EDUC 1996 – Blackboard for Instructors (Fundamentals) – Sections 502

8 Weeks Course

Instructor: Soledad Garcia-King
Office Hours: Monday through Friday 8:00 am – 9:00 am online or by appointment
Phone: 925-8554 or 328-9044
E-mail addresses: sgking@unm.edu

COURSE DESCRIPTION: EDUC 293 Blackboard for Instructors Application is an intermediate class for learning more about the tools available to instructors in Blackboard Learn. Students will learn how to create a set up their gradebooks, learn about the retention center in Blackboard Learn, customize the shell with embedded media and content according to the course topic and students' needs. A few tools students will learn to use are the gradebook, retention center, mashups and Kaltura. The goal is to introduce students to a variety of features available to instructors in Blackboard to facilitate and enhance student learning.

COURSE PREREQUISITE: No course prerequisite is required. However, it is helpful to have some experience teaching online before taking this course. It is also a required that students know basic computer skills and can navigate the internet.

***Technical Skills Required: This class was designed for instructors who are teaching online or thinking about teaching online and who are comfortable with technology. The class will be intense for those who are not comfortable since the course will require the students in this course to use a variety of tools and online techniques to complete assignments. Be aware that you will be responsible for becoming familiar with all the tools required to complete your assignments. Also, know that help is always available through campus technology or the instructor. ***

TEXTBOOK/SUPPLIES: A textbook is not required for this class. However, you will need to web enhance your course and the instructor as a TA in your course. You will also need a computer with reliable internet access to use the programs for this course.

EDUC 1196 Blackboard for Instructors-Application Course Objecitves

Upon successful completion of this course, you will be able to:
• SLO 1: Explore and apply course template
• SLO 2: Create an organized gradebook
• SLO 3: Add media and mashup content to course
• SLO 4: Manage grading system and retention center
 • SLO 5: Create a course tour
• SLO6: Develop a plan for future course maintenance
• SLO6: Create a plan for instruction

Revised August, 2019

ATTENDANCE POLICY: Your attendance will be monitored by the weekly projects. Failure to turn in two consecutive projects may result in being dropped from the course. Please be sure to turn in your projects on time and add the instructor to your course as a TA in order for your progress to be monitored and attendance to be counted.

COURSE ASSIGNMENTS: Class sessions will consist of a tutorial lessons and a projects of each new tool or topic we will cover along with a few quizzes and discussions. **Quizzes** will allow you to assess your knowledge of the material presented. These will be considered class assignments and will consist of 25% of your grade. **Discussions** will allow you to interact with other students and the instructor. You will also be able to receive feedback on your projects through discussions. Discussion points will be part of the sample projects as stated in the rubrics. The **tutorials** will allow you to learn about different tools and try different features for each. The **projects** will allow you to create a new component in your course. Remember that each project counts as attendance for this course. Projects will be 25% of your grade. The final project will consist of a short video tour of your course to showcase the basic course shell you created. The final project will be 50% of your grade. **No late assignments will be accepted.** Please contact me if you have an emergency.

GRADING for EDUC 1996

Assignments & Quizzes	25%
Sample Projects	25%
Final Project – Presentation	50%

Total 100%

SUPPORT: For support with learn you can access the "How to use Learn" link in the course or call (505) 277-0857. You can also create a support ticket for other technological issue by clicking on the "Create a support ticket" link in this course. For help with the software programs, please view the tutorials first to get started. If you still have questions, feel free to contact me for support.

PLAGIARISM: The Academic Dishonesty and/or Plagiarism Policy states: Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic Dishonesty is defined as: Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Title IX Statement: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education. This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

Revised August, 2019

ADA and STUDENTS WITH DISABILITIES: If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925- 8910 or contact Jeanne Lujan at jmlujan@unm.edu. You can also access more information at http://www.unm.edu/~vcadvise/equalaccess.htm

PARTICIPATING ACTIVELY AND WITH COURTESY: You are expected to be an active digital citizen in class face to face and online. This includes, using proper language, and respecting each other and the work of one another. In addition, you are expected to behave in a professional and collegial manner especially when commenting on the projects of others. Below are some netiquette guidelines when communicating online:

Netiquette Guidelines:
Please follow these guidelines when communicating with others online.
-Identify yourself:
- Begin messages with a salutation and end them with your name.
- Use a signature (a footer with your identifying information) at the end of a message

-Include a subject line: Give a descriptive phrase in the subject line of the message header that tells the topic of the message.
-Avoid sarcasm: People who do not know you may misinterpret its meaning.
-Respect others' privacy: Do not quote or forward personal email without the original author's permission.
-Acknowledge and return messages promptly.
-Copy with caution: Do not copy everyone you know on each message.
-Be concise: Keep messages concise—about one screen, as a rule of thumb.
Use appropriate language:
- Avoid coarse, rough, or rude language.
- Observe good grammar and spelling.

-When necessary, use appropriate emoticons (emotion icons) to help convey meaning.

ADDITIONAL ASSISTANCE: In addition to answering your questions in class or privately through email on UNM Learn, help is also available in the Business and Technology building is Room 123; you can ask the lab aides there for help with your assignments and other questions. Another place you can ask for help is at the Learning Center near the Library, and a tutor will be assigned to help you. It is your responsibility to get the help you need for my class.

STUDENT PRIVACY: Student privacy is strongly protected by professors at UNM VC. In fact, a federal statute called the Family Educational Rights and Privacy Act (FERPA) strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the ONLY ONE who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

COMPUTER LAB STATEMENT OF RESPONSIBILITY: "Please be advised that use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html. Food and drink are also prohibited in any

computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges." VERY IMPORTANT: "UNM Email/Black Board Learn Access: Beginning Fall 2015 semester, all UNMValencia students will be required to have a UNM Net ID which can be created by going to: http://it.unm.edu/accounts/. UNM Net ID will give you access to the computer labs on campus, blackboard learn and UNM Email. Make sure to update this information as your method of contact under personal information on Lobo Web."

WEEKLY SCHEDULE:

Week 1: Introductions
Web enhance your course, add teaching assistant, and create entry point and banner.

Week 2: SLO 1: Explore and apply course template
Explore the course template and add it to your course if needed.

Week 3: SLO 2: Create an organized gradebook
Create categories, calculated columns, grading schema and organize columns

Week 4: SLO 4: Manage grading system and retention center
Manipulate grades, add comments, and quick comments

Week 5: SLO 4: Manage grading system and retention center
Set up retention center and create monitoring rules.

Week 6: SLO 3: Add media and mashup content to course
Use mashups and html tool to embed media

Week 7: SLO 3: Add media and mashup content to course
Add Kaltura tool to course

Week 8: • SLO 5: Create a course tour
          • SLO6: Develop a plan for future course maintenance
Final project-tour
Final Discussion-plan for maintenance

Schedule of activities

Unit 1-Introduction/Set up…………………………………………………………………………Due Sunday, August 25th
Unit 2-Course Template...Due Sunday, September 1st
Unit 3-Gradebook Set Up ....Due Sunday, September 8th
Unit 4- Grading...Due Sunday, September 15th
Unit 5-Retention Center...Due Sunday, September 22nd
Unit 6-Mashups and Media……………………………………………….......Due Sunday, September 29th
Unit 7-Kaltura..Due Sunday, October 6th
Unit 8-Course Tour..Due Sunday, October 12th

Revised August, 2019