

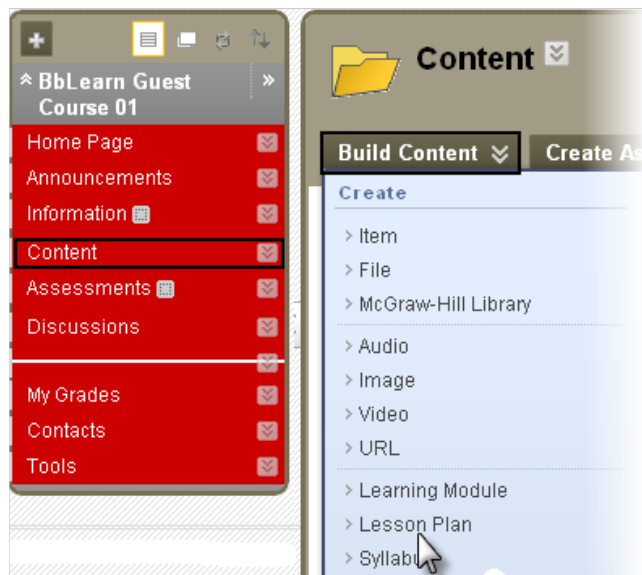
Blackboard Lesson Plans Quick Guide

What is a Lesson Plan?

A **Lesson Plan** is a versatile planning tool that can be created for personal use (for example, as an organizing or planning tool), or for presenting content matter to students. If the Lesson Plan is to be shared with students, it can be used to help them understand the intended result of their learning and prepare them for the content ahead. Lesson Plans can include multiple components, such as a variety of guided sections, instructional objectives, and content-matter related items.

Creating a Lesson Plan

1. From the *Course Menu*, click **Content** (or another *Content Area*)
2. In the adjacent window, click **Build Content**
3. In the drop-down menu, navigate to **Lesson Plan**
4. In the **Name** box, type a name for the Lesson Plan
5. In the **Description** box, type a description for the Lesson Plan.
6. Next, from the available options, select **Instructional Level**, **Instructor**, **Objectives**, or **Subject Area** as appropriate
7. For **Options**, select various viewing options (permitting users to view content, tracking number of views, and also time and date restrictions on content availability)
8. Click **Save and Exit** if finished, or
9. Click **Save and Continue** to continue adding sections to the Lesson Plan (see other side for more information)



Unit 1: Foundations of Online Teaching

Instructional Level	Introductory
Instructor	Cathy Choi
Objectives	After completing this unit, you will be able to: <ul style="list-style-type: none">• Describe the benefits of instructional design in an online environment• State the general characteristics, learning styles and entry competencies of students• Discuss the goals and objectives for the course
Subject Area	Instructional Design

A Vision of Students Today

Watch Video

This short video summarizes some of the most important characteristics of students today - how they learn and what the

The lesson profile and instructional objectives appear in the top portion of the page. This is labeled Content Information.

Content appears in the lower portion of the page and is added via the Curriculum Resources tab.



Remember!

- A Lesson Plan is a versatile tool that can be custom-built according to faculty's needs.
- A Lesson Plan can include a variety of content and media, such as text, audio, image, or video content, as well as embedded Interactive Tools or Mashups.
- Faculty can add a Lesson Plan to any *Content Area* within Blackboard and can

Lesson Plan Sections

- Lesson Plan Sections are part of the Content Information and make up the general information that appears at the top of the Lesson Plan.
- By default, there are four sections that display automatically: **Instructional Level, Instructor, Objectives, and Subject Area**; however, these section headings are fully editable or can be removed completely. New sections can be added via the drop-down menu.

The screenshot shows the 'Content Information' tab selected. Below it, a dropdown menu titled 'Add Lesson Plan Section' is open, displaying five columns of options:

Lesson Profile	Lesson Preparation	Lesson Walk-through	Lesson Assessment	Set Up
> Author	> Assess	> Guided Student Activities	> Assessment Plan	> Custom Field
> Duration	> Instructional Levels	> Independent Student Activities	> Closure	> Section Heading
> Instructional Level	> Location	> Instructions	> Enhancement Suggestions	
> Instructor	> Materials	> Next Steps	> Outcomes: Actual	
> Objectives	> Resources & Technology	> Outcomes: Expected		
> Subject Area	> Student Grouping			
> Time Period				

Curriculum Resources

- The Curriculum Resources tab appears next to the Content Information tab when the Lesson Plan is displayed. Any type of content item can be added to the Lesson Plan using the Curriculum Resources option. Adding content is accomplished in the same way as in other Content Areas.
- Content can be added via the drop-down list generated from any of the following: **Build Content**; **Create Assessment**; **Add Interactive Tool**; and **Assign Textbook**.

The screenshot shows the 'Curriculum Resources' tab selected. Below it, four dropdown menus are visible: 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'. The unit title 'Unit 1: Foundations of Online Teaching' is displayed at the top.



Remember!

- Faculty can use Lesson Plans for their own organizational use and disable or enable student viewing of specified portions or the entire Lesson Plan.
- For any section that is intended for students, the *Share with students* box must be checked.
- Creating a Lesson Plan is a two-part process based on the two tabs appearing on the Create Lesson Plan page:
 - Content Information—general information such as Instructor, Objectives, and Subject Area
 - Curriculum Resources—a Lesson Plan's content items