



Designing Course Structure

Session Handout



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My Blackboard Interface

There are five sections that make up the Global Navigation Menu. What are they and what are the key features of each section?

What modifications can you make to your Personal Information?

In your own words, describe the benefits of the Social Learning Tools:



Overview: My Blackboard and Navigation

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/030_Navigation

Video: Global Navigation and My Blackboard

https://www.youtube.com/watch?feature=player_embedded&v=J_aZCVQYSj0

Video: Social Learning Tools

https://www.youtube.com/watch?feature=player_embedded&v=1CMATBAkj4E

Activity: Setup or Verify Your Profile Information

1. Include this information:

- Profile photo (recommended: your face is clearly visible).
- The name you'd like to be called.
- Information about your field of study or department.
- Some information about yourself.

2. Set Privacy Options:

- Do you want to connect with Facebook or Twitter?
- Will your profile be visible to the larger Blackboard global network?

3. Contact information:

- Do you want your email to be displayed on your profile?

Edit My Blackboard Profile Cancel Submit

* indicates a required field.

Connect with...

Facebook Twitter

Picture

Change Picture

My Name
My department or field of study

Any information that I want to share with individuals. Items to consider sharing: office hours, group projects, or interests.

Preview My Profile Card

How do you want your name displayed in your profile?

My Name

What are you studying?

My department or field of study

What would you like to share about yourself?

Any information that I want to share with individuals. Items to consider sharing: office hours, group projects, or interests.

Contact Information

* Primary Email

Add an email address to verify your account. An email will be sent to this address for verification. We recommend using an email address that you will always have access to when you change schools or jobs.

myemailaddress@myschool.edu

Display on my profile page

Privacy Options

Anyone in your classes can view your profile card within the class (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

All Blackboard Users (recommended)
Anyone with a Blackboard profile can find and message me. This includes Blackboard users at other schools.
 Require others to request permission to follow me.

My Institution (recommended)
Anyone from my institution can find and message me.
 Require others to request permission to follow me.

Private
Everyone must request permission to follow me. Anyone in my classes, organizations, and spaces can find and message me.

Hidden
No one can view, message, or follow me. I cannot view, message, or follow others. I choose not to participate in social learning spaces.

[Delete My Blackboard Profile](#)

Cancel Submit



Overview: My Portfolio

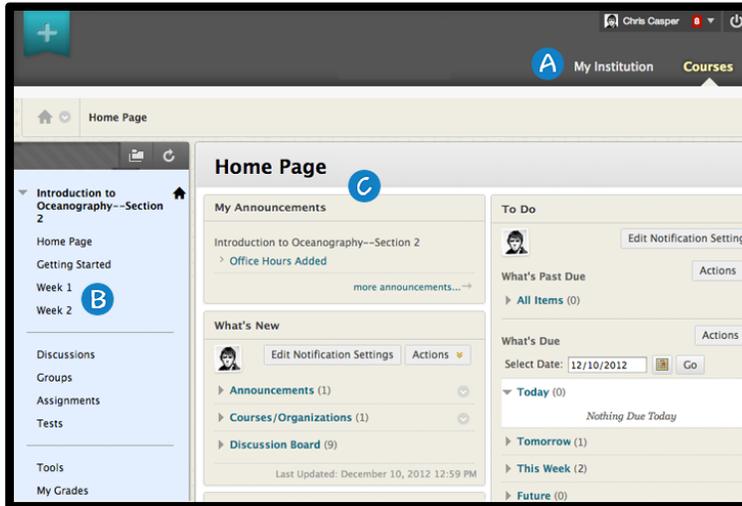
https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/030_Nav_My_Blackboard/Profiles/020_Profiles_Not_Updated

Video: My Blackboard Profile

https://www.youtube.com/watch?feature=player_embedded&v=LuUTg9LSGG4

Learn Course Interface

What is the purpose of the areas identified below?



A. Tabs:

B. Course Menu:

C. Home Page:

If you wanted to modify the entry page for your course, where would you go?

Name three other things you can do from **Teaching Style** page besides changing the Entry Point.

- 1.
- 2.
- 3.



Navigating a Course

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/040_In_Your_Course/010_Navigate_Course

Video: How to Navigate From One Course to Another

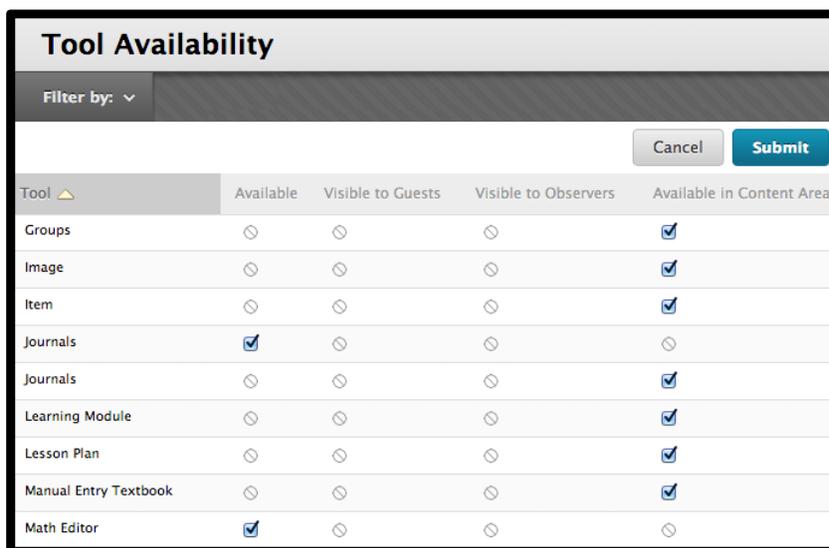
https://www.youtube.com/watch?feature=player_embedded&v=ITBdyzkCHqM

Activity: Modifying Tools and Content View

When your course is generated, it is likely a template or previous course content is copied over to make setup quick and efficient. You may find that tools you have no intention of using are on and others are left off.

For this activity, you are encouraged to visit a course that you are currently teaching, if comfortable. Otherwise, please use your practice course.

1. Visit the **Tool Availability** under the **Customization** header in **Course Management**.
2. Review the tools that are currently available or unavailable in your course. Are their tools that you want to change?
 - a. To make tools unavailable: click the checkmark in the Available column.
 - b. To make tools available: click the box in the Available column.
 - c. You may also notice there are some tools may or may not be available in Content Areas. To change their status, click the box in the last column.
 - d. Click **Submit** to save.



The screenshot shows the 'Tool Availability' interface. At the top, there is a 'Filter by:' dropdown menu. Below it are 'Cancel' and 'Submit' buttons. The main part of the interface is a table with the following columns: 'Tool', 'Available', 'Visible to Guests', 'Visible to Observers', and 'Available in Content Area'. The 'Available' column contains radio buttons, and the 'Available in Content Area' column contains checkboxes. The tools listed are Groups, Image, Item, Journals, Journals, Learning Module, Lesson Plan, Manual Entry Textbook, and Math Editor.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Image	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Item	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Journals	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Journals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Learning Module	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Lesson Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Manual Entry Textbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Math Editor	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

This next activity will have you modifying your Menu Style and Content View.

1. Visit **Teaching Style** under **Customization** header in **Course Management**.
2. Modify the style of the Menu Style.
3. Set your preference for Default Content View.
4. Click **Submit** to save.

Course Entry Page

Why is the Course Entry Page considered as the first impression of your course?

Blackboard Administrators can change the default for the Course Entry Page. Do you know what the default is for the Course Entry Page? Write your answer below:

Name the items that can become the Course Entry Page:

How does the Home Page organize its contents?



Modules

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/020_Get_Started/030_My_Institution_Tab/010_Modules

Course Customization

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/050_Course_Customization

Course Style Options

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/050_Course_Customization/030_Course_Style_Options

Activity: Setting Up Your Course Entry Point

The Course Entry Point is your students' first impression of your course. Think about meeting someone new for the first time. What do you notice about the person first? Is it their handshake, what they are wearing, or perhaps their cologne or perfume? Within just a few seconds, we using all these bits of information to begin forming our opinion of that person... your student will do the same thing when they enter your class. The Course Entry Page is the gateway to their learning and you want to give them a positive experience.

For this activity, you can choose one of the following:

1. Setup a New Course Entry Point: Announcements

- a. From **Teaching Style**, scroll down to **Select Course Entry Page**.
- b. Change the entry point to **Announcements**. Click **Submit**.
- c. Create a new Announcement welcoming the students to the course and give some welcoming remarks.
- d. Pin the Announcement to the top so it will be the first thing they see.

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/060_Communication/030_Announcements#Reorder_Announcements

Best Practice: Every week, create a new welcome post outlining the goals for that week. Pin it to the top for that week so it will be visible for all students.

2. Modify an Existing Course Entry Point

- a. Navigate to a course where you want to setup the Course Entry Point.
- b. What is the current entry point:
- c. What are you impressions of the current entry point:
- d. Is the Entry Point welcoming?

If not, what modifications will you make. Create your action plan then implement the changes.



Select the Entry Point

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/050_Course_Customization/030_Course_Style_Options

Video: How to Design Your Course Entry Point

https://www.youtube.com/watch?feature=player_embedded&v=RtCKI27Uao4

Course Menu

What is the Course Menu and why is how design important?

Use the image on the right and answer the following questions:

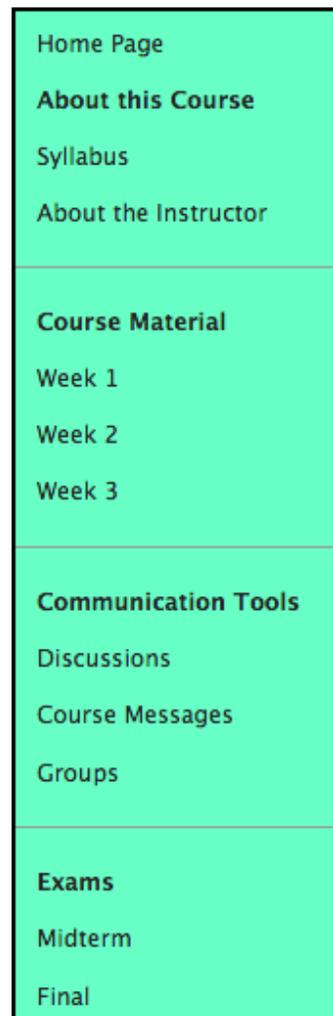
About this Course, **Course Material**, **Communication Tools** and **Exams** are examples of what design feature? Why should you use them?

What is the line in-between **About this Course** and **Course Material called**? Why should this be used?

The **Syllabus** was added via the Add Menu Item icon and is likely one of three features. What are the three features it could be?

Week 1, 2, and 3 are likely this feature. How do you know?

Name at least three things about this course menu that are positive about the layout design:



Course Menu

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/040_In_Your_Course/010_Navigate_Course#Course_Menu

Activity: Course Menu Evaluation

Choose one course that is currently being designed for next semester, quarter, or year. You will be performing an analysis of the Course Menu design.

1. Answer Yes or No to the following questions:

- a. Is the content organized using any organization?
- b. Are there dividers breaking up the content?
- c. Are there subheadings identifying the sections of the course menu?
- d. All the course menu items listed will actively be used.

2. For every “no” answer above, change the item on your Course Menu.

a. Design Tips:

- i. Group content into topics by using subheadings and topics.
- ii. Move content items or similar tools into a folder. Place the folder link on the Course Menu.
- iii. Remove tools that will not be used or move them into the appropriate folder or content area.

3. Is your color scheme using high contrasting colors (i.e. black background, white text)?

- a. If no, modify the Course Menu color in **Teaching Style**.



Communication Tools

Match the term with the definition:

Announcements	1. Send personal correspondence to others. Messages will be received outside of the course.
Calendar	2. Add profile information about yourself and other staff.
Course Message	3. Post-timely information critical to student success.
Email	4. Send personal correspondence to others. Messages will be received within the course.
Contact	5. Consolidated view of upcoming events or due dates.

Why is it important to designate which email option you will be using?



Announcement

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/060_Communication/030_Announcements

Calendar

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/030_Navigation/Calendar

Course Message

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/060_Communication/060_Course_Messages

Email

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/060_Communication/010_Email

Contacts

https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/060_Communication/040_Contacts

Activity: Communication Plan

When you teach online, you should have an established communication plan outlining the expectations for communications. Instructors find this very useful in establishing trust and responsibility for everyone involved in an online course.

This information can be placed in a variety of places. Here are a few locations to consider: syllabus, welcome email or announcement to students, or as part of the Contacts tool.

What should be included?

- Outline how to send email.
 - Whichever method you choose, be sure to turn off the other in the course.
- Provide expected reply times.
 - Students may think it is reasonable to expect a reply within an hour of sending their email to you unless you state when you are likely to reply. Consider ask other instructors or support at your institution for reasonable reply times.
- Will the calendar be use?
 - If so, make sure that calendar is up-to-date.
- How will students ask questions?
 - Do you have an FAQ discussion thread they should post to first or email you directly? Let them know!
 - If you're not using an FAQ discussion thread, you might consider it. This allows students the opportunity to help each other before coming to you first.