

## WHAT FACULTY CAN DO TO HELP STUDENTS BE SUCCESSFUL IN THEIR COURSES



## Faculty Support eLearning

### Blackboard – Best Practices

All semester classes are given a course shell in Blackboard through an automated process that starts with Course Scheduling and INFOline. At minimum, faculty are required to add their course syllabi to their course sections in Blackboard and make them available to students.

However, you may use your course sites to facilitate communication, provide frequent grade feedback, and share supplemental materials with students. We recommend that faculty perform these best practices to support all students in their learning.



### POST YOUR HANDOUTS AND SUPPLEMENTAL MATERIALS IN BLACKBOARD

Use your course's tools for sharing files and links to instructional content with students. Be sure to explain how content and activities connect to learning objectives.

- [Create a Content Area Button](http://goo.gl/2Anjff) (<http://goo.gl/2Anjff>)
- [Create a Content Area Folder](http://goo.gl/jHqqLR) (<http://goo.gl/jHqqLR>)
- [Uploading Files](http://goo.gl/gC58Tc) (<http://goo.gl/gC58Tc>)
- [Sharing Links](http://goo.gl/cyvvppt) (<http://goo.gl/cyvvppt>)

### USE COMMUNICATION TOOLS REGULARLY

Use your course's [Announcements tool](http://goo.gl/AQr0tt) (<http://goo.gl/AQr0tt>) to notify students of course events and schedule reminders. Be sure to check your MATC Gmail frequently. Reply to student email within 24 hours of receipt.

To foster a sense of community and open communication, [create a Discussion Board forum](http://goo.gl/1S5ZCw) (<http://goo.gl/1S5ZCw>) in the course for students to post questions they may have as the course progresses. Respond to student questions in the forum, but also direct students to reply to their peers.

### POST GRADES AND FEEDBACK IN TIMELY MANNER

[Use your course's Grade Center](https://goo.gl/TW2tOD) (<https://goo.gl/TW2tOD>) to post grades and feedback. Communicate to students the expected turn-around time for grades. It is a best practice to provide grades and feedback to students one (1) week after students submit their work. Showing Grades to Students through the [My Grades Tool](http://goo.gl/DEHyll) (<http://goo.gl/DEHyll>) allows students to monitor their progress throughout the course.

### MAKE STUDENTS AWARE OF ACADEMIC RESOURCES

Share these support resources with students in your courses:

- [Start Here Information for New Students](http://goo.gl/6wlefL) (<http://goo.gl/6wlefL>)
- [Blackboard Student Support Website](http://goo.gl/81hreN) (<http://goo.gl/81hreN>)
- [Academic Support Center Hours & Locations](https://goo.gl/MQFKdY) (<https://goo.gl/MQFKdY>)
- [Tutoring Services](http://goo.gl/hiZxIZ) (<http://goo.gl/hiZxIZ>)
- [Advising & Counseling Services](http://goo.gl/1XE7O2) (<http://goo.gl/1XE7O2>)