Announcements' and 'My Modules'.

Module	Next session
Award in <i>Effectively Teaching Online</i>	none scheduled

A drop-down menu will open. Click on the **Module Resources** tab (highlighted in red below)

The screenshot shows the user interface with the 'Module Resources' tab highlighted in red in the left-hand navigation menu. The main content area displays 'Announcements' and 'My Modules'.

Module	Next session
Award in <i>Effectively Teaching Online</i>	none scheduled


You will then enter the below screen where all your assigned modules will be displayed here.

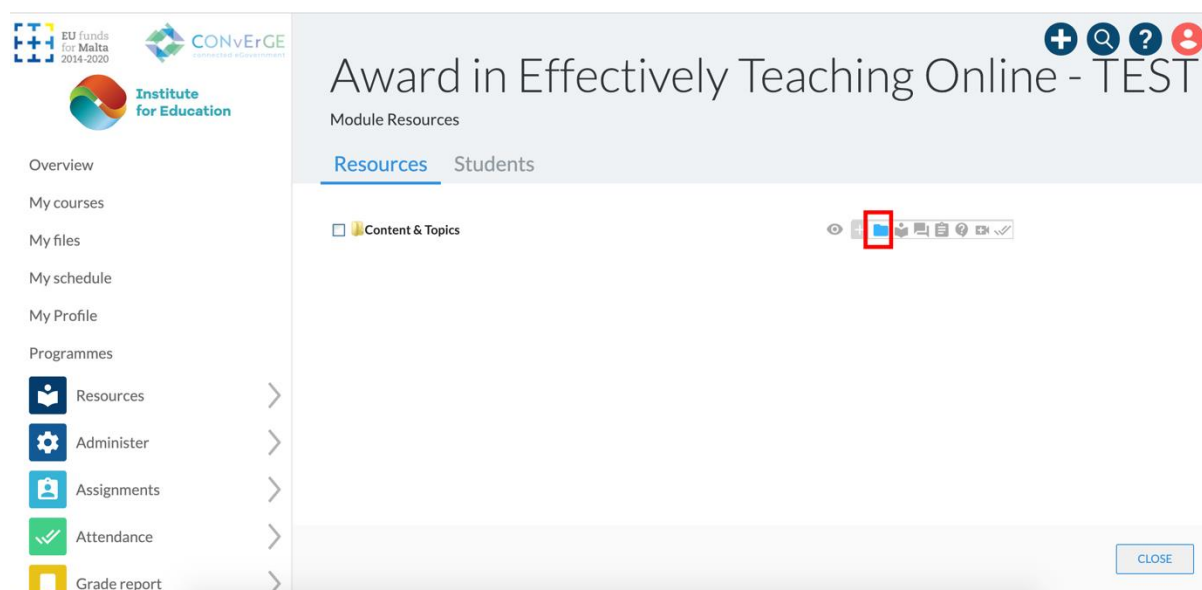
Building, editing and publishing a module

Choose the module you wish to start working on. You will be directed to this screen below, where the necessary menus and containers will be displayed.

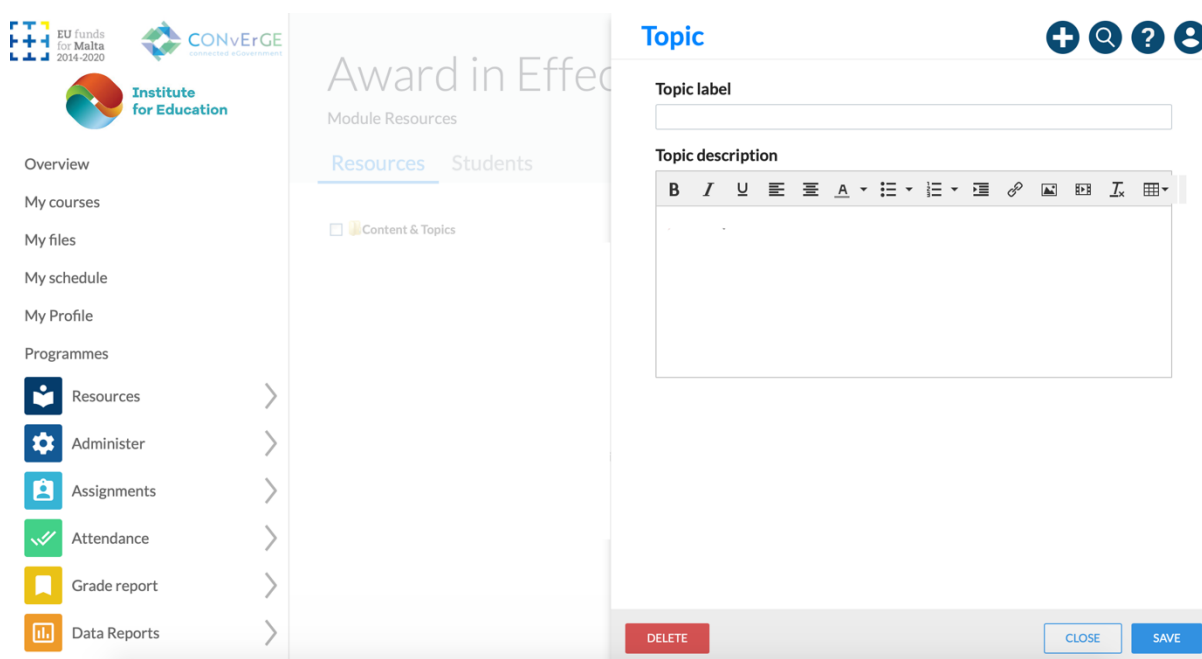
Creating a Topic Folder

Under the Content & Topic section create a topic folder. In this folder one can insert the course material for each session.

To start building the Module structure, click on the **Add Topic** button  within the Menu shown below (highlighted in a red):




A sub window will open where the topic title can be inserted.



Name the Topic in the field provided (**Topic Label**) and, if need be, add a description about the topic in **Topic Description**, to give learners a brief overview. Once the topic and the brief description are written click the **Save** button at the bottom right corner.

Creating Topic Content

To add content, click on **Add Content** button  and then follow same procedure as the one for creating a folder.

Once you press on the **Add content** button , a sub-window will open where you can create your content. Insert a title, and in the Content section you can explain what they will find in this section. Further down you can

SAVE

(YouTube or other online video streaming services) links or links to other web pages. Next step is to decide when the material should be available to students and tick the Active box. It is important to tick the Active box, otherwise even if you set the date for the material to be visible online on the date you want it available, it won't be visible to students.

Make sure to press the Save button at the bottom once ready.

Uploading a file from your laptop/desktop. Under Description write the name of the file or a short description.

Uploading a Youtube or other streaming service website link. Under Description write the name of the video and under Link/URL copy and paste the URL link for the video.

The screenshot shows the 'Content' management interface. The 'Resources(s)' section has a red box around the 'add 'YouTube Link'' button. Below it, the 'Description' and 'Link/URL' fields are also highlighted with a red box, with 'Description' containing 'Testing 1' and 'Link/URL' containing 'YouTube URL'.

Uploading a link to a web page

The screenshot shows the 'Content' management interface. The 'Resources(s)' section has a red box around the 'add 'Web page'' button. Below it, the 'Description' and 'Link/URL' fields are also highlighted with a red box, with 'Description' containing 'Testing 1' and 'Link/URL' containing 'Webpage URL'.

Choosing the date when the content should be published

The screenshot shows the 'Content' creation interface. The 'Available from' field is highlighted with a red box, displaying a calendar for January 2019. The 'Status' field is set to 'Active'.

Content

Title*

Available from: (Calendar view)

Status: Active

New content notification: Send to students

Resources(s): [add 'File'](#), [add 'YouTube Link'](#), [add 'Web page'](#)

Description:

Link / URL:

Buttons: DELETE, CANCEL, SAVE

Ticking the Active box so that the Status is turned to active and students can see it when it is published.

The screenshot shows the 'Content' creation interface. The 'Status' field is highlighted with a red box, and the 'Active' checkbox is checked. The 'Available from' field now shows the date '31/01/2019'.

Content

Title*

Available from:

Status: Active

New content notification: Send to students

Description:

Resources(s): [add 'File'](#), [add 'YouTube Link'](#), [add 'Web page'](#)


Description:

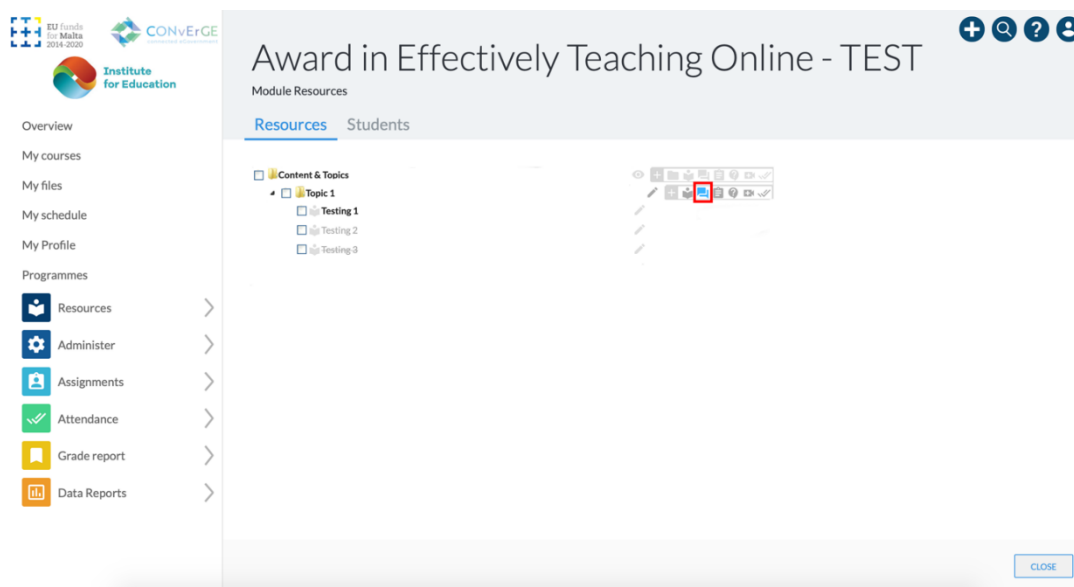
Link / URL:

Buttons: DELETE, CANCEL, SAVE

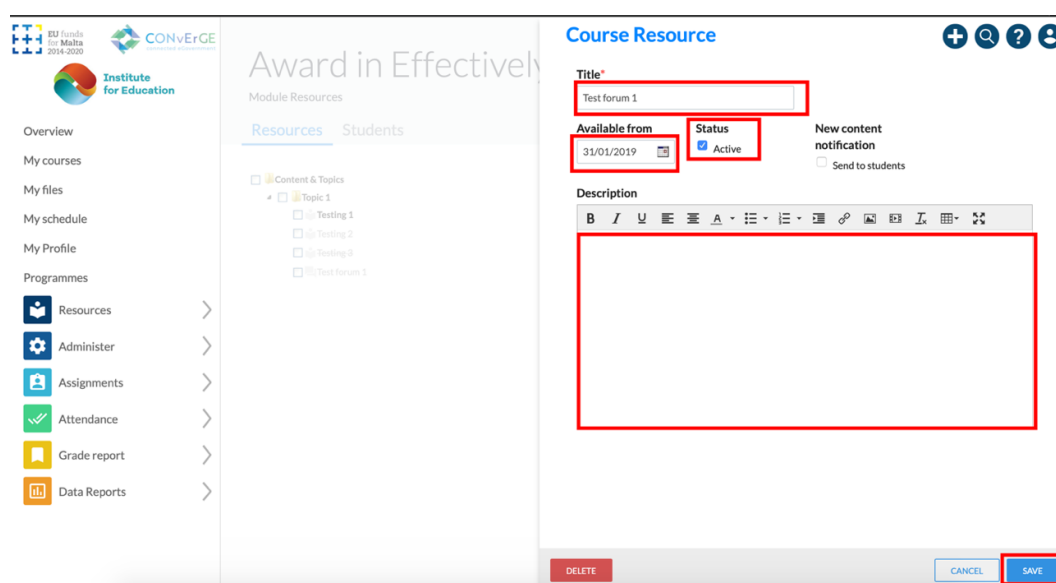
You can then see your Content inside a folder by pressing drop-down button highlighted in red below

Creating a forum for discussion


As part of effective online teaching, discussion forums are essential. This is an effective way to engage students in fruitful discussion on topics that you want to create a critical discussion about. To create a forum, you just need to click on the **Add forum icon** . Forums can be added to any session by adding them under the topic folder.

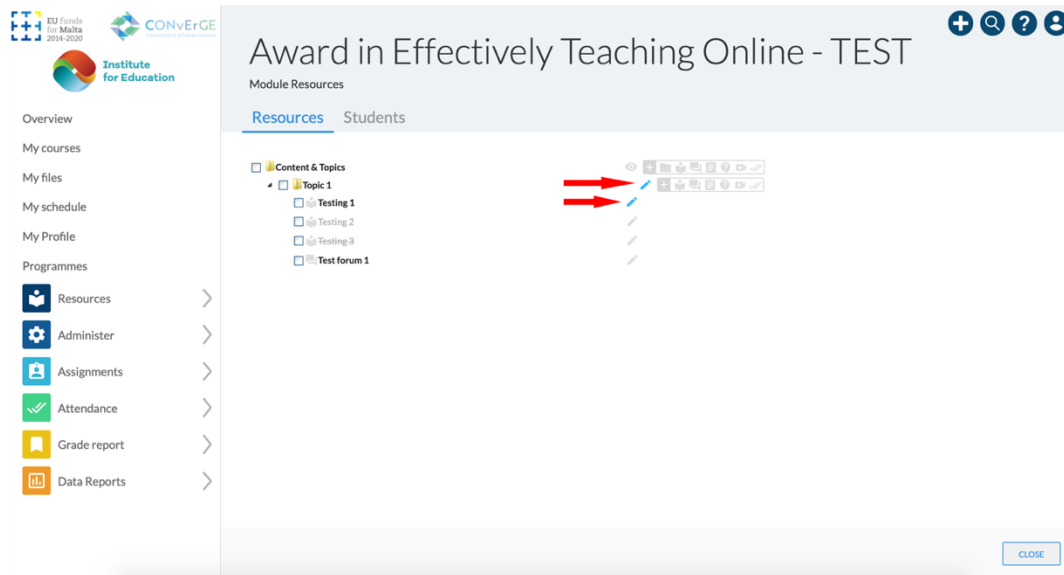


The following sub-window will open, where you can write the topic title and the question/statement that will induce discussion in the content section. Set the date when you want the forum to be available and do not forget to set the status to Active once you are ready. At the end press Save.




Edit already prepared content

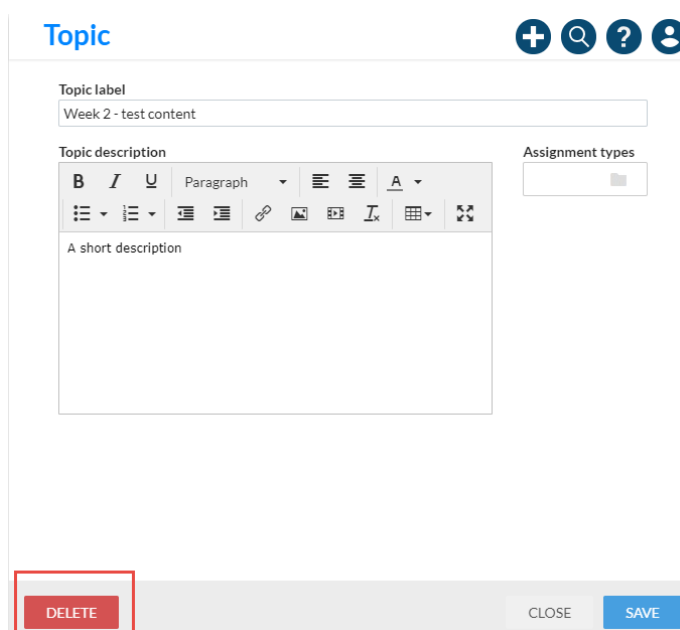
To make any amendments to the content before submission for approval, click on the pencil image  within the menu as shown below. This may be found adjacent to the content.



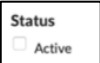
The screenshot shows the 'Award in Effectively Teaching Online - TEST' interface. On the left is a navigation menu with options like Overview, My courses, My files, My schedule, My Profile, Programmes, Resources, Administer, Assignments, Attendance, Grade report, and Data Reports. The main area displays 'Module Resources' with tabs for 'Resources' and 'Students'. Under 'Resources', there is a tree view for 'Content & Topics' containing 'Topic 1' with sub-items 'Testing 1', 'Testing 2', 'Testing 3', and 'Test forum 1'. Each item has an edit icon (pencil) next to it, with red arrows pointing to these icons. A 'CLOSE' button is visible at the bottom right.

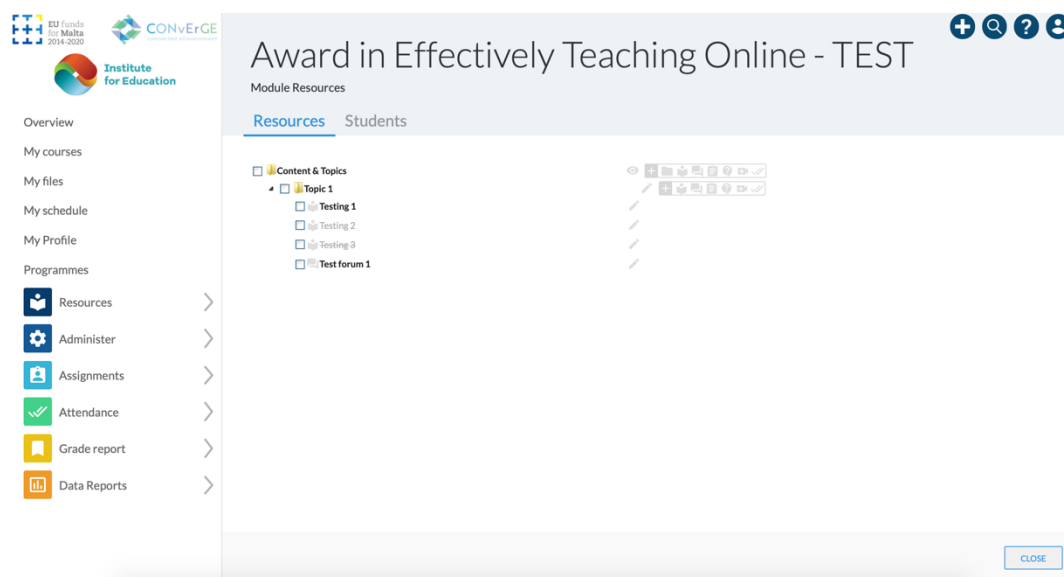
Deleting A Topic folder


To delete a Topic folder, click on the **Edit** icon of the particular content and click the **Delete** button  found at the left bottom corner as shown below.

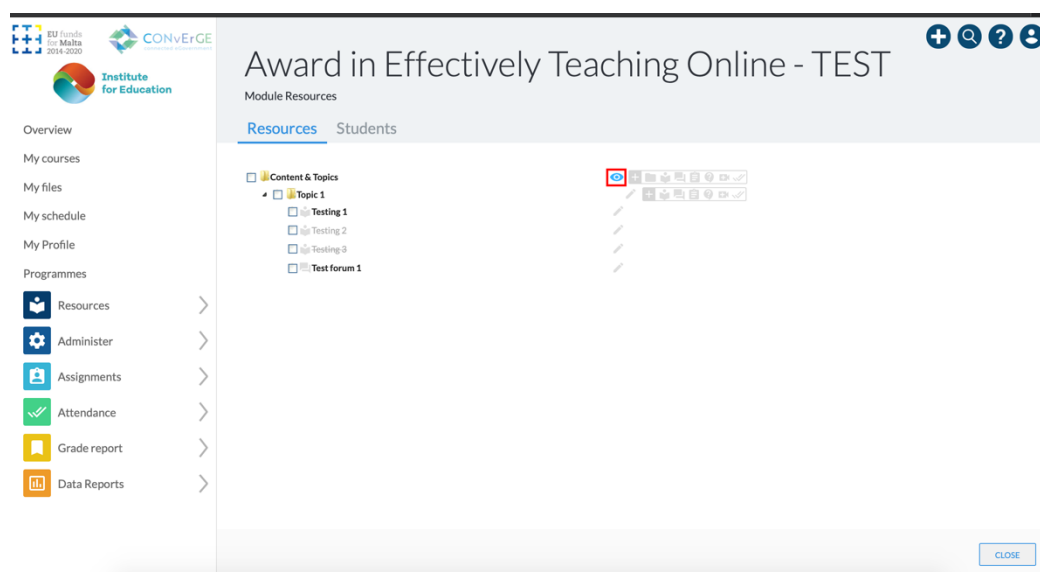


The screenshot shows the 'Topic' edit form. It includes a 'Topic label' field with the text 'Week 2 - test content', a 'Topic description' field with a rich text editor (containing 'A short description'), and an 'Assignment types' dropdown menu. At the bottom, there are three buttons: 'DELETE' (highlighted with a red box), 'CLOSE', and 'SAVE'.


Below is an example of how it should look. The items in black are visible to students. The items in grey are active but not yet visible to students (they will be visible according to the date that you set for that particular topic/content). The struck-out items in grey are items which are not active. This means that even if you set the date for students to see them immediately, they cannot see them until you tick the Active box  (explained earlier).




In the example above, *Testing 1* and *Test Forum 1* are visible to students. To check what students can see click the eye icon . There needs to be at least one active content with a current availability date. It is recommended that you refresh the page before clicking on the eye icon so that you make sure that the student view is up to date.



Once you click on the eye icon, the following window will open. This is what students can currently see.

If you want to check what students have written/replied in the Forum, click on the view Button  next to the forum you want to check.

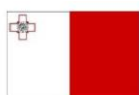
Synchronous (Live) sessions

The Forum is a very effective asynchronous tool for the students to interact with you and each other. However, you can also hold synchronous session through BlackBoard Collaborate. To add a collaborate session you need to press on the collaborate icon .

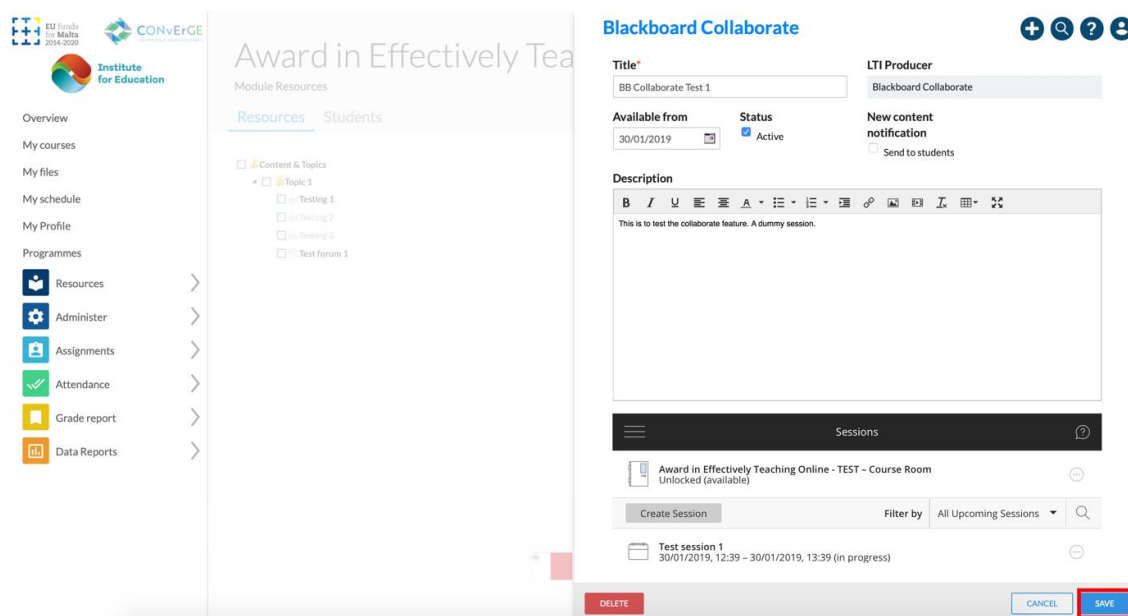
The following window will open. Fill in the Title field, the Available from field and the Description field the same way you did for the content section or Forum. Then click on Create Session button

Create Session

This window will then open. Fill in the details required in the fields marked red in the picture below and press save. Please note that the screen below might look slightly different due to update improvements. However, the most important fields, i.e. title of session and Start/End date/time will always need to be filled.

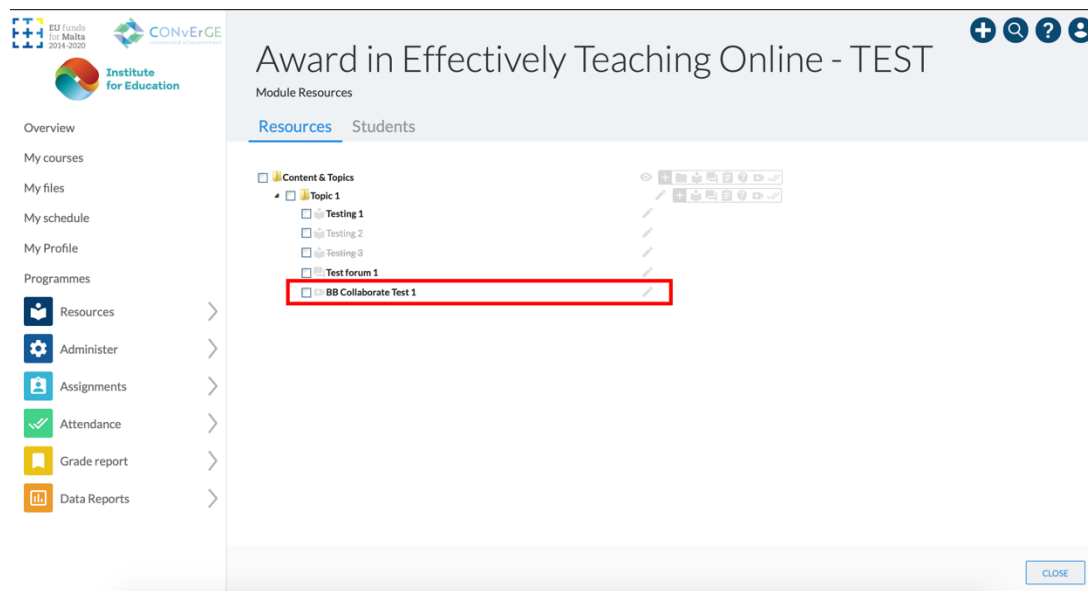



You will then see the following screen. Press the save button highlighted in red in the picture:

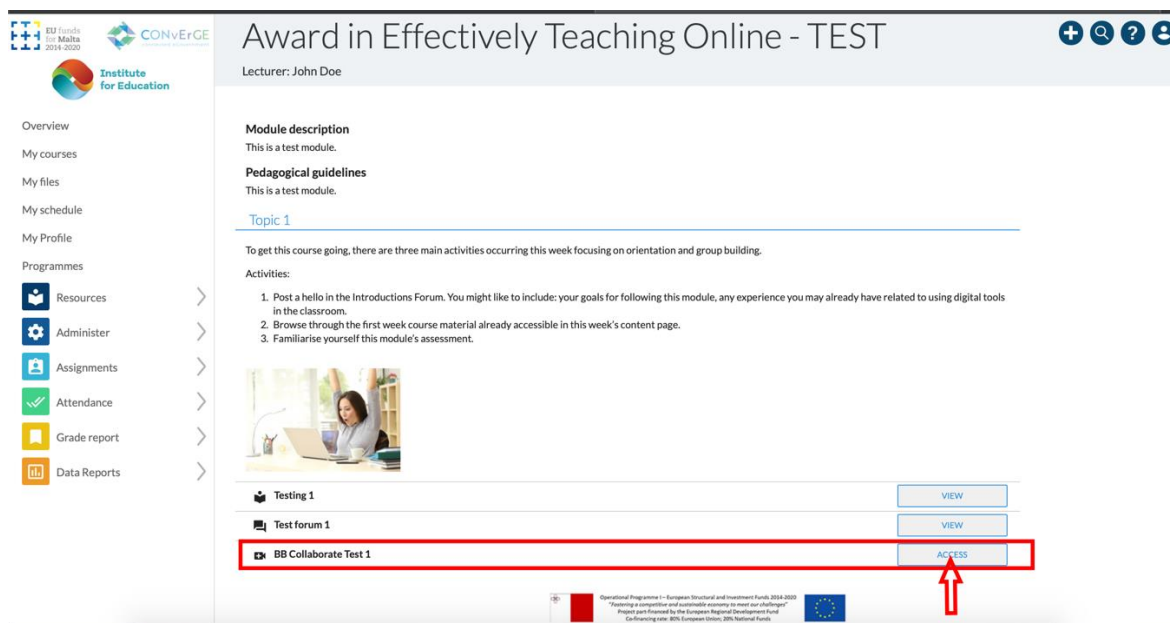


Your BB Collaborate session is now ready. We suggest that you send an announcement to students with the date and time of the session so that they can join you.

This is what you will see:



This is what the students will see. To join the collaborate session they will need to log in on the date and at the time you specified to them. To join the session, they need to click on the Access button .



Award in Effectively Teaching Online - TEST

Lecturer: John Doe

Module description
This is a test module.

Pedagogical guidelines
This is a test module.

Topic 1

To get this course going, there are three main activities occurring this week focusing on orientation and group building.

Activities:

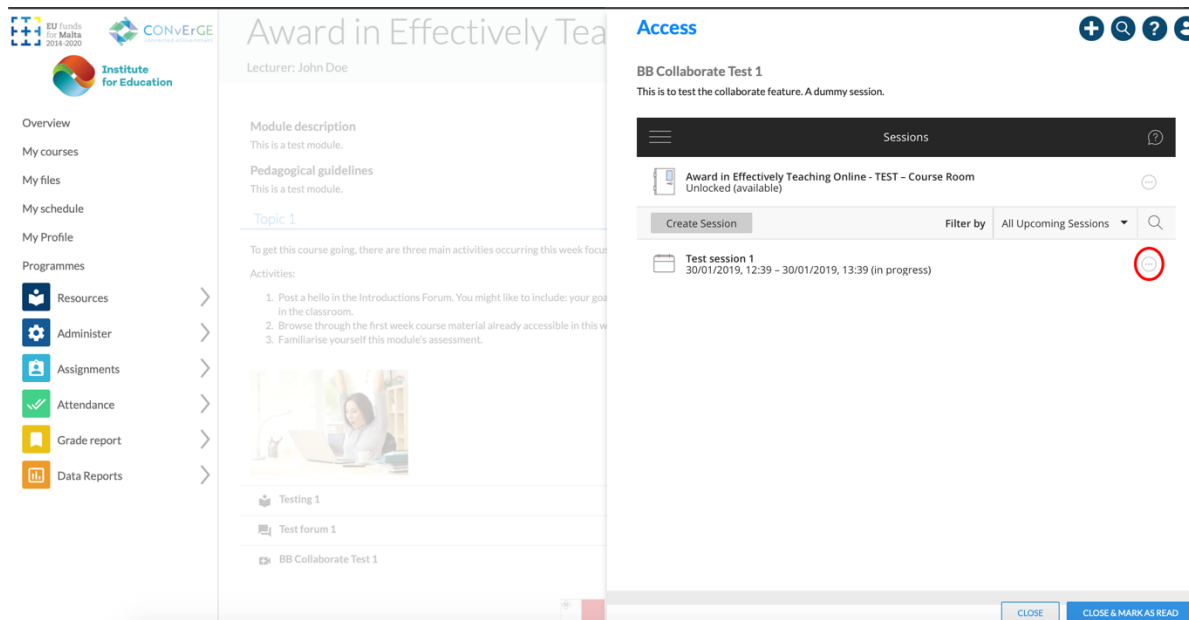
1. Post a hello in the Introductions Forum. You might like to include: your goals for following this module, any experience you may already have related to using digital tools in the classroom.
2. Browse through the first week course material already accessible in this week's content page.
3. Familiarise yourself this module's assessment.

Testing 1 VIEW

Test forum 1 VIEW

BB Collaborate Test 1 ACCESS

The following window will open. Press on the circle with three dots highlighted in red in the picture (the one next to the session you want to connect to):



Access

BB Collaborate Test 1
This is to test the collaborate feature. A dummy session.

Sessions

Award in Effectively Teaching Online - TEST - Course Room
Unlocked (available)

Create Session Filter by All Upcoming Sessions

Test session 1
30/01/2019, 12:39 - 30/01/2019, 13:39 (in progress)

CLOSE CLOSE & MARK AS READ

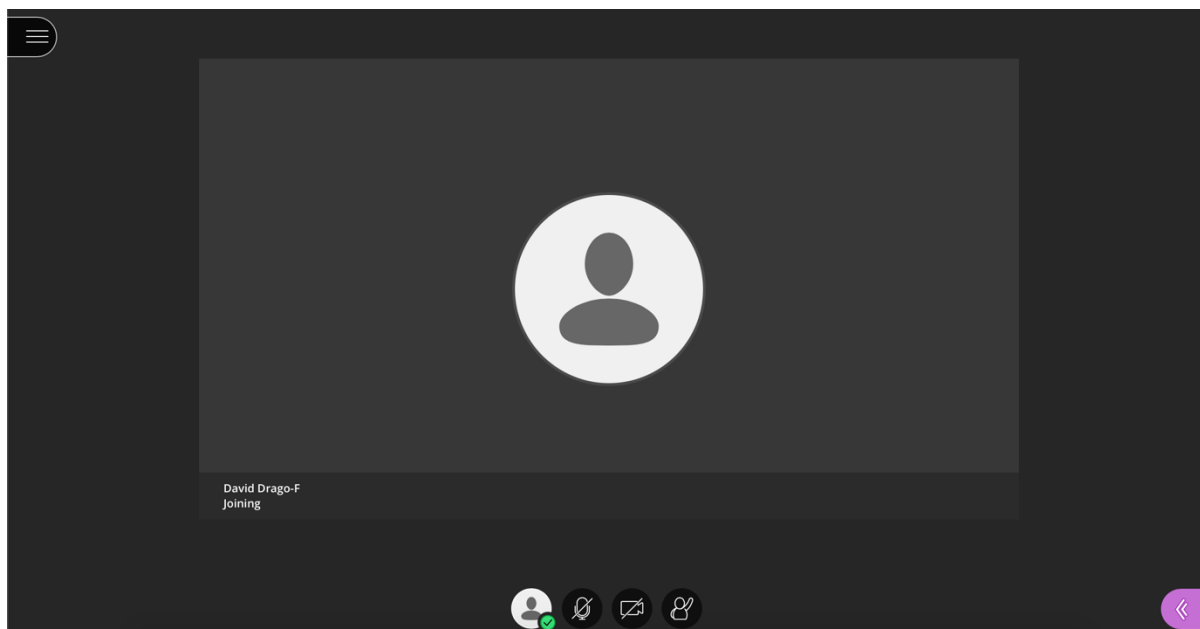
The following drop-down menu will open. You need to click on Join Session (in some versions you will find Join Course Room).

The screenshot shows the BB Collaborate interface. On the left is a navigation menu with options like Overview, My courses, My files, My schedule, My Profile, and Programmes (Resources, Administer, Assignments, Attendance, Grade report, Data Reports). The main content area displays 'Award in Effectively Teaching Online - TEST - Course Room' with a 'BB Collaborate Test 1' session listed. A 'Sessions' panel is open on the right, showing a list of sessions. The 'Test session 1' session is selected, and a context menu is open over it, with 'Join session' highlighted in a red box. Other options in the menu include 'Anonymous dial in: 442033189610 PIN: 555 769 6540', 'Edit settings', 'View reports', and 'Delete session'.

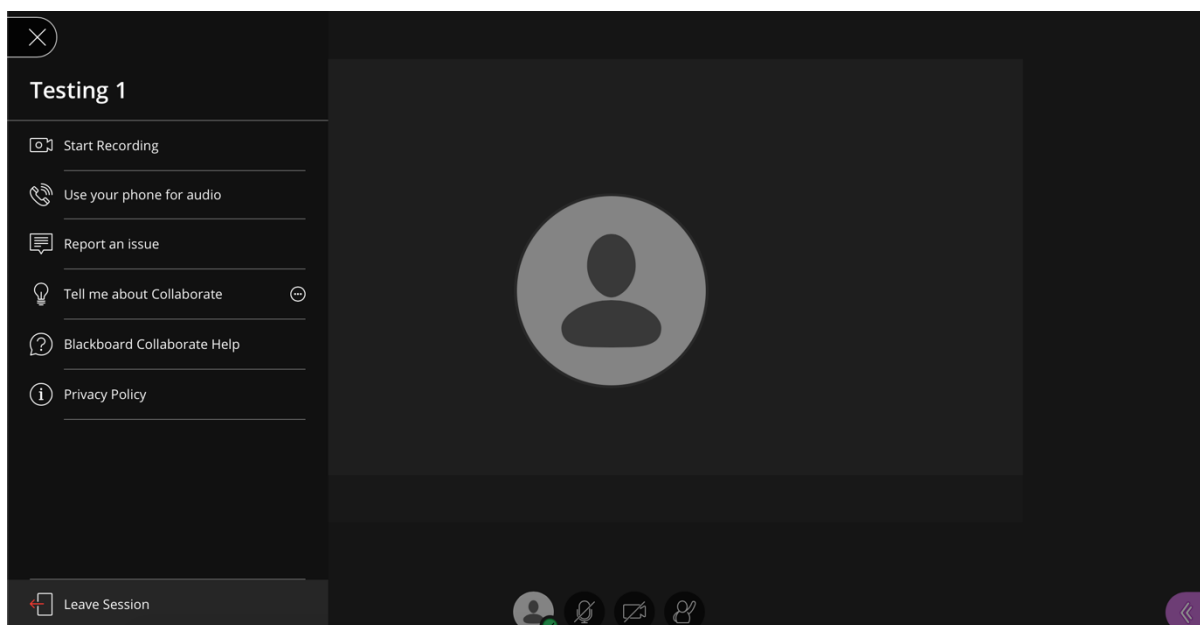
A new tab or window will open and you will be signed in to the BB Collaborate Session. Once it signs you in, you will see the following screen if no one is yet connected. At the bottom of the screen you will find the controls to turn on the Microphone and Camera.

The screenshot shows the 'Room Empty' screen in BB Collaborate. The background is dark with a central illustration of a desk with a laptop, a blue chair, and books. Below the illustration, the text reads 'Room Empty' and 'You are the only one in the room.' At the bottom of the screen, there are several control icons: a microphone icon (muted), a camera icon (turned off), a chat icon, and a help icon. A back arrow is visible in the bottom right corner.

When students start connecting you will see this:

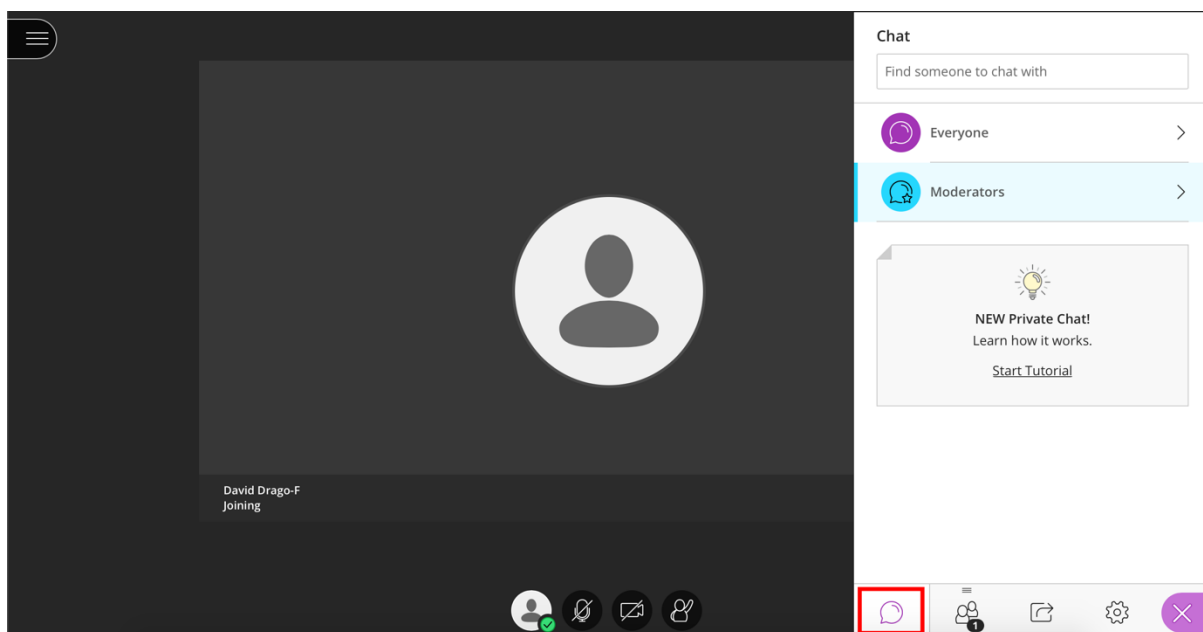
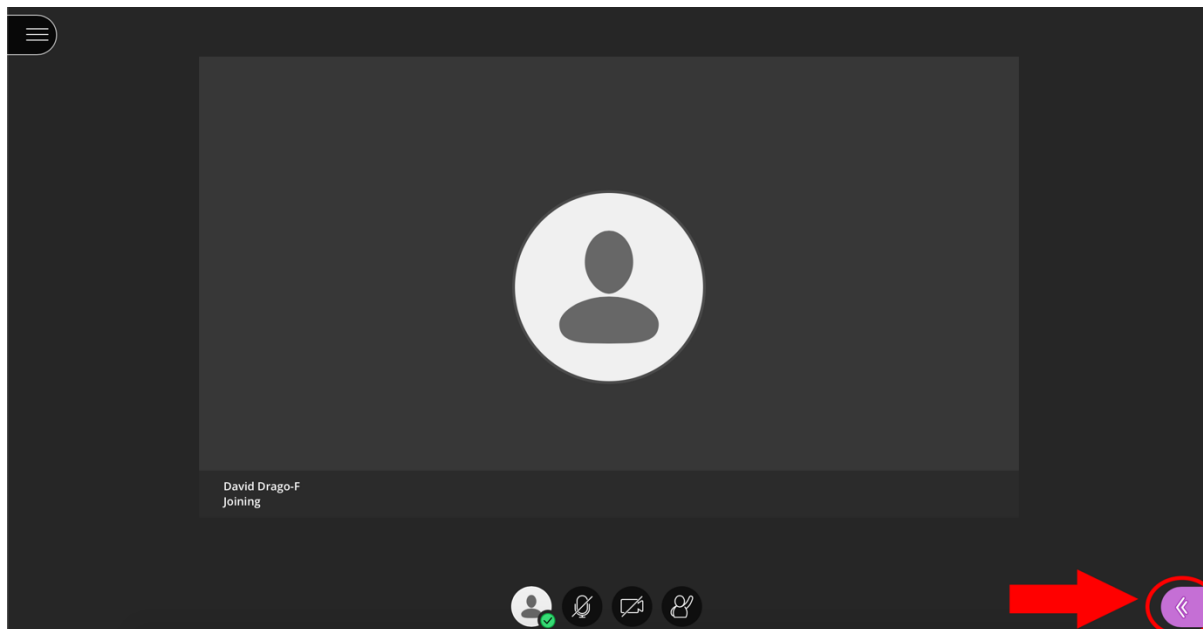


As the lecturer (the user that initiated the session) you will have certain facilities and commands that the other users don't. Some of them are below:



The most useful option is Start Recording. This means that you can Record the session which will be saved and students that do not manage to be present for the live session can then watch it later.

On the right-hand side of the screen you have more options:



1 Attendee

Moderator (1)

- Mr John Doe

Inactive [Hide](#)

- Left: David Drago-F

David Drago-F
Joining

Name of participants, both active and inactive. Those that left the session are also listed.

Share Content

Primary Content

- Share Blank Whiteboard
- Share Application - Unavailable
Only available in Chrome and Firefox browsers
[Learn more](#)
- Share Files >

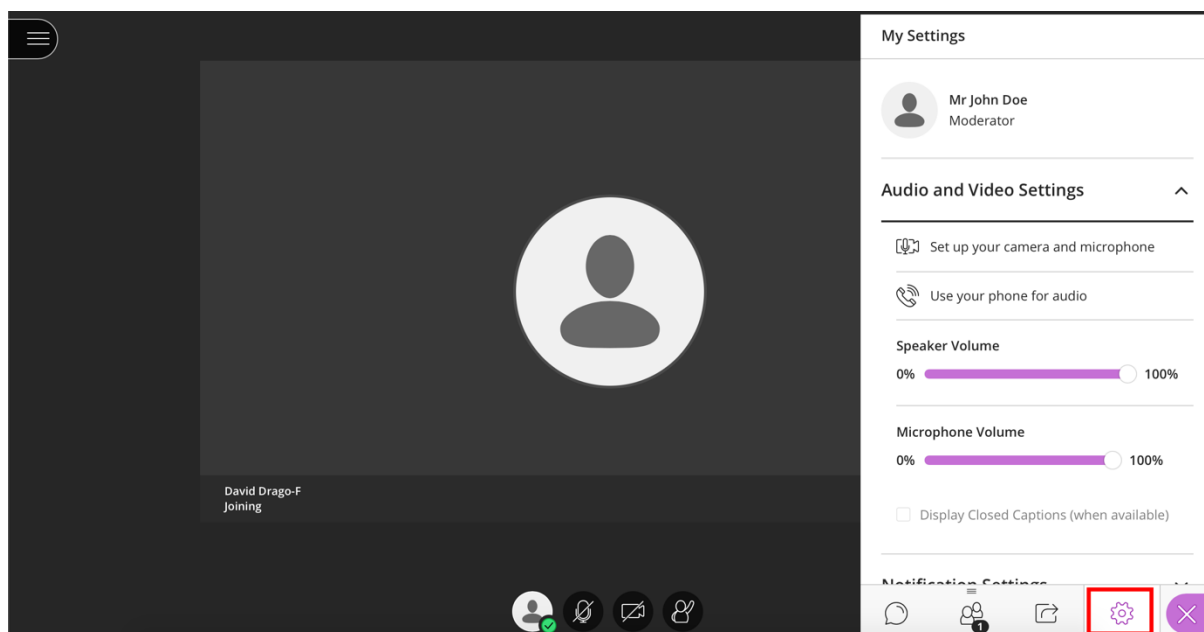
Secondary Content

- Polling >
- Timer >

Interact

- Breakout Groups >

David Drago-F
Joining



To further understand and get the best experience from Black Board Collaborate we suggest that first you watch this short video:

<https://www.youtube.com/watch?v=Qya2MrXNA1o>

and if you need any further help please follow the following link where you can find all your questions answered:

<https://help.blackboard.com/Collaborate/v12>

Version history

Version	Date	Changes Done
1.0	17/09/2018	Initial release
2.0	16/10/2018	Updated with more instructions
3.0	17/10/2018	Updated logos
4.0	01/02/2019	Updated to Module Resources from Module Builder/Planner and added instructions on Blackboard Collaborate