

Sample Announcements

Use the announcements that follow as templates to tweak or to give you an idea for announcements that will suit your course. Including a greeting and closing is one way to reaffirm your presence, inject your personality, and set the tone for the announcement.

Reminder Announcements

Start Here Module/Quiz Reminder

Welcome to your first week! I've already met some of you via the introductions discussion board, but other of you still have not introduced yourself. Remember that initial posts are always due by Wednesday.

Information about discussions and other assignments can be found in the syllabus, which you must read closely along with the rest of the Start Here Module.

If you have not worked through the Start Here Module yet, do this quickly so you can start the Module 1 course work ASAP.

If you have trouble navigating Blackboard, check out this short navigation video to get you started. ((link the navigation video to "short navigation video"))

Quiz/Assignment Reminder

Just wanted to remind everyone that you must start all quizzes and exams before the posted due date/time. Once the due date/time has passed that test will no longer be available to you. It will not show up in that Learning Module anymore either. If you are in a Learning Module and the Assignment Checklist section says there should be a quiz, but you do not see a quiz, then you need to email me immediately.

Break Reminder

[insert holiday or break name here] is right around the corner! Have you checked your grades? Are you caught up on reading? Do you have questions about assignments due when we return?

The rest of the semester will fly by when we get back and we still have new ground to cover as well as major projects due. Take a minute to plan and think about the rest of the semester. Do you need to do some work over break to get back on track?

Please let me know now if you have questions as I may not respond as immediately as usual. Send questions through Course Mail, or post to the Muddiest Point Forum if you think it will benefit the class.

Have a great **[name of break]**! Be safe and smart because I want to see you all back here on March 26th.

Nearing Finals Reminder

We are quickly approaching the end of the course and some major due dates. Are you where you need to be to finish up successfully? Have you started studying for the final? Look at the course schedule in the syllabus to make sure you know the dates, times, and expectations for these major items:

- Final Project Materials
- Final Project Presentation
- Final Exam

Now is the time to ask questions in the Muddiest Point Forum or get help through the My Tutoring tab—not the day before assignments are due.

Tips & Tricks

3 Keys to Success in Blackboard

1. Never use Internet Explorer or Edge to access Blackboard. Google Chrome works the best!
2. Always use the My Mail tab to send course messages to me.
3. Always compose written responses in a Word document and save frequently. Then copy and paste into Blackboard.

Message me if you have questions about this. I want you to get off to a good start!

Module Access

Want to know one behavior of successful online students?

Get into the Module ASAP! Then read the Assignment Checklist closely. Look through the various materials and assignments to make sure you have access to them.

This will not only prevent last minute panic if you cannot find or access something, but it will also help you plan and give you time to ask questions.

This is one of the things I see successful students do time and again!

How to Submit a Project with your Essay

Below are links to two short YouTube videos. One covers uploading a file (for those of you doing a PowerPoint). The other video illustrates how to include a link to your project if you used a website like SlideShare, Spotify, or

YouTube. Please watch and follow instructions closely. If you have issues, notify me ASAP. **Don't forget that you need to include your project in your Discussion Board post as well.** The process of either uploading or pasting will be roughly the same for your DB post as for the assignment submission.

Videos:

[Upload a File](#)

[Paste a Link](#)

Use the Rubric

If you haven't noticed yet, I grade most of the written work in the course using a rubric specific to that assignment. Just as you can see the rubric when you see your grade for the assignment, you can see the rubric before you do the assignment.

That means you can know exactly what the expectations are for mastery with each assignment.

If you select the **My Grades** tab, you can access the rubric for assignments by selecting the **View Rubric** link after the assignment name. Assignments that do not have rubrics will not have that link.

If you have questions, don't forget to post to the Muddiest Point Forum!

Encouraging Interaction

Discussion Board Re-Direct

Your discussion board posts this week are fascinating. You have very different perspectives on the prompt, so I want to point out a few of those perspectives for you to check out.

Jane Smith's post on [insert topic here] takes the pro side. This is a thorough post with good evidence. However, John Jones also makes a good point in his post that goes against Jane's idea. How does your perspective fit into the conversation?

Remember, this is how you find the material to create good responses—I suggest you go looking for something you disagree with and then explain why disagree with your own rational, supported explanation.

Remember Respect and Tone! Check out John's and Jane's posts and get your responses in on time!

Explaining your Role in Discussions

As we start using Discussions for more than introductions, I want to give you some examples that will help you understand what my role is in our class discussions.

1. In the public area, I am a **moderator**, like they have for political debates. I pose an initial question (the prompt). Then I stand back and let you all discuss. I will not carry the whole discussion.
2. I can also pose questions to each of you based on your ideas. I may even ask you to clarify something. I may not do this to everyone, every time, but I will try to point out these areas of focus via this announcements area so we can all benefit.
3. Behind the scenes (meaning in your grading area) is the only place I will be like a **director** and give you feedback to do with your grades or your performance. The rubric will help you know what areas you need to improve in, and my comments will give you more specific direction.

Remember that I will be looking at and interacting with your responses as you post them, but I will not be able to grade and give you direction until you have submitted your post and two peer-responses. I will have discussions graded within a week of peer-responses being due.

Message me with questions!

Extra Credit

Are you paying attention to announcements? You should be! You never know when an opportunity for extra credit may slip its way into an announcement.

Make sure to read every announcement carefully and check-in often. Extra credit opportunities only last until the next announcement gets posted.