

Automated Course Outlines in Blackboard

Introduction

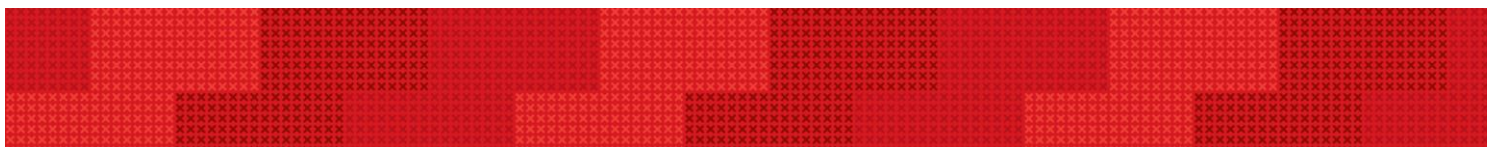
This document provides guidelines and information to the key features and functionality of the process for automatically created Course Outlines tool link in Blackboard. An electronic copy of this document will also be available at <https://www.victoria.ac.nz/staff/your-university/projects/ssip/training>

Requirements

A course outline tool link will be automatically created when a Blackboard course is made available and when an approved course outline exists in the Course Outline Editor. To find out more about the Course Outline Editor, please refer to the [Course Outline Editor Manual](#)

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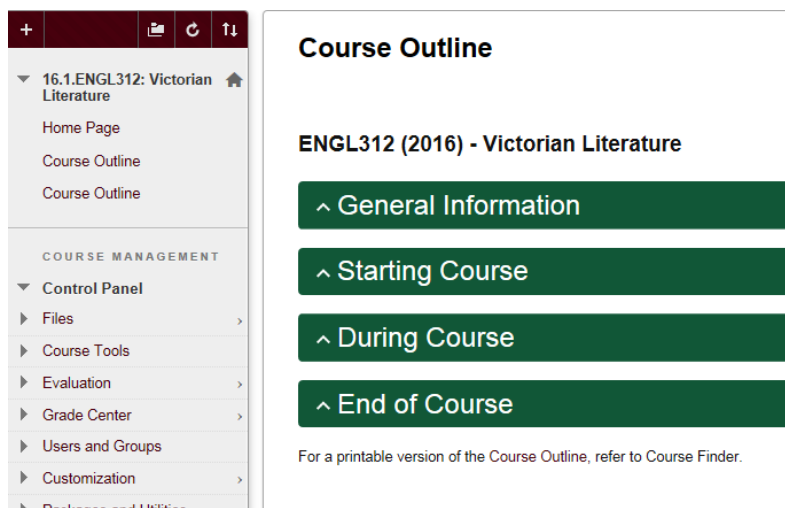


GENERAL INFORMATION

- In order for a course outline tool link to be automatically created in a Blackboard course, the following conditions must be true;
 1. the Blackboard course should be configured to be available, either by setting the duration start date, or by setting the availability to “yes” (Blackboard course menu>Customisation>Properties>Set Availability), *and*
 2. an approved course outline must exist in the Course Outline Editor.
- If a content menu item called ‘Course Outline’ already exists in the Blackboard course, it is recommended the title is re-named (e.g. supplementary course information). This will prevent confusion when the automatically created course outline tool link is created.
- A course outline tool link may be manually created to enable the user to view course information before a Blackboard course is made available (see ‘Manually Creating a Course Outline Link’, page 4, below).
- Once the menu item is created, the course outline link will not disappear.
- When changes are made to a course outline in the Course Outline Editor, and the changes are approved, the changed information will be visible via the course outline tool link in Blackboard on the following day.
- If a course outline tool link is deleted, it will re-appear the following day.
- It is recommended that old course outline information is removed from Blackboard.
- It is not possible to print the course outline information from Blackboard. A URL link is provided at the bottom of the four main tabs to direct users to Course Finder for a printable version (see ‘Printing Course Outlines’, page 3, below).
- The automatically created course outline tool link incorporates four expandable tabs (see ‘Course Outline Display’, page 2, below);
- The full list of course outline headings displayed under each of the four main tabs (where information has been approved) is detailed in **Appendix A**, at the end of this document.

COURSE OUTLINE DISPLAY

The approved course outline information will be displayed under four tabs:



Course Outline

ENGL312 (2016) - Victorian Literature

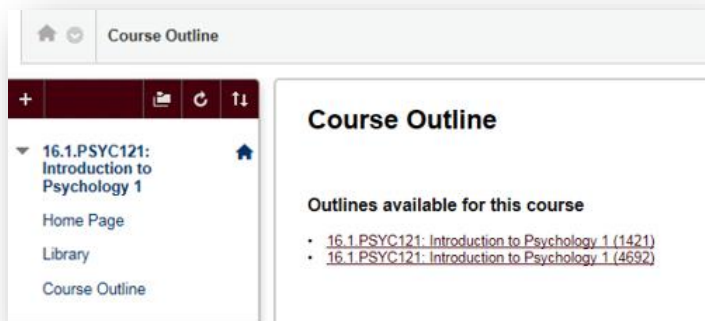
- ^ General Information
- ^ Starting Course
- ^ During Course
- ^ End of Course

For a printable version of the Course Outline, refer to Course Finder.

Note: if a content menu item exists called ‘Course Outline’ (as above) please re-name or remove the menu item to prevent confusion.

COURSE OUTLINE DISPLAY FOR PARENT/CHILD AND JOINT COURSES

Automated Course Outline links for parent/child and joint courses will appear as follows:



Note: It is not possible to remove these links, but only Instructors and Administrators will see all the links to the different CRN offerings of the course. Students should only see the link to the course outline for the CRN in which they are enrolled.

PRINTING COURSE OUTLINES

For a printable version of the Course Outline Click on URL link (highlighted) to Course Finder:

ENGL312 (2016) - Victorian Literature

^ General Information

^ Starting Course

^ During Course

^ End of Course

For a printable version of the [Course Outline](#), refer to Course Finder.

EXPANDING THE COURSE OUTLINE TABS

Each tab can be expanded for more details. Click on the relevant tab to open for more information.

^ General Information

∨ Starting Course

Dates (trimester, teaching & break dates)

- Teaching - 11/07/2016 - 14/10/2016
- Break - 22/08/2016 - 02/09/2016
- Study period - 17/10/2016 - 20/10/2016
- Exam period - 21/10/2016 - 11/11/2016

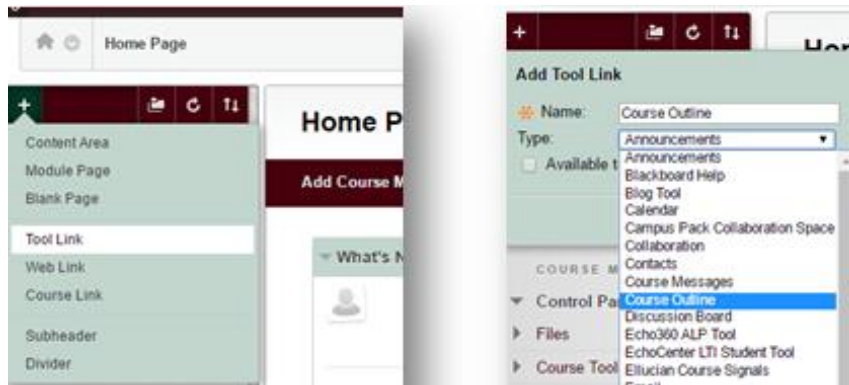
Class Times and Room Numbers

See **Appendix A** for course information which will appear under each heading, if it has been approved.

MANUALLY ADDING A COURSE OUTLINE TOOL LINK

To add a course outline link:

- click on the "New Link" button, and select "Tool Link"
- type "Course Outline" and select the Course Outline tool



APPENDIX A – EXPANDABLE TABS

1.	<p>General Information:</p> <ul style="list-style-type: none">a. Prescriptionb. Course Learning Objectivesc. Course Contentd. Required Academic Backgrounde. Relevant Professional Accreditationf. Withdrawal from Courseg. Names and Contact Detailsh. Teaching Formati. Student Feedbackj. Link to general course information
2.	<p>Starting Course:</p> <ul style="list-style-type: none">a. Dates (trimester, teaching & break dates)b. Class Times and Room Numbersc. Other Classesd. Materials and Equipment and/or Additional Expensese. Practicum/Internship Arrangementsf. Set Texts and Recommended Readingsg. Mandatory Course Requirementsh. Assessment (Table of Assessment Items, %, CLOs, date; penalties, extensions, submission & return, marking criteria, group work, peer assessment)i. Workloadj. Communication of Additional Information
3.	<p>During Course:</p> <ul style="list-style-type: none">a. Dates (trimester, teaching & break dates)b. Mandatory Course Requirementsc. Assessment (Table of Assessment Items, %, CLOs, date; penalties, extensions, submission & return, marking criteria, group work, peer assessment)d. Teaching Plane. Communication of Additional Information
4.	<p>End of Course:</p> <ul style="list-style-type: none">a. Mandatory Course Requirementsb. Assessment (Table of Assessment Items, %, CLOs, date; penalties, extensions, submission & return, marking criteria, group work, peer assessment)

SUPPORT

For Blackboard technical support please email its-servicedesk@vuw.ac.nz
For feedback please email course-outline@vuw.ac.nz