Overview

Workshop Content

The What’s New in Academic Collaboration workshop provides hands-on instruction for the GUI-based administrative and teaching and learning functions introduced in Blackboard Learn™ between a client's previous version and the latest service pack. The workshop contains two different sessions targeted to different audiences.

Session One is targeted to administrators and other support personnel, focusing on features and best practices for managing Blackboard Learn on the System Administrator tab.

Session Two is targeted for instructors and instructional support personnel, focusing on features and best practices for teaching with Blackboard Learn.

Who Should Attend

Session One: Academic Collaboration Administration (2 days)

System Administrators and support personnel managing and supporting the move to Blackboard Learn™ (Release 9.1)

Note: Individual accounts with System Administrator access to Blackboard Inc. training servers are not provided to participants in this workshop. Participants are invited to access the Administrator Panel of their own institution's Blackboard system to follow along and execute demonstrated functions. Should access not be available, Blackboard can provide limited administration access to our training server.

Session Two: Teaching and Learning with Academic Collaboration (3 days)

Instructors, instructional designers, trainers, and help desk personnel

Duration

Total workshop is 5 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.
Course Delivery Administration
Session One: Administering Academic Collaboration (2 days)

The administration section of the workshop will cover key administrative changes from the latest service pack for clients licensing Academic Collaboration. In addition, the workshop will review the key changes in the Teaching and Learning area of Blackboard Learn at a high level to familiarize the administrators of these changes. If time permits, additional topics may be reviewed.

Module 1: Accessibility and Courses

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

- Navigate the System Administrator panel.
- Describe changes in Content Editor Text Box.
- Explain options for Term Management and Merge Enrollments.

Sample Module Topics

- Blackboard Learn Overview Review
- Accessibility Improvements
- Content Editor Text Box Enhancements with an Improved Math Equation Editor
- Courses
  - Terms
  - Merge Enrollments
- SIS Integration Enhancements

Module 2: Cloud and Social Configuration

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

- Configure Cloud and Social Settings to meet institution policies.
- Configure and connect Blackboard Learn platform to xpLor.

Sample Module Topics

- Cloud Management / Cloud Connector
- Profiles and Tools / Social Settings
- xpLor
Module 3: Tools & Utilities

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

- Explain the purpose of Building Block functionality and how to update.
- Configure system wide settings.

Sample Module Topics

- Building Block
  - Management / Software Updates
  - Dependencies
- Learning Tools Interoperability
- Tool Management
- Calendar Options (Gregorian or Hijri Islamic)
- My Blackboard
- Enterprise Surveys
- Test IP Filtering
- Achievements

Module 4: Goals & Reporting

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

- Configure Goals for usage at the course level.
- Describe the reporting capabilities of Blackboard Learn.
- Access and run reports.

Sample Module Topics

- Improved User and Financial Aid Reporting
- Goals
  - Align Rubric Row Criteria to Goals
  - View Related Goals
Module 5: Blackboard Assistance for Administrators

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

Community Engagement Administration

Module 6: Portal Content

Module Outcomes
By the end of the module, participants should be able to:
- Explore changes in tab configurations.
- Configure notifications.

Sample Module Topics
- Blackboard Learn Community Engagement Overview
- Notification Dashboard Tools including Messages
- Differentiate Course Messages from Cloud Messages
- Brands, Themes, and Color Palettes
- Changes in Tab Structure and Management
- Custom Module Creation and Management

Module 7: Online Communities

Module Outcomes
By the end of the module, participants should be able to:
- Explore using organizations to meet non-course needs.
- Configure Cloud and Social settings based upon institutional policies.
Sample Module Topics

- Organization Functionality
- Cloud Management
  - Social Learning Tools
  - Cloud Settings
  - Social Settings

Module 8: Separating Institutions & Delegating Administration

Module Outcomes

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

- Distinguish between Domains and Institutional Hierarchy to delegate system administrator functionality while limiting access to certain areas of the platform.
- Evaluate use cases to determine which would be the best solution.
- Explore custom system administrator roles to manage Institutional Hierarchy Nodes or Domains.

Sample Module Topics

- Institutional Hierarchy
  - Nodes
  - Administration
  - Customize Deployment of Building Blocks and Tools
  - Use cases
- Domains
  - Collections
  - Administration
  - Use Cases
- Custom System Administration Roles
# Content Management Administration

## Module 9: End User Enhancements

<table>
<thead>
<tr>
<th>Module Outcomes</th>
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<tbody>
<tr>
<td>By the end of the module, participants should be able to:</td>
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<tr>
<td>- Access and navigate Content Collection.</td>
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<tr>
<td>- Explore options for supporting Blackboard Drive.</td>
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### Sample Module Topics

- Overview of Content Management
- End User Interface File Picker
- Supporting Blackboard Drive

## Module 10: xpLor

<table>
<thead>
<tr>
<th>Module Outcomes</th>
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<tbody>
<tr>
<td>By the end of the module, participants should be able to:</td>
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<tr>
<td>- Compare and contrast use cases for xpLor and the Content Collection.</td>
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<tr>
<td>- Configure xpLor connection with Blackboard Learn.</td>
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### Sample Module Topics

- xpLor Premium
- Overview
- Configuring
- Registering
- Use Cases for Content Management and/or xpLor

## Module 11: Portfolios

<table>
<thead>
<tr>
<th>Module Outcomes</th>
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<tbody>
<tr>
<td>By the end of the module, participants should be able to:</td>
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<tr>
<td>- Describe use cases for portfolios.</td>
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<td>- Explore portfolio templates.</td>
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</tbody>
</table>
## Sample Module Topics

- Portfolios

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## Module 12: Manage Content

### Module Outcomes

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

- Explain options and configure default settings for Course Files when copying courses.
- Demonstrate options for administratively searching all content.
- Explain how Orphan Content is created and can be managed.

### Sample Module Topics

- Tokenized URLs (File Management Change post Learn 9.1 SP6)
- Orphan Files
- Search Tools
- Course Deletion Options
- Course Copy Options
- Align Content to Goals
Session Two: Teaching and Learning with Academic Collaboration (3 days)

The Teaching and Learning portion of the workshop consists of multiple modules. **Institutions can choose up to six modules** to be covered during the three-day workshop. Workshops are limited to 15 participants. Therefore modules may be repeated for multiple audiences. For example, we could deliver the What’s New Overview to six different groups, or deliver the What’s New Overview to two groups, but also do four other workshops.

**Choose Six Modules**

<table>
<thead>
<tr>
<th>Module 1: What’s New</th>
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<tbody>
<tr>
<td>Module Outcomes</td>
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<tr>
<td>By the end of the Module you should be able to:</td>
</tr>
<tr>
<td>• Use new options in the Content Editor.</td>
</tr>
<tr>
<td>• Use the Student Preview function.</td>
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<tr>
<td>• Change the test deployment options to meet exceptions.</td>
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**Sample Module Topics**

- Improved Calendar
- Enhanced Content Editor and Math Equation Editor
- Video Everywhere
- Discussion Enhancements
- Anonymous & Delegated Grading
- Inline Grading for Assignments, Blogs, and Journals
- Creation Settings and Test Deployment Changes Along with Student Exceptions
- Retention Center
- Student Preview
- Group Management
- Date Management Tool
## Module 2: Designing Course Structure

### Module Outcomes

By the end of the module you should be able to:

- Identify the key features and core functions of the Blackboard Learn user interface.
- Reflect on the different models of learning environments that span the continuum between face-to-face learning and purely distance learning.
- Recognize and demonstrate good practice in relation to course design.

### Sample Module Topics

- Blackboard Learn Overview
- Basic Navigation
- My Blackboard
- Notifications, Including Course 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 3: Presenting Dynamic Content

### Module Outcomes

By the end of the module you should be able to:

- Recognize and demonstrate the range of tools that can be used to create dynamic learning content.
- Identify and practice the methods to enable enhancements to course organization by means of course links, tool links, web links, etc.
## Sample Module Topics

- Course Organization
- Content Editor
- Video Everywhere
- Accessibility improvements
- 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

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## Module 4: Monitoring and Retaining Students

### Module Outcomes

By the end of the module you should be able to:

- Identify and compare 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 5: Designing Engaging Discussions

### Module Outcomes
By the end of the module you 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
- Effective Question Design
- Netiquette Guidelines
- Rate, Search, and Tag Tools
- Collect, Filter, Sort, and Print options
- Add Grades and Comments
- My Blackboard Posts

## Module 6: Creating and Managing Assignments

### Module Outcomes
By the end of the module you 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
- Inline Grading
- Download Files
- Group Assignments
- SafeAssignments™
- SafeAssign™ Reports
### Module 7: Creating and Managing Tests & Surveys

**Module Outcomes**

By the end of the module you 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 these 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 8: Building Communities Online

**Module Outcomes**

By the end of the module you should be able to:

- Distinguish between the different types of groups and group sets.
- 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

Module 9: Mastering the Grade Center

Module Outcomes

By the end of the module you should be able to:

- Optimize settings for student view.
- 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
- Grading Periods and Schemas
- Configure Default Total or Weighted Total Columns
- Add Additional Calculated Columns
- Grading Exceptions
- Download Grade Center to Excel
- Color Coding
- Smart Views to Customize Display
# Module 10: Content Management

## Module Outcomes

By the end of the module you should be able to:

- Define the key features of the Content Collection.
- Discover the advantages of the content collection in terms of efficiency for file and content usage.

## Sample Module Topics

- Content Collection Folders
- Options for Uploading Files
- Overwriting Files
- Permissions, Versions, and Tracking
- Passes
- Bookmarks and Search Options
- Learning Object Catalogue

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# Module 11: Blackboard Mobile Applications

## Module Outcomes

By the end of the module you should be able to:

- Identify Blackboard Applications available
- Explain the key differences between Applications available
- Choose the appropriate Application by need and/or audience

## Sample Module Topics

- Review device requirements
- View content from within various Applications
- Grade Assignments as Instructor
- Submit Assignment and/or take Test as a Student