



NORTHWEST NAZARENE  
UNIVERSITY

## Course Syllabus

Course Number: EDID53704 (Sec.01)

Sponsor ID: 119507

Course Title: **Introduction to Teaching with Blackboard**

Instructor: Niki Walker Continuing Education Credit(s): 1

Total Cost for Credit: \$60.00 *Plus \$40 Workshop Fee Paid Directly to IDLA*

*NOTE: Continuing Education courses are designed for professional development and do not normally count toward an academic degree.*

### **Two-step Registration Process:**

1) Register and pay for course with Idaho Online Professional Development ([www.idahopd.org](http://www.idahopd.org))

2) Register for credit with NNU ([www.nnu.edu/cereg](http://www.nnu.edu/cereg)) Registrations must be received by **November 14, 2011**.

#### 1. Educational Goals for the Course:

- Acquire Blackboard skills necessary to utilize and/or apply effective skills in course design, multimedia tools, assessment and feedback, asynchronous communication, synchronous communication, and course start up procedures in the online classroom.

#### 2. Instructional Learning Objectives:

*(What will participants learn and put into practice as a result of completing this process?)*

- **During this tutorial, participants will learn skills and strategies listed here:**

- Session 1
  1. Understand the Instructor Role and edit mode.
  2. Introduction to the Course Menu.
  3. Understand the Control Panel.
  4. Add a Course Banner.
- Session 2
  1. Creating and editing folders.
  2. Blackboard Editing Tools.
  3. Content and the Blackboard Content Collection.
  4. Embed YouTube videos in items.
  5. Syllabus, Checklists, and the Course Schedule.
  6. Post an announcement with a graphic.
- Session 3
  1. Creating and linking discussion boards.
  2. Creating and Linking Wikis, Blogs, and Journals.
  3. Exporting a Blog/Journal in Blackboard.
  4. Creating a Wimba Classroom link and Podcasts.
  5. Creating and sending e-mails through Blackboard.
- Session 4
  1. Creating, Assignments, Tests, and Test Pools.
  2. Grade Center Setup.
  3. Grading and Providing Feedback.
  4. Understanding Due Dates.
  5. Final Exams.

#### 3. Course Requirements – Educators will:

- Complete the required course readings and activities as posted in each of the session assignment pages. Participants are expected to post reflections about the assigned readings and the completed activities in the Learning Log.
- Complete and submit the final product during the final tutorial session: Participants will have a Blackboard course set up to begin using and submit the syllabus for the course.
- Complete Learning Log - online work (self-directed) on the [www.idahopd.org](http://www.idahopd.org) course site plus additional hours of reading, research, planning, implementation, and written course work verified with the final product reviewer. This log is to be completed to document the total number of hours required for Continuing Education credit related to this tutorial.
- Submit Learning Log to instructor - [Niki.Walker@idahopd.org](mailto:Niki.Walker@idahopd.org)

#### 4. Dates, Times and Location of Proposed Course:

*(1 Semester Credit Equals 15 Professor Contact Hours plus an additional 30 Hours outside Work)*

20 hours online, asynchronous training between July 8 - December 4, 2011

5. **Due Date for Completion of Course Requirements:** December 11, 2011

6. **Learning Resources and Required Text:** All readings will be available online from within the course via the Internet.

7. **Evaluation Procedure:** Pass/Fail