SAN DIEGO COMMUNITY COLLEGE DISTRICT

Online Learning Pathways

Checklist of Competencies for Designing and Teaching Using Blackboard Learn 9.1

1. CREATE AND MANAGE COURSE CONTENT

Overview
Course content is the core of the online course and impacts student learning outcomes, student retention and success. A well-trained instructor spends less time with the technical aspects of the course and more time teaching and interacting with students.

Understand File Formats

Skill
❏ Identify compatible (and incompatible) file formats and naming conventions in Blackboard.
❏ Identify applications that you can use to create graphic, text, and zip files for Blackboard.
❏ Understand the requirements of students using either PC or MAC platforms or mobile devices to access your course and its content.
❏ Name the types of files that can be viewed with a web browser and those that require plug-ins or additional software.

Manage Files in Your Course

Skill
❏ Describe the different areas under Content Collection.
❏ Demonstrate the process of uploading a file from your computer to the Content Collection for a specific course and to All Course Content and when to use which one.
❏ Upload, download, and delete various types of files (.gif, .html, .jpg, .zip, .docx, .pdf., txt).
❏ Explain the use of the "Open in Web Folder" function.

Creating and Editing Course Content

Skill
❏ Understand how to change the Edit Mode views.
❏ Describe when to turn Edit Mode On or Off.
❏ Describe all the choices under Build Content.
❏ Edit using the Text Editor.
❏ Edit the HTML using the Toggle HTML Source Code function.
❏ Reposition items in the Course Menu and Main Content Area.
❏ Add Adaptive Release criteria for releasing content.

Create Web Pages (HTML Files)

Skill
❏ Identify the areas within Blackboard where HTML can be created and the pros/cons of using HTML.
❏ Explain why most designers create files outside of Blackboard and then upload them to the Content Collection.
❏ Identify principles of quality web page design.
❏ Explain how to use the Visual Editor in Blackboard.
❏ Identify the applications that you can use to create HTML files.

Adding items into Learning Modules

Skill
❏ Add, edit and delete Interactive Tools.
❏ Add, edit and delete Assessment Tools.
Know when to use a Self and Peer Assessment and: ❏ Add, edit and delete questions and answers.
❏ Add a link to a tool.
❏ Create a Mashup.
Know when to use audio and video clips and: ❏ Add, edit and delete audio and video clips from content pages. ❏ Understand compatible file types for audio and video to be read via the web. ❏ List the plug-ins or helper applications that will be needed to view or hear the files.

Important Content Issues

Skill
❏ Understand size restrictions for files and the impact large files may have on students and the server.
❏ Be aware of copyright restrictions and fair use policies.
❏ Provide accessibility for students with disabilities.
❏ Provide clear directions that will help students navigate through content.

2. COMMUNICATE WITH STUDENTS

Overview

An effective online instructor will use Blackboard's communication tools to facilitate student-to-teacher and student-to-student interactions. Regular, effective, instructor-initiated contact is an accreditation requirement. The built-in communication tools facilitate discussion of course concepts, increase understanding of content, and allow for community building within a course.

Course Content page (Homepage)

Skill
❏ Change the color, size, and attributes of the font on your Homepage to increase readability,

and to create a professional "look and feel."
❏ Add an image that adds relevance or personality to your Homepage.
❏ Organize your Homepage content to improve clarity and orientation for your students.

Grade Center

Skill
❏ Understand how to access the Grade Center and the students' My Grades Tool.
❏ Describe this tool and the benefits of allowing students to see their own grades.
❏ Understand how to make a grading Rubric.
❏ Create and manage Grade Center columns.
❏ Grade different areas of the course, including discussions, assignments, assessments, blogs, and wikis.
❏ Create SmartViews in the Grade Center.
❏ Add Adaptive Release Criteria.

Messages, Mail, and Discussion Tools

Skill
❏ Explain why Messages and Discussions are considered asynchronous communication tools.
❏ Describe the educational relevance of communication tools.
❏ Explain the value of using the Messages tool versus Send Mail tool.
❏ Manage messages and attachments with folders and the search capability.
❏ Understand the difference between student and instructor role functions in Mail.
❏ Identify the Blackboard areas with built-in mail capabilities.
❏ Provide course protocol, netiquette rules and directions so students can make the most of this tool.
❏ Identify difficulties new students may have when sending and reading messages.
❏ Understand the features of the Notifications System.
Within the Discussion tool ❏ Post messages ❏ Send attachments ❏ Read and reply to messages ❏ Quote and compile messages ❏ Send mail from a Discussion message ❏ Create topics ❏ Search for and save messages ❏ Work with configuration options.

Chat and Whiteboard

Skill
❏ Explain why Chat and the Whiteboard are considered synchronous communication tools.
❏ Describe Chat and its customizable features.
❏ Describe the Whiteboard and its features.
❏ Cite examples of how educators use Chat.
❏ Identify how the Chat rooms that generate logs, and how to use them in other course areas.

❏ Send a private message in Chat, and note that it is not logged.
❏ In Whiteboard, draw and modify, change attributes, and load and save files.
❏ Cite some examples of how educators use the Whiteboard in meaningful ways.
❏ Know how to troubleshoot and communicate common Chat problems.

Elluminate Live Classroom Tool

Skill
❏ Explain what Elluminate Live Classroom is and what role it can play in the online course.
❏ Describe the primary tools within Live Classroom.
❏ List the typical content types that are loaded into and used within Live Classroom.
❏ Cite examples of how educators use Live Classroom.
❏ Identify how the Live Classroom archives web meetings, and how students can use them later.

Calendar Tool

Skill
Effectively use the Calendar: ❏ Add/update and delete entries ❏ Clear and reset the calendar ❏ Compile events ❏ Import events ❏ Calendar Settings.
❏ Describe the potential impact of Calendar on the overall course design and organization.

3. ASSESS STUDENT LEARNING

Overview
Blackboard offers many tools that allow you to evaluate student learning and provide feedback to students. Competent use of these tools will enhance the learning environment as you measure learning and evaluate the effectiveness of the instructional setting.

Assessments

Skill
❏ Build effective Self and Peer Assessments with feedback.
❏ Create new assessment with a variety of question types.
❏ Import questions from a test bank.
❏ Grade a test ❏ Reset a test ❏ Re-grade a test ❏ View time spent
❏ Use assessment data, including statistics.
❏ Adjust Test settings for the optimum assessment environment for the educational purpose. ❏ Understand the impact Test settings can have on individualized assessment and accommodating special learners. ❏ Describe how Test Settings can increase reliability and validity.

Surveys

Skill
❏ Build Surveys and differentiate them from Tests.
❏ Explain the value of Surveys within the course.
❏ Share and build results into learning activities.

Assignments

Skill
❏ Explain how to create an assignment with attachment.
❏ Write clear directions for students.
❏ Edit the settings.
❏ Grade an assignment submission..

4. MANAGE, EVALUATE, AND IMPROVE THE COURSE

Overview
Keeping the course organized and managing the flow of instruction, grading, communication and scheduling are important areas of proficiency. Blackboard tools provide data that you can use to assess the effectiveness of specific content pages and examine the overall effectiveness of the course. Once you have analyzed the data, use it to improve your course design and content.

Course Statistics

Skill
❏ Find and read the data collected in the Grade Center Statistics.
❏ Work with Grade Center Reports
❏ View Discussion Board Statistics
❏ Display Course Reports

Performance Dashboard

Skill
❏ Describe the useful features of the Performance Dashboard as they could relate to student success.
❏ Know which pages and tools are tracked, and understand how to best use these data.
❏ Understand how the Performance Dashboard interfaces with the Early Warning System and how/when to use the Early Warning System.

Student Tracking

Skill
❏ Describe how to track the User Activity of the areas of the course..
❏ Describe the useful features of User Activity as they could relate to student success.
❏ Apply the functionality in this area with ideas for motivating students to participate in the course.
❏ Analyze individual student activity data as it relates to student success.

Student Surveys

Skill
❏ Describe the importance of getting student feedback at various points throughout the course.
❏ Understand how to survey students and apply the feedback to improve the course.