



Blackboard QM/QOLT Sample Course Template Guide

Quality Matters (QM) and Quality Online Learning and Teaching (QOLT) provides a systematic methodology for faculty to ensure that online, hybrid, and technology-enhanced face-to-face courses are well designed to support student success. The QM rubric and QOLT rubric provides a consistent framework for in-depth, collegial, formative (non-evaluative) review of courses.

As part of Cal State San Bernardino's efforts to promote quality online learning, a Blackboard course template was developed. The course template features pre-populated content to meet Cal State San Bernardino's specific policies, such as academic integrity, as well as placeholder content to be filled in by the instructor. All course content may be changed as needed to fit the teaching style of the instructor.

Designed to meet quality standards, the template provides the foundation for faculty to build a quality online course. **To apply the Blackboard QM/QOLT sample course template to your own course, please fill out a [service request form](#).**

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Course Navigation Panel

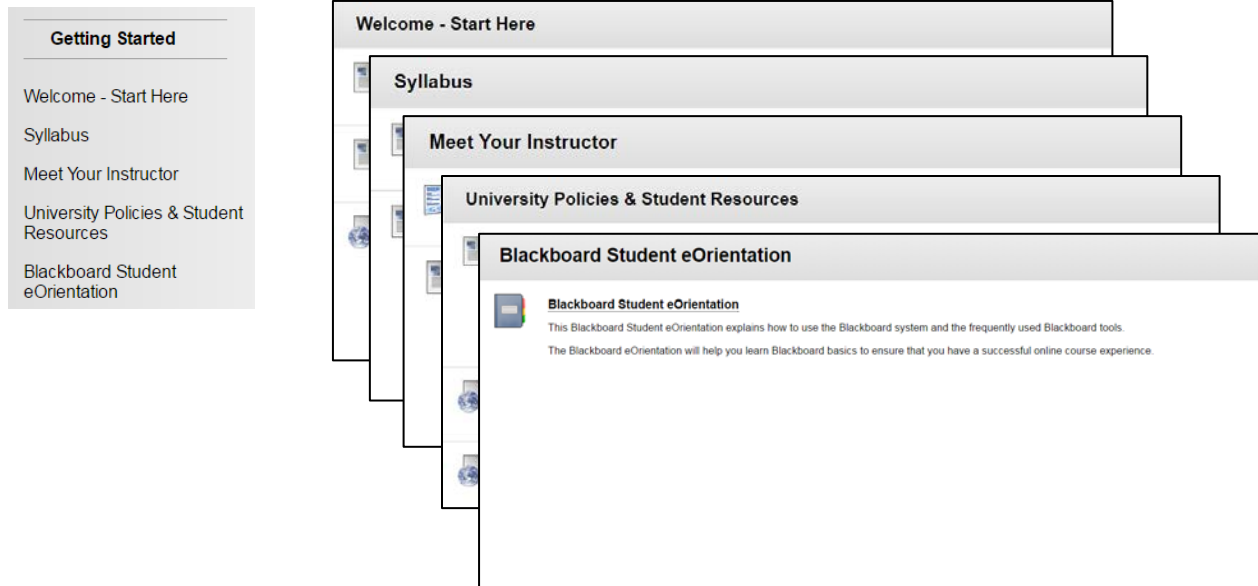
Designed to quickly and intuitively guide students through the course, the course navigation panel is broken up into three areas: Getting Started, My Course, and Technical Support.

Getting Started contains important information related to the course structure and student expectations. In this section, students will find information about the course overview, requirements, policies, and procedures.

My Course is where students will be spending the majority of their time in the course. Here students will find their weekly assignments and assessments and all required learning materials and tools.

Technical Support gives students and instructors quick access to Blackboard eHelp guides and the IT Service Desk.

Getting Started



Welcome - Start Here

Serves as the entry point of the course. Quickly introduce students to the course and provide a banner to make the course instantly recognizable. This section is where students are instructed in how they are to begin using this Blackboard course.

- **Welcome to [course title]** - Course description that gets students interested in the subject matter. Alternatively, provide the catalog description from the [University Catalog](#).
- **Course Overview** - Introduce students to the layout of the course and how to navigate it.
- **Blackboard System Requirements & Tech Support** - Ensure that students are using a device with an Operating System and Internet Browser that is supported by Blackboard.
- **Next Steps** - Explain the next steps that students should take to begin their course activities. Reading the syllabus and course schedule and introducing themselves on the Discussion Board is a great place to start.

Syllabus

Houses all the important information related to the structure of the course and day-to-day operations.

- **Syllabus** - Use the syllabus template to build a QM-quality syllabus.
- **Course Schedule** - Use the course schedule template to build a course schedule.
- **Required Course Textbook(s)** - Provides students with quick access to a list of the required course textbook(s).

Meet Your Instructor

- **Instructor Information** –Quick reference to vital instructor contact information
- **Course Introduction Video** - Create a short video to introduce the instructor and the course.

University Policies & Student Resources

University Policies & Student Resources provides students with a section to quickly find information about many of the policies and resources available at CSUSB. All of the items in the section have been pre-populated with current links to information covering things ranging from how to use library research guides to getting help at the Tutoring and Resource Center. External policy and resource links will sometimes change without notice, therefore it is the instructor's responsibility to check the links each term and update as needed.

Blackboard eOrientation

Have students run through an overview of Blackboard to ensure that they are familiar with system and its tools. Some instructors make the overview required by awarding points for its completion, while other instructors have it as an optional activity.

My Course

The image shows a screenshot of the Blackboard 'My Course' interface. On the left is a vertical navigation menu with the following items: My Course, Announcements, Assignments, Discussion Board, My Grades, and Tools. To the right is a stack of overlapping course content pages. The top page is 'Announcements'. The second page is 'Assignments'. The third page is 'My Grades', which includes a sub-menu with 'All', 'Graded', 'Ungraded', and 'Submitted'. The fourth page is 'Tools'. The fifth and largest page is the 'Discussion Board', which features a forum titled 'Welcome: Self Introductions'. The forum description reads: 'Please introduce yourself by posting to this forum.' Below this, there is a list of bullet points: 'How long have you been at CSUSB?', 'What are some of your hobbies?', 'Do you have experience with the topic of this course?', 'What do you hope to gain from this course?', and 'Is this your first time taking an online course?'

Announcements

Post timely information critical to course success. Choose to also send announcements as emails to students so that they don't miss that newly available test or that extended assignment due date.

Assignments

Assignments contains modules that house all the weekly course materials, assignments, and assessments. Within each module folder, there should be a list of Learning Objectives that students will learn and be able to do upon successful completion of the module. Also, within each module, include a list of activities that students must complete. If order matters, include a numbering convention to make clear which items must be completed first.

Discussion Board

Engage the class by having students post comments on various course topics. Pre-populated in the Discussion Board is an icebreaker forum, allowing students to practice and become familiar with posting in the Discussion Board. Instructors may choose to use this icebreaker forum or come up with their own activity to encourage student engagement.

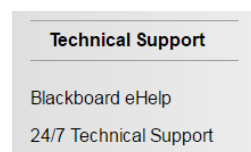
My Grades

Students can quickly check information relating to their course activity grades. Students can see what score they received on the weekly quiz or view their instructor's comments on their term paper.

Tools

Students can access course tools such as, Announcements, Calendar, Tasks, My Grades, Email, User Directory, Personal information, and more in one location. Instructors control which tools are available to students.

Technical Support



Blackboard eHelp

Blackboard provides an eHelp guide that can be utilized by both instructors and students. Find tutorials for some of the most commonly used Blackboard tools.

24/7 Technical Support

If answers cannot be found in the eHelp guides, use the 24/7 Technical Support. This should be used for inquiries such as Blackboard not functioning as intended.

