

Sul Ross Course Development Workshop Topics

(Contact Sandy Bogus at 432-837-8523 or sbogus@sulross.edu to schedule a custom workshop.)

<input checked="" type="checkbox"/>	Topic	Description	Time	Total Time
	Overview of Sul Ross Blackboard Resources	How to access Blackboard; Tour of available resources		1.5 hr
	--Find username, password; login	How to get to Blackboard and login	20 min	
	-- Other login information	How to access email, Banner, Office 365,	20 min	
	-- Blackboard Instructional Resources	Locate Sul Ross Blackboard help resources: https://www.sulross.edu/bb	20 min	
	-- Blackboard Navigation Overview	Define the various content areas of Blackboard; Course menu, Control Panel, Main content area; basics of adding content; the four buttons on the main content area	30 min	
	Course Administration			1 hr
	-- Course Copy	How to reuse content from one semester to the next.	10 min	
	-- Make course available	Courses are unavailable by default. Here is how to open them.	10 min	
	-- Add students/TAs	Manage your roster. Explanation of Sul Ross integration process.	10 min	
	-- Remove Students	Manage your roster. Explanation of Sul Ross integration process.	10 min	
	-- Deny Students access	Instead of deleting, you can deny access.	10 min	
	-- Personalize your course view	View only the courses you want to see on your course list.	10 min	

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	Instructional Design	A crash course in instructional design highlighting the importance of clear learning objectives to keep your content focused for students.		6 hrs
	-- Review Of Design Rubrics	https://www.sulross.edu/sites/default/files//sites/default/files/users/docs/gradcenter/develop.pdf	30 min	
	-- Review of Sul Ross Course Design Guidelines	https://www.sulross.edu/sites/default/files//sites/default/files/users/docs/gradcenter/develop.pdf	30 min	
	-- Introduction to "Backward Design"	https://sulross.blackboard.com/bbcswebdav/pid-371054-dt-content-rid-3836779_1/courses/OCD/process.pdf	1 hr	
	-- Writing clear and measurable course objectives	The first step in designing a course.	1 hr	
	-- Determine how course objectives will be measured and assessed	Review of assessment strategies.	1 hr	
	-- Creating a course syllabus and schedule	Review required elements of syllabus Discuss importance of syllabus as the architectural "plan" for the course.	1 hr	
	-- Create an assessment plan	Actually measuring those course objectives	1 hr	
	Course Organization			3 hrs
	-- Determine how to "chunk" course content	Review of Folders, Modules, Course Menu links	1 hr	
	-- Design Course Menu and navigation	Review course menu and navigation options	1 hr	
	-- Address accessibility issues	Use alt tags, multiple learning styles, accessibility software	1 hr	

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	Blackboard Tools			
	Communication Tools			5.0 hr
	-Announcement Tool	All the possibilities; adding links, emailing; setting dates	30 min	
	-- Discussion Board	Setting up Forums; adjusting settings; different ways to grade	30 min	
	-- Blogs	Blogs vs Discussion Board: What's the difference?	30 min	
	-- Wikis	How to use them, why to use them; examples of their use	1 hr	
	-- Journals	Between you and the student	30 min	
	-- Calendar	What the calendar does for you and the students	30 min	
	-- Collaborate	Web conferencing/Lecture Capture	1 hr	
	-- Email / Course Messages	Blackboard uses Sul Ross email; there is also an internal course messaging system.	30 min	
	Assignment Tool			1 hr
	-- Basic Setup	How to add an assignment. Explanation of settings.	30 min	
	-- SafeAssign	Use as a teaching tool; use a plagiarism detector; direct submit and student submit	30 min	
	Quiz Tool			5.5 hr
	-- Adding questions to the course	Explaining Tests, Surveys and Pools Tool	30 min	
	-- Using Respondus	Installing and setting up Respondus. Formatting questions; importing, exporting; retrieving questions from a course	1.5 hrs	
	-- Using a quiz generator website	https://quondam.csi.edu/blackboard/bbquiz/	30 min	

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	-- Creating questions in Blackboard	Review the 17 question types	1 hr	
	-- Creating a test	Explain the test canvas; how to edit the title	30 min	
	-- Deploying a test	Explain the link; all the test options, exceptions	30 min	
	-- Survey Tool	Explain the differences between quiz and survey tool	30 min	
	Adaptive Release	Create custom rules for content or students	1 hr	1 hr
	Attendance Tool	Track students' attendance	30 min	.5 hr
	Achievements Tool	Award badges and certificates	30 min	.5 hr
	Rubrics Tool	Overview, discussion on creating good rubrics, why to use them		1 hr
	-- Creating Rubrics in Blackboard	How to use the Rubrics tool in Blackboard to create rubrics	15 min	
	-- Points vs. Percentages	Determine how to grade, strategies to make rubrics transferrable	15 min	
	--Attaching rubrics to activities	How to attach a rubric to assignments, Discussion Board, Quiz, etc.	15 min	
	-- Sharing Rubrics	Rubrics can be exported and imported to any course	15 min	
	Date Management	Automatically adjust dates in a copied course	30 min	.5 hr
	Glossary	Explain/Demonstrate glossary	30 min	.5 hr

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	Grade Center			1.5hr
	--resetting attempts	How to recover from students failed submission attempts.	15 min	
	--video feedback	New feature that allows instructor to record feedback for students	15 min	
	--Needs Grading	A convenient option for grading activities.	30 min	
	--Student View and "My Grades" tool	Learn how to see what your students see.	15 min	
	Full Grade Center			1.5 hr
	--Creating Columns		10 min	
	--Creating Calculated Columns	Explain weighted total vs total columns	10 min	
	--Categories	What are they for; how to create them	10 min	
	-- The Manage button	Column Organization; Row visibility; Smart Views	30 min	
	-- Reports	Create Reports; View Grade history	30 min	
	-- Work Offline	Download and save grade center	15 min	
	Groups			1 hr
	-- Setting up groups	Review the different ways to create groups in your course.	20 min	
	-- assigning group activities	Learn how to attach activities to groups	20 min	
	-- grading groups	Learn how to grade group work.	20 min	

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	Portfolio Tool			1.5 hr
	--Creating a portfolio	Creating portfolios, designing and using templates	20 min	
	--Sharing a Portfolio	Sharing portfolios with instructors or other students	20 min	
	--Example Portfolios	View some completed portfolios of Sul Ross students	30 min	
	--Exporting a Portfolio	Students can export and save their portfolio	20 min	
	3rd Party Tools			1.5 hrs
	-- Atomic Learning	Portfolio tutorials, APA Skills assessment; Professional Development	30 min	
	-- Smarthinking	Let them do the first edit of your students' papers! Live online tutors.	30 min	
	--Publisher Tools	LTI Tools; Connect to publisher websites for course content	30 min	
	Other Tools	It takes lots of other support tools to build your course.		5.5 hr
	Image Capture --Snagit/Snip it	Learn about capturing images from your computer screen.	30 min	
	--Basic Image Editing	Adding banner images; resizing images to fit; reducing file size	1 hr	
	--Adding Audio	Free audio programs; compressing files; using your phone	1 hr	
	--Embedding Video YouTube Vimeo Office 365 Streaming	Compressing video files; tips on video production	1 hr	
	--Lecture Capture	Hardware required; Using Collaborate to record; tips for professional looking recordings	1 hr	
	--Web Conferencing	Hardware required; sharing content; recording; linking to recordings Skype; Zoom; Collaborate	1 hr	

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	Content Management	Overview of Blackboards file management		2 hr
	-- Course Content	Where your files go and how to access them	30 min	
	-- Institutional Content	A content area where files can be shared across all courses	30 min	
	-- Managing File size	How to reduce file sizes to keep your course content lean. This speeds up access time for students	30 min	
	-- Managing course size	Keep the overall size of your course within reasonable size limits to avoid the course being deleted by the Blackboard administrator. Clean up duplicate files from multiple course copies.	30 min	
	Blackboard Organizations	An option available for non-academic purposes. Use this feature for academic groups, committees, or student organizations.	30 min	

Pre-requisite Skills:

Below are the minimum skills Sul Ross recommends for students in the [Distance Education Handbook](#). Faculty should have at least these skills also.

Recommended minimum skills for student taking online classes:

Computer	Word-Processing	Email	Internet
<ul style="list-style-type: none">• Write down and understand your computer type (i.e. PC); hard disk size (in MB), memory (RAM), and software programs.• Organize files, rename files, navigate (locate) programs and files, open and close files from the Internet or CD-ROM.• Perform routine maintenance on your computer such as updating and running anti-virus and spyware removal software weekly.	<ul style="list-style-type: none">• Select and open a current word-processing program (such as Microsoft Word or a compatible processor that can save in .doc or .docx format – Microsoft Word format).• Create and format paragraphs and documents, cut and paste text, and change fonts.• Name and save documents as files. Save files in different formats such as .doc and .rtf.	<ul style="list-style-type: none">• Send and receive email messages using the online course email tool.• Attach files to email and open email attachments.	<ul style="list-style-type: none">• Type in URLs and navigate to specific websites. Move backward and forward to websites, use links, scroll bars, bookmarks, and refresh tools.• Use search engines, such as Google, Yahoo!, and others. Identify sites with relevant information and bookmark those sites.• Create and organize bookmarks.• Maintain recent versions of Web browser by down-loading latest versions from the Web. Activate certain features of your browser such as "cookies" and Java Script.