

**Blackboard Course Template Taskforce
Update – Academic Council
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Met four times (f2f) during the semester and used the Discussion Board to facilitate input on topics.

Outcomes:

The course template will apply to online and hybrid courses as well as face-to-face class sections that use Blackboard.

The template will use the PGCC color palette to be provided from Marketing and Creative Services.

The template will have a standard photo/design at the head of each course. Individual banners for departments cannot be generated at this time. However, each department should have a standard greeting or welcome message.

The template will have the following standard components:

- Announcements
- Start Here
- Syllabus and Schedule
- Faculty Info
- Course Content
- Discussion Board
- Testing Center Exams
- My Grades
- Student Tools
- E-Learning Help

Recommended Implementation

The taskforce proposed a phased-in approach starting with at least one volunteer online instructor from each academic department. Evaluations from both faculty and students would be conducted at the end of the semester. The phase in would also include support for faculty such as tutorials, informational sessions, and once-a-week drop ins at eLearning Services.

What's Needed

Taskforce must ensure that the recommended template addresses elements of standardization (e.g., course schedule) that would be helpful to ensure alignment with QM. *How far do we go behind the buttons?*