

Blackboard 100.00 Orientation and Support

Welcome

Firefox 3.6 browser and video
Bb 100 Availability (1 week prior)
Credit Course Availability
Minimum Computer Requirements

About This Orientation

Descriptions of each Content Area
and Learning Module.

System Requirements

Checklist and Adobe PDF printable
version of the System Requirements
to use Blackboard.

Common Downloads

Links and Descriptions of major
plug-ins and applications instructors
might rely on such as Adobe Flash,
QuickTime, OpenOffice, Java, etc.

Orientation Content

Description of the Orientation
Learning Modules and Materials.

Section One:
Navigating a Course

8 page learning module on basics of
navigating a Blackboard course.

- 1. Navigating a Blackboard course
- 2. Blackboard course basics
- 3. Upper Navigation
- 4. Course Menu (w/video)
- 5. Primary Content Area
- 6. Course Content (folders and
learning modules)
- 7. Visual Editor and legend
- 8. 5 question quiz (5 points)

Section Two: Communicating
in a Blackboard Course

11 page learning module on basic
and advanced communication in
Blackboard.

- 1. Words of Advice: Work offline 1st
- 2. Words of Advice: Save Draft button
- 3. Basic Communication Types
- 4. Announcements (w/video)
- 5. Email
- 6. Messages (w/video)
- 7. Discussion Board (w/video)
- 8. Advanced: Blogs (w/video)
- 9. Advanced: Journals (w/video)
- 10. Advanced: Chat/Virtual Classroom
- 11. 5 question quiz (5 points)

Section Three:
Completing Course Work

8 page learning module on Assignments
and SafeAssignments in Blackboard.

- 1. Words of Advice: Work offline 1st
- 2. Words of Advice: File Names
- 3. Words of Advice: Save Draft button
- 4. Assignment Types
- 5. Assignments (w/video)
- 6. Practice Assignment
- 7. SafeAssignments (w/video)
- 8. 5 question quiz (5 points)

Section Four:
Assessing Learning

6 page learning module on taking tests
or quizzes in Blackboard.

- 1. Words of Advice: Taking Tests
- 2. Beginning a Test (w/video)
- 3. Test Presentation Methods
- 4. Test Question Types
- 5. Reviewing A Completed Test
- 6. 5 question quiz (5 points)

Open Ended statements
require manual grading in
Section Three: Practice Assignment
and
Tests Force Completion question in
Section Four: Quiz

Section Five: Wrapping Up

9 page learning module on other items
in a Blackboard course.

- 1. Wrapping Up
- 2. My Grades
- 3. Calendar
- 4. External Links
- 5. Syllabus
- 6. Tasks
- 7. Instructor Profile
- 8. Tech Support
- 9. 5 question quiz (5 points)

Glossary of Terms

79 terms commonly used in this
Blackboard Orientation.

Common Issues (external Web site)

Links to Tom Corcoran's external employee server
space Blackboard Tech Support Web site:
<http://employee.heartland.edu/tcorcora/blackboard/>

Messages

Internal Email within the Blackboard
Orientation course.

Email

External Email going outside the
Blackboard Orientation course.

Discussion Board

Discussion Board example with
Introductions Forum.

My Grades

Student's Grades section.

Announcements

Announcements to role out to all
online students.

Tech Support (external site)

A link to the Blackboard Tech Support
Request form.