

Blackboard Upgrade Project New Blackboard Course Web Site Template

Hamline University has established a default template that provides a starting structure for course web sites offered using the Blackboard Learn™ 9.1 environment.

Based on online teaching best practices and Quality Matters standards, this template provides instructors with a model for organizing their course content as well as allowing students to have a consistent online experience from course to course.

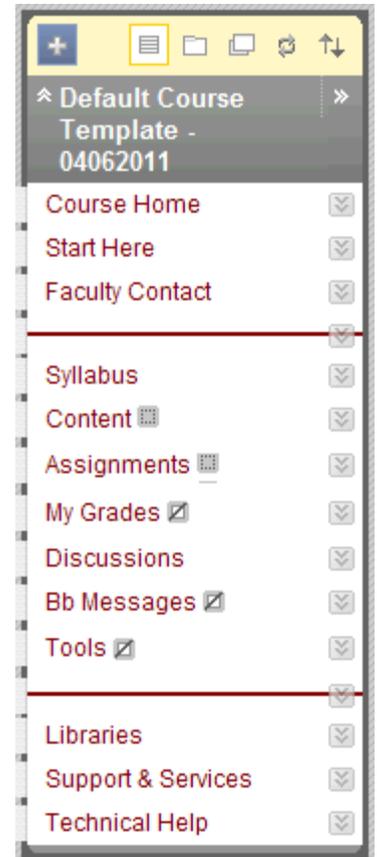
New course web sites in the Blackboard Learn™ 9.1 environment will be created using this template, which has a default navigation menu, placeholder content pages for course administration and content delivery, and links to general university information.

Components of the template are as follows:

Course Home: This section is the entry page to the course web site that displays course-specific modules such as “What’s New,” “Needs Attention,” “To Do List,” and “Alerts.” Access to these modules is controlled by the instructor, who can allow students to personalize the page style and contents.

The “Course Home” section may include a **Banner** that can be added by the instructor. Instructors may request support in the design of a customized course banner from the Center for Teaching and Learning.

Announcements are available through the “What’s New” module. A sample welcome announcement is included, which needs to be updated by instructors (including dates for when the announcement is displayed after and until.)



Welcome

Posted on: Monday, April 4, 2011

Welcome to the online component of the [Course Name] course for [Semester, Year]. [Personal Welcome message from the instructor....]

You may find it easy to navigate through the Blackboard environment. As you read this, you should see a column of buttons to your left. To help you get acquainted with the course and my expectations, I have created the "Start Here" section (the second button). Please go there, and you will find a "tour" of our course web site as well as some other general information about the course.

If you experience technical difficulties -- especially in the beginning of the term, please do not panic. Instead, please seek help from me or your peers. (The "Technical Help" section provides links to information and tutorials/demos on how to use the Blackboard environment, Hamline Google Email, and other technology tools.) You can post general questions in the "Questions & Answers" discussion topic (in the "Discussions" section), or contact me by phone or email. (You will find my contact information in the "Faculty Contact" section.)

Our first class meeting is on [Date, Time, and Location]. In preparation for class, please review the syllabus, calendar, and other information in the "Syllabus" section. Please also review information and complete reading assignments for the first class meeting (available in the "Content" section.)

I look forward to an exciting class!

Your instructor,

[Instructor Name]

Course Link /Start Here

Start Here:

This section includes placeholders for course preparation information and materials, some of which need to be updated by instructors.

Information included is as follows:

Welcome to Start Here

The "Start Here" section is intended to help you understand how to navigate the course web site. I encourage you to ask questions about any aspect of the course. I have set up the forum "Questions & Answers" in the Discussions section for you to post any questions about the course – syllabus, content, assignments, technical issues, etc.

Course Overview

[Placeholder: Include here a statement to introduce students to the purpose of the course and its components. In the case of a blended course, the statement should clarify the relationship between the face-to-face and online components.]

Understanding the Course Menu

Now, please turn your attention to the buttons on the left side of your screen, which you will use to navigate to different sections of the course web site:

- **Course Home:** This section is the entry page to the course web site that displays course-specific modules such as "Announcements," "Calendar," "To Do List," "What's New," "Needs Attention," and "Alerts."
- **Start Here:** This is the section that you are currently reviewing, and which provides introductory information for the course.

- **Faculty Contact:** This section includes contact information for your instructor(s).
- **Syllabus:** This section includes the course syllabus and calendar along with other critical information about the course.
- **Content:** This section contains resources and activities specific to the course.
- **Assignments:** This section contains course assignments with instructions and links for submitting them online.
- **My Grades:** This section allows you to monitor your grades as you progress through the course.
- **Discussions:** This section provides access to forums for each of the online discussion activities in the course.
- **Bb Messages:** This section provides access to the email tool used to send and read private messages from within the course web site.
- **Tools:** This section provides access to tools such as groups, journals, blogs, and wikis.
- **Libraries:** This is a link to library resources and services available to students.
- **Support & Services:** This is a link to information on learning support and services available to students.
- **Technical Help:** This is a link to comprehensive online help documentation for self-directed troubleshooting as well as information on technical support available via email and phone.

Important Information about Online Learning

Before you start with course activities and assignments, please take some time to review the following information:

- Learner expectations for time commitment and responsibilities ([More Information](#))
- Minimum computer requirements and skills ([More Information](#))
- How to perform critical tasks within the Blackboard Learn™ environment ([More Information](#))
- How to participate in real time online meetings using Elluminate Live! ([More Information](#))
- How to view picture and multimedia files ([More Information](#))
- Guidelines for participation in online discussions ([More Information](#))
- How to get technical support ([More Information](#))

You may also want to review additional information about [Online Learning at Hamline University](#).

To Do List

In preparation for the first class session:

- Go to the "Syllabus" section to find the course syllabus and calendar.
- Go to the "Content" section to find information, readings, and activities for the first class session.
- Post to the "I Have Arrived & Introduction Message" discussion.
- Post to the "Questions & Answers" discussion or contact your instructor(s) with questions you may have.

Faculty Contact:

This section is meant for instructors to add their contact information including email, location, and office hours. By creating a "Contact," instructors can add their contact information.

Office hours and your office location should be included in this section. There should also be a statement that students can contact you to arrange for an appointment. If you are using online or virtual office time, you should include information on how to access your space and if there are any specific access requirements. Note your preferred contact method, phone, email etc. It might also be worthwhile to note that email messages are usually responded to in 24 hours (during the school week) or some

similar policy. Some students expect that having sent you an email there will be a nearly instantaneous response. You may want to require students to use a particular subject line in their email message to help you quickly identify course related emails. For example noting "For the fastest response please put THTR 1120 in the subject line of your email" can help you manage course email flow. You may also want to consider using the new Blackboard Email feature for all course-related email communication.

Syllabus:

This section is meant for instructors to upload the course syllabus and calendar (recommended in PDF or HTML format) as well as items covering critical information about the course (e.g. academic accommodations for students with disabilities, and technology disclaimer). Information and placeholders in this section include:

Syllabus

[Placeholder: Attach PDF or HTML file of the course syllabus.]

Calendar

[Placeholder: Attach PDF or HTML file of the course syllabus.]

Academic Accommodations for Students with Disabilities

Students who have disabilities that may affect their work in the course should inform the instructor(s) by no later than the end of the second week of the course so that appropriate course adjustments can be made. The sooner you inform your instructor(s) about the need for accommodations the easier it is to make appropriate adjustments in course materials. Please note that appropriate accommodations begin once the instructor(s) have received official notification and will not necessarily be applied retroactively. For more information about university policies and services regarding students with disabilities, please visit Disability Services.

Technology Disclaimer

[Placeholder: Use this section to highlight specific information about technology requirements and skills. Essentially this section informs students that it is their responsibility to insure that their computer is functioning, they have backed up important papers or projects, and that they need to have a supply of ink or arrange to use a campus printer. This kind of section prevents poorly printed papers or the excuse of lost files being presented to excuse incomplete or late work. You may also want to use this section to inform students if assignments are to be turned in as hardcopy, electronically through the course web site, or email. More information at <http://chronicle.com/blogPost/Technology-Policies-on-Course/22875/>. You may also want to review the information at <http://www.hamline.edu/onlinelearning/requirements/>.]

Content:

This section is meant for instructors to upload course related information, resources, and activities. This can include learning modules, lecture notes, PowerPoint presentations, course links, and other relevant course resources. By default, since this section does not include any content, it is not available to students.

Assignments:

This section is meant for instructors to post course assignments with instructions and links for submitting them online. By default, since this section does not include any content, it is not available to students.

My Grades:

This section is meant for students to monitor their grades as they progress through the course. Instructors can access the "Grade Centre" through the "Control Panel." By default, this page is unavailable for student access unless its status is changed by the instructor.

Discussions:

This section provides access to forums for each of the online discussion activities in the course. The following discussion forums have been created:

I Have Arrived & Introduction

Post a message to this discussion topic to let your instructor and classmates know that you have joined the class. Please share a little bit about yourself and your expectations for the course.

Questions & Answers

Use this anonymous discussion topic to ask general questions about the course. If you know the answer to a question, please share it with your classmates. Your classmates may benefit from questions you post here and their answers. You may also refer back to this discussion topic throughout the course.

Your instructors monitor this discussion topic regularly, and will answer your questions within 48 hours.

NOTE: For specific questions (including individual and/or private issues and concerns), please contact your instructor by phone or email, or schedule a time to meet with him/her during office hours. Contact information for your instructor is available in the "Faculty Contact" section.

Student Lounge

This discussion topic provides a casual conversation space for you to meet-and-greet, share thoughts, and catch up with what's going on with your classmates. You may also use this forum to discuss the course, vent, etc. (within the limits of proper netiquette, of course!).

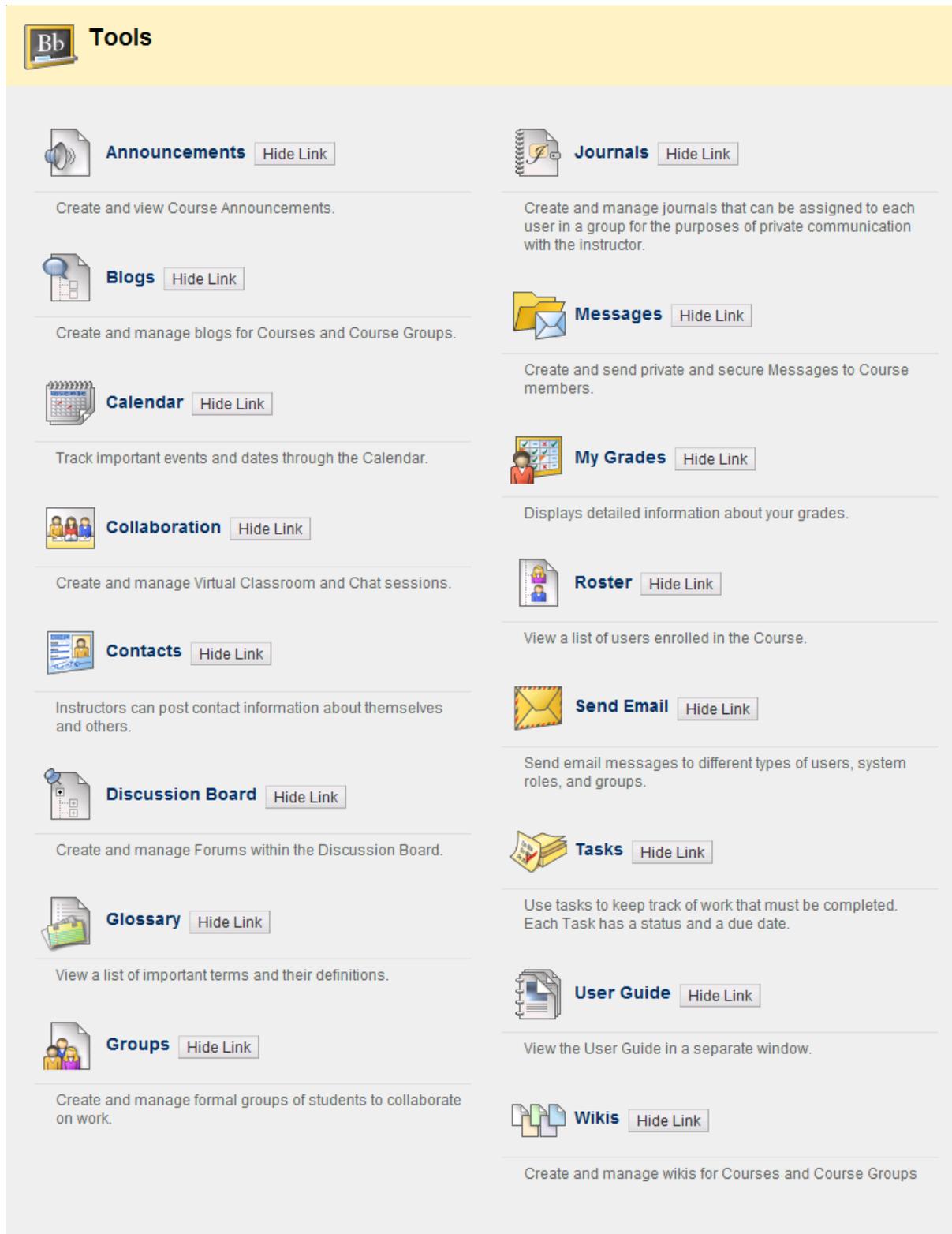
Bb Messages:

This section provides access to the email tool used to send and read private messages from within the course web site. By default, this page is unavailable for student access unless its status is changed by the instructor.

Tools:

This section provides access to individual tools used for course communication, collaboration, and administration. By default, this page is unavailable for student access unless its status is changed by the instructor. To avoid confusion, before

making this section available to students, instructors may hide tools that they do not plan to use in the course.



The screenshot displays the Blackboard 'Tools' navigation menu. At the top left is the Blackboard logo (Bb) and the word 'Tools' in a bold, black font. Below this, the menu is organized into two columns. Each tool is represented by a small icon, a bold title, and a 'Hide Link' button. A horizontal line separates each tool's title and description. The tools listed are: Announcements, Blogs, Calendar, Collaboration, Contacts, Discussion Board, Glossary, Groups, Journals, Messages, My Grades, Roster, Send Email, Tasks, User Guide, and Wikis. Each tool's description is provided below its title. The background of the menu is a light gray color.

Tools

Announcements [Hide Link](#)
Create and view Course Announcements.

Blogs [Hide Link](#)
Create and manage blogs for Courses and Course Groups.

Calendar [Hide Link](#)
Track important events and dates through the Calendar.

Collaboration [Hide Link](#)
Create and manage Virtual Classroom and Chat sessions.

Contacts [Hide Link](#)
Instructors can post contact information about themselves and others.

Discussion Board [Hide Link](#)
Create and manage Forums within the Discussion Board.

Glossary [Hide Link](#)
View a list of important terms and their definitions.

Groups [Hide Link](#)
Create and manage formal groups of students to collaborate on work.

Journals [Hide Link](#)
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.

Messages [Hide Link](#)
Create and send private and secure Messages to Course members.

My Grades [Hide Link](#)
Displays detailed information about your grades.

Roster [Hide Link](#)
View a list of users enrolled in the Course.

Send Email [Hide Link](#)
Send email messages to different types of users, system roles, and groups.

Tasks [Hide Link](#)
Use tasks to keep track of work that must be completed. Each Task has a status and a due date.

User Guide [Hide Link](#)
View the User Guide in a separate window.

Wikis [Hide Link](#)
Create and manage wikis for Courses and Course Groups

Libraries:

This is a link (<http://www.hamline.edu/libraries>) to library resources and services available to students.

Support & Services:

This is a link (<http://www.hamline.edu/studentssupport>) to information on learning support and services available to students – including learning resources (e.g. library, counseling, Writing Center, Disability Services, and Career Center) and key academic policies (e.g. Student Code of Conduct, Technology Use, and Plagiarism).

Technical Help:

This is a link (<http://www.hamline.edu/techhelp>) to comprehensive online help documentation for self-directed troubleshooting as well as information on technical support available via email and phone.