



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

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