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 Learning System – Basic and Enterprise Licenses. A variety of hands-on activities and best-practice discussions provide for a very thorough understanding of how to efficiently manage teaching tasks using and create dynamic learning environments for students.

With this workshop, Blackboard Training introduces a new modular onsite training format, allowing you to create the ideal, most targeted experience based on your particular needs. Choose up to six (6) of the instructional modules listed below to form a custom 3-day experience that best addresses your audiences' needs and institution’s adoption strategy.

Learning Modules with Objectives

1. Getting Started with Blackboard (3.0 hours)
   After completing this workshop, participants will be able to:
   - Login to Blackboard and explain the information available on the My Institution tab
   - Access content and tools from the Course Menu and Tools Panel
   - Change the Course Menu from Quick View and Detail View
   - Use breadcrumbs to navigate the course
   - Plan a Course Menu
   - Explain the main functions of the Control Panel
   - Create a Course Menu; add links to Tools and Content Areas; modify and order links
   - Create a Content Area, add links to it; modify and organize the links
   - Customize the Course Menu and Tools Panel
   - Change tool availability
   - Add a banner and create an announcement for the announcements page
   - Select the course entry point
   - Add calendar entries, syllabus lessons, Content Items and discussion forums
   - Explain how to access the instructor view of tools

2. Presenting Content (3.0 hours)
   After completing this workshop, participants will be able to:
   - Access a learning unit, view content, and search for glossary terms from the student perspective
   - Write a course goal
   - Write a course objective
   - Analyze your audience
   - Evaluate your materials and resources for online use
   - Use a storyboard to depict the logical organization of their course
   - Explain the meaning of accessibility
   - Create more accessible online course pages
   - Design web-friendly pages that make effective use of text, typography, layout, color, and graphics
   - Create a learning unit
   - Add a variety of content, such as items, files, external links, and tests to a learning unit
   - Arrange and remove items in a learning unit
   - Add individual glossary terms
   - Upload an entire glossary
   - Modify or remove glossary terms
3. Keeping Students on Track (3.0 hours)

After completing this workshop, participants will be able to:
- Mark content items as reviewed
- Understand how customized content release works from the student perspective
- Explain content release to students
- Explain rules and criteria and name the four types criteria that can be used for adaptive release
- Explain the difference between basic and advanced adaptive release rules
- Set basic and advanced adaptive release rules
- List examples of when you might use basic or advanced rules
- Do some basic troubleshooting to find out why items aren’t visible
- Modify, copy, rename, and remove rules
- Enable the review status tool to track review of an item
- Monitor the release and review status for a specific content item
- Monitor each student’s overall performance from the performance dashboard
- Explain the types of course usage reports and when you might use them
- Run the course summary report and explain uses for each section
- Enable tracking by content item
- Run content item usage reports
- Print and save statistics
- Enable and run status checks on Early Warning System rules
- Notify learners (and Observers) through Early Warning System notifications

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 and student homepages
- Add an instructor profile and guest speaker folders to the staff information 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:
- Navigate discussion forums and threads
- Create, reply to, and rate posts
- Collect posts for sorting, filtering, and printing
- Set discussion etiquette guidelines
- Explain the difference between the student and instructor view of discussions
- Create discussion forums and threads, choosing forum settings based on pedagogical objectives
- Enable email subscriptions to forums and threads
- Enable peer review and set grading options for forums and threads
• Craft effective discussion questions
• Describe techniques for the art of moderating
• List the four steps to developing successful online discussions
• Assign forum roles to share administration responsibilities or limit participation
• Use the moderation queue to approve or return posts
• Explain thread status options, change thread status, and lock threads
• Modify settings as the discussion progresses
• Copy discussion forums
• Create tags for threads
• Explain the grading process and grade forums and threads
• Use the email feature when assigning grades
• Edit and remove grades
• Define discussion grading criteria

6. Creating and Managing Tests & Surveys (3.0 hours)
After completing this workshop, participants will be able to:
• Explain test taking from a student’s perspective
• Identify strategies that encourage academic honesty
• Explain steps for test creation
• Use test manager
• Set test creation settings
• Create a test with various question types (including Advanced question types)
• Order test questions
• Describe how tests can be used as a teaching tool
• Add tests to content areas
• Specify availability and test options
• Review test attempts and assign grades
• Create a pool, specify creation settings and add questions to it
• Import a pool
• Create a test by searching pools and assessments
• Create a test containing a random block of questions drawn from a pool
• Explain the differences between tests and surveys
• Create and deploy a survey
• Explore ways to use surveys throughout your course
• View survey results

7. Issuing and Collecting Assignments and Managing Groups (3.0 hours)
(Can include SafeAssign for plagiarism prevention)
After completing this workshop, participants will be able to:
• Describe the Assignment Lifecycle
• Access, view, and submit assignments
• View assignment grades from my grades
• Access feedback and returned assignments
• Create, modify, and manage assignments
• Explain options for presenting assignments in content areas
• Review and grade assignment submissions
• Return student submissions, ungraded, with feedback
• Download submissions to review offline
• Identify key elements of a successful online assignment

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- View group pages
- Communicate and share files with group members
- Create groups and select appropriate group communication and collaboration tools
- Assign students individually to groups
- Explore ways to organize and use groups in your course
- Explore tips to help you use technology to teach small groups

8. Establishing Self and Peer Assessments (3.0 hours)
After completing this workshop, participants will be able to:
- Review Self & 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

9. Managing the Grade Center (3.0 hours) (Can be adjusted for the Gradebook)
After completing this workshop, participants will be able to:
- Navigate the Grade Center interface, understand the symbols, and name the default and automatically created columns
- Add Grade Center items (new columns) to Grade Center for recording grades on activities completed outside of the Blackboard Learning System™ tools
- Add gradable items to a category
- Modify Grade Center items by changing titles or points possible
- Customize Grade Center display by removing items, choosing the order of items, choosing whether students are identified by name or ID, and whether class averages are displayed to students
- Create smart views of Grade Center content
- View grade details by item or student
- Enter grades for assignments and tests
- Return assignments with feedback
- Override grades, reset test attempts, and exempt a grade
- Customize the letter grade scheme
- Set the total and learn how to calculate grades for students based on weights assigned to Grade Center items or categories

10. 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
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- 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

Example Training Formats

Choose up to six (6) of the instructional modules listed above to form a custom 3-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 6 times over the course of three days, choose two modules and repeat them 3 times over the course of three days, choose three modules and repeat them 2 times over the course of three days, and so on.

Example 1

An institution has recently upgraded from Release 7.1 to 8.0 would like to train 45 instructors and support personnel on the new SafeAssign™ and Grade Center functionality. The three-day experience for this audience would look like:

Day 1 (15 participants)
Morning Session: Learning Module #7: Issuing and Collecting Assignments and Managing Groups
Afternoon Session: Learning Module #9: Managing the Grade Center

Day 2 (15 participants)
Morning Session: Learning Module #7: Issuing and Collecting Assignments and Managing Groups
Afternoon Session: Learning Module #9: Managing the Grade Center

Day 3 (15 participants)
Morning Session: Learning Module #7: Issuing and Collecting Assignments and Managing Groups
Afternoon Session: Learning Module #9: Managing the Grade Center

Example 2

An institution has been using Blackboard for 5 years and have 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 some of the newer and more advanced functionality. As such, a three-day experience for this audience would look like:

Day 1 (15 participants in each session)
Morning Session: Learning Module #1: Getting Started with Blackboard
Afternoon Session: Learning Module #1: Getting Started with Blackboard

Day 2 (15 participants in each session)
Morning Session: Learning Module #1: Getting Started with Blackboard
Afternoon Session: Learning Module #1: Getting Started with Blackboard

Day 3 (15 participants in each session)
Morning Session: Learning Module #3: Keeping Students on Track
Afternoon Session: Learning Module #9: Managing the Grade Center
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Who Should Attend

- Instructors, course designers, and support personnel who will be using and or managing and supporting: Blackboard Learning System 8.x

Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day with a 1-hour lunch and 2-fifteen minute breaks)
- $10,800 USD for up to 15 participants (training consultant travel and expenses are not included in the cost)
- Add an additional day for only $3,000.00 to train even more users!

For any questions, please email training@blackboard.com or contact your Client Manager.