

## COMPSW 199 Advanced Blackboard 9.X (1 credit)

### Course Description:

This course focuses on advanced features of the Blackboard Learning Management System. Topics include using the assignment feature, creating and using test pools, creating an effective assessment, making changes in the online grade center, using the adaptive release feature to individualize the course for students, customizing a course through use of the course settings and images, creating and deploying a survey and finding sources of learning objects and other materials to enhance a Blackboard course. The course also covers basic use of the plagiarism prevention solution adopted by the college. The project in this course is to begin using some of the advanced Blackboard features for one or more of your online or face-to-face courses.

**Prerequisites:** Basic Blackboard (COMPSW 197, or the old 195, 193 or 190) and word processing skills

### Competencies:

1. Add different types of content to a course in Blackboard (Linked Core Ability – Utilize Technology)

- a. **Performance Standards:**

*You will demonstrate your competence:*

- By adding 5 different types of content to your course

*Your performance will be successful when:*

- You have added 5 different types of content to your course

- b. **Learning Objectives:**

*What you will learn as you master the competency:*

- i. Add an item (handout or PowerPoint)
- ii. Add an External Link (link to an external web site)
- iii. Add an assignment using the Assignment feature in Blackboard that links to the Grade Center
- iv. Complete the Assignment as your test student
- v. Grade the Assignment as your teacher-self
- vi. Add a SafeAssign using the SafeAssign plagiarism checking system in Blackboard
- vii. Complete the SafeAssign as your test student
- viii. Grade the SafeAssign as your teacher-self
- ix. Add a file to the Content System
- x. Link a file from the Content System to your course in Blackboard
- xi. Add a Learning Object from WISC-online to your course in Blackboard

2. Demonstrate advanced use of the Assessment features in Blackboard (Linked Core Ability – Utilize Technology)

- a. **Performance Standards:**

*You will demonstrate your competence:*

- By using a test in Blackboard as a portion of the calculation for the students' grades

*Your performance will be successful when:*

- You have created a test in Blackboard using a number of question types
- You have created a survey using a number of question types in Blackboard
- You have deployed a test
- You have deployed a survey
- You have used the test grade as a portion of the calculation for the students' grade
- You have used the course statistics to check your test student's progress in the course
- You have used the performance dashboard to check your test student's progress in the course
- You have set a rule in the Early Warning system to warn your students of an issue

**b. Learning Objectives:**

*What you will learn as you master the competency:*

- i. Create a 6 question test pool incorporating at least 6 different question types
- ii. Use the test pool to create a test
- iii. Deploy the test
- iv. Set the test options
- v. Take the test as your test student
- vi. View the grade for the test as the student
- vii. View the grade for the test as the teacher
- viii. Bring test questions into Blackboard from another source (Word or publisher materials)
- ix. Create a 3 question survey incorporating at least 2 different question types
- x. Deploy the survey
- xi. Set the survey option
- xii. Take the survey as your test student
- xiii. View the results of the survey as your teacher-self
- xiv. View the course statistics for your test student
- xv. View the performance dashboard information regarding your test student
- xvi. Set a rule in the Early Warning system to warn your students of an issue (such as a poor grade, overdue assignment, or lack of course access)

3. Demonstrate advanced use of the Grade Center in Blackboard (Linked Core Ability – Apply Math and Science)

**a. Performance Standards:**

*You will demonstrate your competence:*

- By adding using the Blackboard Grade Center to calculate your students' final course grade

*Your performance will be successful when:*

- You have designed the total or weighted total column in the Blackboard Grade Center to calculate your grade as defined in your syllabus

**b. Learning Objectives:**

*What you will learn as you master the competency:*

- Add a column for a graded item in the Grade Center
- Add a calculated column to the Grade Center (total, weighted total, average, minimum/maximum column)
- Configure a calculated column to match your method of calculating midterm or final grades

4. Demonstrate advanced use of the Communication Tools in Blackboard (Linked Core Ability – Utilize Technology)

**a. Performance Standards:**

*You will demonstrate your competence:*

- Using the discussion board feature of Blackboard in your course
- Using the email feature of Blackboard in your course
- Using message features of Blackboard in your course

*Your performance will be successful when:*

- You have created a discussion board forum
- You have added a thread to the discussion forum
- You have replied to a thread to the discussion forum
- You have sent an email from Blackboard
- You have sent a message in Blackboard

**b. Learning Objectives:**

*What you will learn as you master the competency:*

- Add a discussion forum
- Set the options for the discussion forum
- Add a thread within a forum
- Reply to a thread in a forum
- Read student postings in the discussion board
- Grade student postings in the discussion board
- Send an email to all your students
- Send an email to selected students
- Send a message in Blackboard

5. Customize your Blackboard course (Linked Core Ability – Utilize Technology)

**a. Performance Standards:**

*You will demonstrate your competence:*

- By utilizing several methods to customize your course

*Your performance will be successful when:*

- You have changed the look of your menu (buttons)
- You have added a banner
- You have incorporated either review status or adaptive release to individualize your content

**b. Learning Objectives:**

*What you will learn as you master the competency:*

- i. Change the color of your menu buttons
- ii. Change the pattern of your menu buttons
- iii. Change the menu buttons to text
- iv. Add a banner to your course
- v. Enable review status for a content item
- vi. Create an adaptive release rule to individualize the content

6. Use MATC's suggested processes to prepare courses for the beginning of a new semester and to close them at the end of the present semester (Linked Core Ability – Utilize Technology)

**a. Performance Standards:**

*You will demonstrate your competence:*

- Follow the beginning of semester process
- Follow the end of semester process

*Your performance will be successful when:*

- You have used archive as a step in moving content from one Blackboard course shell to another
- You have used import package as a step in moving content from one Blackboard course shell to another

**b. Learning Objectives:**

*What you will learn as you master the competency:*

- i. Archive a course
- ii. Recycle a course
- iii. Import an archived package
- iv. Download your Gradebook