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## What's in the CNM Learn Classroom?

[For more detailed information on the content and use of the CNM Learn Classroom, please refer to the free, self-enrollment course, "CNM Learn Jump Start for Faculty."]

The CNM Learn Classroom is provided to help students see a standard course structure. Consistent navigation enables students to work more efficiently, because each course has a familiar layout and essential information is easy to find.

In the graphic at the left, you see the default Classroom menu for all CNM Learn courses. When instructors use the Classroom, many of the Quality Matters standards are met with the included content.

Course Content should be in the properly labeled area.

In the Course Communication area, the standard tools are Announcements, Messages, Bb IM, Collaborate Ultra and My Grades.

In the Help! area are standard help links to assist students.

### Welcome!

The entry point for the Classroom is **Welcome!** This content area contains a customizable Welcome item and directs students to the Start Here link.

### Start Here

By having a standardized Start Here link, students should never wonder, "Now what?" as they begin their new course! This is designed as a Learning Module, and begins with an item directing students to the Jump Start, a free self-enrollment course to introduce students to CNM Learn. Next is the Dean of Students' video on Academic Dishonesty, included by faculty request.

The Start Here's Welcome area should be filled in with the CNM catalog's official description of the course, and with measurable

course-level objectives.

The Read the Syllabus area should be used for a link to the current version of the course syllabus, the same file linked by the menu button, Syllabus. *Tip: use "Browse my Computer" to upload your syllabus. Then, choose "Browse Content Collection" when you wish to link to the syllabus from another area. This prevents you from having several, possibly different, copies of your syllabus in your course.*

Several other standard items in Start Here tell students about required software, communication tools, Blackboard Help videos, ADA accommodations, and other information they should know at the outset of their course.

Next Steps directs students to the Learning Modules area to begin their course work.

### Syllabus

The Syllabus content area should link to the same copy of the syllabus as was available in Start Here. Some instructors also add a course schedule to this area.

### Instructor Information

In the Instructor Introduction area, place-holder text should be replaced with course- and instructor-specific information. The graphic should be replaced with an image (photo or avatar) of the instructor. The image file should be no more than 100KB, and the image should be about 150 x 150 px.

In the Course Information and Expectations area, a header-and-white space format should be filled in with course information, such as grading, late policies, etc. This should have content reiterated from the syllabus—not just “see syllabus.” With this formatting, students are more likely to actually read this information than in the standard syllabus document.

**Course Content** is a sub-header, under which are grouped content and materials for the course.

### Learning Modules

Learning Modules should be included in the area with this name. A Sample Module contains an Item set up to include a unit overview and unit objectives. This may be copied for use in each learning module, again meeting QM requirements. Beyond the overview and objective areas, instructors are free to add their teaching materials as appropriate. All learning materials including web links, videos, files, and other resources, interactive tool links, and assessments should align to the unit objectives and be included in appropriate modules.

Modularization based on Topics or Units is more flexible than that based on Weeks or textbook chapters.

### Discussions, etc.

Standard interactive tools such as Discussions (included by default), Blogs, Journals and Wikis may have separate links in the Course Content area, or instructors may choose to use links to these tools only from within their learning modules. There are advantages to each approach, depending on course goals. Any unused tool links should be deleted.

**Course Communication** is a sub-header, group various tools for interaction.

### Announcements

Announcements will appear in the students’ Notifications area when they enter CNM Learn. In the standard Welcome area, students are directed to check Announcements each time they enter their course.

### Messages

Messages are used for in-course communication. Instructors and students send each other messages using this tool, and these messages stay entirely within the CNM Learn course. Messages can only be

read from within CNM Learn. There are limitations on attachments in messages, so this is not a good tool for submitting course work—that should be done using the Assignments tool in Learning Modules instead.

#### [CNM Email]

Many instructors prefer to use CNM Email instead of Messages. This is accomplished by building a new Course Tool link for the Email tool Using Email this way requires students to use their CNM Email account, which complies with FERPA regulations. *Tip: if replacing Messages with CNM Email, delete the Messages link to avoid confusion.*

#### Bb IM

CNM Learn has Instant Messaging, available for all classes. Called Bb IM, this link will take students to the account setup screen, or to the account management screen. Instructors can Email invitations to any students not already registered in the Bb IM system. Students with Bb IM accounts will show up in the instructor's Bb IM class area automatically.

This link will also provide access to download the Bb IM program for use on any laptop or desktop computer. At this time, Bb IM does not work on mobile devices.

#### Collaborate Ultra

This links directly to Collaborate Ultra, CNM Learn's web-conferencing tool. It may be used for synchronous class meetings, review sessions, and for office hours. Sessions may be recorded for later viewing. Collaborate Ultra works best with the Chrome browser.

*Tip: If Bb IM or Collaborate Ultra will not be used in a course, corresponding links should be deleted.*

#### My Grades

This tool shows students their grades as recorded in the Bb Grade Center. Instructors will not see grades here—they use Grade Center in the Control Panel instead.

**Help!** is a sub-header grouping several appropriate links.

#### CNM Learn Jump Start

This links to the Start Here module's instructors for students to self-register for the Jump Start orientation course. *Deleting or using an old version of the Start Here module will break or remove this link.*

#### CNM Libraries

This links directly to the CNM Library's resources page.

#### Links to Success

This links to a group of resources located in the Start Here area. *Deleting or using an old version of the Start Here module will break or remove this link.*

#### Embanet – 24/7 Bb Help

CNM contracts with Embanet to provide 24/7 support for our CNM Learn users, both students and faculty.

#### **Bb Student Videos**

Sometimes labeled Bb Help Videos, this link goes to the Blackboard site and has a wealth of quick videos to assist students in using Blackboard.

#### **CNM Student Resources**

This links to the CNM Student Resources Web page, an extensive list of services available to promote success of CNM students.