



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
<input type="checkbox"/> Identify compatible (and incompatible) file formats and naming conventions in Blackboard.
<input type="checkbox"/> Identify applications that you can use to create graphic, text, and zip files for Blackboard.
<input type="checkbox"/> Understand the requirements of students using either PC or MAC platforms or mobile devices to access your course and its content.
<input type="checkbox"/> 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
<input type="checkbox"/> Describe the different areas under Content Collection.
<input type="checkbox"/> 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.
<input type="checkbox"/> Upload, download, and delete various types of files (.gif, .html, .jpg, .zip, .docx, .pdf., .txt).
<input type="checkbox"/> Explain the use of the "Open in Web Folder" function.

Creating and Editing Course Content

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

Create Web Pages (HTML Files)

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

Adding items into Learning Modules

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

Important Content Issues

Skill
<input type="checkbox"/> Understand size restrictions for files and the impact large files may have on students and the server.
<input type="checkbox"/> Be aware of copyright restrictions and fair use policies.
<input type="checkbox"/> Provide accessibility for students with disabilities.
<input type="checkbox"/> 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
<input type="checkbox"/> Change the color, size, and attributes of the font on your Homepage to increase readability,

and to create a professional “look and feel.”
<input type="checkbox"/> Add an image that adds relevance or personality to your Homepage.
<input type="checkbox"/> Organize your Homepage content to improve clarity and orientation for your students.

Grade Center

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

Messages, Mail, and Discussion Tools

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

Chat and Whiteboard

Skill
<input type="checkbox"/> Explain why Chat and the Whiteboard are considered synchronous communication tools.
<input type="checkbox"/> Describe Chat and its customizable features.
<input type="checkbox"/> Describe the Whiteboard and its features.
<input type="checkbox"/> Cite examples of how educators use Chat.
<input type="checkbox"/> Identify how the Chat rooms that generate logs, and how to use them in other course areas.

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

Elluminate Live Classroom Tool

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

Calendar Tool

Skill
Effectively use the Calendar: <input type="checkbox"/> Add/update and delete entries <input type="checkbox"/> Clear and reset the calendar <input type="checkbox"/> Compile events <input type="checkbox"/> Import events <input type="checkbox"/> Calendar Settings.
<input type="checkbox"/> 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
<input type="checkbox"/> Build effective Self and Peer Assessments with feedback.
<input type="checkbox"/> Create new assessment with a variety of question types.
<input type="checkbox"/> Import questions from a test bank.
<input type="checkbox"/> Grade a test <input type="checkbox"/> Reset a test <input type="checkbox"/> Re-grade a test <input type="checkbox"/> View time spent
<input type="checkbox"/> Use assessment data, including statistics.
<input type="checkbox"/> Adjust Test settings for the optimum assessment environment for the educational purpose. <input type="checkbox"/> Understand the impact Test settings can have on individualized assessment and accommodating special learners. <input type="checkbox"/> Describe how Test Settings can increase reliability and validity.

Surveys

Skill
<input type="checkbox"/> Build Surveys and differentiate them from Tests.
<input type="checkbox"/> Explain the value of Surveys within the course.
<input type="checkbox"/> Share and build results into learning activities.

Assignments

Skill
<input type="checkbox"/> Explain how to create an assignment with attachment.
<input type="checkbox"/> Write clear directions for students.
<input type="checkbox"/> Edit the settings.
<input type="checkbox"/> 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
<input type="checkbox"/> Find and read the data collected in the Grade Center Statistics.
<input type="checkbox"/> Work with Grade Center Reports
<input type="checkbox"/> View Discussion Board Statistics
<input type="checkbox"/> Display Course Reports

Performance Dashboard

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

Student Tracking

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

Student Surveys

Skill
<input type="checkbox"/> Describe the importance of getting student feedback at various points throughout the course.
<input type="checkbox"/> Understand how to survey students and apply the feedback to improve the course.