

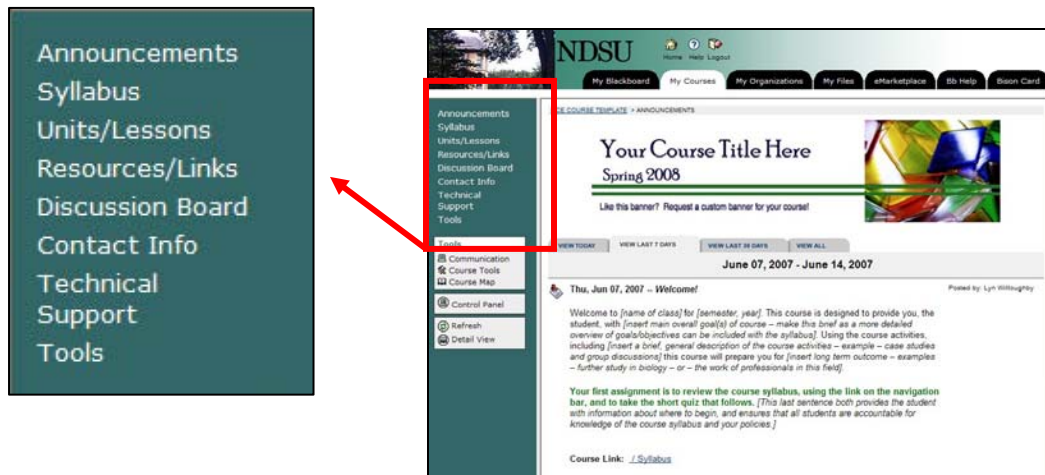
# DCE Course Template – Instructor's Guide

## Information and Use Instructions

Updated: 2-17-2009

Contact NDSU Distance & Continuing Education to request the course template for use as your Blackboard course shell.

### 1. Navigation Structure



The course template is structured according to the following outline:

- Announcements
- Syllabus
- Units/Lessons
  - Unit 1
    - Lesson 1
      - Introduction & Discussion
      - Links to supporting media
      - Instructions for activities and/or discussion questions
      - Links to needed documents/files
      - Assignment feature (drop box) and instructions for use – so that students can hand in any homework or assessments
    - Lesson 2
    - Lesson 3
    - Lesson N
    - Unit One Exam (includes link to an example exam)
  - Unit 2
  - Unit 3
  - Unit N
- Resources/Links

- Discussion Board
- Contact Info (information about the instructor and contact phone and email address)
- Technical Support
- Tools

## 2. Course Banner

The course template features a place holder for a course banner. Customized banners for any DE course are available upon request.

The screenshot shows the NDSU Blackboard interface. On the left is a navigation menu with categories: Announcements, Syllabus, Units/Lessons, Discussion Board, Contact Info, Technical Support, Tools, and a sub-menu for Tools (Communication, Course Tools, Course Map, Control Panel, Refresh, Detail View). The main content area is titled 'DCE COURSE TEMPLATE > ANNOUNCEMENTS'. It features a placeholder for a course banner with the text 'Your Course Title Here' and 'Spring 2008'. Below this is a date range 'June 07, 2007 - June 14, 2007' and an announcement titled 'Thu, Jun 07, 2007 -- Welcome!' with placeholder text. A red arrow labeled '2' points to the banner title, and another red arrow labeled '3' points to the announcement text.

## 3. Announcements

The course template features a place holder for an introductory announcement. This announcement is designed to welcome the student to the course, briefly set the tone and purpose, and provides initial instructions for how to begin.

To modify the Announcement:

1. Select the "Control Panel" link on the navigation bar.
2. Select the "Announcements" feature under the heading "Course Tools".
3. On the next screen, select the "Modify" button on the right side.
4. Make changes in the "Message" box provided by placing the mouse cursor into the box and typing changes.
5. Choose appropriate date options under the heading "2 Options."
6. Select the "Submit" button to enact the changes.
7. Select the "OK" button to return to the Control Panel.

## 4. Syllabus

The course template features a place holder for a course syllabus. Select the "Syllabus" link on the navigation bar. Any syllabus may be used; a link is provided to DCE's syllabus template, along with step-by-step instructions for uploading the syllabus document.

### 4a. Syllabus Review Quiz

A place holder has been provided for a short syllabus quiz. The purpose of such a quiz would be to encourage students to carefully review the course syllabus and be aware of course practices and policies. The score from such a quiz would be automatically loaded into the Grade Center, and could be used as a bonus point option, for example.

**See Appendix 1 of this document for complete instructions for using the Testing and Quiz features of Blackboard.**

## 5. Units/Lessons

Proposed Unit and Lesson titles are provided as place holders, and all can be easily modified to suit any course.

To modify the title and description text of any Unit or Lesson:

1. Select the appropriate link on the navigation bar to access that area of the course template.
2. Select the "Edit View" link in the upper right hand corner of the screen.
3. Select the "Modify" button that corresponds to the title and description to be modified.
4. On the next screen, make changes to the text that appears in the text boxes as listed.
5. Make the appropriate selections under the "2 Options" section.
6. Select the "Submit" button to enable the modifications.

### 5a. Lesson Layouts

A sample lesson layout has been provided to guide the presentation of lesson content and activities to students, according to this outline:

- Lesson introduction and discussion
- Links to supporting media and/or presentation materials
- Instructions for activities and/or discussion questions
- Links to needed documents/files
- Assignment feature (drop box) and instructions for use – so that students can hand in any homework or assessments

This outline is designed to be general to meet the needs of most courses; however, it can be customized to suit any specific course plan.

To add an additional item to the lesson:

1. Select "Units/Lessons" from the navigation bar.
2. Select the desired "Unit" link from the listing.
3. Select the desired "Lesson" link from the listing.
4. Select the "Edit View" link from the upper right hand side of the screen.
5. Select an option from the gray bar that appears across the top of the screen (item, folder, external link, etc.).
6. On the next screen that appears, under the heading "1" complete the text boxes provided – students will see the final result of what is typed in these boxes.
7. Choose appropriate options under headings "2" and following.
8. Select the "Submit" button to enact the entries.

To modify an existing item in the lesson:

1. Select "Units/Lessons" from the navigation bar.
2. Select the desired "Unit" link from the listing.
3. Select the desired "Lesson" link from the listing.
4. Select the "Edit View" link from the upper right hand side of the screen.
5. Select the "Modify" button to change the text that is already included.
6. On the next screen that appears, under the heading "1" make changes to the text boxes provided.
7. Choose appropriate options under headings "2" and following.
8. Select the "Submit" button to enact the entries.

## **5b. Assignment Feature**

The "Assignment" feature of Blackboard was designed as a replacement for the older "Digital Dropbox" feature. The Digital Dropbox will not be available in future versions of Blackboard. **The Assignment feature provides ALL of the functionality of the Digital Dropbox, and additionally provides better integration with the Grade Center.**

The content of the Assignment area of the site includes sample general instructions authored to provide general information for students. To modify this text for a specific assignment:

1. Select "Units/Lessons" from the navigation bar.
2. Select the desired "Unit" link from the listing.
3. Select the desired "Lesson" link from the listing.
4. Select the "Edit View" link from the upper right hand side of the screen.
5. Select the "Modify" button that corresponds to the Assignment feature, to change the text that is already included.

6. On the next screen that appears, under the heading "1" make changes to the text boxes provided.
7. Choose appropriate options under headings "2" and following.
8. Select the "Submit" button to enact the entries.

### **5c. Using the "Copy" Feature to Minimize Effort**

Blackboard provides a "Copy" feature that can be used to reduce effort in designing and populating course sites. Once you have established a lesson plan layout that suits your course for one lesson, the lesson can be copied to use for multiple lessons, without re-creating each one. Subsequent copies can then be modified to reflect new titles and specific contents, such as introduction text, and presentation files.

NOTE: The Copy feature can be used anywhere that the "Copy" button is available.

To use the Copy feature:

1. Select "Units/Lessons" from the navigation bar.
2. Select the desired "Unit" link from the listing.
3. Select the "Edit View" link from the upper right hand side of the screen.
4. Select the "Copy" button that corresponds with the lesson to be copied.
5. On the next screen, select the destination course and the destination folder from within that course, to specify the final location of the item to be copied.
6. Check that the item "Remove item after copy" is set to **NO**, or the original will be deleted.
7. Select the "Submit" button to copy the lesson.
8. Use the steps listed under 5a to modify the lesson items.

### **5d. Sample Exams**

A place holder for a Unit-end exam has been provided.

**See Appendix 1 of this document for complete instructions for using the Testing and Quiz features of Blackboard.**

The exam "Sample Exam Question Types" has been created to provide an instructor with a visual example of each type of question supported by Blackboard. To view the contents of this exam:

1. Select the "Control Panel" link from the navigation bar.
2. Select the "Test Manager" link in the "Assessment" box.
3. Select the "Modify" button that corresponds to the "Sample Exam Question Types" from the listing.
4. The instructor view of the exam will appear.
5. Select "OK" when finished.

To view the exam as a student would see it:

1. Select the Select "Units/Lessons" from the navigation bar.
2. Select the desired "Unit" link from the listing.
3. Select the link "Sample Exam Question Types" from the listing.

## **6. Resources/Links**

The navigation bar features a place holder link to an area that can be used to provide links to other resources or websites. This area should contain items that would apply in general to the entire course, and not for specific assignments only, for example:

- Related national professional or student organization websites
- Certifying body websites
- Tables, charts, graphs or readings that are used for multiple assignments

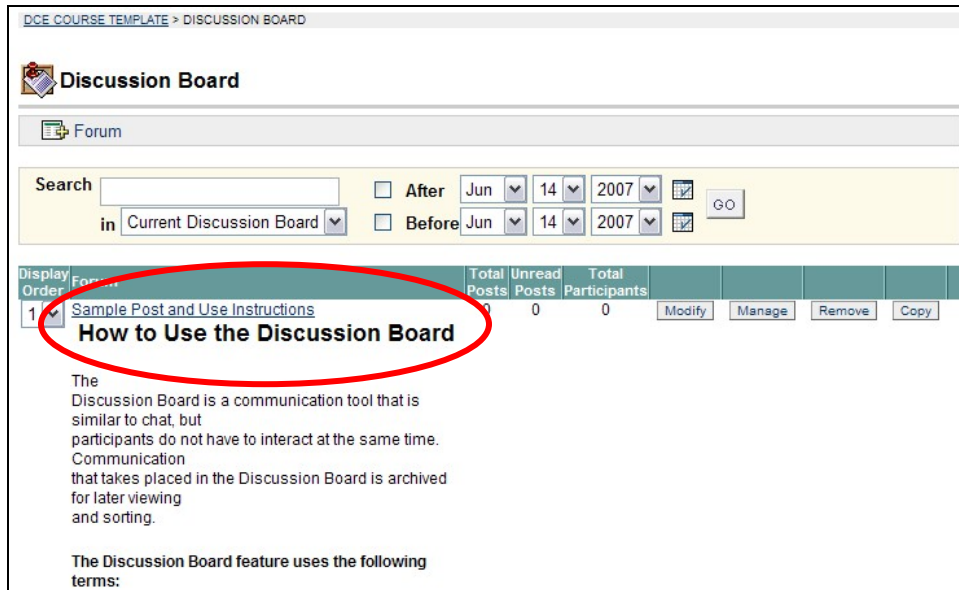
Links to resources that are specific to one assignment should be listed in proximity to that assignment, rather than in a general resources area.

To add a new item to this area of the site:

1. Select "Resources/Links" from the navigation bar.
2. Select the "Edit View" link from the upper right hand side of the screen.
3. Select an option from the gray bar that appears across the top of the screen (item, folder, external link, etc.).
4. On the next screen that appears, under the heading "1" complete the text boxes provided – students will see the final result of what is typed in these boxes.
5. Choose appropriate options under headings "2" and following.
6. Select the "Submit" button to enact the entries.

## **7. Discussion Board**

The course template includes a link to the Discussion Board feature of Blackboard. The Discussion Board also contains an introductory post, which provides instructions for how to use the Discussion Board.



To modify this first post for a specific course:

1. Select the "Modify" button at the right side of the post text.
2. On the next screen, type changes into the text boxes provided.
3. Select Yes or No next to the "Available" heading.
4. Under the heading "2 Forum Settings" choose options that reflect course policy.
5. Select the "Submit" button to enact the changes.

## 8. Contact Info

The course template includes a link to the "Staff Information" feature of Blackboard. The title of this link has been modified to read "Contact Info."

To add instructor personal information (which students will be able to view):

1. Select the "Control Panel" link on the navigation bar.
2. Select "Staff Information" located in the box titled "Course Tools."
3. On the next screen, select "Profile" in the gray box at the top.
4. On the next screen, type in the information as indicated by the text boxes.  
Remember, students will be able to view the final results of this information.
5. Select the appropriate options under the heading "2 Options."
6. To attach a photograph, select the "Browse" button and navigate to the location of the image.
7. Use the "Personal Link" feature to include the web address of a website where more information could be found, if applicable.
8. Select the "Submit" button to enact the feature.

## 9. Technical Support

The content of the Technical Support area of the site has been authored to provide general information for students. This area can be used without modification.

To modify this area of the site:

9. Select "Technical Support" from the navigation bar.
10. Select the "Edit View" link from the upper right hand side of the screen.
11. Select an option from the gray bar that appears across the top of the screen (item, folder, external link, etc.) to add additional information, or select the "Modify" button to change the text that is already included.
12. On the next screen that appears, under the heading "1" complete the text boxes provided – students will see the final result of what is typed in these boxes.
13. Choose appropriate options under headings "2" and following.
14. Select the "Submit" button to enact the entries.

## **10. Modifying the Navigation Bar – Link Titles and Appearance**

The navigation bar of the course template suggests a certain course layout and features. However, the navigation bar can be modified to suit any course layout, and personal design preferences.

To modify the navigation bar link titles:

1. Select the "Control Panel" link on the navigation bar.
2. Select "Manage Course Menu" in the "Course Options" box.
3. A listing of all links currently available on the navigation bar is listed on the next screen.
4. Select the "Modify" button that corresponds to the item to be modified.
5. Under the heading "Name," in the bottom-most text box, type a new link title in place of what is listed. Link names longer than 18 letters, including spaces, will "wrap" on the navigation bar – this is, appear in more than one line.
6. Select the "Submit" button to enact the change.
7. Use the numbers in the drop down boxes in front of each link title to change the order of appearance on the navigation bar.
8. To add a new navigation bar link, select an option from the gray "Add" bar at the top of the screen.
9. Use the predetermined link title, or use the bottom-most text box to type a new link title.
10. Select the "Submit" button to add the new item.
11. Select the "OK" button when all changes are complete.

To modify the appearance of the navigation bar:

1. Select the "Control Panel" link on the navigation bar.

2. Select "Course Design" in the "Course Options" box.
3. Select the "Course Menu Design" link.
4. On the next screen, select links to appear as buttons or as text.
5. Select the background and text colors by selecting the "Pick" button that corresponds to each. Be sure to choose colors that contrast strongly, or they will be very difficult to read. For example, bright red letters on a dark blue background would be a poor choice.
6. Select the "Submit" button to enact the changes.

### **Training is Available!**

Need assistance planning for your online course, or using the features of Blackboard? Personalized assistance is available. Contact Lyn DeLorme by phone at 701-231-6371 or by email at <mailto:lyn.delorme@ndsu.edu>

### **Appendix 1: Using the Assessment Features of Blackboard**

A complete copy of the *Blackboard Academic Suite Instructor Manual Release 8.0* is available for download at:

[http://www.ndsu.edu/dce/helpdocs/blackboard/Blackboard\\_Academic\\_Suite\\_Instructor\\_Manual\\_for\\_Release\\_8.pdf](http://www.ndsu.edu/dce/helpdocs/blackboard/Blackboard_Academic_Suite_Instructor_Manual_for_Release_8.pdf)

**Instructions and information about using the Assessment features of Blackboard begins on page 240 of the manual. The document is in Adobe Acrobat format (PDF).**