Successful Uses of Blackboard

Announcements

• A weekly message highlighting important concepts, dates, events
• Encourage, comment, respond, review, prepare, remind, change

Course Information

• Syllabus
• Overview
• Grading Policy
• Attendance Policy
• Plagiarism Policy
• College Calendar

Staff Information

• Your Bio and Photo
• Bio and Photo of Any Class Assistants

Course Documents

• Class Handouts
• Lab Plans Human Services Class Activities\Lab Plan for March 26th.doc
• Supplemental Readings
• Student Notes
• Teacher Notes
• Notes for Films, Guest Speakers, Special Events
• Activities for Academic Skill Building
• Sample Student Writing
• Discussion Board Guidelines Human Services Class Activities\Discussion Board Guidelines.doc
• Image Library
• PowerPoint Presentations
1. Instructional
   2. Student Samples

- Class Book

**Assignments**

- Weekly Essay Topics
- Instructions and Samples for All Assignment Types
  1. Support for Assignments in Cluster/Pair

- Field Visit Guidelines
- On-line Quizzes
- Exam Study Guides
- Steps of Research with Samples
- Grading Rubrics

**Communications**

**Discussion Board**

- Weekly Postings For:
  1. Review and Reformulation of Concepts
  2. Reader Response (summary and reflection)

- Occasional Postings For:
  1. Q + A on Class Lectures
  2. Q + A on Student Notes
  3. Independent Reading Logs

**Group Pages**

- Weekly Postings for Teacher/Tutors
- Student Research Groups
- Students and Librarian

**E-Mail**

- Students and E-Tutors
- Students and Professor
External Links

- Newspapers
- Course Sites in Cluster
- On-Line Writing Lab   www.writesite.cuny.edu
- Academic Skill Sites
- Textbook and Workbook
- College Library
- Content Related Links

Tools

- Digital Drop Box

Control Panel

- Assessment
  1. Course Statistics