



# Course Organizer

The table below provides an at-a-glance overview of all the links on the Course Menu

Menu Link	What You'll Discover	Activities	Estimated Time
Introduction	<ul style="list-style-type: none"> <li>The course goals and structure</li> <li>Technical requirements for success</li> </ul>		Readings: <1 hour Activity: <1 hour
My Course Info	<ul style="list-style-type: none"> <li>Customizable dashboard page to help you keep track of current course information and events.</li> </ul>	<ul style="list-style-type: none"> <li>Check this page at every login to get important updates</li> </ul>	
Lesson: Finding Your Way	<ul style="list-style-type: none"> <li>Personalize your Blackboard environment</li> <li>Explore and navigate your course</li> <li>Your learning path</li> </ul>	HANDS-ON ACTIVITY: <ul style="list-style-type: none"> <li>Rearrange the modules, change the color scheme and add a calendar module on My Course Info</li> </ul>	Readings: <1 hours Activities: <.5 hour
Lesson: Learning Online	<ul style="list-style-type: none"> <li>About learning online</li> <li>Characteristics of successful online learners</li> <li>Strategies for successful online learning</li> </ul>	HANDS-ON ACTIVITY: <ul style="list-style-type: none"> <li>Self-assessment: Is online learning right for you?</li> </ul>	Readings: 1 hour Activities: <.5 hour
Lesson: Getting Organized	<ul style="list-style-type: none"> <li>Your personal information</li> <li>Using the calendar</li> <li>Adding and updating tasks</li> </ul>	HANDS-ON ACTIVITY: <ul style="list-style-type: none"> <li>Edit your personal information</li> <li>Add a personal event to the calendar</li> <li>Add a personal task</li> </ul>	Readings: 1 hours Activities: <1 hour
Lesson: Communicate	<ul style="list-style-type: none"> <li>View announcements</li> <li>Send email</li> <li>Send messages</li> <li>Chat</li> <li>Virtual Classroom</li> </ul>	HANDS-ON ACTIVITY: <ul style="list-style-type: none"> <li>Send an email message to another student or the teacher</li> <li>Send a message to another student or to the teacher</li> </ul>	Readings: 1 hour Activities: .5 hour

			<p>HANDS-ON ACTIVITY:</p> <ul style="list-style-type: none"> <li>• Add a post to the Introductions forum on the Discussion Board</li> <li>• Share your favorite link, video, or photo in the course Blog</li> <li>• Share your ideas for improving this course in your online Journal</li> <li>• Add or edit content on the course Wiki site</li> <li>• Create a Scholar Account, add a bookmark, install the bookmarklet, add a Stream</li> </ul>	<p>Readings: 2 hours Activities: 2.5 hours</p>
Lesson: Collaborate	<ul style="list-style-type: none"> <li>• Discussion Board</li> <li>• Working in Groups</li> <li>• Blogs</li> <li>• Journals</li> <li>• Wikis</li> <li>• Social Bookmarking with Scholar</li> </ul>			
Lesson: Assignments and Grades	<ul style="list-style-type: none"> <li>• Submitting Assignments</li> <li>• Submitting SafeAssignments</li> <li>• Self and Peer Assessments</li> <li>• Check your grade</li> </ul>		<p>HANDS-ON ACTIVITY:</p> <ul style="list-style-type: none"> <li>• Click on My Grades to check your progress</li> </ul>	<p>Readings: 1 hour Activities: &lt;.5 hour</p>
Lesson: Taking Tests	<ul style="list-style-type: none"> <li>• Taking tests online</li> <li>• Filling out surveys</li> </ul>		<p>ASSESSMENT:</p> <ul style="list-style-type: none"> <li>• Course Evaluation</li> <li>• Orientation Practice Quiz</li> </ul>	<p>Readings: &lt;1 hour Activities: 1 hour</p>
Course Tools	Links to all the tools the instructor has made available in the course		<p>HANDS-ON ACTIVITY:</p> <ul style="list-style-type: none"> <li>• Click on the tool links to discover how they work</li> </ul>	
Discussions	Links to all the Discussion Board			
Help	Links to the online help system made available at your school			
Groups	Links to the Groups page if your instructor has made this tool available in the course.			