


Aug. 12, 2020

Hi everyone,

I hope this message finds you well and energized for the start of the semester.

By now you have probably noticed that the new Blackboard template has been applied to your residential courses for fall. If you see a blue banner and picture of our library's reading room at the top of your Blackboard course page, you have the template. Please recognize that you should feel free to edit the template to meet your pedagogical goals, but I want to draw your attention to a few notable elements.

The most important element of the template is the menu item that takes students to their "live online class sessions." If you open the menu item, you will see an example entry for posting your Zoom class link. If you haven't already, you should go ahead and set up your live class sessions as recurring meetings in Zoom and post the link to your Blackboard site like the example. Note that you can "edit" the entry that is in the template with your class details, if you wish. Otherwise, post your Zoom link and delete the example using the  next to the entry. You can find information about setting up your class as a recurring meeting in Zoom [here](#).

Also under the "live online class sessions" menu item, you will see a folder labeled "Class Recordings." As you know, all residential classes must be recorded this fall, and you should post each recording in this folder once it is processed by Zoom. Please note the example links in the folder and follow the naming convention set out there. Again, if you don't edit and use the example links, please delete them. You can find information about retrieving and posting your Zoom recording links [here](#).

You may also notice a menu element for "self-paced lessons." This menu item will only appear to students if you post something in it. If you have built asynchronous content for your course, this is the designated place to post your recorded materials.

Next, you will see a new menu element for "online office hours." Because faculty cannot hold in-person office hours, it will be critical for you to post a link to a virtual office and note your office hour days/hours. Many faculty choose to use their personal link for office hours, but you can also set a recurring meeting for this purpose.

Finally, please review your Blackboard site for its content. You should edit your site to meet your pedagogical needs and to streamline your students' experience. For example, you can hide menu items that you will not use for your course. You can also re-order your menu by dragging elements up or down. **Please retain the links to live class sessions, class recordings and virtual office hours.**

I wish you a wonderful and safe start to the semester. One thing is for certain, this will be a

start like no other! Best of luck and please let me know if you have questions or need assistance.

Best wishes,

**Kathleen M. O'Connor**

Associate Dean for Online Education