



SON Office of Educational Quality & Innovation

Top 10 Blackboard Skills and Resources that Faculty Need for Online Teaching

#1: Internet Browser and Operating System: Selection and Troubleshooting Common Issues

One of the most important aspects of navigating the online classroom is first making sure that your computer's operating system and web browser are [compatible with Blackboard](#) and the 3rd party integrations we use at SON. *If you are ever unsure of what operating system or browser your computer is using, you can visit <http://thismachine.info/> and the website will let you know this information.*

Supported Operating Systems: Windows 8, Windows 10, Mac OS 10.12, Mac OS 10.13, Mac OS 10.14, iOS

Supported Browsers*: Firefox 50+ & Chrome 56+

*Please note that any browsers other than Firefox or Chrome are likely to cause issues for the user. Additionally, if you ever experience issues in one of these browsers, try changing to the other option to see if the issue is resolved. Browser updates are common and any update can cause your browser to function differently than it has before.

#2: Scheduling a Zoom and posting the link to the course site

- [Zoom for Beginners Quick Guide for Faculty](#)
- [Find and Share Recording Link with Students](#)

All FT faculty and staff have the ability to schedule their own Zoom meetings under their [Pro accounts at SON](#). We encourage faculty to learn how to schedule meetings under their accounts, and become more comfortable with sharing the link to students in their course sites.

#3: Making a Course Item in Blackboard Available

- [Faculty FAQ](#) (See Page 6: *How do I open a Module folder or other content item?*)

With our most recent Blackboard update (which occurred in late December 2019), the ability to open a course item to all students became much simpler. This means that instead of emailing course support to open certain course items and waiting for a response, faculty can open course content items themselves. The majority of course content items (with very few exceptions) can now be opened by choosing the option "Make Available" from the drop-down menu that appears next to the content item.

#4: Posting an Announcement

- [Faculty FAQ](#) (See Page 3: *Creating an Announcement*)

We encourage faculty to post all major course announcements in their course site, or have them posted by a TA rather than the course support person. The main reason for this is because if/when students respond to the Announcement, the emails are sent to the person who posted it. If there is a technical issue or support-related issue in the course, that would be an instance where you would want the course support person to post the announcement, so that students can follow up with questions if they need to. But for other basic administrative announcements

or course information that the students need from the faculty, those should be posted by the faculty and/or TAs responsible for the course.

#5: Working with Respondus LockDown Browser & Monitor

- [Respondus Instructor Quick Start Guide](#) (see Page 3: *Reviewing Webcam Videos*)

While your course support person will do the majority of the work to set up the exam in Respondus, faculty will be responsible for providing information regarding what the exam settings should be in Respondus and in Blackboard (ie length of timer, noting if a calculator is necessary, providing specific exam instructions as needed). Additionally, faculty will be solely responsible for reviewing the results of the exam in Respondus Monitor when all of the videos have rendered. Respondus ranks the videos review priority based on how many flags it has raised in the students' videos, which mark instances where a rule has been broken (ie leaving the computer, having someone else in the room) or the internet connection was unstable.

#6: Working with VoiceThread

- [VoiceThread Quickguide for Faculty](#)

VoiceThread is one collaboration tool that can be setup in your classroom and allow you to have students submit a presentation for the faculty and classmates to review, or engage in asynchronous video discussion with the ability to comment on each other's posts with video, audio, or text. If you would like this tool set up in your classroom, please reach out to your course support person and provide an overview of the assignment and how you would like to incorporate VoiceThread.

#7: Using the Grading Rubric

- [Blackboard Grading Rubrics FAQ](#)

If a grading rubric was provided to the course support person to set up in Blackboard and attach to the assignment in Blackboard, this rubric can save faculty time when grading a large volume of assignments. Additionally, if the student has submitted a PDF or Word document for the assignment, there are inline grading tools within Blackboard that allow you to provide feedback to students within their paper. Once your feedback is submitted, they can then download the version of their paper that contains your comments on it. This can be significantly simpler than downloading their paper to your computer and re-uploading with tracked changes.

#8: Using Voice-Over PowerPoint (VOPPT)

- [How to Get Content to Students: Voice-Over PowerPoint](#)

Voiceover PowerPoints are one option faculty have for creating asynchronous lectures for students to view in the online classroom. Once the VOPP is created, faculty can share them with their course support person via the R Drive or OneDrive, and course support can convert the VOPP to video and upload that video to Vimeo to place in the classroom.

#9: Using the Grade Book

- [Blackboard Grade Center FAQ](#)

The Grade Center in Blackboard can be tricky to navigate due to its extensive list of features and the complexity of its setup. These are just a few tips and tricks for navigating this part of the

online classroom, but if you ever have questions about how to set things up or make updates to assignments, you are encouraged to reach out to your course support person or schedule 1:1 training to go over your needs.

#10: Getting Technical support and help

- [Detailed Support Information](#)

All Blackboard classrooms have a Technical Resources area linked on the left navigation which includes useful technical troubleshooting resources for both students and faculty. Additionally, we are continually updating the [Keep Teaching at SON](#) resources site with new information for faculty. Below is more information for contacting our Course Support Team, with times provided for you to join Office Hours or share with students so they can get technical support specific to their program. All Course Support Team members are also available via Teams Chat or Skype Chat.

<p>Kelly Wilson-Fowler <i>Sr. Administrative Coordinator</i></p> <p>kwilson6@jh.edu</p>	<p>MSN Entry (1st Term; Electives; IPE); Administrative Coordination of Course Support Team</p> <p>Office Hours: Monday – Friday from 9:00am – 9:30am at https://jhuson.zoom.us/j/2774721298</p>
<p>Kion Bolden <i>Course Support Specialist</i></p> <p>kbolden3@jh.edu</p>	<p>MSN Health Systems; MSN Public Health Nursing; MSN Entry Seminars in Specialty Nursing; Pediatric Acute Care Nursing Practitioner Certificate; All PhD courses</p> <p>Office Hours: Monday – Friday from 10:30am – 11:00am at https://jhuson.zoom.us/j/744991800</p>
<p>Lily Leach <i>Course Support Specialist</i></p> <p>lleach4@jh.edu</p>	<p>All DNP courses (EX and AP)</p> <p>Office Hours: Monday – Friday from 11:00am – 11:30am at https://jhuson.zoom.us/j/369360584</p>
<p>Monique Jones <i>Course Support Specialist</i></p> <p>mtalbot2@jh.edu</p>	<p>MSN Entry (2nd Term through 5th Term; Electives; Fuld Fellows)</p> <p>Office Hours: Monday – Friday from 9:00am – 9:30am at https://jhuson.zoom.us/j/826286465</p>
<p>Temvelo Masuku <i>Sr. Course Support Specialist</i></p> <p>tmasuku1@jh.edu</p>	<p>Prerequisite Courses (110.200 – 110.206)</p> <p>Office Hours: Monday – Friday from 10:00am – 10:30am at https://jhuson.zoom.us/j/435124243</p>
<p>Elisabeth Pallia <i>Sr. Instructional Technologist</i></p> <p>epallia1@jh.edu</p>	<p>Common Core; Psych Mental Health Nurse Practitioner Certificate; HIV Primary Care Certificate; NECO Certificate; all Specialty Electives</p> <p>Office Hours: Monday – Friday from 12:00pm - 12:30pm at https://jhuson.zoom.us/j/4284405969</p>