



# Blackboard Learn™ Course Delivery Essentials

Blackboard

Onsite Blackboard Training

## Overview

The Course Delivery Essentials workshop provides instruction on the essential features and functions of Blackboard Learn™ – Course Delivery\* technology, which is used to create robust, online learning environments. Through a variety of activities, including hands-on exercises, participants learn how to organize and build a course online, monitor and assess student performance, and utilize communication tools to enhance interaction. Throughout the workshop, participants discuss pedagogical principles related to online learning, along with best practices for teaching in both Web-enhanced and distance education environments.

## Workshop Topics and Outcomes

### 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.



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## 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.

## Who Should Attend

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.

## Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day)
- 8,100 USD for up to 15 participants (training consultant travel and expenses are not included in the cost)

\* **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