



Blackboard 5 Quick Sheets

Planning a Course

Overview

Before getting started with the hands-on activity of creating the course it is helpful to review some course design considerations. This section reviews the types of questions to ask before creating a course. Space has been provided to write down ideas.

What information do you want to use to describe the course?

A course may have a set of objectives, goals, and a syllabus that describes the purpose of the course and what the course is to cover. What type of information do you want to use to describe the course?

What supporting documents do you want to use in the course?

Course handouts, lecture notes, or other visual aids may be used to guide students through the course. What supporting documents do you want students to use in the course?

Are there assignments that students are to complete?

Instructors have the flexibility of creating assignments, and making them available at a later date. Are there assignments that students are to complete? If so what are they and when should they be available?

Continued on next page

Planning a Course, continued

Are there web sites or other external links that students should access?

So much information is now available on the Web. Use either the External Links page or the Resource Center to organized content and external links for students to view. Are there Web sites or other external links that students should access and review? If so what are they? The Resource Center may also be used to organize content and

Do you want to use the discussion board?

The discussion board is useful for posting information for all students to view. The discussion board is also useful in facilitating on going discussions about various topics. Are there topics that could be facilitated by a discussion board? If so what are they?

Do you want to use the virtual classroom option?

Perhaps you want students to have the ability to go on-line at the same time to discuss a topic or you wish to have online office hours. How might the virtual classroom be used in this course?

What type of assessments do you want students to complete on-line?

Quizzes, homework, and exams are just a few assessments that can be completed and graded online. Are there assessments that can be completed online in this course?

Continued on next page

Planning a Course, continued

Do you want students to complete a survey of the course?

Surveys can be used to give students the opportunity to offer feedback about what worked well in a course and what may need improving. Do you want students to complete a survey of the course? If so what feedback would you like?

Do you want to organize students into groups?

Students can be organized into smaller project or study groups. The instructor has the option of giving the group discussion board functions, virtual classroom functions, group file exchange functions, and group email functions. Do you want to organized students into groups?

Where to go from here

Now that you have an idea of what you would like to include in the course, there are several guides that have been designed to help with creating the course online. For example access the *Blackboard 5 Instructor Manual* for complete details or access the *How to Create a Course Web Site* quick sheet for an overview of how to create a course Web site.
