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Overview

Teams LX provides instructors with a tool for creating group projects and assignments as well as an editable knowledge base (a digital collection of knowledge and information) to support the course materials. It can be used for a variety of purposes within an online course. Teams sites can be configured by the instructor and any Teams based assignments can be evaluated and included in the course Gradebook.

What is Teams LX?

Teams LX is a tool for problem based learning. It is an integrated learning extension that provides instructors a way to create open-ended assignments. Teams allows students to work cooperatively in groups as they seek to formulate, organize and present their solutions online in the form of rich media websites. Using an easy to use browser-based editor, students collaboratively author web content, upload images, link to documents and external resources. Teams provides instructors a rich set of assessment tools that allow them to gauge the individual contributions of each student and to track the changes being made to the group site.

What can Teams LX be used for?

Teams allows both instructors and students to collaboratively build a shared knowledge base associated with a course. By creating content, linking to external sites and resources, sharing opinions and analysis, and constantly reworking and reorganizing existing
content, students and instructors can build a relevant and up-to-date resource to accompany their course.

Unlike other forms of online content that must be exported, edited locally and then re-imported, Teams allows instructors to create a form of course document that can be edited in place. Creating a Teams site in a course content area and setting the appropriate access properties enables the instructor to create a course "document" that can be modified online.

Teams can be used as a collaboration tool within a course or organization. It enables a more stable form of collaboration and can be used to provide an up-to-date report of a group's collaborative work.

Types of Team Sites

Two types of Team Sites can be created and made available within your course.
- A “Course/Organization Team Site”
- Multiple “Group Team Sites”

Course/Organization Team Site

The Course/Organization Teams Site is a collaborative website that is associated with a course or organization and is accessed through the Course Tools list in Blackboard.

Each course/organization has a group website that all students have access to. With appropriate permissions users will be able to view and possibly edit the contents of the course site. A Teams Course Site is commonly used to create a knowledge base or set of shared resources to supplement the course documents. If editing is enabled students will be able to contribute content and share knowledge with the rest of the class.

Group Team Site

Group Teams Sites are special Course/Organization documents or assignments that the instructor has set up in a course. These Teams Sites appear along side other course documents.

A Teams Group Site is similar to a group project or assignment. Students present their results in the form of a website that is authored with other students in the class. This type of Teams Site will only be visible if the instructor has created an assignment using Teams.
Accessing Teams Sites

There are a number of access points to Teams Sites from within the Blackboard System.
- Course/Organization Team Sites are accessed within the Tools area of your course.
- Group Team Sites can be found in any content area where the instructor has created them.

Accessing Course/Organization Team Site

Step 1: Locate and access the course containing the Team site
  a. Click on the Courses Tab

![Courses Tab](image1)

b. Click on the link to the course

Courses in which you are enrolled:

- Communications 101

Or

c. Locate the ‘My Courses’ module

![My Courses Module](image2)

d. Click on the link to the course

Step 2: Click on the “Tools” link within the course menu
**Teams LX**  
**Accessing Teams Sites**

**Step 3:** Click on the “Teams Site” to access the course/organization Teams site

![Teams Site](image)

**Accessing Group Team Sites**

**Step 1:** Locate and access the course containing the Team site

a. Click on the Courses Tab

![Courses Tab](image)

b. Click on the link to the course

*Courses in which you are enrolled:*

*Communications 101*

Or

c. Locate the ‘My Courses’ module
d. Click on the link to the course

**Step 2**: Click on the appropriate content area (Course Documents, Assignments, etc) in the course menu

**Step 3**: Locate and click on the “View” link to the Group Team Site within the content area
Analysis of Websites

Select and then compare three Web pages in the same category (for example, non-profit organisations, car companies, university departments, phone companies). Which pages are most effective? Why? What would you change? Why? What kind of messages are the companies/organisations sending to their audience? What makes one page good and another not so good? Do all three of the pages discuss the same aspects? What type of audience/consumer is the message geared to?

Write a memo to the class detailing your findings. The memo must include at least four headings.

>> View Complete Assignment: Analysis of Websites

Web Site Analysis - Group One

View

This project site contains the web site analysis done by group one. Click on the VIEW link above to access it. It will be available for the class to review after all assignments have been completed and graded.

Web Site Analysis - Group Two

View

This project site contains the web site analysis done by group two. Click on the VIEW link above to access it. It will be available for the class to review after all assignments have been completed and graded.
Using Teams Sites

When using Teams Sites there are a variety of things you need to be aware of.

- Viewing Team sites
- Navigating through Team sites
- Editing Team sites
- Viewing page history
- Deleting pages from the site
- Recovering deleted pages

This section details all of the functionality available when using Teams LX.

Viewing Team Sites

This section describes the general structure and controls found while viewing a Teams site.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation</td>
<td>Provides quick links to aid navigation within a Teams Site.</td>
</tr>
<tr>
<td>Bar</td>
<td>COURSES &gt; COMMUNICATIONS 101 &gt; WEB SITE ANALYSIS - GROUP ONE &gt; VIEWING HOME</td>
</tr>
<tr>
<td>Page Title</td>
<td>The name of the Teams Page is shown here.</td>
</tr>
<tr>
<td>Action Bar</td>
<td>Provides action buttons used to perform common Teams actions like editing</td>
</tr>
<tr>
<td></td>
<td>![Home] [Refresh] [Edit Page] [New Page] [Page History] [Page List] [Search]</td>
</tr>
<tr>
<td>Home:</td>
<td>Returns a user to the entry (Home) page of the Teams site.</td>
</tr>
<tr>
<td>Refresh:</td>
<td>Refreshes the current page and displays any changes made by users currently</td>
</tr>
<tr>
<td></td>
<td>editing the page.</td>
</tr>
<tr>
<td>Edit Page:</td>
<td>Changes the Teams page into “edit” mode so that changes can be made.</td>
</tr>
<tr>
<td>New Page:</td>
<td>Creates a new page within the Teams Site</td>
</tr>
<tr>
<td>Page History:</td>
<td>Provides a list of all prior versions of the current page. From this list</td>
</tr>
<tr>
<td></td>
<td>users can revert to a prior version or view the differences between two</td>
</tr>
<tr>
<td></td>
<td>versions.</td>
</tr>
<tr>
<td>Page List:</td>
<td>Opens a simple navigational window that will list all pages in the Teams</td>
</tr>
<tr>
<td></td>
<td>site. Click on the page name to begin viewing that page. This feature shows</td>
</tr>
<tr>
<td></td>
<td>a complete list of pages including those that have been created but not yet</td>
</tr>
<tr>
<td></td>
<td>linked to.</td>
</tr>
<tr>
<td>Delete Page:</td>
<td>Deletes the current page. After clicking delete, users will be asked to</td>
</tr>
</tbody>
</table>
confirm their intention.

*Note: A deleted page can be recovered at any time by viewing page history*

| Content Area | The area directly below the Action Bar is where the content that you are creating is shown. |

Navigating Through Team Sites

Navigating the Teams pages is similar to navigating a website. Click on any link to go to that page.

*Note: Navigation needs to be built into the Team site as part of the creation/edit process.*

In addition, users can access Team site pages with the “Page List” feature.

Using the Page List Feature

The page list feature provides users with a list of all the pages created within the Teams Site. This includes pages that have been created and not yet linked to.

To access the Page List feature follow the steps below:

**Step 1:** Access the Course/Organization or Group Team Site

**Step 2:** Click on the button the Action Bar

**Step 3:** To navigate using the “Page List” feature click on the link to the page you wish to access
Editing Team Sites

When editing a Teams site there are three different types of controls available to you:
  o Editor controls
  o The editor pane
  o The save controls.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor Controls</td>
<td>Contains formatting and other controls for the editor</td>
</tr>
<tr>
<td>Editor Pane</td>
<td>Area where edits are made</td>
</tr>
<tr>
<td>Save Controls</td>
<td>Contains the controls for saving changes or exiting without saving</td>
</tr>
</tbody>
</table>

Editor Controls

The Teams editor has the same set of basic formatting controls as any standard browser (WYSIWYG – What You See Is What You Get) editor. In addition, the Teams editor has two additional controls that allow users to Link Files/Pages and Add Images.
1. Link Functions

This allows users to insert a link to another Teams page, an external website, or an uploaded file into the page being edited. Clicking the Add Link button in the Action Bar will bring up the “Add Link Wizard” which will step you through adding links of various types.

![Welcome to the Add Link Wizard](image)

To create a link within your Teams site follow the steps below:

**Step 1:** Highlight the text of the document you wish to make a link and click on the ‘Add Link’ button
Step 2: Select the type of link you wish to add
  a. Link to an existing page – Link to another page within the Team site

  ![Link to Existing Page](image)

  Please select a Teams page:

  ![Teams Site Content](image)

  b. Link to a new page – Link to a new page
c. Link to an external page – Link to an external website

**Link to External Site**

Please specify the address of the external page:

http://www.executiveplanet.com/

[Preview]

---

d. Link to a local file or image – Upload and link to a file or image

**Link and Upload Local Document**

[Attach File]

[Browse...]

[Back] [Finish] [Cancel]
Step 3: Enter the detail (website URL, choose file, select page, etc.) for the link and click OK

2. Add Image Function

This allows you to insert an image directly into the page. Within the Teams editor you can insert two kinds of images.
- An external image – located on an external web page and linked to within your Teams Site.
- A local image – stored on your personal computer and uploaded to the Teams Site.

To insert an external image follow the steps below:

Step 1: Click on the Add Image button in the Action Bar
Step 2: Select the ‘add external image’ option

Welcome to the Insert Image Wizard

Please choose the type of image to insert into your page:

- Insert an external image (select this option if the image is located on a page in another website and you know the URL)
- Insert a local image (select this option if the image is located on your computer)

Step 3: Enter the URL of the image you wish to embed in your Teams site and click OK
To insert a local image follow the steps below:

**Step 1:** Click on the **Add Image** button

**Step 2:** Select the ‘add local image’ option

**Welcome to the Insert Image Wizard**

Please choose the type of image to insert in your page:

- Insert an external image (select this option if the image is located on a page in another website and you know the URL)
- Insert a local image (select this option if the image is located on your computer)

**Step 3:** Browse to locate the image you wish to upload. Once you have selected the image click **Next** and **Finish** to upload it

**Editor Pane**

The Editor Pane is the area that you can type into. You can cut and paste text and images from an HTML page or a Word document and then edit the inserted text. The Editor Pane works like any standard editor.

Documents created in Teams LX are converted into HTML when saved. You can view the HTML code produced by the editor by using the “Toggle Mode” control. This control is located at the bottom right of the editor.
Note: This feature can be used to provide finer control of the page formatting than is possible by using the Editor Controls alone. This feature requires prior knowledge of HTML.

Save Controls

Save edits made to your Teams Pages by clicking the **Save** button located at the bottom right of the screen. To stop editing without saving changes click on the **Cancel** button.

Viewing Team Page History

When a page is saved within Teams a record of those changes is preserved as a set of page revisions. These revisions make three important “Teams” features possible.

1. The ability to revert the current view of a page to a previous version
2. The ability to track changes to pages as the content is being built
3. The ability to recover a deleted page.

Viewing page history can be accessed from the Action Bar when viewing a page

To access Page History follow the steps below:

**Step 1:** Access the Team Site in the Content Area
Teams LX

Analysis of Websites
Select and then compare three Web pages in the same category (for example, non-profit organisations, car companies, university departments, phone companies). Which pages are most effective? Why? What would you change? Why? What kind of messages are the companies/organisations sending to their audience? What makes one page good and another not so good? Do all three of the pages discuss the same aspects? What type of audience/consumer is the message geared to?

Write a memo to the class detailing your findings. The Memo must include at least four headings.

>> View/Complete Assignment: Analysis of Websites

Web Site Analysis - Group One
View
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Web Site Analysis - Group Two
View
This project site contains the web site analysis done by group two. Click on the VIEW link above to access it. It will be available for the class to review after all assignments have been completed and graded.

Step 2: Click on the **Page History** button in the Action Bar
Step 3: Click on the **View Diff** button to view the changes made to this page

An Addition – Text that has been added to this version from the previous version is highlighted in green

**Version 2 of Site One**

**Category One: Travel & Tourism**

**Introduction**

Our first choice of topics is a comparison of vacation packages. Since the hot days are just around the corner and it's the time of the year where the whole world is on vacation and everyone likes to travel. So before you finalize your plans, take a look at the websites we picked out, maybe you will find something that interests you. We will be comparing Breakaway Tours, EF Tours, and Contiki Tours within four criteria: Sites, Content, Target Audience, Suggested Changes, and The Most effective of Our Favourites.

[www.breakawaytours.com](http://www.breakawaytours.com)

A Deletion – Deleted Text is highlighted in red with a strike through it.
We have four members of our group and we discovered that we all work quite well together. This project required both research, creativity, organization and communication. We pooled our strengths and each took on the task most suited to us. Below is a brief description of each group member, a photo of each of us and the section of the project we were most involved in.

Chris Enright
Melanie Bennett

I come from Slovenia (former Yugoslavia), but have been living in here for over 7 years. I really like the country, however, I miss Europe dearly and hope to go back at some point. I’m in the last semester of General Business program. The College has taught me a lot of great things and I’m looking forward to applying this knowledge in the future. Currently, I am employed by a travel company, where I get to sell great vacation packages and airfares. So, if anyone needs some travel assistance and advice, you know where to find me. I am a very organized person so our group put me in charge of organizing how the information we found would be presented to the class.

A Modification – Text that has been modified is highlighted in yellow

Category One: Travel & Tourism

Introduction

The first topic we chose is a comparison of vacation packages. Since the holidays are just around the corner and it’s the time of the year where the whole world is on vacation and everyone likes to travel. So before you finalize your plans, take a look at the websites we picked out, maybe you will find something that interests you. We will be comparing Breakaway Tours, EF Tours, and Contiki Tours within four criteria: 
Content, Target Audience, Suggested Changes, and The Most effective that Got our Favouite.

www.breakawaytours.com

Deleting Pages from Team Site

Pages created within a Teams Site can be deleted at any point. To delete a page within a Teams Site follow the steps below:

Step 1: Access the Course/Organization or Group Teams Site

Step 2: Click on the Delete Page in the Action Bar to remove this page

Step 3: After clicking the delete button you will be taken to a confirmation page

Verifying delete of test

Do you really want to delete test? YES  NO
Step 4: Click YES to confirm page deletion or NO to return to viewing the page

When you delete a page the “Detailed View” is displayed. The existing text is replaced with a message about who deleted it and when.

Deleted pages are stored as page revisions and as a result are visible in the “Page List” and “Page History” areas. Deleted pages can be recovered at any time.

Recovering Pages

Any version of a Teams page can be recovered (including a page that has been deleted) by viewing its Page History and navigating through the past versions. To recover a previous, or deleted, version of a Teams page follow the steps below:

Step 1: Access the Course/Organization or Group Teams Site

Step 2: Click on the button in the Action Bar

Step 3: Locate the version you wish to recover and click on the button.

Step 4: Review changes and click the button

The page you have selected will be updated and become the “Latest Version”. The page history of the Team site will be updated appropriately indicating the changes made.
Welcome to our Web Site Analysis Project.

In this site you will find profiles of all group members, descriptions of the web sites we analyzed (with links to check them out) and comparisons of the product categories sites that we chose. This home page contains the menu (or table of contents) for our site and will help you navigate through our project.

We hope that you enjoy our project. Click on the Add Comment link below to leave us your feedback. Everyone is welcome to view the feedback left by others as well. Simply click on the Comments link to display them.

Group Member Profiles
This page contains a brief description of each group member

Assignment Details
This page contains the original assignment information

Category One: Travel and Tourism

Category Two: Athletics & Fitness

Category Three: Vehicle Manufacturers