



Welcome to the IDD&E New Student Orientation

**Learning Management System –
A tutorial on the Blackboard interface
for BOTH campus-based and
online IDD&E courses**




Syracuse University
School of Education
Instructional Design, Development and Evaluation

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Welcome to the IDD&E New Student Orientation a ...

Learning Management System tutorial on the Blackboard interface used for BOTH campus-based and online IDD&E courses



Experiencing IDD&E Courses... In the classroom - AND – online

- Common look-and-feel to course interface**
 - Menu
 - Icons / graphic organizers
- Common Preparation Learning resources**
 - Surveys
 - Tutorials
- Common procedures**
 - Participating
 - Assignment posting
 - Support tools

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BlackBoard Learning Management System - Experiencing IDD&E Courses... In the classroom- AND – online

All IDD&E courses have a common look-and-feel or course interface

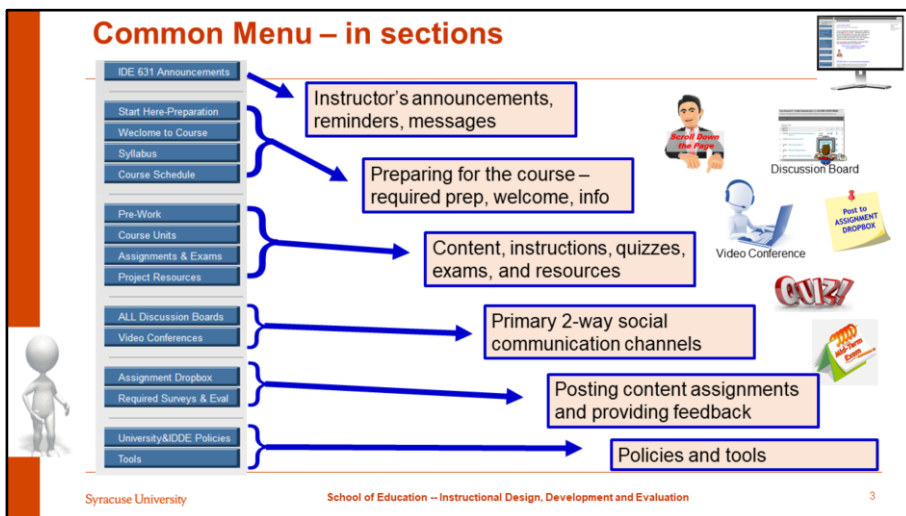
They have the same Menu items and similar Icons and graphic organizers

There are Common Preparation Learning resources including required surveys and tutorials on how to be successful in our courses, general information on ID careers and Standards of practice, and tutorials on writing learning objectives and aligning instructional components.

There are also Common procedures for participation and posting assignments and some common support tools.

Since every courses has the same interface it should help you locate the information, content, and tools you will need to be successful in your courses.

Let's take a closer look at each section of the menu



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The course menu is split into several sections.

The **first** section of the menu is the Announcements... this is where your instructor will post announcements, reminders for meetings or assignments, and other messages about the course. Most of the time the posted announcement will also be forwarded to your SU email account. The announcements will remain on the Announcement board throughout the semester so you may go back and review messages.

The **second** section is a series of items to help you prepare for, and be welcomed to, the course. In this sections you will find the course syllabus and other resources and key information about how and when to participate in the course.

The **third** section is where you will find the actual content for the course, including instructions for activities and access to quizzes, exams, and other required resources.

The **fourth** section in where you will find the two main communication channels for a course, the text or discussion boards and the video conference tools.

The **fifth** section in where you post your assignments and provide feedback through surveys and evaluations

The **final** section is where you will find university and course policies (same as stated in the course syllabus) and other tools to help you in your course.

Some common icons you will see include our Scroll Down avatar... reminding you that there is more information on the page; other icons to remind you visually of activities or events...

Let's look a little deeper at some of these menu options...

Common Menu – Preparation section

Preparing for the course – required prep, welcome, info

Start Here-Preparation
Required survey, prerequisite tutorials & information for courses

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The Preparation section include four options...

The first is START HERE-PREPARATION. It is critical that you begin here and complete the Acknowledgment of Policies survey..

You will need to read the policies either in the syllabus or in the University and IDD&E Policies menu ... enter the survey and respond that you have read, you understand, and you agree with the policies. If you answer NO to any of those questions, please discuss with the course professor. You may not stay in the course if you respond 'no' to any of the 3 questions.

The fourth question remind you that we are a research institute and will use data from courses for research purposes as well as data to support course enhancements. All data is rendered anonymous for use in publications or reports, however anything that has your name or image is not used for research unless you respond 'Yes' to question 4. Note that ALL surveys are anonymous; you are granting permission for us to use any information inside the course (required activities, discussions etc.) for research purposes. There is no penalty if you respond 'no.' The instructor will not view responses until course grading has been completed.

You must complete this survey in EVERY IDD&E course by the first class. You will not be able to proceed in the course until you have completed it!

You will also find a series of tutorials in this section. These are designed to help you with various aspects of being successful in the course, for example participating, working on teams, etc. Although not mandatory it is expected that all students will review these tutorials.

There is a second series of tutorials as you scroll down the page... these are about our profession. They include an overview of ID work and the ID Standards of Practice. Below those are two important tutorials that help elaborate on writing objectives and aligning instructional components.. These are key to designing good instruction.

These tutorials are in all courses, so you need only review them once... but you have access to them for later review as necessary...

Common Menu – Preparation section

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

Video Conferences

Assignment Dropbox

Required Surveys & Eval

University&DOE Policies

Tools

Preparing for the course – required prep, welcome, info

Welcome to Course
Welcoming message from professor, Course overview tutorial

WELCOME TO COURSE

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

Video Conferences

Assignment Dropbox

Required Surveys & Eval

University&DOE Policies

Tools

WELCOME TO COURSE

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

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Required Surveys & Eval

University&DOE Policies

Tools

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The second menu option in the Preparation sections is the WELCOME TO COURSE section. Here you will find a brief introduction by your professor and likely a short tutorial providing a brief overview of the course content and activities. There is also a prompt to review the course menu options to get familiar with the content and activities.

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Common Menu – Preparation section

Preparing for the course – required prep, welcome, info

Syllabus
Course Syllabus and other key information about the course

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The third menu option in the Preparation section is the SYLLABUS page.

Here you will find the course Syllabus and often a Checklist of Course Tasks. Each is designed to help you navigate the requirements for the course throughout the semester.

There is also likely a section where all of the key support documents are linked ... including major readings, guidelines, rubrics and other such materials that you will use often during the course... there will also be a list of the online readings, websites, etc. required for the course.

Finally for your convenience, there is also basic information about the course, e.g., description, instructional goal, learning objectives, grading information, etc., at the bottom of this section. It is here so that you can easily access information without having to open the syllabus. All information in this part of the page is copied directly from the syllabus.

Common Menu – Preparation section

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

Video Conferences

Assignment Dropbox

Required Surveys & Eval

University&DOE Policies

Tools

Preparing for the course – required prep, welcome, info

Course Schedule

Course schedule with session dates, assignment due dates

COURSE SCHEDULE

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

Video Conferences

Assignment Dropbox

Required Surveys & Eval

University&DOE Policies

Tools

COURSE SCHEDULE

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

Pre-Work

Course Units

Assignments & Exams

Project Resources

ALL Discussion Boards

Video Conferences

Assignment Dropbox

Required Surveys & Eval

University&DOE Policies

Tools

COURSE SCHEDULE

IDE 631 Announcements

Start Here-Preparation

Welcome to Course

Syllabus

Course Schedule

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Assignments & Exams

Project Resources

ALL Discussion Boards

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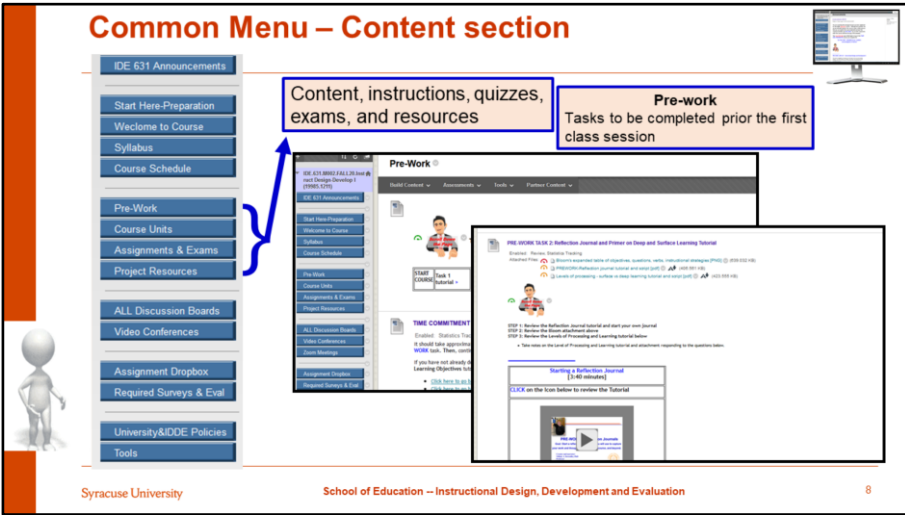
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The last menu option in the Preparation section COURSE SCHEDULE. This also is copied directly from the course syllabus. It is provided here for quick and easy access.

You should carefully review all four of these sections prior to beginning the course.

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The second section is focused on the course **CONTENT**. This section contains four menu items.

The first menu in this section is PRE-WORK. Some courses will have PRE-WORK activities that are required to be completed PRIOR to the first session. If a course does have pre-work activities, you will find an introduction in this section. Then, by entering the PRE-WORK folder you will find any necessary instructions, links or readings, tutorials, and any other information necessary to complete the activities. There will also be a date required by... note in the syllabus or course schedule when the first day of class is... sometimes you have a short activity to complete the first day of the semester! Sometimes the faculty may start classes a week or two later so you have time to complete a pre-work assignments. Review pre-work assignments carefully and proceed as requested.

Common Menu – Content section

Content, instructions, quizzes, exams, and resources

Course Units
Organized course units with unit description, objectives, content materials, assignments

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The second menu option in the Content section is COURSE UNITS. The content of the course is generally broken into content units. Each unit is listed on the page with a cover sheet providing an anchor image and some brief information about the unit. There is also a calendar of events for the UNIT. Scroll down the page to see all the UNITS.

When you click on the folder for a UNIT you should see the calendar repeated (so you do not have to jump back and forth) and then details about how to participate in the UNIT... including readings, tutorials, assignments, project guidelines, etc.

These units provide you with access to information and activities to learn the course content... read the information provided carefully and check often to make sure you are on track.

Common Menu – Content section

The screenshot shows the Blackboard Learning Management System interface. On the left is a vertical menu with the following items: IDE 631 Announcements, Start Here-Preparation, Welcome to Course, Syllabus, Course Schedule, Pre-Work, Course Units, Assignments & Exams, Project Resources, ALL Discussion Boards, Video Conferences, Assignment Dropbox, Required Surveys & Eval, University&DOE Policies, and Tools. A blue bracket groups the last five items. A blue arrow points from the 'Assignments & Exams' menu item to a central window titled 'Assignments & Exams'. This window displays course information and a 'QUIZ' icon. Two text boxes with blue borders provide additional context: one points to the 'Assignments & Exams' menu item and the other points to the 'Assignments & Exams' window.

Content, instructions, quizzes, exams, and resources

Assignments and Exams
Assignments details are provided & exams/quizzes are housed

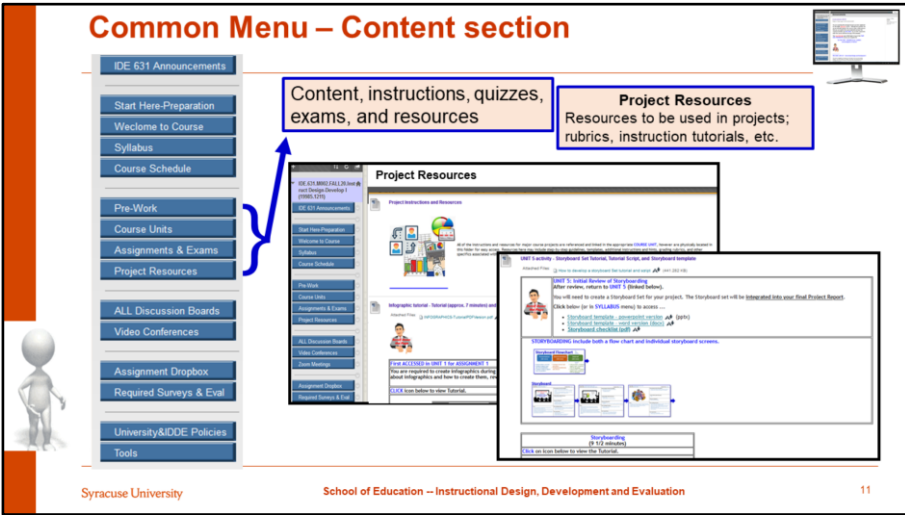
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The third menu option in the Content section is ASSIGNMENTS AND EXAMS. This is where you may find key information and resources for major assignments that go across UNIT. Likely the instruction is provided across several UNIT so this is a one-stop shop of sorts to check on major project requirements.

This section also is where course quizzes and exams are housed. Likely there will be a link to this part of the course site from the UNIT where you are to complete a quiz or exam. However, this too is a one-stop shop for quizzes and exams. You may enter from this menu or from inside the course units.

Note that quizzes and exams may not be visible at all times... they will open and/or close based on settings. So keep an eye out if you see in the syllabus or course schedule that a quiz or exam is due...



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The last menu item in the Content section is PROJECT RESOURCES. Again, this is a one-stop shop for projects that run across several Units. It is a place where you can access key resources and instructions for major projects. Some courses will link to this section from the Content Units while others may not have anything in PROJECT RESOURCES because everything required for a project is in a specific course unit. Be sure to check this section and the assignments & exams sections carefully.

All together these menu options in the Content section should provide you with all information and resources you will need to learn the course content. However, in the content units you will likely be instructed to use other features in blackboard, like communication channels and assignment dropboxes to post projects

Common Menu – Communication section

The screenshot shows the BlackBoard Learning Management System Common Menu. On the left is a vertical navigation bar with various links. A blue bracket groups the following links: 'ALL Discussion Boards', 'Video Conferences', 'Assignment Dropbox', 'Required Surveys & Eval', 'University&DOE Policies', and 'Tools'. To the right of the menu, three callout boxes provide details:

- Primary 2-way social communication channels** (points to the 'ALL Discussion Boards' link)
- All Discussion Boards**
Asynchronous text-based discussion held within a certain time period.
- Video Conference**
Synchronous (live) discussion using video conference.

Below these callouts are two screenshots of the system interface:

- ALL DISCUSSION BOARDS**: A screenshot showing a discussion board interface with a list of topics and a detailed view of a discussion thread.
- VIDEO CONFERENCES**: A screenshot showing the 'BlackBoard Collaborate OR Zoom' interface, which includes a grid of video feeds for participants.

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In the Communication section there are two options.

The first menu option is ALL DISCUSSION BOARDS. This provides the asynchronous communication channels that operates like a text-chat room. In these sessions you will be required to post comments, questions, and ideas regularly over the set period of days.

The second menu option in communications is the VIDEO CONFERENCES menu. This provides access to the synchronous or live sessions where you are together with your faculty and/or peers for live video conferences. There are two options here. Office hours with the course faculty member will generally be held in a Blackboard Collaborate video conference room, by schedule or appointment. Sometimes class sessions will also be in a separately setup video conference room in Collaborate. The second option is Zoom. This video conference generally allows more flexibility in live group sessions. Your instructor will provide information on accessing web conferences.

Common Menu – Assignment/Feedback section

The screenshot shows the Blackboard Common Menu on the left. A blue arrow points from the 'Assignment Dropbox' and 'Required Surveys & Eval' links in the menu to their respective sections on the right. The 'Assignment Dropbox' section is titled 'Posting content assignments and providing feedback' and 'Assignment Dropbox "Place" to upload assignments for grading and receiving feedback'. The 'Required Surveys & Eval' section is titled 'Required Surveys & Eval Place to access required surveys and evaluations during course..'. The bottom of the slide includes the text 'Syracuse University School of Education – Instructional Design, Development and Evaluation' and the page number '13'.

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In the Assignment and Feedback section there are two options.

The first menu option is ASSIGNMENT DROPBOX. This is where you will be directed to post course assignments. There may be a direct link to the Dropbox in a course UNIT, depending on how your instructor setup the course. Please note that sometimes the Assignment Dropbox will only be visible in a timeframe when the project is due and then close after. Be sure to check the course syllabus for due dates and times.

Once the course instructor grades your projects you will be able to access the grade and any feedback provided on the project through the Assignment Dropbox. Please DO NOT send assignments in email, unless directed by the course instructor, as grades from the assignment dropbox are automatically transferred to the instructor's blackboard gradebook.

The second menu option in the Assignment/feedback section is the REQUIRED SURVEYS & EVALS menu. This is where you will be able to access the series of surveys and evaluations used throughout our courses. Again, the surveys may be linked from the Course Units where you are requested to complete them. It is critical that you complete all required surveys and evaluations... after all, this is part of what we do in IDD&E... and note, that failure to complete any may results in an overall grade reduction! So please be sure to complete ALL surveys and evaluations ...

[illegible]


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The final section of the menu is Policies and Tool. There are two options.

The first menu option is UNIVERSITY & IDD&E POLICIES. This section provides the same set of policies provided in the syllabus under which the course operates. You must respond to the first acknowledgment of policies that you have READ, UNDERSTOOD, and will ABIDE by these policies.

The second option is TOOLS. These are some features that are provided through Blackboard to help you navigate and successfully participate in the course. The instructor will provide access to the tools he or she thinks are most important to their course.

All courses will have this menu and these options to varying degrees... an instructor may add an additional menu option for activities or assignments, but these are the standards. Be sure to explore your courses to find the information, instruction, and tools you will need to be successful. Good luck.



IDD&E New Student Orientation

References for pictures, images, animation

Created by: Aidar Ismailov; Yuri Pavlov; Lei Wang, D. Garmondyu Whorway, & Tiffany A Koszalka (Faculty)

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