

Course Menu 101: Course Organization

Rethink your existing course structure with this workshop! This workshop will cover:

- Course content organization through the use of content areas and the creation of folders or learning modules within those content areas.
- Three common course organization strategies for implementing your course content in a meaningful way.
- Creation of course menu links you can make available to your students for quick access to the course content they need to succeed.
- Copy and move existing course content into a well-designed structure making it easier for your students to navigate your course.

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room -- [Register by Email](#)

Day	Date	Time
Monday	February 9, 2015	12 noon – 1:30 pm
Wednesday	March 4, 2015	3 pm – 4:30 pm
Friday	April 17, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	February 27, 2015	1:00 pm – 2:30 pm

Grade Center 101:

Put the full grade center to work for you! This workshop will cover:

- Grading schema for accurate presentation of letter grades
- Use of Grade Center Categories to accurately generate weighted course grades and SmartViews
- Types of columns and the creation of calculated columns to help summarize grades for students
- Review of the Column Organization tool to order the grade center columns, verify category assignment and Total points given to each column and confirm Due Dates assigned.
- Creating direct links to My Grades for Students and use of Student Preview or Test Student to check the Grade Center for accuracy
- Printing Grade Center information

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room – [Register by Email](#)

Day	Date	Time
Tuesday	February 10, 2015	12 noon – 1:30 pm
Monday	March 2, 2015	3 pm – 4:30 pm
Thursday	April 9, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	March 20, 2015	1:00 pm – 2:30 pm

Blackboard Assignments

Assignments are one of Blackboard's gradable assessment items. When deployed within your course content, each Assignment becomes the access point to deliver your instructions and collect and grade the submissions. Blackboard now makes it possible for Instructors to grade students' papers directly in the web browser without downloading them and opening them in an external program like Microsoft Word or Adobe Reader. Assignments can be created for the entire class or be created for specific groups of students established within Blackboard. Assignments created as Word, PowerPoint, Excel, and PDF files can be annotated directly in Bb. Students will be able to view or print as pdf your feedback annotations. This feature is known as inline grading. This session will cover:

- Creating an Assignment within your course
- Establishing Assignment options
- Viewing the Assignment as a student and creating a submission
- Review of student Assignment submission online
- Annotating an assignment and providing feedback, instructor notes and a grade to the student
- My Grades for student review of your feedback and grade

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room – [Register by Email](#)

Day	Date	Time
Friday	February 13, 2015	12 noon – 1:30 pm
Tuesday	March 17, 2015	3 pm – 4:30 pm
Wednesday	April 8, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	March 27, 2015	1:00 pm – 2:30 pm

Blackboard Tests

Tests are another type of gradable assessment item in Blackboard. Tests are used to measure student knowledge and gauge progress in an online format. You can create Tests and then deploy them in a content area. Blackboard calls anything with graded questions a Test. This means that all quizzes, midterms, exams, etc. are all Tests in Blackboard. Tests all "live" in one place in Blackboard, making it easy to keep track of all Tests available for the Instructor to use in the course. In this session we will review:

- Best Practices for online testing and question design
- Building a Test & Adding Questions
- Basic Question Types
- Giving students access to a test and test options
- Grading and Feedback
- Working with Existing Tests

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room – [Register by Email](#)

Day	Date	Time
Monday	February 23, 2015	12 noon – 1:30 pm
Thursday	March 19, 2015	3 pm – 4:30 pm
Wednesday	April 15, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	April 10, 2015	1:00 pm – 2:30 pm

Blackboard Discussions

A Discussion is a great venue for students to express their ideas, for Instructors to gather feedback, or for students to collaborate with other students on projects. These are just a few ideas. All Discussion forums "live" in one place in Blackboard - the Discussion Board. This also makes it easy to find all the Discussions that exist in the course. It is up to the Instructor as to whether or not a Discussion will be graded and included in Grade Center. In this session we will review:

- Benefits and Uses for Discussion Forums
- Creating a Forum & Adjusting Settings
- Giving Students Access
- The Student View of a Discussion
- Grading and Feedback

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room – [Register by Email](#)

Day	Date	Time
Tuesday	February 24, 2015	12 noon – 1:30 pm
Wednesday	March 25, 2015	3 pm – 4:30 pm
Monday	April 13, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	April 24, 2015	1:00 pm – 2:30 pm

Attendance Options in the Blackboard Grade Center

With a good understanding of how the Grade Center works, you may wish you could keep track of attendance right in the Blackboard Grade Center along with your other gradable items. This workshop will review two attendance templates (created by Andrea Gilbert and Nancy Haggerty) that can easily be imported into your current Blackboard Grade Center. We will review these two templates and discuss options for implementing them and making attendance a part of your final course grade.

BRIGHTON CAMPUS – 3-150 Office of Online Learning Training Room

Day	Date	Time
Wednesday	February 27, 2015	12 noon – 1:30 pm
Thursday	March 5, 2015	12 noon – 1:30 pm
Wednesday	April 22, 2015	12 noon – 1:30 pm

DAMON CAMPUS – 5030

Day	Date	Time
Friday	May 1, 2015	12:30 pm – 2 pm