CCRI – Online Learning

Blackboard Technical Skills

The Distance Learning policy requires familiarity with Blackboard to teach online. This document outlines a series of tasks that faculty should be confident in their ability to complete independently and be aware of the impact those tasks have on the student experience.

This list includes commonly used tools and tasks for online courses based in Blackboard. It is adapted from the Faculty Technology Readiness list and developed in coordination with the Instructional Support team and the Online Learning office.

The list is in two parts – tasks that all online faculty should be familiar and those dependent upon your course design and the use of any other online tools, such as publisher websites.

All Online Faculty

Control Panel
- [ ] Set Course Availability
- [ ] Manage course files and course size
- [ ] Copy Course
- [ ] Archive Course

Create/Edit Course Menu
- [ ] Edit Mode On/Off
- [ ] Add Tools to Course Menu
- [ ] Add Content Areas to Course Menu
- [ ] Hide/Show Course Menu
- [ ] Hide/Show menu links to students
- [ ] Access Student Preview

Create and Add Items and Tools to Content Area
- [ ] Create a Folder
- [ ] Upload a file within content area
- [ ] Create an Item
  - o Attach a file/document
- [ ] Use the text box editor
  - o Format text
  - o Embed a link within text
- [ ] Create an External Link
- [ ] Edit & delete items in Content Area

Facilitate Engagement
- [ ] Create Announcement
- [ ] Send Email

Course Design-Dependent Skills

Based on your selection of teaching tasks to conduct within Blackboard for your course, you will want to be familiar with some or all of the below.

Create and Add Items and Tools to Content Area

- ☐ Embed Video using YouTube Video Mashup
- ☐ Embed Video using Medial

Facilitate Engagement

- ☐ Create Discussion Forum
- ☐ Link to a forum within a content area
- ☐ Create a Blog and/or Journal
- ☐ Link to blog and/or journal in a content area
- ☐ Create a Group and Group Set
- ☐ Assign students to a group
- ☐ Link to Groups area

Activities & Assessment

- ☐ Create an Assignment
- ☐ Enable SafeAssign
- ☐ Create a Test, Quiz, or survey; and apply test options
- ☐ Apply 3 or more question types
- ☐ Deploy a Test within a content area

Grading & Feedback

- ☐ Create and edit columns
- ☐ Re-arrange column order
- ☐ Enter and edit grades
- ☐ Grade submissions (Assignments, Tests, Discussions)
- ☐ Create calculated columns (e.g., final grade)
- ☐ Create a basic rubric
- ☐ Attach rubric to graded item