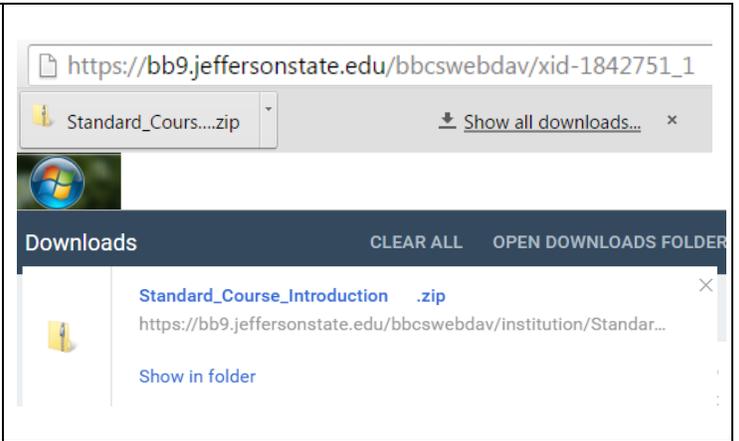
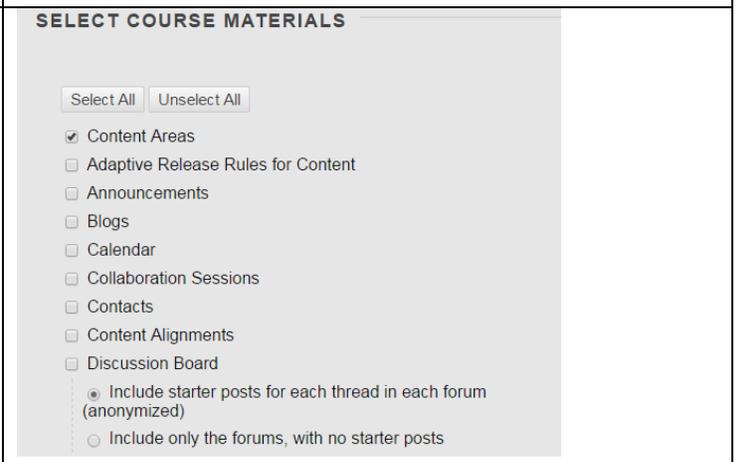
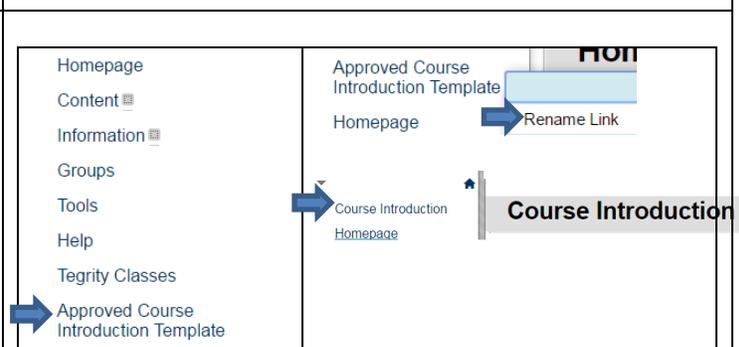


Blackboard Learn – Standard Course Introduction Page Handout

Instructions on how to create Standard Course Introduction template and how to edit with course information.

<p>To add Standard Course Introduction Page to new Blackboard Shells:</p> <ol style="list-style-type: none"> Copy/paste the follow link to your web browser: https://bb9.jeffersonstate.edu/bbcswebdav/xid-1842751_1 <p>Note: The file will be listed at the bottom of your task bar area and automatically added to your Downloads Folder.</p> <p>Note: You can import file before or after other instructional content is loaded/copied (will not alter existing content in course shell).</p>	
<ol style="list-style-type: none"> Select 'Import Package' under Packages and Utilities. Select tab 'Import Package.' Browse your computer (Downloads Folder) and select 'Standard_Course_Introduction' zip file and select 'Open.' 	
<ol style="list-style-type: none"> Under 'Select Course Materials' select 'Content Areas' and select 'Submit.' 	
<ol style="list-style-type: none"> A link for the 'Approved Course Introduction Template' will be added to the list on the Course Menu. You will need to move the link near the top of the menu and rename the link to 'Course Introduction.' If the link is moved to the top of the menu list then the Course Introduction will be the first page students see when they log in. This is not required, but the Course Introduction link should be near the top. 	

Here are the general items you will see when you select Approved Course Introduction Template. Update each item with your course specific information.

Note: Select the arrow next to each item to edit with specific course/instructor information.

Financial Aid Participation Verification ▾

A link that creates the participation verification form students submit to receive financial aid disbursement will be placed here.

[Use this link to produce a financial aid participation verification form for Internet CRN 123-45678.](#)

On Campus Requirements ▾

A statement informing students of any mandatory on-campus requirements that must be fulfilled to complete the course will be placed here.

It seems wise to include the information posted in Banner syllabus before registration began. If the course has no on-campus requirements then it sufficient to say, "Students are not required to visit a Jefferson State Campus to fulfill the requirements of this Internet course."

Required Course Resources

A list of required and recommended course resources will be placed here. Some examples follow.

Instructors will use create their own lists and explanations. If the list is long then a pdf that students can download might be a good choice.

_____ by _____ is the official text for this course. The text can be [purchased online from the JSCC bookstore.](#)

Students must purchase and access code from _____ to complete online homework assignments.

Streaming video is used to deliver instruction in this course. Regular access to high speed Internet is highly recommended.

Official Course Outline, Course Policies and Grading Policies ▾

The following information should be posted in this area: (1) the official JSCC outline for the course, (2) general course policies (3) course grading policies.

Some instructors will post these as separate documents, while others have the information merged in a single document that has proven effective. Different approaches are acceptable.

Including a dated task list might be helpful if the course calendar is not used.

How We Will Communicate

Instructors will explain their communication procedures here. An example follows, but the wording is not mandatory.

I am always glad to receive your questions, and requests for help. Communicate with me regularly throughout the semester, knowing that I look forward to working with you.

The Course Messages tool will be our primary form of communication. Use this for all course related correspondence. Check Course Messages often for updates. I check Course Messages regularly, so it is the best way to get a quick response. I intend to respond to all inquiries within 48 hours. Please check the course every 48 hours for updates and emails.

My office phone number is (###) ### - ##.

If Blackboard service is interrupted for an extended period during the term then we will communicate through our Jefferson State email accounts until service is restored. You can reach me at #####@jeffersonstate.edu if you are not able to access Blackboard, but please do not use this email address for ordinary course correspondence.

Navigating The Course

This is where instructors will explain course organization, including how and where to find instructional material, discussions, assignments, quizzes, tests, etc.

A recording that demonstrates what to do is recommended, but not required. A pdf that students can download might also be helpful. Instructors will post information that meets their specific course needs.

Technical Assistance

The following statement will be placed in this area.

Email helpdesk@jeffersonstate.edu for technical support with Blackboard or Tegrity.

Call (205) 856-7824 to contact the Distance Education Division Office.

Visit [Distance Education Student Resources](#) for more helpful information.

Other

The 7 items listed above are the minimum that should be included in the course introduction menu item posted in every course. Instructors are welcome to add items that will contribute to student success.

For additional assistance, please email helpdesk@jeffstateonline.com