

PVCC: Distance Learning Technical Prerequisites for Teaching an Online Course

These skills must be mastered before an instructor may teach an online course using Blackboard. Please try to familiarize yourself with as many of these tasks as possible by consulting the [Blackboard Instructor's Manual](#), and by working in collaboration with the Instructional Technology Designer

Basic Technical Skills

Familiar with Word Processing Programs

- Open and save files
- How to save as RTF (rich text format)
- How to format tables

Familiar with Internet Browsers

- Go to a specific URL
- Copy text from an Internet site and paste into a Word application
- Copy an image from a web site and save into another file
- Create a bookmark or favorites list
- Save a web page

Adept at communicating with Email

- Able to access PVCC email
- Compose and send an email
- Reply to an email
- Use folders

Blackboard

Access and basic course components

- Logging In
- My Institution interface
- Accessing course
- Adding/ modifying/ and removing announcements
- Adding and modifying folders
- Adding files/pages to folders
- Uploading files

Using the Discussion Board

- Create new forums
- Create new threads
- Responding to threads
- Archiving Discussions
- Collecting and printing Discussions

Using Blackboard email

- Sending class-wide emails
- Sending individual emails

Groups

- Creating and managing groups
- Using communication tools within groups

Digital Drop Box

- Sending files to students' digital drop boxes
- Accessing, opening and saving files to hard disk from instructor's digital drop box
- Removing files from instructor's digital drop box

Blackboard User Management

- Enrolling existing users
- Making students unavailable
- Removing students from your course

Assessment Manager

- Assessment versus Question Pools
- Creating question pools
- Creating assessments
- Importing question pools
- Modifying assessments
- Making assessments available/unavailable
- Relationship of assessments to online grade book
- Assessment problems/errors
- Resetting an assessment for a student

Using the Online Gradebook

- Creating new entries
- Sorting fields
- Relationship of assessments to online gradebook
- Exporting the gradebook to Excel