



Blackboard Tutorial

In this tutorial you will learn about the course menu and the contents in each menu item.

The Center for the Advancement of Faculty Excellence
LIBERTY UNIVERSITY

Notice: Not all course menus look exactly like the one in this tutorial.

The About Your Course menu will contains the course Syllabus, Course Goals, Course Format, Course Objectives, and any other introductory material pertaining to the course.

Liberty Blackboard Courses Home Help Logout

COURSES > BUILDING QUALITY BLACKBOARD COURSES > ABOUT YOUR COURSE

About Your Course

- Announcements
- Course Content
- Communication
- Grades/Tools
- FAQ / Support
- Faculty Information
- Course Map

Syllabus

[LU_Sample_Course_Syllabus.doc \(30208 Bytes\)](#)
[LU_Sample_Course_Syllabus.pdf \(16700 Bytes\)](#)

One complete document (Word or PDF) that contains an overview of the discipline, the course description, course grading policy, learning outcomes, and other course policy.

To Print Word documents: You can move your mouse over the link to the .doc file and use the right mouse button to: 1) Open in a new window and print from there, 2) Save Target to your hard drive where you can open and print it, or 3) Print Target which may prompt you to open the file but it will send it to your default printer when you do.

Course Goals

Teaching and learning in higher education changed very little from it's early beginnings until the technology revolution at end of the 20th century. Quality education remains the passion of most instructors and technology applied with thoughtful design can enhance the quality of education. Our goals is that participants would leave the course with:

- Appreciation for the role of instructional design in course development.
- Ability to combine course development checklists and templates to streamline course development.
- Ability to develop learner-centered courses.

Course Format

1. This course will blend face-to-face (F2F) class time with online learning activities. Over the course of five days we will cover eighteen short modules spanning technical development, design of instruction, and collaborative learning in the F2F and online classroom. We will make use of both synchronous (same time) and asynchronous (any time, any place) learning activities.
2. Modules are complete sets of content related to a topic and/or time frame. Each module will contain instructional elements with consistent purposes throughout the modules. If a module does not make use of a particular element, that element will be removed. You may find the following elements in a module:

Powered by Blackboard Internet

From the Announcements menu you will be able to view important information from your professor.

COURSES > BUILDING QUALITY BLACKBOARD COURSES > ANNOUNCEMENTS

Building Quality Blackboard Courses
CAFE 460

Center for the Advancement of Faculty Excellence

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

April 18 - 25, 2005

CAFE 460 Bibliography Posted by Carl Merat

A bibliography of books related to course design and teaching/learning has been posted to the About Your Course area. Articles and web sites will be found in the "Additional Materials" folder in the relevant Course Content modules.

[About Your Course / Bibliography](#)

On the Course Content menu you will find various modules for each week or each lesson.

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COURSES > BUILDING QUALITY BLACKBOARD COURSES > COURSE CONTENT

Module 1: Best Practice (Monday Jan. 3rd -- 9 am to 10:15am)

Review of online/distance education quality assessment and course file management.

Reading:
[Faculty Training for Online Teaching](#)
[The Quality Dilemma in Online Education](#)
[Foundations of Educational Theory for Online Learning](#)

Module 2: Rubrics, Checklists, & Templates (Monday Jan. 3rd -- 10:30am to 12noon)

In the spirit of New Year's resolutions let me share one from a professional development site I follow:

Inside each Module you would find a Review/Overview of that Module, the Learning Outcomes, Required reading, Lecture Notes, Activities, and any Additional Material.

COURSES > BUILDING QUALITY BLACKBOARD COURSES > COURSE CONTENT > MODULE 1: BEST PRACTICE (MONDAY JAN. 3RD -- 9 AM TO 10:15AM)

Review/Overview

Use of computer networks and computer software in education has revolutionized teaching and learning. Educators, professional organizations, and accrediting bodies have developed best practice guidelines in order to assure academic quality remains strong in the midst of this change. We will review several of those and discuss the implications of this change.

Learning Outcomes

1. Participants will appreciate the role of best practice and quality assessment in online learning.
2. Participants will recognize the role of authentic practice and social presence in the online classroom.
3. Participants will be able to contrast the advantages and disadvantages of online learning.

Required reading

Right click the web address to open in a new window.

- Panowski, P. (2004). Faculty Training for Online Teaching. [Web Exclusive]. THE Journal, 32,(2). Retrieved December 23, 2004, from <http://www.thejournal.com/magazine/vault/A5010B.cfm>
- Parker, N. K. (2004). The Quality Dilemma in Online Education. In T. Anderson & F. Elloumi (Eds.) Theory and Practice of Online Learning (pp. 263-270). Athabasca: Athabasca University. Retrieved December 23, 2004 from, http://cde.athabascau.ca/online_book/ch16.html
- Aly, M. (2004) Foundations of Educational Theory for Online Learning. In T. Anderson & F. Elloumi (Eds.) Theory and Practice of Online Learning (pp. 3-31). Athabasca: Athabasca University. Retrieved December 23, 2004 from, http://cde.athabascau.ca/online_book/ch1.html

Lecture Notes

Activities

1. Quality Self-Assessment
2. Student Home Page
3. Letter to the Editor
4. Class Introduction

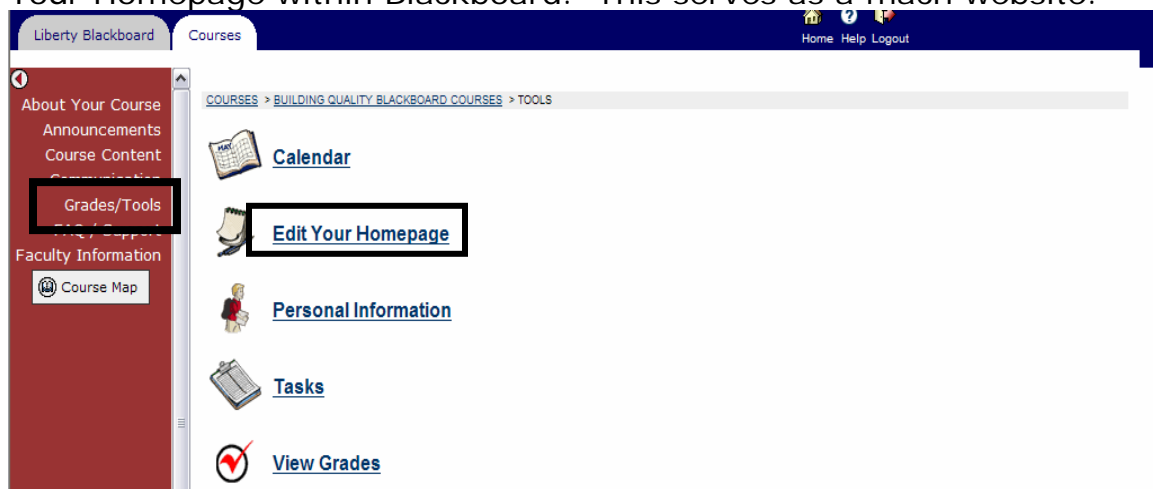
Additional Materials

For review and/or further study.

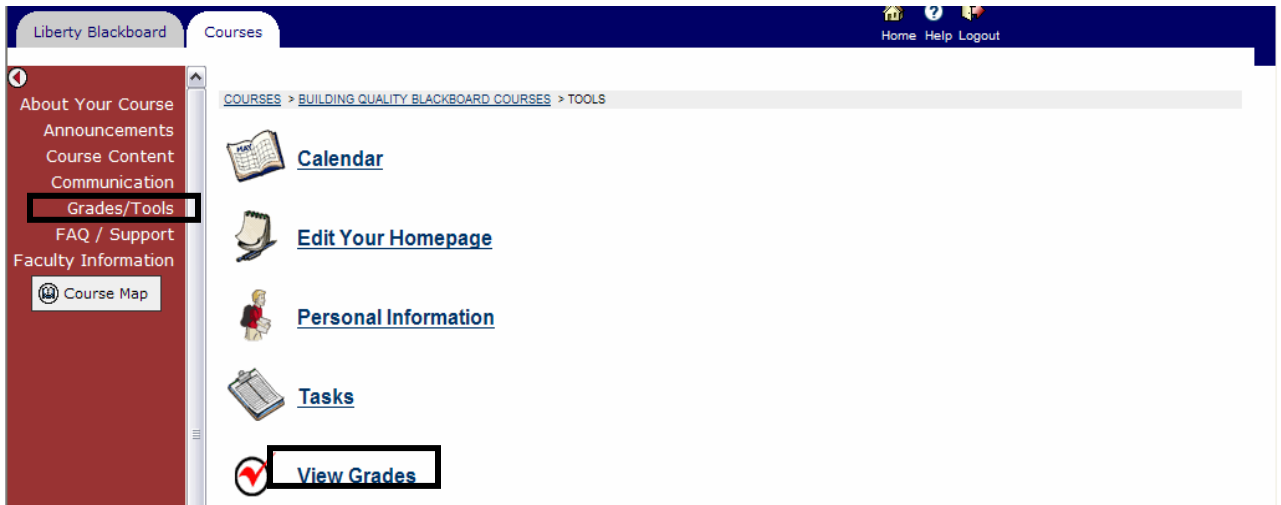
On the Communication menu you will be able to use the Discussion Boards to participate in asynchronous discussions with your classmates and instructor, access the Group Pages for the group of which you are a member, view the class Roster, and Send E-mail.



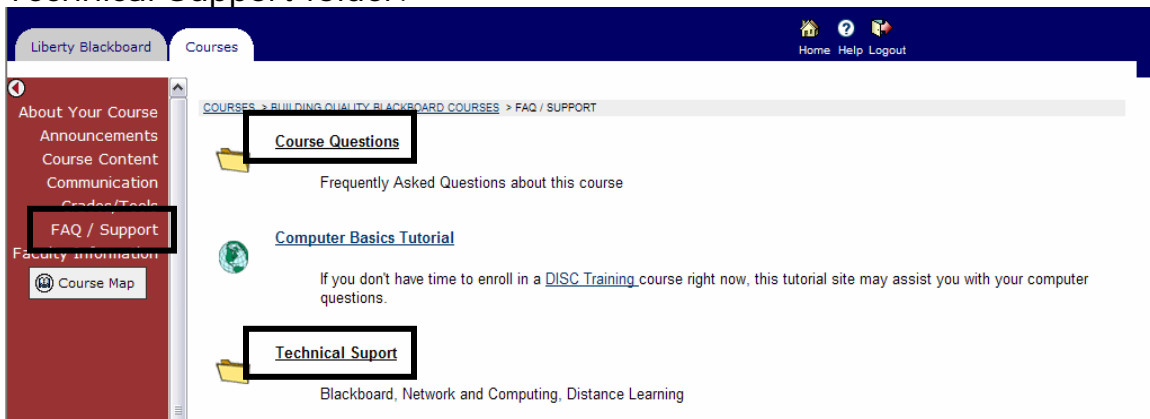
From the Grades/Tools menu you will see a link by which you can Edit Your Homepage within Blackboard. This serves as a mach website.



You can also view your grades from the View Grades link.



On the FAQ/Support menu you can find answers to some of the most frequently asked questions in the Course Questions folder. You would also be able to find documentation for technical support in the Technical Support folder.



And finally from the Faculty Information menu you will find contact information for your professor(s).

The screenshot shows a Blackboard course interface. At the top, there is a navigation bar with 'Liberty Blackboard' and 'Courses' tabs, and 'Home', 'Help', and 'Logout' links. A left-hand menu lists various course options, with 'Faculty Information' highlighted. The main content area displays the 'FACULTY INFORMATION' page, which is framed by a black border. It lists two faculty members: Mr. Carl Merat and Mr. Mark Heideman, each with their contact details and a short bio.

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COURSES > BUILDING QUALITY BLACKBOARD COURSES > FACULTY INFORMATION

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Notes:
Making information technology work for people is my passion. My past employment as a librarian offered me great learning opportunities for using technology to deliver information. My goal as an Instructional Consultant is to link people with technology that will deliver course content and faculty expertise to learners in a effective and dynamic way.

My favorite things outside of work are gardening, working on my old house, road trips, music of all kinds, and spending time with my family.

Mr. Mark Heideman
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Notes:
Education:
B.A. Biblical Studies - Liberty University
Masters of Arts in Religion - Liberty Baptist Theological Seminary