



# Blackboard Learn™ for Course Delivery Educational Program Development

Blackboard Onsite Blackboard Training

## Overview

The Educational Program Development workshop for Blackboard Learn™ - Course Delivery equips institutions with the knowledge, skills, and planning tools to effectively administer and teach with Blackboard Learn – Course Delivery\* technology. It incorporates the Course Delivery Essentials training workshop, the Course Delivery Administration training workshop, and the development of custom training and mentoring strategies to assist institutions with their implementation. This service includes an interactive onsite planning session, remote consultation, and a post-training workshop report that outlines key recommendations and a pragmatic action plan for addressing particular implementation issues.

## Workshop Topics and Outcomes

### Part One: Course Delivery Essentials

#### Session 1: Building Courses

- **Course Delivery Overview.** Discuss the value of Blackboard Learn - Course Delivery technology; Identify online teaching and learning use cases; Personalize tab content and layout; Modify modules; Explore My Places\*\*; Navigate the course environment as a student and instructor user using Action Menus and Buttons\*\*.
- **Designing the Course Structure.** Plan the course structure to align with course content and audience characteristics; Add Content Area, Tool Link, External Link, Course Link, Sub-header\*\* and Divider\*\* menu items; Create a Course Module Page; Review Notification\*\* features.
- **Customizing the Course Environment.** Review and set course properties; Determine course style setting, including content display options\*\*; Enable and disable course tools; Create a Staff Profile; Issue an Announcement; Schedule a Calendar Item; Input Glossary items.
- **Adding and Presenting Course Content.** Add, manage, and remove course content (text, images, files, external links, equations, and custom content types); Structure course content using Folders, Learning Modules, and Course Links; Enable individualized instruction with Review Status and Adaptive Release.
- **Managing Courses.** Copy, recycle, archive, export and import a course.

#### Session 2: Assessing Learners

- **Issuing and Collecting Assignments.** Identify common assignment lifecycle elements; Create, deploy, retrieve, grade, and return Assignments; Prevent plagiarism with SafeAssign™.
- **Creating, Deploying and Reviewing Tests and Surveys.** Identify common assessment lifecycle elements; Develop and manage tests using multiple question types and options such as extra credit; Deploy tests using attempt, self-assessment, feedback, and presentation options; Retrieve and grade tests; Discuss the value of Question Pools and Random Block tests; Compare and contrast the test and survey development and deployment processes.
- **Establishing Self and Peer Assessments.** Identify Self and Peer Assessment use cases and lifecycle; Create, monitor and evaluate a Self and Peer Assessment; Import and export a Self and Peer Assessment; Discuss tips on enabling student success with Self and Peer Assessments.
- **Creating Accountability and Monitoring Performance.** Establish Early Warning System rules and Notifications\*\*; Review the Alerts and Needs Attention modules\*\*, Performance Dashboard, and Tracking Reports for user information; Customize the Grade Center views and settings; Define Grading Schemas Grading Periods; Record, modify, weight and manage grades and reports.



Blackboard

# Blackboard Learn™ for Course Delivery Educational Program Development

## Onsite Blackboard Training

### Session 3: Enhancing Communication and Collaboration

- **Supporting Student Interaction.** Define online communication and collaboration methods and tools; Discuss tips for planning a communication strategy.
- **Communicating with Email and Messages.** Communicate using the Email and Messages tools; Compare and contrast the use cases, benefits and challenges of each.
- **Interacting with the Discussion Board.** Define Discussion Board hierarchy, roles and settings; Create and manage Discussion Board forums and threads; Search, collect, tag, flag, and grade forums and threads; Review Discussion Board statistics within the Performance Dashboard.
- **Creating and Managing Groups.** Identify collaborative learning use cases and considerations; Describe Group Settings; Create and populate Groups and Group Sets\*\* with self-enroll, manual, and random enroll options\*\*; Create a Group Module Page\*\*; Add, monitor and Grade a Group Assignment\*\*; Discuss tips for enabling successful group work.
- **Teaching with Blogs\*\* and Journals\*\*.** Identify Blog and Journal use cases; Enable individual, group, and course Blogs; Assign individual and group Journals; Discuss best practices for monitoring Journals and Blogs.
- **Collaborating with Text Chat and the Virtual Classroom.** Explore features of the Virtual Classroom including the whiteboard, Web browsing, and course content display features; Discuss Virtual Classroom and Lightweight Chat facilitation best practices.
- **Locating Resources.** Locate and search the online instructor manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Identify additional resources including the Knowledge Base; Ask Dr. C, and Blackboard Connections.

### Part Two: Blackboard Course Delivery Administration

- **Course Delivery Overview.** Discuss the value and components of the Blackboard Learn – Course Delivery module; Identify implementation considerations; Explore the graphical user interface from the student, teacher, and administrative perspectives including My Places\*\*; Personalize Administrator Panel content and layout.
- **Roles Definition.** Define System and Course roles; Customize existing system roles; Create new system roles to reflect institutional processes; Define and manage user privileges.
- **User Management.** Discuss user management policies and procedures; Customize and manage the user profile; Create and remove users; List and modify user information; Assign Observers to users.
- **Course Management.** Discuss course management policies and procedures; Determine default course properties; Enable/Disable tools for new courses including Notification\*\* settings; Create, categorize, and remove courses; Enroll users; Archive, restore, export, import, copy, and recycle courses.
- **Brand and Theme Management.** Select a system theme\*\*; Manage a color palette\*\*; Discuss how to modify the Cascading Style Sheet (CSS) to create Themes\*\*; Manage the default brand, system tabs, and modules; Customize Login Page\*\*; Set default course design; Customize the Tools Panel.
- **Tools and Utilities.** Create system-wide announcements and calendar events; Enable and disable system-wide tools and settings including Avatars\*\* and Notifications\*\*; Copy and edit Language Packs; Review system reports and logs; Enable Blackboard Scholar® and SafeAssign™; Discuss Blackboard Sync™.
- **Security and Integration.** Manage gateway options; Review authentication configuration options; Import and manage Building Blocks™ to extend the Course Delivery technology.



# Blackboard Learn™ for Course Delivery Educational Program Development

## Blackboard Onsite Blackboard Training

- **Operations Management.** Locate and search the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Search the Knowledge Base wiki; Troubleshoot and report system issues.

### Part Three: Program Plan Development

- **Institutional Needs Discovery.** Identify the Audience Profile: Who is your target audience? What are their skills? Do they have preset notions about e-learning?; List technology limits and resource constraints.
- **Discovering Institutional Needs.** Locate and review institution-specific data and needs; Identify audience success prediction.
- **Delivery Best Practices.** Explore proven standards for excellence in four areas of presentation skills: Classroom management; Communication skills; Group facilitation; Creative approaches.
- **Evaluation Success.** Identify and discuss success metrics; Establish criteria that describes outcomes.

### Workshop Follow-up and Remote Consultation

Following the training, the consultant will prepare a report outlining key recommendations and “next steps” for training, design and development, migration, and support services. More detailed analysis and specific recommendations will be provided for the focus topic identified during the planning session.

### Who Should Attend

1. **Part One: Course Delivery Essentials**  
Course instructors, course designers, and support personnel using:
  - Blackboard Learn™ – Course Delivery module (Release 9.x)
  - Blackboard Learning System™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.
2. **Part Two: Course Delivery Administration**  
System administrators and support personnel who will be managing and supporting:
  - Blackboard Learn™ – Course Delivery module (Release 9.x)
  - Blackboard Learning System™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.
3. **Part Three: Program Plan Development**  
Any user who will be creating, facilitating, managing, and supporting courses and/or sections, as well as system administrators and support staff for:
  - Blackboard Learn™ – Course Delivery module (Release 9.x)
  - Blackboard Learning System™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.

### Duration

- **Part One: Course Delivery Essentials**
  - Workshop is 3 days in length (6 hours of instruction each day)
- **Part Two: Course Delivery Administration**
  - Workshop is 1 day in length (6 hours of instruction each day)
- **Part Three: Program Plan Development**
  - Workshop is 1 day in length (6 hours of instruction each day)
- **Workshop Follow-up and Consultation**
  - Remote Consultation is 1.5 days in length



# Blackboard Learn™ for Course Delivery Educational Program Development

Blackboard Onsite Blackboard Training

## Costs

- 16,000 USD for up to 15 participants in each part (training consultant travel and expenses are not included in the cost)

For any questions, please email [training@blackboard.com](mailto:training@blackboard.com) or contact your Client Manager.

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

\*\* **Note:** Indicates features and functions specific to Blackboard Learn™, Release 9.0