

TechEd 2002 Conference

Long Beach, CA
(February 24-27, 2002)

Hands-On Workshop

Workshop Agenda

Schedule Highlights:

8:30-9:00	Getting Started
9:00-10:00	Preparing to Post your Course Syllabus
10:00-10:15	Break
10:15-11:30	Preparation of Blackboard.com Course
11:30-12:00	Lunch
12:00-1:45	Preparing Other Office Documents
1:45-2:00	Break
2:00-3:15	Using Other Blackboard.com Components
3:15-3:30	Wrap-Up & Dismissal

8:30 – 9:00 a.m. — Getting Started	
Welcome:	Welcome and Introductions: <ul style="list-style-type: none"> • Workshop Participants • Workshop Leader (Gerald 'Jerry' Boerner)
Overview of Handouts:	Handout Set #1 (from G.L. Boerner's Presentations): <ul style="list-style-type: none"> • "Developing Classroom Materials for Online Delivery" • "Varieties of Online Classrooms" • "More Effective Web Page Elements for Classroom Support" • "Using Online, Web-based Resources to Enhance Classroom Teaching: A Tutorial" • "Facilitating Collaboration in Content Area" Handout Set #2 (from http://www.Blackboard.com): <ul style="list-style-type: none"> • "Blackboard Resource Center" • "Quick Sheet: Planning a Course" • "Importing Web Sites into Blackboard" • "Quick Sheet: How to Set Up a Discussion Forum" • "Quick Sheet: How to Use the Virtual Classroom"

8:30 – 9:00 a.m. — Getting Started	
	<ul style="list-style-type: none"> • “Quick Sheet: How to Create an Assessment” • “Quick Sheet: How to Use the Online Gradebook” • “A Quick Tip for Making your Course Content More Easily Accessible to All Students”
Access “Practice” Blackboard Site:	<p>Each participant will be given access to a Blackboard.com course into which to practice posting different types of course information...</p> <ul style="list-style-type: none"> • Username: “syllabus_##” [as assigned] • Password: “syllabus”
Create a Desktop Folder to hold your Work from Today:	<p>During your workshop, you will be creating a number of documents. These need to be saved into a known location; for today, we will save these to a desktop folder with your name:</p> <ul style="list-style-type: none"> • Right Click anywhere on the desktop • Choose “New/Folder” • Type in your name for the Folder • Press Return or Click elsewhere

9:00 – 10:00 a.m. — Preparing to Post your Course Syllabus	
Goal:	<p>Investigate the different options for posting your course syllabus to the web and/or “wrapper” programs like Blackboard.com:</p> <ol style="list-style-type: none"> 1. Convert to Acrobat PDF format 2. Save as a Web Page from Microsoft Word 2000 3. Insert an RTF version into a Web Page from a WYSIWYG Editor like FrontPage 2000 or Dreamweaver 4. Load a HTML-based Syllabus into Blackboard as a “zipped” archive
-1- Convert to Acrobat PDF:	<p>Use Adobe Acrobat 4.0’s PDFWriter and/or Distiller to create a “secure” syllabus to post to Blackboard</p> <ul style="list-style-type: none"> • Open Course Syllabus into Microsoft Word 2000 • Print syllabus to PDFWriter Printer • Define <filename> and location for output file • Click on “Print” button • Preview “printed” document in Acrobat • Upload PDF file into your Blackboard.com “Course Information” area as a <new document>

9:00 – 10:00 a.m. — Preparing to Post your Course Syllabus	
<p style="text-align: center;">-2- Save as a Web Page from Word:</p>	<p>Use Microsoft Word 2000's feature to save your syllabus as a web page</p> <ul style="list-style-type: none"> • Open Course Syllabus into Microsoft Word 2000 • From the File Menu, choose "Save As Web Page" • Define <filename> and location for the web page • Click on "Save" button • Preview in your Browser • Upload web page into your Blackboard.com "Course Information" area as a <new document>
<p style="text-align: center;">-3- Insert an RTF File into WYSIWYG Web Page Editor:</p>	<p>Load HTML code into Blackboard.com course via RTF file after importing into a WYSIWYG Web Editor like FrontPage 2000</p> <ul style="list-style-type: none"> • Open Course Syllabus into Microsoft Word 2000 • From the File Menu, choose "Save As..." • Define <filename> and location for saving the file • Define "Save as Type..." to be "Rich Text Format (rtf)" • Click on "Save" • Open FrontPage 2000 (or Dreamweaver) • From the Insert Menu, choose "File..." • Browse to locate your RTF version of the Course Syllabus • Click "Open" • From the File Menu, choose "Save As..." • Define the <filename> and location for .htm file • Select the Table to be posted by Clicking on the table, from the Table Menu, choosing "Select/Table" to highlight the entire table • Click on "HTML" Tab (at the bottom of the main window) — the table's HTML code will be selected • From the Edit Menu, choose "Copy" • Minimize the FrontPage window • Activate the Blackboard.com Course window • Insert ("Paste") the HTML Code into the "text box" of a "Course Information" section of your course
<p style="text-align: center;">-4- Insert "zipped" Version of HTML Site into Blackboard:</p>	<p>If you already have a Course Syllabus that is composed of a set of web pages, you can still post these to your Blackboard.com Course by:</p> <ul style="list-style-type: none"> • Open a "zipping" program, like WinZip or PowerArchiver (or equivalent) • Follow the procedures of the program to include your web pages AND associated graphics into a new zip

9:00 – 10:00 a.m. — Preparing to Post your Course Syllabus	
	archive <ul style="list-style-type: none"> • Close and Save the archive • Activate the Blackboard.com window on your desktop • Go to the “Control Panel” • Create a New “Course Information” document and use the “Optional File Upload” feature to access your archive • When requested, select the appropriate Start page (usually the Index.html) from the list in the archive and accept it.

10:00 – 10:15 a.m. — Morning Break

10:15 – 11:30 a.m. — Preparation of Blackboard.com Course	
Finish Previous Session:	If necessary, continue the previous activities
Quick Overview of the Online Course Options:	Review: <ul style="list-style-type: none"> • Boerner’s “Varieties of Online Courses” presentation • Quick Discussion of Using Groups for Online Collaboration Research
Preparing Your Course Elements:	We will examine several of the features of the Blackboard.com delivery software, including: <ul style="list-style-type: none"> • Announcements • Staff Information • Course Documents [Structure IS Important!] • Assignments [Create Weekly Folders] • External Links

11:30 a.m. – 12:00 p.m. — Lunch
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12:00 – 1:45 p.m. — Adapting Other Office Documents	
Finish Previous Session:	If necessary, continue the previous activities
Adapting PowerPoint Documents:	Options for adapting PowerPoint 2000 documents: <ul style="list-style-type: none"> • Print Handout Documents to PDFWriter (for printable online documents)

12:00 – 1:45 p.m. — Adapting Other Office Documents

- Save the PowerPoint Presentation as a Web Page

Handout Documents (PDF):

- Open your PowerPoint document into the PowerPoint 2000 program
- From the File Menu, choose "Print"
- Select "Handouts" from the Dialog Box and choose the number of slides on each handout
- Choose the PDFWriter as your printer (assuming that you have the full version of Acrobat 4.0 installed on your computer)
- Click on "Print"
- When prompted, provide the <filename> and location for the PDF file
- Preview in Acrobat to check document
- Activate your Blackboard.com window and upload the PDF file into a "Course Documents" document

Online Slide Show (in HTML Format):

- Open your PowerPoint document into the PowerPoint 2000 program
- From the File Menu, choose "Save As Web Page"
- As necessary, modify the Page Title by pressing the "Change Title" button
- Define the <filename> and location to which you want to save the files [NOTE: Make sure that you don't have any spaces in the file name and make sure of the <filename>, since this name is used for naming the folder used to store the necessary files for the web page!]
- Click on "Save" button
- Using the procedure defined above, create a "zip" archive with both the <filename>.htm and <filename>_files folder in it...
- Activate the Blackboard.com Course window
- In the "Course Documents" section, create a "New Document" into which you will upload this "zipped" archive.
- Choose the appropriate starting file (the <filename>.htm document) to be used for this presentation.
- Select the "Open the zipped..." Option from the special action choices
- Accept these changes

12:00 – 1:45 p.m. — Adapting Other Office Documents	
Adapting Excel Documents:	<p>Prepare an Excel 2000 document for posting to your Blackboard.com course</p> <ul style="list-style-type: none"> • Open the document in Excel 2000 • Perform any necessary formatting • From the File Menu, choose “Save As Web Page” • Define the <filename> and location for the .htm file • Using the procedure defined above, use FrontPage 2000 to extract the Excel data section from the document • Activate the Blackboard.com window • In the “Course Documents”, create a “New Document” and “Paste” the HTML code into the text box • Click on the “Contains HTML” button • Accept the new document
Adapting Access Documents:	<p>Access an Access 2000 database file and save a report as a web page</p> <ul style="list-style-type: none"> • Open Microsoft Access 2000 and load the database file • Select a current report (or create a new report) • In Database window, click the object (table, query, form, or report) you want to export • Click File on the menu bar and then click Export • Enter the filename in the file name text box and then select the location where you want to save the file. • Click the Save as type list arrow, then click HTML Documents • Click the Save formatted check box (if using a template), and then click the Save button • Select the template (if necessary), and then click the OK button • Activate the Blackboard.com window • Upload the Access/Web document into a “Course Documents” document • Accept the new document

1:45 p.m. – 2:00 p.m. — Break

2:00 – 3:15 p.m. — Using Other Blackboard.com Components

Finish Previous

If necessary, continue the previous activities

2:00 – 3:15 p.m. — Using Other Blackboard.com Components	
Session:	
Setting Special Features in Blackboard.com:	<p>Check out the Special Course Settings...</p> <ul style="list-style-type: none"> • Tracking Options • Component Access • Communications Options • Special Elements (Digital Dropbox, Calendar, etc.)
Making Document "Unavailable" for Student Access:	<p>Preparing the Blackboard.com site for future use</p> <ul style="list-style-type: none"> • Loading but making "unavailable" • Special Considerations
Online Assessment:	<p>Overview of the Online Testing Options:</p> <ul style="list-style-type: none"> • Tests (True/False, Multiple Choice, Fill-in, & Short Answer Essay Questions) • Special Adaptions • Online Surveys
Other Resources	<p>External Links:</p> <ul style="list-style-type: none"> • Using the Webliography • Accessing Web Tours • Linking to special web resources (e.g., our "Resources" Page on http://www.boerner.net)

3:15 – 3:30 p.m. —Wrap-Up	
Wrap-Up:	<p>Wrap-Up Activities:</p> <ul style="list-style-type: none"> • Final Questions & Answers • Workshop Evaluations • Continuing the Discussions

- In Database window, click the object (table, query, form, or report) you want to export
- Click File on the menu bar and then click Export
- Enter the filename in the file name text box and then select the location where you want to save the file.
- Click the Save as type list arrow, then click HTML Documents
- Click the Save formatted check box (if using a template), and then click the Save button
- Select the template (if necessary), and then click the OK button