AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION

Basic Blackboard

(3 hours)

COURSE SYLLABUS

Course Description: Blackboard class will have the objective to train instructors who have not previously set up classes on blackboard how to do that; includes, setting up announcements, handouts, and course assignments. The actual lecture should be about 1 - 2 hours with an additional hour for Q&A.

Objectives: Every student will be able to:

1. Log in and access Blackboard
2. Identify and set up the course
3. Add announcements
4. Add handouts
5. Enter course assignments
6. Grade assignments

Rationale: With the outbreak of a novel coronavirus declared a pandemic by the World Health Organization, there is a need to convert all course to online learning.

Type of Course: Short Course

Evaluation: No formal evaluation will be administered.

Course Outline:

1. Introduction

    a. Log in to Blackboard

    b. Identifying your courses

    c. Setting up your announcements

    d. Setting up handouts

    e. Entering course assignments

    f. Grading assignments

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2. Getting to Blackboard (walk through) on screen

    a. Point out long list of classes (prior)

    b. Show how to get to current classes

    c. Identify / discuss menu bar

    d. Show how to add menu items

3. Demonstrate using "Build Content" to post announcements

4. Demonstrate how to set up handouts and tools

5. Demonstrate creating assignments

6. Creating an "Upload Assignments" menu item

7. Demonstrate the grading process

    a. How to override grades for special situations

8. Illustrate creating an area for recorded sessions

9. Introduce Bob for Demo

10. Q & A