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Faculty Resources

Wrapping Up A Semester

Getting Started Using Blackboard As An Enhancement

Request an Enhancement Shell

If you are going to be using Blackboard as an enhancement in your face to face classes you will need to request an enhancement shell. [Request link for Enhancement shells](#) . If you are interested in combining sections into one shell follow the steps once you log in.

Blackboard 9.1 is the current learning management system. There are many tools and resources to enhance your face to face and online course content using Blackboard and instructional technology. Use the links below to take you to a particular resource area. If you are interested in joining an online development cohort or training in instructional technology, check out the [The Distance Educator's _blankweb](#) page or contact the Distance Education Coordinator Melissa Colon, at colonm@yosemite.edu for more information.

- [Online Course Development](#)
- [Blackboard Building Blocks](#)
- [Online Communication Resources](#)
- [Instructional Technology Training](#)
- [Blackboard Training Materials](#)

Online Course Development Resources and Tools

If you are going to be using Blackboard as an enhancement in your face to face classes you will need to request an enhancement shell. [Request link for Enhancement shells](#) . If you are interested in combining sections into one shell follow the steps once you log in.

You will find the following resources helpful as you develop online content:

1. [Quality Matters and Best Practices Unofficial Peer Support Form_blank](#)
2. [Best Practices for Creating Accessible Word Documents _blank](#)(from Cal Poly)
3. [Resources for Universal Design and Accessibility_blank](#)
4. [The Teach Act- Fair Use and Copyright Information _blank](#)(from Cal State Stanislaus)
5. [Course Evaluation: A Tool for Faculty](#)
6. [National Standards for Quality Online Teaching](#)
7. [Columbia College Distance Learning Handbook](#) (revised 12/2012)
8. [Columbia College Distance Education Plan](#) (revised 12/2012)

If you are interested in face to face or a hybrid (blend of face to face and online) training check out the [Training and Support Resources](#) for a list of the training opportunities or contact the Distance Education Coordinator to make an appointment to explore the possibilities.

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Are you interested in finding out what other community colleges around the state are offering online? The [California Virtual Campus - CVC](#) is home of a directory of online classes and programs for the state of CA.

When you are ready to develop a fully or hybrid online course you will first be submitting a distance education addendum for approval through Curricunet, use the [Curricunet Link](#). The Distance Education Coordinator or Curriculum Chair can help with the proposed modification.

We encourage an [Open Proctoring Policy](#) at Columbia College in which you, the instructor can allow students to chose an approved proctor and proctoring site (on-campus or an approved proctoring site) if needed for exams in a fully online course.

The [Columbia College Distance Education Plan](#) outlines the plans to continue to develop online offerings and online student services.

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Blackboard Building Blocks

Lockdown Browser - The [lockdown browser](#) is required for assessments in online classes when you would like to have students take an assessment within a restricted browser area. This tool is available inside the Blackboard Add Tools area.

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Online Communication Resources

There are tools available to communicate with all of your students (face to face or online). For example, Columbia College's [Student Email Blast](#) is available to send an email blast to all students, in both F2F and online classes. There are many additional tools within Blackboard to communicate and build an exciting online community, strengthening regular and effective communication 24/7.

- Blogs
- Email
- Threaded discussions
- Journals
- Blackboard IM
- Messages
- Grade book
- Chat
- Wikis
- Blackboard Collaborate -CCCConfer
- Announcements

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Instructional Technology Training

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Training is important when you start creating content in an online environment. Here are some ways to get involved with instructional technology training. There are a variety of trainings that takes place through out the fall, spring and summer semesters at the college. Check out the [Instructional Technology Training Opportunities](#)_blank or drop by the [Instructional Technology Center](#)_blank located in the Library Building, Tamarack Hall, Rm. 134 and make an appointment. The [@ONE Training Center](#)_blank also offers fully online training workshops as well as a fully online Certified Online Teaching Certificate.

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Blackboard Training Materials

The Blackboard Essential Skills Training (BEST) shell is available for you to explore and utilize all of the contents and materials. Ask the Distance Education Coordinator to enroll you if you are not already enrolled.

The [Instructional Technology Channel](#) _blankhosted at the YCCD Media Share site has many custom tutorials for you to check out and get started in developing online content. Most of the tutorials are "Take 5s" (five minutes or less). Here are some of the most commonly used tools and activities that are important to know.

- [Copy Course Procedure](#)_blank
- [Creating Learning Modules](#)_blank
- [Adding A Test Student](#)_blank
- [Using Blackboard As An Enhancement](#)_blank
- [Setting Up A Turnitin Assignment Part 1](#)_blank & [Part 2](#)_blank
- [Using the File Manager](#)_blank
- [Setting Up A Grade Center](#)_blank
- [The Running Total Column](#)_blank
- [Creating Accessible Word Documents](#)_blank
- [Narrating PowerPoints](#)_blank
- [Extending Time For Tests](#)_blank
- [Display Combined Sections Separately](#)_blank
- [Downloading the Grade Center Into Excel](#)_blank

Blackboard provides tutorials on building content areas and the different communication tools on the [Blackboard On Demand](#)_blank resource page for both faculty and students. There is also a [Blackboard Help for Instructors](#)_blank search tool for specific content areas and topics for .

Here is a comprehensive [Blackboard 9.1 Instructor's Manual](#) in a PDF format.

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