This guide covers accessing and sharing your materials with your students and using Vision/Blackboard to contact your students.

Vision/Blackboard is our virtual learning environment (VLE). Heriot-Watt calls it ‘Vision’ however, the product name is Blackboard Learn. If you need to look for guidance on the internet, you will find them if you search for Blackboard Learn. The rest of this guide will refer to it as Vision.

Vision is the most important tool for supporting student learning online. It is the place students will access materials, important information and announcements, online discussions.

You can imagine that Vision is the virtual version of a room which contains folders of learning materials, a space for discussions, a noticeboard, and submission boxes for assignments. Students only have access to courses that they are enrolled on. Vision allows us to deliver important course materials online, whether the course is taught face-to-face or partly/fully online.

HOW TO ACCESS VISION

STEP 1. Go to www.vision.hw.ac.uk

STEP 2. Enter your login details.
Username is your username.
This is most often 2 letters followed by 2-3 numbers, e.g. aa12.
The login box should be visible in the middle of the screen:

FINDING YOUR COURSE

Once you have signed into Vision, you will be taken to the front page.
Here, you will see a box with the heading My Courses.
Click on the name of your course.

HOw TO USE VISION

EDITING A COURSE

Ensure you have Edit mode turned on.
This can be turned on in the upper right corner of the course.
If any of the options in the rest of this section is not available to you, then this is usually the first thing to check.
LEFT-HAND COURSE MENU NAVIGATION

This is used to navigate to content areas and certain tools. There are several different types, but the two key ones are:

**Content area:** Allows you to build content such as text, further folders, files, and submissions boxes.

**Tool link:** Vision have a variety of tools, for example Announcements or Discussions Boards. You may also have a **Home Page** which includes an overview of things like announcements or due dates.

The left-hand navigation also includes **Course Management** under the course menu. This is only visible to instructors.

CONTENT AREA

You will find most courses will contain an area called **Course materials** or something similar. This is where you should share most of your materials. You will know that you have found a content area if it has options to create materials at the top. There will be four drop-down menus:

1. Build Content
2. Assessments
3. Tools
4. Partner Content

IF YOU CAN'T FIND A CONTENT AREA / THERE IS NO SUITABLE AREA FOR YOU TO ADD CONTENT

**STEP 1.** On the left-hand navigation, hover over the + in the upper left corner.

**STEP 2.** Select **Content Area**

**STEP 3.** Enter the name of your content area.

**STEP 4.** Ensure that you tick **Make available to users** option or your students will not be able to see the content area.
CHANGING ITEMS

If you need to change or edit any items, you will find that Vision tends to have a grey circle with an arrow down next to titles of content. This hides extra options, for example Edit and Make Unavailable.

If you do not see your course on the list

You will not see the course in the list if you have not been enrolled as an instructor. Most course leaders are enrolled at the start of the academic year, so you should contact them in the first instance to enrol you.

If no one is enrolled on the course, then please email ISHelp@hw.ac.uk and give them the course code and name, and they will enrol you.

HOW TO UPLOAD MATERIALS

Click on the content area where you would like to upload your materials, any existing content will be listed here. You can now upload your materials to this area.

STEP 1. Hover over Build Content

STEP 2. This will allow you to select what type of content you would like to build. Under the Create heading, select Item

STEP 3. This will take you to a new page. Here you can fill in information and upload your files. Any fields marked with a * indicates a required field.

STEP 4. Give the item a meaningful name in the Name box, such as ‘Week 1 slides’. Underneath you can give further information, for example you could give a list of bullet points of what you cover in the slides.

STEP 5. As you scroll further down the page, you can attach files from your computer. There are a few ways you can do so. You can either drag and drop files from your computer, click on Browse My Computer, Browse Content Collection (this stores any files shared on the course) and Browse Cloud Storage (this allows you to sign in to Microsoft OneDrive or Dropbox to share straight from these services).

STEP 6. You can attach as many files as you would like, e.g. slides, exercises, and handouts.
STEP 7. There are options available for when you want your students to see the content. The default settings allow students to see the content immediately.

![Standard Options](image)

STEP 8. Once you have finished editing the details, press Submit in the lower right-hand corner. You have now created a new item. Vision will by default add new items at the bottom of the page, you can drag items up and down to re-order if required.

NOTES

FURTHER RESOURCES


TOP TIPS

1. Give your files easy to understand, meaningful and consistent names to help your students navigate your course.
2. Create folders to keep your materials organised.
3. Use “Announcements” to help your students stay on track with their studying, to send reminders and immediate messages.

TROUBLESHOOTING

If you experience any issues uploading materials to Vision/Blackboard, ensure that:
1. You have instructor access to the course. You will know whether you do by whether you can turn on/off edit mode in the upper right corner
2. You have turned on edit mode

Any other issues, please contact the IT Helpdesk at ISHelp@hw.ac.uk.