Course Development Handbook



Crafting the Syllabi

It is important to ensure that all spacing, font, and word size are uniform and look professional on the syllabus. Be sure to change any outdated information and look for small details such as changing websites, URLs, etc. You will most likely meet with Professor Hassoun many times to pin down a syllabus, but if possible, try to think creatively on which content would relate to each day. The syllabi will include presentation ideas, podcasts, related readings, etc. Be sure to refer to Professor Hassoun's previous syllabi for comparison. Craft the syllabus as if you were one of Professor Hassoun's students and make the content as relatable and understandable as possible.

Brightspace:

We now use a platform called Brightspace. Though you likely will not have to import/export a course from Blackboard onto Brightspace, below are the instructions to do so.

Course Export/Import

To export a course from Blackboard:

1. Go under control panel under course management and click packages and utilities
2. Export/archive course
3. Click export package button- keep default checked boxes
4. Click submit
5. Wait briefly, then refresh page
6. Download the file out of my courses
7. Save to desktop

To import a course to Brightspace:

1. Navigate to Brightspace
2. Go to course, click course tools, and course admin
3. Click import/export/copy components
4. Scroll and click import components (from a course package)
5. Click upload, and select file from blackboard
6. Click import all components
7. View content when successfully uploaded

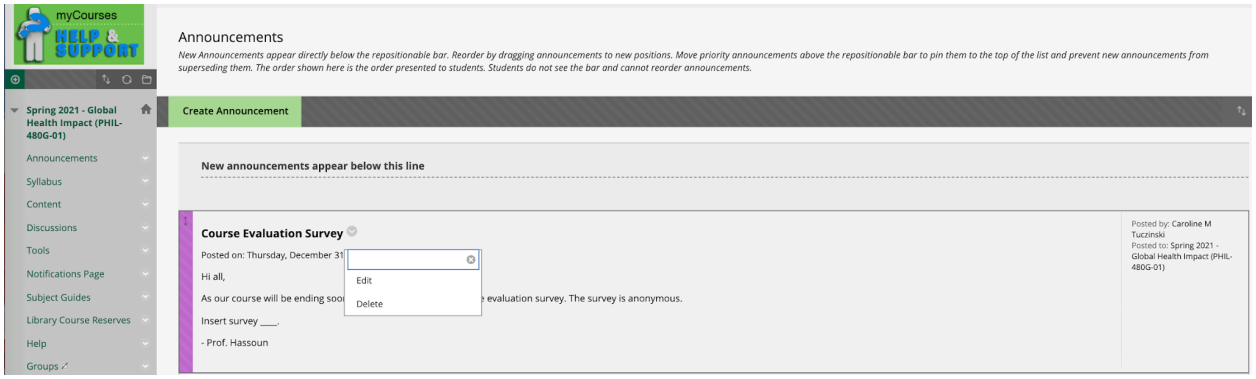
Brightspace overview:

Brightspace is fairly easy to use once you understand the basics. Click the link here to watch a tutorial on how to navigate Brightspace.
Tips from former course development intern on brightspace:
https://binghamton.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=5d00a7ab-3a18-4b90-bb9e-ae250004e74e

Blackboard:

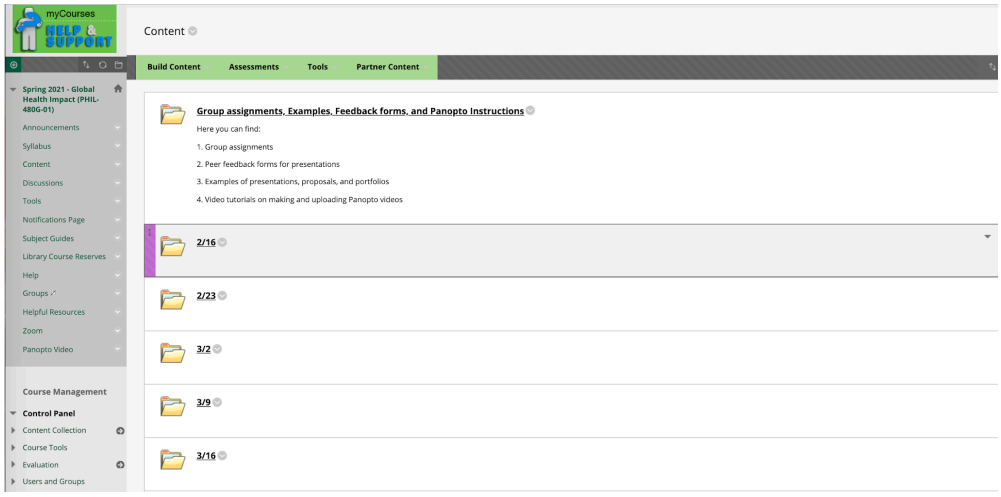
Announcements

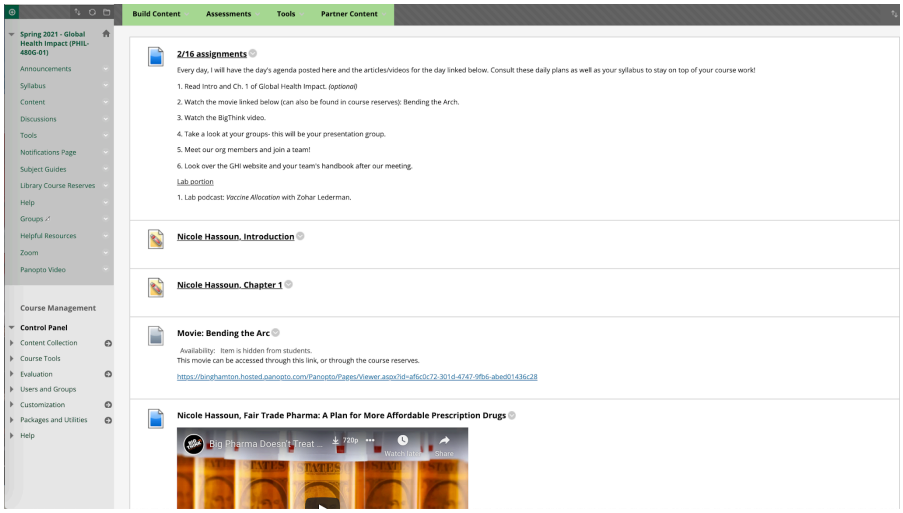
- When fixing the announcements, you will see all of the outdated announcements from the previous semester. Go through and pick the announcements that are timeless, and make edits + add dates for when they should be sent to the students as needed. Do this by clicking the gray downward arrow, hit edit, make any changes to the content that you want, and click the option “date restricted” under Web Announcement Options.



Content

- You will want to find the place where Professor Hassoun keeps the content for the class, whether that be under “Content” or “Course Materials.” Either way, hide the unnecessary information from the students and keep all that is pertinent (Ex. if class work is shown in content, then I can delete a course materials section or any other section that is not used, etc.)
- Now, we have entered the content folder. Within this folder, will be various subfolders used by the students to access materials that they need for the course. Again, notice our friend, the gray down arrow (that is the tool you will use to make your edits). Make sure that you change all of the dates on the corresponding folders to the correct dates, and update the group assignments, examples, feedback forms, and instructions as per Professor Hassoun’s request

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- Let's dive into the folders! We start at the first day of class, for the GHI class there are only Tuesday classes, whereas AEM has Tuesday and Thursday classes, so you will need to add dates accordingly. You will want to compare the syllabus to the assignments for that day and make sure that content matches perfectly. It does not need to be the same wording, but the content should completely match. Professor Hassoun may make some readings optional vs required, be sure to indicate that on your syllabus and course assignments. Finally, be sure to include reminders for students. (ex. when they are next presenting, when first drafts are due, etc.) Go through and make sure all videos/readings work and are accessible.
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- To add new readings or attach files, hit "build content" and select whether you want to attach an item or a file depending on what you are posting that day.
- Make sure all zoom links are present and usable and that the syllabus is uploaded. Otherwise, you've finished your course building! Check and make sure there are no errors :)

Turnitin

Making a Turnitin comparison of a paper, chapter, or essay may be asked of you. Here are the instructions to complete this task.

1. Ensure that you are within a future canvas class with the designer role.
    a. If you are not ask either Nicole or someone who is to invite to the class
        i. People tab → Blue add people button → Invite sent to your IU email address
2. Go to the assignments tab
    a. There may already be a Turnitin assignment created, if so skip the next steps
3. If not, create a new assignment with the blue assignment button in the top right
    a. Name the assignment Turnitin, no points or descriptions are necessary
    b. Check the file upload box as submission type
    c. Allow unlimited attempts
    d. Chose Turnitin for Plagiarism Review
        i. Uncheck the student repository box
        ii. Show reports to student immediately
4. The rest of the boxes should be left unchecked
5. The assign access box should be available from the date that you are creating the assignment to a **date before the beginning of the class.**
6. Then hit the blue save & publish button
7. Once created and back on the assignments tab, hit the view as student button in the top right
8. Click on the turnitin assignment
9. Upload the document to the assignment and submit the assignment
10. Wait a few minutes for the Turnitin comparison to be created
11. View the comparison by clicking the percentage that pops up
12. Download the comparison report via the top right download button
    a. Chose the similarity report
13. You are done.