

### How do we Train our School on Using Blackboard?

1. Overview/General Information (recommended at a staff meeting)
  - What is Blackboard? How can it be used? How are other schools using it?
  - Demonstrate a course (i.e. School Admin Course or demo course)
2. WCPSS Guidelines and Policies
  - Review
  - Blackboard is accessible via the INTERNET.
3. Log in/Log out
4. Change Password
5. Plan the course site on paper
  - Brainstorm what items might be added to course sites (i.e. newsletters, grading policies, field trip dates and information, wish lists, supply lists, etc.)
  - Organize the above items into folders
6. Set Course Options
  - Allow participants to disable features right from the start
  - Encourage participants to start by using only a few sections at first
7. Add Course Content – Limit to the following Areas:
  - Announcements
  - Staff Information
  - One content area (i.e. Course Documents)
  - External Links
8. Enrolling Students (Users)
  - Search by NCWISE ID for students (children)
  - Search by Email ID for faculty/staff

### 9. Blackboard Instructor Support

- Reference: WCPSS Blackboard Instructor Manual - <http://bbsupport.wcpss.net/instructormanuals.html>
- Visit: WCPSS Blackboard Support Site – <http://bbsupport.wcpss.net>
- Contact: Blackboard Coordinator at individual school

### 10. Instructor Action Plan

- Create course content
- Enroll students (if using login id/password access)
- Send home access information to parents
- Train students (demo course site)

### 11. Troubleshooting

### 12. Anticipate what problems/issues might be encountered and brainstorm solutions