SUNY Online/Remote Teaching Template Set-up Instructions and Guide

- **Primarily Synchronous Course Template (Zoom):** Designed for courses that are delivered primarily around weekly live class sessions using **Zoom**. *(Can be adapted for a blend of synchronous and asynchronous online interaction.)*

- **Primarily Synchronous Course Template (Collaborate):** Designed for courses that are delivered primarily around weekly live class sessions using **Collaborate**. *(Can be adapted for a blend of synchronous and asynchronous online interaction.)*

- **Hybrid/Blended Template:** Designed for courses that blend face-to-face, and Synchronous and/or Asynchronous online instruction (designed for customization to include either Zoom or Collaborate Ultra activities, and adaptable for a Hyflex model).

- **Asynchronous Template:** Designed for courses that are delivered using a **fully Online Asynchronous** mode of instruction.

1. Import zip file into your Bb instance.
   a. Be sure to rename it during the import process, e.g., <your campus> zoom template.

2. Adjust the course menu as follows:

<table>
<thead>
<tr>
<th>Zoom Template</th>
<th>Collaborate Template</th>
<th>Hybrid/Blended Template</th>
<th>Asynchronous Template</th>
</tr>
</thead>
</table>
3. Replace links in the – **Find Help Here** – menu section with your campus links.
4. Delete reference links to Zoom or Collaborate in the **course menu** if those tools are not used. Check these areas: **Communication, Tech Resources, Faculty Resources.**
5. Check the **Course Information/Syllabus and Course information** area for references to Zoom/Collaborate in the **Course Schedule, Using Collaborate/Zoom** documents.
6. Review/ edit / delete documents in the **About Remote/ Blended/Hybrid** area that reference Zoom/Collaborate.
7. Edit the **START HERE! area - How to Navigate this Course** for references to Zoom/Collaborate.
8. Use the Blackboard **Customization** control panel to customize the template colors/theme for your campus.
   a. For example, add your campus banner in the Customization/Teaching Style panel.
9. Delete the **Your Course Accessibility Report,** if your campus does not use Bb Ally.
10. Review the template content and adjust/adapt to your campus as desired.