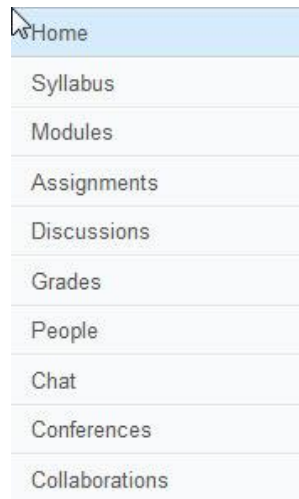


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Course Menu



Title Standards

Titling Units and Weeks

- Faculty Bios will be titled **Faculty Information**
- When copying the information from Blackboard, the Contact Information will go into the Syllabi. Place the information there and the Lead Instructional Designer will format the Contact Information into the Syllabus information.

Titling Units and Weeks

Always spell out *Unit* and *Week*.

Titling Modules, Lessons, and Chapters

Module Menu Titles-

Use the following format for naming the Module Menus you create in Blackboard

For courses using Modules:

Module #

For courses using Lesson

Lesson #

For courses using Chapter

Chapter #

Assignment and Discussion Board Titles-

Use the following format for naming Assignments and Discussion Boards

For courses using Modules:

M#: Assignment Title

For courses using Lesson

L#: Assignment Title

For courses using Chapter

Ch#: Assignment Name

Content Page Titles-

Use the following format for Content Page *Titles* (ie. To-Do Lists, End of Modules, etc).

For courses using Modules:

M#: Page Name

For courses using Lesson

L#: Page Name

For courses using Chapter

CH#: Page Name

Content Page Headings-

Use the following format for Content Page *Headings* (ie. To-Do Lists, End of Modules, etc).

For courses using Modules:

Use 18pt font: Module #: Page Name

Example: **Module 1: To-Do List**

For courses using Lesson

Use 18pt font: Lesson #: Page Name

Example: **Module 1: To-Do List**

For courses using Chapter

Use 18pt font: Chapter #: Page Name

Example: **Module 1: To-Do List**

Assignments Settings

Title –

Keep from Bb

Add M1/L1/U1 to front as appropriate (for Module 1, Lesson 1, Unit 1)

Add to an appropriate assignment group (create groups if necessary)

Set Online Submission > Allow File Uploads > Allow text entry as default

Wording –

Module 1 General Assignments (or whatever module has the 1st general assignments):

To turn in assignment, click **Submit Assignment** on right. [Click here for help.](#)
[Click here for instructions on checking your grades.](#)

All Other General Assignments @ bottom:

See **Calendar** above for due date. Be sure that this course is selected in the side menu

Module 1 Discussions (or whatever module has the 1st discussion assignments):

[Click here for help on completing a discussion.](#)

See **Calendar** above for original post and response post due dates. Be sure that this course is selected in the side menu.

All Other Discussions

See **Calendar** above for original post and response post due dates. Be sure that this course is selected in the side menu.

To-Do Lists

Module 1: To-Do List | WITH MARKUP

In this section, you will perform the following:

- Read _____ (list the course reading in the blank; this could be the assigned pages, certain chapters, the name of an article or web page, etc.)
- Download/print slides (include this if the lecture comes with accompanying slides to download and view)
- Watch instructor lecture (if the lecture has a specific name you will want to specify the name of the lecture)
- Listen to instructor lecture (same as above)
- Watch _____ video (list the name of the video in the blank; this may mean you will remove the word "video")
- Complete discussion assignment (you may delete this section if there is no discussion board assignment)
- Complete _____ assignment (list the name of the assignment in the blank; this may mean you will remove the word "assignment")
- Take quiz (if the course materials call this a test or exam instead of a quiz go ahead and change the word "quiz" so that it matches the link the student will click on)
- Write a three page paper (this section may be deleted if there is no paper assignment in addition to the normal assignments)

The first word of each item should be a verb and the final word should be the key noun for the task (with the exception of the reading item).

Click the NEXT arrow below. It will prompt you through all of the above steps.

End of Unit/Module/Lesson/Chapter

End of Module 1

Next: You have completed Module 1. When you click the **NEXT** arrow below, you will begin Module 2.