



Blackboard

# Blackboard Learn™ for Course Delivery Face-to-Face Training Materials Package: K-12 Edition

## Blackboard Training Materials License

### Overview

The Face-to-Face Training Materials Package provides all the resources you need to quickly and successfully offer a comprehensive in-person training program that prepares teachers and staff to design and teach using the Blackboard Learn™ - Course Delivery\* technology. These Training Materials address issues and questions relevant to the K-12 community, and incorporate terminology, examples, and images. The materials are professionally developed and carefully sequenced to build on previously learned skills, promoting instructor confidence. These digital materials are also fully customizable to fit the unique needs of your school.

This package features a complete set of training materials for **nine** workshops, each focusing on an important topic or tool. The workshops, each two-to-three hours in length, are designed for course designers and instructors. For each of the workshops in the package, you will receive:

- Participant manual in Microsoft Word™ format that incorporates tips, examples, streamlined instructions, and hands-on activities
- Ready-to-use agendas for participants
- Trainer notes, with a preparation checklist, training tips and strategies, and links to additional resources
- Accompanying Microsoft PowerPoint™ presentations that reinforce the agenda and manual
- Course archive that can be restored to your institution's server and used as a Practice Course environment

### Face-to-Face Training Materials: Workshop Details

The Training Materials are provided for the following workshops:

- **Getting Started.** This workshop covers how to:
  - Explore and navigate as a student and an instructor
  - Create the framework of your course: tools, content areas, and course menu
  - Customize the appearance of a course
- **Communicating with Students.** This workshop covers how to:
  - Inform students using the Announcements, Syllabus, Tasks, and Calendar tools
  - Communicate with students using Chat, Messages, and E-Mail
- **Making the Most of Discussions.** This workshop covers how to:
  - Create successful Discussion Board forums and threads
  - Manage discussion effectively and efficiently
  - Grade discussion postings
- **Presenting Content.** This workshop covers how to:
  - Design effective content pages
  - Identify design options for content areas
  - Create structured learning modules
  - Create a course glossary
- **Creating & Managing Groups & Assignments.** This workshop covers how to:
  - Create and manage groups
  - Create and grade assignments
  - Explore instructional and design options
- **Assessments Part I: Creating and Grading.** This workshop covers how to:
  - Create common question types
  - Build effective tests and surveys
  - Grade test results



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- **Assessments Part II: Beyond the Basics.** This workshop covers how to:
  - Create a wide variety of question types to achieve specific instructional goals
  - Create question sets
  - Manage common instructional challenges
  - Use statistics to improve teaching and learning
- **Mastering the Grade Center.** This workshop covers how to:
  - Set up the Grade Center to meet instructional goals and objectives
  - Manage student information and grades
  - Use item statistics to evaluate course activities
  - Monitor student progress with the Performance Dashboard
- **Keeping Students on Track.** This workshop covers how to:
  - Customize the delivery of content with Adaptive Release
  - Monitor student progress using Performance Dashboard and Tracking
  - Provide milestones to students using Tasks and the Review option
  - Use course statistics to improve student success

### Cost and Product Delivery

Once you have purchased the Training Materials, the product is yours to use as many times as necessary. There is no use limit associated with this product.

- The Face-to-Face Training Package: K-12 Edition has pricing that correlates with the Blackboard software license. Please contact [materials@blackboard.com](mailto:materials@blackboard.com) for pricing details for your institution.

Once your order is processed, you will typically receive an email within two business days with your download access information for your purchased Training Materials.

### Materials Licensing Annual Subscription

Blackboard Training understands the importance of helping institutions to continuously support their users. Institutions that license Blackboard Training Materials will be eligible to access any versions of the licensed materials made generally available during that year through the payment of an annual subscription fee. Versions of the Training Materials Package include materials that have been updated for product functionality, as well as training approaches and learner interactivity. Institutions that license the materials will receive an annual renewal invoice for the subscription fee beginning Year Two of their contract.

Annual subscription fee:

- Face-to-Face Training Materials Package - 2,000 USD

### About Materials Licensing

Training Materials can be reproduced and used for multiple training events at your school, district or organization; however, they may not be posted on a public Web site or used to train external participants. Training Materials may only be used with the staff and teachers at your institution.

### Request a Free Preview

For additional information or to request a free preview of our Training Materials, please email [materials@blackboard.com](mailto:materials@blackboard.com).

\* **Note:** Prior to Release 9.0, this was known as the Blackboard Learning System™.