

PRD 101 Redesign

Blackboard Best Practices-Top 10 List for Faculty Training

For existing courses

1. Accessing Blackboard

- Using myWSUtech page and URL
- Logging into Blackboard
 - Use WSU Tech username & Password
- Accessing your course(s)
- Use Chrome

2. Blackboard Organization

- Demonstrate top navigation tabs
 - Explain contents/purposes of each one
 - Things to demonstrate/discuss
 - My Courses-landing page, contains teaching assignments, My Messages
 - Click on course to demonstrate accessing course shell
 - Student Resources-show to highlight college resources for students
 - Content Collection-digital file cabinet-keeps everything in one place
 - Innovation Café demonstration
 - Show Bb user guide page
 - Provide overview of contents/purpose

3. Course Shell Organization

- Student View Icon
 - Demonstrate-focus on differences between instructor view/student view
 - Do this to prevent influx of student emails!
- Edit Mode
 - Demonstrate-focus on green dot for on

4. Course Management

- Navigation Menu
 - Demonstrate/explain each tab's contents and uses
 - Focus on **My Mail, Take Attendance**
 - **My Mail**
 - Use for communication-keep communication within Bb
 - **My Attendance**
 - Explain taking attendance-clicking circles
 - Census Roster-for Financial Aid
- Control Panel
 - Overview tabs and contents
 - Focus on **Grade Center**

- Demonstrate accessing Full Grade Center
- Demonstrate grade cells-entering grades
- Look for **Final Grade** and **Overall Grade** Columns
- Set overall grade to external-explain purpose
- Chevron Menus

5. Modules

- File cabinet analogy
 - Course shell is the cabinet
 - Module is the drawer with folders=contents
- How modules are organized
 - Sequencing
 - Clear instructions-prevent confusion and email influx

6. Teaching Techniques

- Facilitating online-best practices
 - Be involved
 - Get grading done within a week
 - Answer emails within 24 hours
- Facilitating F2F
 - Set agenda for each class meeting
 - Pacing-keep things moving to keep students engaged

7. Grading Practices

- Rubrics
 - Explain purpose and usage
 - Demonstrate with an example assignment
- Extra Credit
 - When and how to use
- Timely Grading

8. Tests/Exams

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