

# Structure of Online Spaces for Student Success



## Organizing a Week of Content

Blackboard is organized around a main course menu from which every element of the course is accessible. We recommend breaking each week of content into its own content area within Blackboard's main course menu.

Within the weekly content area, content elements can be inserted as items. Note that each element is labeled according to the week in which it appears. Future weeks should follow a similar ordering of elements, beginning with an overview, followed by lesson content, and the associated learning activities.

A screenshot of a Blackboard course menu. On the left is a navigation sidebar with a dark header containing a refresh icon and a folder icon. Below the header, the sidebar lists "Keypath Template Course" with a dropdown arrow and a home icon, followed by "Getting Started and Student Resources". A horizontal line separates this from a list of weekly topics: "Week 1: Topic", "Week 2: Topic", "Week 3: Topic", "Week 4: Topic", and "Week 5: Topic". The main content area on the right is titled "Week 1: Topic" and contains four items, each with a document icon: "Week 1 Overview", "Lesson 1.1: Title", "Assignment 1.1: Title" (with a pencil icon), and "Discussion 1.1: Title" (with a speech bubble icon).

## Sample Weekly Overview Page

The overview page should include elements that orient students to the purpose and content of the week. A typical weekly overview page might consist of the following:

- 1 **A brief written or video introduction**
- 2 **Learning objectives**
- 3 **Readings**
- 4 **Learning activities due for the week**



**Week 1 Overview** ▼

**Week 1 Overview**

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**Learning Objectives**

Sed suscipit metus mauris, nec blandit nisl hendrerit ac:

- Fusce at aliquet neque
- Vestibulum nulla ex, scelerisque quis sem vitae
- Nullam auctor tristique nunc

**Readings**

Duis pulvinar, turpis eget facilisis congue, turpis urna pellentesque dui:

- Chapter 1
- Chapter 2

**Learning Activities**

Assignment Title	Due Date
Discussion 1.1: Topic	Initial Post Day 4 Two Replies Day 7
Assignment 1.1: Topic	Day 7

## Sample Student Resources

Your course space should include easy-to-find links to resources students can use to find help when they need it. Some recommended items include the syllabus, a link to the instructor Q&A board, Help Desk Contact Information, and links to resources for using the LMS.

### Getting Started and Student Resources

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 **ONL101 Syllabus**

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 **Ask the Instructor**

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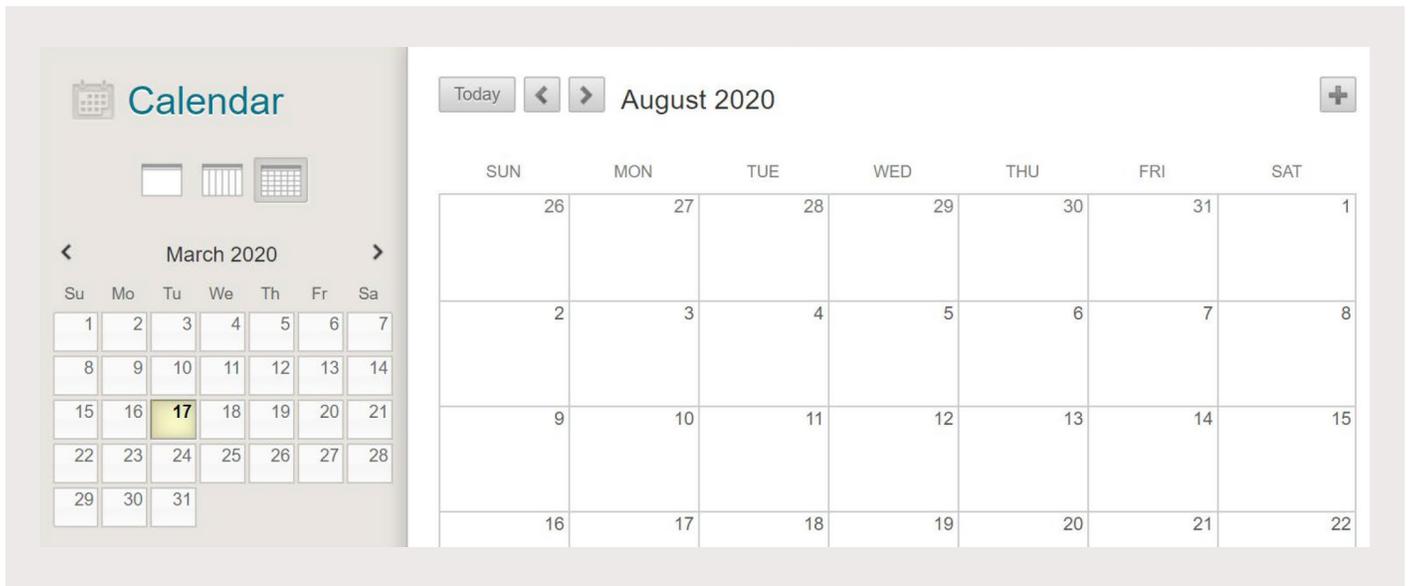
 **Help Desk Information**

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 **Blackboard Resources**

## Calendar Integration for LMS

Blackboard has a course calendar function that can be accessed through **Course Tools → Course Calendar**. The calendar can be added to the main course menu by clicking **Add Menu Item → Tool Link**.



Setting due dates on your activities will cause these to show up on the calendar. Due dates can also be added manually to the calendar.

### DUE DATES

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*Submissions are accepted after this date, but are marked **Late**.*

**Due Date**

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*