Online classes can be tricky for both students and instructors alike. There are many different formats, looks, layouts, etc. That being said, the Center for Teaching and Learning at CLU would like to create a template that will help students locate items that their instructors want them to have, while making it easier for instructors to know where to add content. The following titles, in chronological Top to bottom order, will give you a better idea on where to put your course work and what tools you will use in Black board to create/upload your assignments.

Section 1

1. **Welcome to the Course (Content Folder):** This will be the page that your students will see when they first access your course. There will be a banner that you will need to edit with your course name and course number. In the same section that you are editing the banner will be a section that speaks to how the flow of the course will run. It will give a brief description of the course, layout some expectations and list major assignments that students will need to keep an eye out for.

2. **Syllabus (Content Folder):** This will be where you upload your syllabus. When you click on the Syllabus button you will be taken to a blank page. You will then need to hover your mouse over **Build Content** and then click on **File.** Here you will browse your computer, find the file and attach it. The options you will see can be left alone and you’re syllabus will be set. Make sure to name your syllabus with the course **Dept. - Number Year/Semester.**

3. **Announcements (Tool Link):** This section will allow you to provide your entire class with any announcements you feel they need. Announcements can be date restricted (an open and close date) or left open for the life of the course by click the appropriate bubble. There you will also see a square box you can check to send out an immediate email of the announcement to everyone enrolled in the course. The **Course Link** option, you will see when creating an announcement, can cause some confusion. You cannot add attachments to announcements. The students will see the announcement under the course name and title when they log into their MyCLU portal. If they click the announcement they will be able to click on a course link if you’ve provided one. If you
attached a course link, it will not be available in the email that is sent out (if you
selected that option).

4. **Ask the Instructor (Course Link):** This is a link to a discussion forum that your students
will be able to create threads with any specific questions they may have regarding the
course. Questions and answers posted here will be available for everyone in the course
to see and if you are asked good questions, you will be able to make an announcement
with a link to the forum so that all your students can go view it.

5. **Pre-Recorded Lectures (Content Folder):** These are asynchronous learning tools where
you provide your students with a pre-recorded lecture to add to your weekly
synchronous live chat sessions. This can vary from YouTube videos, Power Point
lectures with audio, Panopto videos etc. These need to be built by you or written by
you. *Linking to videos that you did not create the content to is considered a
Supplemental Resource and should be placed in the Week ___ Resources item.*

Section 2

6. **Learning Modules (Week 1, Week 2, etc.) (Content Folder):** Under Learning Modules,
you will have a pre-set group of content folders labeled with each week. Within these
will you will create and fill the following “Panels”. Each “Panel” can be one of many
different options. The following will provide you with a template on which items to use
and where to attach items.

   a. **Week ___ Overview (Item):** The weekly overview will be the first panel that the
      students will see when they click on the “Week _” learning module. Here you
      will be provided with an example of what a Weekly Overview should look like
      and what it should contain.

   b. **Week ___ Reading (Item):** This will be where you place any required or optional
      textbook readings as well as links to articles or any other readings that you
      would like your students to do that specific week.

   c. **Week ___ Resources (Item):** Here you can attach any files you would like the
      students to have access to. These can be uploaded or linked within the item.
      You will be able to write a quick description of the resource and what the
      students will use it for. This will be where you connect your power points as well
      as the scripts for your Weekly Pre-Recorded Lectures.
d. **Week __ Pre-Recorded Lecture (Tool Link):** This is a link to your asynchronous learning lectures. The description here should describe that week’s video to your students.

e. **Live Chat and Archived Sessions (Tool Link):** This will be a link to your Synchronous live chat session. It will take you to the Blackboard Collaborate tool where you will need to create a session. When creating a Collaborate session please follow the following Room Options:

   i. **Session Type:** Course
   
   ii. **Teleconference Options:** Use Built-in
   
   iii. **Room Attributes:** Here the only option you will need to change will be to turn on “View Private Messages” (if you’d like). This lets the moderator (you) to see any messages that students send to one another
   
   iv. **Grade Center Integration:** Leave this off.
   
   v. **Assign Roles:** All users join as participants. Because you created the session you will be the only one to enter the room as a Moderator (giving you access to all the Collaborate tools to use at your discretion)

f. **Graded Discussion Board (Tool Link):** This will be a link to the discussion board tool. To learn how to create discussion questions please refer to the “How To Create Discussion Boards” tutorial which can be found on the CTL page of the CLU website.

g. **Assignments/Tests (Assessments):** Assignments or tests should be placed here. Both assessments have tutorials (available on the CTL website) which should be used while creating them for the first time.

h. **“One Minute Survey” (Tool Link):** This are 2 question survey’s that ask the students “What is the most important concept your learned during this week?” and “What is the primary question that remains unanswered?”. These should help you assess what your students are grasping well and what they may need more time on.
Section 3

7. **Virtual Class Sessions (Tool Link):** This will be a link to your Synchronous live chat session. Refer to your “Live Chat Session and Archive” above.

8. **Archived Chat Discussion (Course Link):** This link will take students to a discussion forum for students to post their reactions/responses to the live chat recording if they were unable to attend a session.

9. **Blackboard Email (Tool Link):** This will allow you or your students to email the entire class, one person specifically or a group depending on the options chosen.
   a. **All Users:** Send email to all of the users in the Course.
   b. **All Groups:** Send email to all of the Groups in the Course.
   c. **All Student Users:** Send email to all of the Student users in the Course.
   d. **All Teaching Assistant Users:** Send email to all of the Teaching Assistant users in the Course.
   e. **All Instructor Users:** Send email to all of the Instructor users in the Course.
   f. **All Observer Users:** Send email to all Observer users in the Course.
   g. **Single/Select Users:** Select which users will receive the email.
   h. **Single/Select Groups:** Select which Groups will receive the email.
   i. **Single/Select Observer Users:** Send an email to selected Observer users.

10. **Check Grade* (Tool Link):** This allows your students to view their grades. They are able to see everything that you have created a column for manually as well as items that you have put in via “Assessments” (Test, Surveys, Assignments), or discussion forms you have made “Graded.”
*Your grade center comes with “Weighted Total” and “Total” columns as a default that will also show to your students. You can choose to use one or both depending on how you’ve set up your course. To hide one of these columns you will need to do so by clicking the chevron next to the name of the column, click edit, and then click “No” in the Options section where it asks “Show this Column to Students”. For more instructions on the Grade Center visit the CTL website.