

Blackboard Getting Started: Tips for Faculty and Staff

How can I learn about e-Learning at Palm Beach State College?

The [Academic Management Manual - Section N](#) will provide all interested parties valuable information. In addition, please contact the e-Learning office located on the Lake Worth campus, room LL103, phone: 561.868.3762 or email elearning@palmbeachstate.edu

What are the various training levels and where can I find the Training schedule?

The training schedule link is: <http://www.palmbeachstate.edu/x12770.xml>

Upon registration, a site on Blackboard will be provided to all enrollees and development can begin.

Workshop I - Blackboard Tools and Instructional Content Delivery

The purpose of this workshop is to make faculty aware of Blackboard (Bb) capabilities. Participants will have an opportunity to examine a well-designed course to gain an understanding of effective Bb tool usage, course content delivery options and online instructional strategies.

- Trainers demonstrate the function & effective instructional strategies for major Bb Tools.
- Trainers will showcase various content delivery options.
- Participants will learn how to incorporate instructional Bb Tools into a course site.
- Participants will learn to modify major instructional Bb Tools to incorporate effective instructional strategies.

Workshop II - The Pedagogy of Online Instruction

The purpose of this workshop is to present effective online teaching and learning principles. Participants will explore effectively layered lessons containing multimedia content delivery, interactive components, assessments and demonstrable outcomes. Best teaching practices will be demonstrated and participants will be engaged in discussions related to the following objectives:

- How to plan courses to meet student needs.
- Identifying the teaching or learning objectives to be achieved choosing the technology tools that make the goals achievable.
- Organizing learning activities around demonstrable outcomes embedded in each lesson.
- Incorporating medium/media that is effectual, accessible to students and receptive to different learning styles.
- Layering lessons with interactions and assessments.
- Selecting tool options based on teaching and learning objectives.

Workshop - Course Certification

This workshop is designed for faculty and instructors. Learn what it takes to get certified to teach Web Component, Hybrid and completely Online courses. A certification document will be available during the workshop.

Other options are listed on the training link.

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When must I complete training and have my course site certified by the E-Learning department (upon supervisor's approval and scheduling)?

- The certification deadline link is: <http://www.palmbeachstate.edu/x13976.xml> --- these dates are selected based on the college's student registration schedule.

How do I get a developmental site on Blackboard?

- A training or developmental site will be provided for faculty and staff during the training workshops. If other options are needed, please contact the e-Learning office.
- All developmental sites will be reviewed for certification. Once approved, Panthernet will be updated to allow a faculty member's name to be assigned to a Blackboard section.
- The Blackboard web site is <https://palmbeachstate.blackboard.com>
- Faculty will sign on with their college logon information. All password changes are handled through the college's EmployeeWeb page. Remember to complete the browser check and update any needed computer settings.

How do my sections get listed on Blackboard after certification is approved?

- A discussion will take place between the faculty member and their respective supervisor during the planning stages for upcoming terms. Once a determination has been made, the appropriate special designator, course fees and schedule notes listed in Panthernet (prior to the beginning of student registration). Faculty can review [Pantherweb](#) to review any course listings and will update their campus personnel for discrepancies as needed.
 - **Web Component**
 - Pantherweb/net Info for Blackboard added by campus personnel
 - Add special designator: WC for Blackboard/ IC for non-Blackboard.
 - Add Fees: "COMP" of \$10 per section (manual update per section)
 - Add Schedule Notes: to provide critical information to students considering web component courses. Standard format for wording is:
 - This class contains an online component that supplements the in-class meetings. Students may use their own Internet connected computer or may use a Palm Beach State student computer lab to access the class materials. For more information, please see the instructor's website at: ____ (faculty homepage) ____ or email the instructor at _____@palmbeachstate.edu.
 - **Hybrid**
 - Pantherweb/net Info for Blackboard added by campus personnel
 - Add special designator: WH for Blackboard/ HY for non-Blackboard.
 - Add Fees: "ONLN" of \$35 per section (manual update per section)
 - Add Schedule Notes: to provide critical information to students considering hybrid courses. Standard format for wording is:
 - This class is a combination of in-class meetings and online instruction. Students may use their own Internet connected computer or may use

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a Palm Beach State student computer lab to access the class materials. Course web site: http://_____. For more information, please see the instructor's website at: _____(faculty homepage)_____ or email the instructor at _____@palmbeachstate.edu.

- Notes:
 - Blackboard Course web site is <https://palmbeachstate.blackboard.com>
- **Online**
 - Pantherweb/net Info for Blackboard added by campus personnel
 - Add special designators:
 - DL and WP for Blackboard
 - DL and C1 for non-Blackboard
 - Fees: with the special designator of DL, the system will automatically include the additional DL fee of \$12 per credit hour.
 - Add Schedule Notes: to provide critical information to students considering online. Standard format for wording is:
 - This class is presented completely online but may require the student to take tests in a secure testing environment. Students may use their own Internet connected computer or may use a Palm Beach State student computer lab to access the class materials. Course web site: _____ . Students must logon by (date) and complete the class orientation by (date). For more information, please see the instructor's website at: _____(faculty homepage)_____ or email the instructor at _____@palmbeachstate.edu.
 - Notes:
 - Blackboard Course web site is <https://palmbeachstate.blackboard.com>
 - Orientations:
 - ARE Online but OPTIONAL on campus meetings can be scheduled for all online courses. Information MUST be posted PRIOR to the opening of student registration.
 - Will begin the 1st day of the class while allowing for the drop/add period to complete for the completion of orientation
- Once Panthernet has the needed information for Blackboard, there is an automation process that feeds information from Panthernet to the Blackboard server (this generally takes one hour to complete). If your section does NOT appear on your Blackboard course listing page or is not listed correctly in Pantherweb/Panthernet, the faculty member will want to contact their supervisor immediately as Panthernet may need updating. Advise the Blackboard administrator as well for follow-up for Blackboard server information.

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- All sections need to be properly coded in the Panthernet class scheduling system PRIOR to the start of the registration process to avoid complications to the student's schedule. Web courses have special requirements for students as well as associated fees. It is important that this information is communicated correctly.

How do my students get access to my Blackboard sections?

- Student accounts are automatically created based on information from Panthernet. If the course is properly listed as a Blackboard section and the student has paid their course fees, their access will begin three (3) days before the actual class date and end thirty (30) days after the end of the actual class date. This is an automated process. If there are any discrepancies, please let the Blackboard administrators know ASAP.
- Students will use the following to logon:
 - Ensure your students have the correct URL: <https://palmbeachstate.blackboard.com>
 - Remind everyone of the importance of the browser check and possible computer set-up tips/updates required for Blackboard functionality (located on Blackboard logon page).
 - User Name: Palm Beach State student number
 - Password: Palm Beach State pin number
 - Password changes for students are handled through Pantherweb.

How do I get my training site (or other sites) into upcoming term "live" sections?

- Logon to Blackboard
- Click on the section title
- Select the 2nd radio button: Copy content from another course - WARNING: the copy command does NOT exist in any other place.
- Listing appears for all of your CE8 sections
- Select the appropriate section
- Click Continue - the section will be copied into the new shell
- Questions? Contact [e-Learning Support Staff](#)

Reviewing the class rosters?

- Remember to check your Palm Beach State class roster comparing to the listings in Blackboard.
- Discrepancy Recommendations:
 - During drop/add period- students will be unenrolled in Blackboard rosters.
 - During the "W" period - faculty will want to deny access to all withdrawn students.
 - Blackboard maintains all students (enrolled and unenrolled) in the class section to maintain their class activities for future reference.
 - Faculty can "hide" these individuals in the gradebook.
 - Need Assistance? Contact [Blackboard Administrator](#)

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Who can provide logon assistance to my students?

- Blackboard Administrator will confirm the student's registration prior to updating the student's Blackboard account. The student helpdesk will also confirm the student's information and email Anne Guiler when account updates are needed.
 - Blackboard Admin: Anne Guiler: adminwebct@palmbeachstate.edu
 - Student Helpdesk:
 - Email: Studenthelpdesk@palmbeachstate.edu
 - Phone 561-868-4000
 - Student Helpdesk website with important information and hours: <http://www.palmbeachstate.edu/x1255.xml>

Do I need to make section backups at the end of the term?

- Sections will be available on the Blackboard server for a period of one (1) year. An announcement/ email will announce the period of any section deletions from the server.
- Faculty can "copy" content directly to the new sites as they become available.
- Still want to make a backup? Steps are: click on Build or Teach tab, select Manage Course, Backup, Backup Course (this backup is located on the Blackboard server), once the backup is made - click on the needed backup, Save as file and include tracking (file goes to your area MyFiles), then Click on Content Manager and MyFiles, click on the file, download the .bak file to your PC... Remember where you saved the file.
 - FYI: Any restores will need the assistance of the Blackboard Administrator.

Where can I find additional information about e-Learning/ Blackboard or have questions?

- Additional tips: <http://www.palmbeachstate.edu/x10621.xml>
- [Distance Learning Policies and Procedures](#)
- [Adding your syllabus to your faculty homepage](#)
- Video Tutorials - there are references to WebCT (now Blackboard) - same concepts.
 - [Faculty Video Tutorials](#)
 - [Student Video Tutorials](#)
- [Epack Support](#) with Phone Number
- [Blackboard.com Support](#)
- Need further assistance?
 - [E-Learning](#)
 - [Anne Guiler](#) (Blackboard Admin)