

Here's a quick reference list that provides a broad overview of Babson College's eLearning Tools.

Click on the tool name in the first column for step-by-step directions, FAQs and more. [Click here for training.](#)

Tool (How to get to it)	Main Purpose	Faculty Uses	Student Uses
<p>Blackboard (to get to Blackboard, go to the Babson portal and click the Blackboard tab, or if on campus type blackboard in your web browser)</p>	<p>Create Course/Syllabus Course Repository and one-stop-shop</p> <p>Babson's Learning Management System that holds all the courses, resources, assignments & materials in one place</p>	<ul style="list-style-type: none"> • Post syllabus in a secure web space • Share resources, communicate and collaborate all in one place • Send announcements or reminders; post questions to a discussion board; interact outside of class via online chat tools; provide students with timely feedback and more 	<ul style="list-style-type: none"> • Class materials in one place • Share resources, communicate, collaborate in one place • Interact outside of the face-to-face class
<p>Discussion Boards (in Blackboard under <i>Communications</i>)</p>	<p>Have class discussions outside of class time</p> <p>Discuss topics, questions and comments through asynchronous* threaded discussion forums (*don't need to be online at the same time)</p>	<ul style="list-style-type: none"> • Class discussions • Can be assigned by faculty as a class discussion or part of a group assignment 	<ul style="list-style-type: none"> • Participate in class asynchronous discussions • Group asynchronous discussions (when all members cannot be online at the same time)
<p>NEW Wimba Voice Tools (in Blackboard under <i>Communications</i>)</p>	<p>Add audio to emails, discussions; create podcasts and more</p> <p>Enables more engaging, more personalized discussions - with more talking and less typing.</p> <p>A suite of tools that allows professors and students to easily add voice into Blackboard courses:</p> <p>Wimba Voice Suite:</p> <ul style="list-style-type: none"> • Voice Email • Voice Board • Voice Recorder • Podcaster • Voice Presentation 	<ul style="list-style-type: none"> • Wimba Voice Email Send voice email messages and recipients can reply by voice or text. Send your recorded email to one person, a group or entire class. • Wimba Voice Board Audio-based, threaded discussion board. Click message titles to hear messages and speak into a microphone to post them. • Wimba Voice Recorder Record voice announcements to be posted in Blackboard. Welcome students, explain difficult assignments, or post reminders of upcoming assignments. • Wimba Voice Presentation Create interactive lectures with web pages along with audio and text messages. Post video and other multimedia with voice annotations. • Wimba Podcaster Create podcasts within Blackboard that students can subscribe to with one click. 	<ul style="list-style-type: none"> • Send and receive voice emails to an individual, group or the entire class • Reply to discussion boards with voice rather than text • Give feedback on a topic/question using voice as well as text • Listen to a professor's podcast anytime, anywhere

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Elluminate (in Blackboard under <i>Communications</i>)	Have virtual classes/ office hours; online mtgs Have real-time, online meetings and classes where you can collaborate with voice, text chat, whiteboard and document sharing	<ul style="list-style-type: none"> • Teach from anywhere • Have a guest speaker present to your class from anywhere • Real-time, online class sessions • Online office hours • Exam review sessions • Record Session to review later 	<ul style="list-style-type: none"> • Attend class even if you are not on campus • Real-time meetings to collaborate on group projects • Real-time study groups
Wikis (in Blackboard under <i>Tools</i>)	Create class web pages – like Wikipedia; you can decide who has rights to make edits <ul style="list-style-type: none"> • Collaborative website where everyone can add or edit content • View who made what changes • Revert to previous versions 	<ul style="list-style-type: none"> • Collaboration exercises such as research projects • Create encyclopedia-type entries on topics • Faculty may comment on entries • Create teaching notes to accompany cases 	<ul style="list-style-type: none"> • Collaborate on group projects • Share websites and online content • Create encyclopedia-type entries on topics • Students may comment on entries
Blogs (in Blackboard under <i>Tools</i>)	Create individual or class journals online – can make comments on entries Create a web-based journal or portfolio that can be private for the individual, group based or class wide	<ul style="list-style-type: none"> • Reflection, portfolio and journal assignments • Faculty may comment on entries 	<ul style="list-style-type: none"> • Post reflections • Share comments about assignments • Students may comment on entries
Adobe Presenter (formerly <i>Breeze</i>)	Add audio to a PowerPoint presentation and publish as a web friendly presentation	<ul style="list-style-type: none"> • Evaluate students' presentation skills • Enhance faculty presentations • Provide assignment wrap-ups using voice and accompanying graphics • Provide topic overviews using audio and other graphical elements 	Present a topic or complete a final project using audio and graphics
EDU (in Blackboard under <i>Tools</i>)	Create online quizzes Online assessment tool that allows student to display knowledge of a topic or concept	<ul style="list-style-type: none"> • Deliver graded or ungraded individual assignments, quizzes or tests to students 	<ul style="list-style-type: none"> • Take assigned individual assessments to demonstrate knowledge • Practice skills drills to master assigned concepts
Safe Assign (in Blackboard in a content area)	Plagiarism prevention Online plagiarism prevention tool that provides an originality report for each work submitted	<ul style="list-style-type: none"> • Faculty create a Safe Assignment in Blackboard • Students submit assigned work • Check student work for originality 	Submit a draft or final version of assignment and receive originality report

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<p>Survey/Question Pro</p> <p>NEW Qualtrics</p> <p>Qualtrics: Training for Qualtrics is on the J Drive: J:\Human Resource\Qualtrics Training Videos)</p> <p>To access Qualtrics go to the Babson Portal , go to Human Resources and click Qualtrics</p>	<p>Create class surveys</p>	<ul style="list-style-type: none"> Faculty create own account Class use only Link through CITG site Online access to survey result data Automatically created PowerPoint with crafts and graphs 	<p>Students take online surveys</p>
<p>SharePoint (from a web browser type sp.babson.edu)</p>	<p>Share/Collaborate on documents</p> <ul style="list-style-type: none"> Place to store documents and collaborate online Space is private and may only be accessed by assigned group members 	<ul style="list-style-type: none"> Sites are private to members, so only invited members can access the site Faculty can use Sharepoint to collaborate with other faculty on research projects, conference planning, task force initiatives, etc. 	<ul style="list-style-type: none"> Private group space used for storing documents, tracking versions and collecting online resources Site is separate from Blackboard class site

Understanding the Basics

If you click on the name of the tool in the first column, this will bring you to step-by-step directions on how to use the tools, FAQs and more. These are all on the CITG Website at <http://citg.babson.edu>.

Training

[Click here to request training info](#) on any of these tools.

Technical issues

If you have a technical issue or question, please start at the Support Center (support@babson.edu) or call **HELP x4357** (781-239-4357) and the Support Center will track your question and get you to the correct person to answer your question.