

Blackboard for Dummies - Quick Reference Guide

Based on the book by Southworth, Cakci, Vovides and Zvacek; Wiley Publishing, Inc. Copyright 2006

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Simple Steps to Course Development (p. 33)

1. Create a course (or have one created for you.)
2. Enroll users.
3. Setup the course environment.
4. Post course material.
5. Give pre-assessments.
6. Choose the proper tools for your course.
7. Choose your communication methods.

“Think Abouts” for Building Your Course (p. 273)

1. Where are your learners; at a distance or with you?
2. What are the learning styles of your learners?
3. What do learners know about your class content before they arrive?
4. What are your learning goals and objectives?
5. How is your course organized?
6. How accessible are you to your learners?
7. How do you communicate with learners?
8. How do you assess learners?

See **“Ten Strategies for Organizing an Outstanding Course in Blackboard”** (p. 279) and **“Ten Ways to Assess Learning”** (p. 295).

See pp. 313-317 for information on **Intellectual Property** and **Copyright**.

See pp. 323-325 for **“Course Building Checklist”**.

See pp. 327-328 for **additional resources** on the **Web**.

See pp. 329-332 for the **Glossary**.

Ten Questions to Ask Your Blackboard System Administrator

1. How do I generate a Blackboard course?
2. How do learners gain access to my Blackboard course?
3. What's the policy regarding access to my Blackboard course?
4. How far in advance will learners have access to my course?
5. How do my learners change their email address in the Blackboard system?
6. How long after the semester ends will learners have access to my courses?
7. Can I use one Blackboard course for multiple sections of the same course?
8. What happens to my Blackboard course at the end of the semester?
9. Does my Blackboard course have a maximum size?
10. If I leave this institution can I take my Blackboard course with me?