Your Course Online via Blackboard

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In light of the urging of Dean Lach for all SEAS faculty to have their course online, I have created a short quick guide to moving the content you have easily and rapidly to our Blackboard system. It will not be pretty, but it will get the job done and you can then go back and smooth the edges.

You can use Blackboard in both asynchronous and synchronous delivery. Read about 'collaborate' and other tools if you want to add a synchronous aspect

There are many FAQ and other helpful tools on the blackboard system. This guide provides a quick and easy way to set up blackboard access for your course(s).

The Process

1. Every course is automatically assigned a blackboard interface/presence.
2. To access your course(s) Go to blackboard.gwu.edu and log in with your user id and pwd
3. There you will find your semester courses listed under 'my blackboard'. Each course is already listed and contains all students registered for that course for the semester

4. Click on your course, you will see the following
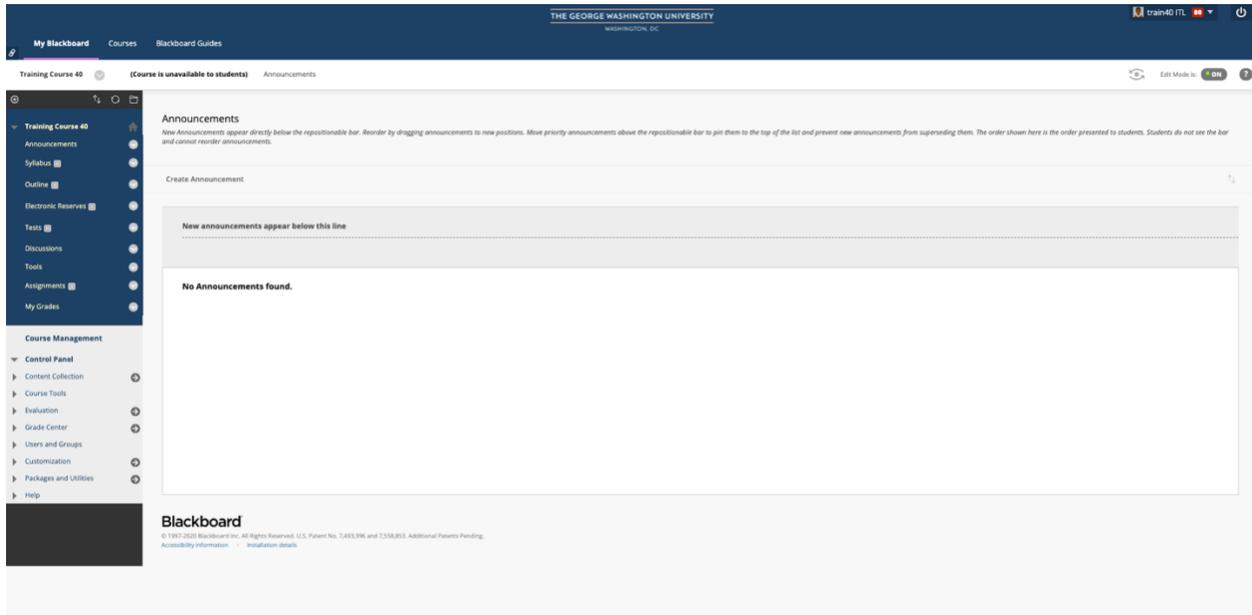
1. Click on outline on the left panel to create content folders for each lecture you have planned.
   a. Since the aim is to get this done by end of spring break, I suggest you enter at least three week's worth of content.
   b. While in edit mode, there will be a small red padlock in the upper right. Once you have added the content you want (see below), remember to click the red padlock to make the updated content visible to your students.
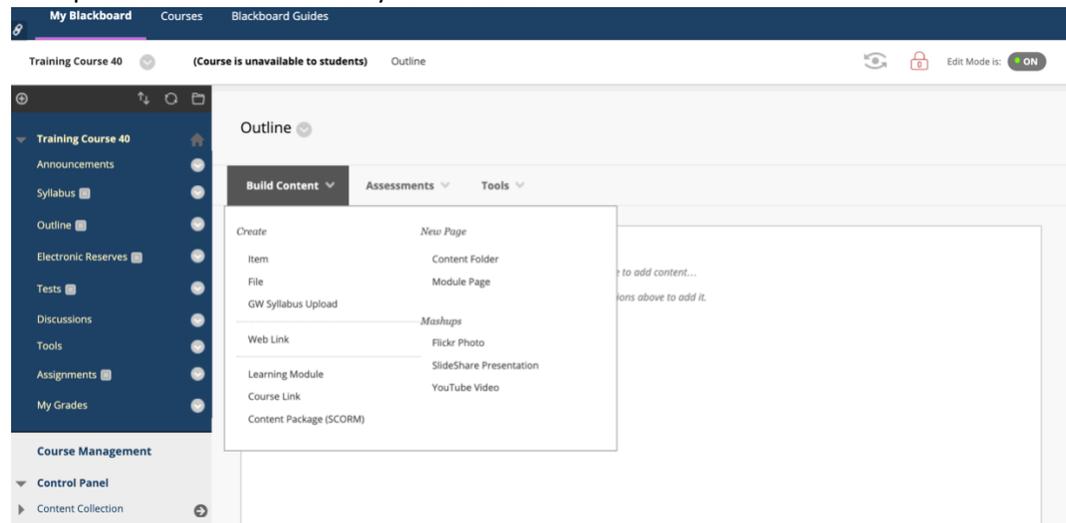
2. To create a section for a lecture, go to build content and click 'content folder'. Name each folder according to the date of that 'lecture'. Remember to click 'submit' when done.
   a. If for some reason you don't want students to be able to look ahead, you can control access by date/time in creating the folder

3. Now that you have a list of 'lecture' folders under your larger outline folder, you can go back to each 'lecture' and add content.
   a. You can see from the image above that you can add plain text items, files, other folders, etc. I would suggest if you have a written lecture – notes, PowerPoints, etc. that you create a folder called 'lecture' and then enter your material here.
   b. If you have readings you want done, add that as 'an item'. Remember, this is to get the job done, not to create a version to win an online prize.
4.
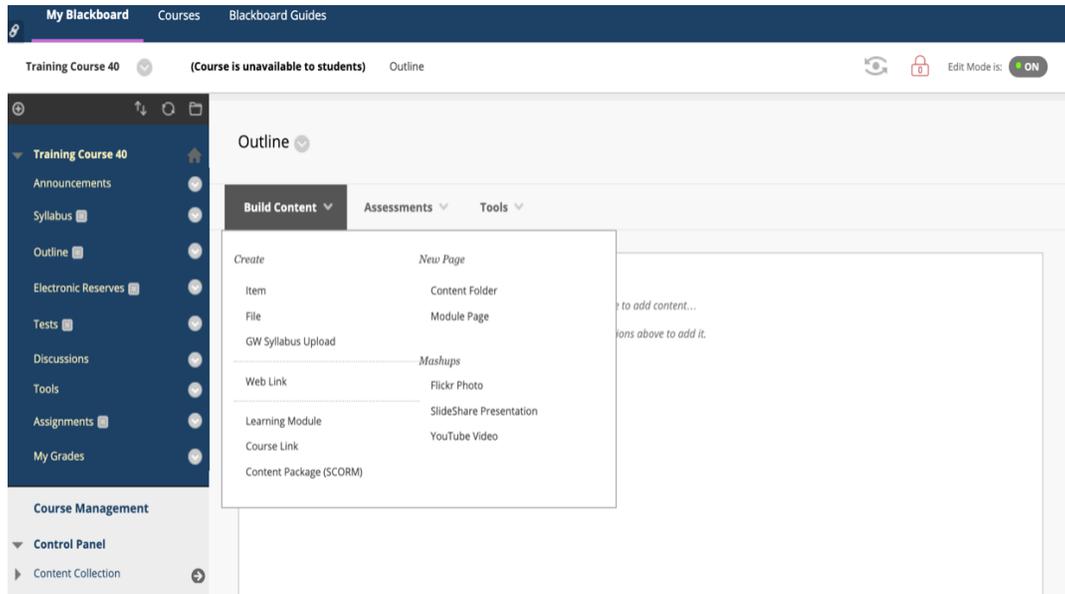
5. You can also add assignments and the students can use the system to submit them. In your 'lecture' add assessments by clicking the assessment tab.
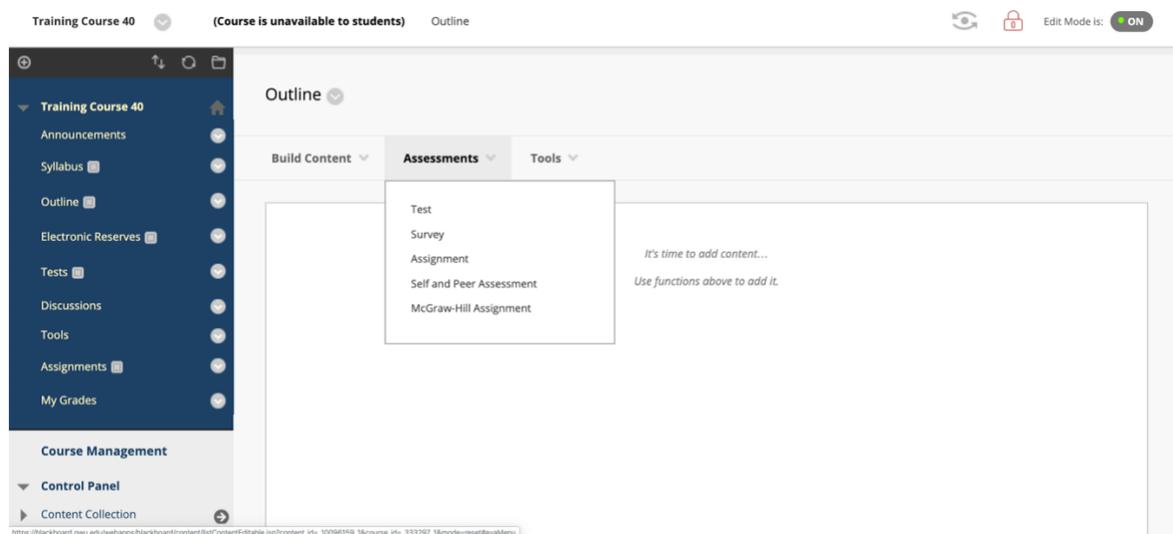
   a. Assignments can be created with a date and time for delivery. You should be able to easily follow this technique.
   b. Creating tests for your course is not hard, but can be time consuming

c.   You can find the submissions for assignments and tests posted to the grade book section of the course – (see below)

d. The grade book is automatically entered with the name and contact for each student. Assignments will appear in this spreadsheet under the name you have given them. You can read, grade and even do a bit of 'originality' checking through the safe assign feature

6. There is a "Tools" option that allows you to add additional content to each folder and includes items such as discussion board. The discussion board feature facilitates asynchronous teaching as it allows you to enable discussion among your students via responding to prompts you have provided.
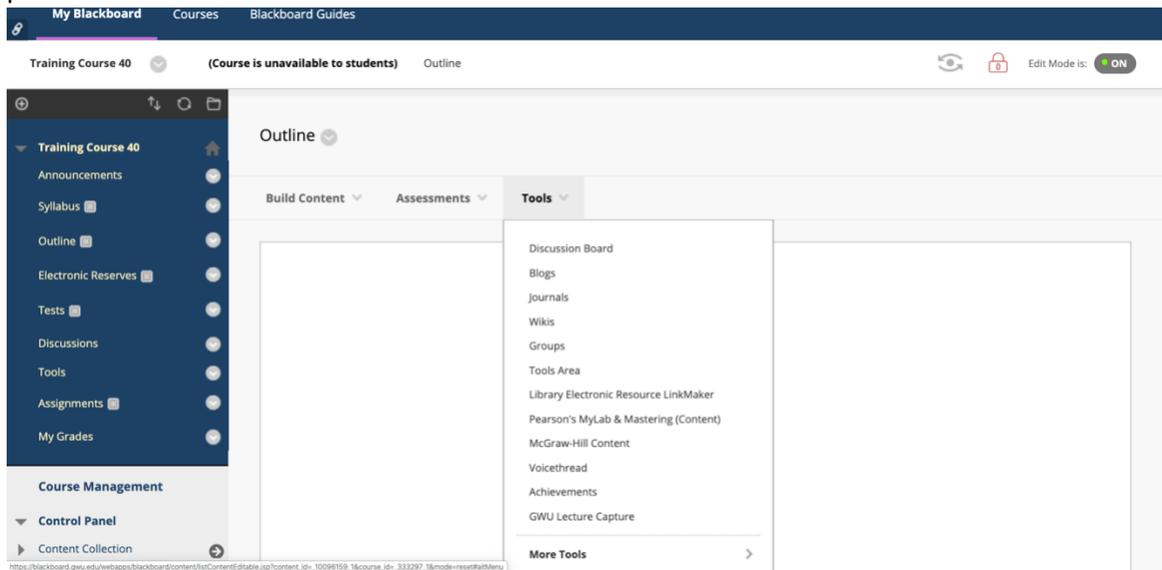
7. Done! Remember to make the course available to your students when you are finished.