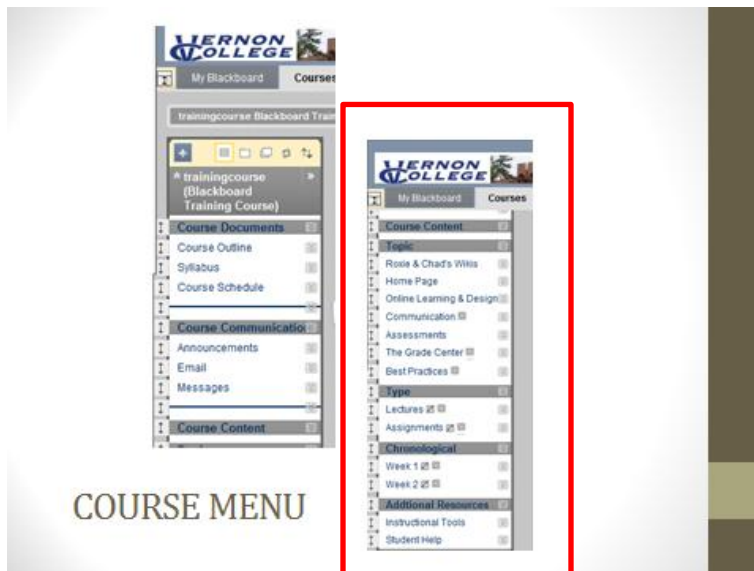## TRAINING PHASE 1 (Dates March 28-April 8)

1) Present PPT - Effective Online Course Requirement Standards
   NOTE: I will present this at all campuses during the weeks of March 28 and April 4. You are not expected to present this part of the training, but are welcome to assist with any/all of these sessions.
   Effective Online Course Requirement Standards PPT Outline
   a. Introduce Effective Online Course Requirements (Rubric for Online Instruction)
   b. Communicate timeline (Training Schedules and Implementation Dates)
   c. Handouts covered
      i. ROI (Rubric and Instructional Design Tips)
      ii. Bb Learn 9.1 Tools and Features Chart
      iii. Course Menu Design Job Aid (Explain Research behind Design)
   d. Have calendar/sign-up sheets available for training offerings

2) At the end of PPT presentation (mentioned in #1 above) faculty will sign up for the Getting Started Training based on preference for course content delivery method (a-c below).
   a. Topic
   b. Type
   c. Chronological

COURSE MENU

NOTE: I will ask that each of you select your track preference from list below (#1-4). #5 will be delivered at a later time (possibly summer). Each of you will receive condensed training material based from the original content that can be delivered in within a 2 hour session.

TRAINING PHASE 2 (Dates April 11-May 13)

Summer training dates for phase 1 & 2 to be announced.

Blackboard Training Modules

1. Getting Started (Topic, Type or Chronological)

A. Student Orientation
- Content within
- Assessment

B. Course Documents
- Syllabi
- Outline
- Schedule

C. Course Communication Tools
- Announcements
- Email
- Messaging
- Discussions

D. Course Content (Topic, Type or Chronological)
- Layout/Design
- Functionality of Content Items

E.   Additional Resources
- Instructional Tools (Websites, supporting content)
- Student Help (Bb on Demand)

2. Assignments

- Student Perspective
- Create assignments
- Edit and Manage assignments
- Presenting assignments
- Review and Grade assignment submissions

3. Assessments

- Student Perspective
- Create an assessment
- Explain test tools
- Create test types (T/F, Multiple choice, Multiple Answer, Ordering, Matching, Fill in the Blank, Essay)

4. Grade Center

- Navigate the Grade Center
- Organize columns
- Calculate columns

5. Advanced Features (optional) Summer Training Dates for this Module

- Advanced Assessment (Question types)
- WIMBA (Archives)
- Chat Room
- Blogs
- Wikis
- Journals