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Blackboard Course Conversion Workbook Template

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Blackboard Course Conversion Workbook Template

Abstract

Blackboard Course Conversion Workbook Template

Keywords

Blackboard, Course, Template

Course Conversion Workbook

Fall 2020

Insert Course Name, Course Number and Section

Faculty Member

Insert Faculty Member's Name

Conversion Date

Fall, 2020

Introduction

Due to COVID-19 all Kean University Fall 2020 courses must be ready for online, hybrid, and traditional instruction. The exact form of instruction might not be determined until the start of the semester and is subject to change each week due to the evolving health situation. This workbook will assist you with converting your course so it can slide in and out of any of these modalities based upon need.

One of the major goals in using this workbook and contained worksheets is to assist you with ensuring that you cover all of the important components contained in the Kean University official course outline such as the Course Student Learning Outcomes (CSLO's) and all topics.

Another related goal is to ensure that courses are built on a common framework which is designed to facilitate student engagement. The universal design principles built into this workbook and process will help to ensure that students take part in the high quality educational experiences that they deserve.

The conversion process is in two phases: 1) Conversion Workbook Construction and 2) Conversion Build. While there might be a temptation to jump into your section in Blackboard and start building you should refrain from doing so. The very best courses are carefully planned out and well organized before the building process in Blackboard can actually begin. The Conversion Workbook phase will assist you with making sure you are properly planning and on the right track. It will culminate with a review and approval of your work by your College.

This following depicts what happens in each of the two phases:

Phase	Key Stakeholders	Support Provided	Completion Milestones
1. Conversion Workbook construction	*Faculty assigned to teach the section or faculty within the School/Department designated to convert the course. *College to approve Conversion Workbook.	Academic Program/Department to provide Course Outline and any curriculum guidance.	*Completed Conversion Workbooks are provided to your College by June 30, 2020. *By July 15, 2020, the College review of the Completed Conversion Workbooks will be completed which allows faculty to move onto Phase 2.

2. Conversion Build	Faculty assigned to teach the section	Blackboard Training provided by the School of Online Education in the "Conversion" course, the Learning Commons, LinkedIn Learning and any available assistance from Academic Program/Department designees.	Converted Course is fully built within Blackboard.
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This workbook and the overall process is broken down into the following steps:

- Step 1: Basic Course Information (Phase 1)
- Step 2: Course Student Learning Outcomes (CLSOs) and Topics (Phase 1)
- Step 3: Units, Course Student Learning Outcomes and Points Breakdown (Phase 1)
- Step 4: Unit Details (Phase 1)
- Step 5: Summary Charts (Phase 1)
- Step 6: Build the Syllabus (Phase 1)
- Step 7: Submit Completed Conversion Worksheets and Syllabus submitted to your College by June 30, 2020 (Phase 1)
- Step 8: Build Your Course in Blackboard (Phase 2).

While these steps are presented in order we understand that they might not be used in a purely linear fashion. Working on a specific step might cause you to go back and edit, add and delete previous content.

Within the Conversion Worksheets this workbook you will see words in **Blue**. These are directions for you to complete the various steps. They can be deleted once you have completed the sections. The words in **Red** are there for you as placeholders so you know what to enter that pertains to the unique information on your course.

Step 1: Basic Course Information

Directions: Insert all related course information in red.

Before you get started with your conversion you need to acquire your official course outline. This can be found in the “Bb Conversion Fall2020” course in Blackboard into which you have been enrolled. The site contains links to course outlines, however, if you do not see your particular outline please reach out to your Executive Director or Dean as quickly as possible.

- **Kean Official Course Number: and Section:** Course Number and Section
- **Kean Official Course Title:** Course Title
- **Credit Hours:** Credit Hours
- **Course Catalog Official Description:** Course Catalog Official Description
- **Course Prerequisite:** Course Prerequisite
- **Required Textbook Information (including ISBN):** Required Textbook Information
- **Required Supplemental Material including OER:** Required Supplemental Material/Information
- **Term of Conversion:** Fall 2020
- **Program/Department Name:** Program/Department Name
- **Academic Dean’s Name:** Academic Dean’s Name

Step 2: Course Student Learning Outcomes (CSLOs) and Topics

Directions: Insert all related course information in red. This information can be obtained from the official course outline. If you do not have a copy of this document please contact your Executive Director or Dean.

Through this unit students will be able to:

1. Course Student Learning Outcome 1: Enter CSLO 1 here
2. Course Student Learning Outcome 2: Enter CSLO 2 here
3. Course Student Learning Outcome 3: Enter CSLO 3 here
4. Add more as necessary. Delete unused Outcomes.

List all of the Topics (main points and subpoints) that are contained in the Course Outline. This could be listed under other titles including Course Content:

- A. Topic 1: Enter Topic 1 here
- B. Topic 2: Enter Topic 2 here
- C. Topic 3: Enter Topic 3 here
- D. Add more as necessary. Delete unused Outcomes.

Step 3: Course Plan Guidelines

Prior to beginning to work on your Course Plan there needs to be an understanding of Carnegie Units (CUs). Taking care of CUs during traditional face-to-face instruction is fairly straight-forward. A 3-credit hour course meets for 2 hours and 30 minutes every week, each CU equaling 50 minutes. Courses with more or less credits will meet for less or more time face-to-face.

Regardless of the modality of instruction the equivalent CUs must be covered. In the Fall 2020 course conversion process there are 2 primary tools utilized to meet these requirements when remote instruction is necessary: 1) Live Sessions (held through Blackboard Collaborate) and 2) Discussion Questions.

Live Sessions are held through Blackboard Collaborate Ultra for students to attend in a synchronous environment. They are recorded for those students who were unable to attend. For example if you are teaching a 3 credit course and if remote instruction becomes necessary that course will have a minimum of 1 CU (50 minutes) of live sessions per week. Faculty should feel free to add more as needed.

Discussion Questions simulate the discussion that happens in a live classroom. Students are able to present information, respond to each other and most importantly faculty interact with students during this discussion process. An engaging Discussion Questions that requires a substantive initial post and high quality responses to the posts of 3 classmates would equate to 2 CU's.

Faculty are encouraged to use discussion questions even if face-to-face instruction happens. They provide structure and a way for students to participate who might communicate better in a text format that encourages time and debate.

As you create your Discussion Questions and Live Sessions you need to plan accordingly. See the chart below for guidance.

15 Week Converted Courses

Number of Credits	Required Learning Activities
<3	1 CU-Live Session 1 CUs-Discussions
3	1 CUs-Live Sessions 2 CUs-Discussions
4	2 CUs-Live Sessions 2 CUs-Discussions
5	3 CUs-Live Sessions

	2 CUs-Discussions
6	4 CUs Live Sessions 2 CUs-Discussions

If you would like to use alternatives instead of Discussion Boards, you must document these alternatives. You must indicate how these alternatives meet Carnegie Unit Requirements as well as document and assess student participation. These alternative(s) and documentation must be included in the Conversion Workbooks to be approved by your Dean.

Course Plan

Purpose: The purpose of this section is to assist you with determining how you are going to address the course from a macro perspective. Specific details about the assignments will come later in the Unit Details section (Step 5) of this workbook. In this section you will make sure that you address all of the CSLOs and Topics somewhere (usually multiple places) in the course. You should consider this to be an outline of your course.

Directions: Insert all related course information in red. The CSLOs and topic information comes from Step 2.

This information is whatever you want it to be, however, you should not change the discussions area and the total number of points for the course should equal 1000. After you have completed entering all of the information for the units complete the Summary table at the bottom.

Unit 1			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2) For Example: Decimals, Fractions, Percentages	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Sessions Example	Decimals	CSLO1 and CSLO3	NA
Readings Example	Decimals, Fractions and Percentages	CSLO1, CSLO3, CSLO5	NA
Discussion Questions Example	Fractions	CSLO5	15
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA

Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 1 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 2			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be Covered from Step #2	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no

			Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 2 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 3			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 3 Totals		Insert all of the CSLOs covered in this	Insert all of the

		Unit.	Points for this Unit
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Unit 4

Unit's Title	Insert Unit's Title
Topics from Outline to be Covered	Insert All Topics from Outline to be Covered in this Unit (See Step 2)

Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)

Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 4 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 5

Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 5 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 6			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			

Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 6 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 7			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA

Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 7 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 8			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA

Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 8 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 9			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.

Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 9 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 10

Unit's Title	Insert Unit's Title
Topics from Outline to be Covered	Insert All Topics from Outline to be Covered in this Unit (See Step 2)

Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)

Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 10 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 11			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 11 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 12	
Unit's Title	Insert Unit's Title
Topics from Outline to be Covered	Insert All Topics from Outline to be Covered in this Unit

		(See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 12 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 13			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in	Associated Course Student Learning	Associated

	the noted activities.	Outcomes from Step #2 to be addressed.	Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 13 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 14			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA

Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 14 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Unit 15			
Unit's Title		Insert Unit's Title	
Topics from Outline to be Covered		Insert All Topics from Outline to be Covered in this Unit (See Step 2)	
Associated Learning Activity: (Live Session(s)/Reading/Resources/Discussion/Assignment/Assessment)			
Learning Activity	Specific Topics to be covered in the noted activities.	Associated Course Student Learning Outcomes from Step #2 to be addressed.	Associated Points
Live Session(s) (Required)		Insert the CSLOs numbers from Step #2 covered in this activity. (Ex. CLSOs 1, 2, 3)	NA
Readings (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA
Resources (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	NA

		NA if there are none.	
Discussion Question (Required)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3)	15
Assignment(s) (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there are no Assignments.
Assessment (Optional)		Insert the CSLOs numbers covered in this activity. (Ex. CLSOs 1, 2, 3) or put NA if there are none.	Insert points or put NA if there is no Assessment
Unit 15 Totals		Insert all of the CSLOs covered in this Unit.	Insert all of the Points for this Unit

Total points	/1000
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Step 4: Summary Charts

Using your CSLOs and Topic Lists (Step 2) and the information from your unit plans (Step 3) complete the chart below. Add more rows as needed.

CSLO Summary Chart

Course Student Learning Outcomes	Where in the course is it assessed? (Ex. Unit 1 DQ, Unit 4 Assignment, Unit 8 Test) It can be assessed in multiple places.
CSLO1: (Insert the wording of the CSLO)	
CSLO2: (Insert the wording of the CSLO)	
CSLO3: (Insert the wording of the CSLO)	

Using your topic list (Step 2) and the information from your unit plans (Step 3) complete the chart below. Add more rows as needed.

Course Topic Summary Chart

Course Topic	Unit Course Topic is Covered (Units 1-8)
A. List each course topic from Step 2	Ex. 2, 3
B.	
C.	

Step 5: Units Details

Purpose: In this step you will provide the details to all of the work you did in the Course Plan (Step 3). You are essentially providing everything that you want students to see, do, discuss and learn. At the completion of this step you will be in a good position to complete steps 6 and 7 and then ultimately begin to move your work over to Blackboard in Step 8.

Directions: Insert all related course information in red. This information will be used by yourself in the course building process. You will be able to copy and paste this information directly from your document to the provided templates in your courses.

Unit 1

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 2

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: **DQ Title**

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

** All quizzes and tests would need to be constructed by the faculty member. **

Unit 3

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: What+how/why? 2 part questions work the best.

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 4

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)
CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title
DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 5

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with “In this Unit students will learn about...”

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests *(if applicable)*

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 6

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

** All quizzes and tests would need to be constructed by the faculty member. **

Unit 7

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 8

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests *(if applicable)*

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 9

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- **Enter Course Student Learning Outcome here**
- **Enter Course Student Learning Outcome here**

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO.

An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 10

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- **Enter Course Student Learning Outcome here**
- **Enter Course Student Learning Outcome here**

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why?** 2 part questions work the best.

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests *(if applicable)*

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO.

An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 11

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)
CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: **DQ Title**

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: **Enter Instructions, including how many questions, attempts and time limit.**

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

*** All quizzes and tests would need to be constructed by the faculty member. ***

Unit 12

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)
CSLO XX, XX

Example

Introduction to British Literature
(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title
CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title
DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 13

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.

You can begin with “In this Unit students will learn about...”

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests *(if applicable)*

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 14

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

Discussion Question (DQ)

In order to evoke critical thinking, use what, how, and why when creating a discussion question.

DQ: DQ Title

DQ Question: **What+how/why? 2 part questions work the best.**

15 points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: Title

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

* All quizzes and tests would need to be constructed by the faculty member. *

Unit 15

Unit Title

Enter Title here. This information should come from Step 3.

Unit Topics

List the Course Topics covered in this Unit from the information in Step 3.
You can begin with "In this Unit students will learn about..."

Course Student Learning Outcomes for this Unit

Through this unit students will be able to:

- Enter Course Student Learning Outcome here
- Enter Course Student Learning Outcome here

Example

- **CSLO 1:** Analyze, evaluate, and apply methods and models. *This information will come from Steps 2 and 3.*

Live Session(s)

Live Session Topic(s)

CSLO XX, XX

Example

Introduction to British Literature

(CSLO 3, 4, 7) *The CSLOs will come from Step 3.*

Required Readings and Resources

Required Readings

Reading(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Resources

Resource(s) Title

CSLO XX, XX *The CSLOs will come from Step 3.*

Discussion Forums

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CSLO XX, XX *The CSLOs will come from Step 3.*

Assignments

Assignment 1 (if applicable)

Assignment 1: Title

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Assignment 2 (if applicable)

Assignment 2: **Title**

Enter description and instructions here

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

Quizzes / Tests (if applicable)

Select and create an assessment that provides the student the opportunity to demonstrate achieving a CSLO. An assessment can be one of the following: Journal, Reflective Essay, Case Study, Lab Exercise, or Problem Based Learning Exercise. Traditional multiple choice and true/false questions are also acceptable.

Quizzes / Tests: **Title**

Instructions: Enter Instructions, including how many questions, attempts and time limit.

XX points

CSLO XX, XX *The CSLOs will come from Step 3.*

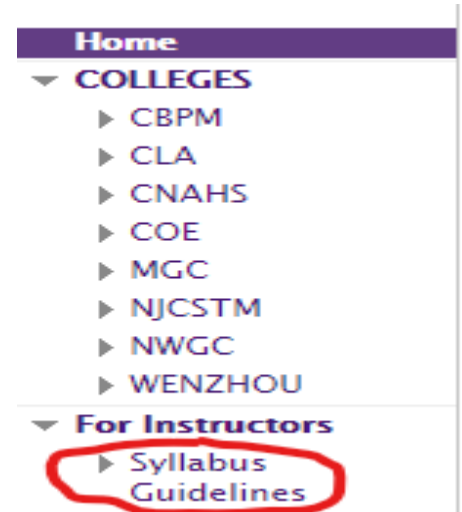
** All quizzes and tests would need to be constructed by the faculty member. **

Step 6: Build the Syllabus

Use this link: <http://syllabus.kean.edu/>

Select the **future site Fall 2020** on the right side of the screen.

Once on the Fall 2020 site go to the **Syllabus Guidelines** on the left side of the screen to access the Fall 2020 syllabus templates.



Step 7: Submit completed Conversion Workbook and Syllabus to your College for verification (End of Phase 1).

The College must verify the conversion documents before faculty will have access to the course to move on to Step 8. Communicate with your College on how they want these documents to be submitted and approved. College reviews will be completed by July 15th.

The College will be verifying:

1. All CSLO's are assessed
2. All course topics are covered
3. The course unit details are organized.
4. Carnegie Units are met on a weekly basis

Step 8: Build your Course in Blackboard (Phase 2)

Your live courses within Blackboard will be outfitted with a template that allows you to copy and paste the information from the Unit Details-Step 5. You should refrain from entering any course content until you received approval to do so from your College. Any content that might have existed previously in your Fall 2020 sections is likely to be deleted during the template allocation process which will begin at the end of June. If you have any materials already in these sections you are advised to copy them to your computer.

Inside of the “Bb Conversion Fall 2020” course you will find resources to assist you with the course build process. We strongly recommend faculty utilize the resources listed in the Bb Conversion course along with those listed below:

- Kean University Online Support Center: https://blackboard.kean.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 18 1
- Nancy Thompson Learning Commons Blackboard Training: <https://kean.libcal.com/calendar/faculty>
- Blackboard Learn Help for Instructors: <https://help.blackboard.com/Learn/Instructor>
- LinkedIn Learning (requires Kean login) - Search for “Blackboard Essentials”: <https://www.kean.edu/offices/human-resources-2>