



Best Practices and Requirements for Designing Blackboard URMIC Employee Education Courses

Section 1. Getting Started

To start using Blackboard for your URMIC Employee Education courses, it is recommended that you bookmark the [Resources for Instructors and Course Designers](#) section of the Blackboard Support page.

Blackboard Basics Training Course for Employee Educators

1. Please complete the training “Blackboard Basics for Employee Educators” if you have not already done so. That is a 2-hour classroom based session available for free to URMIC employee educators. See “Schedule of Classes” on the [Blackboard Support Page](#) to self register for a session.

New Course Request Process: Blackboard and HRMS

2. Fill out the [URMIC New Course Initiation Form](#) electronically using MS Word (that form is on the Blackboard Support Page). Contact online-learning@urmc.rochester.edu for assistance if needed.
 - a. It is recommended that you request your new course shell prior to attending the Basics class because that way you will have an opportunity to do hands-on work on your course during the classroom session.
 - b. This form contains a section where you define that will be tracked in HRMS. All on-line employee education courses must be tracked in HRMS.
3. Obtain E-Mail approval for the proposed course from Department Head/Supervisor, or Service Area Educator.
4. E-Mail the URMIC New Course Initiation form and the approval E-mail to blackboard@urmc.rochester.edu (Blackboard Support in global). Please CC “Online Learning” in global.
5. Create your course content in Blackboard. Request consultation from the Online Learning team (Helen Calhoun) as needed. Email is “Online Learning” in Outlook, or call Helen Calhoun.
6. Contact the Online Learning team once your content is in Blackboard (“Online Learning” in Outlook global). The Online Learning team will coordinate with the course designer to configure passing

criteria for Blackboard-HRMS Bridge, and coordinate with HRMS contact to create and configure new course IDs and bridge settings.

7. Once your course is ready and the Bridge is configured, make the course available. You must pilot test the course with a small group of target audience members prior to rolling the course out to the wider target audience. The process for managing pilot enrollments is the same as that for managing the complete roll-out. Please pilot the self-enrollment instructions as well as the course itself to ensure that both the instructions and course are clear. See the “Course Quality Assurance” chapter in this document.
8. Instructor or department administrator initiate and manage enrollments by asking employees to self-enroll (typical method), or manually enrolling employees. See a template for self-enrollment directions on the support page. If you would like employees to self-enroll using a single-click URL, create the URL by following the directions below, modify the self-enrollment instructions template for your own course, and email the instructions to potential enrollees.
<http://www.urmc.rochester.edu/blackboard/#enrollment>

To create a single click enrollment URL for your course:

- a) Go to this URL, <http://bb.rochester.edu/enroll>.
 - b) Login with your Blackboard username and password.
 - c) Copy the URL next to the course you want your students to enroll in.
 - d) Paste the URL from the tool into your self-enrollment instructions. See the self-enrollment instructions template <http://www.urmc.rochester.edu/blackboard/#enrollment>. That is a document for you to modify and send out along with the URL. Change the course name and other course references. The instructions ask the user to click the URL, and also give the option of enrolling the “old” way via course search. Also, the template instructions have a place for course name and Blackboard Support contact information.
9. Make changes to your course based on Pilot user feedback.
 10. Roll-out the course to the wider target audience by e-mailing the self-enrollment instructions for your course.