Tools and Resources

Prepare your materials and activities that support the stated learning objectives and activities which enable you to measure the students' progress toward achieving them. Keep materials phone friendly.

- **Consult the University Libraries Subject Librarians:** They know where to find the resources, online demos, simulations, etc. - use their knowledge and know-how
- **Textbooks:** Assign a reading from the course textbook or from an open source textbook (view USC Library's Open Textbook Resource list).
- **Online articles:** Avoid copyright issues by providing a link to the source rather than downloading the article or ask the USC Library to help upload content directly onto Blackboard using the eReserve Request Form.
- **Discussion Forums:** Good learning is collaborative and social, not competitive and isolated. Blackboard has a Discussion Forum feature that allows you to set the stage for student-to-student interaction focused on issues that complement your other materials.
- **Online videos and multimedia:** Avoid copyright and bandwidth issues by providing a link to the source rather than downloading the video and inserting it into Blackboard. You can also use the Library's Educational Films Collection for content, public domain images, YouTube videos, websites, professional association videos, etc.
- **Recorded Mini-lectures (video or audio):** Create introductory/explanatory videos or audio messages for weekly module overviews or content snippets
    a. To keep students engaged with your content, best practices suggest that video lectures should not exceed 15 minutes—OR LESS. For tips on how to create effective mini-lectures, visit CTE's Distributed Learning Toolbox.
    b. **Recording Tools (options)**
        - **Narrated PowerPoint**
        - **Recorded PowerPoint Slide Show with Narration and Timing**
        - **Powerpoint Dictate**
        - **Audio recordings**
        - **Blackboard Collaborate Ultra** is a web-conferencing tool that allows you to create/record lecture presentations that feature your PowerPoint slides. It is in the Tools section of Blackboard.
        - **Cell phone video, YouTube app, webcam software**
    c. **Livestream Class Meetings and recording lectures:**
        - **Blackboard Collaborate** can be used to hold live class sessions, which can also be recorded and shared for later viewing. You can share your PowerPoints, files, screen, or a digital whiteboard. Students can chat or use a mic or webcam or call in on their phone. Bb Collaborate has a polling feature to engage students and you can create breakout rooms.

Tool Options

Category	Description	Tools (*supported by DoIT)
Communication	Tools to allow faculty and students to communicate, share materials, check-in, etc.	*Outlook 365 *Blackboard Announcements *Blackboard Email *Blackboard Course Café Discussion Board - GroupMe app - Social Media apps: Messenger, What's App, Twitter, Insta, Facebook - Phone Text Message
Collaboration	Tools to engage students and allow them to work together on projects and assignments.	*Blackboard Wiki, Groups, Blog, Discussion Board *Office 365 Word, Sway, PowerPoint, OneDrive

Category	Description	Tools (*supported by DoIT)
Recordings: Lecture Capture & Audio messaging	Tools that allow for live classroom lectures to be recorded and give faculty the ability to perform personal captures from their computers and/or mobile devices. Personal capture includes voice over Power Points, videos of themselves, and recording of the faculty's device screen.	*Blackboard Collaborate Ultra *VoiceOver PowerPoint - YouTube video capture - Screencast-o-matic - Screencastify - Use laptop webcam - Smartphone videos and voice messages
Web Conferencing (Synchronous Meetings)	Tool that allows you to hold live meetings, presentations, virtual office hours, etc. Faculty can: - Share content - Share whiteboard - Share screen - Record	- Blackboard Collaborate Ultra* - Skype* - Zoom - Google Hangouts - Adobe Connect (pre-existing accounts only)
Streaming Video	Tools that provide an online collection of movies, documentaries, educational films, etc.	- YouTube - TCL Educational Streaming Films & Databases - TedX - Professional association websites
Learning Management System	The campus' learning management system is used to help faculty create effective online course materials such as quizzes, discussion forums, assignments, etc.	Blackboard Learn*
Academic Integrity	Tools available to check for cheating and plagiarism.	- Blackboard SafeAssign* - Proctor U