



EFFECTIVE COURSE DESIGN IN BLACKBOARD WORKSHOP

Instructors: Susan Pennestri and Gorky Cruz

Workshop Objectives

Upon completion of this workshop participants will be able to:

- Understand basic principles of instructional design
- Review sample template of exemplary course site
- Reflect upon their own course to plan architecture
- Customize Course Menu and design layout
- Add a course site banner
- Set entry point of course site
- Add course content in organized manner
- Use WYSIWYG editing tools
- Set Review Status for specific content items
- View/Track students' progress
- Implement best practices in teaching with Blackboard

Blackboard at Georgetown University: <http://campus.georgetown.edu>

Instructors control their Blackboard course through the **Control Panel**. Basic actions relating to course design are outlined in the table below.

Modify Course Menu	Control panel > Manage Course Menu > Select Modify Button > select other name from drop-down menu or create a customized content area > Submit.
Set Menu Display	Control panel > Course Design> Manage Menu Display Options > Select View > Submit.
Add a Course Banner	Control panel > Course Design> Course Banner > Browse to attach banner image > Submit.
Set Course Entry Point	Control Panel > Settings > Course Entry Point> Select Entry Point from Drop-Down Menu > Submit.
Add a Folder	Control panel > Click on Content Area > Add Folder > Name folder appropriately > (change color of font by selecting color on palette – optional) > Submit.
Add an Item (inside a Folder)	Control panel > Click on Content Area > Click on appropriate Folder > Add Item > Name Item > Insert text in text box > Use formatting tools (optional) > or Attach file > Submit.
Enable Review Status on a Content Item	Control Panel > Select Content Area > Choose item to track > click Manage button > select Review Status > choose Enable > Submit.
Track Items Marked Reviewed by Students	Control panel > Performance Dashboard > look at items under Review Status next to student's name > OK.
Browse Bb Resources	Help icon (located at top of every page)



Planning Your Blackboard Course Site

Before uploading content directly into your Blackboard course site, it is good practice to review and reflect upon the course you will be teaching. Please answer each of the questions below and bring this handout with you to the workshop (along with any content you plan to upload into your course site).

1. What information does your syllabus include? (course description, learning objectives, goals, required texts, etc..)
2. What supporting documents do you plan to include in your course site? (course handouts, lectures, visual aids, etc..)
3. List the assignments students are to complete including due dates.
4. Are there any web sites or external links that students should access? If so, which ones?
5. Do you plan to use the discussion board or a blog to facilitate collaboration and interaction among students and yourself? If so, which topics will be discussed?
6. Have you thought about using any online assessments such as exams or practice quizzes?
7. Do you plan to organize students into groups for particular projects?
8. Have you considered asking your students to complete a mid-semester feedback survey regarding the course?