



# Blackboard Learning System™ – CE and Vista Enterprise Licenses Online Training Series Materials Package

## Blackboard Training Materials License

Blackboard

### Overview

With this ready-to-use series of online training courses, your faculty will learn the skills necessary to design and teach online, as they gain valuable experience as an online learner. Participants will develop hands-on knowledge of available communication, content, and evaluation tools. In addition, they will be introduced to the principles of effective course design and the pedagogy of online learning. These digital materials are also fully customizable to fit the unique needs of your institution.

This series includes **four** complete online courses covering the key aspects of designing and teaching online using the Blackboard Learning System™ - CE and Vista Enterprise Licenses. Although you can easily modify the format, the courses are designed as facilitated, two-week workshops. For **each** course in the Online Training Series, you will receive:

- **A complete ready-to-teach online course** which includes:
  - Online Organizers to help participants track their progress
  - How Do I...? QuickSheets and online tutorials, providing step-by-step instructions for selected tasks
  - Ready-to-use discussion topics
  - Hands-on exercises to build skills and confidence
  - Helpful tips, examples, and best practices
  - Collaborative wrap-ups that pull content together in a meaningful way
- **A supplementary practice course.** You will also receive a backup file of a practice course where participants can complete hands-on exercises. The practice courses, which include mock students to manage, assessments to grade, and assignments to review, make the exercises more realistic and meaningful to participants.
- **Customizable content and format.** Once the courses are restored and set up on your server, you are ready to deliver a proven, high-quality online training experience to your faculty. Or, if you prefer, you can customize the course to meet your institution's specific needs. Within the course, you can easily:
  - Add additional content, such as information on your institution's available resources or requirements
  - Modify the length or format of the course
  - Customize the look of the course to compliment your institution's branding

### Online Training Series: Course Details

The Online Training Series Package is comprised of the following courses:

- **Designing Your Course.** This course covers how to:
  - Modify Course Tools and the Home Page
  - Create discussion topics, chat rooms, Web Links, and content pages
  - Add new and existing content to the Home Page and other folders
  - Customize the look of a course
  - Build learning modules and media library collections
  - Evaluate an existing course, and develop an action plan for continued improvement
- **Teaching Your Course.** This course covers how to:
  - Identify factors critical to student success in online courses
  - Identify instructional techniques and management strategies for maximizing online communication
  - Inform students using the Announcements, Calendar, and Syllabus tools
  - Create, manage, and grade discussions
  - Use the Grade Book to manage members and their grades
  - Use Student Tracking reports to improve outcomes
  - Customize content delivery with Selective Release



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- **Creating and Managing Assignments and Assessments.** This course covers how to:
  - Create groups and group sign-up sheets to use in collaborative assignments
  - Develop grading forms to use when evaluating assignments
  - Create a variety of individual and group assignments
  - Grade and publish assignments
  - Create a variety of questions types
  - Build effective quizzes and surveys
  - Grade quiz results and view key statistics
- **Taking Your Course to the Next Level.** This course covers how to:
  - Identify your strengths and weaknesses as an online instructor
  - Adapt your course to address the learning characteristics of today's students
  - Develop methods for welcoming students, building community, and proactively troubleshooting
  - Craft, guide, and manage effective online discussions
  - Describe synchronous and emerging online communication technologies
  - Increase student engagement and motivation
  - Locate multimedia to enhance their course content
  - Utilize alternative assessment and collaborative learning in online courses

### Cost and Product Delivery

Once you have purchased the Training Materials, the product is yours to use as many times as necessary. There is no use limit associated with this product.

- The Online Training Series Materials Package: 8,000 USD
- **Bundled Price:** Online Training Series Package + Face-to-Face Training Materials Package: 11,700 USD  
(10% savings!)

Once your order is processed, you will typically receive an email within two business days with your download access information for your purchased Training Materials.

### Materials Licensing Annual Subscription

Blackboard Training understands the importance of helping institutions to continuously support their users. Institutions that license Blackboard Training Materials will be eligible to access any versions of the licensed materials made generally available during that year through the payment of an annual subscription fee. Versions of the Training Materials Package include materials that have been updated for product functionality, as well as training approaches and learner interactivity. Institutions that license the materials will receive an annual renewal invoice for the subscription fee beginning Year Two of their contract.

Annual subscription fee:

- Online Training Series Materials Package: 2,500 USD

### About Materials Licensing

Training Materials can be reproduced and used for multiple training events at your school, district or organization; however, they may not be posted on a public Web site or used to train external participants. Training Materials may only be used with the staff and faculty at your institution.

### Request a Free Preview

For additional information or to request a free preview of our Training Materials, please email [materials@blackboard.com](mailto:materials@blackboard.com).