FOUNDATIONS OF ONLINE / HYBRID COURSE DEVELOPMENT

Subject: Blackboard Competencies: Required before starting Foundations

Rationale:
The Foundations of Online/Hybrid Course Development workshop centers on pedagogy and best practices for designing and teaching in the online environment. Throughout the workshop, you will have the opportunity to experience being an online student using Blackboard from both the student and faculty perspective, and begin the groundwork towards developing an online course. The listed competencies are the common tasks necessary in online course development, and are skills you will use during the Foundations workshop.

Discussion:
We want you to be successful and for you and your students to have an engaging and high quality course. Whereas pedagogy will determine your specific delivery methods, teaching an online or hybrid course requires a comfortable command of the technology. As you learn about the technologies available and gain mastery, you will be able to build upon that knowledge and discover untapped possibilities. Each step moves you toward the hallmarks of best practices in online teaching.

Task: Demonstrate mastery of basic Blackboard competencies listed on the checklist.

Details:
The following steps may be completed at any time between now and XXXXX.

1. As a registrant for Foundations, you have a Blackboard course site called *"<USERNAME> Foundations Showcase"*. You will use that site for demonstration of the competencies as well as during the Foundations workshop.
2. Using the checklist provided, adapt your Showcase site as indicated.
3. There are handouts and tutorials to assist you if you need. They can be found in a separate Blackboard organizational site labeled "Blackboard for Faculty: Self-Directed Learning", or on the IT help webpage.
4. Should you need a virtual or face-to-face appointment to review the checklist and receive Blackboard assistance, feel free to reach out to Blackboard support by calling 616.331.8526, or any of the instructional designers.

Depending on your experience:
1. **If you already have the experience to complete the tasks**, you can go through the checklist quickly, follow the directions, and then click the **"I'm Done"** hyperlink in the menu of your Foundations Showcase site. This hyperlink will direct you to a Google form for you to complete confirming that you have demonstrated the required Bb competences.
2. **If you are new to the Blackboard features and are comfortable with learning on your own**, then you can use the self-directed tutorials and handouts to help you with what you do not know. Go through the checklist, follow the directions along with the Bb organization site tutorials, and then click the **"I'm Done"** hyperlink in the menu of your Foundations Showcase site. This hyperlink will direct you to a Google form for you to complete confirming that you have demonstrated the required Bb competences.

	In your "Foundations Showcase" site:
☐	1. Post a welcome Announcement (meets Quality Matters (QM) Standard 1.1) *We will discuss the QM standards when we meet for Foundations.
☐	2. Add a new content area to your menu and name it "Begin Here" and move it above the "Weekly Content" menu item. (QM 1.1; 1.2; 8.1)
☐	3. Add faculty/contact information in the "Begin Here" menu item. This can be done by adding an item and including your contact info as well as any other information about yourself that may be useful for your students to know. Optionally, you can also include a picture of yourself to help personalize your course.
☐	4. In the "Weekly Content" area, create a folder to organize course content. (QM 8.1)
☐	a. In your new folder, add at least one external web link.
☐	b. In your folder, add at least one multimedia mash-up (YouTube, flickr, slideshare, Panopto video...etc.).
☐	5. Under the Assignments area, create an assignment where students submit their document as an attachment. Be sure that you give this assignment a due date. You can verify your success by locating the assignment column in the grade center.
☐	a. Use the course link tool to link this assignment within your weekly folder.
☐	6. On the discussion board, create a discussion board forum. Post the first thread.
☐	7. Add contact information for your library liaison in the Begin Here menu item. You can find your department's library liaison at this url: https://www.gvsu.edu/library/librarians-by-subject-30.htm
☐	8. In the grade center, manually create at least one additional column (there should be one already created from your assignment.)
☐	9. Make your course available (There are no students enrolled. Only you and workshop facilitators will see your course site at this time. A peer reviewer will have access during the workshop.)
☐	10. Click the "I'm Done" button in the Navigation Bar and fill in the form