

# Online Learning: A Introduction to Blackboard Learn Fall 2013



## Teaching online for the College of Public Health

If you are teaching a College of Public Health online course then most likely your course syllabus is complete (only missing your personal information), the schedule is set, the discussion questions are written, the tests have been made, and the Educational Technology Designers (ETDs) have set the automation. The course is then to be facilitated by you. You are responsible for engaging the students; making announcements, answering emails, grading assignments, providing feedback, grading, and communicating issues with the ETDS.

**Kent State's Blackboard Learn log in page: [learn.kent.edu](http://learn.kent.edu)**

To log into Learn, go to: [learn.kent.edu](http://learn.kent.edu) and then enter your KSU (Flashline) USER NAME & PASSWORD. Once logged in you will be on your Learn Home page

Need Help? Click on the Blackboard Learn at Kent State link to access the Help Desk.

## CoPH online teaching expectations:

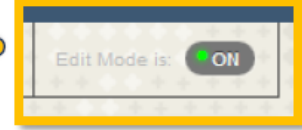
1. Send out a welcome email/announcement with text book information etc. at least a week before the class starts
2. Check and make sure that the course materials and activities are available for students on the first day of each module
3. Resolve student content access issues with in 4 - 8 hours.
4. Grade weekly activities by Wednesday of the following week
5. Reply/acknowledge emails with in 24 - 48 hours
6. Communicate any delay in grading to your students.

# Online Learning: The Learn **COURSE** Layout

## How do you navigate and find stuff in Learn?



**Tip!**



**Edit Mode:**  
Click **Edit Mode** to change from ON to OFF. When Edit Mode is ON, all instructor functions are available. When **Edit Mode** is OFF, you see what students see.

To create an announcement start by clicking on **Announcement** link. Then click **Create Announcement**, enter title, message and set the **Date Restrictions**. Note: announcements can also be sent as emails if the **Email Announcement** feature is enable.

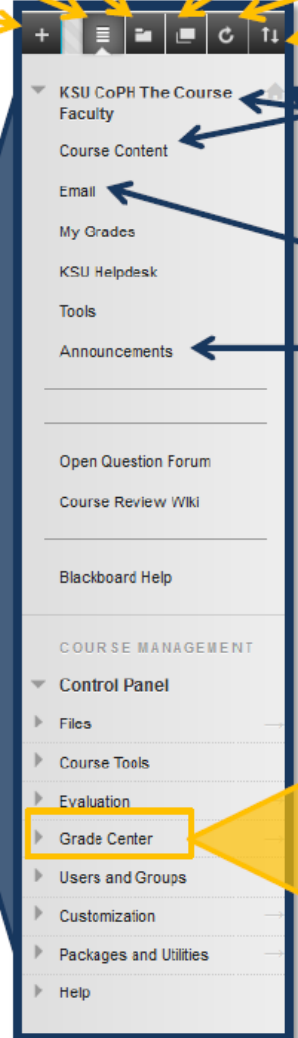
- Add
- List View
- Folder View
- Display Course Menu in a Window
- Refresh
- Reorder

**The Course Menu**  
This can be modified or hidden but it provides the necessary access (links) to facilitate an online course.

The Course menu is divided into two, the **COURSE (TITLE OF COURSE)** and **COURSE MANAGEMENT**.

By clicking on the side arrows (triangles) you can hide or expose the numerous features Blackboard offers. But don't get overwhelmed, a successful online teacher only needs a few of these tools:

- Content
- Email
- Announcements
- Grade Center

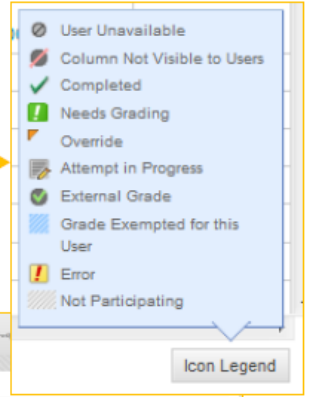
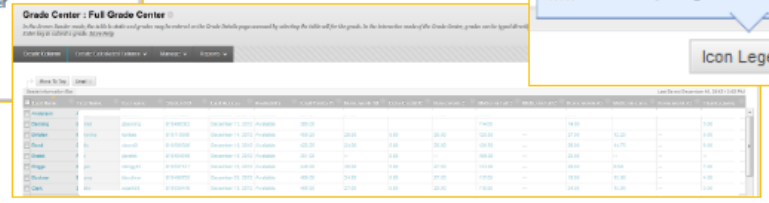


You will access the **Content** by either clicking the **Title of the Course**, the **Home** icon, or the **Course Content** link.

**Email** is available by clicking the Email link which will then present numerous email options. Once an option is selected, the email functions as a normal mail system.

**Grade Center**  
By clicking on the **Grade Center** link you will have access to the **Needs Grading** link and the **Full Grade Center** link. From the **Full Grade Center** all students and all assignments are available. In the bottom right corner of the **Full Grade Center**, an **Icon Legend** feature displays all icons utilized within the Gradebook.

**Grade Center**  
Needs Grading  
Full Grade Center  
Assignments  
Tests



# Online Learning: Course Content

Each course has a Course Content page. This page is standardized to contain, introduction(s), Syllabus, Schedule, Learning Modules folder, a student Orientation folder, and a folder for course instructors. Other resources may be placed here to improve efficiency but 'best practice' is to keep this content page standardized, limited to a few key resources.

## Introduction(s)

- A general overview of the course, the instructor's expectations and the best methods of contact (time and method) - video is preferred.

\*if course was designed by a Course Coordinator, their course introduction may also be available.

You could add content through the following features:

- Build Content
- Assessments
- Tools
- Publisher Content

## Course Schedule

- Adjusted course schedule, revised, saved, and uploaded by an ETD after approval.

## Syllabus

- Please upload your approved syllabus saved as a PDF. Need help? Please review the [Upload a Syllabus](#) resource.

## Orientation

- A folder that contains Learn resources that should assist students (and faculty) with their online experience.

## Learning Modules (1-15)

- A Learn folder that contains all 15 learning modules (folders) and one Finals Week module. All course materials should be present inside this organizer.

## Course Assignment Instructions

- If a course has assignments you might isolate the instructions in this folder; ensuring clarity and convenience of project requirements.  
-Folder not present in every course

## Other Resources (Keep hidden from students)

- a resource folder that will contain valuable resources for instructors with the Learn system as well as important course information. As the title states, please keep this folder hidden from students!  
-name may be changed but will always contain, 'keep hidden from students'  
-Folder not present in every course

## Online Learning: Learning Modules & Due Dates

**Most courses are designed to follow a template for layout and due dates/times.** Courses are designed to include 15 modules and one 'Finals Week'. Modules are set to open on Monday at 12:01AM one week before the actual Module week- they open early to allow students to plan ahead. In each module all assignments (tests, quizzes, and assignments) are to be due by Sunday night at 11:59PM. Modules that contain discussions require students to create their first 'post' by Wednesday at 11:59PM and then their replies to other students' posts by Sunday at 11:59PM (note: some courses require students to make only one reply and others require two replies to two different student posts).

'Due By' text for a module with a discussion forum that requires a post and two replies:

**"Initial Response to Weekly Discussion is due by Wednesday at 11:59PM, two or more replies to other students' comments are due Sunday night at 11:59PM. All other weekly assignments (quizzes, class papers, etc.) are due by Sunday at 11:59PM."**

**Tip!**

All student submission are time stamped, which means even if a student submits an assignment late it will be documented.

Content	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Tests (quizzes)	All Content opens at 12:01 AM						All Content closes at 11:59PM
Discussion Forums	Discussion opens at 12:01 AM		Initial Response due by 11:59PM				Replies due by 11:59PM

### Grading Schedule for Instructors:

- Discussions are to be graded by the following Wednesday. This allows students to evaluate their scores and improve week by week.
- Tests (quizzes) are mostly automated since the majority are comprised of multiple choice or similar question types. If manual grading is required (fill in the blank, short answer, essay questions) please complete grading promptly enough to allow for an effective review. Test are normally set to only allow students to 'see' their score earned, not the text of the questions or even their choice or correct answer.

After all students have successfully submitted a test and all questions have been graded (if needed) you should go and **Edit the Test Options** to allow more detailed **Test Feedback: Submitted Answers, Correct Answers, and Feedback**. For directions on how to enable Test Feedback please consult the, '[How do I enable a test review?](#)' resource or contact your support staff.

#### 5. Test Feedback

Select the Type of Feedback Displayed Upon Completion

- Score
- Submitted Answers
- Correct Answers
- Feedback

# Online Learning: Engage!



## Announcements!



## Email!

## Discussions!



Although there are several critical components to online learning, one of the most important practice to ensure student success and satisfaction is to engage students. Engaging students can be achieved with numerous Learn tools, but they all involve an effort from you, the instructor. Within your course you model acceptable communication and engagement; if you are not active in the course don't expect your student to be involved!

Below are some ideas that engage students through introductions, announcements, emails (course and personal), and discussions:

- A. Create an **Introduction Resource** (list your background to prove how valuable you are as an instructor for this course) -video preferred!
- B. Post a detailed and sincere **Welcome Announcement**.
- C. Post an appealing **Introduction Question** (Google Search: 'Online Icebreakers')
- D. Create **Weekly Announcements** and **Test/Assignment Reminder Announcements**
- E. Send **Emails** to all students to introduce, engage, and set expectations
- F. Respond to student emails within 24 hours – 48 hours, but set manageable expectations for course communications

And finally, consider utilizing a 'Open Question Forum' (Muddy Points) discussion forum. This type of forum promotes course collaboration by providing a specific spot within the course for general questions. Questions that can be presented and answered by either the instructor or the students; this may save you from answering the same email request from numerous students as well as encouraging collaboration amongst students since they may answer each other's questions. This type of forum could contain specific threads on many topics including pending assignments, reviewing assignments and topics, discussing Public Health topics in the news (current events), and promoting job/internship opportunities.