

Using Blackboard in Your Course

1. Spend some time learning online to understand its strengths and challenges. Select an area of interest and learn about it by...

- ... joining listservs
- ... taking an online course
- ... researching topics on the Web
- ... reading information on websites

2. Define the learning functions the system will play in your course.

Administrative	Classroom Support	Assessment	Instruction
<input type="checkbox"/> Course Outline <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Posting Grades <input type="checkbox"/> Office Hours <input type="checkbox"/> Reference Documents <input type="checkbox"/> Contact Info <input type="checkbox"/> Course Schedule <input type="checkbox"/> Due Dates <input type="checkbox"/> Orientation	<input type="checkbox"/> To Do Lists <input type="checkbox"/> Web Resources <input type="checkbox"/> Announcements <input type="checkbox"/> Course Notes <input type="checkbox"/> Assignments – descriptions, criteria, deadlines <input type="checkbox"/> Review Questions <input type="checkbox"/> Conferencing <input type="checkbox"/> Readings <input type="checkbox"/> FAQ or Help Files <input type="checkbox"/> Homework	<input type="checkbox"/> Quizzes <input type="checkbox"/> Surveys <input type="checkbox"/> Assignments <input type="checkbox"/> Peer Evaluation	<input type="checkbox"/> Handouts <input type="checkbox"/> Conferencing <input type="checkbox"/> Group work

3. Gather resources.

- Web resources related to subject area
- Handouts currently used in course
- Power point presentations

4. Organize the flow of instruction and learning.









































5. Place materials in appropriate areas.

Announcements	<ul style="list-style-type: none"> • Reminders • Course changes, class cancellations
Course Information	<ul style="list-style-type: none"> • Official college course outline (link to the college's database) • Student Orientation information
Staff Information	<ul style="list-style-type: none"> • Faculty information (i.e. name, email, office location, voicemail, office hours, short bio, link to faculty website) • Key staff contacts (i.e. OLC, coordinator, department admin)
Course Documents	<ul style="list-style-type: none"> • Course syllabus • PowerPoint presentations • Course notes • Resources (Articles, Links, etc)
Assignments	<ul style="list-style-type: none"> • Assignment handouts/descriptions • Marking schemes, due dates • Quizzes and Surveys
Communication	<ul style="list-style-type: none"> • Discussions • Send Email • Student and group pages
External Links	<ul style="list-style-type: none"> • Helpful URLs (OLC/LRC Websites) • General Websites that are relevant to whole course

For Tip Sheets on how to do things in each of the Control Panel areas, go to the following link:
<http://www.swccd.edu/~olc>

Course Planning Sheet

Area: Course Documents

Folders	Documents	
	 	 
	 	 
	 	 
	 	 
	 	 
	 	 
	 	 
	 	 

Area: Assignments

Folders	Documents	
