Recommended Blackboard Training Path

**FUNDAMENTALS**

1. How to login to Blackboard
   a. See the “Logging in to Online Courses” box in the Online Learning at PCCC LibGuide.
2. Using Blackboard Help
   a. Read Finding the Right Help.
   b. See Blackboard’s On Demand Learning Center tutorials. Recommended starting point: “Understanding and Building Your Course”.
   c. Use Blackboard Help for Instructors as needed.
   d. More videos are available at YouTube – Blackboard Channel. Recommended: Blackboard Learn Quick Hit videos.
3. Become familiar with the look and feel of Blackboard.
   a. Read Getting Started with the Course Environment.

**DESIGN**

4. How to design an online course
   a. Read and follow PCCC Basic Standards for Online Course Design adopted by the ETC (Educational Technology Committee)
   Additional Resources: Read Design and Navigation Tips for Online Courses. Read Essential Information for Online Students.
   b. Read Using Blackboard for Problem-Based Learning
5. What are the Blackboard course components
   a. Attend Course Design and Standard (presentation)
   b. Read Creating Course Areas for Content in the Blackboard Help paying particular attention to the section titled “Plan Your Content Area” under “How to Create a Content Area”.
   c. View Bb9 Course Menu Design (video)
6. Building course content
   a. View Your Course Environment (video)
   b. View Using the Text Editor (video)
   c. View Creating a Tool Link (video)
7. How to control availability of content to students
   a. View Turning Tool Availability On and Off (video)

**COMMUNICATION**

8. Communication Tools
   a. Read Balancing Asynchronous and Synchronous Learning in Blackboard
   b. Read Getting Started With Blackboard Learn Interactive Tools

**ASSESSMENT**

9. More to come

Prepared by: E Pachella
June 5, 2013