**Module 1 Assignment**

**Your first assignment:**

1. Access the following tutorial/information on the My Places tool:
   - [Adding an Avatar](#) — Blackboard On Demand Video Tutorial
   - [Changing your Password](#) — Blackboard On Demand Video Tutorial
2. Click on [My Places](#) (see link at the top of your Blackboard screen) and be sure that your Personal Information page is correct.
3. Update your Password and Review the other Personal Information Settings.
4. Once you have finished, use the browser’s back button to navigate back to this Module 1 Assignment.
5. Then, in the submission field below, please answer the following questions.
   - Which Personal Information settings did you change and why?
   - Did you add an avatar image to your profile? If so, did you verify that it is the correct dimensions of 150x150 pixels so that it displays correctly?

**Sample Submission:** I clicked on My Places and Personal Information and edited my email address. I also added my phone number and set my Privacy Options. I updated my password also. I experimented with Change Text Size. And I added an avatar image to my profile and verified that it is sized correctly.

Once you have typed out your submission text, click the Submit button. You don't need to attach anything with the Browse My Computer button, and you don't need to write anything in the Comments field (unless of course you want to). Thank you!

**Module 2 Assignment**

In this assignment, you will explore the WASC Distance Learning Manual and focus on the quality requirement of regular, effective communication. In the space below the online assignment, please reflect upon your online teaching practices (whether you are new to online teaching or have been teaching online for a while) and answer these two questions. Write a minimum of 3-4 sentences for each question.

On p. 12 of the WASC Distance Learning Manual:


1. What do you think is meant by "timely and effective interaction between instructor and students?" (10 points)
2. Why do you think that interaction between instructor/students and among students in an online course is of concern to accrediting agencies such WASC? (10 points)

Please use the space in the Blackboard assignment to write your answer. Do not attach any files to this assignment submission. Once you have typed out your submission text, click the Submit button. You don't need to attach anything with the Browse My Computer button, and you don't need to write anything in the Comments field (unless of course you want to). Thank you!
Module 3 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Navigate to your Practice Course where you are enrolled as an instructor.
2. Locate the main areas of your course: Course Menu, Control Panel, Edit Mode Switch, and Content Area
3. Think about how you might organize the Course Menu in your online course, and add a new link to that Practice Course Menu. For example, you could add a link in the Course Menu to the Announcement tool. Be sure that the link is set to be available to your students. Use the Edit Mode Switch to double-check that the link is available on the Course Menu.

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. What link did you add to your Practice Course Menu?
2. How might you organize the Course Menu in your own course in Blackboard Learn?
3. How will your Course Menu organization facilitate navigation of your course for your students?

Sample Reflection Activity Submission: I added a link to the Announcements tool for my students in the Practice Course. For my own class, I would have a link to each tool that I expect my students to use most frequently in the course. In my case, that will probably be the Discussions Forum, content areas, and a Tests area. I want the syllabus to be one-click access for them, so I would also include the syllabus on the menu. I will also include a link to the My Grades tool for students so that they can access their grades without leaving my course.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don't need to attach anything with the Browse My Computer button, and you don't need to write anything in the Comments field (unless of course you want to). Thank you!
Module 4 Assignment

This assignment has two parts: the **Practice Course Activity** and the **Reflection Activity**.

**Practice Course Activity:** At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Navigate to your Practice Course where you are enrolled as an instructor.
2. Add your current course syllabus (for an online SDCCD course) to your Practice Course using any of the methods described in this module. (Build Content > Create File, Syllabus Builder, File Upload, or Item)
3. Create an Announcement in the Practice Course.
4. Create a Course Event in the Calendar. (In your Practice Course, this will be called an ‘Organization Event.’)
5. Create an Early Warning System rule.

**Reflection Activity – Faculty Training Course:** Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. What modifications will you need to make to your syllabus in order for it to clearly present accurate information to your online students on the first day of class?
   a. Please refer to the SDCCD Online Learning Pathways Syllabus Checklist and our own Faculty Training Course Syllabus to identify any necessary updates to your syllabus.
2. How do you plan on using the other tools included in this module (Calendar, Announcements, Module Page, Early Warning System, Contacts Tool) to set the tone for the semester?
3. What other techniques and/or tools might you utilize to share information, introduce yourself, and encourage interaction in your online course during those critical first weeks of the semester?

**Sample Reflection Activity Submission:** *In my online syllabus I need to explicitly state my expectations for participation in my online course. Whereas coming to class is sufficient for my on-campus students, my online students must do more than just login during the first week of class. I also need to add a late policy for my online assignments because I expect my online students will have a harder time keeping up with the assignments when they are not required to submit them to me in person. I like the Early Warning System and plan to implement that in my course for students who do not complete the first week’s required activities. Announcements will go out weekly to students to keep them on track and moving forward in the course. I will use Camtasia (not the Contacts Tool) to do a captioned video announcement of myself, and I hope this encourages them to interact with me and each other online.*

Once you have completed the **Practice Course Activity** and the **Reflection Activity** above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don’t need to attach anything with the Browse My Computer button, and you don’t need to write anything in the Comments field (unless of course you want to). Thank you!
Module 5 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Navigate to your Practice Course where you are enrolled as an instructor.
2. Create one of the following items in your Practice Course. Use the information in this module to create a topic that will achieve the required learning objectives for that activity in your course.
3. Once you have created one of the above items in your Practice Course, you can navigate back to this Faculty Training Course.

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. Which asynchronous tools do you plan to utilize in your online classroom? Which synchronous tools will you use?
2. What kind of participation (reflection, conversation, narrative, critique, debate, etc.) are you hoping to elicit from your students by using those interaction tools?
3. When and how often do you plan to initiate contact with your students individually and with your class as a whole?

Sample Reflection Activity Submission: I love the Journal tool (asynchronous) and think that it will be a great addition to my online English class. I would like students to begin their Reflective Essay writing at the start of the semester in their journals, and then throughout the semester, with each entry, their paper will become more and more organized. I also plan to use a chat room tool (synchronous) to work with students who need individual attention or assistance with specific concepts throughout the course. I like the idea of a CCCConfer conference phone bridge to work with multiple students at the same time. I will be sending out weekly email to students with the expectations and reminders for the week. I would love to do some captioned videos of these announcements so that students can see my face from time to time! :) I’ll try to stick to the same routine from week to week so that students know what to expect as well.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don’t need to attach anything with the Browse My Computer button, and you don’t need to write anything in the Comments field (unless of course you want to). Thank you!
Module 6 Assignment

This assignment has two parts: the **Practice Course Activity** and the **Reflection Activity**.

**Practice Course Activity:** At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Navigate to your Practice Course where you are enrolled as an instructor.
2. Create a new Content Area that is linked on the Course Tools Menu of your Practice Course. The name of the Content Area should help to identify the content that it will contain.
3. In the new Content Area, add materials from your actual course. Add the following four pieces of content to that content area:
   a. A **Blackboard item** (Build Content – Item) describing the materials that are posted inside the content area you’ve created
   b. **Two files** (choose two different filetypes that you plan to use for your actual course: (.pptx or .docx or .pdf))
   c. If you plan to use PowerPoint in your online course, try using Slideshare. You can upload your PowerPoint slides to your Slideshare account and embed the slides directly into the Content Area that you created in the previous step
   d. A **web site** (of your choosing)
   e. Turn off Edit Mode to see how that content area is displayed to your students.

**Reflection Activity – Faculty Training Course:** Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. How do you plan to organize the content in your course?
2. What kinds of files and content do you plan to share with your students?
3. If you plan to use content from your publisher, have you checked that the content meets the requirements for both **ADA Compliance** for students with vision and hearing disabilities as well as the **Education Code** for instructional materials fees? (See Module 2)
4. Will you restrict the release of content by date? Do you plan to use Adaptive Release or Review Status?

**Sample Reflection Activity Submission:** I will organize my content in Learning Modules, very similar to the way the content is organized here in the training course. I have document files and videos that I created (yes they are captioned) so I will not be using publisher material. I would like for students to have all the content, links, and assignments available to them from within the module so that there are minimal navigation issues in the course. Yes, I will restrict the release of content for specific dates because I want all the students in my course to encounter the material during the same weeks as their classmates. Students will need to complete the activities in one module by a certain date, otherwise they will lose points, and they will need to move onto the next module.

Once you have completed the **Practice Course Activity** and the **Reflection Activity** above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don’t need to attach anything with the Browse My Computer button, and you don’t need to write anything in the Comments field (unless of course you want to). Thank you!
Module 7 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Select an assignment that you currently use in your online or face-to-face class. Create that assignment in Blackboard Learn.
2. Navigate to the Assignments Content Area of the Practice Course.
3. Create the Assignment in Blackboard Learn, updating the assignment appropriately for the online environment. As you setup the assignment, be sure to include the following information:
   1. What electronic format should be used to submit the assignment? Attached file or submitted text? Filetype? Formatted text?
   2. If you plan to utilize Turnitin in your course, you may create this assignment using Turnitin.
   3. Make sure that the assignment is setup with the appropriate Points Possible for grading and that a column is created in the Grade Center.
4. Now, let's create a Rubric for the assignment.
5. In the Grading section of the Edit Assignment screen, click the “Add Rubric” button and select “Create New Rubric.” (Blackboard On Demand Tutorial: How to Create a Grade Rubric)
6. Name the rubric and customize the criteria and levels of achievement for each criterion.
7. Set the rubric to be used for grading the assignment and visible to students with rubric scores.

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. Describe the assignment that you created in your Practice Course and the deliverables that students must submit.
2. How does this assignment demonstrate student achievement of a learning outcome in your course?
3. Briefly describe the other assignments that you will be using to assess learners in your online class.
4. Feedback is so important in an online class. How do you plan to give feedback to your students about their online assignments?

Sample Reflection Activity Submission: I have put my Nutrition Analysis assignment online. In this assignment, students must record their dietary intake for 3 days and use the publisher’s software to run multiple reports on the nutritive value of their diets. Using those reports students must write a Personal Summary. With the online version of this assignment, I would like to give them the option of submitting a Prezi presentation or a LiveBinder of nutrition resources customized to their dietary needs. There are several writing assignments in my class, so I’d like to give students the option to get more creative with this one. The other assignments are writing assignments, and some Nutrition Labeling activities. I’d like to create Rubrics for each assignment so that students know how they will be evaluated. Once I finish this first semester, I will ask my current students for their permission to share these assignments with my next class. For feedback, I am going to give Jing a try for individual audio-video feedback. I think it might save me some time.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don’t need to attach anything with the Browse My Computer button, and you don’t need to write anything in the Comments field (unless of course you want to). Thank you!
Module 8 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Build a question pool called Sample Questions.
2. Create three questions in the Sample Questions pool. Choose three different question types - whichever types you are most likely to use in your own course, and write your own questions. If you write a multiple choice question, be sure to use the links included in this module to write a multiple choice question that will require students to use critical thinking.
3. Build a test called Sample Test and add your three new questions to Sample Test.
4. Deploy the Sample Test on the homepage of your Practice Course with the following setting test options:
   o link should be available
   o announcement should also be added
   o do not set force completion
   o set timer to 5 minutes with auto-submit turned on
   o do not place date restrictions on the test
   o every student gets the same three questions but in randomized order

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. Describe how/if you plan to use tests in your online class. Why? Why not?
2. Describe how you will design your questions and setup your tests so that they best assess your students’ learning.
3. What resources will be available to students in your course who might be new to online testing?

Sample Reflection Activity Submission: I will use weekly quizzes in my class to ensure that students keep up with the textbook readings. Students will have a quiz every week, and they will be allowed to drop their lowest quiz score at the end of the term. The quiz questions will be randomized so that students don’t get the questions in the same order. They will be able to complete the test at any time during the week that it is due. If they miss the deadline for the quiz, they cannot take it late. Since most of my Computer Programming class is project-based, the quizzes will not be the primary method of assessment. I will have students submit weekly projects, and then a Final Project as the main methods of assessment. For students who are new to online quizzes, there will be a sample quiz available to them, and I will be sure that they know about the Blackboard On Demand Testing Tutorial as well as the sample course (newstudent/newstudent) access.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don’t need to attach anything with the Browse My Computer button, and you don’t need to write anything in the Comments field (unless of course you want to). Thank you!
Module 9 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

To successfully complete this assignment, you need to have already completed the assignments for Module 5 (Create DB/Wiki/Journal/Blog), Module 7 (Create an Assignment), and Module 8 (Create a Test). You will be using the Grade Center columns for those items that you created in previous modules to complete this activity.

1. Navigate to the Full Grade Center of your Practice Course
2. Manually create a column named “In-class Essay” that is worth 50 points
3. Locate the columns that were created in previous activities:
   1. Locate the column that was created in the Grade Center when you created the new Discussion/Journal/Wiki/Blog in Module 5.
   2. Locate the column that was created in the Grade Center when you created the new Assignment in Module 7.
   3. Locate the column that was created in the Grade Center when you created the test in Module 8.
4. Create a Calculated Column named Total Points that will automatically total the points that students earned on the below items:
   1. In-class essay
   2. Discussion Board (that you created in Module 5)
   3. Assignment (that you created in Module 7)
   4. Test (that you created in Module 8)
5. Enter scores for each of the four items above for student Christopher Andalo (pcstudent01), and make sure that your Total Points column sums correctly.
6. Sort the Grade Center on the Total Points column
7. Reorder the Total Points column so that it appears after the column for students’ last names.
8. Hide the total points column from students.

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. You have received grades as a student in this training course. How has that experience been for you?
2. Knowing what you know about the Grade Center now, would you recommend any changes to how grades are released to you as students in this training course?
3. Knowing what you know about the Grade Center now, how will you release grades to your students in your own online course?
4. What outstanding questions do you have regarding the Grade Center in Blackboard Learn?

Sample Reflection Activity Submission: I have enjoyed being in the shoes of an online student receiving grades for my assignments through this tool. Now I know how my own students will feel. I do want to be sure in my own course that Grade Center column names are easy to decipher for my students because it can be frustrating to not know which columns refer to which activities. Also I will set up my Grade Center columns chronologically so that grades are displayed in the order that they are available to my students. I have no outstanding questions about the Grade Center at this time.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don't need to attach anything with the Browse My Computer button, and you don't need to write anything in the Comments field (unless of course you want to). Thank you!
Module 10 Assignment

This assignment has two parts: the Practice Course Activity and the Reflection Activity.

Practice Course Activity: At SDCCD, faculty members are enrolled in courses as instructors with the ability to edit a course. You have been enrolled as an instructor into a separate training course, the Practice Course, which will be used throughout the training. You will need to login to that Practice Course to complete this activity.

To complete this Practice Course Activity, please follow the steps below:

1. Navigate to your Practice Course where you are enrolled as an instructor.
2. Access the Packages and Utilities area of the Control Panel.
3. Click on the Export/Archive Organization link.
4. Click on the Archive button.
5. Allow several minutes for the archive process to run. Instructors will receive a system-generated email once the archive is complete. Forward the system-generated email that you received once the archive is complete to support@sdccdonline.net.
6. Once the archive has been created, save it to your local machine by clicking the ActionLink button next to the archive name, and selecting “Open.” Then click “Save” and select a location to save the file.

Reflection Activity – Faculty Training Course: Now that you have completed the above activity in your Practice Course, please type out your response to the question(s) below in the Submission textbox below. Your reflection should be at least 5 sentences.

1. Where did you save your archive file? To your work computer or home computer or flash drive? What will be your method of organizing and managing these archive files?
2. Please explain why it is important to archive your course. When and how often do you plan to save an archive file of your course?
3. What page/tool will you use as your Course Entry Point?

Sample Reflection Activity Submission: It’s important to archive my class in case anything happens to the data and the class gets corrupted on the system. With an archive my class site could be restored. I will archive my course at the end of every module and at the end of every grading session. I think there will be two “high-activity” times in the course: At the end of the module when students are completing required activities in the course, and again about 2 days later when I am entering grades for all the activities that they complete. I plan to take an archive at both of those times. My Course Entry point will be set to the homepage of the course.

Once you have completed the Practice Course Activity and the Reflection Activity above, click the Submit button. Your answers to the Reflection Activity should be written out in the Submission textbox. You don't need to attach anything with the Browse My Computer button, and you don't need to write anything in the Comments field (unless of course you want to). Thank you!