
BEST PRACTICES FOR ENHANCED COURSES

FACILITATE EFFICIENT STUDENT-FACULTY CONTACT

- Set aside time for virtual office hours
- Post copy of syllabus
- Post copies of all assignments
- Direct students to post general information questions to discussion folder
- Use grade book so students can access their grade-to-date at any time during quarter
- Post lecture outlines or PowerPoint slides
- Use quiz function for creating quizzes
 - Use pools to minimize cheating
 - Use pools so you can reset a new quiz to accommodate computer difficulties
 - Be aware that it is difficult to police collective quiz-taking

ENCOURAGE COOPERATION AMONG STUDENTS

- Use group settings to facilitate file exchange, discussion, and chat for student groups
- Encourage or assign students to use Blackboard tools to peer-review written assignments
- Utilize Blackboard to facilitate student preparation of project-based assignments (mock trials, mock legislatures, laboratories, role playing, drama, case studies, research, etc.)
- Use discussion boards to extend incomplete classroom discussions

PROMOTE CIVIC ENGAGEMENT

- Build assignments utilizing virtual libraries, databases, and government documents
- Post announcements of campus activities, service projects, and links to relevant web sites
- Create discussion boards for required or extra credit reports on Brown Bag lectures and other Student Programs
- Utilize Blackboard to connect students to web pages of educational, social service, and government agencies related to course material
- Use the web to introduce students to agencies where they can volunteer to make a difference
- Assign projects that require students to connect with the above organizations or apply knowledge to a novel situation

RESPECT DIVERSE TALENTS AND WAYS OF LEARNING

- Use surveys and quizzes to assess learning styles
- Create linked (hyper-text) assignments that connect to students to library resources, style guides, tutorials (esp. Research 101), etc.
- Use media to present content in multiple formats including audio, video, and slide shows; include links to download appropriate software