



Teaching Online Series

Table of Contents

Introduction: Teaching Online Series 2

Course Descriptions 3

Getting started with the Teaching Online Series: 5

Introduction: Teaching Online Series

Teaching Online Series consist of four courses, three of these courses have a corresponding practice course. Course #2 and Course #3 share a practice course.

The courses will take approximately 16 hours to complete. Current Blackboard users might find that their course completion time could be almost half of the estimated completion time.

1. Course One: Designing Your Course

Practice Course - Designing Your Course

2. Assignments and Assessments

Practice Course - Assessments and Assignments & Teaching Your Course

3. Teaching Your Course

Practice Course – Shared with #2

4. Taking Your Course To The Next Level

Users can self-register in all four courses. To access the couple practice courses please send your request to blackboard@lsu.edu. You will be added as an instructor/designer in the practice courses.

Course Descriptions

Designing Your Course

In this training course, participants are introduced to the design skills necessary to create effective, engaging online courses.

The following modules are presented in this course:

- **Basic Course Design** – Participants explore the interface, and learn to add tools and create content items.
- **Your Course Home Page** – Participants add files, content items, and folders to the Home Page.
- **Creating and Presenting Content** – Participants discover how to set course goals, present content through learning modules and Media Library collections, and use File Manager to manage their course files.
- **Going Further** – Participants modify the look of their courses, and customize content delivery with Selective Release.

Assignments and Assessments

In this training course, participants are shown how to create and manage assessments and assignments within the Blackboard CE8.

The following modules are presented in this course:

- **Creating Groups and Grading Forms** – Participants will explore options for creating groups and group activities, and learn how to create grading forms, or rubrics.
- **Creating Assignments** – Participants discover how to create a variety of individual and group assignments to meet their instructional goals.
- **Managing Assignments** – Participants learn how to create surveys, self tests, and quizzes that include a variety of question types.
- **Managing Assessments** – Participants explore how to view, grade, and run reports on assessments using Assessment Manager

Teaching Your Course

In this training course, participants will be introduced to the technical and pedagogical skills necessary to be a successful, effective online instructor.

The following modules are presented in this course:

- **Getting Started** – Participants explore the interface and learn how to access tools and content.
- **Keeping Students Informed** – Participants learn how to use course tools to provide their students with eight pieces of information critical to success in an online course.
- **Interacting with Students** – Participants learn how to use communications tools to facilitate quality interaction among their course members.
- **Managing Members and Grades** – Participants learn how to use the Grade Book tool to manage members and grades. Participants also learn how to use the Tracking tool to view reports on student activity.
- **Customizing Content Delivery with Selective Release** – Participants learn how to use the Selective Release tool to control the delivery of content.

Taking Your Course To The Next Level

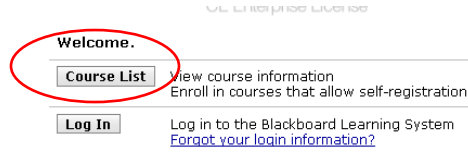
This course is designed to enhance your online teaching skills. This workshop does not teach product skills, but instead focuses on the instructional and pedagogical knowledge essential for teaching online successfully.

The following modules are presented in this course:

- **Foundations for Success** - Examine key building blocks for success and springboard to the next level.
- **Preparing for a Great Start** - Boost student success by increasing their comfort level in your course with effective orientation techniques.
- **Interacting with Students** - Strengthen communication in your course and enrich students' online interactions.
- **Engaging Students in Learning** – Maximize motivation, learning, and student success.

Getting started with the Teaching Online Series:

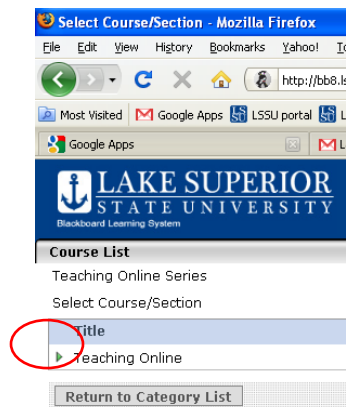
Self-enroll into the courses by going to <http://bb8.lssu.edu>
Select the Course List button



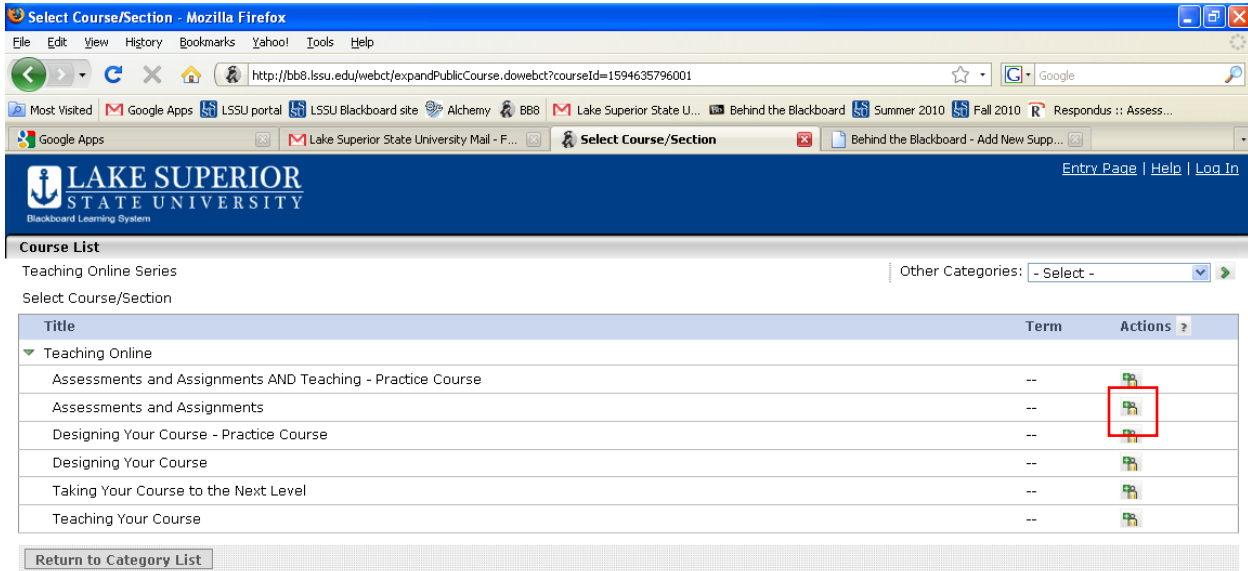
Select the Teaching Online Series link



Select the green button as shown below:

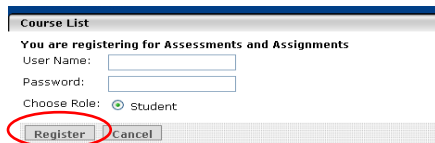


Select the icon shown below to register in the Assessments and Assignments course.
 Self - enroll in the courses that are not marked Practice Course. To access the Practice Courses, send your request to blackboard@lssu.edu.

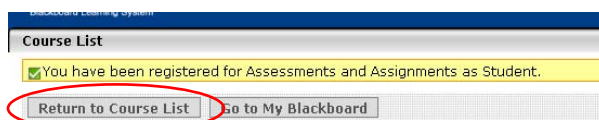


Sometimes the system takes you back to the login page, please select the Course List again and try accessing the icon circled above.

Enter your my.lssu.edu userid and password and select Register



Select Return to Course List, if you need to self-register in another course



Access the course from your course list

