

Module 1 – Learning Management System training

Course Overview:

Learning Management System Training is a self-paced course will provide a general overview of the basics of Blackboard.

Course Learning Objectives:

The Learner will:

- Demonstrate an exemplary knowledge of the basic functions of Blackboard.
- Locate and operate the necessary tool(s) to achieve a desired affect.

Lesson 1 – Navigation and customization

Description:

This lesson covers an introduction to Blackboard 9 including navigation and customizing the classroom environment.

Objectives

The Learner will:

- Demonstrate a basic understanding of the Welcome page.
- Demonstrate a basic understanding of the course environment.
- Examine Blackboard 9's customization options.

Online Lesson:

Created in Softchalk

Presentation Mode: Interactive Text with Captivate Tutorials.

Topics:

Welcome Page

Classroom Home Page

Customizing the Course

Outside Links:

Graphics and Multimedia:

Learning Object – Welcome to Blackboard 9

Learning Object – Intro to a Blackboard 9 course

Learning Object – Customizing a course menu and look

Learning Object – Setting up a Home module

Learning Object – Introduction to a control panel

Learning Object – Course examples

Supporting Documents:

Handouts from Blackboard's upgrade packet?

Assignments and Assessments:

"Introduction Forum" Assignment

Course navigation "syllabus" quiz (model after syllabus quiz)

Checklist:

1. Read the lesson materials.
2. View all Learning Objects in the lessons.
3. Complete the "Introduction Forum" Assignment.
4. Complete the course navigation quiz.

Lesson 2 – Course Management Tools

Description:

This lesson covers all tools related to course management including some communication tools.

Objectives

The Learner will:

- Demonstrate the import/export feature of course material.
- Demonstrate the ability to create a syllabus.
- Create a Contact entry.
- Demonstrate the ability to add an announcement.
- Examine the accessibility features
- Review the course availability options.

Online Lesson:

Created in Softchalk

Presentation Mode: Interactive Text with Captivate Tutorials.

Topics:

Importing/Exporting course material

Contacts

Announcements

Syllabus

Accessibility

Content Availability

Outside Links:

Graphics and Multimedia:

Learning Object - Importing and Exporting your course material

Learning Object – Creating or adding a syllabus

Learning Object – Creating/editing a Course Contact

Learning Object - Creating and Managing Announcements

Learning Object - Making your course available/unavailable

Learning Object - Accessibility Options

Supporting Documents:

Assignments and Assessments:

"Import your DEMO course" assignment

"Create a Course Contact" assignment

"Add a syllabus" assignment

"Create an Announcement" assignment

Checklist:

1. Read the lesson materials.
2. View all Learning Objects in the lessons.
3. Complete the "Import your DEMO course" assignment.
4. Complete the "Add a syllabus" assignment.
5. Complete the "Create an Announcement" assignment.
6. Complete the "Create a Course Contact" assignment.

Lesson 3 – Organization and Management

Description:

This lesson covers all tools related to organizing, managing, and presenting content and related resources including learning modules.

Objectives

The Learner will:

- Examine the various methods for presentation of content.
- Demonstrate the ability to create, upload, and manage various types of course content.
- Develop a glossary entry.

Online Lesson:

Created in Softchalk

Presentation Mode: Interactive Text with Captivate Tutorials.

Topics:

Items

Approaches to Presenting Content (Content Areas)

- Folders
- Learning Modules
- [SoftChalk \(will be added later\)](#)

Creating Content Items

- Overview
- External Links

Glossary

Blackboard Scholar

Outside Links:

Graphics and Multimedia:

Learning Object – Creating Learning Modules

[Learning Object - Introduction to SoftChalk \(will be added later\)](#)

Learning Object – Adding Items to content areas

Learning Object - Organizing your course with files and folders

Learning Object - Adding folders to content areas

Learning Object - Adding external links to content areas

Learning Object - Using Blackboard Scholar

Learning Object - Embedding Learning Objects

Learning Object - Adding a glossary term

Supporting Documents:

Assignments and Assessments:

"Create two types of content items" assignment

"Add a glossary term" assignment

Optional: Learning objects assignment

Checklist:

1. Read the lesson materials.
2. View all Learning Objects in the lessons.
3. Complete the "Create two types of content items" assignment.
4. Complete the "Add a glossary term" assignment.
5. Optional: Complete the "Learning Objects" assignment.

Lesson 4 – Interaction Tools

Description:

This lesson covers all tools for incorporating interaction in the online learning environment.

Objectives

The Learner will:

- Examine the available synchronous and asynchronous communication tools.
- Participate in a live chat/classroom session.
- Demonstrate the ability to create and grade several types of interactive activities.
- Review the tools for creating group activities.

Online Lesson:

Created in Softchalk

Presentation Mode: Interactive Text with Captivate Tutorials.

Topics:

DBs

Blogs

Email

Collaboration Tools

Chat/Office hours

Live classrooms

Course Groups

Interactivity using SoftChalk (will be added later)

Outside Links:

Graphics and Multimedia:

Learning Object - Creating Discussion Boards

Learning Object – Grading Discussion Boards

Learning Object – Email

Learning Object - Creating Blogs

Learning Object - Grading Blogs

Learning Object - Creating Wikis

Learning Object - Grading Wikis

Learning Object - Using The Virtual Classroom

Learning Object - Using Chat

Learning Object - Creating Groups

Learning Object - Group activity tools

Supporting Documents:

ELI documents on wikis, blogs, discussions, chat (7 things...)

Assignments and Assessments:

"Create one asynchronous and synchronous activity" assignment

"Create a group/group activity" assignment

Optional: "Virtual Classroom" assignment

Checklist:

1. Read the lesson materials.
2. View all Learning Objects in the lessons.
3. Complete the "Create one asynchronous and synchronous activity" assignment.
4. Complete the "Create a group/group activity" assignment.
5. Optional: Complete the "Virtual classroom" assignment.

Lesson 5 – Assessment Tools

Description:

This lesson covers all tools for assessing students and the course.

Objectives

The Learner will:

- Examine the various assessment tools.
- Review online security and anti-plagiarism tools.
- Demonstrate the ability to create quizzes and assignments.
- Review evaluation tools.
- Review student tracking tools.
- Manage various components of a grade book.

Online Lesson:

Created in Softchalk

Presentation Mode: Interactive Text with Captivate Tutorials.

Topics:

Assignments

Quizzes/Exams

Journals

Online Security

Anti-plagiarism

Student Evaluation

Grade book

Outside Links:

Graphics and Multimedia:

Learning Object - Creating Assignments

Learning Object – Grading Assignments

Learning Object – Creating Tests

Learning Object - Journals

Learning Object - Using Live Classrooms

Learning Object - Using SafeAssign

Learning Object - Using Tracking Reports

Learning Object - Using the Performance Dashboard

Learning Object - Using the Grade Center

Learning Object - Creating and Organizing Grade Center Columns

Learning Object - Weighting Grades

Supporting Documents:

Assignments and Assessments:

"Create three different assessments" assignment

"Manage the Grade Center" assignment

Checklist:

1. Read the lesson materials.
2. View all Learning Objects in the lessons.
3. Complete the "Create three assessments" assignment.
4. Complete the "Manage the Grade Center" assignment.

Assessment Exam**Description:**

This is the final comprehensive assessment exam for the course.

Objectives:

1. Demonstrate an exemplary knowledge of the basic functions of Blackboard 9 through a comprehensive assessment exam.
2. Locate and operate the necessary tool(s) to achieve a desired course or student outcome.