UNIVERSITY of MARYLAND
BALTIMORE
FACULTY CENTER FOR TEACHING
AND LEARNING

Moving to Online Learning – Template Guidance

1. Instructional support in your school can create a Blackboard course for each face-to-face course using the template, below. Within each type of assignment, include standardized instructions for students about how to post assignments, create discussion threads, access quizzes, and set up a Collaborate meeting.
2. Enroll Instructors and Students in their respective courses.
3. Train or provide support links to Instructors how to send announcements & email, edit assignments, edit and facilitate discussions, edit quizzes, and navigate Grade Center to find submitted assignments.
4. Feel free to contact a member of our team if you need additional support or go to our website for more information https://www.umaryland.edu/fctl/.
5. Note: this template is for emergency online educational set up. Use of this template meets minimum standards for online courses and will not meet full accreditation standards for online course quality.

Course Template:

Sidebar menu	Course Pages	Faculty Training & Support
Announcements Email	Announcements	Creating Announcements and Email Messages https://help.blackboard.com/Learn/Instructor/Interact
Assignments	Assignment 1 Assignment 2 Assignment 3 Assignment 4 Assignment 5 …	Create & Edit Assignment: https://help.blackboard.com/Learn/Instructor/Assignments
Discussions	Discussion 1 Discussion 2 Discussion 3 Discussion 4 Discussion 5 Discussion 6 …	Create & Manage Discussions https://help.blackboard.com/Learn/Instructor/Interact/Discussions Create Discussion Forum (video) https://www.youtube.com/watch?v=2PqHFhtlUuQ&list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN&index=59&t=0s
Quizzes	Quiz 1 Quiz 2 Quiz 3 Quiz 4 Quiz 5 …	Create & Edit Quizzes https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys Create a Test (video) https://www.youtube.com/watch?v=hms51SQtYzY&list=PLontYaReEU1tzu1T5gfiX-JQA5nBc3isN&index=56&t=0s
Collaborate Ultra		Collaborate support for Moderators and Participants https://help.blackboard.com/Collaborate/Ultra
Blackboard help		Bb Help for Students (Bb Support Site) https://help.blackboard.com/Learn/Student?utm_medium=Learn&utm_campaign=Product_link&utm_content=Student?mode=cpview
Tech Support		CITS Helpdesk for Students https://www.umaryland.edu/helpdesk/