

Duration

This workshop is delivered onsite in 3½ consecutive days. A remotely delivered version of this workshop is available via Collaborate. See the Delivery Modality section for more information.

Workshop Content

This workshop provides hands-on instruction covering numerous course building, assessment, and communication tools available in Blackboard Learn. A variety of activities and best-practice discussions provide a very thorough understanding of how to manage teaching tasks efficiently and create dynamic learning environments for students.

Blackboard Training uses a modular training format that allows you to create a targeted experience for participants based on your training and implementation needs. Choose up to seven (7) of the modules listed below to form a custom 3½ day experience that best addresses your audiences' needs and institution's adoption strategy. You may choose seven different modules or repeat some modules for different groups.

Example One: An institution would like to train a group of people in the Original Course Experience. They choose modules 2, 3, 4, 5, 7, 8, and 11.

- T2 Presenting Dynamic Content
- T3 Designing Engaging Discussions
- T4 Assessments Original Courses
- T5 Assignments & Rubrics Original Courses
- T7 Master the Grade Center
- T8 Monitoring and Retaining Students
- T11 Apps for Learn

Example Two: An institution would like to train a group of people in the Ultra Course Experience. They choose modules 1, 2, 3, 6, 7, 8, and 11.

- T1 Getting Started with Learn
- T2 Presenting Dynamic Content
- T3 Designing Engaging Discussions
- T6 Assessments & Rubrics Ultra Courses
- T7 Master the Gradebook
- T8 Monitoring and Retaining Students
- T11 Apps for Learn

Example Three: An institution would like to train two groups of people in the Ultra Course Experience. The first group needs to start with the basics. The second group has prior experience and will explore advanced functionality.

- Day 1 and Day 2 – Basics – Choose modules 2, 3, 6, and 7.
 - T2 Presenting Dynamic Content

- T3 Designing Engaging Discussions
- T6 Assessments and Rubrics Ultra Courses
- T7 Master the Grade Center
- Day 3 and Day 4 (half day) – Advanced – Choose modules 8, 9, and 10.
- T8 Monitoring and Retaining Students
- T9 Portfolios
- T10 Groups & Customized Learning Paths

Who Should Attend

These modules are intended for Instructors, Course Builders, and Supporting Staff who will be creating, using, or managing courses using Blackboard Learn Original or Ultra Course View.

Delivery Modality

One delivery method must be selected prior to scheduling of services. Delivery modalities cannot be mixed.

Onsite Delivery: Onsite delivery takes place during consecutive days. Each module is delivered in a three-hour timeframe. This includes time set aside for hands-on practice.

Remote Delivery: A module is delivered in a two-hour synchronous Collaborate session followed up by one hour of guided asynchronous hands-on practice.

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Module T1: Getting Started with Learn

By the end of the module, participants should be able to:

- Identify the key features and core functions of the Blackboard Learn user interface.
- Reflect on the different models of learning environments that span the continuum between face-to-face learning and purely distance learning.
- Recognize what makes for clear course navigation and begin planning how you will set up your course to provide clear navigation for students.

Sample Module Topics

Original Experience	Ultra Experience
<ul style="list-style-type: none"> • Navigation Overview (Global Navigation, Tabs & Modules, etc.) • My Blackboard, Notifications, Email, and Messages • Course Navigation • Course Menu & Course Customization • Student Preview • Announcements, Instructor Contact Information • Calendar 	<ul style="list-style-type: none"> • Navigation Overview • Activity Stream (Filter and customize) • Profile and Privacy Settings • Dual Course Mode (Original and Ultra Course Views) • Single Course Mode (Only Original OR Ultra Course View) • Ultra Course Structure • Calendar • Messages • Course Tools

Module T2: Presenting Dynamic Content

By the end of the module, participants should be able to:

- Recognize and demonstrate the range of tools that can be used to create dynamic learning content within a course.
- Identify best practices to organize and add course content.

Sample Module Topics

Original Course	Ultra Course
<ul style="list-style-type: none"> • Course Organization • Items, Folders, Learning Modules, and Lesson Plans • Content Editor • Accessibility • Mashups (e.g., YouTube™, SlideShare™, and Flickr™) • Course Links, Tool links, and Web Links • Course Files: Upload, Organize, and Overwrite 	<ul style="list-style-type: none"> • Course Organization • Course Content Items <ul style="list-style-type: none"> ○ Document Creation and Editing ○ Add Rich Media ○ Folders ○ Links ○ Files ○ Teaching Tools with LTI Connection • Course Tools • Course Files: Upload, Organize, and Overwrite

Module T3: Designing Engaging Discussions

By the end of the module, participants should be able to:

- Identify and discuss the advantages of using discussions within online courses.
- Recognize and explore different tools to promote discussions.
- Discuss effective question design and netiquette guidelines.

Sample Module Topics

Original Course

- Forums, Blogs, and Journals
- Create, Manage, and Grade
- Advanced Discussion Settings
- Group Discussions
- My Blackboard Posts

Ultra Course

- Discussions and Conversations
- Filter for Grading and Engagement
- Create, Manage, and Monitor, and Grade
- Discussion Settings
- Group Discussions
- Activity Stream New Discussion Posts & Replies

Module T4: Assessments Original Courses Only

By the end of the module, participants should be able to:

- Review the distinctive stages of the assessment cycle.
- Distinguish between formative and summative assessment methods and relate these to good practice in course design.

Sample Module Topics

- Create Tests and Surveys
- Question Types: Auto Graded and Instructor Graded
- Reuse Questions: Pools, Random Blocks, and Question Sets
- Advanced Test Creation Settings
- Deploy Tests and Student Exceptions
- Due Date Exceptions
- View Assessment Item Analysis Statistics

Module T5: Assignments & Rubrics Original Courses Only

By the end of the module, participants should be able to:

- Review the stages of the assessment cycle.
- Distinguish between formative and summative assessment methods and relate these to good practice in course design.
- Identify use cases for rubrics in grading and activity design

Sample Module Topics

- Assignments
 - Create, Manage, and Grade
 - Inline Grading
 - Create and Link Rubrics
 - Individual and Group Assignments
 - SafeAssignments™ and SafeAssign Reports
- Rubrics
 - Create and assign
 - Grading

Module T6: Assignments, Assessments & Rubrics Ultra Courses Only

By the end of the module, participants should be able to:

- Review the stages of the assessment cycle.
- Distinguish between formative and summative assessment methods and relate these to good practice in course design.
- Identify use cases for rubrics in grading and activity design

Sample Module Topics

- Create, Manage, and Grade Assignments
 - Inline Grading
 - Individual and Group Assignments
 - Assignment Conversations
- Create and Link Rubrics
- Create Tests
 - Question Types: Auto Graded and Instructor Graded
 - Deploy Tests
 - Grade Tests
 - Conversations
 - Due Date Exceptions
- Student Activity Report
- Student Assessment Time Limit Exception
- SafeAssignments™ and SafeAssign Reports

Module T7: Master the Grade Center / Gradebook

By the end of the module, participants should be able to:

- Configure course grading to make it easier for students to understand their performance.
- Identify and manipulate Grade Center / Gradebook features to enhance the ability to monitor learner performance.
- Customize course grading to increase instructor efficiency.

Sample Module Topics

Original Course	Ultra Course
<ul style="list-style-type: none"> • Columns and Manual Grade Entry • Configure Default Total or Weighted Total Columns • Column Options and Organization • Anonymous & Delegated Grading • Grading Periods and Smart Views • Letter Schemas • Add Additional Calculated Columns • Grading Exceptions & Color Coding • Download Grade Center to Excel • Grade from Activity 	<ul style="list-style-type: none"> • Item List and Student Grid Views • Overall Grade Setup • Add Columns <ul style="list-style-type: none"> ◦ Calculations ◦ Items • Post Grades and Feedback Comments • Grading Schema • Grade from Activity • Assign, Edit, and Post Grades from Submission List Page or Gradebook • Global Grades Area

Module T8: Monitoring and Retaining Students

By the end of the module, participants should be able to:

- Identify some of the reasons students are not successful in online classes.
- Compare and identify the tools available to enable the monitoring of learner performance that permits timely intervention and retention.
- Relate learner performance to a range of reporting options.

Sample Module Topics

Original Course	Ultra Course
<ul style="list-style-type: none"> • Achievements • Review Status • Adaptive Release • Retention Center • Performance Dashboard • Track Content Access via Course Statistics • Student and Course Activity Reports • Record Attendance 	<ul style="list-style-type: none"> • Student Activity Reports • Goal Alignment • Monitor Grades • Activity Stream Performance Alerts • Message Students on Performance • Monitor Activity Conversations • Record Attendance

Module T9: Portfolios & Wikis

By the end of the module, participants should:

- Examine Portfolio Use Cases and incorporate into learning activities.
- Identify Wiki Use Cases and examine tool options

Sample Module Topics

Original Course

- Portfolios
- Wikis

Ultra Course

- Portfolios (exist outside of courses)

Module T10: Groups & Customized Learning Paths

By the end of the module, participants should:

- Identify ways to best incorporate groups online
- Review options to assess group participation or contribution
- Examine options for customizing individual content delivery

Sample Module Topics

Original Course

- Create and Manage Groups
- Advanced Group Creation and Management
- Group Tools
- Group Options for Adaptive Release and Smart Views
- Monitor Participation and Grading

Ultra Course

- Group Manager
- Conditional Release
- Groups Overview
- Group Discussions
- Group Assignments
- Group Grading

Module T11: Apps for Learn

By the end of the module, participants should be able to:

- Download apps from the app store.
- Configure your mobile device for your institution.
- Best practices for end user use of the app.

Sample Module Topics

- Design for Mobile Learning
- View Content from within the App
- Participate in Discussions
- Submit Assignment (include attaching files)
- Take a test as a Student
- Participate in Collaborate Sessions

Module T12: Content Collection

By the end of the module, participants should be able to:

- Define the key features of the Content Collection.
- Discover the advantages of the Content Collection in terms of efficiency for file and content usage.
- Examine collaboration options amongst users within the Content Collection

Sample Module Topics

Original Course

- Content Collection Folders
- Options for Uploading Files
- Overwriting Files
- Permissions, Versions, and Tracking
- Passes
- Bookmarks and Search Options

Ultra Course

- Content Collection Folders
- Options for Uploading Files
- Overwriting Files
- Permissions, Versions, and Tracking
- Passes
- Bookmarks and Search Options

Module T13: Converting Original Course to Ultra Course

Prerequisite: Participants should have a basic understanding of Original and Ultra Course Content, Assessments, and Grades

By the end of the module, participants should be able to:

- Understand the differences between Original and Ultra Courses.
- Examine features unique or common to Original and Ultra Courses
- Understand value of course preparation for conversion.

Sample Module Topics

- Prepare an Original Course to be converted to Ultra Course
 - Convert Blogs and Journals to Discussions
 - Assignments
 - Discussions
 - Repurpose Wiki activities
 - Update Tests, Pools, Surveys
 - Reorganize
- Item to Document Conversions
- Ultra Preview Prompt (Convert Wizard)
 - Review Conversion Analysis
- Perform Quality Assurance Check
- Make modifications to Ultra Course

Module T14: Mentoring

By the end of the module, participants should be able to:

- Identify a specific use case or area requiring greater understanding.
- Work with the consultant to find a solution.
- Master the given topic.

Sample Module Topics

- Topic to be determine and agreed upon prior to scheduled session or onsite.
- Consultant is available to provide guidance and instruction to complete a given scenario.