

**KCTCS Online**

# Blackboard Development Template



This document describes the KCTCS Online Blackboard Development Template as well as instructions for using the template and specific content that should be included in all course modules offered through KCTCS Online (VLI). Once inside the template, click *Edit View* to see detailed developer and instructor notes for each area.

## Importing the KCTCS Online Module Development Template into Blackboard

The template should be added to a Blackboard course shell before the developer begins creating the course module, but it can be added later if development has already begun. Importing the KCTCS Online Blackboard development template into a course shell requires the following steps:

- For each VLI course module, a master course module Blackboard shell will be created using the title “VLI\_Master\_(followed by the course module ID)”. Example: *VLI\_Master\_BA1601*
- At <http://eLearning.kctcs.edu>, click the *eResources* tab, and then scroll down to the Blackboard Information module. Click the *KCTCS Online Documents* link.
- Download the *KCTCS Online Master Bb Template* onto your computer’s hard drive.
- Import the *ko\_master\_bb\_template.zip* into the *VLI\_Master\_xxx* master course module shell:
  - Within the shell in Blackboard, navigate to the *Control Panel*
  - Click *Import Package* under Course Options
  - Click *Browse* under Step 2 and locate the Bb template zip file previously downloaded to the computer’s hard drive
  - Do nothing for Step 3
  - In Step 4 select *Content, Announcements, Grade Center Columns and Settings, Settings, Tests, Surveys, & Pools*; Click *Submit*
  - An email will be sent when the import is complete
  - Once this is done, the developer may need to reorganize the page with the dropdown lists that order items

Importing the KCTCS Online Module Development Template into a course shell should not duplicate any buttons or remove any content already present in the shell. It will simply add all the pieces in the template to the shell.

## KCTCS Online Blackboard Navigation Buttons

The KCTCS Online Blackboard Development Template includes the following navigation buttons:



### Developer Notes:

- *The names, order, and content of these navigation buttons should be consistent in all course modules offered through KCTCS Online.*
- *Buttons should not be added or removed.*
- *Developers may select the color (should be solid) and shape of the buttons.*
- *Each of the buttons is described in greater detail below.*

### Announcements

Announcements should be used to communicate important information to students. Developers should create a permanent announcement welcoming students and directing them to the Getting Started page for instructions on how to begin the course module. This announcement should include a course link to the Getting Started page. Additional announcements relevant to the course may be added, but the announcement directing students to the Getting Started page should be at the top. A sample announcement is provided with the KCTCS Online Blackboard Development Template. Developers may choose to use or modify this announcement to fit their needs.

The banner on the Announcement page may be altered to include the module name/number or may be replaced with a different course banner. A high resolution version of the KCTCS Online logo is provided in the template. Banner images should be compressed and sized for online environments (graphics should be smaller than 50kb).

### Getting Started

This area should include information that assists the students with successfully beginning the course module. This consists of the following:

#### 1. Orientations Folder

- The items in this folder have been developed and are included in the template. The Software and Plug-ins document may be modified for the specific course module requirements. Items in the Orientations folder include:
  - Icon Legend
  - Orientation to Modularized Learning

- Orientation to KCTCS Online
  - Software and Plug-ins
2. Welcome Letter
    - When developing the course module welcome letter, use the SoftChalk template found in Blackboard or in DocuShare at:  
<http://unity.kctcs.edu/docushare/dsweb/View/Collection-13290>
  3. Course Module Overview
    - Modify the 'Course Module Overview' area in the Blackboard template to describe specifically how the course module is laid out and how the student will work through the content. For example, what content types (activities, videos, tests, quizzes, assignments, readings, etc.) can be found in each unit? Does work need to be completed in a specific order? Will adaptive release be used? etc.
    - SoftChalk is a good place to develop this content.
    - REMEMBER: modify the Software and Plug-ins area in the Orientations folder of Getting Started if additional items not included in that list are needed.
  4. Next Steps
    - Include information about the steps the student should take to begin working through the course content. A sample is provided.
    - The Next Steps should link the learner to the module pre-test.

## Syllabus

This page should include the course module syllabus (created in SoftChalk), a link to the Student Learning Contract (provided), and the KCTCS Disability Statement (provided). Use the KCTCS Online Syllabus template to develop the syllabus for your course module. The template is provided in the Blackboard template or can be accessed in DocuShare at: <http://unity.kctcs.edu/docushare/dsweb/View/Collection-13290>. Other versions like audio or video may be added as well, but are not required. To view the template and instructions for use, click the Syllabus button in the template, and then click *Edit View*.

## Learning Content

This area should contain ALL learning activities for the course module, including assessments, readings, videos, and other media. Provide a **detailed** description of each activity making sure that the course module competencies and outcomes are clearly aligned and communicated to the students. Include directions for completion and whether the activity is required or optional as well as how any attached files will open (e.g. in a new window, within the window, etc.). Follow the tips provided in the Learning Content area (Edit View) for linking files from the eContent Collection. Include file type icons with the learning activities to indicate which type of media will be used.

## Communication

A sampling of tools will be listed on this page in the KCTCS Online Blackboard Template. Facilitators may choose to enable or disable any tool available in Blackboard. If additional methods of communication will be used, add them to this page. Standards for student communication and online conduct should be

clearly communicated in this area. Describe expectations and guidelines for student online conduct about email, discussions, chat, live classroom sessions, or other modes of communication (netiquette).

### Resources

List and describe links and additional resources related to the course module. This may include resources that support the learning activities as well as supplemental or remedial activities and information.

### MyGrades

This area will display student grades for the course module.

### Your Instructor(s)

This area should be completed by the course module **instruction facilitator** and should include, but is not limited to the following elements:

1. First and last name
2. Short bio and greeting message
3. Photo or avatar
4. Contact information
5. Communication statement (this should clearly describe standards for instruction facilitator response time to communications, preferred form of communication, and availability)

You may choose to use the template provided.

### Help & Support

This area should provide students will help and support resources. The following preset content will appear in the KCTCS Online Blackboard Template:

1. Blackboard Help and Support contact information
2. Checking KCTCS email
3. Cyber Café (optional discussion board)
4. Voice Boards (optional)
5. KCTCS Online resources links: tutorials, bookstore, student advising, code of conduct, technical requirements, etc.

Helpdesk information has been developed, but any resources not utilized in the course module may be edited or removed. Additional resources specific to the course module may be added as well.