

# Designing Course Structure

Education Services

# Meet Your Consultant!

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- ◉ Worked in Australian Higher Education for 10 years

*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

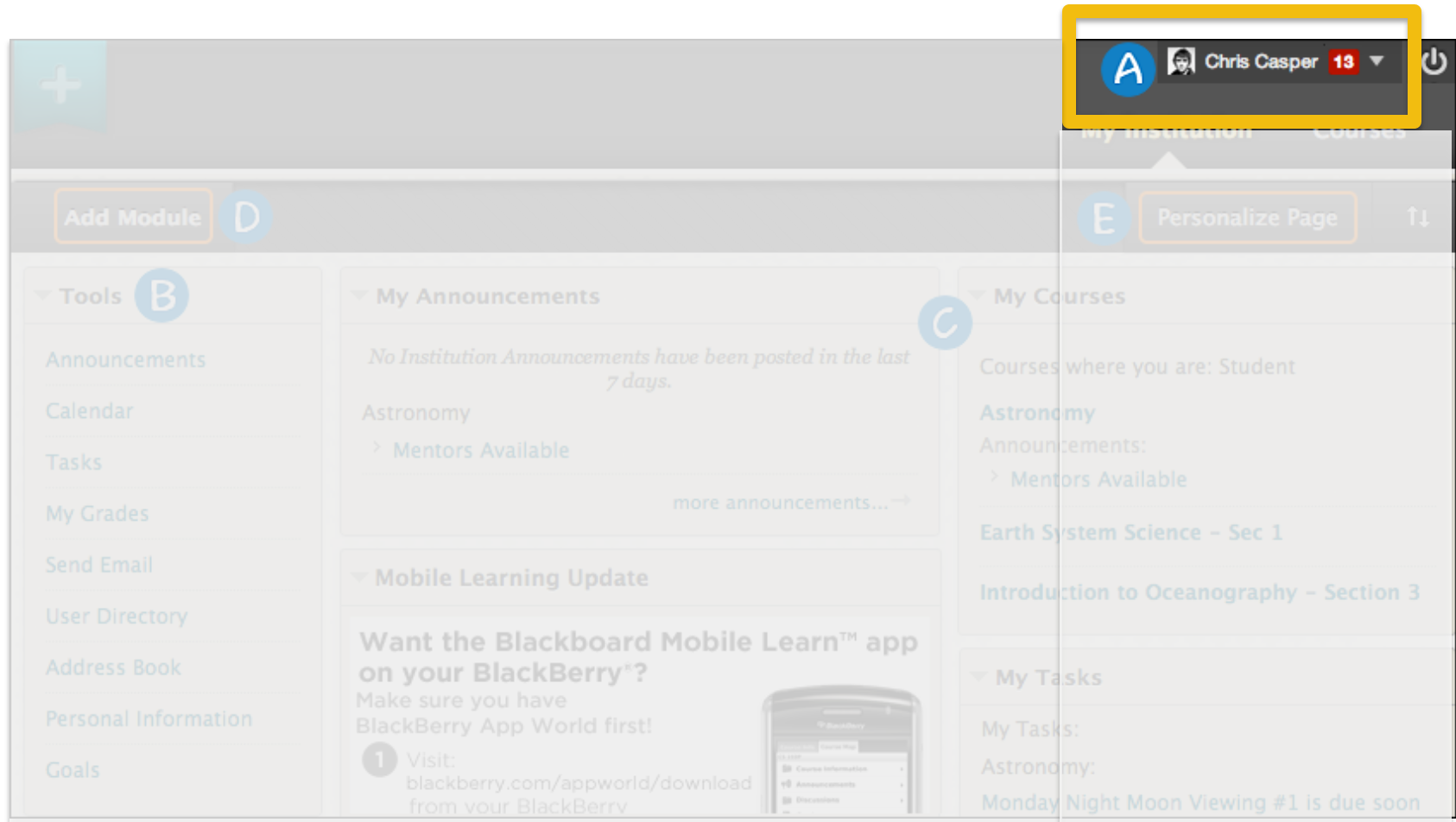
# My Blackboard

- 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' page. At the top right, a user profile for 'Chris Casper' is shown with a red notification badge containing the number '13'. Below the header, there are two tabs: 'My Institution' (active) and 'Courses'. A dark navigation bar contains '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, titled 'Tools' (labeled with a blue circle 'B'), lists: Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. The middle column has two sections. The top section, 'My Announcements', shows a message: 'No Institution Announcements have been posted in the last 7 days.' under the 'Astronomy' category, with a link to 'Mentors Available' and a 'more announcements...' link. The bottom section, 'Mobile Learning Update', promotes the 'Blackboard Mobile Learn™ app on your BlackBerry®?' and includes a numbered list item '1 Visit: blackberry.com/appworld/download from your BlackBerry' next to an image of a BlackBerry phone. The right column, titled 'My Courses' (labeled with a blue circle 'C'), shows 'Courses where you are: Student' and lists 'Astronomy' with 'Announcements: > Mentors Available'. Below this are two course entries: 'Earth System Science - Sec 1' and 'Introduction to Oceanography - Section 3'. At the bottom of the right column is a section titled 'My Tasks' showing 'My Tasks: Astronomy: Monday Night Moon Viewing #1 is due soon'.

# My Institution: Global Navigation





# My Institution: Tools

The screenshot displays the Blackboard 'My Institution' interface. At the top right, a user profile for 'Chris Casper' is shown with a notification badge of '13'. Below this, a navigation bar contains 'My Institution' and 'Courses' tabs. A 'Personalize Page' button with an up/down arrow is also present. The main content area is divided into three columns. The left column features a 'Tools' menu (labeled with a blue circle 'B') containing links to Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. The middle column shows 'My Announcements' (labeled with a blue circle 'C') with a message that no announcements have been posted in the last 7 days, followed by a link to 'Astronomy' and 'Mentors Available'. Below this is a 'Mobile Learning Update' section promoting the Blackboard Mobile Learn app. The right column displays 'My Courses' with a list of courses including 'Earth System Science - Sec 1' and 'Introduction to Oceanography - Section 3'. Other sections visible include 'My Tasks' and 'My Grades'.

**Annotations:**

- A:** User profile icon and name (Chris Casper).
- B:** Tools menu.
- C:** My Announcements section.
- D:** Add Module button.
- E:** Personalize Page button.

# My Institution: Modules

The screenshot shows the Blackboard 'My Institution' interface. At the top right, the user is logged in as 'Chris Casper' with a notification badge of '13'. Below the header, there are tabs for 'My Institution' and 'Courses'. A 'Personalize Page' button is visible. On the left, a sidebar contains a 'Tools' menu with options like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. A yellow rectangular box highlights two main content areas. The first area, titled 'My Announcements', contains a message: 'No Institution Announcements have been posted in the last 7 days.' Below this, it lists 'Astronomy' with a link to 'Mentors Available' and a 'more announcements...' link. The second area, titled 'Mobile Learning Update', features a promotional banner for the 'Blackboard Mobile Learn™ app on your BlackBerry®'. The banner text says: 'Want the Blackboard Mobile Learn™ app on your BlackBerry®? Make sure you have BlackBerry App World first!'. It includes a numbered step: '1 Visit: blackberry.com/appworld/download from your BlackBerry' and an image of a BlackBerry phone. A blue circle with the letter 'C' is positioned to the right of the 'My Announcements' section.

# My Institution: Add Modules

The screenshot displays the Blackboard 'My Institution' interface. 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, a user profile for 'Chris Casper' is shown with a red '13' badge and a power icon. Below this, the 'My Institution' and 'Courses' tabs are visible, with a blue circle 'A' next to 'My Institution'. The 'Personalize Page' button is highlighted with a yellow box and labeled with a blue circle 'E'. The main content area is divided into three columns. The left column, labeled with a blue circle 'B' next to the 'Tools' header, lists various tools like Announcements, Calendar, and Tasks. The middle column, labeled with a blue circle 'C' next to the 'My Announcements' header, shows a message about no recent announcements and a link to 'Mentors Available'. The right column, labeled with a blue circle 'C' next to the 'My Courses' header, lists courses where the user is a student, including 'Astronomy' and 'Earth System Science - Sec 1'. At the bottom of the middle column, there is a 'Mobile Learning Update' section with a link to download the Blackboard Mobile Learn app on a BlackBerry device.

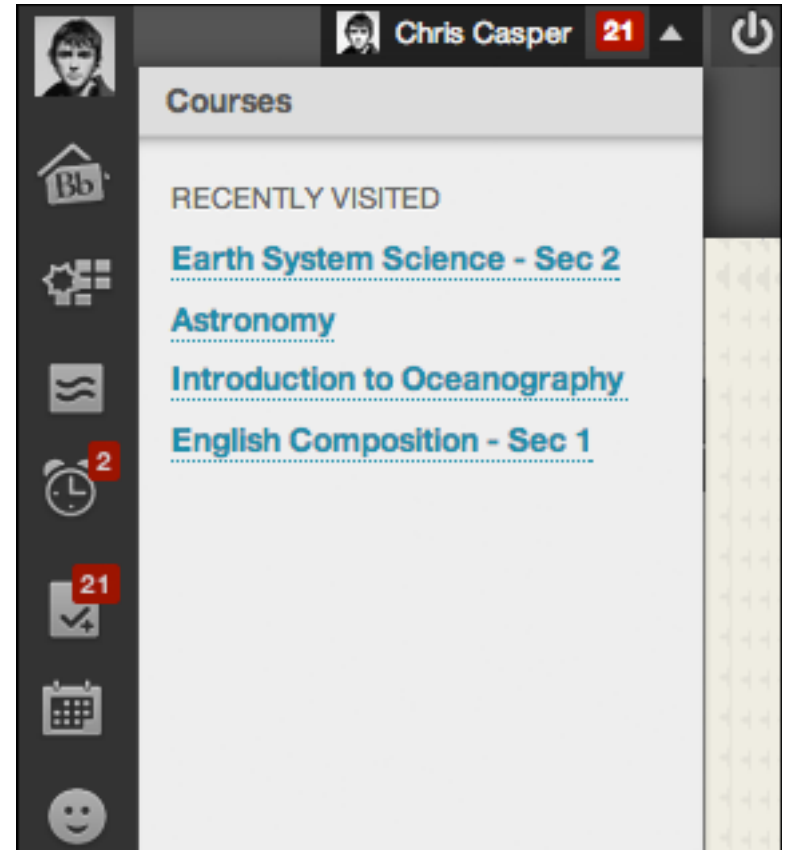
# My Institution: Personalize Page

The screenshot shows the Blackboard 'My Institution' page. At the top right, the user's name 'Chris Casper' and a notification count of '13' are displayed. Below this, the 'My Institution' and 'Courses' tabs are visible. A yellow box highlights the 'Personalize Page' button, which is labeled with a blue 'E' and an up/down arrow icon. To the left of this button is a blue circle with a white 'D'. The main content area is divided into three columns. The left column, labeled 'Tools' with a blue 'B', contains links for Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, and Goals. The middle column, labeled 'My Announcements' with a blue 'C', shows a message that no announcements have been posted in the last 7 days, with a link to 'Astronomy' and a sub-link 'Mentors Available'. Below this is a 'Mobile Learning Update' section with a link to download the Blackboard Mobile Learn app. The right column, labeled 'My Courses', shows a list of courses where the user is a student, including 'Astronomy' and 'Earth System Science - Sec 1'. Below this is a 'My Tasks' section with a link to 'Monday Night Moon Viewing #1 is due soon'.

# Global Navigation Menu: Student View

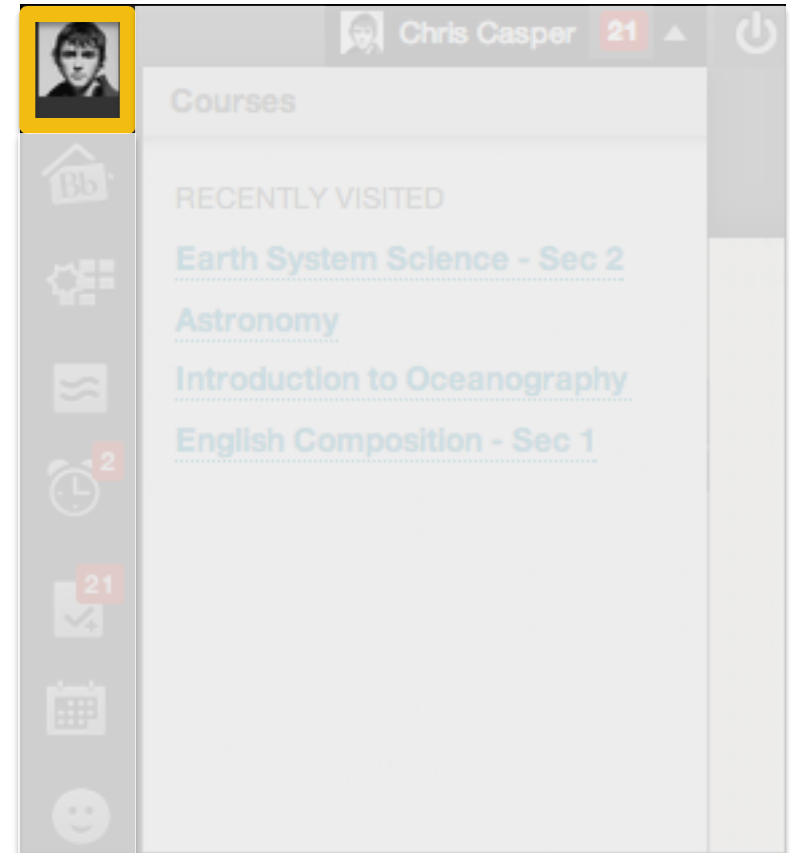
The image on the right shows a Global Navigation Sample.

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 user named Chris Casper. The top navigation bar includes a home icon, a search bar, and links to "My Institution" and "Courses". The left sidebar contains a navigation menu with options like "Introduction to Oceanography--Section 2", "Home Page", "Getting Started", "Week 1", "Week 2", "Discussions", "Groups", "Assignments", "Tests", "Tools", and "My Grades". The main content area is titled "Home Page" and features three sections: "My Announcements" (showing "Introduction to Oceanography--Section 2" and "Office Hours Added"), "What's New" (listing "Announcements (1)", "Courses/Organizations (1)", and "Discussion Board (9)"), and "To Do" (showing "What's Past Due" and "What's Due" with a date selector set to 12/10/2012). The "What's Due" section shows "Nothing Due Today" and lists items for "Tomorrow (1)", "This Week (2)", and "Future (0)".



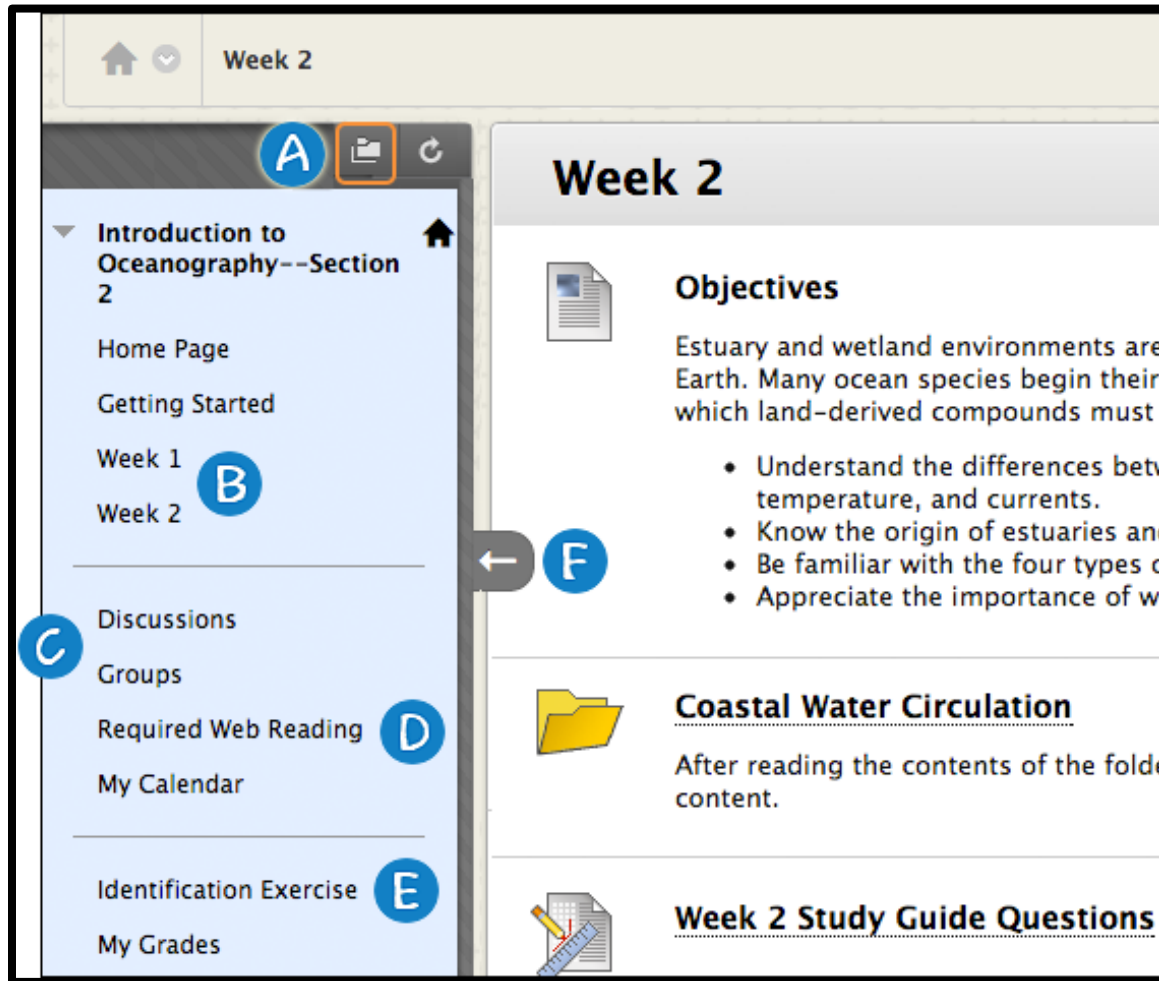
# Course Layout: Homepage

The screenshot displays a Blackboard Course Homepage with a light gray header bar labeled "Home Page". The layout is organized into several sections:

- My Tasks:** Located in the top left, it lists "My Tasks:", "Introduction to Oceanography--Section 2:", and "Term Paper Topic". A "more tasks..." link with a right-pointing arrow is at the bottom right of this section.
- My Announcements:** Located in the top right, it shows "Introduction to Oceanography--Section 2" with a sub-link "> Office Hours Added". A "more announcements..." link with a right-pointing arrow is at the bottom right.
- What's New (A):** Located in the middle left, it features a user profile picture, an "Edit Notification Settings" button, and an "Actions" dropdown menu. Below these are expandable sections: "Announcements (1)", "Assignments (3)", and "Content (2)". The "Content (2)" section is expanded, showing "NY Times Oceans Site" and "Oceans in the News", each with a small downward arrow.
- To Do (B):** Located in the middle right, it features a user profile picture, an "Edit Notification Settings" button, and an "Actions" dropdown menu. Below these are sections for "What's Past Due" (with "All Items (0)" and a dropdown arrow) and "What's Due". The "What's Due" section includes a "Select Date:" field with "12/10/2012" and a "Go" button. Below this are expandable sections for "Today (0)", "Tomorrow (1)", "This Week (1)", and "Future (2)". The "Today (0)" section is expanded, showing "Nothing Due Today".

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

# Course Layout: Course Menu



# 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', and 'My Grades'. Below these is a 'My Groups' section containing 'Coastline Presentation'. The main content area is titled 'Week 1' and contains several sections: 'Objectives' (with a document icon) describing estuary and wetland environments and listing five bullet points; 'Week 1 Assignment' (with a document icon) showing an attached file 'Chapter 1 Assignment (37.5 KB)' and instructions to submit after reading; 'Oceans in the News' (with a document icon) instructing students to add a website; 'NY Times Oceans Site' (with a globe icon) directing students to explore the website; and 'Week 1 Study Guide Questions' (with a document icon).

**Week 1**

**Objectives**

Estuary and wetland environments are among the most productive of these environments, which also act as conduits through which nutrients and ecosystems are declining due to human activities. After reading and reviewing all of the material in Chapter 1, 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 should be able to submit your assignment.

**Oceans in the News**

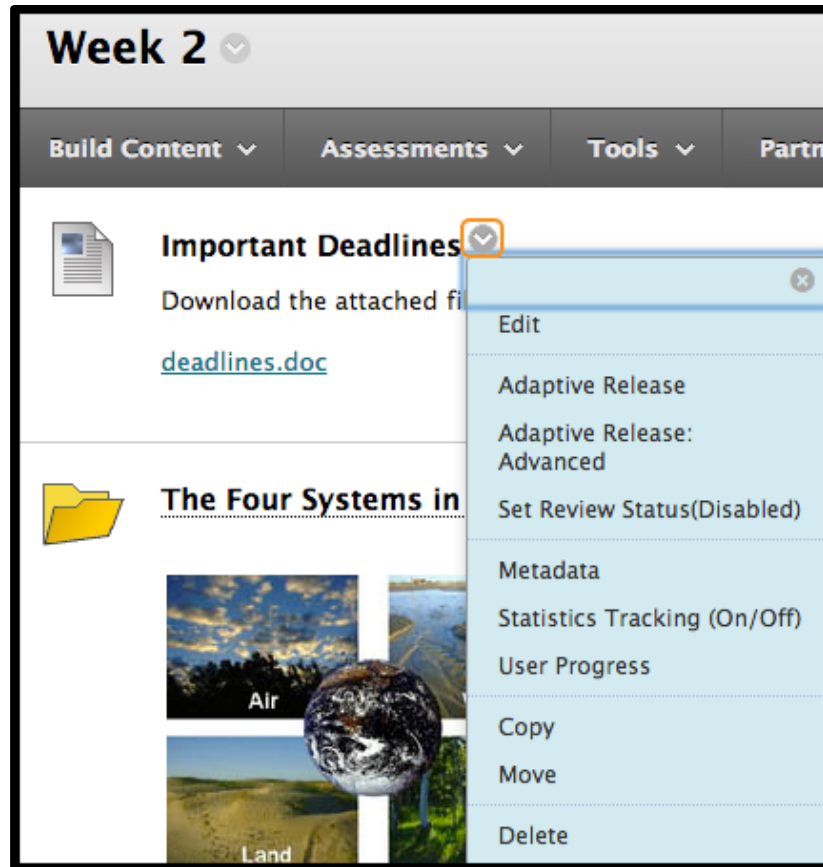
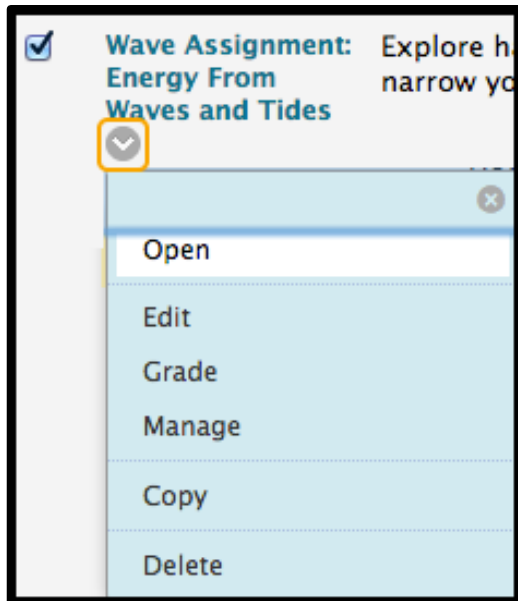
Each week you will add a website about what is happening in the world of oceans.

**NY Times Oceans Site**

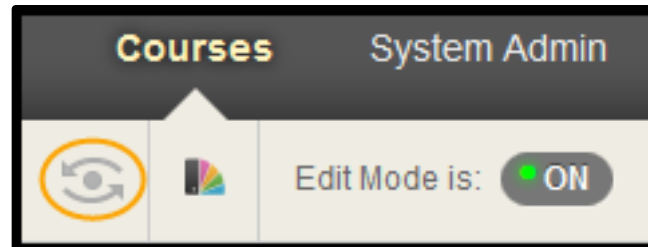
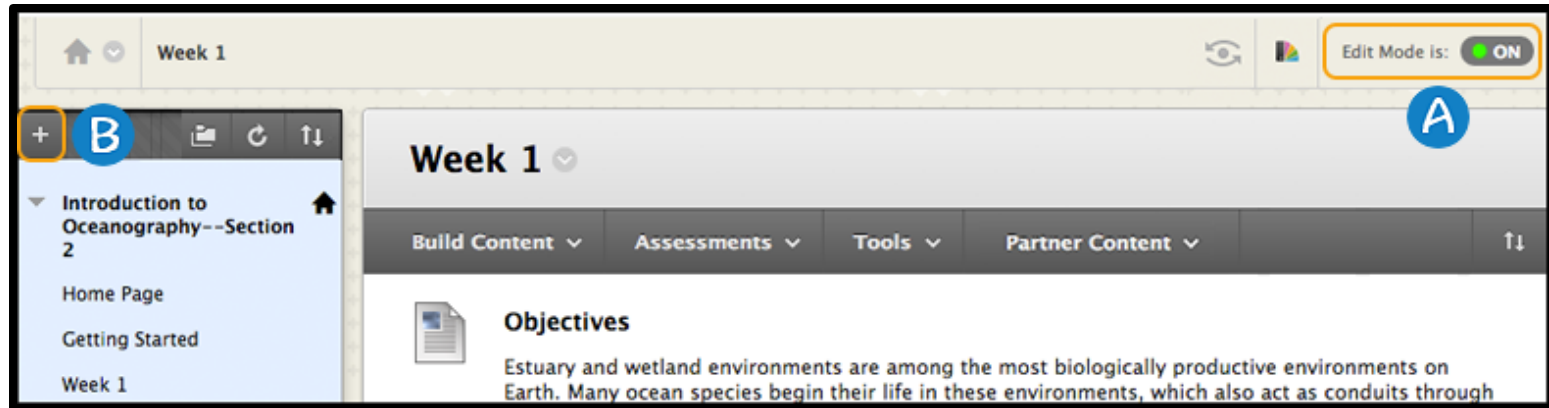
Spend some time exploring this website.

**Week 1 Study Guide Questions**

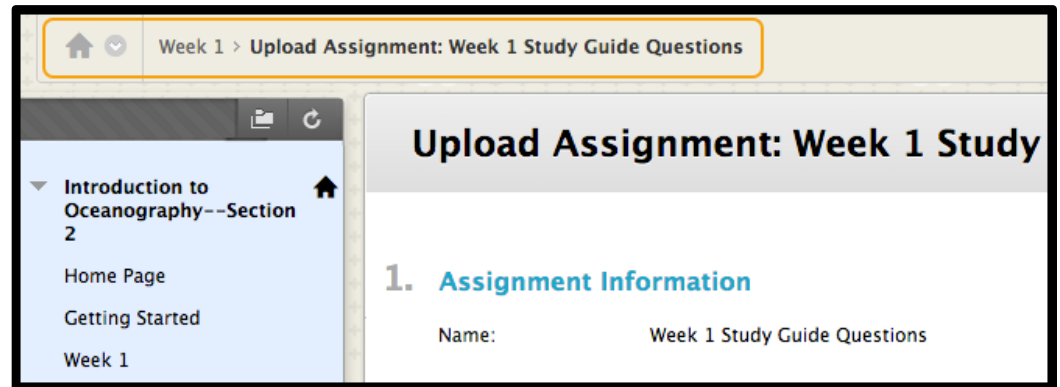
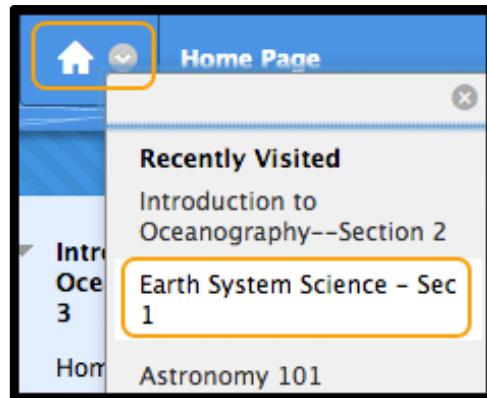
# Course Layout: Contextual Menus



# 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?

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.

# **COURSE MANAGEMENT**



# Course Navigation

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

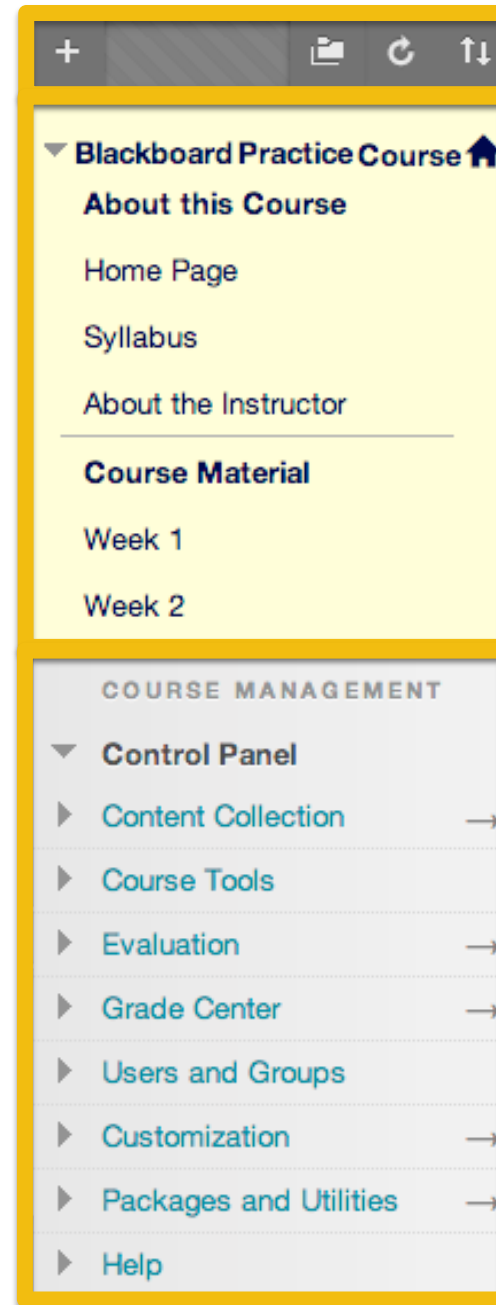
Can you identify the three areas highlighted?

Course Menu Edit

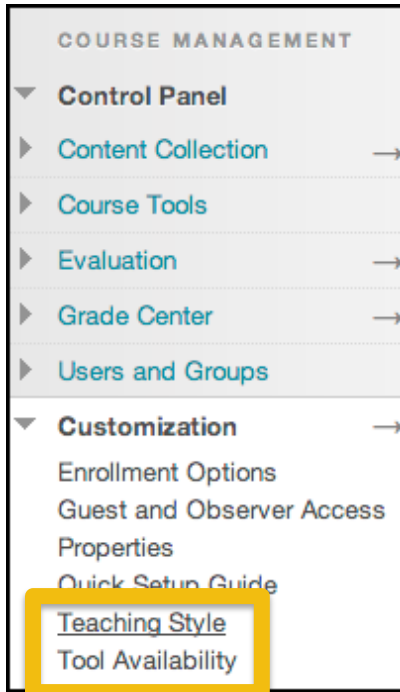
Course Menu

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 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.

# 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: ▾

Cancel 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!

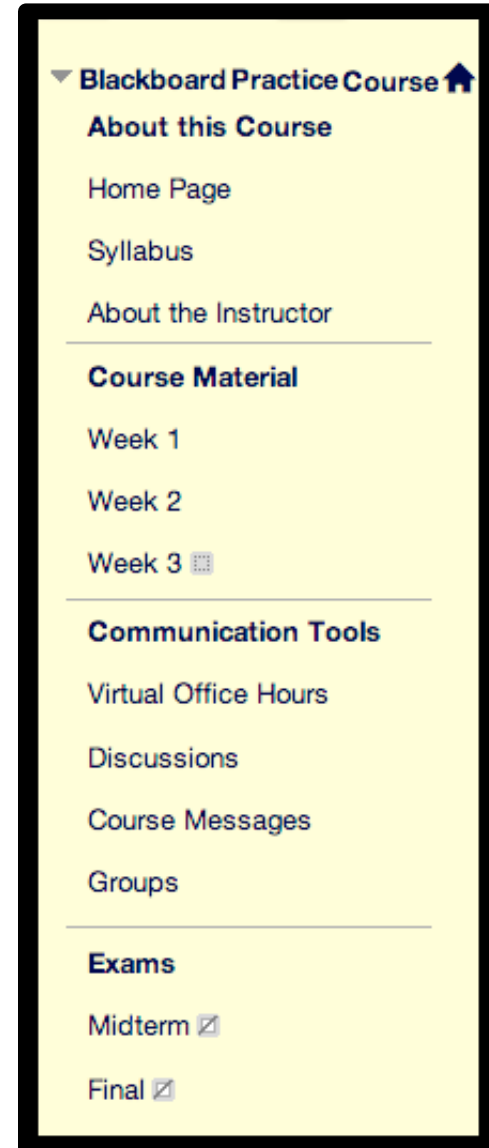
You will have five minutes to complete the following actions in your course:

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.

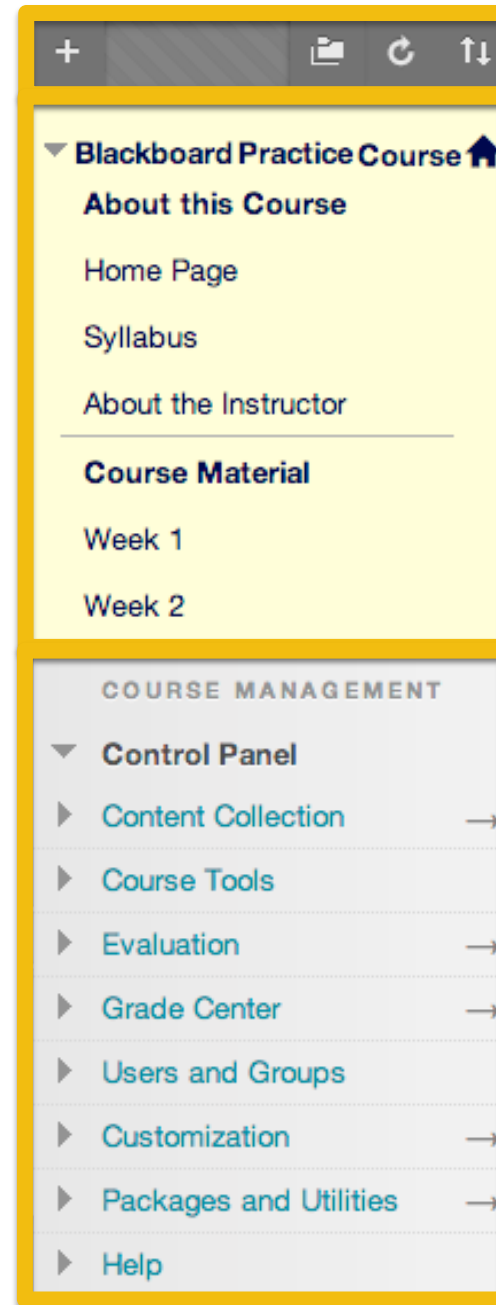
Can you identify the three areas highlighted?

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.

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.

# 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 the Blackboard Calendar interface. On the left sidebar, there is a 'Calendar' header with a calendar icon, followed by three view icons (month, week, day). Below these is a navigation bar for 'July 2014' with arrows for previous and next months. A monthly calendar grid shows the days of the month, with the 7th highlighted in yellow. Underneath the monthly grid is a 'CALENDARS' section with a list of calendars: Institution, Personal, Earth System Science, Introduction to Oceanography, Introduction to Oceanography - Section 2, and Organic Chemistry. At the bottom of the sidebar is a 'CALENDAR' section with a 'Get External Calendar Link' button.

The main area of the interface shows a monthly view for 'July 2014'. At the top, there is a 'Today' button, navigation arrows, and the month/year. Below this is a header row for the days of the week: SUN, MON, TUE, WED, THU, FRI, SAT. The calendar grid shows dates from 29 to 5. The 7th is highlighted in yellow. Event notifications are displayed as colored bars within the date cells: '11p Climate Change in' on the 14th, 'Birthday' on the 15th, '11p Unit 4 Quiz' on the 16th, '11p Rock Study' on the 17th, 'Group Proj Sign Up' on the 21st, '11p Unit 5 Quiz' on the 23rd, and 'Field Trip' on the 24th.



# 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 FolderCreate Contact

**Professor Cathy Chu**  
Email [cchu@myschool.edu](mailto: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*.





# 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.

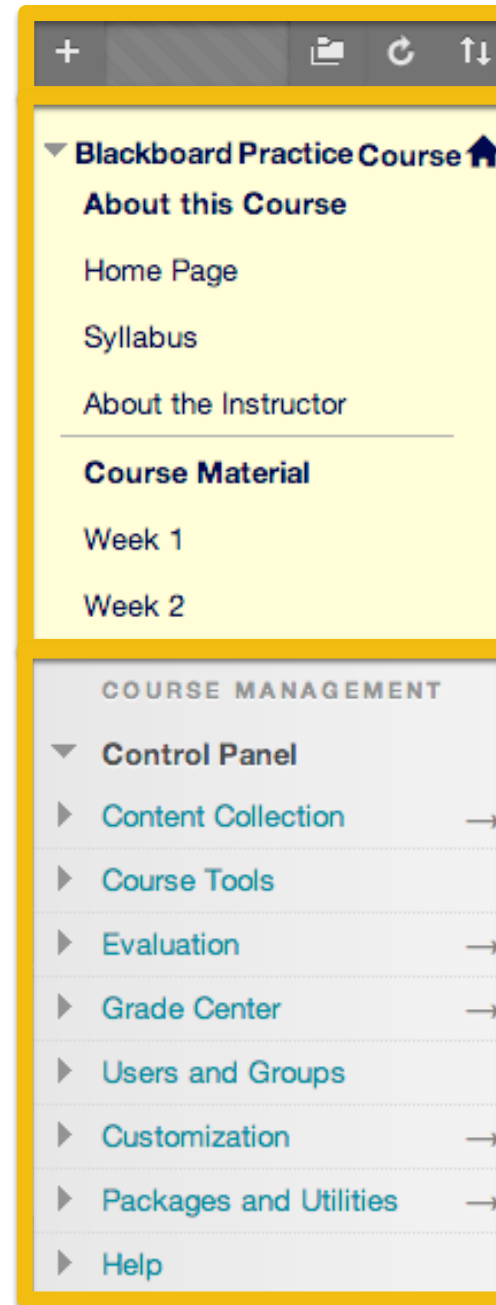
Can you identify the three areas highlighted?

Course Menu Edit

Course Menu

Course Management

**Add interactivity**



# 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.

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.

# DISPLAYING COURSE CONTENT

# How are you organizing your course content today?

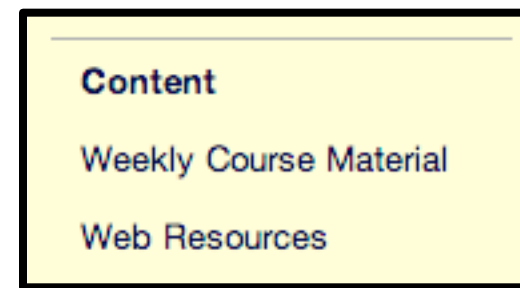
- A. Everything is located from the course menu.
- B. I create content areas and organize my content into folders.
- C. I use lesson plans or learning modules.
- D. I'm new and have not thought about how to organize my course content.
- E. How ever my designer sets it up for me.

# Different Ways of Organizing

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



Individual weeks link directly to that week's content.

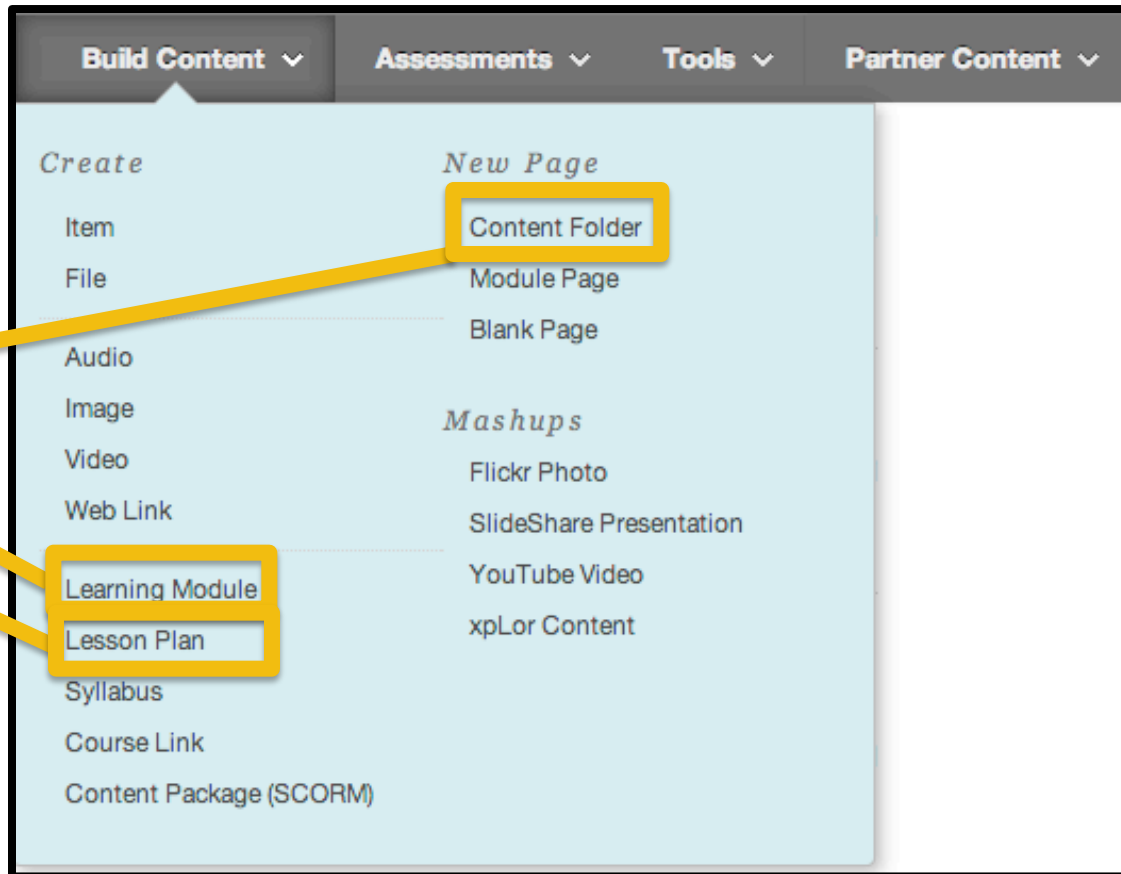


Weekly Course Material links to a content area that contains multiple folders.




# 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

**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

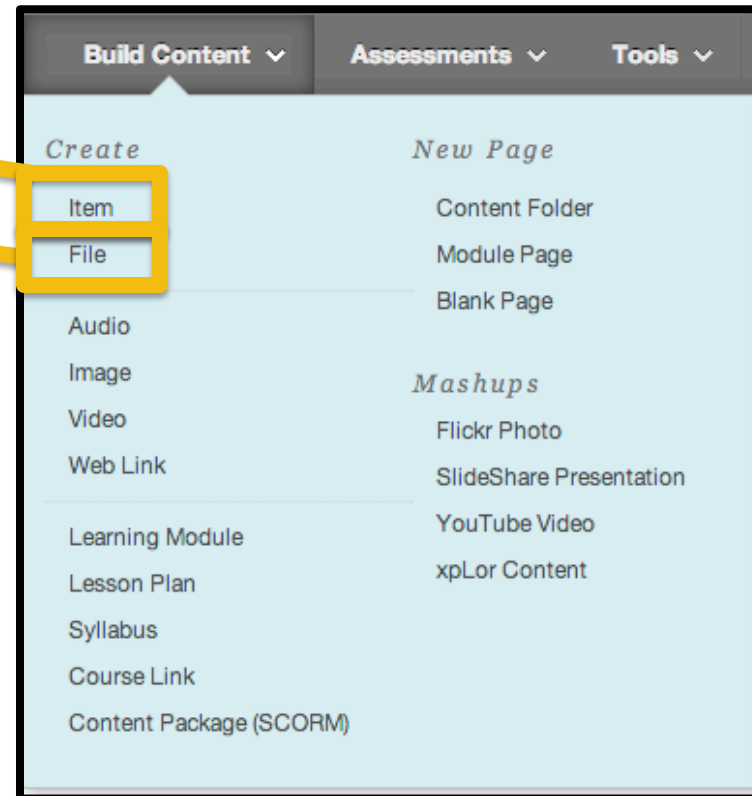
# Two Methods to Upload Content

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.


ITEM


#### Introduction

FILE

# Create an Item - Settings


**CONTENT INFORMATION**

 Name

Color of Name  Black

Text

Paragraph Arial 3 (12pt)



Path: p

Words:0

**ATTACHMENTS**



*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*



Attach File

**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.*

# 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**

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**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!

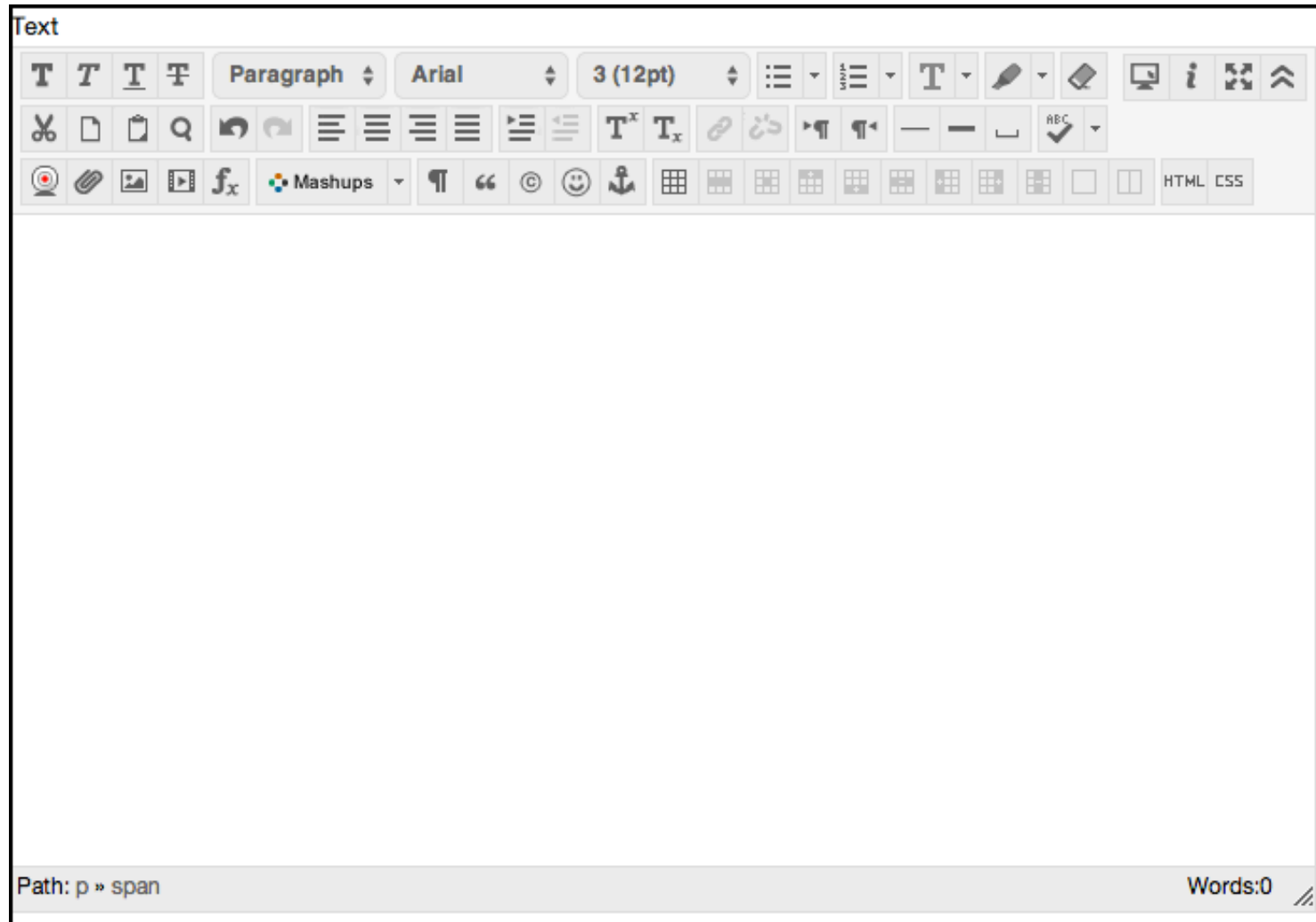
- Create an Item.
- Create a File.

# You Try!

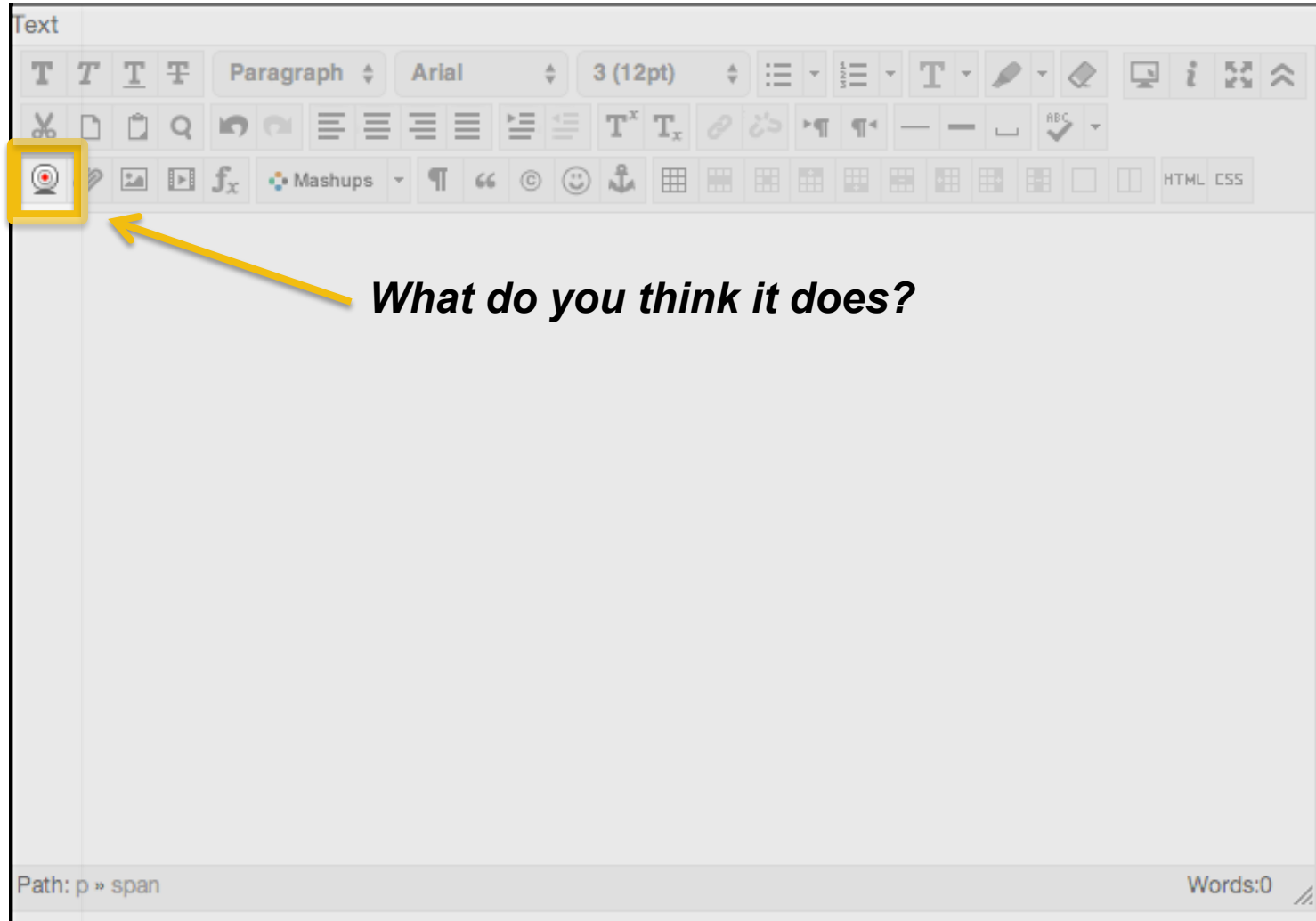
- Create a new item or file.
- Share your results!

# CONTENT EDITOR

# Content Editor View

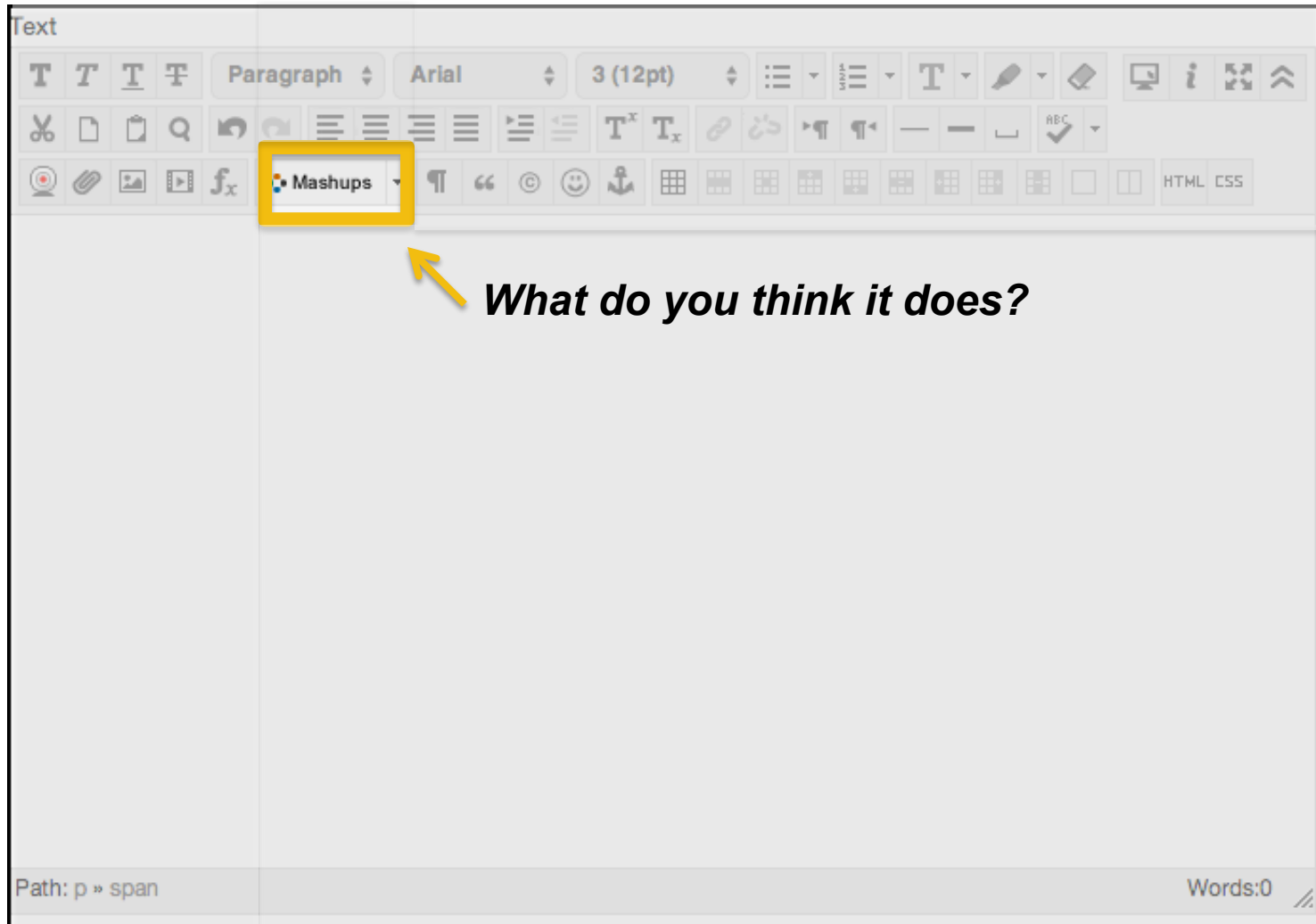


# Content Editor: Video Everywhere





# 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!*

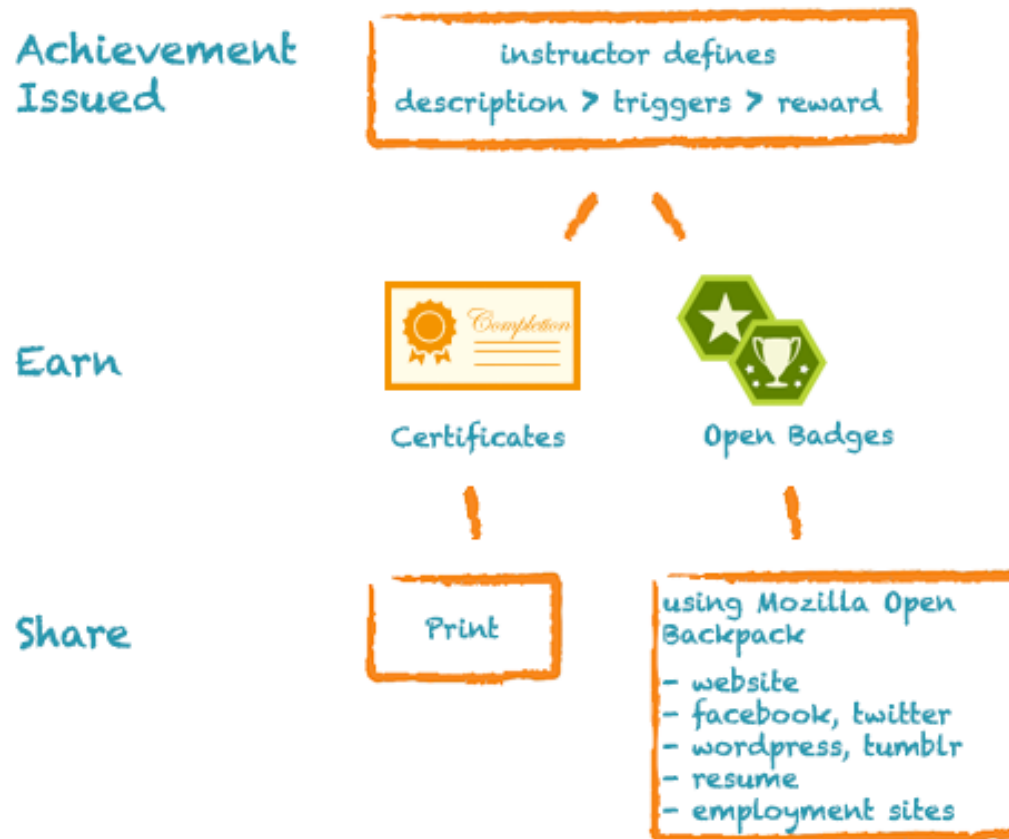
# Presenting Dynamic Content Steps

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.
4. Align content with Goals or Achievements.

# ACHIEVEMENTS

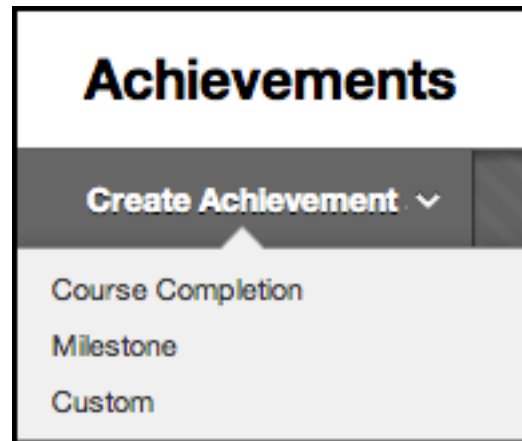
# Achievement Tool

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



# Badges and Education

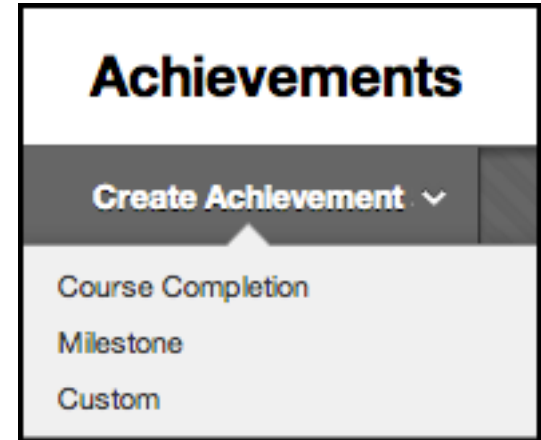
*Do you think badges are a good motivator for students to learn?*



# 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

## ACHIEVEMENT INFORMATION

\* Achievement Location

Select a location in the course for the achievement.

Browse

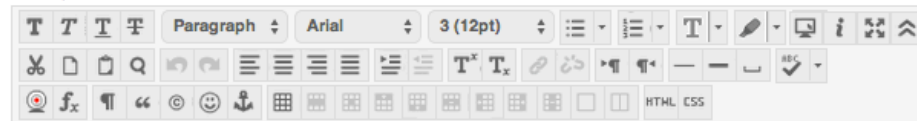
Achievement Type

Milestone

Visible to students before receiving

☒ Yes ☐ No

Description



Path: p

Words:0

Click **Cancel** to go back.

Cancel

Define Triggers

Select a Location

Define type and visibility

Type description

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  Browse

*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	

Invert Selection Select All Invert Selection Select All

**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

Add Item

**REVIEW STATUS**

*Force users to review specific content to complete this achievement.*

Select an item  Browse Add Clear

*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




*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.

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### 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.

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.

# Thank you!

*Please complete the survey.*