UNDERSTANDING THE BLACKBOARD COURSE TEMPLATE

WHAT IS THE BLACKBOARD COURSE TEMPLATE?

A template for a Bb course sites is automatically generated for every course. The template is a starting point for faculty in developing course sites and includes content to help each course site meet the minimum course presence expectations and Quality Matters (QM) standards.

WHAT ARE MINIMUM COURSE PRESENCE EXPECTATIONS?

All courses must have a presence in Blackboard. Each course site should have a minimum of the following:

- Faculty contact information
- Course syllabus (based on the district approved syllabus for the course)
- Active Blackboard gradebook that is regularly updated to inform students of progress
- Collection of select assignments via Blackboard

TEMPLATE FEATURES

MENU STRUCTURE

The course template includes a standard menu structure. Certain menu buttons may be automatically hidden from your students. If you would like to utilize these menu buttons, make them available to view.

TIPS

QM tips are designed to give faculty support implementing select QM standards. These tips are hidden items; students do not see this information.

To utilize the tips, edit the tips’ content item and add the desired information. Remember, if you edit the tips, you need to make the edited item available for students to view.

Tips may be found under the Announcements, Start Here, and Syllabus/Calendar course menu areas.

SUPPORT RESOURCES

The “Support Resources” menu button includes built in content that automatically earns 23 of the 95 Quality Matters points.

THE QM POINT BREAKDOWN

The Quality Matters rubric consists of 8 general standards. To meet QM standards, a course needs to meet all 3-point essential standards and have a total score of 81 out of 95 points.

Using the template and implementing the “tips” to add additional elements will help faculty meet 42 of the 95 points in a Quality Matters review. The additional Quality Matters points are course specific and directly related to course content and instructor design.

Course template = 23 points
- 5x 3-pt Essential Standards
- 3x 2-pt Very Important Standards
- 2x 1-pt Important Standards
+ Quality Matters tips = 19 points
- 3x 3-pt Essential Standards
- 4x 2-pt Essential Standards
- 2x 1-pt Important Standards

Total points = 42/95 points

HOW DO I GET CONTENT INTO THE TEMPLATE?

Prior Blackboard created content may be copied into new course templates by performing a course copy in Bb. After completing a course copy, your course menu and prior content should be updated and adjusted for use in the new semester. For training on this process, contact your campus Instructional Designer or the Blackboard Support Team.

HELP! I NEED ADDITIONAL SUPPORT

Support staff and resources are available to support faculty in course design, with Blackboard Training or in meeting the Quality Matters standards.

Contact information for Instructional Designers, Blackboard Support and Multimedia Specialists can be found via the People Page of the EdTech blog @ http://www.sanjac.edu/edtech.