

Creating a course from a template in Blackboard

Administrator

1. Go to the file where you intend to build the course (example – “Build Courses Here”)
2. Click “Create Course” and label it with the topic name (example – ENGL)

No other boxes need to be filled out

3. Open the folder you created, then click “Create Section”

Add title (example – 1010)

If desired, assign content.

(Edit Properties – right click) To copy another course into this one, click “copy content from another section” and then browse to select the section.

To assign template only, select that option

No other boxes are necessary.

4. Save
5. Add users by clicking on the section you created

Add yourself (and others, if necessary) to “section instructor” and “section designer”

NOTE: to access these courses, you will need to log out of Blackboard then log in.

Designer

Connect to course

1. Open Blackboard in the usual manner.
2. Select the desired course in “My Blackboard”
3. Click on the “Build” toward the top of the page.
4. Click on “Course Content” just beneath the “Build” tab in the Course Tools section.
 - a. In the right-hand corner, click on “Page Options” and select “Edit Header”
 - b. In the pop-up window, find the section name in the <h1> tags. Change to correct course name. Click “Save”. If the title is too long or isn’t placed as desired, this will be changed later.
 - c. On the main page, add more content links, if desired.
5. Click on “file manager” link in the “Designer Tools” section (located under “Course Tools”)
 - a. In the page that opens, there is a drop-down menu next to the words “File Manager” at the top. Select “view webDAV info” in this menu.
 - b. Copy the contents of the box that says “Folder Path:”, then close that window by clicking “ok”.
6. Open Dreamweaver (See also tutorials at <http://it.usu.edu/fact/htm/software-tutorials>)
 - a. There should be a right-hand column open marked “Files” at the top. IF this is not open, click “Window” at the top and select “Files.”
 - b. In the drop-down box under “files” in the right column, select “manage sites”
 - c. Click “new” and then select “site”.
 - d. Go to the “Advanced” tab if it is not already opened.
 - e. In “Local Info” add a site name and local folder. This is how the site is located on your computer. An easily identified name (i.e. ENGL1010) is advisable.
 - f. Click on “remote info” in the left column, then select “webDAV” as the access type.
 - g. In “URL” window, paste the information copied from the Blackboard course. Add your Blackboard login and password, then click ok to save
 - i. If desired, select “Automatically upload files to server on save.”
 - ii. Click “ok” to save information.
 - iii. Click “Done” in the “Manage Sites” popup window to close that window.
 - h. Click the little plugs under the course name in the files section to connect to the Blackboard course

Content Aggregation

1. Gather materials
 - a. Be sure you have all resources
 - i. Pdf files
 - ii. Images
 - iii. Documents
 - iv. Videos
 - v. Sound files
 - vi. Etc.
 - b. Prepare folders and an organizational structure
2. Download everything into a file on your desktop/documents
 - a. textbook and course info
 - b. syllabus
 - c. professor information
 - d. course materials
 - e. any other necessary info

Ready to build – basic info

1. Go to Dreamweaver.
2. In the “Begin Here” section, open “welcome.html”
3. Update “welcome” in Dreamweaver and upload to site
 - a. After you are connected to the course in Dreamweaver, click on “Begin_Here” and then on the welcome.html page
 - b. Where it reads “Welcome to Class” change to “Welcome to ____” (Course name)
4. Update “instructor information” in Dreamweaver and upload to site
5. If there are other pages in the “Begin Here” section, these will need to be
 - a. Created
 - b. Uploaded
 - c. Connected to the Begin Here learning module
 - d. Re-ordered (placed in the correct order within the learning module)
 - e. If there are any video or audio files, create a folder on your desktop with a specific name for EACH video. Place the video inside with any supporting files. Create a course folder on the desktop and drop all of the specific video folders into the course folder. These will be handled last.
6. Syllabus
 - a. Delete syllabus from file manager and upload new syllabus
 - b. In “Course Tools” select “Syllabus”
 - c. Select “Browse...” and locate the syllabus location
 - d. Look to ensure the correct syllabus has uploaded
 - e. In the “Course Tools” menu, click on “Course Content”
 - f. Select “Syllabus” and verify that the correct syllabus is now showing

7. Verify that links work using “Student View.” Check the “Begin Here” and “Syllabus” sections.

Curriculum/Course Materials

1. Read syllabus and browse materials to become familiar with course layout
2. Create course map. This should be done in conjunction with the Subject Matter Expert (SME). **MORE DETAILS: Some of the tools you may use to build this course are the course map, workbook, SME Inventory and other tools.**
3. Create units in the file manager with a placeholder html page in the unit
4. Create Learning Modules in the Course Tools menu
 - a. Ensure “Numbering” (under Table of Contents) is set to “none”
 - b. Make sure the first page of learning module is set to “The first page in the Table of Contents”. This is the default, but occasionally gets switched. If later the page does not display, this may be why.
 - c. Save learning module
 - d. Repeat for total number of learning modules
5. Re-order Learning Modules, if necessary
6. Create placeholder discussions
7. Create placeholder assignments
8. Create placeholder assessments
 - a. **IMPORT ASSESSMENTS**
9. Create Learning Modules
 - a. Open the learning module for Unit 1.
 - b. Connect the html page to the Learning Module
 - i. To do this, click “Add File” in the Unit 1 module
 - ii. Browse for the unit 1 html page
 - iii. NOTE: For units 2 through the end, if you copy Unit 1 into the other units, this page may say “Unit 1” in all other modules. This can be fixed by clicking on the down arrow next to “Unit 1” once it is uploaded. Select “Edit Properties” and change “Unit 1” to the correct unit number.
 - c. Connect all relevant discussions, assignments and assessments to the Unit 1 module
 - i. This is done by selecting “Add Content Link” in the Unit 1 module
 - ii. Select appropriate type (assessment, assignment or discussion)
 - iii. Select correct material
 - d. Repeat for all modules
10. Connect Learning Modules to Course Materials menu
 - a. Click on “Course Content” under the “Course Tools” menu
 - b. Select “Course Materials”
 - c. Click on “Add Content Link” at the top of the page
 - d. Select “Learning Module” then scroll to the first Learning Module you would like to add (Multiple files can be added at once)

- e. Repeat for all Learning Modules
- 11. Upload materials to unit folders in file manager (pdf files, pictures, documents)
- 12. Edit HTML pages in Dreamweaver
 - a. Review content pages for proper layout
 - b. Make sure title is correct both at the top of the Dreamweaver page and in the document. If working on units 2 or above, I recommend doing a “find and replace” where “Unit 1” is replaced with “Unit X” (X being replaced with the appropriate number.)
 - c. Verify the heading in <div id=“banner”> is correct
 - d. Follow the template in adding content and links to the page
 - e. Add in links to assignments, assessments and discussions using the javascript examples provided
 - f. Delete unused sections
 - g. Check that each page works and looks good.
 - h. Save your work and upload to server
- 13. Edit/add content to discussions, assessments and assignments

Images

1. Upload all banners and course images to an image folder. Most developers upload pictures either into the individual course folders, or into the global folder.
2. In each html page where an image appears, create the image tag.
 - a. This should be a relative link (i.e. “whatever.jpg” or “../global/images/whatever.jpg”)
 - b. If the image takes the place of necessary text, add an “alt” tag
3. If the image is a banner, place it in the banner div, or in the case of a Blackboard-created page, in place of the banner div.
4. Verify that the image looks as it should, and is positioned correctly.
 - a. If it is incorrect, the image will have to be adjusted in the CSS sections (below)
 - b. Verify that the image is correct in both Internet Explorer and Firefox

CSS

1. If it is not necessary, leave the CSS alone
2. If changing the CSS is necessary, locate the div which contains the picture you have added.
3. Change the CSS as needed
 - a. Most changes will be with padding and margins
 - b. Additional CSS information can be added, as necessary

Video/Audio Files

1. Collect audio and video files, and any other supporting files.
2. Organize the files into folders, and all the sub-folders into a main folder
3. Place the main folder on the projects drive or transfer drive. Note the location
4. Notify the Instructional Designer in charge of the course that there are media files ready to be processed. This is best done through e-mail.
5. Once files have been processed, you will receive a list of the links for the files
6. Update links to all the media files in the course html documents

Verify course

1. Make sure all links work and course is in working order.
2. Submit information about completion to all interested parties.

Instructor/SME Verification

1. The Subject Matter Expert will review the course
2. Changes or problems will be noted
3. Change the course, as directed
4. When completed, notify interested parties

Course Evaluation (Based on Rubric)