

## **Course Descriptions for Blackboard CE 8 Face-To-Face Training Sessions Fall Semester 2009**

### **The Blackboard Grade Book**

The Blackboard Grade Book is a very versatile tool that allows you to record, calculate, and share grades with your students through Blackboard. The course covers:

- Navigating the Grade Book
- Creating grade columns
- Entering and changing grades
- Creating columns that calculate grades
- Creating columns that assign letter grades based on your grading scheme
- Sorting information in the Grade Book
- Releasing grades to the students

### **Blackboard Communication Tools**

Blackboard has a robust set of asynchronous (not live) discussion options. This tool is great for keeping the discussion going between classes, is the heart of most online courses and is perfect for an online session of a face to face course. The course covers:

- Threaded Discussions – the classic style of discussion, great for structured or complex conversations
- Blog discussions – great for simple discussions or reporting
- Journal discussions – allows the set up of private or public journals
- Blackboard Group Manager Tool – allows the set up of groups in Blackboard which can be used with the Discussion Tool or most other tools and objects in Blackboard.

### **The Blackboard Assignment Tool**

The Blackboard Assignment tool allows students to turn in assignments through Blackboard. The course covers:

- Create Assignments in Blackboard
- Make assignments individual or group work
- Upload files needed to complete the assignment
- Use the Assignment Drop Box to organize and grade student assignments
- Return graded assignments to students through Blackboard
- Creating a Blackboard Grading Form (rubric tool)

## **Presenting Content in Blackboard**

The Blackboard Web Site tool allows you add hyperlinks to outside web sites.

The Blackboard Learning Module tool is an organizing tool that you can use to easily group together content and Blackboard tool activities. The Learning Module uses an outline format that can be set up to be navigated by students in many different ways.

The course covers:

- Three different ways the Learning Module can be formatted
- Create a Learning Module
- Adding Files and Blackboard tool activities (web links, assignments, discussion topics, assessments, chat rooms)
- Formatting the Learning Module

## **The Blackboard Assessment Tool (Quizzing)**

Blackboard's Assessment Tool is very flexible and allows the creation of quizzes that are graded automatically by Blackboard or by the instructor. The course covers:

- The process of creating assessments
- The nine different types of questions
- Using the question database
- Randomizing quiz questions
- Setting up the quiz delivery options
- Grading quizzes
- Quiz reports

## **Respondus: A Blackboard Quiz Creation Helper Program (The Blackboard Assessment Tool training session is a prerequisite for Respondus Training)**

Respondus allows you to create a quiz in Microsoft Word and convert it and upload it to your Blackboard course in a fraction of the time it takes to create a quiz in Blackboard.

Respondus is also a stand alone quiz tool that allows you to create quizzes for Blackboard or handing out on paper.

- How to request the Respondus software be added to your SLU computer
- How to format a Microsoft Word document for importing to Respondus
- How to export a Respondus quiz to Blackboard
- How to create a quiz in Respondus