

BLACKBOARD TIP OF THE WEEK

Structure your course with templates

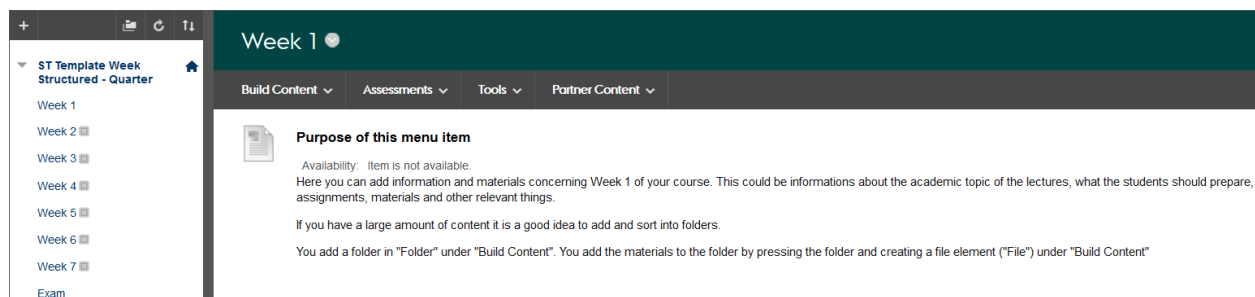
The spring 2017 courses are about to begin. If you have yet to design your new course pages you can find help and inspiration here.

As you may already know, we have designed some templates that can easily be imported directly into the courses. With those you are ready to start structuring your course pages.

There are templates that relates to Weeks, Topics and Activities. We recommend using one of those three basic structures in your course as they provide an outline so that students can navigate the course page more easily. Templates are in both Danish and English.

If you are already using a well-functioning, copied course page, you do not need to import a new template.

Week structured template



The screenshot displays a Blackboard course page for "Week 1". The left sidebar shows a navigation menu with "ST Template Week Structured - Quarter" expanded, listing "Week 1" through "Week 7" and "Exam". The main content area has a dark header with "Week 1" and a sub-header with "Build Content", "Assessments", "Tools", and "Partner Content" dropdown menus. Below this, a document icon is followed by the heading "Purpose of this menu item". The text explains that the item is not available and provides instructions on how to add information and materials to the week, including creating folders and files under the "Build Content" menu.

When selecting the template sorted by week (7 or 14 weeks), below the menu item "Teaching" you will be able to upload the coursework related to each week. The structure of the template can be adjusted to your liking, and within the template you will find guides and recommendations on how to do that.

Topic structured template

Purpose of this menu item

Availability: Item is not available.
 Here you can add information and materials concerning a specific academic topic in your course. This could be informations about lectures concerning the topic, what the students should prepare, assignments, materials and other relevant things.

To change the name of the menu items "Write topic x here", hover the mouse above the title, press the gray arrow and then "Rename Link"

If you have a large amount of content it is a good idea to add and sort into folders.
 You add a folder in "Folder" under "Build Content". You add the materials to the folder by pressing the folder and creating a file element ("File") under "Build Content"

When selecting the template sorted by topic, below the menu item "Teaching" you will be presented with a column of items that needs to be edited according to the academic content of your course. Within the template you will find guides and recommendations on how to edit the content.

Activity structures template

Purpose of this menu item

Availability: Item is not available.
 Here you can add a lecture plan describing the content of each lecture. We have made an empty table, and you can edit it by pressing the gray arrow and choose "Edit".

If you prefer to upload a pdf or another type of file containing the lessonplan, then press "Edit", remove the table and attach a file instead.

Date	Content	Preparation

When selecting the template sorted by activity, below the menu item "Teaching" you will see the following items: Lesson plan, Materials, Tasks and Exams. You can add or delete items, and within the template you will find recommendations and guides on how to edit the items.

[Here](#) you will find the templates and a guide on how to import them.

Happy Blackboarding have a nice weekend.

Kind regards,
ST Learning Lab