Springboard for SUCCESS

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The Kent State Online template provides faculty with a great starting point for online course design and consistent navigation, based on nationally recognized quality standards and best practices.
Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, instructors or Observers. From a Blackboard Learn classroom:

- **All Users**
  Send email to all of the users in the Course.

- **All Groups**
  Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  Send email to all of the Student users in the Course.

- **All Instructor Users**
  Send email to all of the Instructor users in the Course.

- **All Observer Users**
  Send email to all Observer users in the Course.

- **Single / Select Users**
  Select which users will receive the email.

- **Single / Select Groups**
  Select which Groups will receive the email.
Instructor Information
[Insert photo or video introduction here]

Name, title
Office Phone
Email
Virtual Office Hours

Start Here
Welcome! The Start Here folder contains important information necessary to succeed in this course. Be sure to explore all of the reference materials and resources other technology that is required.

Learning Materials
This is where you can find your course learning materials such as narrated lectures, PDF files, videos, hypertext links and more.

Please Note: Folders containing learning materials may not be visible until they are made available by the instructor. Also, time sensitive assignments and assignments with the required due date.

Course Announcements
Clear and frequent communication is critical to staying engaged and on task in your online course. Be sure to check the announcements often for important information sent via email, so be sure to regularly check your Kent State Online address as well.
Assignments

Bb Tools

Content

Not Prescriptive

Assignments
Do you already use a template? Why? What are the benefits?
1. SAVES YOU TIME
Includes policies, support information, placeholders.

2. GOOD NAVIGATION
Includes good navigational structure to help students find key components.

3. CONSISTENCY
Consistent layout of courses/within a program is a benefit for students.

4. FOUNDATIONAL DESIGN
Built with Quality Matters in mind, providing a solid design framework for you to build on.
1 COURSE INFORMATION
Including syllabus, schedule, orientation/overview screencast, instructor information.

2 CONTENT & ASSIGNMENTS
No impact on content or assignments; what you include in your course is up to you.

3 MODULAR STRUCTURE
Includes options for the layout of your learning units, or you can create your own structure.

4 LEFT-HAND NAVIGATION
You can show or hide the specific Bb tools you’re using, as well as edit the left-hand navigation.
Meets several Quality Matters Standards

- 1.1: How to Get Started in the course
- 1.4: Course and/or institutional policies
- 1.5: Minimum technology requirements
- 7.1 – 7.4: Learner Support standards
- 8.1 & 8.2: good navigation and tech policies
Placeholders for other QM Standards

• Course Learning Outcomes (2.1)
• Instructor Introduction (1.8)
Course Information
- QM Standards 1.2 (purpose and structure), & 1.6 (pre-requisites), including tech (1.7)

Grading Policy
- Information on assignment distribution and grading scale (3.2)

Response Time
- Turnaround time for email questions and assignment feedback (5.3)

Course Policies
- Netiquette (1.3) and course/institutional policies (1.4)
Showcase of Features

Tour of the Kent State Online Bb Template and Syllabus Template