

Customizing a Blackboard Course Site to Align with the Fall 2020 Virtual Course Design Standards

The following checklist is designed to assist faculty and instructors with adding information to a Blackboard course site. Instructions for how to accomplish each item within Blackboard are located after the checklist.

Be sure to open your course for students when it is ready, instructions are on Page 4 of this document.

Home Page: *This section serves as the landing page when students log-in to the course. The Home Page provides students an easy way to navigate the course. The following may be used as a framework for adding information to the Home Page.*

- Welcome to:** Add the course name and number within the brackets
 - Course Overview:**
 - Provide an introduction to the course that may include:
 - An orientation on how to navigate the course site and its setup, general description of how the course site is structured
 - Course expectations
 - Course objectives:** Add course learning objectives if they are not included on the syllabus.
 - Student Feedback and Response Time:** Let students know how and when instructors will provide regular feedback on performance/achievement. Provide information about what students can expect for faculty/instructor response time to inquiries and feedback on assignments, this helps manage expectations among students. This information can also be added to the Instructor Information section in Blackboard.
 - Virtual office hours:** This should also be added to your Instructor Information on Blackboard.
 - Etiquette expectations** for online discussions, email, and other forms of communication - a standard set of netiquette and tips for online student success are already included in the Student Resources menu item.
 - Course schedule** if it is not included on the syllabus
 - Course specific policies** if not included on the syllabus
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Units (themes, topics, weeks/time period, etc.): *After adding the course information on the Home Page as noted above, individual folders for each unit (topic, etc.) can be added. Units may include one or more concepts, themes, time periods, etc. Each folder should contain all the key information – including links to all necessary readings/content and required tools, information about all required activities, and (if appropriate) the distinct learning outcomes of the given unit – within the unit structure.*

Instructions for editing and adding unit folders begin on page 4.

An Example of a Unit Opening Page and Contents

Week of October 26th

Introduction: In this unit we will apply Knowles' principle of andragogy discussed during the last two weeks to develop a lesson plan. The syllabus includes the specifics for the lesson plan assignment, including the grading rubric.

Readings:

- Article: [insert link to article] (required)
- Text - pages 3-30 (required)

Videos to view:

- Unit overview - [insert link to video] (2 minutes viewing time) (this activity is required)
- Knowles discussing his principle of andragogy [insert link to video] (4 minutes 30 seconds viewing time) (this activity is required)
- Dr. Smith disputing Knowles' theory [insert link to video] (3 minutes viewing time) (this activity is optional)

Discussion:

- Post the initial draft of your lesson plan to the discussion board no later than 11:59 pm CT, Wednesday, October 28th. (required)
- Provide feedback to at least 2 student's lesson plans within your small group no later than 11:59 pm CT, Friday, October 30th. Expectations for providing lesson plan feedback are included in your syllabus. (required)

Recitation:

- Thursday, October 29th, 5:00pm CT (optional)
- Participation in a recitation to work through questions you may have about the lesson plan assignment and/or the final project is optional but highly encouraged.
- This will be conducted via Zoom [insert Zoom link here]

Assignments Due:

- Post lesson plan draft to the discussion board no later than 11:59 pm CT, Wednesday, October 28th
- Provide feedback to at least 2 student's lesson plans within your small group no later than 11:59 pm CT, Friday, October 30th.

Announcements: *Announcements help the instructor communicate brief messages to all students such as reminders for due dates, additional notes about the course material, etc. If it is important for students to receive the announcement immediately, instructors may choose to have the announcement sent to students via email as well as posting on Blackboard.*

Instructor Information: *Provide instructor information following the prompts on the page. Delete the instructions before making the course available to students.*

Course Overview: *This menu item is hidden by default, when logging into the course students cannot see it. The course overview may be part of your syllabus, provided on the home page, or you may use this menu item. If you add information to this menu item, be sure to unhide it so students can see it.*

Syllabus: *The course syllabus can be uploaded here as a PDF or Word document.*

- Instructions for uploading a syllabus are provided on the Syllabus page in Blackboard.
 - Delete the instructions before making the course available to students.
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Panopto Content: *This section links directly to any Panopto content you have created or added to the course. You should also link the relevant Panopto videos within each unit.*

My Grades: *This menu item is hidden from the student view by default. If you are using the Blackboard gradebook, unhide this menu item.*

Technology Requirements: *This menu item is pre-populated with information included in all Blackboard courses. Instructors may add information for technologies required specifically for individual courses.*

Student Resources and SLU Libraries: *These menu items are pre-populated with information included in all Blackboard courses.*

Resources for Faculty and Tools Area: *These menu items are pre-populated with information included in all Blackboard courses and are hidden from student view.*

Instructions: How to Customize your Blackboard Home Page for Fall 2020

Welcome Message

- ❑ Add the course name and number:
 - ❑ *Click on the chevron next to the "Welcome to [Course Name and Number]" title and select edit. To add the course name and number type directly into the "Name" field and submit.*
- ❑ Provide an introduction to the course:
 - ❑ *To add content to the Home Page, click on the chevron next to the "Welcome to [Course Name and Number]" title and select edit. Add your information to the Text Box, click submit when complete. You may want to create the content in a Word document first then copy and paste the text into Blackboard.*

Units (Weeks, Themes, etc.)

- ❑ Customize unit name and message:
 - ❑ *Click on the chevron next to the "Unit 1" title and select edit. Type your edits directly into the "Name" field. Include any informational text about the unit in the Text box and submit.*
- ❑ Add content to the units:
 - ❑ *Click on the Unit 1 title. This brings you to the content folder. Here you can add content using the Build Content, Assessments, Tools, or Partner Content prompts at the top of the page.*
- ❑ To add additional units to your course Home Page:
 - ❑ *Click on "Build Content" then "New Page" and "Content Folder."*
- ❑ To delete a unit:
 - ❑ *Click on the chevron next to the Unit Name and click "Delete."*

Other instructions for your Blackboard Course Site

- ❑ To make your course available to students:
 - ❑ https://help.blackboard.com/Learn/Instructor/Courses/Course_Availability
 - ❑ *On the left menu of your Blackboard course page, go to the Course Management section*
 - ❑ *Click on "Customization" and click on "Properties"*
 - ❑ *In the Properties menu, locate "Course Availability"*
 - ❑ *Make Course Available: Select "Yes"*
 - ❑ *Click "Submit"*