

Part 2: E-Learning Module Description

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## Course Description

In this course, teachers will be able to use the basic functions for utilizing the Progreso ISD Blackboard web based application. As districts are transitioning to 21<sup>st</sup> Century school districts, it's important to keep open communication and collaboration between the teachers and students parents. The purpose of this course is to successfully train teachers on how to navigate and utilize Blackboard for classroom integration, to enhance student learning. This course will address four objectives, of which will be individually emphasized during the training modules.

After completion of this course, teachers will be able to successfully start utilizing the Progreso ISD Blackboard application with confidence and successful outcomes.

## Instructional Goal

The teachers completing this e-learning module will be able to use Blackboard to communicate with students and their parents and distribute course materials and supplemental resources.

## Course Objectives

**Sub Goal 1:** Campus staff will be able to create a Blackboard account and login using their username and password.

After completing this module teachers will:

- Objective 1.1: Staff will access the districts Blackboard webpage:  
*www.progrso-isd.blackboard.com*
- Objective 1.2: Staff will create a Blackboard account and login
- Objective 1.3: Staff will navigate the Blackboard features and personalize their classroom course
- Objective 1.4: Staff will create toolbar folders
- Objective 1.5: Staff will click Permit Guests to make them accessible for student view.

**Sub Goal 2:** Campus staff will be able to create weekly overviews and upload their weekly lesson plans.

After completing this module teachers will:

- Objective 2.1: Staff will create a weekly overview
- Objective 2.2: Staff will identify and upload weekly lesson plans to weekly overview
- Objective 2.3: Staff will recognize and display necessary information for the weekly overview

**Sub Goal 3:** Campus staff will able to create and upload content resources to the class course  
(PowerPoint, Video, Images, Class Syllabus)

After completing this module teachers will:

- Objective 3.1: Staff will navigate and click on Course Outline link and then click on Build Content

- Objective 3.2: Staff will identify Class Syllabus document to upload
- Objective 3.3: Staff will navigate to PowerPoint/Video/Images link
- Objective 3.4: Staff will navigate to the video link and identify necessary file to upload.

**Sub Goal 4:** Campus staff will identify students to enroll into the course and create a class discussion board.

After completing this module teachers will:

- Objective 4.1: Staff will navigate the Control Panel and click on Users and Groups.
- Objective 4.2: Staff will click on Enroll User, and identify students for enrollment.
- Objective 4.3: Staff will identify the discussion board menu
- Objective 4.4: Staff will click on the “Create Topic” button in the upper left corner
- Objective 4.5: Staff will create a discussion board forum.

### Required Text(s)

All required material, readings, and texts will be included in this E-Learning training course. Campus staff will use the campus computer lab or campus computer-on-wheels, to access the [Blackboard learning system manual](#).

### Assignments

Task work for this course include: quizzes, discussion questions, and the final project assignment which consist of all the lessons learned. Each quiz is going to consist of multiple choice questions and true/false questions. Discussion questions are going to be related on the lesson topic. The total points: 700

Lesson Name	Assignment Name	Points Possible
Lesson 1	Creating a Username and log-on to Blackboard	Total Points: 175
	Creating a Username and log-on to Blackboard (Quiz)	50
	Creating a Username and log-on to Blackboard (Discussion Question)	25
	Creating a Username and log-on to Blackboard (Assignment)	100
Lesson 2	Creating weekly overviews and uploading lesson plans	Total Points: 175
	Creating weekly overviews and uploading lesson plans (Quiz)	50
	Creating weekly overviews and uploading lesson plans (Discussion Question)	25
	Creating weekly overviews and uploading lesson plans (Assignment)	100
Lesson 3	Recognize course content resources	Total Points: 175
	Recognize course content resources (Quiz)	50

	Recognize course content resources (Discussion Question)	25
	Recognize course content resources (Assignment)	100
Lesson 4	Identify students for enrollment and Create a discussion board forum	Total Points: 175
	Identify students for enrollment and Create a discussion board forum (Quiz)	50
	Identify students for enrollment and Create a discussion board forum (Discussion Question)	25
	Identify students for enrollment and Create a discussion board forum (Assignment)	100

### Grading

Graded work for this course include: quizzes, discussion questions, and final project assignments for each lesson. Quizzes address the main topic areas over each lesson. The discussion board questions are to improve the lesson by providing a perspective over each topic. The project assignments are the final component of each lesson and consist of the most points. Grades for this course will be base on the rubric listed below. Total points 700.

Graded Work Type	Total Weight Percentage	Possible Points
Quizzes	29%	200
Discussions	14%	100
Assignments	57%	400
<b>Total Possible Points</b>	100%	700

### Point Distribution

A = 625 to 700 points  
 B = 550 to 624 points  
 C = 475 to 549 points  
 F = below 475 points

### Topic Outline

Lesson	Topic	Content
Introduction		
Lesson 1	Creating a Username and log-on to Blackboard	<ol style="list-style-type: none"> <li>1. Access the districts Blackboard webpage</li> <li>2. Create a Blackboard account and login</li> <li>3. Navigate the Blackboard</li> </ol>

		<p>features</p> <ol style="list-style-type: none"> <li>4. Create toolbar folders</li> <li>5. Click Permit Guests to make them accessible for student view</li> </ol>
Lesson 2	Creating weekly overviews and uploading lesson plans	<ol style="list-style-type: none"> <li>1. Create a weekly overview</li> <li>2. Identify and upload weekly lesson plans to weekly overview</li> <li>3. Recognize and display necessary information for the weekly overview</li> </ol>
Lesson 3	Recognize course content resources	<ol style="list-style-type: none"> <li>1. Navigate and click on Course Outline link and then click on Build Content</li> <li>2. Identify Class Syllabus document to upload</li> <li>3. Navigate to PowerPoint/Video/Images link</li> <li>4. to the video link and identify necessary file to upload.</li> </ol>
Lesson 4	Identify students for enrollment and Create a discussion board forum	<ol style="list-style-type: none"> <li>1. Navigate the Control Panel and click on Users and Groups</li> <li>2. Click on Enroll User, and identify students for enrollment</li> <li>3. Identify the discussion board menu</li> <li>4. Click on the "Create Topic" button in the upper left corner</li> <li>5. Create a discussion board forum.</li> </ol>