

A person is sitting on a rocky ledge, looking at a laptop. The background shows a vast, forested valley under a clear sky. The image is overlaid with a large, light blue circle and a smaller yellow circle.

Translate Your On-Campus Class

To a Distance Learning Course

John Jay College
Department of Online Education and Support



U.S. Department of Education

“Distance education means education that uses one or more (of the) technologies (listed below) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. “

Note: On-Campus courses, by definition, are synchronous sessions. Therefore, webinar focus is on using the Bb LMS to facilitate distance learning.

INTRODUCTIONS

Meet your presenters...

Judith Cahn, Director, Department of Online Education and Support

Holly Davenport, Associate Director, Instructional Design

Helen Keier, Associate Director, Learning Management Systems

Brian Tomlinson, Online Faculty Training Specialist

Meet your facilitator...

Demy Spadideas, Administrative Manager / Compliance Officer

AGENDA

The format for this webinar will be as follows:

- **Clarity of Design and Instructions**
- **Using Announcements Effectively**
- **Using Web Conferencing to Interact**
- **Using Discussion Board Effectively**
- **Setting Up Assignments**

Finally, at the end there will be time for Q & A.

If you have questions along the way, please feel free to type them into the chat window. The webinar facilitator will help to answer your question or escalate it for the presenter at the end.

1

CLARITY OF DESIGN AND INSTRUCTIONS

Setting up Course Within Blackboard -
Menus and Organization

Setting Expectations and Writing
Clear Instructions for Students

Adding Course Content/Materials

2

USING ANNOUNCEMENTS EFFECTIVELY

3

USING WEB CONFERENCING TO INTERACT

Bb Collaborate

Web Conferencing tool to use to meet with students real-time

4

USING DISCUSSION BOARD EFFECTIVELY

5

SETTING UP ASSIGNMENTS

ACCESSING SUBMISSIONS



Questions?

Ask away! The chat box is ready and waiting.

Learn More



Want to learn more?

Drop in during eLearning Lab hours
Tuesdays & Wednesdays 1:40-3:00 p.m.
BMW Building, Suite 610

Schedule a one-on-one appointment with an Instructional Designer
<http://www.jjay.cuny.edu/elearning-lab-reservation>



THANK YOU