



Coursebuilding and Content Retention



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Updated May 2009

Overview

- ▶ This presentation will help you understand the policies, processes and best practices involved in the following:
 - ▶ receiving a course shell from which to teach
 - ▶ using a Master shell as a content repository
- ▶ We start with a review of how faculty and adjuncts teaching in degree-seeking programs receive Blackboard accounts.

When ELS Creates User Accounts

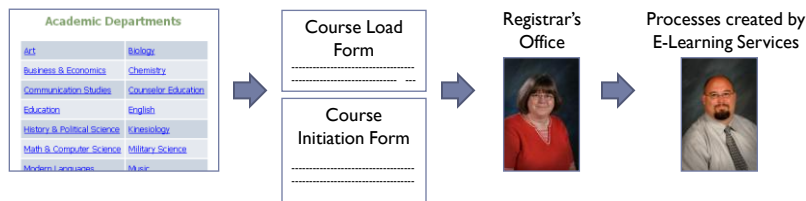
- ▶ E-Learning Services systematically creates accounts for faculty and adjuncts dependent on the following:
 - ▶ Departmental choice of instructor approved by VP for Academic Affairs (and contract at least sent out)
 - ▶ Instructor's I-9 and W-4 paperwork submitted to Payroll
 - ▶ Course Load, Adjunct Recommendation, or Course Initiation forms submitted by academic departments to the Registrar
 - ▶ Creation of a network account (also known as Novell acct.)
- ▶ An integration system between Blackboard and the administrative software (CX) then automatically creates the instructor's Blackboard account. The earliest date an account is created is 60 days before a course is to begin.

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How ELS Creates Course Shells

- ▶ The Blackboard-CX integration system creates an *Official, or Teaching*, course shell for all courses in undergrad and graduate programs.
 - ▶ First, academic departments send Course Load or Course Initiation forms to the Registrar's office.
 - ▶ The integration system then pulls the data from CX to create Official course shells.



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How ELS Creates IDs for Course Shells

- ▶ NNU uses a naming convention to help us all differentiate between the types of courses.

Type	Semester-Year	Dept	Course number	Section number
Undergrad	SP09	BU	217	01
Graduate	GS09	BL	573	1L
STEP	AS09	AC	206	1X
STEP Online	AS09	PY	155	7X
ACE	AS09	ED	110	1A

Note: 4X and 5X sections indicate ACE students who are taking STEP courses.

How ELS Creates IDs for Course Shells

- ▶ Semester-year specifics:
 - ▶ Undergraduate courses
 - ▶ Fall (FA), Spring (SP) or Summer (S1 or S2)
 - ▶ Graduate courses
 - ▶ Fall (GF), Spring (GS), or Summer (SG)
 - ▶ STEP or ACE courses
 - ▶ Fall (AF), Spring (AS) or Summer (SA)
 - The "A" stands for "Accelerated program"
- ▶ Academic department specifics:
 - ▶ These are currently two-letter abbreviations but will become four-letter abbreviations in Fall 2009.

How ELS Creates IDs for Course Shells

- ▶ **Course number specifics:**
 - ▶ This corresponds to the number in the Course Catalog.
- ▶ **Section number specifics:**
 - ▶ This number reflects the program and/or nature of the course.
 - ▶ Traditional sections (01, 02, etc.)
 - ▶ Online sections (1L, 2L etc.)
 - ▶ STEP sections (1X, 2X, 3X)
 - ▶ STEP online sections (7X, 8X)
 - ▶ ACE sections (1A, 2A, etc.)
 - ▶ ACE students taking STEP courses (4X, 5X)


When ELS Populates Course Shells

- ▶ The earliest date a course shell is created is **60 days** prior to the start of a course.
- ▶ As long as it is within **60 days** before the course start date, accounts will automatically be created for you and any students who have registered for your course.
- ▶ By default, the shell is **Unavailable** to students; they do not see the link to the course at all. However, you do see the link and may access the **Unavailable** course for purposes of content development.



Courses created:
60 days before course starts

How ELS Manages Course Adds/Drops

- ▶ The Blackboard-CX integration continues to update enrollments hourly between 9 a.m. and 7 p.m. Mountain, seven days a week, within two hours after the Registrar's office processes Adds. 
- ▶ The integration will remove a student who has dropped a course within two hours after the Registrar processes his/her Drop paperwork.
- ▶ If you wish to prevent a student from accessing the course prior to the Drop being processed, you may disable the student's availability to the course.

How ELS Manages Course Shells

- ▶ End-of-course management depends on the course end dates in the CX system.
- ▶ Thirty (30) days following the end date of a course, the system will Disable the course (removing it from instructor or student access but leaving it on the server in case it needs to be Restored) and Archive the course.
- ▶ Twelve (12) months after a course is Disabled, the integration system will remove it from the server.



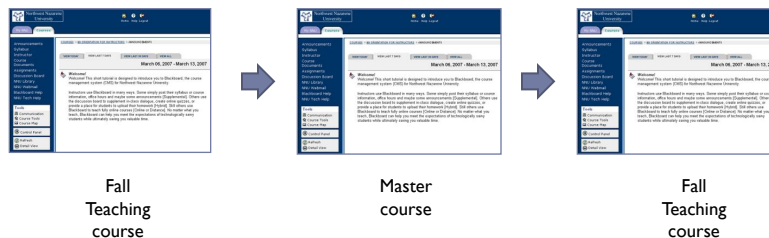
Courses Archived and Disabled:
30 days after course end date

Building and Retaining Content

- ▶ Now that we have explored the processes for receiving a course shell, let's talk about developing it. NNU actually uses several course types:
 - ▶ Instructors use a *Teaching, or Official, Course* to teach students.
 - ▶ Instructors use a *Master* to develop and/or retain course content. It does not include student enrollments.
- ▶ Does it matter which type I use first?
 - ▶ Not really; it depends on what time of year you are developing course content. If you've already created a course and taught from it, you can have it *saved* as a Master. If your Teaching course is not yet created, you can *start* with a Master.

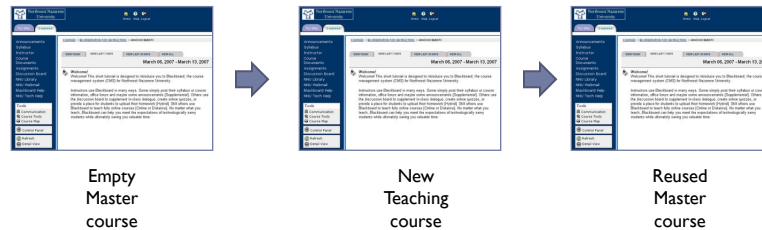
Courses and Masters: The Basics

- ▶ If you have a course you've already used, you can request that the content be *saved* into a Master if it will be more than the very next semester or session that you teach it again. With a Master, you can save or tweak the content for the next time you'll teach. Here's an example:



Courses and Masters: The Basics

- ▶ Or, for a course you've never taught yet (especially if it is more than 60 days before the course begins), you can request a Master to start building content.

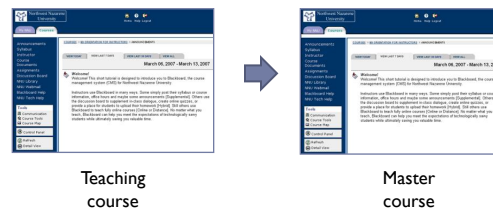


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Courses and Masters: The Basics

- ▶ Let's look at the point where you come into the picture. Let's say we're starting from a Teaching course shell that you develop and use for teaching, and then we'll discuss how to get it saved as a Master.
- ▶ This next section may be more detailed than you can handle right now, but it will be here for later reference.

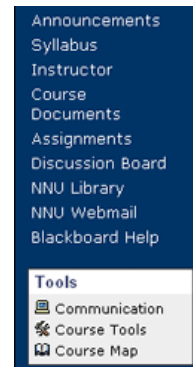


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Building a Course from Scratch

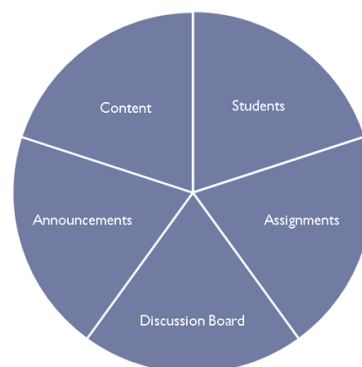
- ▶ Sixty days before classes begin, the empty *Teaching* course shell is created for you.
- ▶ It's set to **Unavailable** for students so that you may add content.
- ▶ The shell contains a default course menu that you may customize.
- ▶ E-Learning Services suggests that those teaching online courses import the **Online Course Template**.



Default course menu

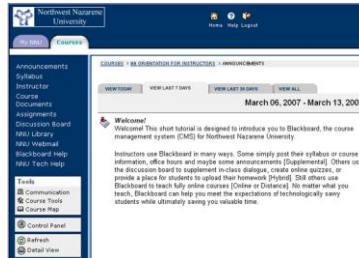
Building a Course from Scratch

- ▶ You start building the course with content, assignments, etc.
- ▶ E-Learning Services keeps refreshing your student enrollment in the course.



Teaching with Your Course Shell

- ▶ You make the course Available to your students and begin teaching.



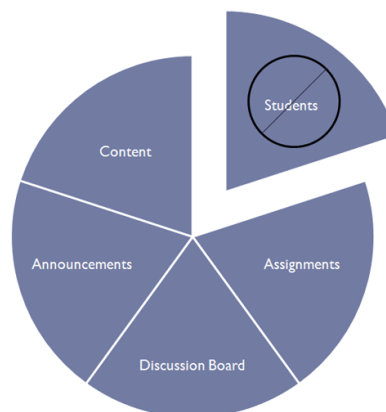
- ▶ At the end of the semester or session, you request to have your Official course saved as a new shell, a Master.

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Saving Your Content into a Master

- ▶ Why can't you create the new Master yourself? Only system admins can create a new course, but after this initial action, you will be able to use and reuse your Master without E-Learning involvement.
- ▶ You may now keep or revise content as desired for the next time you teach the course.

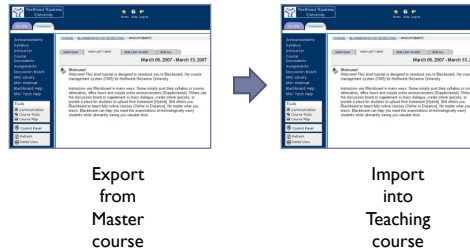


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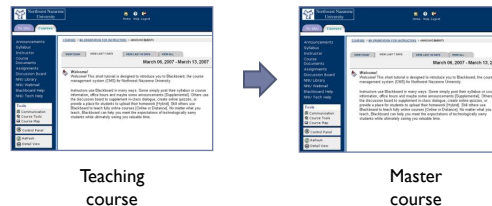
Using Your Master Course Shell

- ▶ The next time you are teaching, you will use the *Export* feature in the Control Panel to capture all the elements from the Master into a zip file.
- ▶ Then, use *Import Package* to place those elements into the empty Teaching shell for the upcoming course.



Reusing a Master

- ▶ You will always want to make sure your Master contains the freshest content. You can do this in several ways, depending on how extensively you tweaked content while you were teaching.



Reusing a Master – Scenario 1

- ▶ If you changed a few content items here and there, it's best to use the individual copying feature to copy those Items or Folders from your Teaching course back into your Master.

Reusing a Master – Scenario 2

- ▶ If you changed quite a bit of your content, use the Export/Import process to refresh the Master.
- ▶ First, go into the Master and remove all course areas that are outdated (Control Panel > Manage Course Menu > Remove).
- ▶ Then, use Export and Import to pour back into the Master any content that is fresher in the Teaching course.
- ▶ Alternately, you can request that the TRC remove your current Master and replace it by copying the course from which you just taught.

Keeping Content from Multiple Years

- ▶ To keep content from multiple years or multiple sections, simply Modify the menu labels for the content you already have, then bring in the most recent content (Control Panel > Modify Course Menu > Modify next to content areas > Add the year > Submit).
- ▶ You will end up with a Master that looks like this:
 - ▶ Announcements
 - ▶ Syllabus
 - ▶ Syllabus 2007
 - ▶ Course Documents
 - ▶ Course Documents 2007
 - ▶ Etc.

Using a Master from the Start

- ▶ That was one way of using a Master. The other is to ask for an empty Master shell so you can begin developing a course you've never taught before.
- ▶ You will start building your content as you would in a new Teaching shell, but the difference is, you'll Export the content from the Master into the Teaching shell right before class starts.

Creating a Master from an Older Course

- ▶ Here's another way to use a Master. Let's say you are going to begin teaching a course that someone else in your department taught a while back. Or, you yourself taught it before but you don't have a Master for it. Request that a Master be created from the older course.
 - ▶ E-Learning Services will use the Restore process to create a Master for you from the previous course.
 - ▶ ELS will remove the students before notifying you the course is ready. Remember, students should never appear in a Master course. It's meant to be a repository for content.

Requesting a Master

- ▶ You can request a Master at any time by completing the online *Blackboard Master/Restore Request*, found at www.nnu.edu/bbcourses. The form will ask for details:
 - ▶ Who is to be placed in the Master (instructor only? TA too?)
 - ▶ The course number, e.g. BU 217
 - ▶ The course name, e.g. Computer Applications in Business
 - ▶ What type of Master is needed:
 - ▶ A fresh, empty Master to begin developing a brand new course OR
 - ▶ A Master from a course that has already been taught (you must include the session or semester when the course took place)
- ▶ The info will automatically go to E-Learning Services.
- ▶ Please allow five working days for fulfillment.

Keeping a Master

- ▶ Once a Master shell is created, E-Learning pretty much leaves it alone. It's there as a courtesy to you.
- ▶ If you are no longer using your Master, kindly inform the TRC so that the Master may be removed. Otherwise, the Blackboard server can get cluttered.

How You Can See from a Student View

- ▶ As you develop your course, you may want to see it from the student perspective. If so, you can send a request to the Technical Response Center (NNU's help desk) that includes the following:
 - ▶ Your name and username
 - ▶ The ID of the course(s) you wish to access with a student view
- ▶ The TRC will create an account for you that puts *stu_* before your own username, like this: *stu_cdnielsen*
- ▶ You will then be able to open a new browser window and log in to Blackboard with this account in order to see content as students do.

Resources

- ▶ You have several human resources for getting Blackboard help.
 - ▶ If it's a service request related to an account, a course shell, or an enrollment, or a question about why something isn't working as you expect, send details to the TRC (help@nnu.edu or 208-467-8111).
 - ▶ If you need to know how a feature functions, contact the Instructional Technologist (elearning@nnu.edu or 208-467-8782).
 - ▶ If you want someone to do some of the course development for you or with you, contact the Instructional Technologist, who will assign a student E-Learning Assistant to assist.
- ▶ Remember that you can always check the website (www.nnu.edu/elearning) for tip sheets, video clips, and FAQs.
- ▶ Self-paced tutorials are available in the E-Learning Resource Center; a course site on Blackboard in which you are enrolled.