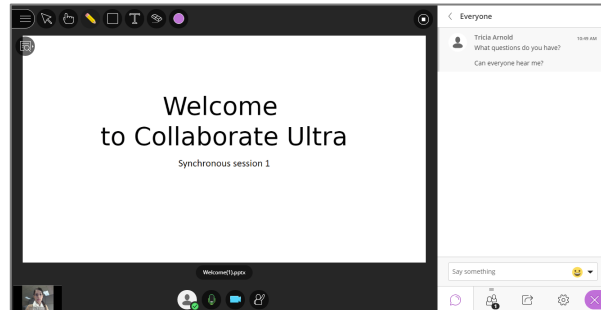


## Communicating with Students in Blackboard

### Synchronous Tools (live)

#### Blackboard Collaborate Ultra:

Real-time video conferencing tool with file and desktop sharing capabilities.



### Asynchronous Tools (not live)

**Announcements:** Post notices for students on the course home page.

**Send Email:** Send email messages to individuals or groups of students enrolled in a course.

**Discussion Board:** Setup discussion forums in which students can post and respond to other students.

**Wikis:** Provide a collaborative workspace where students can create and modify content together.



**Blogs:** Create a space where students can share reflections and ideas intended for the *entire class*.

**Journals:** Create a space where students share reflections and ideas intended *only for the instructor*.

**VoiceThread:** Create and share multimedia VoiceThread presentations on which others then comment using audio, video, and text responses.

### Provide Student Access to Tools

#### On the Course Menu (*provides quick access to frequently used tools*)

1. Click the plus icon  in the top left of the *Course Menu* and select **Tool Link**.
2. In the box, enter a **Name** and select the **Type** drop-down menu  to choose a tool like *Blogs*.
3. Check **Available to Users**.
4. Click **Submit**.

#### In a Content Area (*provides access near related content*)

1. In the *Course Menu*, click on the **Content Area** in which you want to add the tool (e.g., *Electronic Reserves, Weekly Sessions, etc.*).
2. In the action bar, click **Tools** and choose a tool from the menu.
3. Complete the fields on the resulting page and click **Submit**.

