COMPSW 197 Introduction to Blackboard 9.X   (1 credit)

Course Description:

The basics of the Blackboard Learning Management System are covered in this course. Topics include customizing both the student and instructor views, creating, loading and editing content, user management, assessment options, creating assessments, managing the online grade book, using discussion boards, tracking student activities, archiving, copying, exporting and importing content and site management, design and security. The project in this course is to begin using some of the Blackboard features for one or more of your online or face-to-face courses.

Prerequisites: Individuals taking this course must be comfortable using a Word Processor and with file management on a computer.

Competencies:

1. Open the desired course in Blackboard (Linked Core Ability – Utilize Technology)

    a. **Performance Standards:**

    You will demonstrate your competence:

    - By finding the desired course during COMPSW 197 class time

    - By finding the desired course when completing the assignments

    Your performance will be successful when:

    - You have logged in to Blackboard
    - You have navigated to the Introduction to Blackboard class
    - You have navigated to the personal master or semester shell that will be used to do the project

    b. **Learning Objectives:**

    What you will learn as you master the competency:

    i. Successfully log in to Blackboard

    ii. Navigate to the desired Blackboard course shell

    iii. Find a course you are teaching as well as one in which you are enrolled as a student

2. Create a menu for your Blackboard course including the basic components (Linked Core Ability – Think Critically)

    a. **Performance Standards:**

    You will demonstrate your competence:

    - By creating at least 3 buttons on your menu

    - By populating at least 3 buttons in your menu

    Your performance will be successful when:

- You have added a syllabus, faculty information (contacts), and My Grades buttons in one of your courses in Blackboard

- You have populated a syllabus, faculty information (contacts), and My Grades buttons in one of your courses in Blackboard

- You have made available a syllabus, faculty information (contacts), and My Grades buttons in one of your courses in Blackboard

b. **Learning Objectives:**

What you will learn as you master the competency:

i. Add a Content Area button for the Syllabus if it is not already in your course

ii. Add your Syllabus to the Syllabus button as either an attachment or within the textbox or both

iii. Add a button for faculty information connected to the "Contacts" tool

iv. Create a contact containing your information within the faculty information button

v. Add a button connected to the My Grades tool

3. Add content to a course in Blackboard (Linked Core Ability - Utilize Technology)

a. **Performance Standards:**

You will demonstrate your competence:

- Creating a Course Documents button

- Adding static content to the Course Documents button

- Adding dynamic content to the Course Documents button

Your performance will be successful when:

- You have added a Course Documents button to your course menu
- You have added at least two types of static content to the Course Documents button
- You have added one assignment that is linked to the grade center
- You have tested the items you added to the Course Documents button

b. **Learning Objectives:**

What you will learn as you master the competency:

i. Add a Content Area button for Course Documents

ii. Add an Item (handout or PowerPoint or the like)

iii. Add an External Link (to an external web site)

iv. Add an Assignment using the Assignment feature in Blackboard that links to the Grade Center

v. Complete the Assignment as your test student

vi.   Grade the Assignment as your teacher-self

  vii.   Add a file to the Content System

  viii. Link a file from the Content System to your course in Blackboard

4. Use the Assessment features in Blackboard (Linked Core Ability – Apply Math and Science)

   a. **Performance Standards:**

   You will demonstrate your competence:

   - 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
   - You have deployed a test in Blackboard
   - You taken a test in Blackboard
   - You used the test grade as a portion of the calculation for a student's grade

   b. **Learning Objectives:**

   What you will learn as you master the competency:

   i.   Create a 6 question test incorporating at least 3 question types

   ii.   Deploy the test

   iii.   Set the test options

   iv.   Take the test as your test student

   v.   View the grade for the test as the student

   vi.   View the grade for the test as the teacher

   vii.   Add an item to the Grade Center

   viii. Calculate a student's grade in the Grade Center

5. Use the Communication tools in Blackboard (Linked Core Ability - Utilize Technology)

   a. **Performance Standards:**

   You will demonstrate your competence:

   - Demonstrated 2 ways to communicate with your students through Blackboard

   Your performance will be successful when:

   - You have created a discussion board forum
   - You have added a thread to a discussion board forum
   - You have replied to a thread in a discussion board forum
   - You have sent an email to your students through Blackboard

   b. **Learning Objectives:**

   What you will learn as you master the competency:

i.   Add a button to the menu connected to the discussion board tool

ii.   Add a discussion board forum

iii.   Set the options for a discussion board forum

iv.   Add a thread within a forum

v.   Reply to a thread within a forum

vi.   Read students postings in the discussion board

vii.   Send an email to your whole class

viii.   Send an email to selected students

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