



Course Management and Design



Welcome

Welcome to the module that focuses on designing and navigating your course for online instruction. This module will provide insight and best practices from both experienced online faculty and instructional designers.

After completion of the Course Management and Design module, faculty will be able to:

- create a distance education course that is interactive, collaborative and informative for the distance education student
- identify and access the navigation items located within a Blackboard course
- organize files, items and course modules using the tools available within Blackboard
- design course navigation based on the course syllabus
- rename, hide, delete or move a course management menu item/link in Blackboard
- add content within a course management menu item/link in Blackboard



We hope that you find the information included in this module informative and applicable when assessing students.



Course Management and Design

This module will focus on instructional design for a distance education course. Management and design strategies utilizing Blackboard are explored in more detail.



Course Management and Design Quiz

Please click the link above to take the quiz.



Supplemental Resources (Optional)

Find extra information and resources for course management and design.



Designing your Distance Education Course

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Teaching a distance education course is different than teaching face to face. This folder contains tips and information on how to effectively design your course for distance teaching.

Faculty teaching a distance education course need to create a learning environment that is interactive and collaborative in order to help students connect.



Instructional Development

All courses, whether face to face, hybrid, or distance education, should go through basic steps in development:

1. Analyze
2. Design
3. Develop
4. Evaluate
5. Revise



The Basics

- *What is the need for this distance education course?* Demographics, geography, availability
- *What are the goals and objectives?* Help to provide direction of course
- *Who is the learner?* College-age student, military personnel, returning student
- *What is the content to be delivered?* Introductory course, advanced course
- *What is the best method for delivering this content?* The Web, written communication, web-conferencing
- *How will you evaluate the learner?* Assessments, discussions, blogs



Instructional Technology

Distance education faculty need to consider the following :

- How will technology be integrated into the distance education class?
- Which mode of interaction should be used for faculty-student interaction and student-to-student interaction?
- What are the minimum technical requirements to include on the course site and syllabus?
- What type of orientation training will be provided to students?
- What type of problems should be anticipated, e.g. technical and/or communication?
- What level of technical support can be provided to students before referring them to the Help Desk?



7 Principles of Good Practice

When developing your course, consider applying *7 Principles of Good Practice**.

The 7 principles are as follows:

- encourage contact between students and faculty
- develop reciprocity and cooperation among students
- encourage active learning
- give prompt feedback
- emphasize time on task
- communicate high expectations
- respect diverse talents and ways of learning.

*from <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/7princip.htm>



Within this course . . .

- Review the learning module Creating Effective DE Syllabi, specifically Shannan Gibson's insight on "communicating expectations"
- Review specific steps in creating a good management system of your course within Blackboard in this learning module, Course Management and Design
- Review the different tools in the learning module Student Engagement and Interactivity, used to engage students such as blogs, discussion boards, and wikis
- Review the various technologies available to faculty for course delivery in the learning module Learning Technologies, such as Blackboard, Mediasite, Centra, Second Life, WordPress, and Camtasia
- Review how students can be evaluated effectively in the learning module Evaluating Student Progress.

DE_Modules DE Faculty Development Modules

Course Management
and Design

Course Management and Design

Edit Mode is: **OFF**

Course Management and Design using Blackboard



Course Management and Design using Blackboard

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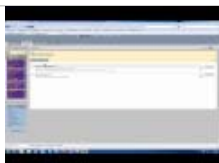
This folder contains specific information on utilizing the Blackboard platform for delivery of your distance education course.

[DE_Modules DE Faculty Development Modules](#)[Course Management and Design](#)[Course Management and Design](#)Edit Mode is: **OFF**[Course Management and Design using Blackboard](#)

Course Management Video

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This video explains how to manage menus and how to use Edit Mode in Blackboard 9.



Bb9_navigation.mp4

Duration: (2:00)**User:** demodules - **Added:** 3/21/11[Watch Video](#)

[Click here for a closed caption enabled version of the video above.](#)

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Tomorrow starts here.

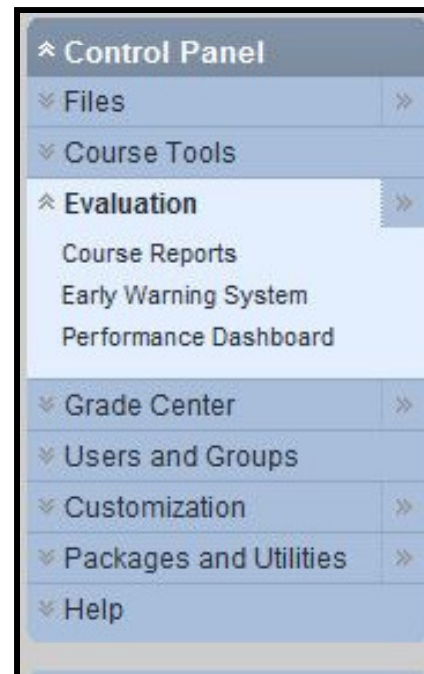


Managing Your Blackboard Course



Control Panel

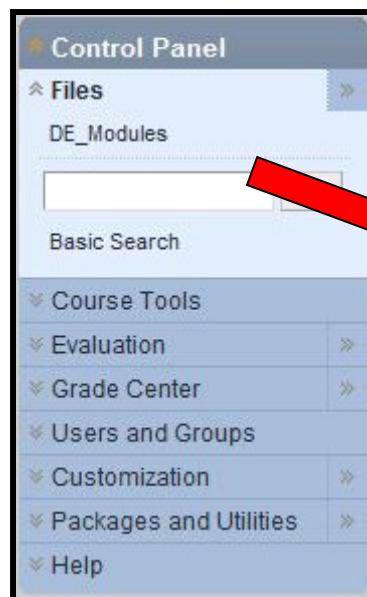
- The Control Panel is on the bottom left side of the screen in your Blackboard course site.
- Use the links in the Control Panel to access the modules and tools for your course.





Files Menu

- Use the Files Menu to upload files to your Blackboard course.
- This is a convenient place to store your files in one place so you know where they are when you need to give your students access to them.



Course Content: DE_Modules

Course Files provides central file storage for this Course. Instructors can link to any of these items when creating content for this Course. When an Instructor changes an item, all links to the item in the Course reflect those changes. [More Help](#)

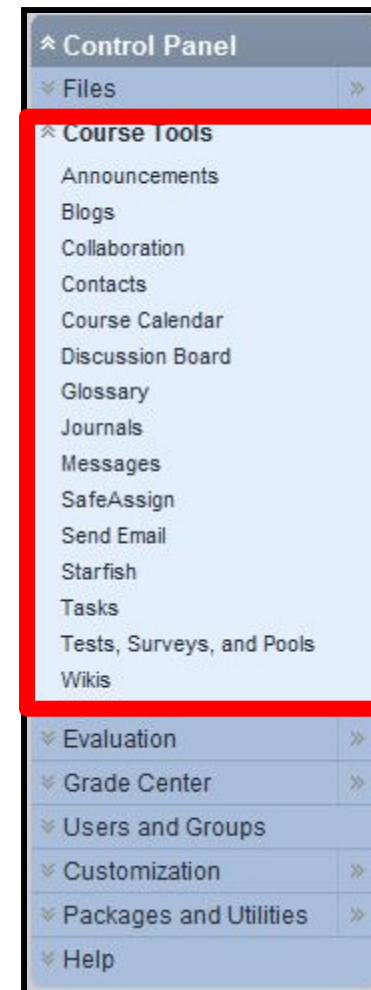
Upload Create HTML Object Create Folder Setup Web Folder

Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions
Folder	DE_Modules_ImportedContent_20101019063216	Oct 19, 2010 6:32:17 PM	0	
Image	DE_module-welcome-graphic.001.jpg	Dec 6, 2010 2:59:04 PM	40.6 KB	
Image	iStock_000012929709XSmall.jpg	Dec 6, 2010 4:49:23 PM	44.3 KB	
Document	StudentEngagementModule.doc	Sep 17, 2010 9:25:04 AM	38.5 KB	
Document	Assessment Methods and Tools.doc	Nov 18, 2010 1:17:12 PM	28.5 KB	
Document	Creating an Effective Syllabus for On.doc	Sep 29, 2010 2:25:25 PM	30 KB	
Document	Tools Outline 12 7 10.docx	Dec 7, 2010 3:21:18 PM	17.3 KB	

Course Tools

- The Course Tools menu gives you access to the tools that let you add content to your course.
 - *For more information on these tools, see the “Available Tools” module in this course.*



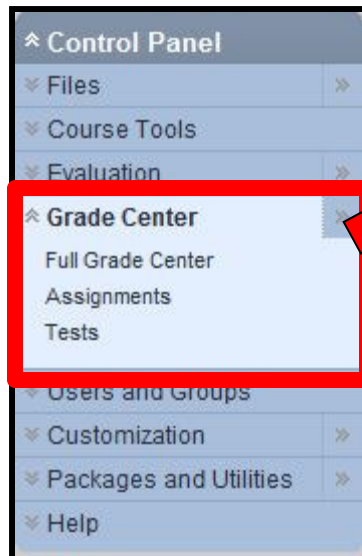


Evaluation

- In the Evaluation section of the Control Panel, users can collect and interpret data concerning the usage of Blackboard and specific tools.
- The Early Warning System sends emails to students to alert them when certain criteria are/are not met. Criteria can include test scores, due dates and course access.
- Performance Dashboard provides an up-to-date report on the activity for all students.

Grade Center

- This feature gives you access to the Grade Center which is your Blackboard grade book. You can choose to view:
 - The full grade center
 - Only the assignment grades
 - Only the test grades



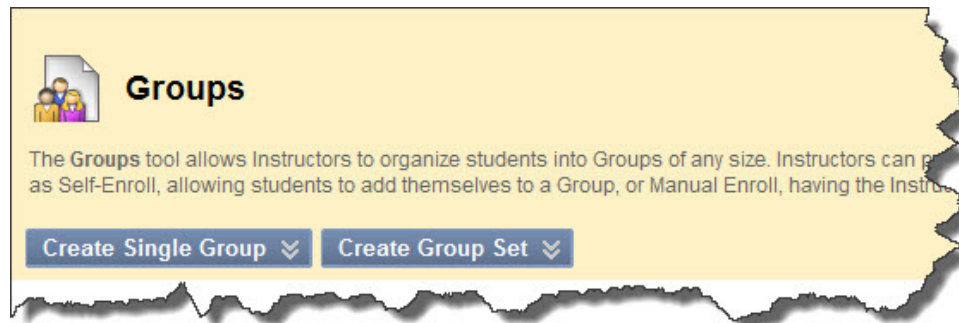
A screenshot of the Blackboard Grade Center: Full Grade Center interface. It shows a table of student grades with columns for Last Name, First Name, Username, Student ID/PID, Last Access, Availability, chap 1, and Import Grades1. The table is sorted by Layout Position in descending order. A red arrow points from the 'Grade Center' menu in the previous image to this interface.

Last Name	First Name	Username	Student ID/PID	Last Access	Availability	chap 1	Import Grades1
ITCS5	ITCS5	itcs5		November 8, 2010	Available	87.50	0.00
ITCS4	ITCS4	itcs4		November 8, 2010	Available	37.50	0.00
ITCS3	ITCS3	itcs3		November 8, 2010	Available	25.00	0.00
ITCS2	ITCS2	itcs2		November 8, 2010	Available	37.50	100.00
ITCS15	ITCS15	itcs15		November 8, 2010	Available	37.50	100.00
ITCS14	ITCS14	itcs14		November 8, 2010	Available	50.00	100.00
ITCS12	ITCS12	itcs12		November 8, 2010	Available	50.00	100.00
ITCS10	ITCS11	itcs11		November 8, 2010	Available	37.50	0.00
ITCS10	ITCS10	itcs10		November 8, 2010	Available	62.50	0.00
itcs1	itcs1	itcs1			Available	0.00	0.00



Users and Groups

- The Groups feature lets you organize students into Groups of any size. Groups can be created one at a time or in sets and can be created as self-enroll or manual enroll. Self-enroll allows students to enroll themselves in the group they want to be in. Manual enroll allows the instructor to assign students to a group.

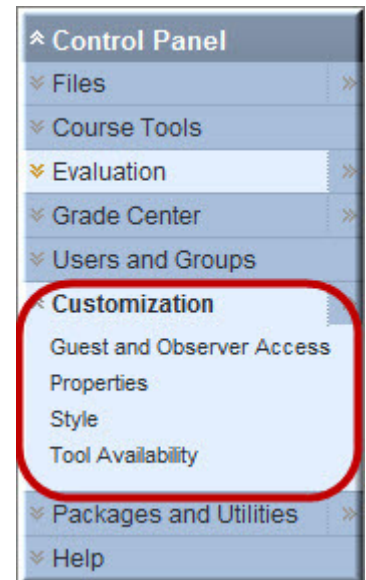


- The Users feature offers a roster of users enrolled in the class.

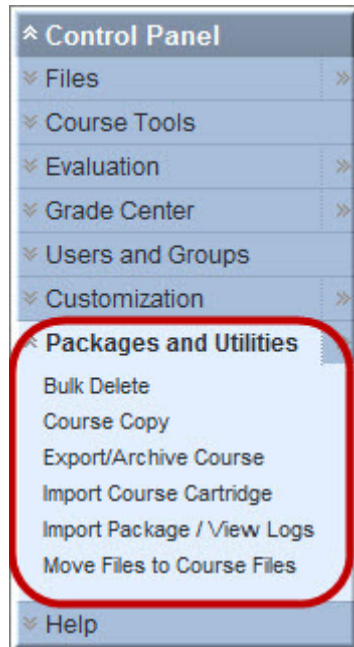


Customization

- **Guest and Observer Access:** Controls course access for guests and observers.
- **Properties:** Controls the functional settings of the course such as Name and Description, availability and default language.
- **Style:** Controls how the course appears to users; settings include identifying the homepage, appearance of the menu, the banner and how items appear in content areas.
- **Tool Availability:** Allows the user to make tools available or unavailable to students and other users.



Packages and Utilities

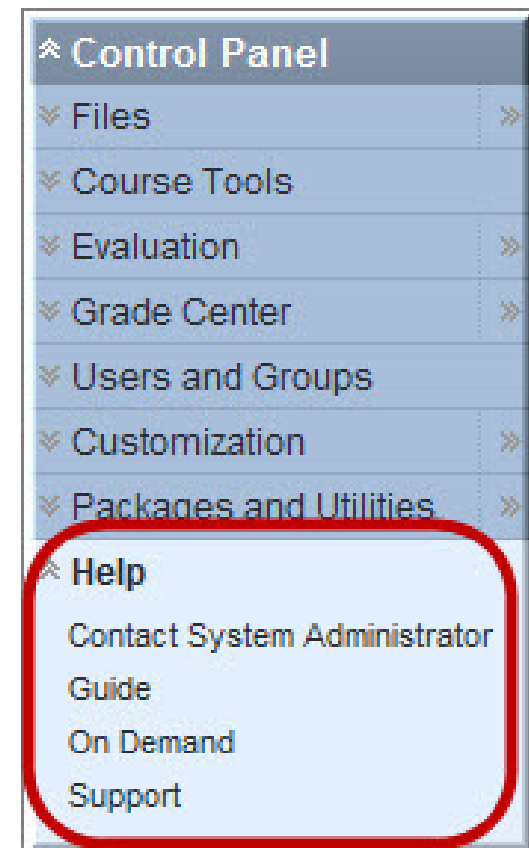


- **Bulk Delete:** deletes selected course content and data so that the course ID and default settings can be reused.
- **Course Copy:** Makes an exact copy of an existing course as well as some course materials. Also allows you to create a new course or copy into an existing course.
- **Export/Archive Course:** Export Course creates a package of course content to be used later in the same course or a new one; Archive Course creates a permanent record of a course including all the content and user interactions.
- **Import Course Cartridge:** imports pre-made materials produced by professional authors, editors and publishers for use in Bb.
- **Import Package/View Logs:** Import a package file of course content and view the logs created during the import.



Help

Provides links to online resources with information, “How To” videos and documentation concerning Blackboard 9.



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Course Management
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Course Management and Design

Edit Mode is: **OFF**

Course Management and Design using Blackboard



Editing the Menu in Bb 9.1

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Watch Video

Editing the Menu in Bb 9.1

Duration: (3:34)

User: demodules - Added: 9/16/11

[Click here](#) for a closed caption enabled version of the video above.

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Course Management and Design

Designing your course – customizing your course menu



Course(s) in Blackboard

- Navigation of your course is controlled by the Course Menu Panel on the left.
- Content specific to the Course Menu is added to the right of the link selected.

The screenshot displays the Blackboard course interface. On the left, the Course Menu Panel is highlighted with a red border. It features a 'DE Module Development' header and a list of items: 'Welcome', 'Navigation and Design', 'Creating Effective Syllabi', 'Student Engagement and Interactivity', 'Learning Styles', 'Available Tools', and 'Assessment Methods'. Each item has a dropdown arrow. The 'Navigation and Design' item is selected, and its content is displayed in the main area on the right. The main area has a yellow header with a folder icon and the text 'Navigation and Design'. Below this header, there are three buttons: 'Build Content', 'Create Assessment', and 'Add Interactive Tool'. The 'Welcome' item is selected, and its content is displayed below the buttons. The content includes a document icon, the title 'Welcome', and the text 'Enabled: Statistics Tracking'. The main content area also contains a paragraph of text: 'Welcome to the module that focuses on navigating and experienced online instructors and instructional designers. It is suggested that you start with the *Navigation* folder b successfully will indicate your completion of the module.'



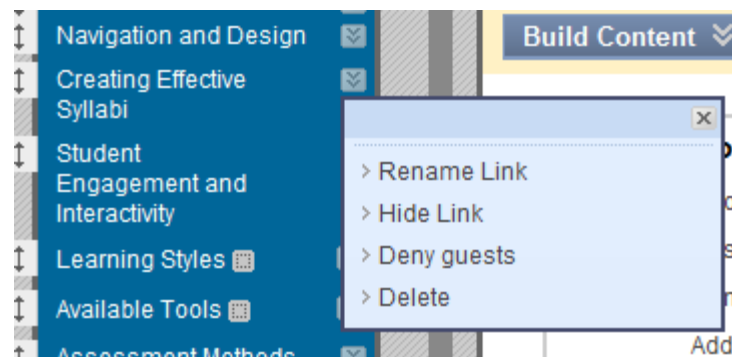
Review Your Syllabus

- Ask yourself some of the following questions.
 - What information do students need to access?
 - How frequently will they need to access these items?
 - How do you want the content delivered?
 - Should content be delivered all at once or in increments?
 - What methods of interaction would you like to use?
 - Will students be put into groups?
 - What will students need to deliver? Homework, Term Papers, Journal Entries, Quizzes, Tests?
 - Rank the priority of information you will be delivering.



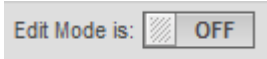
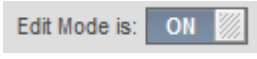



Review Your Answers

- Now set up your “Course Menu”
 - Blackboard allows you to customize this panel by adding descriptive labels.
 - Via the Menu Options Arrows you may add, delete, rename your labels.
- Labels with no additional content will not be visible to students





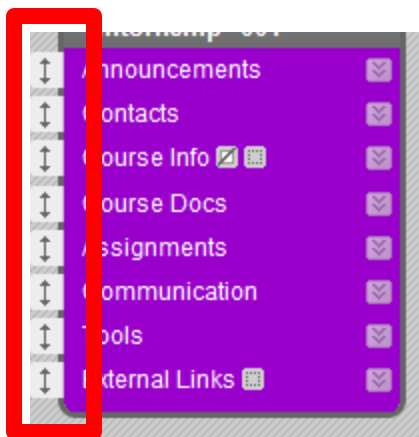
Customizing your Course Menu Panel

- Turn Edit Mode ON by clicking on the button  
- Next to each item in the Course Menu Panel is a contextual drop down arrows (chevron) with a menu list letting you Rename, Hide or Delete the item. 
- At the top of the panel are additional tools to select when customizing this panel, clicking the plus sign will offer these items that can be added, including adding a content area, a course link, a divider or subheader. 
- Any label that does not have content within it will have a “not available” symbol next to it and will not be visible to student users. 



Customizing the Course Menu

- The order in which the items appear in the Course Menu can be organized and reorganized.
- Point and click on the arrows to the left of the item and drag/drop the item to the correct location.





Examples of Course Menus

BB9

- Announcements
- Syllabus
- Weekly Work
 - Lecture Information
 - Mediasite Recordings
- Assignments
- Discussions
- Student Tools
 - Groups
 - Journal
 - Send Email
 - Grades

- Announcements
- Syllabus
- Course Information
- Instructor Information
- Lectures
- Exams
- Term Paper
- Case Study

- Announcements
- Lab Reports
- Email
- Homework 2006
- Videos
- News
- Tests & Quizzes
- Groups
- Sounds
- Dictionary

My Groups

Groups 1

- Announcements
- Contacts
- Course Info
- Course Docs
- Assignments
- Communication
- Tools
- External Links

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and Design

Course Management and Design

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Course Management and Design using Blackboard



Adding Content to your Course

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Watch Video

Adding Content in Bb 9.1

Duration: (2:20)

User: demodules - Added: 9/16/11

[Click here](#) for a closed caption enabled version of the video above.



Course Management and Design

Planning your course – Content Organization



Course(s) in Blackboard

- Navigation of your course is controlled by the Course Menu on the left.
- Content specific to the Course Menu is added to the right of the link selected.

The screenshot displays the Blackboard course interface. On the left, the Course Menu is visible, listing various course components such as 'Welcome', 'Navigation and Design', 'Creating Effective Syllabi', 'Student Engagement and Interactivity', 'Learning Styles', 'Available Tools', and 'Assessment Methods'. The 'Navigation and Design' folder is expanded, revealing a sub-menu with options: 'Build Content', 'Create Assessment', and 'Add Interactive Tool'. The main content area on the right shows the 'Welcome' page, which includes a document icon, the title 'Welcome', and the text 'Enabled: Statistics Tracking'. Below this, a welcome message states: 'Welcome to the module that focuses on navigating and experienced online instructors and instructional designers. It is suggested that you start with the *Navigation* folder because successfully will indicate your completion of the module.'



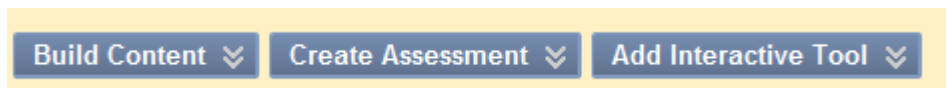
Review Your Course Menu

- Ask yourself some of the following questions:
 - What content needs to be provided for each link?
 - How will students access the material?
 - Should content be delivered all at once or in increments?
 - What methods of interaction would I like to use?
 - Will students be put into groups?
 - What will students need to deliver? Will they be submitting homework, term papers, journal entries, quizzes, tests?
 - Which link will contain the content needed above?



Review Your Answers

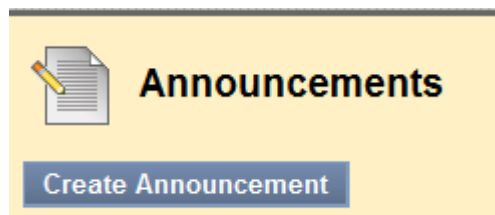
- After selecting a menu item you can select the type of content to be contained in that item.
- Select “Add Items” or “Add Files” from the Build Content contextual menu for information students will look at occasionally but will need quick access to, i.e. Syllabus, Calendar, Contact Information.
- Select “Add Folders” to organize information by Subject Matter, Weeks, Topics, etc.
- A Learning Module is another way to have information presented in sequential order.





Creating Announcements

- Announcements are the Gateway to your course
- Announcements appear both on the My Blackboard page after logging in and as the first screen in your Blackboard Course.
- Announcements can remain permanently on your page or you can set date restrictions.
- Announcements can also be emailed to the students.





Build Content

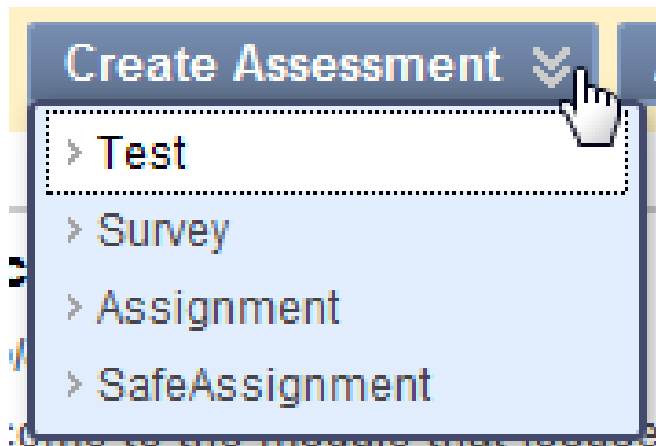
- The chevron arrows next to the heading gives access to the type of content you can add. Once selected you upload your content.

Build Content ▾	Create Assessment ▾	Add Interactive Tool ▾
Create	New Page	Mashups
> Item	> Content Folder	> Flickr Photo
> File	> Blank Page	> SlideShare Presentation
> Audio	> Tools Area	> YouTube Video
> Video		
> URL		
> Learning Module		
> Course Link		



Create Assessment

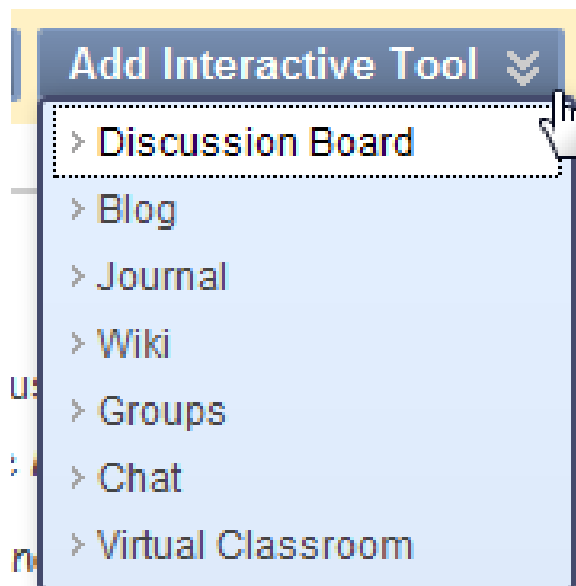
- The chevron arrows gives access to the type of survey, assignment or test. See Assessment Methods Module for more information on creating these types of content.





Add Interactive Tool

- The chevron arrows give access to various interactive tools. See Engaging Students Module for more information on using these types of tools.





Adding Content

The screenshot shows a web form titled 'Content Information' with several sections. A red arrow points to the 'Name' field, which contains 'Lecture Information'. A blue arrow points to the 'Text' area, which contains placeholder text. A black arrow points to the 'Attachments' section, which has 'Browse My Computer' and 'Browse Course' buttons. A purple arrow points to the 'Options' section, specifically the 'Permit Users to View this Content' radio buttons. A green arrow points to the 'Track Number of Views' radio buttons. A yellow arrow points to the 'Display After' date and time selection fields. At the bottom is a 'Submit' button.

Content Information

Name: Lecture Information

Color of Name: Black

Text

Path: body > span

Save as HTML Object

Attachments

Attach a file from a local drive or Course Files. All attached files are saved in Course Files. Click Do Not Attach to ren

Attach File: Browse My Computer Browse Course

Options

Permit Users to View this Content: Yes No

Track Number of Views: Yes No

Select Date and Time Restrictions

Display After: Enter dates as mm/dd/yyyy. Time may be entered in any increment.







Display Until: Enter dates as mm/dd/yyyy. Time may be entered in any increment.








Submit


- Give the content a name
- Enter additional information if necessary
- Attach file if needed
- Make content available
- Track students views
- Set time restrictions if applicable







Examples of Content Organization

-  **Welcome** ▾
Enabled: Statistics Tracking
-  **Introduction** ▾
Enabled: Statistics Tracking
-  **Student Engagement Tools and Examples** ▾
Enabled: Statistics Tracking
-  **Review** ▾
Enabled: Statistics Tracking
-  **Assessment** ▾
Enabled: Statistics Tracking
-  **Additional Resources** ▾
Enabled: Statistics Tracking

-  **Video Chapter Links** ▾
Username - tigerlily
Password - peterpan
-  **Aug 26** ▾
-  **Sept 2** ▾
Enabled: Statistics Tracking
-  **Sept 9** ▾
Enabled: Statistics Tracking
-  **Sept 16** ▾
Enabled: Statistics Tracking
-  **Sept 23** ▾
Enabled: Statistics Tracking
-  **Oct 7** ▾
Enabled: Statistics Tracking

-  **Welcome** ▾
Enabled: Statistics Tracking

Welcome to the module that focus on experienced online instructors and administrators. It is suggested that you start with this module and successfully will indicate your course. All folders labeled in **orange** contain a wealth of additional information.
-  **Navigating Within Blackboard** ▾
Enabled: Statistics Tracking
-  **Planning & Designing a Course** ▾
Enabled: Statistics Tracking
-  **Reflection** ▾
Enabled: Statistics Tracking
-  **Assessment** ▾
Enabled: Statistics Tracking



Examples of Content Organization

Module I



1. Module I Objectives

This is a compilation of objectives for this
THIS DOCUMENT MAY BE PRINTED FOR



2. Module Web Presentation



3. Lectures



4. Labs

Headphones will improve the quality of thi



5. Anatomy @TV



GA Online Rarey

Announcements
Syllabus
Faculty Information
Learning Tools
Acland Videos
Tests & Quizzes

COURSE MANAGEMENT

^ Control Panel

- Files >>
- Course Tools
- Evaluation >>
- Grade Center >>
- Users and Groups
- Customization >>
- Feedback and Utilities



Headphones

It is recommended that headphor
The link(s) only works with Windc
password (the same as onestop o



Spine



Thorax



Thoracic Organs



Abdominal Organs



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Tomorrow starts here.

Examples of Content Organization

Announcements
Lecture Materials
Course Information
Course Materials
Projects
Instructor Information
Discussion Board
External Links
Tests and Quizzes

COURSE MANAGEMENT

Control Panel

Files »

Course Tools

Evaluation »

Grade Center »

Users and Groups

Customization »

Packages and Utilities »

Help



Topic: Philosophical and Historical Basis of Occupational Therapy

- Step 1. Review the course and requirements - Go to Course Information to view the following documents:
- Step 2. Review Learning Objectives in folder
- Step 3. Read Chapter 2 in Hussey Text - Looking Back: A History of Occupational Therapy
- Step 4. View Power Point and read Reilly's Document
- Step 5. Complete Assignments



Session 2

Topic A: The Art & Science of OT Practice

- Step 1. Read Willard & Spackman (11th ed) Ch 1: The Making and Mattering of Occupational Science - see
- Step 2. Review power point presentation on The Art & Science of OT Practice
- Step 3. Review the Unit Objectives
- Step 4. Watch Video on Christen and Florence
- Step 5. Complete Assignments

Topic B: Occupation and its Relationship to Health & Identity

- Step 6. Read Ch 1 in Hussey Text: The Profession
- Step 7. Review power point presentation on Occupation and Its Relationship to Self, Family, Health and Ide
- Step 8. Review the Unit Objectives
- Step 9. Complete the Assignments



Session 3

Topic A: Occupational Therapy and Human Diversity

- Step 1. Read Chapter's 6 & 7 in Willard & Spackman's (11ed) - see External Links.
- Step 2. Review Learning Objectives
- Step 3. View Power Point

Topic B: Occupation, Roles, and Activity Preferences

- Step 4. Read Role Checklist Chapter - see course materials



Examples of Content Organization

Assignments



Homework



Wikis



Centra Sessions



Learning BB 9



Weekly Reflections



Examples of Content Organization



Lecture Information



Navigation



Design



Writing



Reading



ECU

DE_Modules DE Faculty Development ModulesCourse Management
and Design

Course Management and Design

Edit Mode is: **OFF****Course Management and Design using Blackboard**

Course Availability and Statistics

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- After designing your course you **MUST** make the course available when using the Blackboard learning platform. Students will not be able to view the content until the course is made available. To make your course available in Blackboard: under the "Control Panel", click "Customization" then "Properties" then "Set Availability".
- In the Blackboard Learning Platform Instructors can find out course statistics by clicking the Evaluation then Course Reports in the control panel.