



Blackboard Quick Reference Guide

Using Scholar



Scholar is a social bookmarking tool that works inside and outside of Blackboard courses. You can use Scholar as a personal bookmarking tool (like the *del.icio.us* tool available currently on the web), but if you teach a Blackboard course you can integrate your bookmark collections and searches into your courses. Scholar is account-driven so you need to create a username and password to work with Scholar. If a user moves to another educational institution that uses Blackboard, he/she can use the same Scholar account. Like other social bookmarking tools, here is also a bookmarklet that allows you to add web sites to your list as you browse.

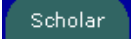
There are two methods for using Scholar:

- *My Scholar* is your Scholar home page that can be accessed inside/outside of Blackboard. In addition to using this as a personal bookmarking tool, you can create course-based references from this page and push them to Blackboard courses through the Scholar Course Home. You can access your Scholar Home from the Scholar tab in Blackboard or go to www.scholar.com and log in.
- *Scholar Course Home* is a Scholar home page that is geared toward a specific course and exists in a Blackboard course. This page can be tagged by the instructor or students (if allowed). It has a tag cloud and can be monitored by the instructor for relevance and allows key concepts to emerge dynamically as the page is populated by resources. This is discussed in the section of this guide, called “Using Scholar within a Course.”

Either method involves learning how to add bookmarks and streams, plus understanding tags and clouds, as well as working with a dynamic medium since bookmarks are subject to change as opposed to a static External Link. These concepts are described below.

Create a Scholar Account

The first time you access Scholar, you’ll need to create an “account,” where you will choose a login name and password. Consider the login name carefully, because it cannot be changed once created.

Step 1: Click the  tab.

Step 2: Enter your name, email address, login and password information.

Step 3: Decide whether or not to complete your Scholar profile now (clear the checkbox to perform this task later through the **Settings** link).

Step 4: Check required boxes.

Step 4: Click **Create User**.

From now on, when you click the Scholar tab, you'll be automatically logged into the tool.

Here is a sample, My Scholar Home page, once you start creating bookmarks and streams:

To return to the Scholar home page, click the **Scholar** tab.

Adding a Bookmark

Step 1: Click **Add a Bookmark**.

Step 2: Enter name, URL and optional description.

Step 3: Enter Tags, as desired.

Step 4: Change Status to *Private*, if desired. Note the menu below:

Add a Bookmark

Fill out the form below to add a bookmark to My Bookmarks. [Learn more about adding bookmarks.](#)

* **Bookmark Name:** This is the title you & others will see displayed

* **URL:** You can copy & paste a URL here

Description:

Separate tags with spaces. Put multiple word tags within quotation marks, e.g. "social networking"

Tags: Enter single words or short phrases

Discipline Tags: Select from large, pull-down list

[Suggest an additional Discipline](#)

Course Tags: Lists only courses in which you are enrolled

Status: Public / Private

If set to private, lock icon appears next to bookmark in list

Step 5: Click . The new bookmark appears at top of All Bookmarks list.

Renaming or Deleting Tags

Step 1: Click **Settings**.

Step 2: Click **Manage Tags**. You have two basic options:

- Select the tag name from the pull-down menu and click .
- Select the tag from the menu, enter the new name, then click .

Importing Bookmarks

Step 1: Click **Settings**.

Step 2: Click **Import Bookmarks**.

Step 3: Click **Learn more about importing bookmarks** for instructions on creating the file to import from your browser or Delicious.

Installing the Bookmarklet

This one-time install makes it more convenient to add bookmarks by creating a button in your browser's toolbar. Click **Install Bookmarklet**, and follow the instructions for your browser.

Searching for Bookmarks

Use the Search box to perform quick and simple searches for bookmarks made by the Scholar community. Here's a sample results page, when searching for "korean war."

The screenshot shows search results for "korean war" with two entries. Callouts point to various features: "Link to article" points to the article title; "Copy to My Bookmarks" points to a bookmark icon; "Email bookmark" points to an envelope icon; "Report Item as Scholar policy violation" points to a red exclamation mark icon; "Launch resource in new window" points to a document icon; "Person who made the bookmark" points to the user name "txsouthrr"; "Save" and "Refine Search" buttons are at the top right. The results list "Korean War (1950-1953)" and "The Korean War", both with "No Description Provided" and "First Added: By txsouthrr on Aug 21, 2007".

For more sophisticated searches — and to save search criteria for later use — use the advanced search feature.

Step 1: Click **Advanced Search**. The following page appears:

The screenshot shows the "Advanced Bookmark Search" form. Callouts include: "Searches in Title, Description or Tags" pointing to the "Keywords" field; "To narrow the search" pointing to the "Add Criteria" button; "To broaden the search" pointing to the "Add an OR Statement" button. The form includes fields for "Keywords", "Tags", "Discipline Tags", and "Course Tags". It also has radio buttons for "Display results as" (Individual Bookmarks, URLs (no duplicates)) and "Limit results to" (All Scholar Users, My Friends, My Favorites). A "Save Search as" field and "Cancel", "Save and Search", "Save", and "Search" buttons are at the bottom.

Step 2: Enter the desired criteria, determine how and what results are displayed.

Step 3: Click **Search**.



If you want to retain the search criteria for later use, enter a title in the *Save Search as* box, then click one of the Save buttons. Saved searches (which are useful with Streams) appear in the list to the right, as in this example:

Search Name	Last Modified Date	Actions
All Bookmarks	Mar 11, 2009	
American Histor...	Mar 11, 2009	
HIS 104	Mar 24, 2009	
My Bookmarks	Mar 11, 2009	

Adding a Stream

A stream is a dynamic list of bookmarks that update automatically in modules that appear on your Scholar home page. For example, you could create a stream that quickly shows you new bookmarks added by a particular user with a specific tag. “All Bookmarks” and “My Bookmarks” stream modules appear by default. Streams are dependent on saved searches (see above).

Step 1: Click **Add a Bookmark**. The following menu appears:

Add a Stream

Select a saved search to add to your Scholar Home page as a stream. [Learn more about adding streams.](#)

Saved search:

- All Bookmarks
- HIS 104
- History
- My Bookmarks

Enter the number of results to display

Results:

From 1 to 25

If you don't see the saved search you need, start a new search, save it, then add it as a stream.

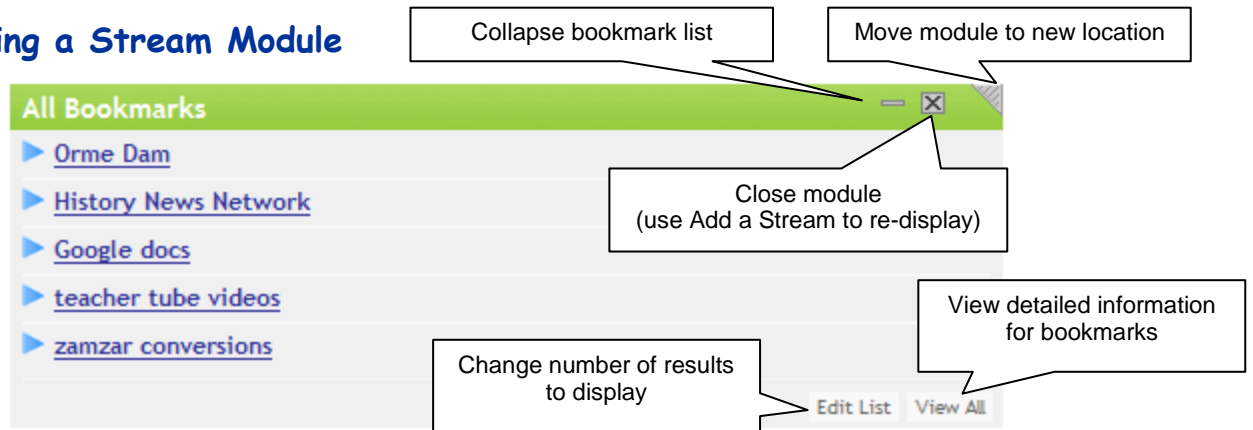
Start New Search

Cancel **Add this Stream**

Step 2: Select the *Saved search*, and enter the number of *Results*.

Step 3: Click **Add this Stream**. The stream is displayed as a new module box, with the Stream name as the title and the specified number of results listed.

Adjusting a Stream Module



Using Tag Clouds

This is a way to represent tags in a more visual manner. The tags are still listed alphabetically, but the larger the size of the text, the more frequently the tag has been used. See sample to the right. →

Here are your options to customize the cloud:

- Change *Sort* order to “freq” (frequency).
- Change *View* to straight, vertical “list.”
- Change *Minimum* from used at least one time to “3” or “10.”
- Change *Layout* to “merge” the three tag categories together.

There are three other types of tag clouds, depending on the Bookmark link you choose:

All link	Recent Tag Cloud
Popular link	Popular Tag Cloud.
<user> link	User Tag Cloud

Tags

american histor

Y [arizona](#) [current](#) [events](#) [training](#) [tutorials](#)

Discipline Tags

[Computer Science](#) History

Course Tags

09 SCC - Fall HIS 104

12121-SCC.SCHILLIN

G.PRACTICE1 [SCC Practice](#)

[Course-scc.practice.schilling2](#)

Sort	View	Minimum	Layout
alpha freq	cloud list	1, 3 , 10	split merge

Inviting a User

Encourage a current Blackboard user to create a Scholar account and use the tool.

Step 1: Click **Invite a User**.



You are not able to invite a user until you run through the email validation process. A link is available from the warning message; follow the instructions sent via email to provide verification.

Step 2: Enter the email address of the user and type a Personal Message.

Invite a User

Want to ask someone already using Scholar to become a Friend? Just [search](#) for them.

Want to introduce someone to Scholar? If they don't already have an account, encourage them to join by sending them an email invitation.

From: ron.schilling@sccmail.maricopa.edu

To:

Subject: Invitation to join Scholar

Personal Message:

Do you want to send a friend invite when the invited user's account is created?

Yes

No

Displays Advanced User Search page

Enter invitee's email address

Step 3: Click . Invitee receives an email with a link to a web page to start the user account creation process.

Using Scholar within a Course

You can use Scholar within your course in two ways: 1) embed an individual Bookmark or a dynamic Stream as a custom item within a content area; and 2) create a Scholar Course Home link for you and your students to view and contribute bookmarks.

Add a Bookmark content item:

Step 1: From a content area in your course, choose Scholar Bookmark, then click .

Step 2: Enter the desired criteria, then click . A filtered list of bookmarks appear.

Step 3: Select the desired bookmarks, then click .

Step 4: Click **OK**. The bookmarks appear as separate external links in your content area.

Add a Stream content item:

Step 1: From a content area in your course, choose Scholar Stream, then click .

Step 2: Enter the desired criteria, then click . A filtered list of bookmarks appear.

Step 3: Enter the new *Stream name* and *Number of results*.

Step 4: Click .

Step 5: Click **OK**. The Stream appears as one item that automatically updates.

Add a Scholar Course Home link:



Students and the instructor can manually access Scholar Course Home through the Tools (or Course Tools) area. The following instructions describe how to create a more convenient link that would be available directly through the course menu.

Step 1: From the Control Panel for your course, click **Manage Course Menu**.

Step 2: Click  **Tool Link**.

Step 3: From the drop-down menu, select **Scholar Course Home**.

Step 4: Enter a Name, then click **Submit**.



The *first* time you open the new item from the course menu, you'll need to register your course with Scholar, in this message box:


Register Course

To register your course with Scholar, complete the form below. [Learn more about using Scholar with your course.](#)

Institution Name: Maricopa Community Colleges

Course Title: 09 SCC - Fall HIS 104 12121

Course Identifier: SCC.SCHILLING.PRACTICE1

*** Discipline:** 

Select your discipline from the list

Register Course

After selecting your discipline and clicking **Register Course**, this takes you to the Scholar Course home page.