Overview

Workshop Content
The Academic Collaboration Essentials workshop provides instruction on the essential features and functions of Blackboard Learn™ 9.1. Participants learn how to organize and build a course online, monitor and assess student performance, and use communication tools to enhance interaction by participating in a variety of activities (including hands-on exercises). Throughout the workshop, participants discuss pedagogical principles related to online learning, along with best practices for teaching in both Web-enhanced and fully online environments.

Who Should Attend
Instructors, course builders, and supporting staff who will be using and/or managing: Blackboard Learn™ 9.1.

Duration
Workshop is 4 days in length

Important Information
Remote option available upon request. Questions can be directed to training@blackboard.com or by contacting your Blackboard Account Representative.
Day One

Module 1: Designing Course Structure

<table>
<thead>
<tr>
<th>Module Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the module, participants should be able to:</td>
</tr>
<tr>
<td>• Identify the key features and core functions of the Blackboard Learn user interface.</td>
</tr>
<tr>
<td>• Reflect on the different models of learning environments that span the continuum between face-to-face learning and purely distance learning.</td>
</tr>
<tr>
<td>• Recognize what makes for clear course navigation and begin planning how you will set up your course to provide clear navigation for students.</td>
</tr>
</tbody>
</table>

Sample Module Topics

• Blackboard Learn Overview
• Basic Navigation
• My Blackboard
• Notifications
• Email vs. Messages
• Cloud Profiles
• Social Learning Tools
• Course Structure, Themes, and Welcome Page
• Course Navigation, Including Task Based Navigation
• Course Menu
• Course Customization
• Student Preview
• Announcements, Instructor Contact Information
• Calendar

Module 2: Presenting Dynamic Content

<table>
<thead>
<tr>
<th>Module Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the module, participants should be able to:</td>
</tr>
<tr>
<td>• Recognize and demonstrate the range of tools that can be used to create dynamic learning content.</td>
</tr>
<tr>
<td>• Identify and practice the methods to enable enhancements to course organization by means of course links, tool links, web links, etc.</td>
</tr>
</tbody>
</table>
Sample Module Topics

- Course Organization
- Content Editor
- Video Everywhere
- Accessibility
- Mashups (e.g., YouTube™, SlideShare™, and Flickr™)
- Folders, Learning Modules, and Lesson Plans
- Course Links, Tool links, and Web Links
- Course Files
  - Upload Files
  - Organize
  - Overwrite
- Achievements

Day Two

Module 3: Creating and Managing Assignments

Module Outcomes

By the end of the module, participants should be able to:

- Review the distinctive stages of the assignment creation process.
- Discuss the advantages of rubrics in the assessment process and illustrate their use.
- Identify strategies for deterring plagiarism.

Sample Module Topics

- Creating and Managing Assignments
- Assignment Options
- Creating and Linking Rubrics
- Needs Grading
- Anonymous & Delegated Grading
- Inline Grading
- Download Files
- Group Assignments
- SafeAssignments™
- SafeAssign Reports
- *Portfolio Assignments (with Content Management License)
### Module 4: Creating and Managing Tests & Surveys

**Module Outcomes**

By the end of the module, participants should be able to:

- Review the distinctive stages of the assessment creation process.
- Define and discuss the range and benefits of different question types.
- Distinguish between formative and summative assessment methods and relate them to good practice in course design.

**Sample Module Topics**

- Assessment Cycle
- Auto-Graded and Instructor-Graded Question types
- Creation Settings and Test Deployment options, Along with Student exceptions
- Grading Tests and Viewing Statistics
- Assessment Item Analysis
- Reusing Questions (Pools, Question Sets, Random Block Tests)
- Surveys
- Question Import

### Module 5: Mastering the Grade Center

**Module Outcomes**

By the end of the module, participants should be able to:

- Configure the Grade Center to make it easier for students to understand their performance.
- Identify and manipulate the features of the Grade Center to enhance the ability to monitor learner performance.
- Customize the Grade Center to increase instructor efficiency.

**Sample Module Topics**

- Column Organization
- Columns and Manual Grade Entry
- Display Options and Settings
- Schemas
- Configure Default Total or Weighted Total Columns
- Add Additional Calculated Columns
- Grading exceptions
- Download Grade Center to Excel
- Color Coding
- Grading Periods & Smart Views
Day Three

### Module 6: Monitoring and Retaining Students

**Module Outcomes**

By the end of the module, participants should be able to:

- Identify some of the reasons students are not successful in online classes.
- Compare and identify the tools available to enable the monitoring of learner performance that permits timely intervention and retention.
- Relate learner performance to a range of reporting options with particular emphasis on the retention center.

**Sample Module Topics**

- Tracking Content Access
- Review Status
- Adaptive Release
- Retention Center
- Performance Dashboard
- Notifications
- Course Statistics
- Student and Course Activity Reports

---

### Module 7: Designing Engaging Discussions

**Module Outcomes**

By the end of the module, participants should be able to:

- Identify and discuss the advantages of using discussions within online courses.
- Define the terms discussion board, forum, thread, and post.
- Discuss good practice in relation to netiquette guidelines and effective question design.

**Sample Module Topics**

- Forums, Threads, and Posts
- Options for Organizing Discussions
- Forum Settings and Roles
- Netiquette Guidelines
- Rate, Search, and Tag Tools
- Collect, Filter, Sort, and Print Options
- Add Grades and Comments
- My Blackboard Posts
Module 8: Building Communities Online

Module Outcomes
By the end of the module, participants should be able to:

- Identify ways to best incorporate groups online along with ways to assess group participation or contribution.
- Compare the features of collaborative tools (Blogs, Wikis, and Journals).
- Create and administer group activities.

Sample Module Topics

- Groups and Group Sets
- Group Management
- Manual, Random, and Self-Enroll
- Group Communication
- Group Assignments
- Group options for Adaptive Release and Smart Views
- Blogs – Individual, Group, and Course
- Journals – Public and Private
- Wikis – Options for Monitoring Participation and Grading

Day Four

Module 9: Content Collection Tools

Module Outcomes
By the end of the module, participants should be able to:

- Access and navigate through the Content Collection.
- Explore options for uploading files to the Content Collection.
- Compare and contrast the different tools available.

Sample Module Topics

- Blackboard Content Management Overview
  - My Content
  - Courses
  - Organization
  - Institution
### Sample Module Topics, Continued

- Options for Uploading Files
  - Browser
  - Blackboard Drive
  - WebDAV
- Course Copy Options
- Permissions
- Delete vs. Recycle Bin
- Bookmarks
- Versioning, Tracking, Passes, and Comments
- Personal Settings
- Searching

### Module 10: Portfolios

**Module Outcomes**

By the end of the module, participants should be able to:

- Describe some of the uses for a portfolio.
- Demonstrate how they can be assessed.
- Identify best practices for organizing and sharing content.

**Sample Module Topics**

- Accessing Portfolios
- Creating Portfolios
- Creating Portfolio Assignments
- Managing Portfolios
- Sharing Portfolios

### Module 11: xpLor

**Module Outcomes**

By the end of the module, participants should be able to:

- Compare and contrast use cases for xpLor and the Content Collection.
- Create and link to content in xpLor.
Sample Module Topics

- Discovering Content
- Resource Creation
- Course Integration

Module 12: Blackboard Assistance for End Users

Module Outcomes
By the end of the module, participants should be able to:
- Explore and located information on the Blackboard Help Site.

Sample Module Topics

- help.blackboard.com
- What’s New by Release