Instructor Responsibilities for Course Setup in Blackboard

- All Concordia courses are available at https://concordia.blackboard.com
- Login in with your usual Concordia credentials
- On the "Institution" Page look for your course in the section titled "My Courses"
- Open the link to your course.

Contact blackboardsupport@cuw.edu with any concerns.

To set up your course for student access please do the following tasks:

When you open a course look for the "Instructor Materials" Folder in the Course Menu on the left side of the screen. - If you don't see the Instructor Materials folder, check that the Edit Mode is turned on. - The Edit button is in the upper right corner of the Blackboard page, below your profile name -	
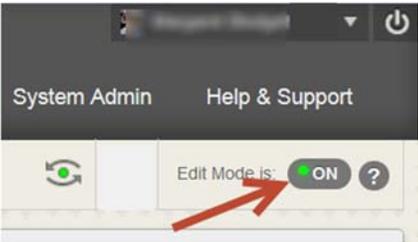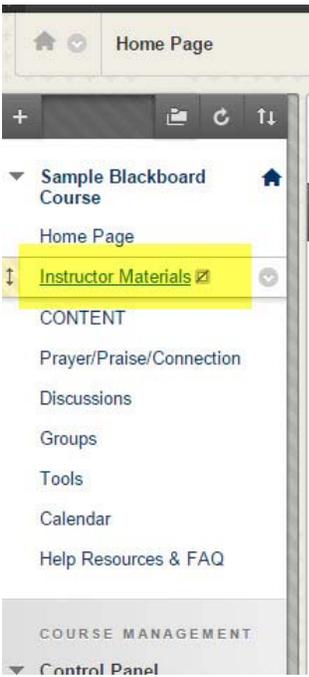
When you open the Instructor Materials folder you will find links to the files you need to review. These may include:
- Instructor Checklist
- Course Syllabus/Schedule
- Instructor Bio information
- Course welcome message

The Instructor Checklist tells you what you need to do before the course starts.

(a sample of the Instructor Check list is shown on the last page of this tip sheet).

You will post the Syllabus/Schedule and Course Welcome message in the "CourseInfo/Q&A" discussion forum.

- Open the Content link on the course menu. The discussion forum appears at the top of the Content page.

- Open the forum by clicking on the name "CourseInfo/Q&A"

- Choose the "**Create Thread**" button to start a new message.

This is a sample of a Welcome Message with the Syllabus attached.

In most cases the Instructor Materials folder will have a suggested Welcome Message for you to copy/paste into the forum message. You are welcome to edit this message as you see appropriate for your students.

Some information you might want to add to this message includes:

- Your expectations on course participation
- Notes about the course schedule
- Overview of major course assignments
- How to contact you
- How to address you (i.e. by your title or by first name).
- Invite students to review your biographic information that you will post in the Prayer/Praise/Connection forum (see instructions below).
- Also in the welcome message, invite student to post their introductions in the Prayer/Praise/Connections forum.

Margaret Blodgett
Welcome to the Course

Welcome to ED 777

Educational Tools and Techniques

I am your instructor for this course. This course covers information related to your future practice.

We will work collaboratively for the next 8 weeks from August 24 through October 18, 2014.

Finding Your Assignments

Each week you should first access the weekly folder found under the CONTENT tab. The Weekly assignment description sheet appears first. On this page you will find all the readings, assignments and overview informa... the week's activiites. Be sure to read through all of the instructions carefully before you start working on the a... The items that require particpation/submission will appear below the instructions

Participating "In Class"

Our online courses rely heavily on the use of interactive activities and discussions. We will also review the Bb... tools for course participation in depth during the coming weeks, but for now you only need to know how to us... and discussion tools.

Collaborative Learning

You will likely feel frustrated and unsure of what you are doing during the first week or two. That's a common... experience. Students often think that everyone else is better at using technology, but the reality is that there i... learning curve anytime we tackle a new tool. Bb Learn is a very accessible program but because it is a new en... to you, you may feel a bit confused at first. The good news is that we will get you comfortable with Bb Learn v... quickly! Spend the next few days exploring the system and do the best you can! Feel free to ask your classmat... for assistance. Just because you are learning at a distance, you don't have to figure everything out on your ow... find that the course activities require regular collaboration with your instructors and peers.

Open the course syllabus to review the requirements for successful participation, grading information, and co... policies. If you have any questions, please post them in the CourseInfo/Q&A discussion forum.

OT201_Student_Syllabus_Fall2014.pdf

Feel free to contact me via CUW email (margaret.blodgett@cuw.edu). It's also OK to call me if a voice convers... preferred. The best number to reach me at is 1-262-527-6099.
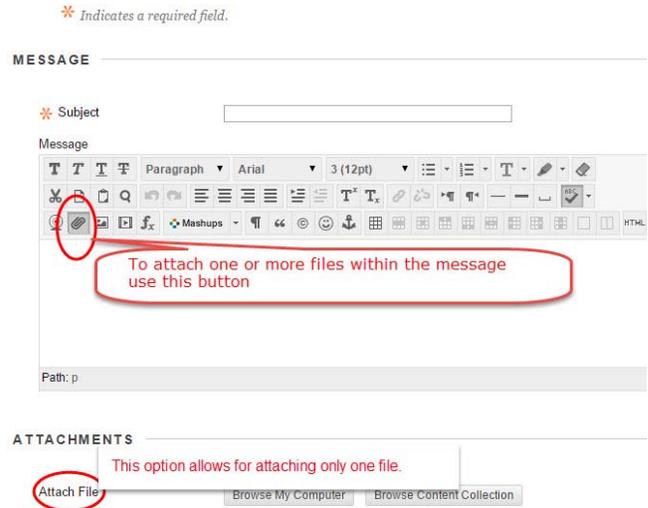
OK, time to dive in and get your feet wet!! The water is fine...

Dr. Margie Blodgett
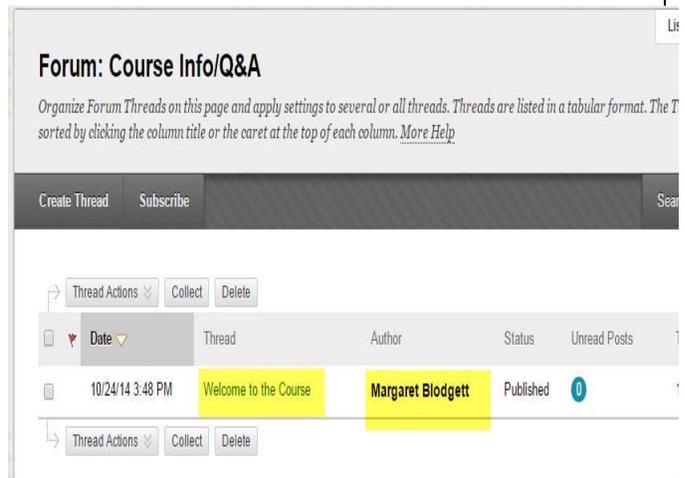**Instructor/Facilitator,**

Reply   Quote   Edit   Delete

|	
Attach the course syllabus/schedule to the Welcome Message • Use the "Insert File" button from the tool bar to attach your syllabus file to the Welcome message. • You can use the "Insert File" button to attach one or more than one file, such as when you have a syllabus and separate schedule. • If you use the "Attach File" link below the message window you will only be able to attach one file.	
This is a view of how your completed post appears in the forum list.	
Then open the link to "Prayer/Praise/Discussion" in the course menu.	
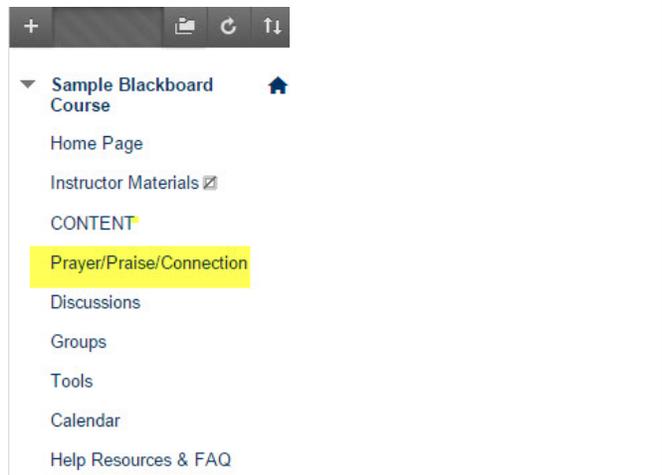
Post your Instructor Bio information in this forum.

- Share information about your educational and professional background.
- Share personal information as you choose.

As students start the course:
- Review students' introductions in this forum and click on the "Reply" button in their message to welcome them individually.

Thread: Dr. Blodgett's Bio

Select: All None
Message Actions   Expand All   Collapse All

Margaret Blodgett ⭐
Dr. Blodgett's Bio

Welcome to this class. I thought you might like to know about my background a information about yourself in this forum. Use the "Create Thread" button to sta

Also, you can use this forum throughout the course to post any prayer requests, with your classmates.

Dr. Blodgett's Bio:

- Bachelor of Science - Occupational Therapy, University of Wisconsin- Madison
- Master of Science - Computer Science Education, Cardinal Stritch University
- Educational Specialist - Computer Technolgy in Education, Nova Southeastern Univers
- Certified Online Instructional Designer, Capella University
- PhD, Education, Capella University

- I serve as Associate Professor is the School of Health Professions (Occupational Ther
- I also serve as the Online Faculty Mentoring Specialist for the Office of Continuing and
- My interests are in technology applications that assist individuals with their life's occup independent functioning, effective communication, and access to education for anyone desired life activities.
- My husband, Ken, and I reside in Milwaukee and are the parents of Nathan, an actor liv

Reply   Quote   Edit   Delete

The following is an example of the Instructor Checklist that you will find in your Instructor Materials folder.

Checklist for Instructors
Prepare Your Course in Blackboard Learn

Review information contained within the Instructor Materials folder.

Complete the following steps before your students start work in your course.

Syllabus
- You will post the syllabus (and course schedule, if separate from the syllabus) for student view.
  - o Find the syllabus/course schedule in the Instructor Materials section.
  - o Download the syllabus/course schedule.
  - o Add updated instructor contact information to the syllabus.
  - o Save the document as a pdf. (See Welcome Message instructions for posting the document.)

Welcome Message

- Post a Welcome Message for students in the Course Info/Q&A discussion forum.
    - Go to the Discussion link on the Course menu
    - Click on the Course Info/Q&A discussion forum
    - Click "create a thread"
    - Compose a message using the suggested "Welcome message" file posted in the Instructor Materials section. You are welcome to edit this message to fit the needs of the students for the current semester.
    - Make sure to post the syllabus/schedule in .pdf format within the Course Info/Q&A forum (attach the pdf files using the attachment button). This will enable students to view & download the updated syllabus with your contact information.

Personal Introduction

- Post a brief Instructor Bio and Photo in Prayer/Praise/Connection discussion forum using the files posted in the Instructor Materials section. You are welcome to edit this information to keep it current and relevant to the course you are teaching. It is suggested that you copy/paste the text into the discussion message for ease of access in the discussion forum.
- Encourage students to do the same.

Discussion Prompts (only if discussion forums exist in the course)

- Locate the discussion forum questions/prompts in the Instructor Materials section (if there are discussions within the course).
- Before the course begins, create the discussion threads by using the "Create Thread" button in each discussion forum. Copy/Paste the prompts into the discussion post. Window.
- *Please note: Students will not be able to post their responses until the instructor threads posted.*

Other Announcements

- Consider posting other important announcements to greet your students, to inform them how best to communicate with you and to remind them that they must check their Concordia email regularly.
- Post any other important documents (if any) from the Instructor Materials section into the Course Info Q&A for the students to view.

Other Settings

- Set group settings if applicable for your course activities.
- Set test availability exceptions if you have students who need accommodations on timed tests.

Review the course content within each week of the course.