

Communicating with Students

Audience	Instructors who have completed the introductory <i>Getting Started</i> workshop or similar orientation training.
Format	Face-to-face hands-on workshop
Length	2 to 3 hours
Overview	This workshop provides a hands-on introduction to the Blackboard® tools used to inform and communicate with students. Participants will first use the tools as a student, becoming familiar with how they will appear to their own students. Then, turning to the instructor perspective, they will learn to use the tools to keep students informed about course events, send messages, and communicate effectively in real-time. Also, participants will discuss pedagogical and practical issues related to using the tools in the online environment.
Topics	<p><i>The Student Experience</i></p> <ul style="list-style-type: none">– Viewing Announcements– Accessing the Syllabus– Consulting the Calendar– Viewing the Tasks List– Accessing the Roster and Homepages– Viewing Teacher Information– Sending Email– Sending Messages– Using Tools Across Courses <p><i>Real-Time Communication</i></p> <ul style="list-style-type: none">– Participating in Chat Sessions– Identifying Chat Participant Roles– Sending Private Messages– Viewing Chat Recordings– About the Instructor Interface– Creating Chat Sessions– Modifying Participant Roles– Managing Sessions– Create Session Recordings– Best Practice: Chat for Academic Purposes <p><i>Keeping Students Informed</i></p> <ul style="list-style-type: none">– Adding Announcements– Adding the Syllabus– Adding Syllabus Lessons– Best Practice: Customize the Online Syllabus– Adding Events to the Calendar– Adding Tasks

- Adding Staff Information

Workshop Wrap Up

- What You Learned
- Spotlight on Your Class
- Q & A

Objectives *After completing this workshop, participants will be able to:*

- add permanent and dated announcements
- add content links to announcements
- upload a file to use as the syllabus or create a syllabus using the Syllabus Builder
- add syllabus lessons
- customize the syllabus for the online environment
- add calendar events
- add tasks and view student progress through tasks
- view the Roster and student homepages
- add an instructor profile and guest speaker folders to the Staff Information page
- use the Email and Messages tools and identify the differences between the two
- send chat messages, including private messages
- create chat sessions, either of unlimited availability or available only during a specific time
- view and create chat recordings
- modify participant roles from active users to passive users
- manage a chat session and its participants
- effectively use chat for educational purposes