

Designing Course Structure

Education Services

Meet Your Consultant!

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*Thank you for allowing me to assist you
in your learning journey.*

Session Objectives

- Recognize the components of the My Blackboard interface.
- Identify the Learn Course interface.
- Explain how the Teaching Style can customize the course design.
- Assemble a Course Menu that matches different course needs.
- Compare essential communication tools.

Keep in mind...

- It's about discovering the possibilities and deciding what works best for *you* and *your course*.



MY BLACKBOARD INTERFACE

My Blackboard

- Provides quick and easy access to critical and timely information.
- Centralized view of key tools: calendar, updates, posts, and grades.
- Access to the My Blackboard Social Community (if enabled).

Let's Explore: My Institution

The screenshot shows the Blackboard 'My Institution' dashboard. At the top right, a user profile for 'Chris Casper' with 13 notifications is visible, labeled with a blue circle 'A'. Below the navigation bar, there are two buttons: 'Add Module' (labeled with a blue circle 'D') and 'Personalize Page' (labeled with a blue circle 'E'). The main content area is divided into three columns. The left column, labeled 'Tools' with a blue circle 'B', lists various utility items like Announcements, Calendar, and My Grades. The middle column, labeled 'My Announcements' with a blue circle 'C', shows a message that no announcements have been posted in the last 7 days, with a link to 'Mentors Available'. Below this is a 'Mobile Learning Update' section with an image of a BlackBerry phone and a link to download the Blackboard Mobile Learn app. The right column, labeled 'My Courses', lists courses where the user is a student, including 'Astronomy' and 'Earth System Science - Sec 1'. Below the courses is a 'My Tasks' section with a task due soon: 'Monday Night Moon Viewing #1 is due soon'.

My Institution: Global Navigation

The screenshot displays the Blackboard 'My Institution' interface. At the top right, a user profile box (labeled A) shows the name 'Chris Casper' and a notification count of '13'. Below this, a 'Personalize Page' button (labeled E) is visible. On the left, a 'Tools' menu (labeled B) lists various functions like Announcements, Calendar, and Tasks. The main content area features 'My Announcements' (labeled C) with a message about no recent announcements, and a 'Mobile Learning Update' section promoting the BlackBerry app. The right sidebar shows 'My Courses' with a list of courses including 'Astronomy' and 'Earth System Science - Sec 1'. A 'D' label is placed near the 'Add Module' button at the top left.

My Institution: Tools

The screenshot displays the Blackboard 'My Institution' interface. At the top right, the user's name 'Chris Casper' and a notification count of '13' are visible. Below this, there are tabs for 'My Institution' and 'Courses'. A 'Personalize Page' button is located in the top right area. On the left side, a 'Tools' menu is highlighted with a yellow border and contains the following items: Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. The main content area is divided into three sections: 'My Announcements' (with a note that no announcements have been posted in the last 7 days), 'Mobile Learning Update' (promoting the Blackboard Mobile Learn app), and 'My Courses' (listing 'Astronomy' and 'Earth System Science - Sec 1'). A 'My Tasks' section at the bottom right shows a task for 'Monday Night Moon Viewing #1 is due soon'. A small 'Add Module' button is visible in the top left area of the main content.

My Institution: Modules

The screenshot displays the Blackboard 'My Institution' interface. At the top right, the user's name 'Chris Casper' and a notification count of '13' are visible. Below this, there are tabs for 'My Institution' and 'Courses', and a 'Personalize Page' button. A left-hand navigation menu includes 'Tools' (with a blue 'B' icon), 'Announcements', 'Calendar', 'Tasks', 'My Grades', 'Send Email', 'User Directory', 'Address Book', 'Personal Information', and 'Goals'. A central 'Add Module' button (with a blue 'D' icon) is positioned above a list of modules. The 'My Announcements' module (with a blue 'C' icon) is highlighted with a yellow border and contains the text: 'No Institution Announcements have been posted in the last 7 days.', 'Astronomy', and '> Mentors Available'. Below this is a 'Mobile Learning Update' section with the heading 'Want the Blackboard Mobile Learn™ app on your BlackBerry®?' and instructions to visit 'blackberry.com/appworld/download from your BlackBerry'. A small image of a BlackBerry phone is shown. To the right, a 'My Courses' section lists 'Courses where you are: Student', 'Astronomy', and 'Earth System Science - Sec 1'.

My Institution: Add Modules

The screenshot displays the Blackboard 'My Institution' dashboard. A yellow box highlights the 'Add Module' button in the top-left navigation bar, with a blue circle 'D' next to it. In the top-right corner, a blue circle 'A' is positioned above the user profile 'Chris Casper' and the 'My Institution' header. Below the header, a blue circle 'E' is next to the 'Personalize Page' button. In the center of the 'My Announcements' section, a blue circle 'C' is placed over the text 'No Institution Announcements have been posted in the last 7 days.' In the top-left of the 'Tools' sidebar, a blue circle 'B' is next to the 'Tools' header.

Annotations:

- A:** User profile and navigation tabs (My Institution, Courses)
- B:** Tools menu header
- C:** Announcement status text
- D:** Add Module button
- E:** Personalize Page button

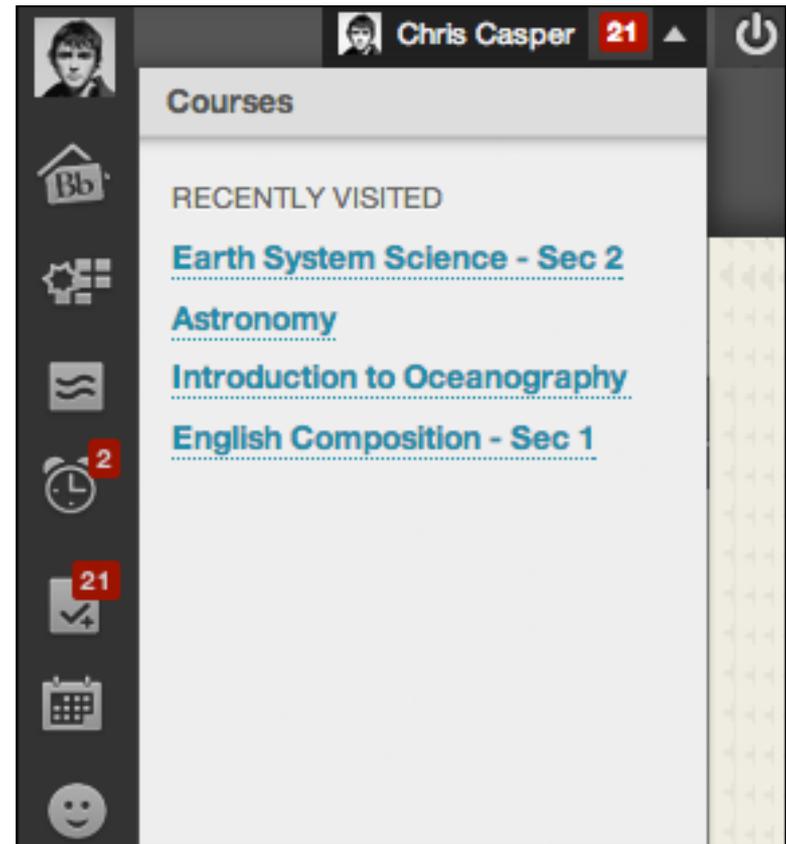
My Institution: Personalize Page

The screenshot shows the Blackboard 'My Institution' interface. At the top right, the user's name 'Chris Casper' and a notification count of '13' are visible. Below this, the page is divided into sections: 'Tools' (with a blue 'B' icon), 'My Announcements' (with a blue 'C' icon), and 'My Courses'. The 'Tools' section includes links for Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. The 'My Announcements' section shows a message: 'No Institution Announcements have been posted in the last 7 days.' with a sub-section for 'Astronomy' containing 'Mentors Available' and a 'more announcements...' link. The 'My Courses' section lists 'Courses where you are: Student' and includes 'Astronomy' with sub-sections for 'Announcements: Mentors Available', 'Earth System Science - Sec 1', and 'Introduction to Oceanography - Section 3'. A 'My Tasks' section at the bottom shows 'Monday Night Moon Viewing #1 is due soon'. A blue 'D' icon is placed over the 'Add Module' button. A blue 'E' icon is placed over the 'Personalize Page' button, which is highlighted with a yellow border. A blue 'C' icon is also present near the 'Mentors Available' link.

Global Navigation Menu: Student View

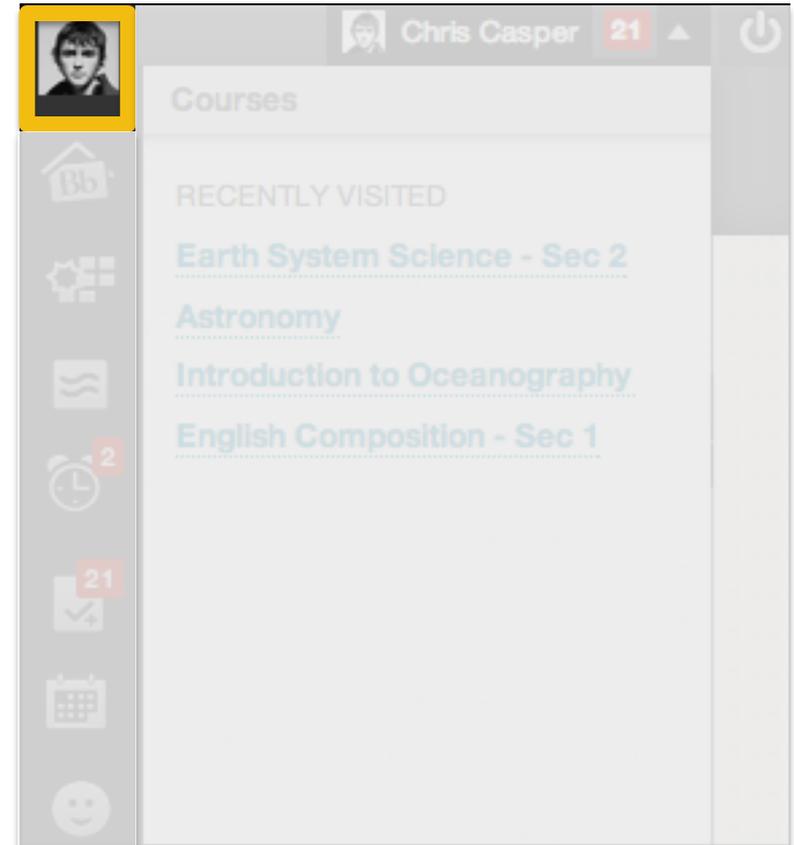
The image on the right shows a Global Navigation Sample.

What do you notice?



My Blackboard Social Community

Click your Profile image to access your Social Profile.





LEARN COURSE INTERFACE

Let's Explore: Learn Course Layout

The screenshot displays the Blackboard Learn interface for a course. At the top, the user is identified as Chris Casper. The navigation bar includes 'My Institution' and 'Courses'. The main content area is titled 'Home Page' and features several sections:

- My Announcements:** Shows an announcement for 'Introduction to Oceanography--Section 2' with a sub-item 'Office Hours Added' and a link to 'more announcements...'. A blue 'C' icon is present.
- What's New:** Lists recent updates: 'Announcements (1)', 'Courses/Organizations (1)', and 'Discussion Board (9)'. It includes 'Edit Notification Settings' and 'Actions' buttons. A timestamp indicates it was last updated on December 10, 2012, at 12:59 PM.
- To Do:** A section for tracking tasks, including 'What's Past Due' (All Items: 0) and 'What's Due' (Today: 0, Tomorrow: 1, This Week: 2, Future: 0). It features a date selector set to 12/10/2012 and a 'Go' button.

A left-hand navigation menu is visible, listing course components such as 'Introduction to Oceanography--Section 2', 'Home Page', 'Getting Started', 'Week 1', 'Week 2' (highlighted with a blue 'B' icon), 'Discussions', 'Groups', 'Assignments', 'Tests', 'Tools', and 'My Grades'.

Course Layout: Homepage

The screenshot displays the Blackboard course homepage layout. It is divided into several sections:

- Home Page** (Header)
- My Tasks**: Lists tasks such as "Introduction to Oceanography--Section 2: Term Paper Topic" with a "more tasks..." link.
- My Announcements**: Shows an announcement for "Introduction to Oceanography--Section 2" with a sub-link for "Office Hours Added" and a "more announcements..." link.
- What's New (A)**: A section with a user profile picture, "Edit Notification Settings", and "Actions" button. It lists categories: "Announcements (1)", "Assignments (3)", and "Content (2)". Under "Content", it lists "NY Times Oceans Site" and "Oceans in the News".
- To Do (B)**: A section with a user profile picture, "Edit Notification Settings", and "Actions" button. It includes "What's Past Due" (All Items (0)) and "What's Due" (selectable date: 12/10/2012, Go button). The "What's Due" section is expanded to show "Today (0)" with the text "Nothing Due Today", "Tomorrow (1)", "This Week (1)", and "Future (2)".

At the bottom right of the page, it says "Last Updated: December 10, 2012 2:04 PM".

Course Layout: Course Menu

The screenshot shows a Blackboard course interface. At the top, there is a navigation bar with a home icon, a dropdown arrow, and the text "Week 2". Below this is a course menu on the left side, which is highlighted with a blue background. The menu items are: "Introduction to Oceanography--Section 2" (with a home icon), "Home Page", "Getting Started", "Week 1", "Week 2" (highlighted with a blue circle labeled 'B'), "Discussions" (with a blue circle labeled 'C'), "Groups", "Required Web Reading" (with a blue circle labeled 'D'), "My Calendar", "Identification Exercise" (with a blue circle labeled 'E'), and "My Grades". A blue circle labeled 'A' is positioned above the menu, and a blue circle labeled 'F' is positioned to the right of the menu. A folder icon is highlighted with an orange box above the menu. The main content area on the right is titled "Week 2" and contains three sections: "Objectives" (with a document icon), "Coastal Water Circulation" (with a folder icon), and "Week 2 Study Guide Questions" (with a document icon). The "Objectives" section contains a list of bullet points: "Understand the differences between temperature, and currents.", "Know the origin of estuaries and", "Be familiar with the four types of", and "Appreciate the importance of w".

Course Layout: Content Areas

The screenshot displays a Blackboard course interface. On the left is a navigation menu with the following items: Introduction to Oceanography--Section 2 (with a home icon), Home Page, Getting Started, Week 1 (highlighted with an orange box), Week 2, Discussions, Groups, Required Web Reading, My Calendar, Identification Exercise, My Grades, My Groups (with a dropdown arrow), and Coastline Presentation (with a right-pointing arrow). The main content area is titled "Week 1" and contains several sections: "Objectives" (with a document icon) containing a paragraph and a bulleted list; "Week 1 Assignment" (with a document icon) containing a link to "Chapter 1 Assignment (37.5 KB)" (highlighted with an orange box) and a paragraph; "Oceans in the News" (with a document icon) containing a paragraph (highlighted with an orange box); "NY Times Oceans Site" (with a globe icon) containing a paragraph; and "Week 1 Study Guide Questions" (with a document icon).

Week 1

Objectives

Estuary and wetland environments are among the most diverse of these environments, which also act as conduits through which nutrients and energy are exchanged. Unfortunately, these ecosystems are declining due to human activities. After reading this chapter, you should be able to:

- Understand the differences between the coastal and inland environments.
- Know the origin of estuaries and the four major types of estuaries.
- Be familiar with the four types of estuary mixing.
- Appreciate the importance of wetlands.
- Understand the conditions of the marginal seas.

Week 1 Assignment

Attached Files: [Chapter 1 Assignment \(37.5 KB\)](#)

After reading and reviewing all of the material in Chapter 1, you will be submitting.

Oceans in the News

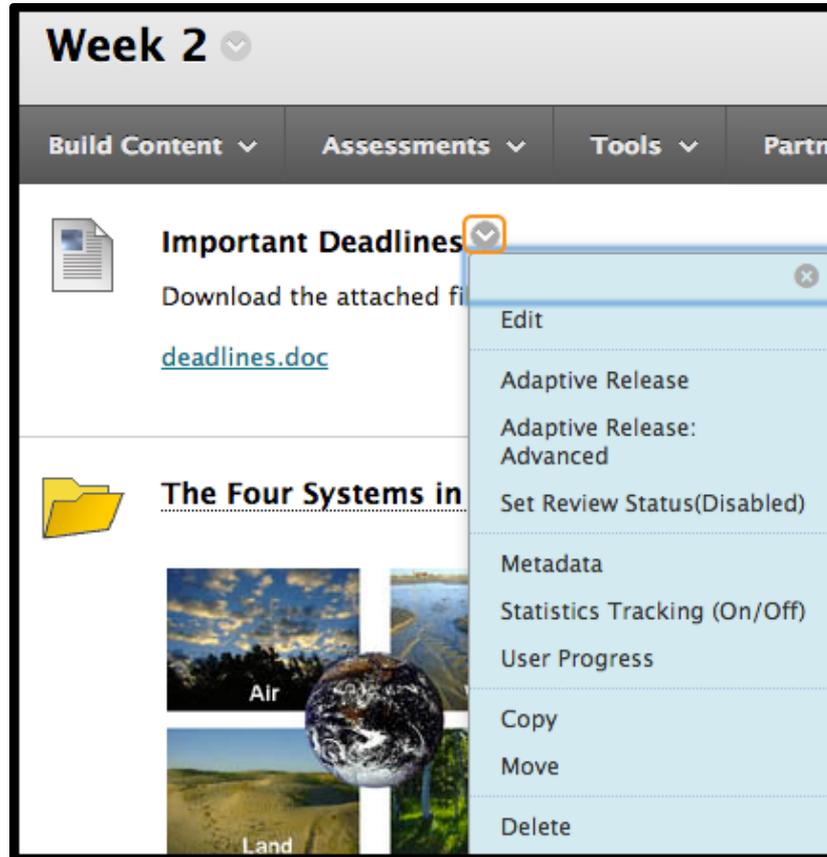
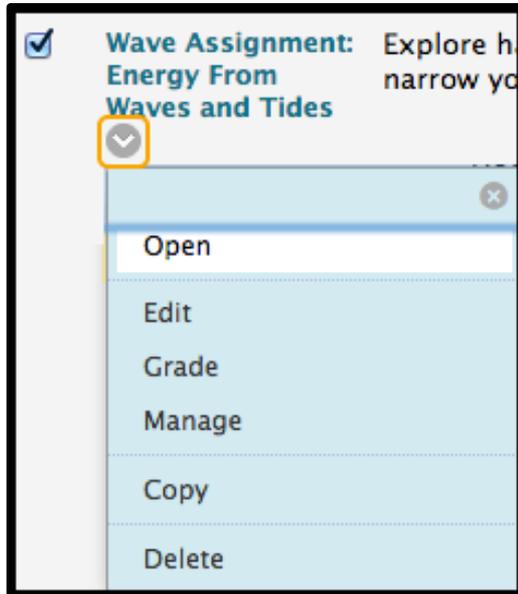
Each week you will add a website about what is happening in the world of oceans.

NY Times Oceans Site

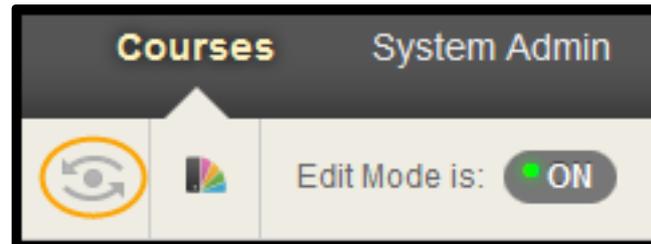
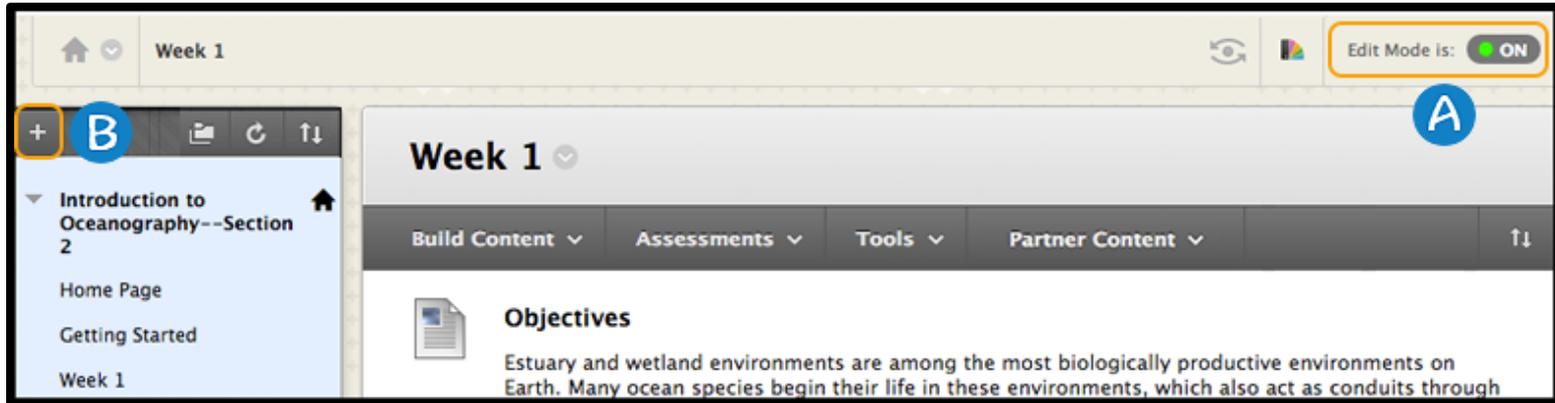
Spend some time exploring this website.

Week 1 Study Guide Questions

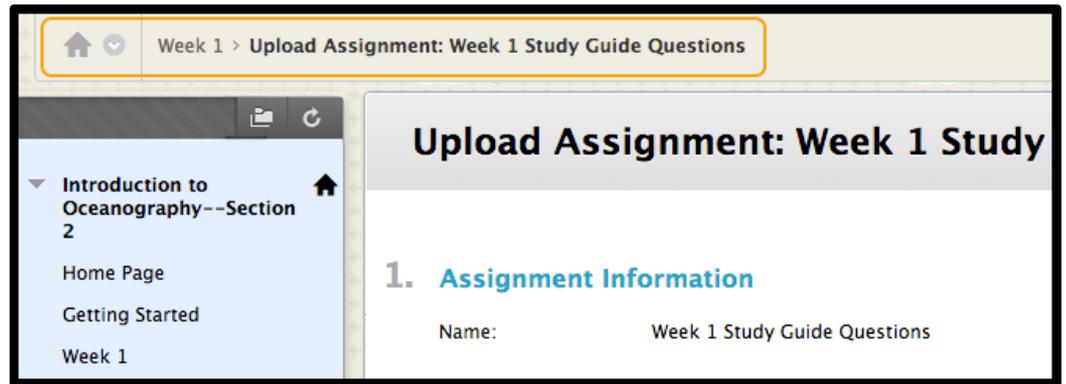
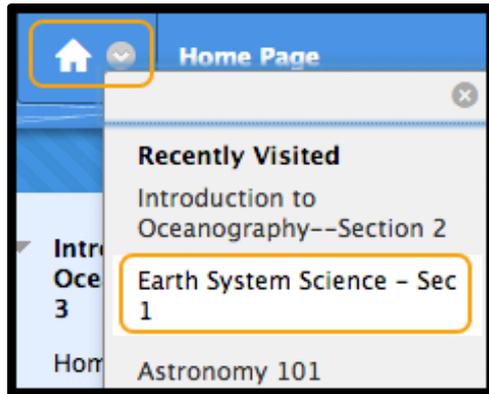
Course Layout: Contextual Menus



Course Layout: Edit Mode or Student Preview



Course Layout: Navigation



You Try!

You will have five minutes to complete the following actions in your course:

1. Create a new **Content Area**.
2. Add a divider.
3. Add a Subheader.
4. View the contextual menu for the Course Menu area. What modifications can you make?



COURSE MANAGEMENT

Course Navigation

In every Learn course, there will be the menu similar to the one you see on the left.

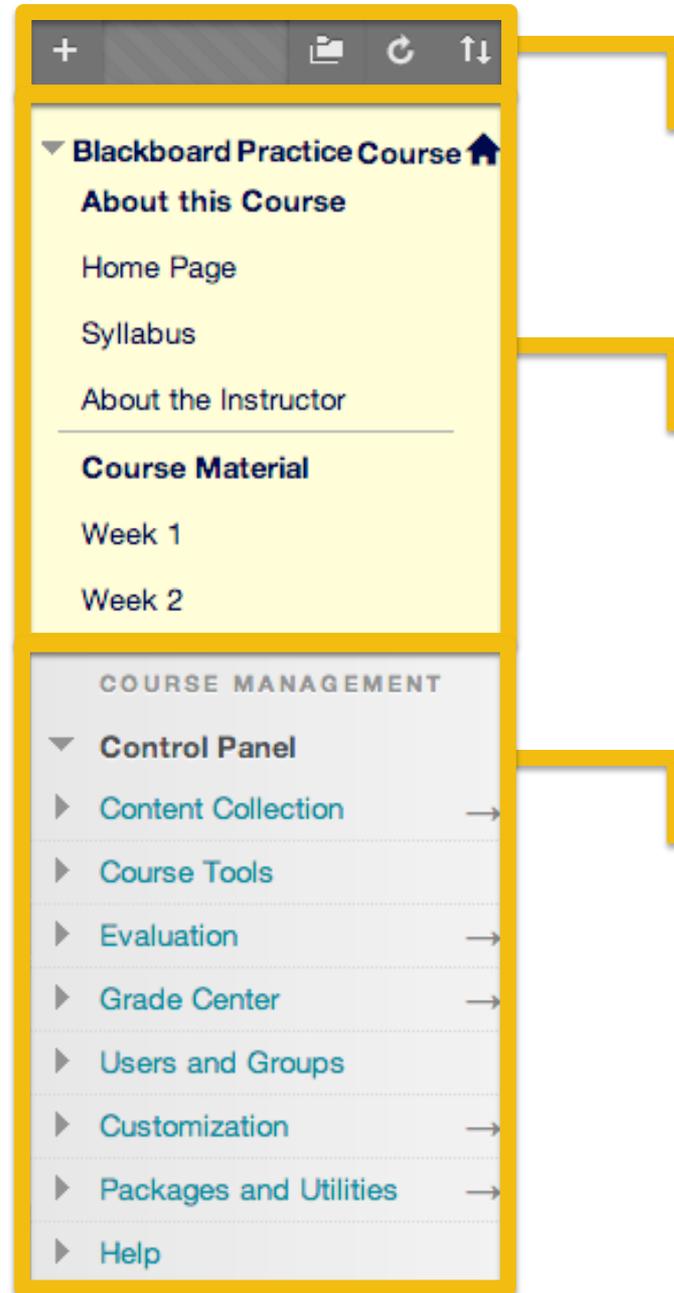
Can you identify the three areas highlighted?

Course Menu Edit

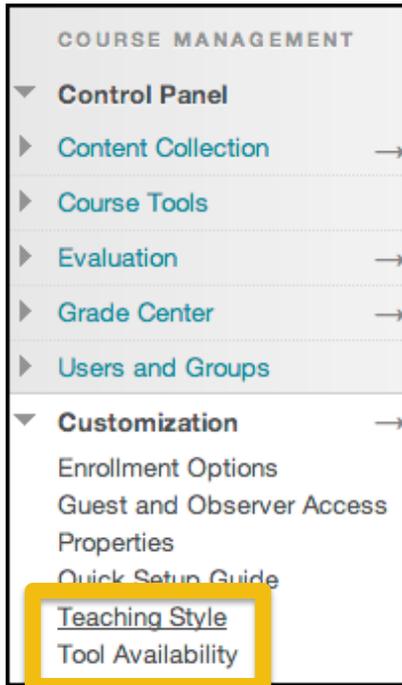
Course Menu

Course Management

Add interactivity



You Try!



From your practice course, visit **Teaching Style** and **Tool Availability**, then answer these questions:

1. What is the difference between **Teaching Style** and **Tool Availability**?
2. Can you change the entry point to your course **Tool Availability**?
3. What modifications can you make using **Course Structure** within **Teaching Style**?

A set of small, light gray navigation icons in the top right corner, including symbols for back, forward, search, and other presentation controls.

Your Answers

1. What is the difference between **Teaching Style** and **Tool Availability**?
2. Can you change the entry point to your course **Tool Availability**?
3. What modifications can you make using **Course Structure** within **Teaching Style**?

Tool Availability

Tool Availability					
Filter by: ▾					
				<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
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="radio"/>	
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="radio"/>	

Course Structure

SELECT COURSE STRUCTURE

✔ Existing Menu

Focus on Content

- By Chapter
- By Lecture
- By Lesson**
- By Module
- By Subject
- By Topic
- By Unit
- Science-Focused
- Traditional

Focus on Systems

- ANGEL
- Blackboard Classic
- Blackboard Learn - Default

Lesson

For material that needs to be learned in a prescribed order, such as math or foreign languages, use the **Lessons** area to organize your course sequentially.

Students discuss with their classmates in **Conversations** and reflect and communicate privately with you in **My Reflections**.

[Learn more](#) about course structures.

Use This Structure

- Lessons
- Our Conversations
- My Reflections

- Glossary
- Resources

- What's New
- Course Basics
- Instructor Details

- My Grades
- Tools
- Help

You Try!

You will have five minutes to complete the following actions in your course:

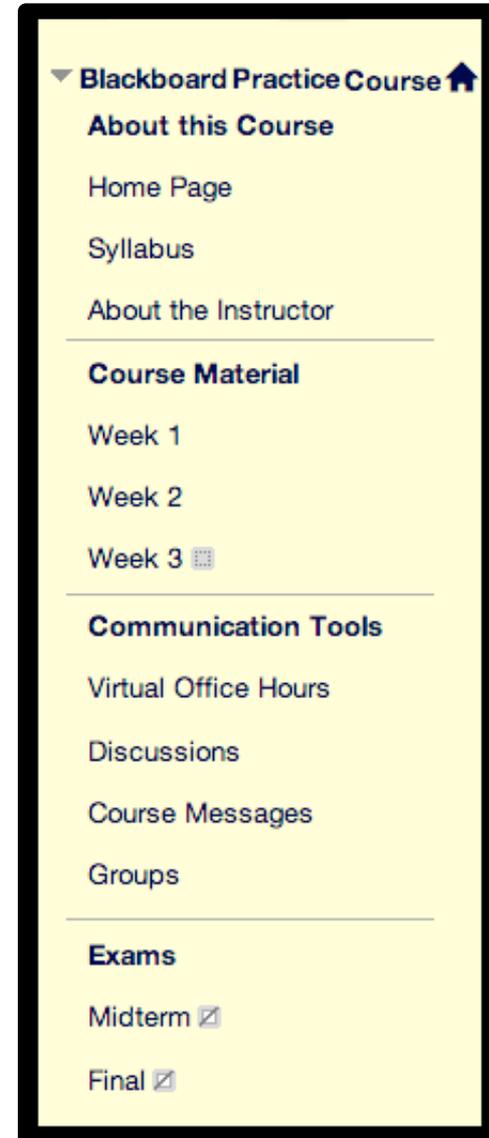
1. Change the **Course Structure**.
(**Course Management** > **Customization** > **Teaching Style**)
2. Bonus: Modify the **Menu Style**.
(Same location as course structure).



COURSE MENU

Let's Explore the Course Menu

What do you notice about this Course Menu?



ADDING ITEMS

In every Learn course, there will be the menu similar to the one you see on the left.

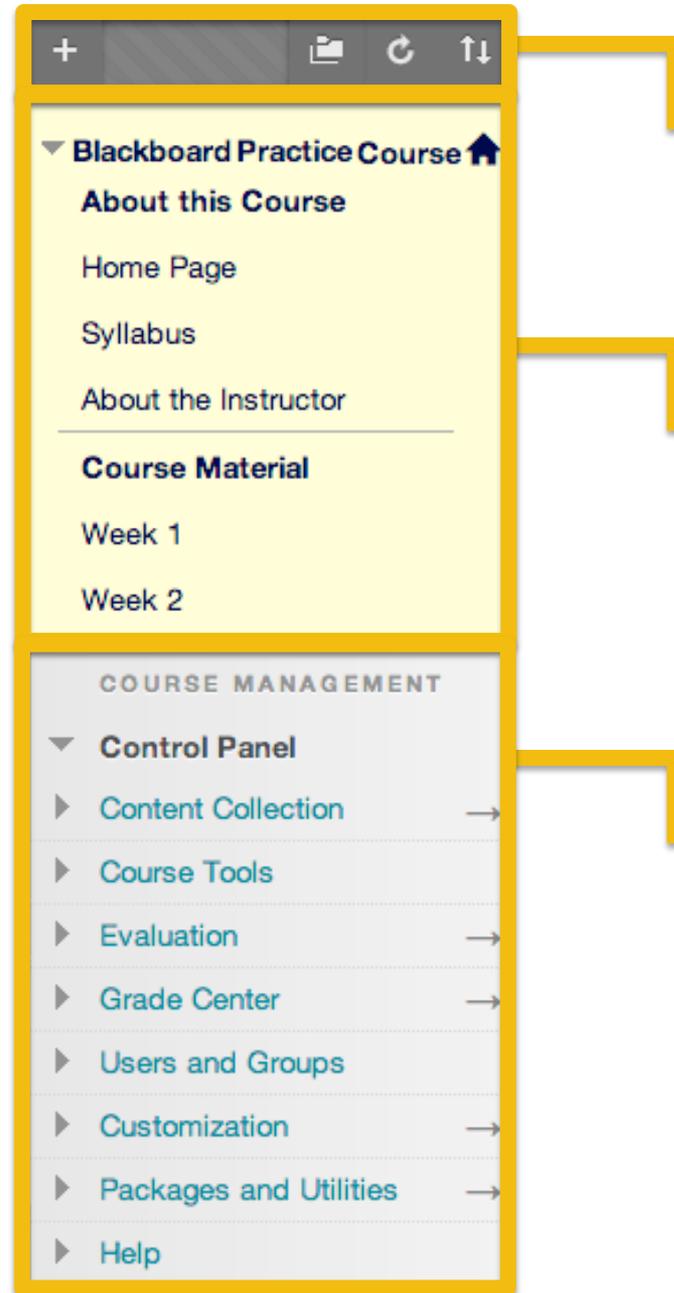
Can you identify the three areas highlighted?

Course Menu Edit

Course Menu

Course Management

Add interactivity



Course Menu: Must Haves

No matter the discipline, every course should have these three items in their course menu.

What do you think they are?

1.

2.

3.

Course Menu: Must Haves

1. Clear navigation.

- Remove unused buttons.
- Intuitive sections

2. Intuitive organization.

- Subheader to identify section.
- Dividers to contain each section.
- Group by content,

3. Introductory materials.

- How to start and where to get help.
- Information about the instructor.

You Try!

You will have five minutes to complete the following actions in your course:

1. Change the name of one of the items in the Course Menu.
(Contextual menu of course item).
2. Bonus: Hide items that are not ready.



ESSENTIAL COMMUNICATION TOOLS

Which tools are you using today?

Use the Select Tool to move a checkmark to the communication tools you are currently using in your courses.

Announcements

Calendar

Course Messages

Email

Instructor Contact Information

Announcements

Create Announcement

New announcements appear below this line -----

Reminder: Guest Lecture

Posted on: Wednesday, July 2, 2014 1:17:32 PM EDT

Hello! Just a friendly reminder that we will be having Dr. Robyn Jones joining us on Wednesday. Please be sure to read the article provided by Dr. Jones and have at least one question prepared.

Course Link </Information/RJones.pdf>

Calendar

The screenshot displays a Blackboard calendar interface for July 2014. The interface is divided into a sidebar on the left and a main calendar grid on the right.

Sidebar:

- Calendar icon and title "Calendar".
- View options: Day, Week, and Month.
- Month navigation: "July 2014" with left and right arrows.
- Calendar grid showing days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The 7th is highlighted in yellow.
- CALENDARS section with a list of calendars and checkboxes:
 - Institution
 - Personal
 - Earth System Science
 - Introduction to Oceanography
 - Introduction to Oceanography - Section 2
 - Organic Chemistry
- CALENDAR section with a button "Get External Calendar Link".

Main Calendar Grid:

The grid shows dates from Sunday 29 to Saturday 2. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The grid contains several events:

- Monday, July 14: "11p Climate Change in" (blue bar).
- Tuesday, July 15: "Birthday" (pink bar).
- Wednesday, July 16: "11p Unit 4 Quiz" (dark red bar).
- Thursday, July 17: "11p Rock Study" (dark grey bar).
- Monday, July 20: "Group Proj Sign Up" (dark grey bar).
- Wednesday, July 23: "11p Unit 5 Quiz" (dark red bar).
- Thursday, July 24: "Field Trip" (blue bar).

Course Messages vs Email

Essentially, both allow you to send email to one or more people.

Biggest Difference:

- **Course Messages:** sent and received messages are saved within the course.
- **Email:** sent and received messages will be found in the external email account.

Instructor Contact Information

Contacts

Create Folder Create Contact ↑↓



Professor Cathy Chu
Email cchu@myschool.edu
Work Phone (909) 594-5611
Office Location Mt. San Antonio College 1100 N. Grand Avenue Walnut, CA 91789
Office Hours Monday and Wednesday 1:00pm – 3:00pm and by appointment.
Personal Link <http://www.mtsac.edu/>



 **Teacher's Assistants**

 **Guest Lecturers**

You Try!

You will have ten minutes to complete the following actions in your course:

1. Add the **Contacts Tool** to your **Course Menu**.
2. Create a **Contact** with your information.
3. Create a new **Announcement** sharing that you've updated your contact information.



Session Wrap-Up

How to Get Help!

- **Visit us online!**
 - <http://help.blackboard.com>
- **Ask Dr. C!**
 - Free question-and-answer service moderated by an international group of your peers (and fellow Blackboard clients)!
 - <http://discussions.blackboard.com>
- **Each Other!**
 - Before you leave, identify a study buddy.
 - Have at least one meeting outside of the session to review the topics we've discussed today.

Presenting Dynamic Content

Education Services

Session Outline

- Review the Course Menu.
- Define at least three different ways to show course content.
- Uploading Content.
- Summarize key tools from the Content Editor.
- Align Course Content to Goals.
- Build Achievements to course delivery.
- List the best practices for presenting dynamic content.

Keep in mind...

- We're going to explore a number of topics today about organizing and presenting course content.
- You don't have to use all of what you see today.
- It's about discovering the possibilities and deciding what works best for *you* and *your course*.

A series of small, light gray navigation icons are located in the top right corner of the slide. These icons include symbols for back, forward, search, and other presentation controls.

Presenting Dynamic Content Steps

1. Create your Course Menu.



REVIEW: COURSE MENU

What is the Course Menu?

Share your thoughts!

ADDING ITEMS

In every Learn course, there will be the menu similar to the one you see on the left.

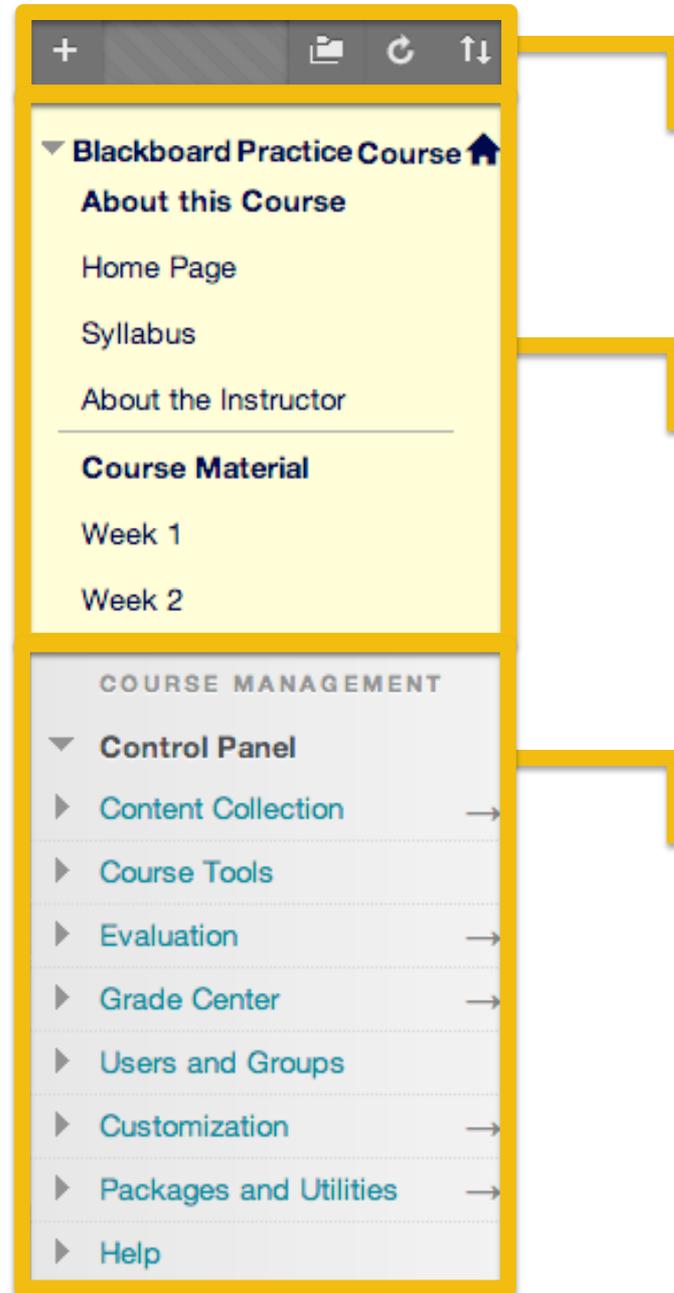
Can you identify the three areas highlighted?

Course Menu Edit

Course Menu

Course Management

Add interactivity



A set of small, light gray navigation icons in the top right corner, including symbols for back, forward, search, and other presentation controls.

Course Menu: Must Haves

1. Clear navigation.

- Remove unused buttons.
- Intuitive sections

2. Intuitive organization.

- Subheader to identify section.
- Dividers to contain each section.
- Group by content,

3. Introductory materials.

- How to start and where to get help.
- Information about the instructor.



DISPLAYING COURSE CONTENT

How are you organizing your course content today?

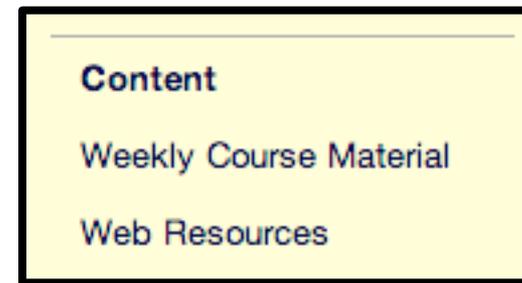
- A. Everything is located from the course menu.
- B. I create content areas and organize my content into folders.
- C. I use lesson plans or learning modules.
- D. I'm new and have not thought about how to organize my course content.
- E. How ever my designer sets it up for me.

Different Ways of Organizing

As we already explored, organization begins at the **Course Menu**.



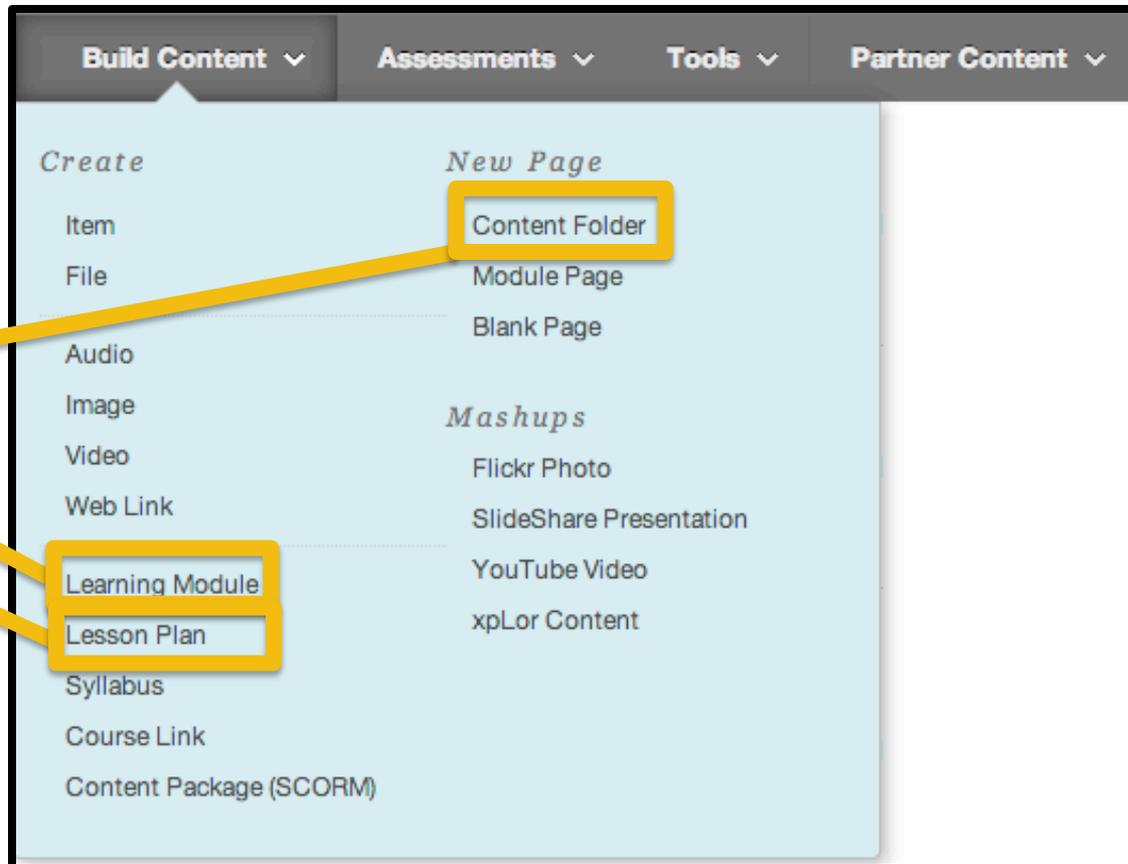
Individual weeks link directly to that week's content.



Weekly Course Material links to a content area that contains multiple folders.

Content Area: Build Content

Containers



Content Folder

Weekly Course Material ▼

Build Content ▼ **Assessments** ▼ **Tools** ▼ **Partner Content** ▼ ↕



Week 1

Welcome to Week 1. Within this folder, you will find all the resources, activities, and assignments associated with this week. Click on the title to review the material.



Week 2

Welcome to Week 2. Within this folder, you will find all the resources, activities, and assignments associated with this week. Click on the title to review the material.

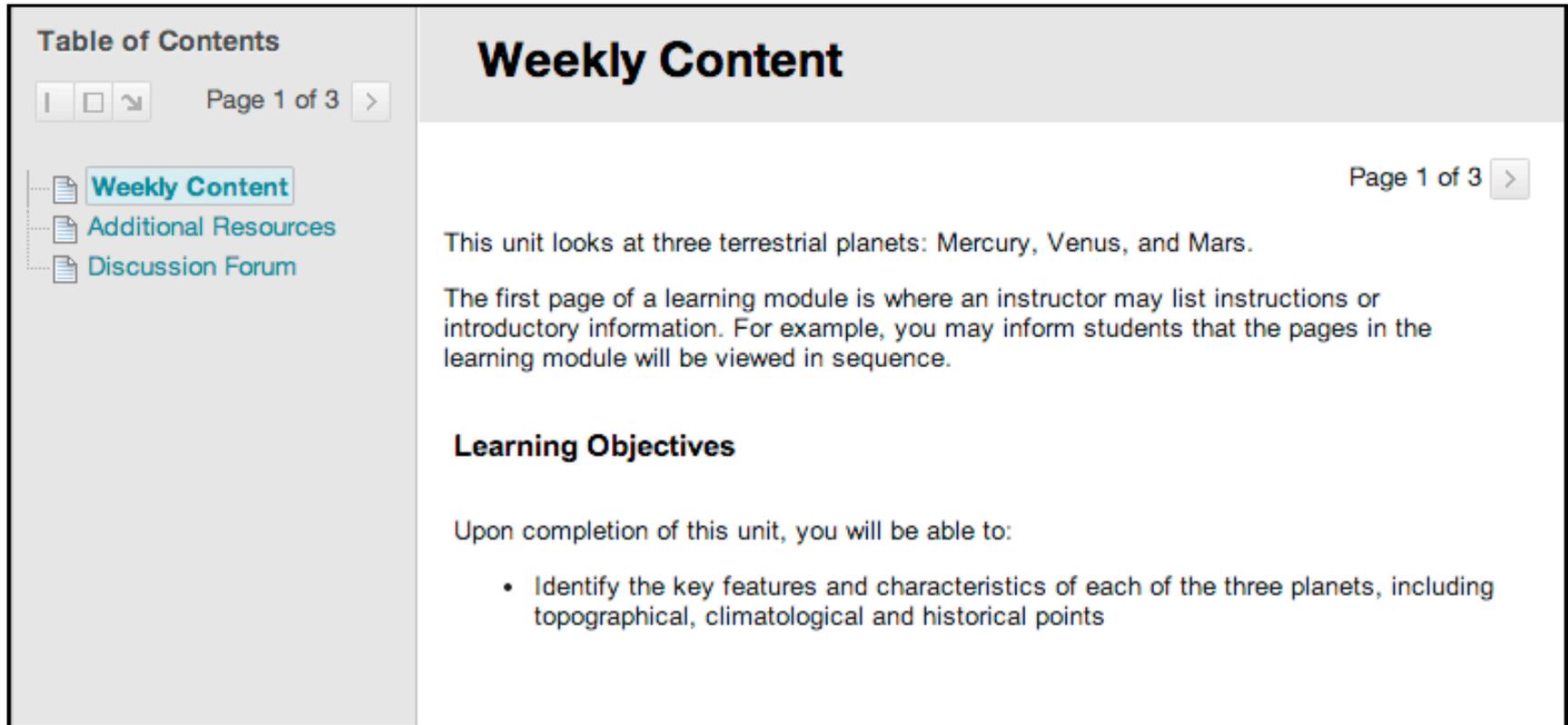


Week 3

Availability: Item is not available.

Welcome to Week 3. Within this folder, you will find all the resources, activities, and assignments associated with this week. Click on the title to review the material.

Learning Module



The screenshot displays a Blackboard Learning Module interface. On the left is a 'Table of Contents' sidebar with a 'Page 1 of 3' indicator and a list of items: 'Weekly Content' (highlighted), 'Additional Resources', and 'Discussion Forum'. The main content area is titled 'Weekly Content' and also shows 'Page 1 of 3'. The text in the main area reads: 'This unit looks at three terrestrial planets: Mercury, Venus, and Mars. The first page of a learning module is where an instructor may list instructions or introductory information. For example, you may inform students that the pages in the learning module will be viewed in sequence.' Below this is a section for 'Learning Objectives' which states 'Upon completion of this unit, you will be able to:' followed by a bulleted list: 'Identify the key features and characteristics of each of the three planets, including topographical, climatological and historical points'.

Table of Contents

Page 1 of 3

- Weekly Content
- Additional Resources
- Discussion Forum

Weekly Content

Page 1 of 3

This unit looks at three terrestrial planets: Mercury, Venus, and Mars.

The first page of a learning module is where an instructor may list instructions or introductory information. For example, you may inform students that the pages in the learning module will be viewed in sequence.

Learning Objectives

Upon completion of this unit, you will be able to:

- Identify the key features and characteristics of each of the three planets, including topographical, climatological and historical points

Lesson Plan

Lesson Plan

Description

Introduction

This unit looks at three terrestrial planets: Mercury, Venus, and Mars. The first page of a learning module is where an instructor may list instructions or introductory information. For example, you may inform students that the pages in the learning module will be viewed in sequence.

Objectives

- Identify the key features and characteristics of each of the three planets, including topographical, climatological and historical points



Additional Resources



Discussion Forum

You Try!

You will have five minutes to explore the three different ways to display content.

1. Click **Content Examples** from the **Course Menu**.
(**Course Management > Customization > Teaching Style**)
2. Identify at least one benefit for each display option.
3. Identify which method you will most likely explore further or use.

Presenting Dynamic Content Steps

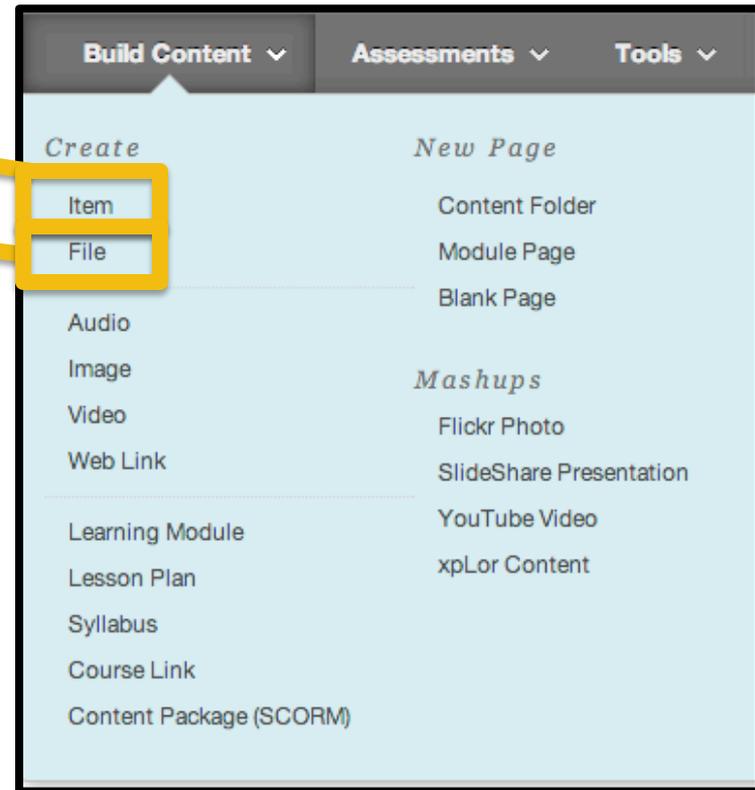
1. Create your Course Menu.
2. Identify how you will display your Course content.
3. Identify the type of content you will use.
 - Upload existing content.
 - Create new content.



UPLOADING CONTENT

Two Methods to Upload Content

1. Item
2. File



Any ideas or guesses what the difference is between the two methods?

- How the file is displayed.

In the sample below, one Introduction was added as an Item and one as a File. Move the labels below to the location.

Unit 1: Astronomy Overview ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ ↑↓

Introduction

Enabled: Adaptive Release
Attached Files:  ModuleOverview.pdf (1.426 MB)

Since the earliest civilizations, mankind has studied the stars. Heroes, kings, and gods are counted among them. Memorable stories have been told based on the constellations. Perseus, Andromeda, Hercules, and Pegasus all look down on us from the sky. Many people throughout history have been enthralled by the stars and we will join them.

Astronomy is the science of celestial objects and phenomena that originate outside of the Earth's atmosphere. This unit discusses the solar system as a whole.

Introduction

ITEM

FILE

Create a File - Settings

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field.

Cancel Submit

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit



Let's See it in Action!

- Create an Item.
- Create a File.

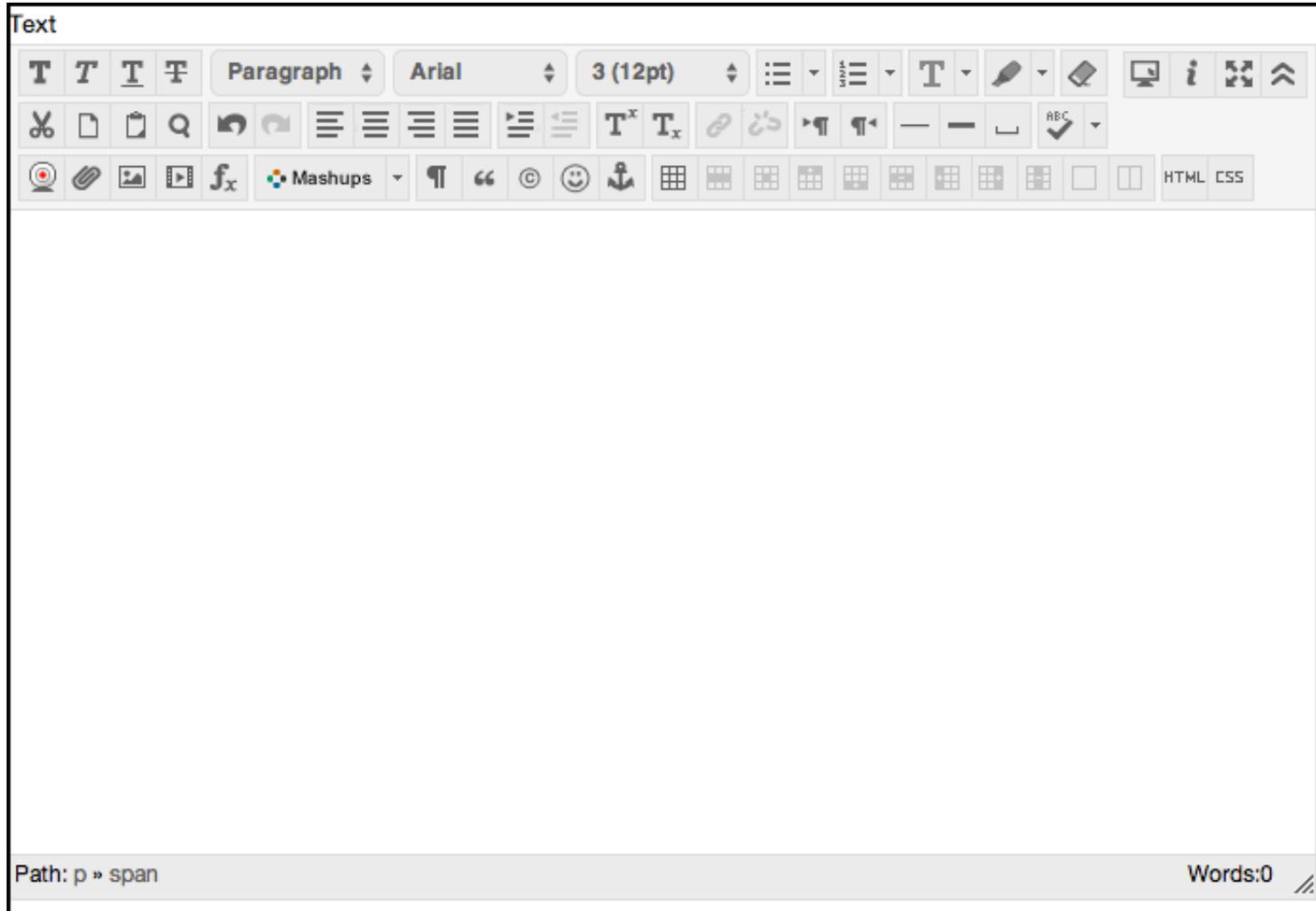
You Try!

- Create a new item or file.
- Share your results!

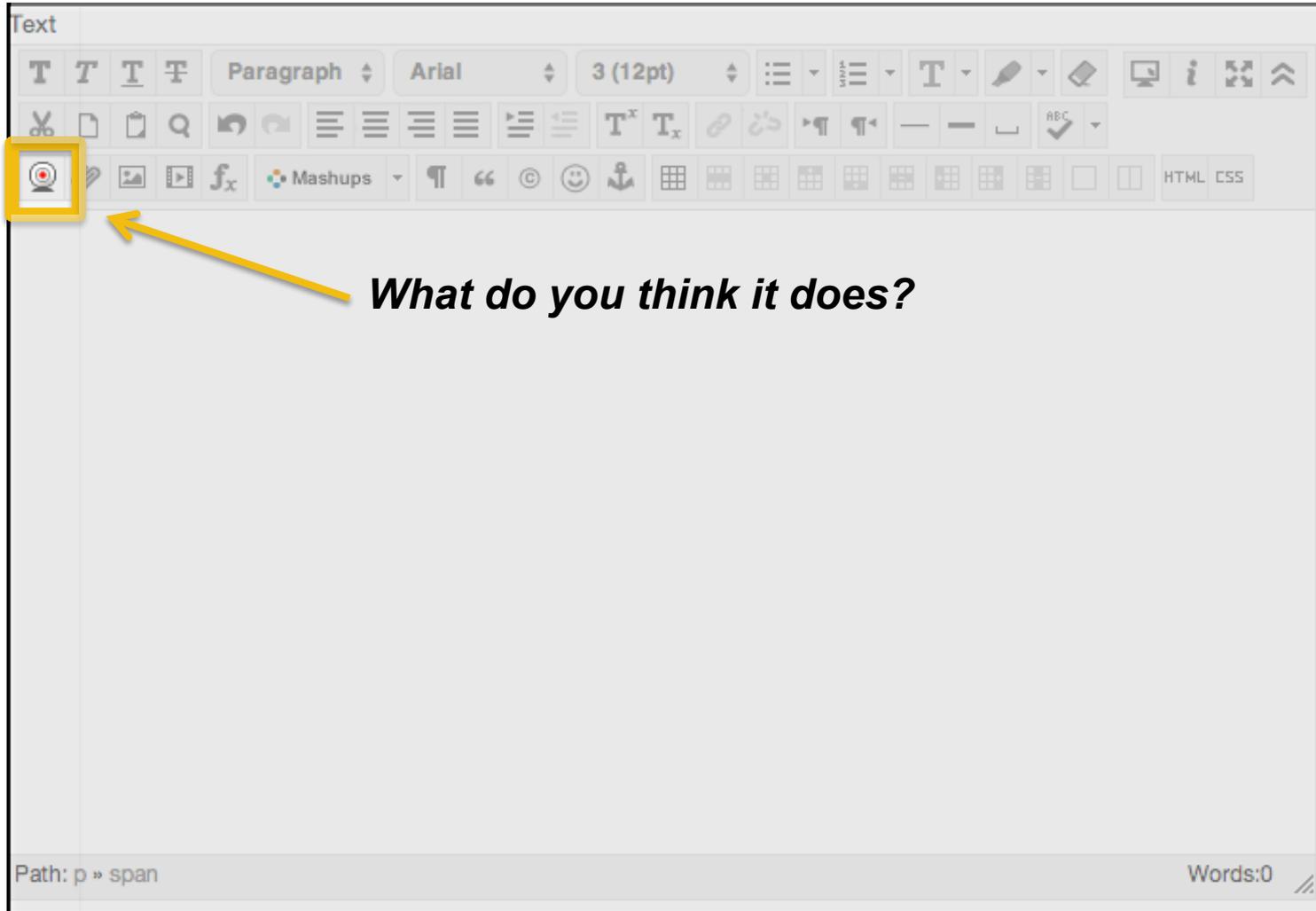


CONTENT EDITOR

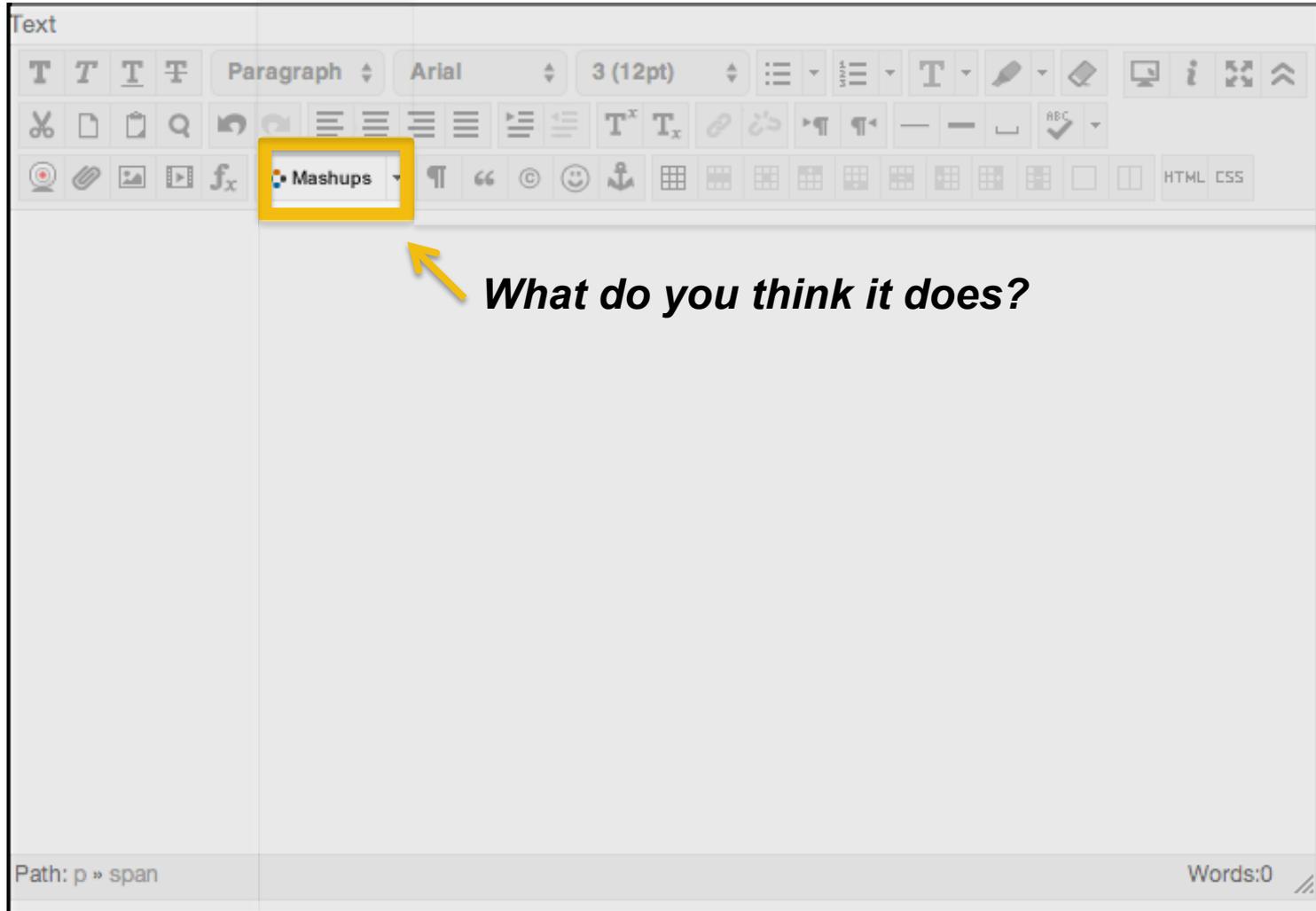
Content Editor View



Content Editor: Video Everywhere



Content Editor: Mashups



Let's See it in Action!

As a group, we'll interact with the **Content Editor** and explore some of the key features:

- Video everywhere
- Mashups
- Others

I'll be asking for volunteers... let me know if you want to help out!

Presenting Dynamic Content Steps

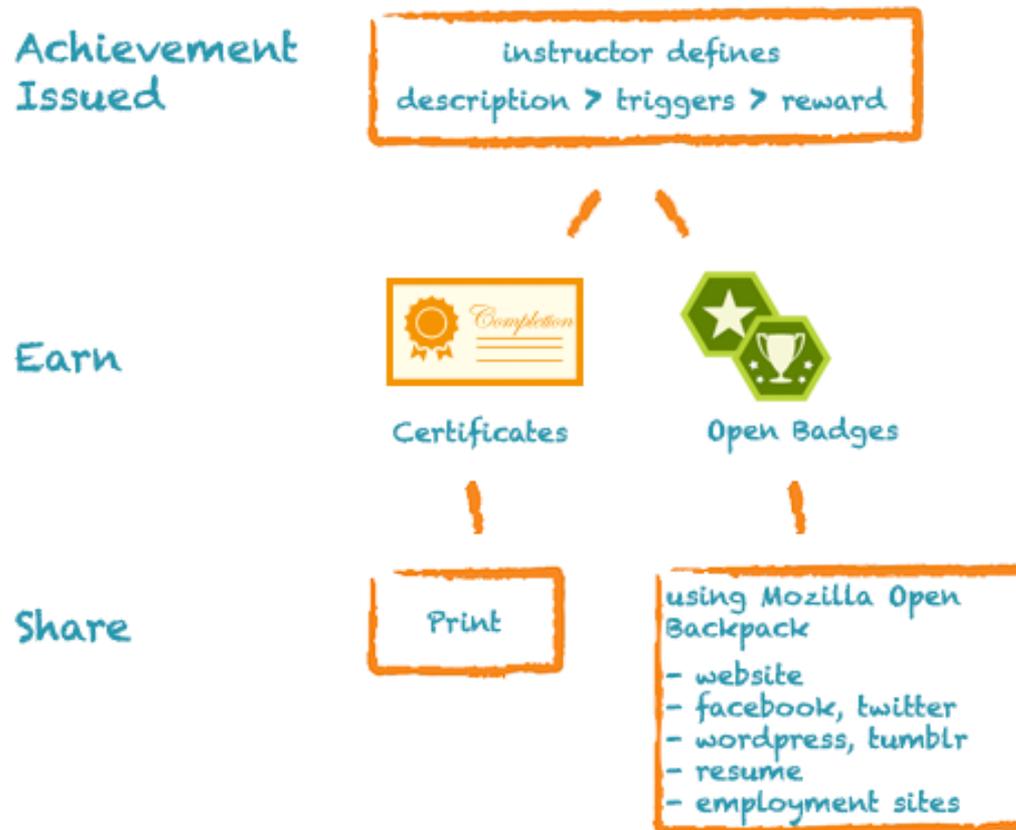
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ACHIEVEMENTS

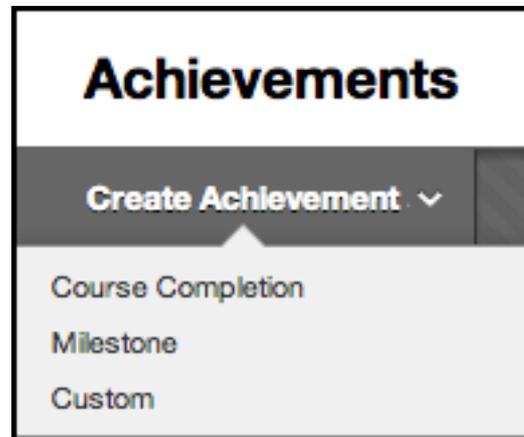
Achievement Tool

- Allows Instructors to reward students for work they've done.
- Rewards can be: Certificates or Badges.



Badges and Education

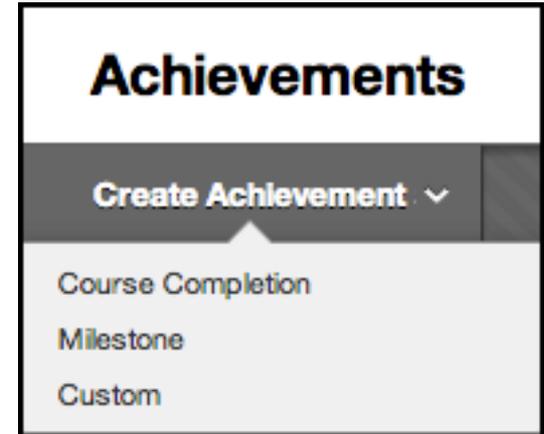
Do you think badges are a good motivator for students to learn?



Creating an Achievement

Three Achievement Types

- Course Completion
- Milestone
- Custom



Creating an Achievement: About

Type Name

Create Achievement

Each achievement must have at least one rule that triggers the release of the specified reward when completed. Complete the general about information for the achievement, define one or more triggers, and select one or more rewards for successful completion.

About Define Triggers Select Reward

* Indicates a required field.

Cancel

Next

Define Triggers

Select a Location

* Achievement Location

Select a location in the course for the achievement.

Browse

Achievement Type

Milestone

Visible to students before receiving

Yes No

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools.

Path: p

Words:0

Click **Cancel** to go back.

Cancel

Define Triggers

Define Triggers

Creating an Achievement: Define Triggers

Rule Name

Modify Trigger(s)

- Date
- Username
- Membership
- Grade
- Review Status

About **Define Triggers** Select Reward

Saved Rules (0) [Add Another Rule](#)

If there are more than one trigger criteria selected in a rule, users must meet all of the criteria before the achievement is successfully completed. If there is more than one rule, users only need to successfully meet all of the criteria in one rule to complete the achievement.

* Indicates a required field. Cancel Next Select Reward

RULE NAME

* Rule Name

DATE

Force completion of this achievement after a specific date. If no date is selected this achievement can be completed at any time.

Display After 08/19/2014 01:20 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

MEMBERSHIP

Give this achievement to specific users or groups.

Username

Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.

Course Groups

Items to Select	Selected Items
Group Jupiter	
Group Saturn	
Team Project: Group 1	
Team Project: Group 2	
Team Project: Group 3	

GRADE

Identify a specific grade that must be made to complete this achievement. Possible points for a Grade Center grade or calculated column are listed in brackets beside the column name. The score entered must be numeric.

Select a Grade Center column

Select Condition User has at least one attempt for this item

An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

Score Percent

Score Percent Between and

REVIEW STATUS

Force users to review specific content to complete this achievement.

Select an item

Click Cancel to go back.

Cancel Select Reward

Select Reward

Creating an Achievement: Select Reward

Modify Reward
Details

Choose a default Reward
or upload your own.

Create Achievement

Custom Name

Each achievement must have at least one rule that triggers the release of the specified reward when completed. Complete the general about information for the achievement, define one or more triggers, and select one or more rewards for successful completion.

About ✓ Define Triggers ✓ **Select Reward**

* Indicates a required field.

REWARD DETAILS

* Issuer Name

Expiration Date

Enter dates as mm/dd/yyyy

Valid for Day(s)

When setting a validity time period rather than a specific expiry date, the expiry for an individual is calculated from the day the Achievement is received and the user is notified. If the user earns the Achievement while offline, the expiry for the user will be calculated when the user logs in again and receives the Achievement notification.

REWARD OPTIONS

* Badge Image




Attach File

Publish to Mozilla On Off

Reward students with images they can collect in the Achievements tool.

Click Cancel to go back.

Save &
Exit

New Achievement Created



Achievements

An achievement is an indicator of an accomplishment, skill, competency, or interest students can achieve. Create achievements for course completion, a milestone or create a custom achievement.

Create Achievement ▾



New Achievement

Course Completion

Recipients(0)

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Session Wrap-Up

What's Next?

- **Save your Session Manual.**
 - Being sent to you via File Transfer... Here it comes!
- **Practice. Practice. Practice.**
 - In your manual, there are activities for you to complete.
- **Create Your Plan of Action!**
 - Identify how you will display content to your students.
 - Will it be aligned with Goals or Achievements?

How to Get Help!

- **Visit us online!**
 - <http://help.blackboard.com>
- **Ask Dr. C!**
 - Free question-and-answer service moderated by an international group of your peers (and fellow Blackboard clients)!
 - <http://discussions.blackboard.com>
- **Each Other!**
 - Before you leave, identify a study buddy.
 - Have at least one meeting outside of the session to review the topics we've discussed today.



Thank you!

Please complete the survey.