

The Learning and Teaching Office Blackboard Tools for Lecturers and Tutors: A Week-by-Week TEL Calendar

Timeframe	Blackboard Admin	To be done by Course Coordinator	To be done by Lecturers/Tutors	Quick Guides*
12 Weeks Prior to Start Date: planning & development	<ul style="list-style-type: none"> Course sites are created on Blackboard; Academics are assigned based on their PeopleSoft setting (<i>Lecturer or Tutor</i>) 	<ul style="list-style-type: none"> Copy the content from previous to the new course site Review your Blackboard course design Ask yourself and your peers whether current assessment package works Re-structure and add content as needed Please follow our recommendations of file size management to meet a Blackboard course size limit 	<ul style="list-style-type: none"> Browse Learning & Teaching Guide for Academics Become familiar with LT1004: Continuing Professional Learning with the LTO course in Blackboard Familiarise yourself with the all-inclusive Learning and Teaching Resources Catalogue: it is organised by subject and will help you quickly find what you are after 	<p>Please refer to the following sections of the LTO website:</p> <ul style="list-style-type: none"> Online Learning Assessment Assessment in Practice
2 Weeks before Start Date: students see the course in Blackboard	Student Enrolments are pushed into Blackboard from PeopleSoft	<ul style="list-style-type: none"> Make sure that all unfinished areas in Blackboard are hidden from students Personalise Check that all sessional staff have Course access Upload the Course Outline in Blackboard Draft a welcome announcement Consider recording a short video to introduce yourself and the course 	<ul style="list-style-type: none"> Check that you can log-in to Blackboard Draft a welcome Announcement Create Discussion Boards and post your welcome message which sets up class rules (e.g., students are encourage to use Discussions instead of emails to ask questions, help others if they can, share resources, etc.) Add content as needed Consider recording short videos to introduce key concepts Please follow our recommendations of file size management to meet a Blackboard course size limit 	<p>Please refer to the following sections of the LTO website:</p> <ul style="list-style-type: none"> Course and Content Engagement Learning & Teaching Guide for Academics Learning and Teaching Resources Catalogue – Recording section
Please note that your students WILL NOT have access to Blackboard until 2 weeks before the start of the time period.				
Weeks 1-3: familiarisation with the course & rule setting***	***Please email to ITServiceDesk@nd.edu.au with any problems, making sure that you provide detailed and thorough description	<ul style="list-style-type: none"> Monitor online activity with Performance Dashboard: students at a glance Consider making some postings at the Discussion Board, to encourage your students to use it for all course-related queries to reduce email traffic and achieve transparency and fairness Add content as needed (both files and videos meeting the file size rules) 	<ul style="list-style-type: none"> Continue using Announcements and Discussions to help manage student expectations and promote engagement Set up assessment structure: Turnitin submission boxes or Blackboard assessments (quizzes, surveys, etc.) Add content as needed (both files and videos meeting the file size rules) Group work? Tutorial groups? Create group sets and get your students to enrol themselves Do you communicate enough? Are your students engaged? Check the sections on Engagement, Discussions and Collaboration in this Learning and Teaching Resources Catalogue 	<p>Please refer to the following sections of the LTO website:</p> <ul style="list-style-type: none"> Course and Content Assessment Engagement <p>Refer to the LTO Webinars section of LT1004: Continuing Professional Learning with the LTO course in Blackboard</p>
Weeks 4-9: assignments & feedback		<ul style="list-style-type: none"> Use Retention Centre (and customise it) to better monitor student performance and attendance: <ul style="list-style-type: none"> Week 5: a 'pulse check', i.e. a simple 3 question quiz that seeks feedback re how everyone's going and provides data on changes that could be made immediately and reported back to students Weeks 6-9: who is at risk? 	<ul style="list-style-type: none"> Continue using announcements/discussions/content Grade/Mark with Turnitin: create rubrics, manage quick marks, use audio feedback Use Quizzes/Surveys for a 'pulse check' Use Collaborate or Zoom as a synchronous learning opportunity and also for quick polling during your lectures to gauge their level of understanding 	<ul style="list-style-type: none"> Assessment Assessment in Practice Evaluation and Analytics Engagement LT1004: Continuing Professional Learning with the LTO where you can trial Turnitin as a student
Weeks 10-12: final assignments & revision		<ul style="list-style-type: none"> Continue using Retention Centre: <ul style="list-style-type: none"> Weeks 9-12: activity and progress Use Course Reports to view information about course usage and activity in Blackboard Reflect on what did and didn't work and review your Blackboard course design from good practice perspective 	<ul style="list-style-type: none"> Continue using announcements/discussions/content Continue using Grade/Mark with Turnitin Continue using Collaborate or Zoom 	<ul style="list-style-type: none"> Assessment Assessment in Practice Evaluation and Analytics Engagement LT1004: Continuing Professional Learning with the LTO

Please bookmark the Learning and Teaching Resources Catalogue for frequent reference: https://www.notredame.edu.au/_data/assets/pdf_file/0011/108101/Catalogue-LTO.pdf