



## 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 interactive onsite training and a planning session 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 Links and Contextual 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. Structure course content using Folders, Learning Modules, and/or Course Links.
- **Customizing the Course Environment.** Review and set course properties. Determine course style settings, including content display options. Issue an Announcement. Create a Contact. Input Glossary items.
- **Adding and Presenting Course Content.** Add, manage, and remove course content (text, images, files, external links, equations, custom content types, and multimedia using the Mashup tool). Enable individualized instruction with Review Status and Adaptive Release.

#### Session 2: Assessing Learners (Approximately 1 day in length)

- **Issuing and Collecting Assignments.** Identify common assignment lifecycle elements. Create, deploy, retrieve, grade, and return Assignments. Deter 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, Random Blocks and Question Sets. Compare and contrast the test and survey development and deployment processes.
- **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. Create a Course Module Page. Review Notification features. Organize the Grade Center and create efficient workflows using SmartViews. Define Grading Schemas. Record, modify, weight, and manage grades and reports.
- **Aligning State Standards with Course Content (K12 Licenses Only).** Review Learning Standards options. Associate standards with course content, including content items, tests, and test questions. Manage standards visibility. Create Standards Coverage Report.



## Session 3: Enhancing Communication and Collaboration (Approximately 1 day in length)

- **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.
- **Promoting Reflection and Interaction.** Compare and contrast Discussion Board, Blog, and Journal tools. Create, manage, and grade Blogs, Journals, and Discussion Board forums and threads.
- **Increasing Collaboration through Groups and Wikis.** 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. Add, monitor and Grade a Group Assignment. Explore the addition of student-created content using Wikis. Discuss tips for enabling successful group work.
- **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.
- **Managing Courses.** Copy, recycle, archive, export and import a course. Enable and disable course tools.
- **Locating Resources.** Locate and search the online instructor manual. Navigate Behind the Blackboard™ for product documentation and release notes. Discover materials in the On-Demand Learning Center, including Quick Tutorials and Ask Dr C.

## Part Two: Blackboard Course Delivery Administration

- **Course Delivery Overview.** Discuss the value and components of the Blackboard Learn – Course Delivery technology. Identify implementation considerations. Explore the graphical user interface from the student, teacher, and administrative perspectives including My Places. Personalize Administrator Panel content and layout.
- **Managing Roles.** Define System and Course roles. Customize existing System and Course roles. Create new System and Course roles to reflect institutional processes. Define and manage user privileges.
- **Managing Users.** Discuss user management policies and procedures. Customize and manage the User Profile. Create and remove users. List and modify user information. Create and assign Observers to users.
- **Managing Courses.** Discuss course management policies and procedures. Determine default course properties. Create, categorize, and remove courses. Enroll users. Enable/Disable tools for new courses including Notification settings. Archive, restore, export, import, copy, and bulk delete courses, Manage Course Files settings.
- **Customizing the Brand, Themes and Color Palettes.** Discuss how system Themes and Color Palettes affect the user experience. Review steps to download the Cascading Style Sheet (CSS) and Login Page files to create custom login page, themes and color palettes. Manage the default brand, tabs, and modules. Set default course design. Customize the Tools Panel.



- **Managing Course Level State Standards (K12 Licenses Only).** Review Learning Standards options. Import state learning standard documents into Blackboard Learn. Manage standards availability. Associate Learning Levels to courses. Create Standards Coverage Report.
- **Administering Tools and Utilities.** Create system-wide Announcements and Calendar Events. Enable and disable system-wide tools and settings including Avatars. Copy and edit Language Packs. Review system reports and logs.
- **Establishing Security and Extensions.** Manage gateway options. Review authentication configuration options. Import and manage Building Blocks™ to extend the Course Delivery technology.
- **Locating Resources.** Locate and search the online administrator manual. Navigate Behind the Blackboard™ for product documentation and release notes. Review Ask Dr. C resources. Search the Knowledge Base wiki. Troubleshoot and report system issues. Visit the On-Demand Learning Center.

### 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 describe outcomes.

### Workshop Follow-up and Report Preparation

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 9.1)
2. *Part Two: Course Delivery Administration*  
System administrators and support personnel who will be managing and supporting:
  - Blackboard Learn™ – Course Delivery module (Release 9.1)
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 9.1)

### 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)
- *Part Three: Program Plan Development*
  - Workshop is 1 day in length (6 hours of consultation)
- *Workshop Follow-up and Report Writing*
  - Report preparation is approx. 1.5 days in length

### **Costs**

- 16,800 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 Account Executive or Account Manager.