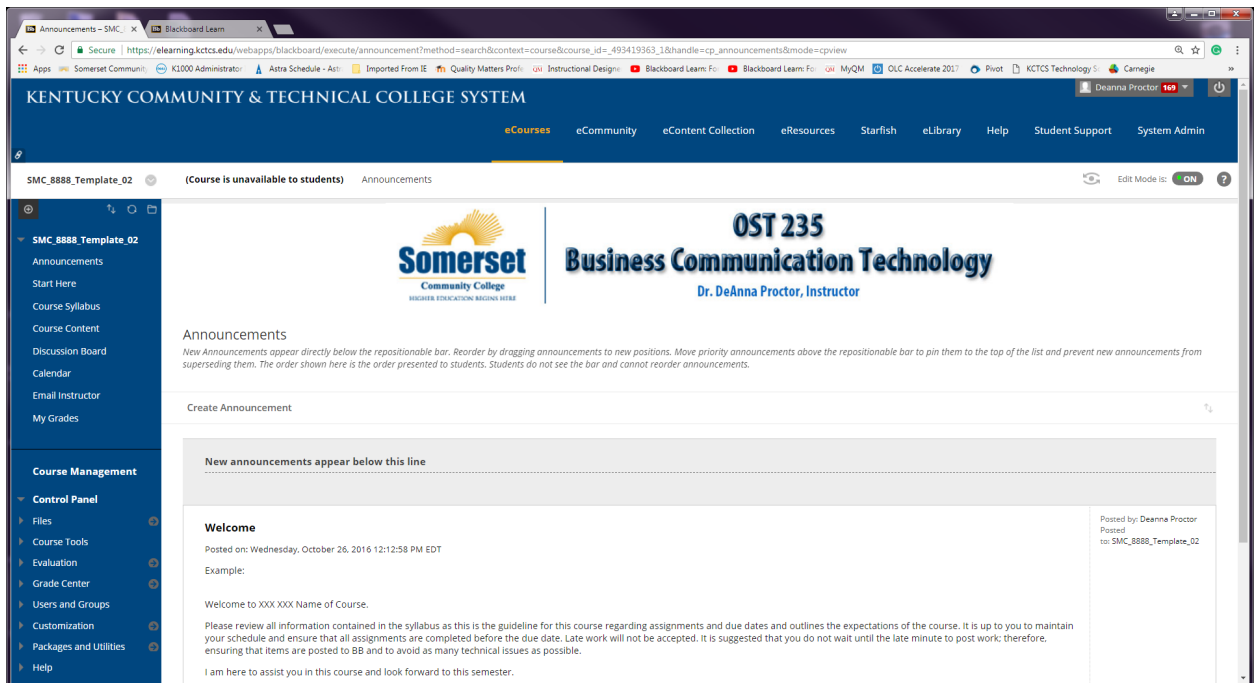Blackboard Course Shell Template Instructions

Here is the link to the updated course shell for download.

https://kctcs.sharepoint.com/:u:/s/Somerset/EeTMj6z_J5lElG9gB_hxMSABfQhGuGs7tIe4oXWfCORHbw?e=bS1PhG

Log into Blackboard and click on a course shell, go to Packages and Utilities under the Control Panel, Import Package/View Logs, Import Package, select a Package and browse my computer for the .zip file you downloaded at the link above. Under Select Course Materials, choose the following: Content Areas, Announcements, Calendar, Contacts, Discussion Board (include only the forums, with no starter posts), and Settings (uncheck Banner, you will upload your own using the banner file). Click Submit.

Ensure Announcements is set as your landing page (Customization, Teaching Style, Select Course Entry Point). You will need to delete the following links if they remain in the menu: Tools, Syllabus, Help, and Homepage. Students should see the format below when they click on their course from their BB homepage.

Course Content should be organized by chapters, modules, weeks, etc. All assignments for that chapter, module, week, etc. should be located in the link for that particular chapter, module, week, etc**. If you do not use an item, make sure you delete it from that section or menu area**. Make sure to change all titles/headings to correspond to that chapter, module, week, etc.

Copy the section template for Chapter, Module, Week#: Title and Discussion Board Thread, as needed, for the remainder of the course content.

Menu links can be added that direct students to publisher content.

Items highlighted throughout the template should be replaced with specific information for your course. Remove the highlight or delete the highlighted text before you hit submit to change text.

Items underlined are links to additional content.

Ensure all links are working correctly, due dates are updated, date restrictions are updated if used, points possible are correct and accurately reflected in Grade Center before making course available to students.

Here is the link to the new banner for download.

https://kctcs.sharepoint.com/:p:/s/Somerset/ETs8WRvGFfdAhsNsTtOIjQYB3SHuN7-PAB30u_GZfdPZqQ?e=3IZonP

Update the .ppt Banner file with your course information. Steps for making a course banner:

1. Download PowerPoint (PPT) "Blackboard banner.ppt" to your computer
2. Open single slide in PowerPoint and type in your course information and name
3. Under "file," pull down to "save as" , browse where you want to save it, name file, and "save as type" is .jpeg.
4. Give file a name you can remember and save to your computer
5. Upload JPEG file to your course through "Control Panel/Customization/Teaching Style/Select Banner." Change banner under "Customization, Teaching Style, Select Banner."

Blackboard will not allow you to use a .ppt file for a banner, you must save the file as a .jpeg.

Appendix C: Terminology

For legacy reasons, in these *Rules*, the term "division" will refer to Health Sciences, and the term "department" will refer to the following: Business and Professional Services; Career and Technical Education; Humanities, Fine Arts, & Social Sciences; Learning Commons; and Mathematics and Natural Sciences.