

Greetings,

As you start to plan to move your course(s) online here is a guide to assist you with the process:

1. Deciding what your students are going to see when they login to your course is an essential part of the course design process. Watch ["How to Design Your Course Entry Point"](#) (1:55) to assist you in deciding.
2. Editing your course homepage is essential to the course design process. What students see when they access your course(s) is something that needs to be considered. The more steps students have to take to find materials, the more confused students become. It is a best practice for students to find what they are looking for in 3 clicks of the mouse or less once they have entered your course(s). [Watch "How to Edit Your Course Home Page"](#) (2:17)
3. All course materials (instructional activities, readings, assignments, PowerPoints, quizzes, tests etc.), should be set up in a "Module or Week" type of format. You can do this by creating either a Learning Module or a Folder set up. Watch the following videos on how to create these:
 - a. [How to Add Content to a Learning Module](#) (2:21)
 - i. [Create a Lesson Plan](#) (1:44)
 - b. [How to create a Folder](#)
4. There are various [Types of Course Content](#) you can add to your course(s). Visit the Blackboard help guides for the content types available and how they function.
 - a. [Adding a Page to the Course Menu](#) (1:10)
 - b. [Using the Content Editor](#) (0:59)
 - c. [How to Add a Tool Link to Your Course](#) (3:04)
 - d. [How to Turn Tools On and Off in a Course](#) (2:03)
 - e. [How to Add Partner Content and Textbooks to Blackboard](#) (1:48)
 - f. [Student Preview Mode](#) (2:23)
5. *Communication & Collaboration* are essential resources for students learning online, below are some resources to assist you in creating these resources:
 - a. [How to Create a Blog](#) (3:35)
 - b. [How to Create and Manage Wikis](#) (4:15)
 - c. [How to Create a Journal](#) (2:40)
 - d. [Creating Discussion Forums](#) (1:47)
 - i. [Using Discussions](#) (2:35)
 - e. [Creating Course Messages](#) (1:36)
 - f. [How to Create and Announcement](#) (0:52)
6. *Assessments* can be completed through the Blackboard environment. It is essential that you understand the different procedures to ensure integrity of your assessments. Watch the following videos on how to effectively create an assessment:
 - a. [How to use SafeAssign](#) (0:50)
 - b. [How to Create a Test](#) (1:41)
 - i. [How to create a Random Block of Test Questions](#) (3:09)
 - ii. [How to Build a Pool of Test Questions](#) (1:42)
 - iii. [How to Set Test Options](#) (1:56)
 - iv. [How to Upload Test Questions from Microsoft Excel](#) (2:25)

- v. [Timed Tests](#) (1:00)
 - 1. [Create a Test Question](#) (1:33)
 - 2. [Create a Fill in the Black Question](#) (1:16)
- 7. *Grading* students is another essential item you need to ensure students have access to. It is a best practice to have your gradebook created at the beginning of the semester so students understand what they need to do and where they stand on their grade at all times. [Watch “How to Customize the Grade Center”](#) (2:32) to assist you with this process.
 - a. [How to Grade Student Collaboration Inline](#) (2:32)
 - b. [How to Create a Smart View of Grade Center Data](#) (2:07)
 - c. [How to Grade Using a Rubric](#) (1:07)
- 8. *Accessibility* is one of the most important items for students, as the documents you post must be accessible in multiple formats and have the ability to be read by screen readers. Watch [“Alternative Formats with Ally”](#) (1:00) to assist you with this.

If you need any assistance that has not been covered above you can access [“Blackboard Learn Help for Instructors”](#) or stop down and see me in Bogel 107.

Thank you,

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