



# Blackboard Training Workshop Series Syllabus

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<b><u>Materials</u></b>	Blackboard Help Site ( <a href="http://help.blackboard.com">help.blackboard.com</a> ) materials posted in the <b>TLC Blackboard &amp; Workshop Resources</b> course site	
<b><u>Format</u></b>	Twelve hours of in-person training with hands-on application	
<b><u>Prerequisite</u></b>	Faculty or staff of Illinois Central College	
<b><u>Credits</u></b>	Full time faculty receive credit for 12 hours of seat time Adjunct faculty receive credit for completion of a Teaching and Learning Series	

## **Technical Support**

For questions about Blackboard, please contact the TLC at (309) 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu).

For help with resetting login information and passwords, please contact the Illinois Central College Help Desk at (309) 694-5457 or [helpdesk@icc.edu](mailto:helpdesk@icc.edu).

## **Course Sites**

- **Sandbox site** – You are the *instructor* in this site. This course shell is an example of a new course site. You can make any changes you wish in this site as you explore Blackboard features and tools. There are some sample students and submissions within this course, as well as some sample content, to help get you started.
- **TLC Blackboard & Workshop Resources** – You (and all ICC Blackboard instructors) are *students* in this site. You will not see a Control Panel and cannot make changes to this site. Use this site to access and review course materials and other workshop offerings.

## **Workshop Topics and Objectives**

### **Topic 1 TLC & Blackboard Resources / My Blackboard Navigation**

*By the end of this topic, participants should be able to:*

- ✓ Navigate the TLC and Blackboard Resources web pages to access resources to help facilitate and enhance classroom learning
- ✓ Utilize the My Blackboard Navigation Menu to access various Blackboard tools to monitor student progress and interact with students

### **Topic 2 Available Blackboard Tools / Effective Course Design**

*By the end of this topic, participants should be able to:*

- ✓ Identify and apply structures and processes to make courses student-navigation friendly
  - Add, modify, and delete buttons on the course menu
  - Navigate and utilize options within the Blackboard Control Panel
- ✓ Plan and design an effective and consistent organizational structure for courses

### **Topic 3 Assignments**

*By the end of this topic, participants should be able to:*

- ✓ Create and deploy meaningful assignments within the content modules that assess student learning in meaningful ways
  - Incorporate the SafeAssign (plagiarism-checking) tool into assignment submissions
  - Utilize the New Box View to comment directly on student work within the Blackboard environment
- ✓ Review course assignment activities to ensure they match learning objectives
  - Review activities for clarity in expectations and grading criteria
  - Develop rubrics that align with grading criteria

### **Topic 4 Interaction & Collaboration**

*By the end of this topic, participants should be able to:*

- ✓ Identify and employ interactive and engaging learning opportunities
  - Create Discussion Boards and other tools for student engagement to enhance student-to-student communication
  - Recognize when blogs, journals, or wikis would be best utilized within the learning environment
- ✓ Establish course communication policies and procedures

### **Topic 5 Tests, Surveys, & Pools**

*By the end of this topic, participants should be able to:*

- ✓ Create and deploy exams to measure and evaluate student learning and achievement
- ✓ Recognize and apply and benefits of using question pools and random blocks for tests

### **Topic 6 Grade Center & Rubrics**

*By the end of this topic, participants should be able to:*

- ✓ Create Grade Center columns and evaluate sample assignments within the Grade Center
- ✓ Understand the differences between total points and weighted grading systems, as well as how to best employ each option within a Blackboard course

### **Topic 7 Student Performance / Learner Support**

*By the end of this topic, participants should be able to:*

- ✓ Utilize Blackboard's Evaluation tools (Course Reports, Retention Center, Performance Dashboard) to monitor student performance and identify students who may need additional assistance
- ✓ Develop and implement course content focused on student support and the diverse learning styles of students
  - Modify course content to meet diverse learning styles
  - Individualize instruction using Adaptive Release to control how and when students view content
  - Use the review status feature to encourage student accountability and continued progress

### **Topic 8 Workshop Showcase**

*By the end of this topic, participants should be able to:*

- ✓ Participate in the live workshop showcase by demonstrating to the group enhancements made within one of your courses
- ✓ Assess their own (and a peer's) course site based on the rubric standards