

# BLACKBOARD TIP OF THE WEEK

## New structure on your course page

All spring courses should now be available on Blackboard. Therefore, now you can begin customizing your course page if you are going to be teaching during the spring semester.

When you see the new courses for the first time you might notice that the look has changed a bit. As a result, we provide you with this introduction to what has happened since last semester.

### Home Page

#### THIS IS THE HOME AND FRONT PAGE OF THE COURSE

Please add general information about the course to this page.

**Content of Home Page** should be:

- Welcoming information for the students (the rationale for the course)
- Name and contact info of the teacher(s). If the course has associated teaching assistants their name, contact info and group of students they are responsible for should be listed
- Basic literature
- Expectations as to how students should engage in the course

Here you do **NOT** add material related to the actual teaching such as presentations from lectures or assignments

You can add a [Home Page Template \(English\)](#) / [Home Page Template \(Danish\)](#) to help students get a good impression of the course

#### Structure your course

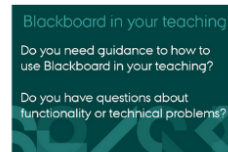
We highly recommend that you structure your course by weeks, topics or activities, to make sure that all the courses at Science and Technology are easily recognizable to students.

You can add templates and import instructions that support the structures, and they will appear below the headline "Teaching".

[English course menu templates](#)

[Danish course menu templates](#)

Here is an example of how to structure your course menu (week structured, activity structured, topic structured), manually or by templates:



Here you will find inspiration to how to structure your Home Page and a link to a template. You will also find some guides on how you can structure the course menu in an appropriate way, and find links for templates in Danish and English.

If you place your cursor on the green box and click, you will be sent to the ST Learning Lab website where you can find support for Blackboard.

At the bottom of the page you will see a link to the minimum criteria that applies for all Blackboard courses on Science and Technology.

NB: The help message is not visible to your students.

## Course tools

Another change is a new item in the menu: *Course Tools*

This is the entry point to a range of different tool for students – but you decide which tools the students should be able to see.

As default the tools that are visible to the students are: Adobe Connect, My Grades and Send Email. But you can choose as many tools as you want if they are relevant to your course. Other tools, for example, could be Groups, Discussion Board and many more.



The Adobe Connect-module is one we have developed ourselves. In the near future you will receive a tip on how to use it.

## Add Content

The *Add Content* under *Teaching* has been removed from all courses. However, this still means that when you add a new menu item it is placed under *Teaching*.

We sincerely hope that you will find the adjustments we have made on the course site useful. You are of course still welcome to structure your menu and course in the way that you find is most relevant for you.

Remember that we would like to help you with your course page – so do not hesitate to contact us!

Happy Blackboarding and have a nice weekend

Kind regards,  
ST Learning Lab