

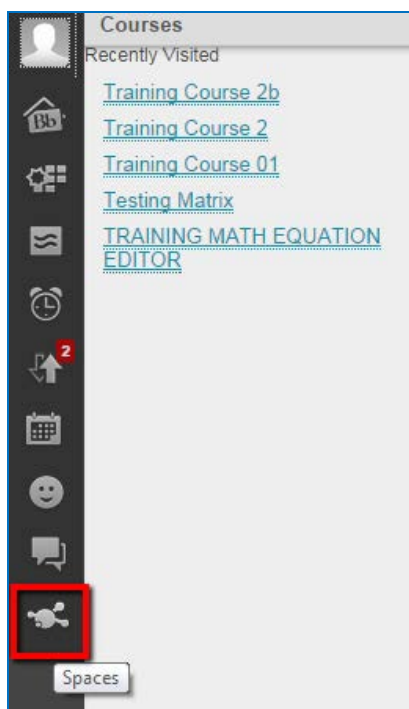
## Social Learning: Spaces

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.

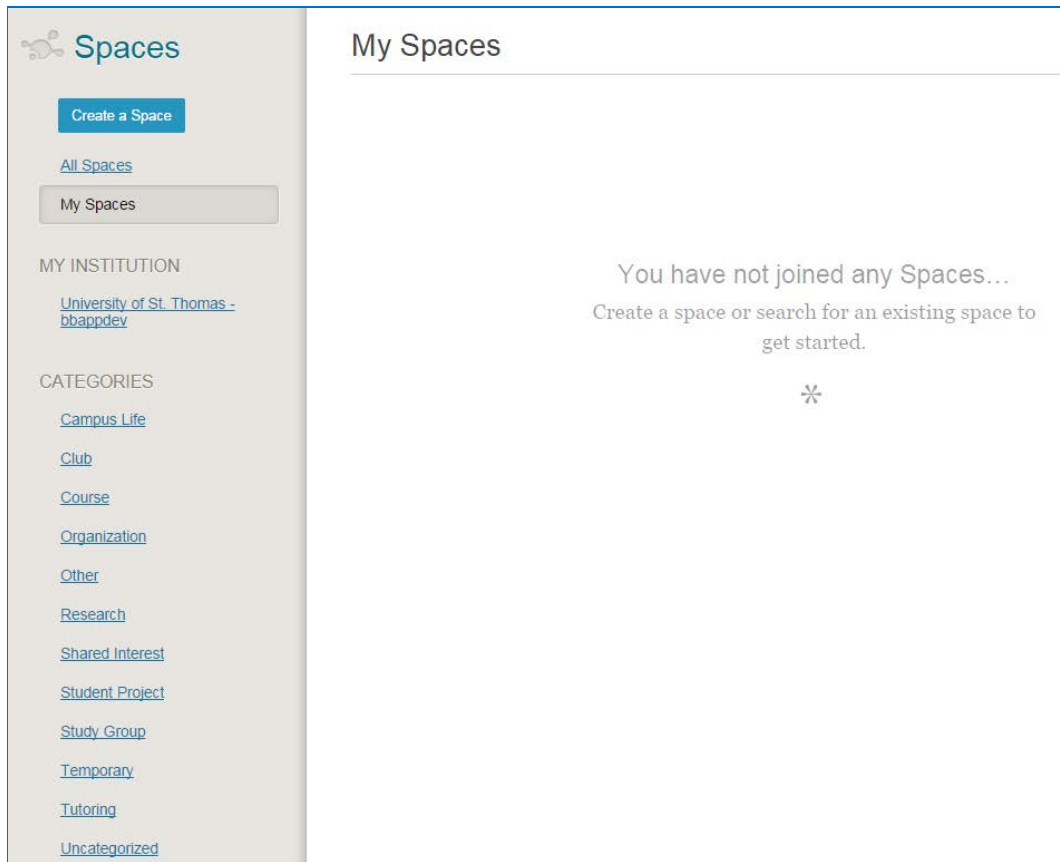
Possible uses of a Space include

- 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.



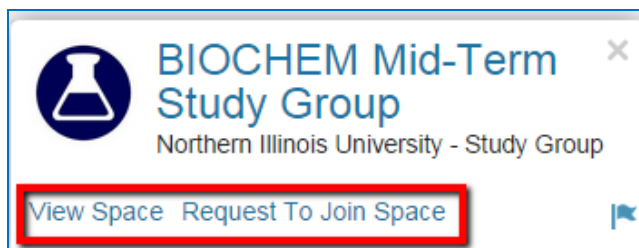
- If you have not already created a Profile, see the tutorial on Profiles and follow the instructions there. Otherwise, Blackboard opens the Space page. By default, My Spaces is selected in the left pane. My Spaces should display icons for all Spaces of which you are a member.



- 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.

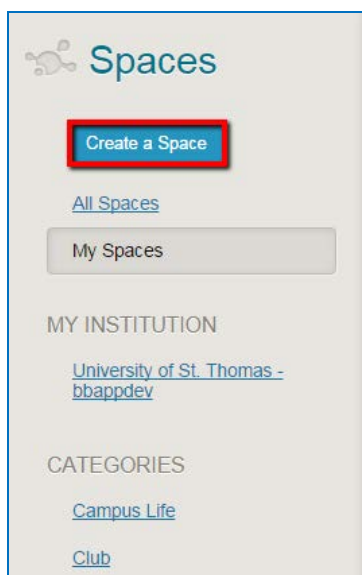


## Creating Spaces

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.

**Create a Space**

Create a social learning space where you can collaborate with your academic peers.

**Name:**

Integrated Social Sciences

**Invite People to Space:**

Invite people in your network to join the space. Click Browse to find people not in your network

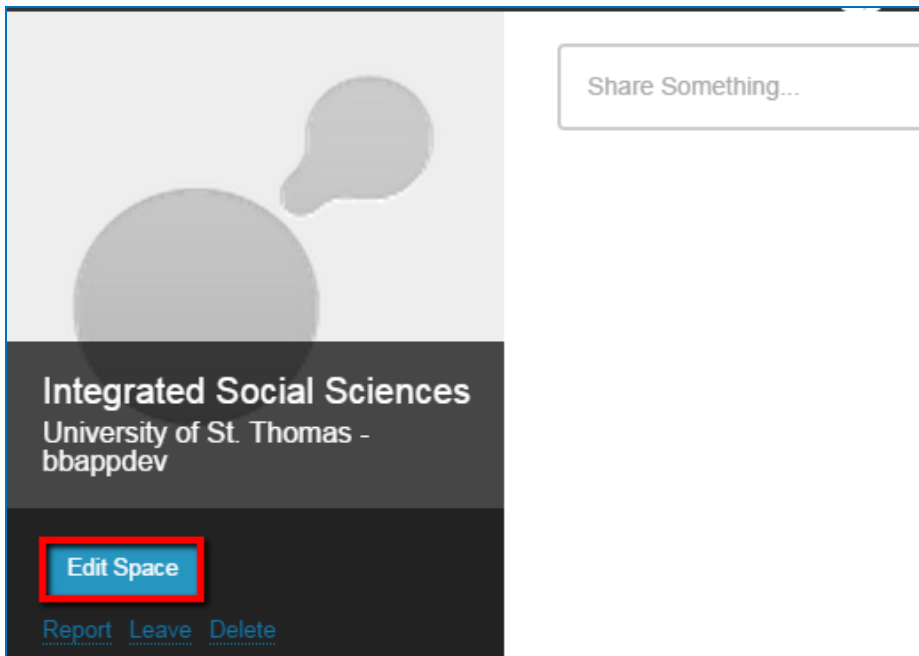
Start typing a name... Browse

You can do this later if you aren't ready to invite people to your space.

The privacy level is set to **Protected**. To update, click the **More Options** button.

Cancel More Options **Get Started**

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**.

Edit: Integrated Social Sciences Change Space Name **A** Cancel Submit **F**

\* Indicates a required field.

### About This Space

Picture Change Picture **B**

Which category best fits your space?  
 **C**

How do you want to describe your space?  
 **D**

### Privacy Options

**E**

- All Blackboard Users  
Any Blackboard user can view and join this space.
- Protected  
Any Blackboard user can search for this space. Users can request to join or be invited to join.
- Private  
The space does not appear in searches, except to managers and members of the space. Users must be invited to join.

- 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.

### Crop

Choose which part of the image should show using the cropping controls below. You may also enter the dimensions in the provided text boxes.



Top Left (X)

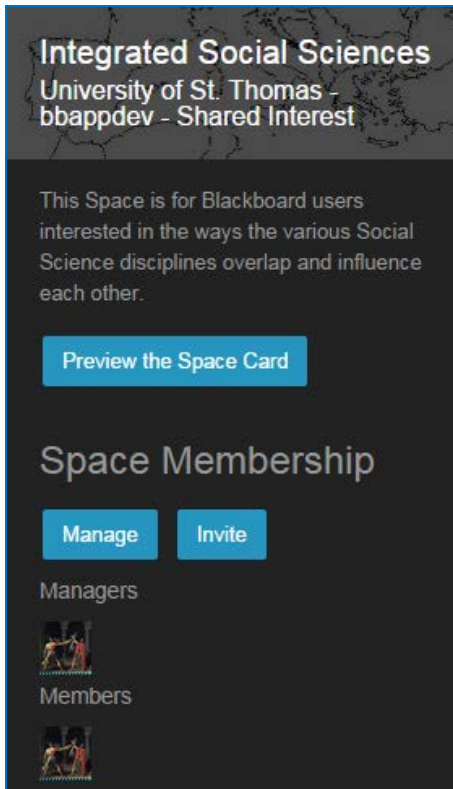
Top Left (Y)

Width/Height

Cancel Change Picture

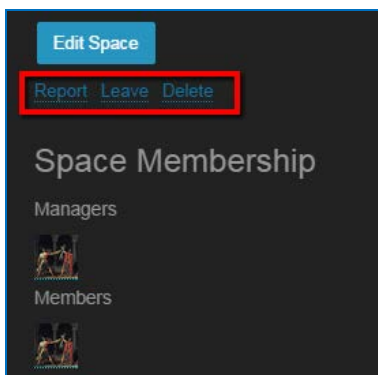
- C. **Category:** Choose one of the categories provided, or leave your Space uncategorized.
- D. **Description:** Provide a description for other users browsing your Space.

- 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.



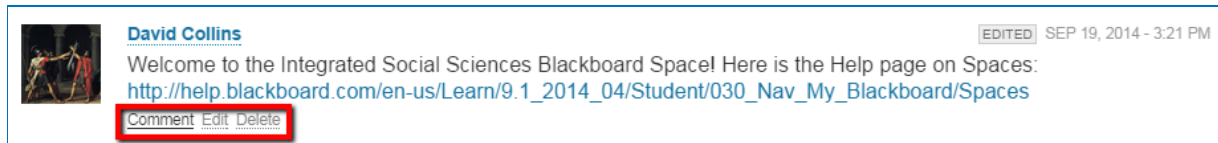
### Additional Space Options

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.



The screenshot shows a Blackboard post interface. On the left is a profile picture of David Collins. To the right of the picture is the name 'David Collins' and a timestamp 'EDITED SEP 19, 2014 - 3:21 PM'. The main text of the post reads: 'Welcome to the Integrated Social Sciences Blackboard Space! Here is the Help page on Spaces: [http://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Student/030\\_Nav\\_My\\_Blackboard/Spaces](http://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/030_Nav_My_Blackboard/Spaces)'. Below the text, there are three buttons: 'Comment', 'Edit', and 'Delete'. A red rectangular box highlights these three buttons.

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