

Course Outline

On-campus Faculty Training Course

Training Course Learning Outcomes:

1. Learn accessibility and copyright guidelines for all courses at the SDCCD
2. Identify and locate the resources and support available through SDCCD Online Learning Pathways website
3. Navigate the areas of a Blackboard Learn 9.1 course
4. Describe the Blackboard tools that are available to web-enhanced courses
5. Describe how to get a Blackboard shell and how to copy content from semester to semester

Module 1: Training Orientation

1. **Overview:** We'll begin by introducing ourselves, and then we'll show you the resources available to you on our SDCCD Online Learning Pathways website.
2. **Module Objectives:** After completing this module, you will be able to
 - a. Identify the people & resources available to support your course development
 - b. Distinguish the different course types that utilize Blackboard at SDCCD
 - c. Recognize two ways to access the 24/7 help desk for faculty and student support
 - d. Locate future training opportunities available through SDCCD Online Learning Pathways
3. **Methods of Assessment**
 - a. Module 1 Pre-Assessment (not graded)
 - b. Module 1 Assignment
 - c. Module 1 Quiz

Module 2: Introducing Blackboard Learn 9.1

1. **Overview:** Review the basic navigational areas and features of the course environment on Blackboard Learn 9.1.
2. **Module Objectives:** After completing this module, you will be able to:
 - a. Describe how and when your students will access courses on Blackboard Learn 9.1
 - b. Recognize the basic navigational areas of the My Institutions page on Blackboard Learn 9.1
 - c. Identify the four main navigational areas inside of a Blackboard Learn 9.1 course
 - d. Edit the course menu of the course
3. **Methods of Assessment**
 - a. Module 2 Pre-Assessment (not graded)
 - b. Module 2 Discussion Board
 - c. Module 2 Quiz

Module 3: Adding Content to Your Course

1. **Overview:** Let's get content uploaded to your course. You'll find that there are many ways to organize your content in Blackboard. You'll want to get familiar with content folders and with learning modules to find out which option is best for your course.
2. **Module Objectives:** After completing this module, you will be able to:
 - a. Describe the accessibility guidelines for all courses at SDCCD
 - b. Describe the copyright guidelines for all courses at SDCCD
 - c. Identify the kinds of content that can be added to your course
 - d. Describe techniques for making sure files are available to students
 - e. Create a content area in Blackboard Learn 9.1
 - f. Add content using the Build Content button
3. **Methods of Assessment**
 - a. Module 3 Pre-Assessment (not graded)
 - b. Module 3 Discussion Board
 - c. Module 3 Quiz

Module 4: Tour the Blackboard Tools

1. **Overview:** This module will briefly review the tools available on Blackboard Learn 9.1 including discussions, announcements, assignments, and tests.
2. **Module Objectives:** After completing this module, you will be able to:
 - a. Describe how the Announcements and Calendar tools can be used to inform your students through Blackboard
 - b. Communicate with your students using the Mail and Messages tools
 - c. Locate where you and your students can change Notification Settings on the system
 - d. Describe how class interactions can take place in Blackboard Discussion forums and Journals
 - e. Assign and accept assignments submitted through Blackboard
 - f. Locate and describe the purpose of Turnitin inside Blackboard
 - g. Create and manage tests on Blackboard
 - h. Navigate, create columns, and change column displays in the Blackboard Grade Center
3. **Methods of Assessment**
 - a. Module 4 Pre-Assessment (not graded)
 - b. Module 4 Journal Entry
 - c. Module 4 Quiz

Module 5: Getting Your Course Ready

1. **Overview:** Now that you've been introduced to a few of the tools available in Blackboard, we'll cover some of the logistics of getting your own web-enhanced course ready at the San Diego Community College District.
2. **Module Objectives:** After completing this module, you will be able to:
 - a. Explain how on-campus instructors obtain Blackboard shells
 - b. Copy content from one shell to another on Blackboard Learn 9.1
 - c. Change the course entry point of your course
 - d. Create an archive of your course
 - e. Explain how to restore access to your course for your honors students
 - f. Locate and bookmark the pages for faculty resources and training at SDCCD Online Learning Pathways
 - g. Identify the help resources available to you and your students
3. **Methods of Assessment**
 - a. Module 5 Pre-Assessment (not graded)
 - b. Module 5 Assignment
 - c. Module 5 Quiz