



Day 2

Course Activities Supported by bSpace

The following is a list of course activities which can be supported by the tools available in bSpace. Ideas have also been provided for how to use each tool to enhance the online component of your class.

MAINTAINING THE CLASS SCHEDULE	
Tools	Ideas
Syllabus: You can use the Syllabus tool to create an HTML syllabus, or upload and post a syllabus document which you have created outside of bSpace.	Since the Syllabus tool allows you to use multiple syllabi, you can post an overall course syllabus as well as weekly syllabi.
Schedule: The Schedule tool allows you to post items in a calendar format. All your course and project site Schedule events also appear in your personal schedule in the <i>My Workspace</i> tab. The Schedule can be viewed in bSpace or printed as a PDF.	Keep yourself and your students up to date by entering all class activities, assignments, and assessments from the syllabus into the Schedule tool.
KEEPING THE CLASS INFORMED	
Tools	Ideas
Home: Home is a portal page available for every course site. The Home area displays the most current content for a site, such as recent announcements, discussion board postings, or chat sessions.	Use the <i>Options</i> buttons in each of the panes on the Home page to customize how the information is displayed.
Announcements: Use the Announcements tool to format and post class announcements. Recent announcements also appear on the course site Home page. An added benefit of the Announcements tool is that instructors can email announcements to all class participants. Announcements can be made to the entire class, or to individual sections/groups created with the Section/Group Info tool.	Use the Announcements tool to keep your class informed of important information such as upcoming deadlines and changes in meeting times/locations. By using the email notification option, you can be sure everyone gets the message.
Email Archive: The Email Archive tool allows email to be sent to the entire class using a single email address. Email sent using the Email Archive tool is preserved and searchable on the course site.	The Email Archive tool can be used as an alternative to the Discussion tool to facilitate class-wide discussion and collaboration. By changing the tool permissions, instructors can allow students to send messages to the class list.

<p>Section/Group Info: The Section/Group Info tool provides a way for instructors to efficiently manage sections of a class.</p> <p>Once sections/groups are defined, the Announcements tool can be used to automatically make section-specific announcements.</p>	<p>In a class with multiple GSIs, each GSI can create groups for those students for whom they are responsible, and make specific announcements to their groups. Meanwhile, the instructor has the flexibility to make announcements to the entire class and to individual sections.</p>
COMMUNICATING	
Tools	Ideas
<p>Discussion: The Discussion tool facilitates structured conversations organized by category or topic. Instructors have the option to allow students and other site participants to post their own discussion topics. This tool allows users to save drafts, attach files, and format the posted content (bold, italics, lists, etc.).</p>	<p>Try using the Discussion tool for more than just straightforward discussions. Role plays, summaries, and peer review are just some of the creative ways in which this tool can be used.</p>
<p>Email Archive: The Email Archive tool allows email to be sent to the entire class using a single email address. Email sent using the Email Archive tool is preserved and searchable on the course site.</p>	<p>The Email Archive tool can be used as an alternative to the Discussion tool to facilitate class-wide discussion and collaboration.</p>
<p>Chat Room: The Chat Room tool allows you to facilitate real-time conversations with site participants who are signed in to bSpace. All chat messages are saved and archived, and any site participant can read them.</p>	<p>The Chat Room can be used for online office hours in which to answer student questions, which will automatically be archived for all students to see. For project sites, Chat Room allows dispersed colleagues to communicate and keep up on conversations they may have missed.</p>
COLLECTING STUDENT WORK	
Tools	Ideas
<p>Drop Box: The Drop Box Tool allows instructors and students to share documents in a private folder for each participant.</p>	<p>Use the Drop Box to comment on students' ungraded work in progress, such as drafts of a large research project.</p>
<p>Assignments: The Assignments tool lets you to create, distribute, and collect assignments online. You can evaluate drafts of final projects or papers, and allow students to correct and re-submit assignments.</p>	<p>Use the Assignments tool to help eliminate paper assignments and reduce class time spent collecting and returning student work. The Assignments tool marks each student submission with a date and time stamp.</p>

DISTRIBUTING COURSE MATERIALS	
Ideas	Tools
<p>Resources: The Resources tool provides a flexible space for instructors to upload and manage course materials. Materials of various types can be uploaded to the Resources area, including documents, slides, images, sound files, video clips, and web links. Instructors can opt to upload multiple files at once, manage files that have already been posted, and organize materials into folders. As with the Announcements tool, instructors can notify students via email that new course materials have been added to the site.</p>	<p>Post weekly readings in your site's Resources section, as well as supplemental reading materials, presentations, and slides used in lectures. You can upload any type of file to Resources – even video clips and sound files!</p>
GRADING	
Tools	Ideas
<p>Section/Group Info: The Section/Group Info tool provides a way for instructors to efficiently manage sections of a class. Sections and groups created with the Section/Group Info tool automatically appear in the Gradebook, making it easier for instructors and GSIs to grade the specific students for whom they are responsible.</p>	<p>In a class with multiple GSIs, each GSI can create groups for those students for whom they are responsible, and record/view grades for their specific groups. Meanwhile, the instructor can review/edit the grades of the entire class, regardless of section.</p>
<p>Gradebook: The Gradebook tool allows instructors to record and compute cumulative student grades. Students can refer to the Gradebook to check their progress in a course.</p>	<p>At the end of the semester, use the Gradebook tool to download a simply formatted spreadsheet in preparation for submitting grades to the Registrar.</p>
TESTING	
Tools	Ideas
<p>Quiz & Survey: The Quiz & Survey tool allows instructors to administer online surveys, quizzes, and exams. Students can answer a series of multiple choice, multiple answer, true/false, short answer, matching, or fill in the blank questions. The Quiz & Survey tool provides a variety of options such as randomizing answers, creating a question pool, and organizing the assessment into sections.</p>	<p>Use the Quiz & Survey tool for more than just testing. Try using it to gather survey information or informal course feedback. Or create a quiz worth zero points to allow students to test their knowledge before a big exam.</p>

<p>Assignments: The Assignments tool lets you to create, distribute, and collect assignments online. You can evaluate drafts of final projects or papers, and allow students to correct and re-submit assignments.</p>	<p>Use the Assignments tool to help eliminate paper assignments and reduce class time spent collecting and returning student work.</p>
<p style="text-align: center;">DISTRIBUTING USEFUL INFORMATION</p>	
<p style="text-align: center;">Tools</p>	<p style="text-align: center;">Ideas</p>
<p>Web Content: The Web Content tool allows you to display other websites inside the bSpace frame. Web Content links will appear as buttons on the bSpace toolbar on the left side of the screen.</p>	<p>In order to avoid cluttering the bSpace toolbar, use Web Content links for the most important or most commonly used online resources for your course. These may include a link to the course library reserves, a language pronunciation guide, or essential online research tools. Online resources which are not needed as frequently can be placed in Resources instead of in the toolbar as Web Content items.</p>
<p>News: The News tool allows you to add RSS feeds to your site. RSS is a data format that enables users to view continuously updated content (often news and articles) from another website. You can customize the News tool to display any RSS feed.</p>	<p>Example uses of the News tool include a French language course site linking to RSS feeds from a French newspaper, an astronomy course site linking to an RSS feed from a space news site, or an ethnic studies course site linking to an RSS feed from an online journal.</p> <p>UC Berkeley podcasts (http://webcast.berkeley.edu) also have RSS feeds which can be added to course sites with the News tool.</p>
<p>Resources: The Resources tool provides a flexible space for instructors to upload and manage course materials. Materials of various types can be uploaded to the Resources area, including documents, slides, images, sound files, video clips, and web links.</p> <p>Since the Resources tool can be used to post web links, it can be used as an alternative to the Web Content tool. Benefits of the Resources tool over the Web Content tool are that it doesn't clutter the toolbar, and links can be organized into folders.</p>	<p>The Resources tool is a good place to put links to material which is only needed at certain times during the semester, such as web pages related to specific assignments. For links to more important or commonly used material, like the Library, it's better to use the Web Content tool.</p>

COLLABORATING	
Tools	Ideas
<p>Discussion: The Discussion tool facilitates structured conversations organized by category or topic. Instructors have the option to allow students and other site participants to post their own discussion topics. This tool allows users to save drafts, attach files, and format the posted content (bold, italics, lists, etc.).</p>	<p>Try using the Discussion tool for more than just straightforward discussions. Role plays, summaries, and peer review are just some of the creative ways in which this tool can be used.</p>
<p>Wiki: A "wiki" is a website which allows anyone to easily add and edit content, and thus is particularly geared toward collaboration. The Wiki tool allows you to contribute to a wiki, as well as view the history of changes to the wiki.</p>	<p>Since wikis are essentially online documents which are edited collaboratively, there are a number of ways in which they can be used in a course. A few of the things which students can use wikis to collaboratively create are:</p> <ul style="list-style-type: none"> • Summaries • Timelines • A new course syllabus • Tests and quizzes • Shared bibliographies • Vocabulary lists
RECEIVING FEEDBACK	
Tools	Ideas
<p>Quiz & Survey: The Quiz & Survey tool allows instructors to administer online surveys, quizzes, and exams. Students can answer a series of multiple choice, multiple answer, true/false, short answer, matching, or fill in the blank questions. The Quiz & Survey tool provides a variety of options such as randomizing answers, importing questions, creating a question pool, and organizing the assessment into sections.</p>	<p>Use the survey component of the Quiz & Survey tool to receive feedback on any aspect of a course. This may include anything from a mid-semester "progress check" to see how students are doing, to a thorough course evaluation at the end of the semester.</p> <p><i>TIP:</i> The default submission setting in the Quiz & Survey tool is anonymous. You can change this by creating a new template.</p>
<p>Discussion: The Discussion Tool facilitates structured conversations organized by category or topic. Instructors have the option to allow students and other site participants to post their own discussion topics. This tool also allows users to save drafts, attach files, and format the posted content (bold, italics, lists, etc.).</p>	<p>The Discussion tool can be a good alternative to the Quiz & Survey tool for receiving informal course feedback, such as how students feel about a particular project, field assignment, or the course overall. By using the Discussion tool, all the feedback will be shared with the members of the class.</p>

ADMINISTERING YOUR bSPACE SITE	
Tools	Ideas
<p>Site Info: The Site Info tool allows instructors to manage administrative aspects of their sites. Administrative tasks may include adding or deleting site participants, changing permissions, publishing/unpublishing the site, duplicating the site, and importing material from any other sites you own.</p>	<p>Use the main screen of the Site Info tool to get a quick overview of your site, including your site description, roster, and contact information. All of this information can be changed using the buttons at the top of the main Site Info screen.</p> <p>Remove tools that you are not actively using in your course site to avoid confusion.</p>
<p>Section/Group Info: The Section/Group Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. The Section/Group Info tool is designed to work with other tools, such as Announcements, Gradebook, and Quiz & Survey.</p>	<p>Save time adding students to sections by using the <i>Options</i> button at the top of the Section/Group Info screen to give students permission to add themselves to sections.</p>