

Three Rivers Bb Learn Template

March 2012

This presentation shows the construction of the Three Rivers Community College Blackboard Learn template which can be downloaded and applied by the faculty member into any hybrid, online, or on-campus course. The content items are basic and designed to save faculty time in getting their courses up and running but all inclusions are examples of best practices when materials are provided electronically to students.

Announcements

- The Announcements page is set as the landing page, the first page a student sees when entering the course.
- This is customizable; the landing page can be changed by the faculty member.

The screenshot displays a course management interface. At the top, there are two tabs: "Blank course for template" and "Announcements". The left sidebar contains a navigation menu with the following items: "Blank course for template", "Announcements", "Student Alerts", "Syllabus", "Getting Started", "Course Content", "Discussions", "My Grades", "Help & Tech Support", "College Support Resources", and "Contacts". Below the sidebar is a "COURSE MANAGEMENT" section with a "Control Panel" and sub-items: "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", and "Customization". The main content area features the Three Rivers Community College logo at the top. Below the logo is a blue header with a speaker icon and the word "Announcements". The main text area contains a welcome message: "Welcome to this course!" posted on Wednesday, January 11, 2012. A red instruction reads: "INSTRUCTORS: This is a sample welcome message. Please personalize it and then delete this line." Below this is another "Welcome to this Course!" message with instructions for new students. A bulleted list follows: "Every time you log in, you will ALWAYS see any course announcements first. Be sure to read them so you don't miss important course-related information.", "If you have general questions, post them to the Course Questions discussion forum.", and "Please do not email or contact the instructor with questions until you have carefully reviewed the 'Getting Started' information, and the course Syllabus." At the bottom, it says "Now click 'Getting Started' in the course menu at left."

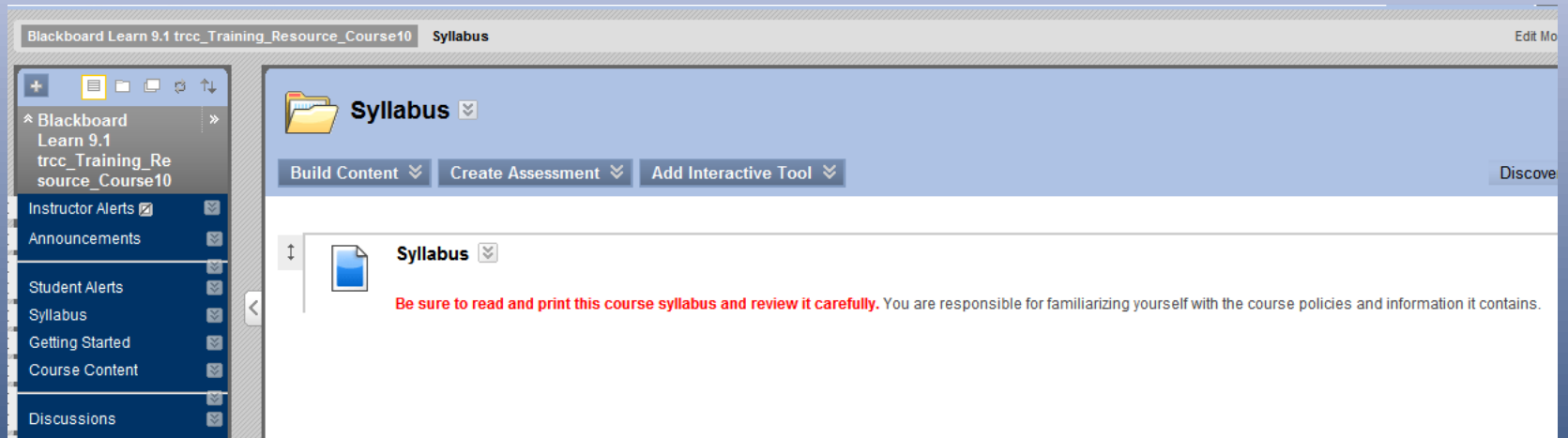
Student Alerts

- Two modules are included but others can be added by the faculty member.
- These can be removed by the faculty member.

The screenshot displays the 'Student Alerts' interface within a learning management system. The top navigation bar shows 'Blank course for template' and 'Student Alerts'. The left sidebar contains a 'Control Panel' with options like 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', and 'Users and Groups'. The main content area is titled 'Student Alerts' and features two primary sections: 'To Do' and 'What's New'. The 'To Do' section includes a date selector set to '03/22/2012' and lists categories such as 'What's Past Due', 'What's Due', 'Today (0)', 'Tomorrow (0)', 'This Week (0)', and 'Future (0)'. The 'What's New' section lists 'Content (8)' and 'Courses/Organizations (1)'. A status bar at the bottom right indicates 'Last Updated: March 22, 2012 10:40 AM'.

Syllabus

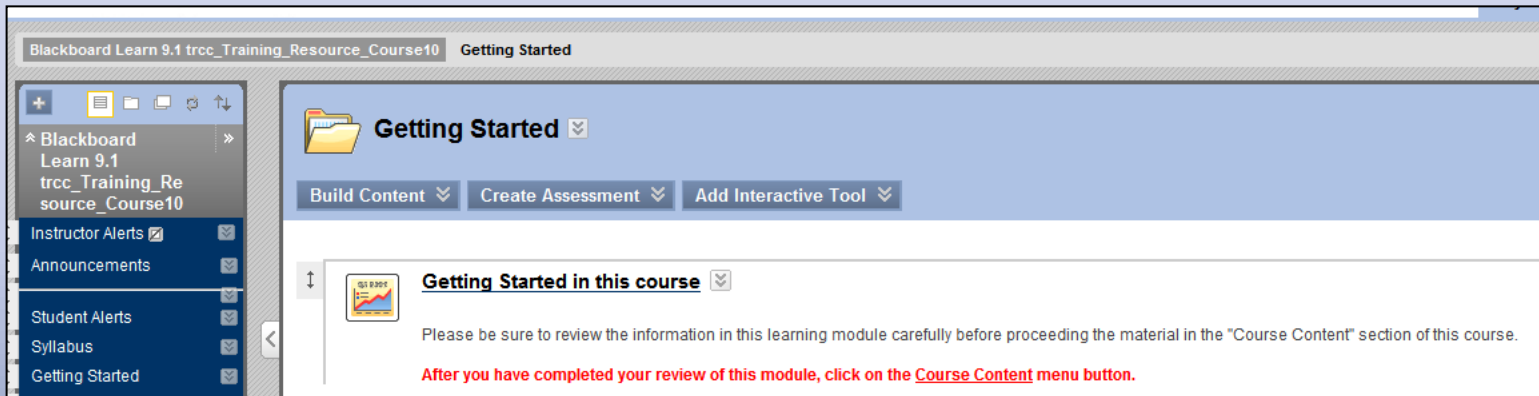
- A syllabus course content area is provided.
- The syllabus can be uploaded to this area as a file or copied and pasted to an item.
- The content area can contain several syllabus components as separate items such as syllabus, course outline, academic honesty/course contracts; grading policies, etc.



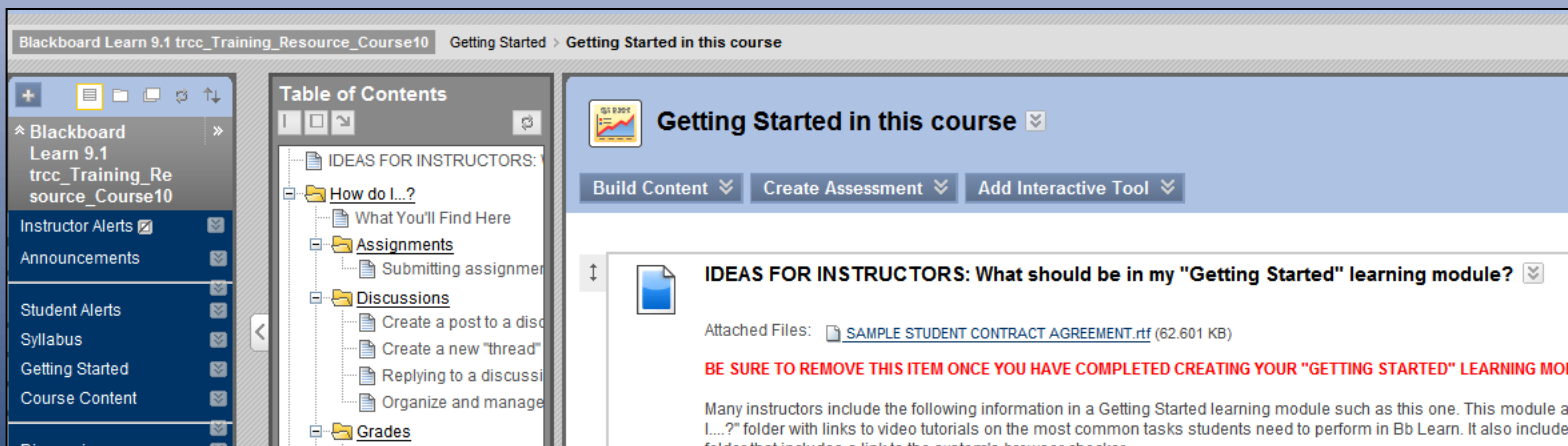
The screenshot shows the Blackboard Learn 9.1 interface for a course titled "trcc_Training_Resource_Course10". The main content area is titled "Syllabus" and contains a folder icon and a document icon labeled "Syllabus". Below the document icon, there is a red text instruction: "Be sure to read and print this course syllabus and review it carefully. You are responsible for familiarizing yourself with the course policies and information it contains." The left sidebar shows a navigation menu with options like "Instructor Alerts", "Announcements", "Student Alerts", "Syllabus", "Getting Started", "Course Content", and "Discussions". The top navigation bar includes "Build Content", "Create Assessment", and "Add Interactive Tool" buttons.

Getting Started

- The Getting Started link provides prebuilt Learning modules that can show students how to use Bb Learn. It can be customized.



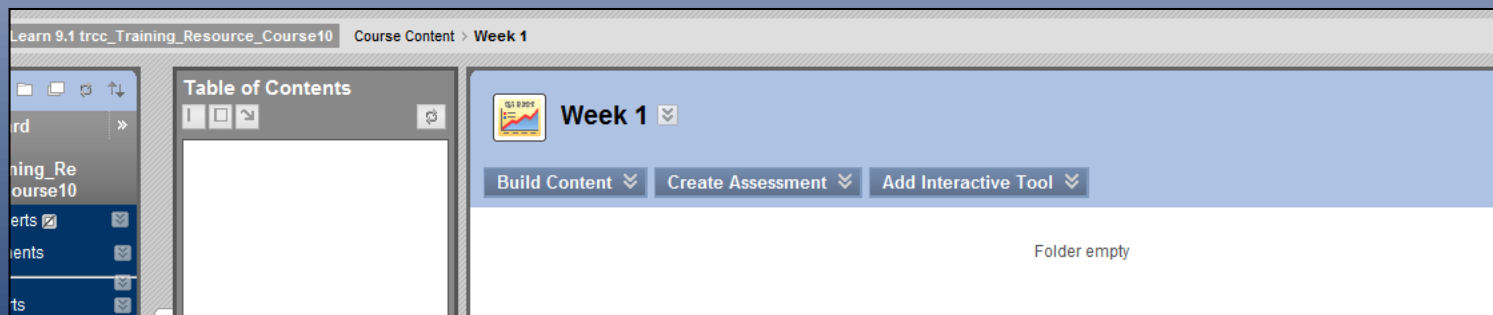
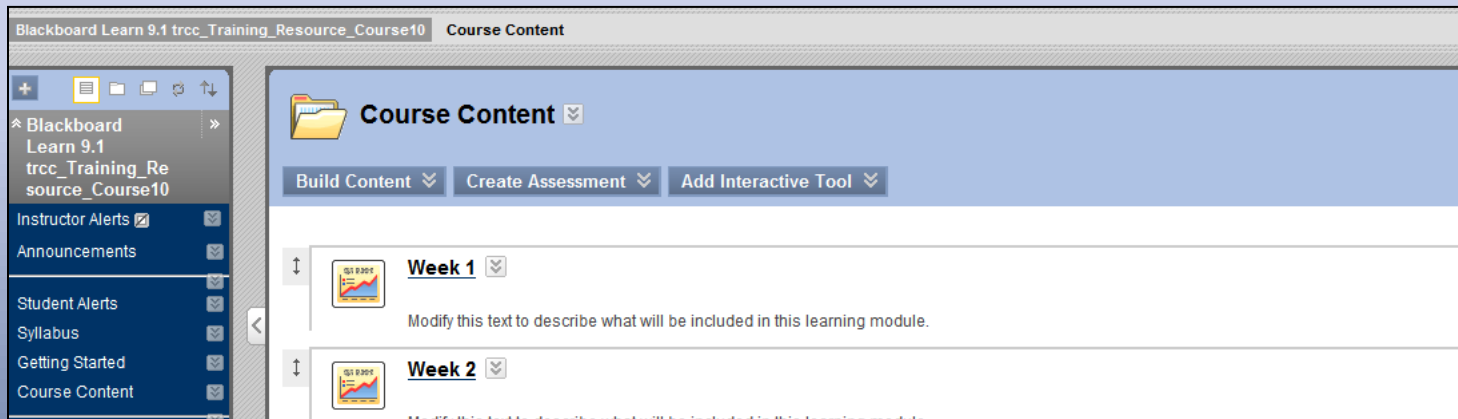
This screenshot shows the Blackboard Learn 9.1 interface for a course titled "trcc_Training_Resource_Course10". The page is titled "Getting Started". On the left, a navigation menu lists various course tools: Blackboard Learn 9.1, trcc_Training_Resource_Course10, Instructor Alerts, Announcements, Student Alerts, Syllabus, and Getting Started. The main content area features a "Getting Started" folder icon and three buttons: "Build Content", "Create Assessment", and "Add Interactive Tool". Below these is a section titled "Getting Started in this course" with a small icon. The text in this section reads: "Please be sure to review the information in this learning module carefully before proceeding the material in the 'Course Content' section of this course. After you have completed your review of this module, click on the [Course Content](#) menu button."



This screenshot shows the Blackboard Learn 9.1 interface for the same course, but now displaying the "Getting Started in this course" learning module. The navigation menu on the left is updated to include "Course Content". The main content area has a "Table of Contents" sidebar on the left, listing sections like "IDEAS FOR INSTRUCTORS: How do I...?", "What You'll Find Here", "Assignments", "Discussions", and "Grades". The main content area is titled "Getting Started in this course" and includes the same three buttons as the previous screenshot. Below these is a section titled "IDEAS FOR INSTRUCTORS: What should be in my 'Getting Started' learning module?". This section includes an "Attached Files" area with a file named "SAMPLE STUDENT CONTRACT AGREEMENT.rtf (62.601 KB)". A red warning text states: "BE SURE TO REMOVE THIS ITEM ONCE YOU HAVE COMPLETED CREATING YOUR 'GETTING STARTED' LEARNING MOD". The bottom of the page contains introductory text about the learning module's purpose.

Course Content

- The Course Content link contains a learning module for each of the 15 weeks of the course so that the faculty member can add his or her own materials, assignments, assessments, activities, etc.
- This should be the main work area of the course.



Discussions

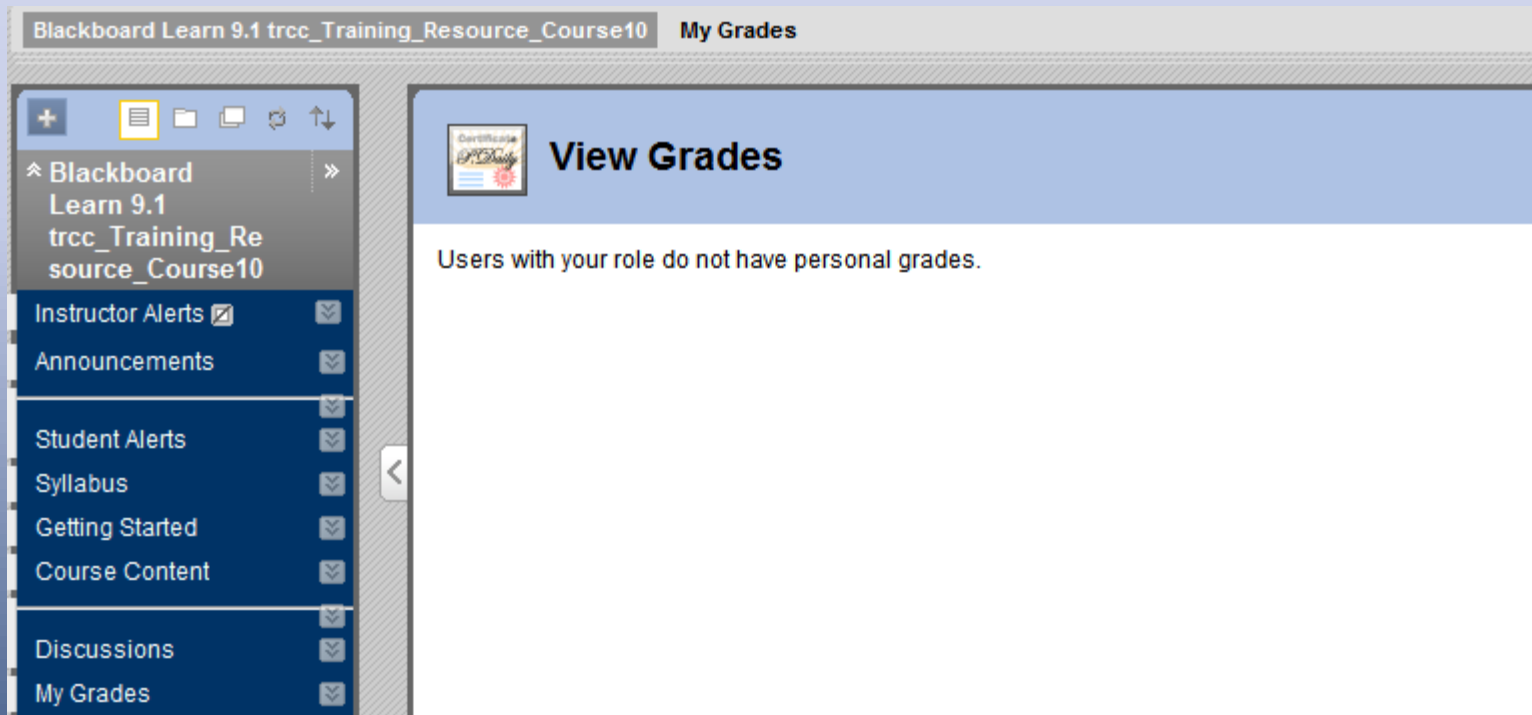
- Although a faculty member is free to change in any way, add, or remove the discussion forum, the two forums that are recommended for all courses (Questions about the course and a free discussion) are prebuilt.

The screenshot shows the Blackboard interface for a course. On the left is a navigation menu with items like 'Instructor Alerts', 'Announcements', 'Student Alerts', 'Syllabus', 'Getting Started', 'Course Content', 'Discussions', 'My Grades', and 'Help & Tech Support'. The main content area is titled 'Discussion Board' and includes a 'Create Forum' button and a search bar. Below this is a table listing two prebuilt forums.

	Forum	Description	Total Posts	Unread Posts	Total Participants
↓	Questions about the Course	Please post general course questions here--that way, everyone can see both the question and the answer! If you know the answer to a question another student has posted, you are encouraged to post a Reply to that person's question. The only time to contact the instructor directly (by email or message) is if your question is of a confidential nature or relates to a grade you have received. Otherwise--the question should be added to this discussion forum.	0	0	0
↓	Hallway Discussions	This is a free and unmonitored forum for non-class related items. Post any comments you want here, of course always following the class etiquette I have outline for you.	0	0	0

My Grades

- This is a tool that is required if a student is to see his or her grades but is not the tool the instructor uses to view and assign grades.



The screenshot shows the Blackboard Learn 9.1 interface for the course 'trcc_Training_Resource_Course10'. The page title is 'My Grades'. On the left is a navigation menu with the following items: Blackboard Learn 9.1 trcc_Training_Resource_Course10, Instructor Alerts (checked), Announcements, Student Alerts, Syllabus, Getting Started, Course Content, Discussions, and My Grades. The main content area has a blue header with a 'Certificate' icon and the title 'View Grades'. Below the header, the text reads: 'Users with your role do not have personal grades.'

Help & Tech Support

Blackboard Learn 9.1 trcc_Training_Resource_Course10 Help & Tech Support

Help & Tech Support

Build Content Create Assessment Add Interactive Tool

- 24/7 Online Tech Support**
- Browser Check**
Use this link to check and see if your web browser has any compatibility issues.
- Bb Learn Student Online Help**
- Educational Technology and Distance Learning Web Help**
The Educational Technology and Distance Learning pages include links to the Distance Learning link above for a full list.
Already learning online?
[View our tips to help you be more successful in your online classes.](#)
[Attaching Files to Mail, Assignments and Uploading to My Files \(3 pp\)](#)
[Blackboard Vista and myCommNet Login Instructions \(Multi-part video tutorial\)](#)
[Blackboard Vista System Orientation](#)

Navigation Menu:

- Blackboard Learn 9.1
- trcc_Training_Resource_Course10
- Instructor Alerts
- Announcements
- Student Alerts
- Syllabus
- Getting Started
- Course Content
- Discussions
- My Grades
- Help & Tech Support
- College Support Resources
- Contacts

COURSE MANAGEMENT

- Control Panel
- Content Collection

- On-Campus Email Support**
TR-DistanceLearning@trcc.commnet.edu
This email address is not monitored on holidays, weekends, and evenings. Responses are...
- Blackboard Learn video tutorials for students**
Need help submitting an assignment, posting to a discussion board, taking a quiz? These tu...
- CTCC Ed Tech Training YouTube Channel for Faculty & Students**
This YouTube channel contains video tutorials for both students and faculty related to Blackb...
- Blackboard Learn Student Orientation Course**
If you look in the "Courses in which I'm enrolled" section of in your list of courses on the My... automatically enrolled in the Blackboard Learn Student Orientation course, which contains environment.
[Blackboard Learn Student Orientation - OR-112111](#)
- 24/7 Online Tech Support**
- Bb Learn Student Online Help**
- Blackboard Learn video tutorials for students**

- CTCC Ed Tech Training YouTube Channel for Faculty & Students**
This YouTube channel contains video tutorials for both students and faculty related to Blackboard Learn and other types of technology.
- Bb Learn Student FAQs wiki**
Tips for taking tests/quizzes in Bb Learn, what to do if you're locked out of a quiz or test, tips on saving and using Microsoft Office docs, and more!
- Blackboard Learn Student Orientation Course**
If you look in the "Courses in which I'm enrolled" section of in your list of courses on the My Blackboard Learn tab. Every student in the Connecticut Community College system is automatically enrolled in the Blackboard Learn Student Orientation course, which contains valuable information and links that can help students succeed in an online educational environment.

College Support Resources

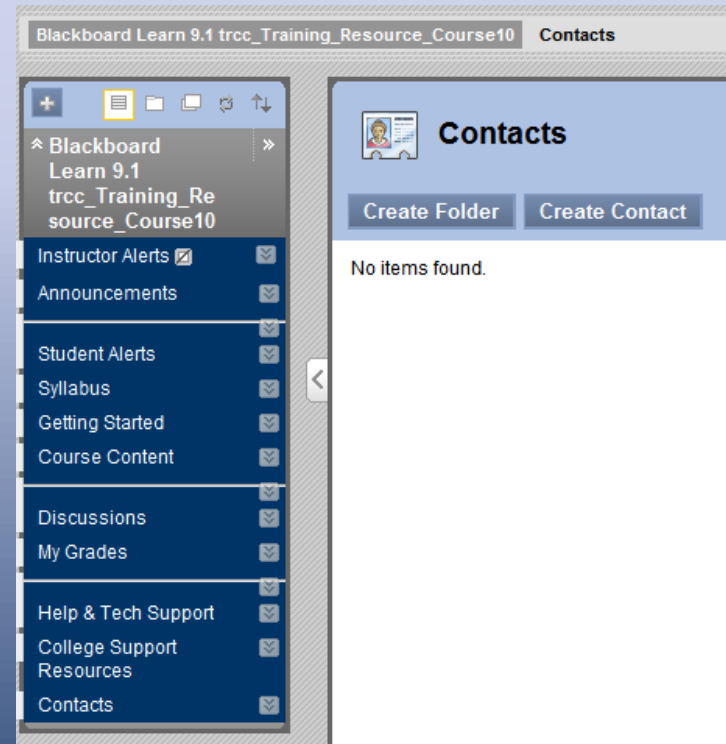
The screenshot shows a Blackboard course interface for 'College Support Resources'. On the left is a navigation menu with options like 'Instructor Alerts', 'Announcements', 'Student Alerts', 'Syllabus', 'Getting Started', 'Course Content', 'Discussions', 'My Grades', 'Help & Tech Support', 'College Support Resources', and 'Contacts'. The main content area is titled 'College Support Resources' and includes buttons for 'Build Content', 'Create Assessment', and 'Add Interactive Tool'. Below these are three resource sections: 'Tutoring & Academic Success Centers (TASC)', 'The Writing Center', and 'The Donald R. Welter Library'. Each section has a globe icon and a dropdown arrow.

This screenshot shows a resource page titled 'Communication with Advisers & Counselors'. It contains a paragraph about the challenges of college and the services provided by the Counseling Center. Below the text is a bulleted list of services: Academic advising and counseling, Career counseling and information, College transfer, Employment counseling and resources for full and part-time jobs and internships, Personal counseling and development, Physical, psychological and special learning needs, and a link for 'Referral to community agencies and resources'. Below this is another resource section titled 'Three Rivers Academic Calendar' and a section for the 'Student Handbook' which includes a small image of the handbook cover.

This screenshot shows a list of support resources. At the top is a paragraph about a handbook. Below it are three resource sections, each with a globe icon and a dropdown arrow: 'Academic Integrity Policy', 'TRCC Computer Labs (Mac & PC)', and 'Plagiarism and Source Attribution'. The 'TRCC Computer Labs' section includes a paragraph describing the lab's location and purpose.

Contacts

- This section can contain email addresses and phone numbers the student may need throughout the course.
- None is included to allow instructor customization.



Modifications

- Suggestions to change this template should be submitted to the Director of Educational Technology or to the Educational Technology Committee.