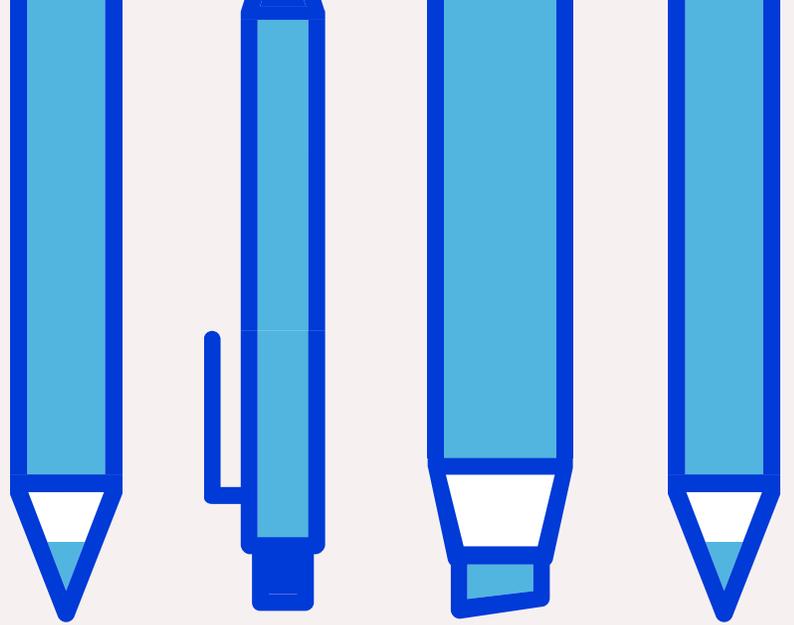




Indiana State
University



Essential Resources to Quickly Convert Your Courses Online

When a Face-to-Face Section is Disrupted

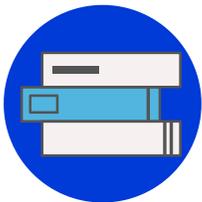


Organizing Your Online Course

Creating user-friendly navigation and an organized course layout is important for online classes. It is recommended to create a new folder each week that includes the week's readings and assignments.

Here are some tutorials to help you organize your online courses:

- [Creating a folder in Blackboard](#)
- [Moving content in Blackboard](#)



Posting Course Materials

When transitioning to an online course, you will need to post materials for your students with which they will interact. You might consider including documents and videos in your courses.

Here are some tutorials to help you post course materials:

- [Accessing the L Drive from home](#)
- [Accessing One Drive](#)
- [Uploading documents to Blackboard](#)
- [Creating a YouTube Mashup in Blackboard](#)
- [Using YuJa to create instructional videos](#)
- [Utilizing library resources and databases](#)



Adding Assessments

Assessment is a vital part of learning, and it is imperative to include a variety of assessments in your online courses. With Blackboard, you are able to create discussion boards, group activities, exams, and other activities.

Here are some tutorials to help you create and manage assessments:

- [Creating, editing, and grading discussion boards](#)
- [Creating, editing, and grading assignments](#)
- [Creating, editing, and grading group projects](#)
- [Creating, editing, and grading exams](#)
- [Monitoring the integrity of exams with proctoring services](#)



Structuring Attendance

Since attendance is different in online courses, it is helpful to structure attendance in terms of participation with discussions or activities. You might also consider implementing mandatory synchronous sessions for attendance purposes.

Here are some tutorials to help you track participation and attendance:

- [Using YuJa for synchronous sessions](#)



Communicating with Students & Colleagues

Communication is key in online courses. Indiana State University sponsors several communication tools including YuJa and Skype for Business. Blackboard can also be a great communication tool.

Here are some tutorials to help you communicate with necessary parties:

- [Sending announcements via Blackboard](#)
- [Using YuJa for synchronous sessions and office hours](#)
- [Utilizing the Skype for Business chat and call functions](#)
- [Using Email via Blackboard](#)



Using the Blackboard Mobile App

Blackboard has a mobile app that is compatible with cell phones and other devices. While the app can be useful for students, it is important to note the [following limitations](#):

- Descriptions for content folders, links, etc. will not be displayed.
- Support for videos, images, and other content will depend on the device's operating system.
- Groups, journals, wikis, and Blackboard Collaborate cannot be accessed.

Getting Help

The Blackboard Tech Support button may be helpful in answering questions, but you can use the contact information below if you still need assistance.

For assistance with technology or Blackboard, contact the Office of Information Technology.



Phone: (812) 237-7000



Email: ISU-Blackboard-Support@mail.indstate.edu

For assistance with course design and best practices, contact an Instructional Designer.



Phone: (812) 237-2345



Email: isu-ids@mail.indstate.edu