



Blackboard Learn™

Using Blackboard to Enhance Teaching and Learning

Onsite Blackboard Training

Overview

This flexible, onsite workshop provides intensive, hands-on instruction covering the numerous course building, assessment, and communication tools available in all releases of the Blackboard Learn™ – Course Delivery* technology. A variety of activities and best-practice discussions provide for a very thorough understanding of how to efficiently manage teaching tasks and create dynamic learning environments for students.

With this workshop, Blackboard Training introduces a modular onsite training format, allowing you to create the ideal, most targeted experience for participants based on your particular training and implementation needs. Choose up to four (4) of the instructional modules listed below to form a custom 2-day experience that best addresses your audiences' needs and institution's adoption strategy.

Example Training Arrangements

Choose up to four (4) of the instructional modules listed below to form a custom 2-day experience that best addresses your audiences' needs and institution's adoption strategy. You are free to choose from a variety of scenarios. You can choose one module and repeat it 4 times over the course of two days; choose two modules and repeat them 2 times over the course of two days; choose four modules and offer them once over the course of two days; and so on.

▪ **Example 1**

An institution has recently upgraded from Release 7.3 to 9.0 would like to train 30 instructors and support personnel on the new SafeAssign™, Group, and Grade Center functionality. The two-day experience for this audience would look like:

- **Day 1** (Same 15 participants in each session)
 - Morning Session:* Learning Module #7: Creating and Managing Groups and Assignments
 - Afternoon Session:* Learning Module #9: Mastering the Grade Center
- **Day 2** (Same 15 participants in each session)
 - Morning Session:* Learning Module #7: Creating and Managing Groups and Assignments
 - Afternoon Session:* Learning Module #9: Mastering the Grade Center

▪ **Example 2**

An institution has been using Blackboard for 5 years and has not had much formal training. The coordinators are looking to increase adoption and would like to get as many faculty started utilizing Blackboard to supplement their classroom instruction. Additionally, they want to train experienced users on the some of the newer and more advanced functionality. As such, a two-day experience for this audience would look like:

- **Day 1** (Different set of 15 participants in each session)
 - Morning Session:* Learning Module #1: Getting Started with Course Delivery
 - Afternoon Session:* Learning Module #1: Getting Started with Course Delivery
- **Day 2** (Different set of 15 participants in each session)
 - Morning Session:* Learning Module #3: Keeping Students on Track
 - Afternoon Session:* Learning Module #9: Mastering the Grade Center

Who Should Attend

- Instructors, course builders and supporting staff who will be using and/or managing:
 - 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 2 days in length (6 hours of instruction each day)
- 7,200 USD for up to 15 participants per session topic (training consultant travel and expenses are not included)
- Add additional day(s) for only 3,000 USD per day to train even more users!

Learning Modules Topics and Outcomes

Choose up to four (4) of the instructional modules listed below to form a custom 2-day experience that best addresses your audiences' needs and institution's adoption strategy. After purchasing this workshop, you will work with a Blackboard Training consultant to design your final workshop agenda.

1. Getting Started with Course Delivery (3.0 hours)

After completing this workshop, participants will be able to:

- Log in to Blackboard Learn and explain the information available on the My Institution tab
- Access the What's New** and To Do** items from the course Home Page**
- Add and access content and tools from the Course Menu and Tools link
- Use breadcrumbs to navigate the course
- Explain the steps for planning, creating, customizing, and editing the Course Menu
- Describe strategies for planning Content Areas and organizing the content
- Create Content Areas and add course materials and tools
- Edit and reorder items in a Content Area
- Explain the main functions of the Control Panel used to customize the course style
- Select the default Course Menu view: List View or Folder View
- Select the course entry point and add a banner to it
- Change tool availability
- Customize the Home Page by adding, removing, and reordering items
- Edit Notification** settings
- Create calendar entries, syllabus lessons, and discussion forums

2. Presenting Content (3.0 hours)

After completing this workshop, participants will be able to:

- Access a Learning Module**, view content, and search for Glossary terms from the student perspective
- Identify and write course goals and objectives
- Analyze the audience to meet the needs of a broad and diverse group
- Evaluate the materials and resources for online use
- Describe three ways to organize a storyboard and use one to depict the logical organization of a course
- Explain the meaning of accessibility and create more accessible pages
- Design Web-friendly pages that make effective use of text, typography, layout, color, and graphics
- Create a Learning Module and add a variety of content, such as items, files, external links, and tests
- Arrange and delete items within a Learning Module
- Add individual terms to a Glossary
- Edit and delete terms in an existing Glossary
- Upload an existing Glossary file



3. Keeping Students on Track (3.0 hours)

After completing this workshop, participants will be able to:

- Explain the four types of criteria used for Adaptive Release and the difference between Basic and Advanced Adaptive Release rules
- Set a Basic Adaptive Release rule and an Advanced Adaptive Release rule with multiple requirements for release
- Set multiple advanced rules to create options for release
- Perform some basic troubleshooting to find out why items are not visible
- Edit, copy, rename, and delete rules
- Enable the Review Status tool and monitor the release and Review Status of content items
- Enable Early Warning System rules
- Run status checks on Early Warning System rules
- Notify learners (and Observers) through Early Warning System notifications
- Monitor each student's overall performance from the Performance Dashboard
- Explain the types of course statistics reports and when to use them
- Run the Overall Summary of Usage report and explain uses for each section of the report
- Enable tracking by content item and run content item usage reports
- Print and save statistics

4. Communicating with Students Online (3.0 hours)

After completing this workshop, participants will be able to:

- Describe online communication methods
- Add permanent and dated announcements
- Add course links to announcements
- Add calendar events
- Add tasks and view student progress through tasks
- View the roster
- Add an instructor profile and guest speaker folders to the Contacts** page
- Use the email and messages tools and identify the differences between the two
- Send instant chat messages, including private messages
- Create instant chat sessions, either of unlimited availability or available only during a specific time
- View and create instant chat recordings
- Compare and Contrast the instant chat and Virtual Classroom tools
- Modify participant roles from active users to passive users
- Manage a Virtual Classroom session and its participants
- Discuss effective uses of collaboration tools for educational purposes

5. Making the Most of Discussions (3.0 hours)

After completing this workshop, participants will be able to:

- Create discussion forums and threads, selecting forum settings based on pedagogical goals and grading requirements
- Describe techniques for crafting effective questions and encouraging participation
- Explain ways to organize the Discussion Board
- Create, reply to, rate, search, and tag posts
- Select which type of threads to display
- Collect posts for sorting, filtering, and printing
- Set appropriate discussion etiquette guidelines
- Describe techniques for the art of moderating
- List the four steps to developing successful online discussions
- Describe the forum roles and assign users to roles
- Use the Moderation Queue to monitor discussion posts and distribute the workload
- Describe the options for a thread's status and identify situations when it is appropriate to change the status
- Edit, copy, and organize forums
- Explain the grading process from the student and instructor perspective
- Email students during the grading process
- Define grading criteria and assign forum and thread grades



6. Creating and Managing Tests & Surveys (3.0 hours)

After completing this workshop, participants will be able to:

- Identify strategies that encourage academic honesty
- Describe the assessment lifecycle
- Explain the overall steps for creating a test
- Create a test and add the following types of questions: true/false, multiple choice, multiple answer, ordering, matching, fill-in-the-blank, and essay
- Create advanced question types, such as Jumbled Sentence, Fill in Multiple Blanks, Hot Spot, Opinion Scale/Likert, Quiz Bowl, and Calculated Numeric
- Set test Creation Settings and order test questions
- Describe the importance of using tests as a teaching tool
- Add a test to a Content Area and set test options based on pedagogical objectives
- Explain the grading process
- Assign and override grades in Grade Center
- Clear test attempts
- View test statistics
- Explain the advantages of using pools
- Create pools and add questions to them
- Create a test containing random blocks of questions drawn from pools
- Compare and contrast the Test and Survey creation and deployment processes

7. Creating and Managing Groups and Assignments (3.0 hours)

(Can include SafeAssign™ for plagiarism prevention)

After completing this workshop, participants will be able to:

- Access, view, and submit assignments and view results in My Grades
- Create, edit, and manage assignments
- Explain options for presenting assignments in Content Areas
- Review and grade assignment submissions, or return with feedback only
- Download submissions to review offline
- Create successful online assignments
- Self-enroll in a Group and view a Group Homepage**
- Communicate and share files with Group members
- Create Groups and select appropriate Group communication and collaboration tools
- Add Group links to Content Areas and folders
- Explore ways to organize and use groups in your course
- Support group work in your course

8. Teaching with Blogs and Journals** (3.0 hours)**

After completing this workshop, participants will be able to:

- Identify Blogs and Journal use cases
- Add Blog posts and comments as a student to an individual and course blog
- Create and manage Blogs
- Discuss Blog index option and link to Notifications**
- Review best practices for managing individual, group and course Blogs
- Enter Journal entries and comments as a student
- Create and manage Journals
- Discuss Journal link to Notifications**



9. Establishing Self and Peer Assessments (3.0 hours)

After completing this workshop, participants will be able to:

- Review Self and Peer Assessment Use Cases
- Explore the Student Perspective
- Create a New Assessment
- Add a Question to an Assessment
- Add Criteria to a Question
- Add Question from the Library
- Preview the Assessment
- Complete and evaluate an Assessment
- Monitor Submissions and Evaluations
- View the Results
- Import and export an Assessment
- Discuss self and peer assessment best practices

10. Mastering the Grade Center (3.0 hours)

(Can be adjusted for the Gradebook)

After completing this workshop, participants will be able to:

- Access My Grades, and view grades and feedback from the instructor
- Understand how to read the symbols used in My Grades to follow the progress of submissions
- Navigate the Grade Center and change your view of the Grade Center to make it more accessible
- Hide and sort rows and columns to focus on specific data
- Use the Column Organization page in the Grade Center to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously
- Explain the difference between grade columns and calculated columns
- Explain the purpose and features of categories
- Create grade columns to enter and manage grades
- Create calculated columns to calculate grades
- Explain the purpose of the default calculated columns, Total and Weighted Total
- Create grading schemas
- Create categories, and add and move columns into categories
- Enter grades for items that must be manually graded
- View and grade tests, and clear test attempts
- Override and exempt grades
- Create a Smart View to see a customized display of student performance

11. Social Bookmarking and Networking with Blackboard Scholar™ (3.0 hours)

After completing this workshop, participants will be able to:

- Create a Scholar account
- Install the Bookmarklet feature
- Add several bookmarks to a Scholar Home page while browsing the web
- Tag bookmarks to facilitate organization and sharing
- Add bookmarks and streams from a Scholar Home page
- Import bookmarks from a personal browser or another social bookmarking service
- Register a course with Blackboard Scholar
- Add the Scholar course home page to a course
- Embed Scholar bookmarks and streams into a course
- Discuss best practices for student involvement in social bookmarking and qualifying resources

For any questions, please email 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