



Essential Tools for Instruction



Blackboard Resources

Access our Knowledge Base articles for Blackboard by visiting: bit.ly/getblackboardhelp

The Standard 7 for Online Courses

- An organizing structure for designing and developing online courses
- Core course ingredients for consistent and efficient content access
- Shouldn't just be placed anywhere in the course site
- Should be explicitly displayed in the navigation

Here's what comprises the Standard 7:

1. **Start Here** – Module providing a welcome and special instructions for the first week of class.
2. **Announcements** - Where to post timely information, such as weekly info or special instructions. Most instructors set this as the landing page for the course.
3. **Syllabus** – The place for basic info about the course, including learning objectives, course materials, assignments, policies, etc.
4. **Schedule** - Shows due dates, meeting times, tests, and assignments.
5. **Lesson Modules**- Content and materials for each lesson or module, such as lectures, textbook readings, discussion boards, etc.
6. **Assignments** - Info about assignments, including instructions, rubrics, & submission links.
7. **Tests & Quizzes** - Where students navigate to take assessments.

The Standard 7 Applied to an Athens State Course

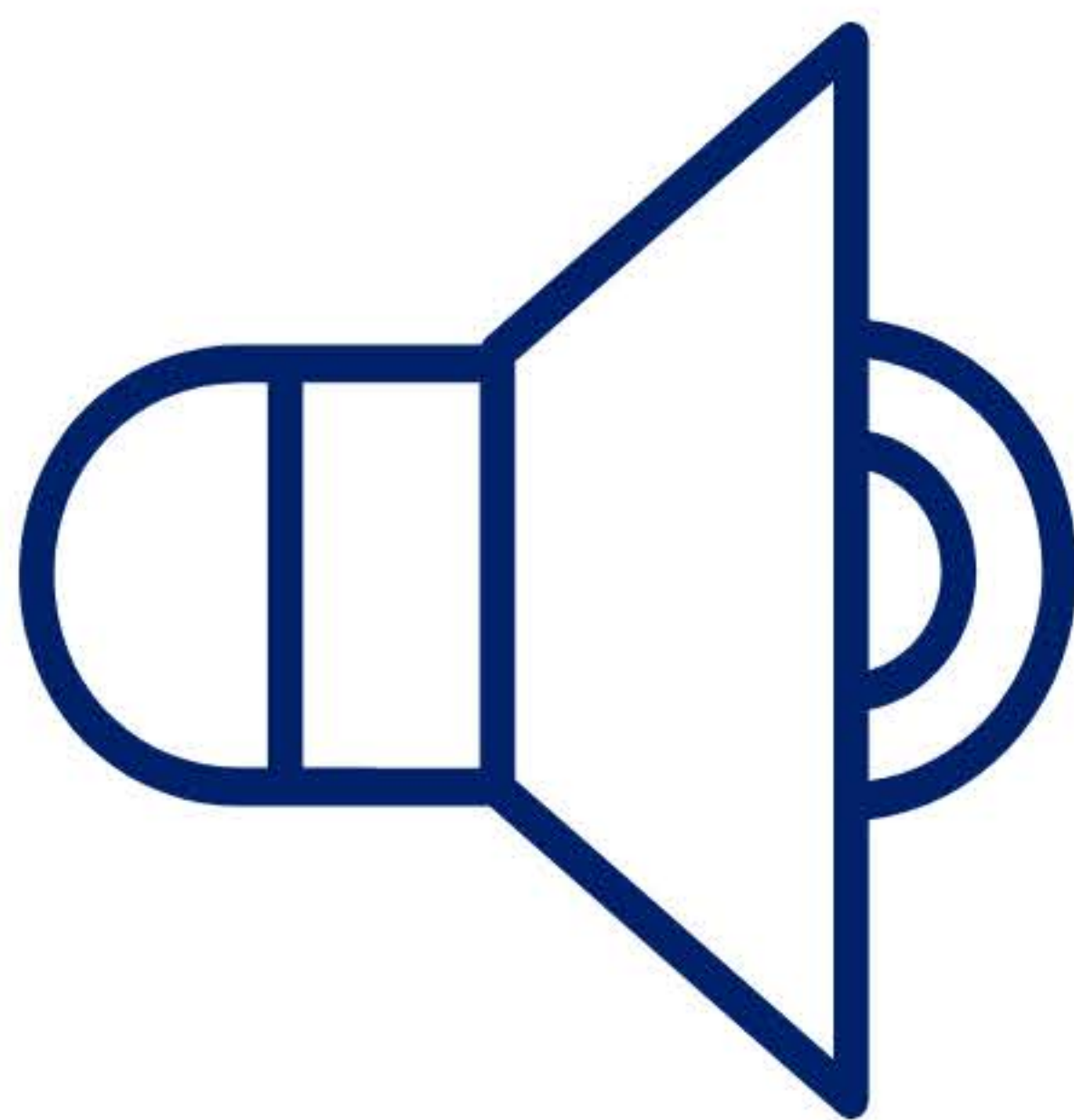


Some Best Practices for Online Instruction

1 Instructor Introductions

Include the following information in the Instructor Introduction section and your welcome announcement:

- Full Name and Title
- Contact Information
- Preferred Form of Contact
- Photo/Headshot of Yourself
- Brief Biography



2 Announcements

There are so many ways to use announcements! We suggest posting at least 1 announcement per week. Your announcements might be used to:

- Welcome Students to The New Module
- Provide Reminders to Students
- Recap Course Material
- Summarize Discussions

3 Discussion Boards

- Engage with Students
- Encourage Meaningful Discussion
- Ask Prompting Questions
- Focus on Content Rather than Word Count
- Utilize a Rubric for Transparency While Grading



4 Grading

- Provide Timely Feedback
- Provide Meaningful Feedback, Written or Recorded (more than the grade)
- Utilize a Rubric
- Provide Comments That Correct Errors and Teach Rather Than Justify Grading Choices
- Guide Student Inquiry and Further Learning Rather Than Providing Answers

ESSENTIAL TOOLS FOR INSTRUCTION WORKSHOP

Schedule

June 10, 2021

Morning Session (9:30-11:25)

Welcome

Blackboard Essentials

Log In / Access

Instructor Dashboard

Course Navigation / Standard 7

Syllabus (Syllabus Activity)

Communication (Instructor Information Activity)

10 minute break

Announcements (Announcement Activity)

Emails

Discussion Boards

Course Administration

Grading

Lunch Break (11:30-12:00)

Lunch will be provided

Afternoon Session (12:05-3:00)

Honorlock Essentials

Honorlock Overview

Honorlock LTI in Blackboard

Possible Errors Encountered

Student Results View

Q & A Session

Techsmith Knowmia Essentials

Knowmia Overview

Accessing Knowmia

Recording in Knowmia

Uploading Videos

Analytics

Video Captioning

Best Practices for Lecture Videos

Introduction Video (Video Activity)

10 minute break

Classroom Technology / Zoom Essentials

Overview of New Classroom Technology

Overview of Technology Set Up

Zoom Connectivity

Zoom LTI in Blackboard

Q & A Session