Blackboard 201
Communication Workshop
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Why is this important

• In the ACCJC report, OCC was given a warning regarding REGULAR AND EFFECTIVE COMMUNICATION in online courses

• While there was some classes showed evidence of effective communication, there was no evidence of consistency

• GOAL: Provide training how to use BBL tools to meet guidelines and enhance communication with students
Regular effective communication

Regular is comparable to the frequency of F2F classes
Acceptable Methods of Effective Communication

- Video conferences
- Assessments/Assignments
  - Onsite
  - Online
- Orientations
  - Onsite
  - Online
- Field trips
- Study sessions
- Rubric
- Syllabus
- Library orientations
- Surveys
- Announcements
- Bulletin Boards
- Chat rooms
- Discussion Boards
  - Wikis
  - Blogs
  - Journals
- Email
- Messaging
- FAQs
- Scheduled F2F meetings
- Telephone
- Voice Mail
- Correspondence
Communication Tools in BBL

- Rubrics
- Email
- Messages
- Retention Center

- Announcements
- Discussion Board
- Syllabus
  - Contracts
- Evaluations
  - Performance Dashboard
  - Retention Center

- Inline grading
  - Assessments
  - Assignments
  - Discussions
## Blackboard Tools

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<th>Non-tracked</th>
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<td>Messages</td>
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<td>Inline grading</td>
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<td>o Assessments</td>
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Documents

• Syllabus
  o Establish policies
  o Technical training
    • Browser check
    • Help Desk
    • Blackboard tutorials
  o Contact information
  o Include office hours
  o Responsibilities
    • Instructor
    • Student

• Contract
  o Communication- frequency, response times
  o Syllabus Quiz

• FAQs

• Early contact - Class Welcome
  o 1st contact
  o Making class available
  o Class schedule details
  o Blackboard Tutorials
Inline Grading Tools

- Editing tools
- Archived in BBL