Designing Exemplary Courses
Workshop
Onsite/Remote Training

Workshop Content
Once instructors have mastered the features and functions of Blackboard Learn Course technology, they will be ready for advanced training on designing and constructing high-quality, instructionally sound courses. Using the Blackboard Exemplary Course Program rubric or another institutional rubric as a guide, this workshop prepares participants to transform a current course website from an informational resource to an interactive learning environment.

Individuals will participate in practical exercises to help plan the overall architecture of their courses and will engage in the discussion and implementation of best practices during guided course development periods. At the end of the workshop, participants will build an instructional unit to use as a model for future course development.

Workshop Materials and Requirements
The workshop is designed to assist instructors with modifying an existing course or building a new course. If building a new course, participants enrolled in the Designing Exemplary Courses workshop should bring the following materials to the training:

- Course syllabus, course outline, and/or assignment schedule in .docx or .rtf format
- External Web site addresses with a short description for each link
- Names and descriptions of at least two Discussion Board forums and associated threads
- Content for at least one lesson or unit of instruction. Materials may include the topic or introduction, unit learning objectives, lecture notes, handouts, exercises, required and optional reading lists, Web site addresses for reference sites, assignment schedule, readings, etc.
- One or more course-related assessments (preferably in .docx or .rtf format)

Who Should Attend
Course instructors, course designers, and support personnel using Blackboard Learn.

Duration
Workshop is 2 days in length

Workshop Segments
Segment 1: Designing Exemplary Courses
By the end of this segment, participants should be able to:

- Define elements of an exemplary course.
- Identify areas for improving or developing your course.

Sample Topics
- Defining Exemplary Courses
- Exemplary Course Components
- Evaluation Rubrics
• Course Development or Improvement Plan

Segment 2: Course Design

By the end of this segment, participants should be able to:

• Identify structures and processes to make courses Student Navigation Friendly.
• Create clear learning objectives.
• Review course content for quality and clarity.

Sample Topics

• Instructional Design Basics
• Designing Effective Course Navigation and Organizational Structures
• Enhancing Learner Experiences with Quality Content
• Learning Styles
• Multimedia
• Alternative Content Presentation Techniques
• Guided Development Time for Course Navigation, Structure, and Content

Segment 3: Interaction and Collaboration

By the end of this segment, participants should be able to:

• Identify collaborative learning opportunities.
• Explore strategies for enabling successful group work.
• Evaluate the use of rubrics in collaborative work.

Sample Topics

• Develop Plans: Student-to-Student and Student-to-Instructor Interaction
• Icebreaker Activities
• Evaluation Criteria for Collaborative Activities
• Rubrics
• Alternative Uses for Online Discussions and Collaborative Activities
• Guided Development Time for Adding Collaborative Activities

Segment 4: Assessments

By the end of this segment, participants should be able to:

• Review course assessment activities to make sure they match learning objectives
• Review activities for clarity in expectations and grading criteria.
• Discuss methods for developing accountability.

Sample Topics

• Measuring Student Learning and Achievement
• Tools to Support Instructional Outcomes
• Using Authentic Assessment (*Portfolios – Requires Content Management License)
• Designing Effective Test and Assignment Questions
• Grading Rubrics to Measure Achievement
• Accountability Techniques
• Guided Development Time for Adding Assessments

Segment 5: Learner Support
By the end of this segment, participants should be able to:

- Perform a gap analysis to identify any additional resources needed to support learners.
- Determine sourcing for any additional resources and materials that need to be developed.
- Develop a plan to address identified accessibility and technical issues.

Sample Topics

- Providing Learner Resources
- Identify Resources Available at Your Own Institution
- Locate Resources Available Online
- Brainstorm Additional Resources That May Be Needed by Your Audience
- Guided Development Time for Adding Learner Support Resources

**Segment 6: Workshop Showcase**

By the end of this segment, participants should be able to:

- Participate in workshop showcase.

Sample Topics

- Share Your Course Design for Peer Discussion and Review