



Blackboard

# CE Educational Program Development

## Onsite Blackboard Training

### Overview

The CE Educational Program Development prepares institutions with the knowledge, skills, and planning to effectively administer, and design and teach with Blackboard Learning System™ – CE Enterprise license. It incorporates the CE Essentials training workshop, the CE Administration training workshop, and the development of custom training and mentoring strategies to assist institutions in their implementation. A training consultant works with participants to identify a specific focus topic and its associated challenges and resources related to faculty education, design and development, migration, student support, or online learning success. This service includes an interactive onsite planning session and a post-training workshop report that outlines key recommendations and a pragmatic action plan for addressing particular issues. Activities occur onsite in conjunction with CE Essentials and CE Administration workshops, as well as through remote communication.

### Workshop Topics and Outcomes

#### Session One: CE Essentials

- **Exploring CE.** Navigate My Blackboard and the CE tab structure; Identify tools and features; Explore a section, including its tab structure, Course Content Home, and Course Menu.
- **Designing Your Course: The Basics.** Discuss three major phases of course development; Add tools to and modify the Course Tools toolbar; Add files and content items to the Course Content Homepage; Create new files and content items from the Course Tools toolbar; Add Folders to the Course Content Homepage; Customize links and settings on the Course Content Homepage; Customize overall appearance of the Course.
- **Communicating with Students.** Create a syllabus; Create and manage course announcements; Create and manage Discussion categories and topics; Create individual and recurring calendar entries; Describe features of the Chat, Whiteboard, and Who's Online tools.
- **Creating and Managing Content.** Create and manage Assignments and Assessments; Define question types, question sets, and assessment parts; Create Learning Modules; Customize the Action Menu of a Learning Module; Create and manage Media Library collections and entries; Define Media Library linking options; Associate Course goals.
- **Using the Gradebook.** Discuss types of tasks completed within the Gradebook; Identify Gradebook tabs; Identify Grade-related and Non-Grade related Column types; Define and create columns; Edit columns, settings, and attributes; Manage section members from within the Gradebook and using PeopleLinks; Record and manage grades and audit histories within the Gradebook.
- **Creating and Managing Groups and Assignments.** Identify and describe three types of student groups; Create custom groups, random groups, and sign-up sheets; Design group activities including discussion topics and chat rooms; Issue assignments to individuals or groups; Prevent plagiarism with SafeAssign.
- **Teaching Your Course.** Manage Content Item Inventories from the Course Tools toolbar; Identify and describe the Assignment Dropbox; Grade Learning Activities including Discussions, Assignments, and Assessments; Create and associate Grading Forms with learning activities.
- **Managing Your Course.** Set item visibility for files, content items, and folders; Define Selective Release criteria for files and content items; Review the Select Release Map; Configure section settings; Upload and manage files within the File Manager; Adjust assignment and assessment dates using the Date Rollover tool.
- **Social Bookmarking.** Define social bookmarking; Identify capabilities of Blackboard Scholar®; Establish an account and profile; Utilize the bookmarklet feature; Create bookmarks with tags; Establish streams; Search Scholar streams and tags; Incorporate social bookmarking into section; Discuss social bookmarking best practices.



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### Session Two: CE Administration

- **CE Administration Overview.** Identify administrative tasks to be completed via the Administrative tabs; Describe the CE Organizational Structure, User Roles, and Privileges; Access the administrator interface, tabs, and toolset; Locate and browse existing learning contexts.
- **Administering Courses and Sections.** Create, edit, and delete courses or sections; Organize courses into categories; Define options for assigning content to a blank section; Back-up, restore, and reset sections; Create institutional announcements; Generate course and section tracking reports; Configure and define settings for course tools; Enable or disable administrative features and settings.
- **Branding and Customizing CE.** Contrast My Files and System files within the Content Manager; Upload, create, and manage content within the Content Manager; Locate the Content ID for a file; Identify and describe branding options; Brand the CE frameset; Describe the process for customizing error messages.
- **Managing Users and Enrollments.** Describe the user database including default and custom columns; Query existing users; Create and manage queries; Create, modify, and delete users; Assign roles to a user ID; Deny and grant section access to users; Enroll and un-enroll users in courses or sections; Edit user information; Create custom columns within the user database; Specify whether columns are visible and/or public.
- **Preventing Plagiarism with SafeAssign.** Review plagiarism policy; Discuss capabilities of SafeAssign; Enable and register Safe Assign.
- **Social Bookmarking with Blackboard Scholar®.** Define social bookmarking; Discuss capabilities of Blackboard Scholar®; Activate and Register Blackboard Scholar®.

### Session Three: Program Plan Development

- **Institutional Needs Questionnaire: Pre-session Discovery.** Review the Audience Profile: Who is your target audience? What are their skills? Do they have preset notions about e-learning?; as well as technology limits and resource constraints.
- **Discovering Institutional Needs.** Review Audience Profile responses; Review institution-specific data; Identify Audience Success Prediction; Review institution-specific data.
- **Delivery Best Practices.** Exploring an overview of proven standards for excellence in four areas of presentation skills: Classroom management; Communication skills; Group facilitation; Creative approaches.
- **Evaluations Success.** Identify Success Metrics; Review 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.



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### Who Should Attend

#### Session One: CE Essentials

Instructors/Faculty, Trainers, Course Designers, and Support Personnel using:

- Blackboard Learning System – CE Enterprise 8.x

#### Session Two: CE Administration

System Administrators and Support Personnel who will be managing and supporting:

- Blackboard Learning System – CE Enterprise 8.x

#### Session Three: Program Plan Development

System Administrators, Instructors/Faculty, Trainers, Course Designers, and Support Personnel using:

- Blackboard Learning System – CE Enterprise 8.x

### Duration

#### Session One: CE Essentials

- Workshop is 3 days in length (6 hours of instruction each day)

#### Session Two: CE Administration

- Workshop is 1 day in length (6 hours of instruction each day)

#### Session 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 day in length (6 hours of instruction each day)

### Costs

- 20,000 USD for up to 15 participants in each session (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.