
FACULTY GUIDE: BUILDING THE BLACKBOARD COURSE

INTRODUCTION

This document assists course development by guiding the course developer through the process of adding content in this Blackboard shell. It is designed to be used after the course developer has determined the key course elements (modules, schedule, and syllabus), has gathered or created your materials, and is ready to begin adding information into Blackboard.

Most sections of this Blackboard shell have content items with Instructor Notes that provide specific guidance in each section.

BLACKBOARD SHELL DEVELOPMENT OVERVIEW

This section provides an overview of the process of adding material to your course:

1. Prepare Module 1 and have it reviewed
2. Add materials to other modules
3. Stage other areas of course: Start Here, Syllabus, Faculty etc.
4. Archive the Course Template and Import into the “true” course
5. Final steps

BLACKBOARD SHELL DEVELOPMENT DETAILS - TO DO LIST

MODULE 1 PREPARATION

- Look at each element in Module 1 and decide how each section will be used.
- Remove or hide (i.e. make unavailable) sections that will not be used
- Add content to each section in Module 1
- Have Module 1 reviewed and make any suggested changes.

REMAINING MODULE PREPARATION

- Using Module 1 as a guide, prepare the remaining modules.
- Decide on the availability of each module, assignment, and assessment and edit the items if necessary to reflect the decision.

STAGE OTHER KEY AREAS OF COURSE

- Go through each content area in **Start Here**. Add additional information that will help students navigate the course as you have designed it.
- Prepare an initial **Announcement** to go out to the students. It should include information to direct students to the Start Here and provide information about books to purchase, etc.
- Upload the syllabus (.pdf format) in the **Syllabus** section
- Edit or replace the table in **Course Information**.
- In **Student Tools**, determine if there are any tools that you don't wish the users to see.
- Update the **Office Hours** section according to the directions.

COURSE ARCHIVE

The shell needs to be Archived and Imported into the course assigned to you by the University – the course that has the student enrollment. This should be coordinated with the Instructional Design support in the College of Business – see Dr. Zirger to arrange the course copy.

- Perform Course Archive
- Perform Course Import

FINAL STEPS

- Decide when to make the course available and set that under Control Panel/Customization/Properties.
- Craft an initial email to go out to students. Include when the course will become available and any information about materials that need to be purchased.