Social Learning: Spaces

Blackboard’s Spaces tool is part of the Social Learning infrastructure. Instructors and students who have Social Learning Profiles already set up may browse existing Spaces in a dozen different categories (including Other and Uncategorized) from across the world, or confine their search to their current institution. Any user with a Profile may also create a new Space for users with common interests to join.

Possible uses of a Space include

- sharing and commenting on research methodology and conclusions
- discussing topics of mutual academic interest
- reviewing exam material with fellow students without having to use the Blackboard Collaborate Chat tool, which an Instructor must make available.

1. On the Global Navigation menu, click the **Spaces** icon.
2. If you have not already created a Profile, see the tutorial on Profiles and follow the instructions there. Otherwise, Blackboard opens the Space page. By default, My Spaces is selected in the left pane. My Spaces should display icons for all Spaces of which you are a member.

3. To search for Spaces by keyword, click the All Spaces link, and a search box will appear at the top-right. To browse Spaces by Category, or just those at UST, click the appropriate links.
4. Point to any Space’s icon to see a popup box with a brief description of the Space. Click View Space to navigate to the Space’s home page. Depending on the Space’s properties, you may see either Join Space or Request to Join Space in the box. The Flag icon in the bottom-right corner allows you to report Spaces with objectionable content or activities.

![Image of a Space popup box]

Creating Spaces

1. Log into Blackboard, open the Global Navigation menu, and click the Spaces icon.

2. Click the Create Space button in the left pane.

3. Type a Name for your new Space. You may invite people from your Academic Network to join the Space, or leave that box blank and invite people later. (See the tutorial on People and setting up learning networks.) Click Get Started to proceed.
4. The basic Space screen appears. In the left pane, click the **Edit Space** button to modify settings.

5. Make any necessary modifications on the Edit page, and click **Submit**.
A. **Change Space Name**: Change the name of the Space, whether to fix a typo or completely rebrand it.

B. **Change Picture**: Upload a new picture for the Space’s icon, or use one you have previously added to the space. When you select a file that does not fit the square frame provided, a Crop window appears that allows you to make adjustments.

C. **Category**: Choose one of the categories provided, or leave your Space uncategorized.

D. **Description**: Provide a description for other users browsing your Space.
E. **Privacy Options**: Choose one of the three Privacy Options, by which you can make viewing and joining the Space available to all Blackboard users with Profiles, allow users to search the Space and request to join, or keep it private and invitation-only.

F. Click one of the **Submit** buttons to save the changes.

6. In the left pane of the window, you may click **Invite** to send invitations to other users; **Manage** to remove inactive users or promote some to Managers; or **Preview the Space Card** to see what browsing users would see when pointing the mouse at the Space’s icon.

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### Additional Space Options

Beneath the **Edit Space** button are links that allow you to **Report** the Space for objectionable content, **Leave** the Space when you no longer wish to remain a member, or **Delete** the Space if you created it.
The top of the right pane also provides a box in which to type some text, whether a welcome message, status updates, conclusions from recent research, or a link to your personal website or blog. The box does not support rich text, but it does convert URL text into live hyperlinks.

Point to the text to see the Comment, Edit, and Delete links. Members may edit or delete only their own contributions, but Managers may edit or delete any postings.

Blackboard provides no breadcrumbs in a Space to return to the Spaces page. Instead, use the icon on the Global Navigation menu.