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How to Log into BOLT

1. Type [https://bolt.bloomu.edu](https://bolt.bloomu.edu) into your web browser’s address bar (Please note the https in the address.)

2. Type in your BOLT Username and Password
   a. BOLT Username = Bloom U email address (Example – jwolfe2@bloomu.edu)
   b. BOLT Password = Same as your BU email password or password you use to log in to computer on campus

PLEASE NOTE: Your BOLT Username and Password is linked to PASSHE’s Active Directory. Therefore if you change your password via the ‘Forgot Password’ link in BOLT, you will be changing your password for logging into your campus computer and your email. Also, when you change your password on your computer or email, your BOLT password changes as well.

3. Click the ‘Login’ button
My Home Page
After logging into BOLT, you will be taken to your My Home page. This is your starting point inside BOLT. The My Home page contains several widgets. Please see the table below for an explanation of the widgets on the My Home page.

<table>
<thead>
<tr>
<th>Widget</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My Settings</td>
<td>Allows you to set up your profile and edit preferences.</td>
</tr>
<tr>
<td>2. My Courses</td>
<td>Allows you to access your courses in BOLT. You will see courses listed by Semester.</td>
</tr>
<tr>
<td>3. BOLT Support</td>
<td>Information on how to obtain help for BOLT.</td>
</tr>
<tr>
<td>4. Events</td>
<td>Shows list of upcoming events.</td>
</tr>
<tr>
<td>5. News</td>
<td>Global announcements pertaining to BOLT and the University.</td>
</tr>
<tr>
<td>6. Calendar</td>
<td>Shows the calendar and allows you to access the Schedule tool.</td>
</tr>
</tbody>
</table>
My Courses

Accessing a Course
To access a course through My Home, click the course’s name in the My Courses widget.

Course Availability
By default all courses are set to inactive or unavailable meaning that your students will not be able to access your course until you set it to active or available. The circle indicates that a course is inactive or unavailable. To make a course active or available:

1. Click on the pencil icon next to the course you would like to make active
2. Put a checkmark in the box in front of ‘Course is active’ on the Course Offering Information page
3. Click the ‘Save’ button
4. To return to the ‘My Home’ page, click on ‘My Home’ on the top navigation bar.

5. The News tool should now be gone from the course that you just made active.

<table>
<thead>
<tr>
<th>Course</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Summer</td>
<td></td>
</tr>
<tr>
<td>2010Summer62-398-19 - TCHG MATH ELEM SCH</td>
<td></td>
</tr>
<tr>
<td>2010Summer79-461-11 - UPRAN SEM</td>
<td></td>
</tr>
<tr>
<td>2010Summer79-561-11 - URBAN SEM</td>
<td></td>
</tr>
<tr>
<td>Summer 2008</td>
<td></td>
</tr>
<tr>
<td>Summer 2009</td>
<td></td>
</tr>
</tbody>
</table>

News Tool (Announcements)

About the News Tool
The News tool is an extremely powerful way to communicate updates, changes and new information to your users quickly and effectively. The News tool is typically located in the middle of the course home page. Since this is the first page that the user will see when they enter the course, the News tool is a great way to display pertinent information for your course.

The News tool can also be updated regularly with:

- Interesting pictures, quotes, news stories, etc.
- URLs submitted by users which may be of general interest
- Online agendas outlining online weekly activities
- QuickLinks to various updated areas of course site (new content, survey, quizzes)

Because News is typically the first thing that a user sees upon logging into the course, it is recommended that News be updated regularly to keep your users engaged in your course.
Creating a News Posting

1. Log into BOLT and click on the course where you would like to add the News Posting

2. Click the Add button at the top of the News widget

3. The New Item page displays
4. Type the posting headline in the **Headline** field.

5. Type your posting text in the **Content** field (text box editor). You can also use the Spell Check and Preview icons to check it.

6. Select the posting availability date using the **Start Date** and **End Date** drop-down lists or by clicking the Select Date icon beside the drop-down lists.

7. By default, the date does not appear beside the headline. If you want the date to appear by the headline, select the Show Start Date checkbox.

8. If you want to specify a removal date for your news posting, select the Remove News Item based on End Date checkbox and specify an end date. You can still see the posting after this date, but it will be invisible to users.

9. You can add attachments to your news posting, such as pictures or other files. To add an attachment, click the Add a File button in the Attachments section, locate your file and click Open. To add more attachments, click the Add button and repeat this step.

10. Click **Save**.

**Editing a News Posting**

1. On your course home page, click the Edit icon beside your news posting headline.

2. The Edit Item page displays.

3. Make your required changes and click **Save**.

**Adding Release Conditions to News Item**

Release conditions allow you to associate a news item with other items in the learning environment. For example, you could require that users complete an assignment before they see a news item.

In the Release Conditions section, click either Attach Existing or Create and Attach.
Changing the Order of News Postings

1. On your course home page, click the Re-Order on the top tool menu in the News widget.

2. Select the new position for a news item using the Sort Order drop-down list beside its name. The positions of other folders or categories adjust accordingly.
   a. Note: Items display in ascending order.

3. Click Save.

Deleting a News Posting

1. On your course home page, click the Delete icon next to the News item you wish to remove.

Deleting Multiple News Postings

2. On your course home page, click the ‘Show All’ link at the bottom of the News widget. (Note the ‘Show All’ link will only appear if you have many News Postings).
   a. If the ‘Show All’ link doesn’t appear, refer to ‘Delete a News Posting’ above.

3. Check the box in front of the postings you want to delete and click the Delete icon on the top menu bar.
Navigating Inside a Course
The primary navigation tool for a course is the navbar, which is always located at the top of the screen and displays links to the tools available in your course.

<table>
<thead>
<tr>
<th>Course Navbar Tool</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Course Home</strong></td>
<td>Returns you to Course Home page where you can see Updates, News and Role Switch Widgets for your course.</td>
</tr>
<tr>
<td><strong>2. Content</strong></td>
<td>The Content tool is where all the content for your course will be located. It is broken down into Modules and Topics. You cannot add a Topic without first adding a Module.</td>
</tr>
<tr>
<td><strong>3. Classlist</strong></td>
<td>The Classlist tool is a central area for managing information about your users. You can view their profiles and progress as well as email users.</td>
</tr>
<tr>
<td><strong>4. Discussions</strong></td>
<td>This is the Discussion Board. You can encourage peer interaction and conversations in your course. Users in discussions interact with one another by posting messages to discussion topics and reading and replying to messages posted by others.</td>
</tr>
<tr>
<td><strong>5. Dropbox</strong></td>
<td>The Dropbox tool replaces the need for users to mail, fax, email, or physically deliver assignments. Users simply submit (upload) electronic versions of their assignments to the appropriate dropbox folder in BOLT.</td>
</tr>
<tr>
<td>Course Navbar Tool</td>
<td>Function</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------</td>
</tr>
<tr>
<td>6. Quizzes</td>
<td>Use the Quizzes tool to manage quizzes that you have created, copied, or imported; manage questions using the question library, preview, organize, and grade your quizzes.</td>
</tr>
<tr>
<td>7. Grades</td>
<td>You can set up grade items for any number of projects, assignments and tests, and evaluate users in many different ways. You can also associate grades with items in the Dropbox, Quizzes, and Discussions tools.</td>
</tr>
<tr>
<td>8. Checklist</td>
<td>You can create a checklist to highlight important aspects of your course. Users can use the checklist as a visual guideline to determine what they need to accomplish to complete the course.</td>
</tr>
</tbody>
</table>
Adding Content to a Course

Access the Content Tool

1. Log into BOLT
2. Click on a course name
3. Click ‘Content’ on the navbar

This will take you to the Manage Content page:

Manage Content

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Module</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regina’s practice</td>
<td>Getting Started</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intro Quiz</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online Teaching Readiness Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IND Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Syllabus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>READ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice</td>
<td></td>
</tr>
</tbody>
</table>
**Add a New Module**

You must create a module before you can insert topics. You can create modules within existing modules to establish a deeper hierarchy.

1. From within course, click on ‘Content’ on the navbar
2. Click ![New Module](image) on the Manage Content page toolbar
3. Fill in the information on the ‘Properties’ tab

<table>
<thead>
<tr>
<th><strong>Properties</strong></th>
<th><strong>Restrictions</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Module:</td>
<td><img src="image" alt="Dropdown" /></td>
<td>--None--</td>
</tr>
<tr>
<td><strong>Title</strong>:</td>
<td>Supplemental Information</td>
<td></td>
</tr>
<tr>
<td>Short Title:</td>
<td><img src="image" alt="Input Field" /></td>
<td></td>
</tr>
<tr>
<td>Enumeration:</td>
<td><img src="image" alt="Checkbox" /></td>
<td>Hide enumeration for this module</td>
</tr>
</tbody>
</table>

---

**Parent Module:**
- Select ‘None’ if you don’t want the module to be a sub-module
- Select a module from the list of existing modules if you want it to be a sub-module

**Title**: This is a required field

**Short Title**: Optional Short form of the Title field.
- The Learning Environment uses the short title in the Content Map widget to help users navigate through modules. If you don’t specify a short title, the Learning Environment uses the Title field.

**Enumeration**: Check the box if you want to exclude this module from the numbering system.

**DIRECTIONS CONTINUED ON NEXT PAGE**
4. Set further options on the Module by clicking on the ‘Restrictions’ tab
   a. **Note:** When you click from tab to tab your work will be saved

```
Properties | Restrictions | Comments

Saved Successfully (Apr 13, 2010 3:08 PM).
```

### Availability

- **Hidden:** [ ] Hide this module

#### Date Availability:
- [ ] Has Start Date
  - **April:** 13, 2010
  - 3:08 PM
- [ ] Has End Date
  - **April:** 20, 2010
  - 3:08 PM

- [ ] Display in Schedule

### Release Conditions

- [ ] Attach Existing
- [ ] Create and Attach
- [ ] Remove All Conditions

There are no conditions attached to this item.

### Availability Options:

- **Hidden:** This will hide the module and any topics or sub-modules belonging to this module. Students will not be able to see it if you check this box.

- **Date Availability:** Check the box for Start Date and End Date if you would like to set a date and time for them. Please note the time is AM and PM.
  1. **Display in Schedule:** Checking this box will add this to the Course Calendar and Events widget. Both are displayed on the Course Home page for the student.

### Release Conditions

- **Optional** – you can create or attach release conditions to this module

5. Click the ‘Save and New’ button to save this module and create another one OR click the ‘Save’ button.

6. Click to return to the ‘Manage Content’ page
Add a New Topic to a Module

1. Click next to the right of the module that you would like to add it to (see example below)

   ![Image of modules](image)

   In example above, clicking to the right of the module titled ‘Supplemental Information’ will allow you to add a topic to it.

2. You will then see a screen similar to the one below:

   ![New Topic](image)

   An explanation of each choice seen above is on the next page.

   **DIRECTIONS CONTINUED ON NEXT PAGE**
3. Chose one of the options listed under ‘Content Source’

<table>
<thead>
<tr>
<th>Option</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Click the Create New File link. | 1. The file name will be the same as the ‘Title’ that you give the topic. If you want to change the file’s name, type the new name in the File Name field.  
                           2. Create your content in the text editor box that appears. Note: If you have a long Title or a Title that contains special characters, you will want to change the file name to be shorter with no special characters. |
| Click the Course File link. | 1. Click the Browse button to locate the course file.                                                                                                                                                     |
|                         | 2. Select the course file by clicking the radio button beside it. c. Note: The course file must be in the Manage Files area                                                                                   |
| Click the Upload New File link. | 1. Click the Browse button to locate the file.                                                                                                                                                            |
|                         | 2. Browse for the file on your computer, and select it.                                                                                                                                                   |
| Click the QuickLink link. | Do one of the following:                                                                                                                                                                                 |
|                         | • Type the URL in the URL field.                                                                                                                                                                          |
|                         | • Click the Insert QuickLink icon beside the URL field, select a Category and Item, and click Insert.                                                                                                    |
|                         | Note: If you want the link to open in a new window, select the Preview/view the content topic in a new window or tab checkbox.                                                                          |
4. Depending upon which option you choose you will be taken to a screen similar to the one below: (An explanation of the various options is below the screenshot. Note items with a red asterisk * are required.)

![New Topic - Create New File](image)

- a. The **Parent Module** defaults to the module that you selected, or to the first module in the list. To change the parent module, select one from the drop-down list.
- b. Type a topic **Title**. For some types of topics the title defaults as the file’s name, which you can change.
- c. Type a **Short Title** as an option.
  
  The Learning Environment uses the short title in the **Content Map** widget to help users navigate through modules. If you don’t specify a short title, the Learning Environment uses the Title field.
- d. Select the **Hide Enumeration** checkbox to exclude this topic from the numbering system.
  
  For example, you can hide enumeration on an introductory topic.
5. Set further Options using the **Restrictions**, **Discussions** and **Comments** tabs

<table>
<thead>
<tr>
<th>Option</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Hide a topic from participants’ view | 1. Click the **Restrictions** tab.  
2. Select the **Hidden** checkbox.                                                                                                                                 |
| Set date/time restrictions    | 1. Click the **Restrictions** tab.  
2. Select appropriate **Available Starting** and **Available Ending** dates.                                                                 |
| Set release conditions        | 1. Click the **Restrictions** tab.  
2. Do one of the following:  
   • To set pre-existing release conditions to the topic, click **Attach Existing** and select the conditions from the list in the pop-up window.  
   • To create new conditions and attach them to the topic, click **Create and Attach**.  
For details on creating release conditions refer to the [Release Conditions User Guide](#). |
| Associate a discussion topic  | 1. Click the **Discussions** tab.  
2. Select a discussion from the **Topic Discussion** drop-down.  
3. You can also select a discussion from the **Topic Help Discussion** drop-down. If you don’t have any discussions set up for the course, refer to the [Discussions User Guide](#). |
| Add comments                  | 1. Click the **Comments** tab.  
2. To add comments that only you can see, type your comments into the **Personal Comments** text field.  
3. To add comments, type your comments into the **Shared Designer Comments** text field. |

6. Click **Save**, or to continue creating topics, click **Save & New**.

7. Click **Manage Content** to return to the ‘Manage Content’ page

8. You should now see your topic listed under the Module

**Editing a Module or Topic**

1. Click on the **to the right of the Module or Topic that you would like to edit**

2. Make the necessary corrections and click the **Save** button