



## Presenting Content

<b>Audience</b>	Instructors who have completed the introductory <i>Getting Started</i> workshop or similar orientation training
<b>Format</b>	Face-to-face hands-on workshop
<b>Length</b>	2 to 3 hours
<b>Overview</b>	<p>This workshop provides a hands-on introduction to planning, organizing, and presenting content in the Blackboard<sup>®</sup> environment. Participants will first look at how content is organized and presented as they progress through a course as a student. They will view content in learning units sequentially and non-sequentially, as well as view terminology in a glossary.</p> <p>Then, turning to the instructor perspective, participants will learn the skills necessary to integrate content and activities in their online course. They will also learn about the importance of identifying course goals and objectives, how to analyze their audience, and they will explore the use of storyboards to depict the logical organization of their courses. Finally, they will learn the concepts behind web-friendly page design and how to create their own usable and accessible pages. Along the way, they'll discuss pedagogical and practical issues related to creating an online course that meets the needs of a broad and diverse audience.</p>
<b>Topics</b>	<p><b><i>The Student Experience</i></b></p> <ul style="list-style-type: none"><li>– Accessing a Learning Unit</li><li>– Viewing Content in a Learning Unit</li><li>– Viewing a Glossary</li></ul> <p><b><i>Planning Content</i></b></p> <ul style="list-style-type: none"><li>– Identifying Your Course Goals and Objectives</li><li>– Considering Your Audience</li><li>– Gathering Your Materials</li><li>– Organizing Your Content</li><li>– Mapping Your Content into Blackboard</li></ul> <p><b><i>Creating Web-Friendly Content</i></b></p> <ul style="list-style-type: none"><li>– Concepts Behind Effective Page Design</li><li>– Creating Your Own Effective Web Pages</li></ul>

### ***Building Learning Units***

- Adding a Learning Unit
- Adding Items to a Learning Unit
- Adding Files to a Learning Unit
- Adding External Links to a Learning Unit
- Adding Tests or Surveys to a Learning Unit
- Adding Other Content and Tools to a Learning Unit
- Changing the Content Order in a Learning Unit
- Removing Content from a Learning Unit

### ***Creating a Glossary***

- Adding a Glossary Term
- Uploading a Glossary
- Modifying or Removing a Glossary Term

### ***Workshop Wrap Up***

- What You've Learned
- Spotlight on YOUR Course
- Q & A
- Resources

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

- access a learning unit, view content, and search for glossary terms from the student perspective
- write a course goal
- write a course objective
- analyze your audience
- evaluate your materials and resources for online use
- use a storyboard to depict the logical organization of their course
- explain the meaning of accessibility
- create more accessible online course pages
- design web-friendly pages that make effective use of text, typography, layout, color, and graphics
- create a learning unit
- add a variety of content, such as items, files, external links, and tests to a learning unit
- arrange and remove items in a learning unit
- add individual glossary terms
- upload an entire glossary
- modify or remove glossary terms