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:

| Zoom Template | Collaborate Template | Hybrid/Blended Template | Asynchronous Template |
|---------------|----------------------|-------------------------|-----------------------|
|---------------|----------------------|-------------------------|-----------------------|

| SUNY Online Teaching A Zoom Template | SUNY Online Teaching 🔒 | Hybrid/Blended Template Home Page | SUNY Online Teaching Asynchronous Online |
|---|---|---|--|
| Home Page | Template | | Template |
| - Communication - | Home Page | - Communication - | Home Page |
| | - Communication - | Announcements | |
| Announcements | Announcements | Private Messages Class Roster | - Communication - |
| Private Messages | Private Messages | Class Roster Meet Your | Announcements |
| Class Roster | Class Roster | Meet Your Classmates/Introduce Yourself | Private Messages |
| Meet Your Classmates/Introduce | Meet Your Classmates/Introduce | Student Lounge (Ask a | Class Roster |
| Yourself | Yourself | Question) | Meet Your |
| Student Lounge (Ask a Question) | Student Lounge (Ask a Question) | Check your Grades | Classmates/Introduce Yourself |
| Check your Grades | Check your Grades | Collaborate Room (delete if not used) | Student Lounge (Ask a Question) |
| Zoom Room | Collaborate Room | Zoom Room (delete if not used) | Check Your Grades |
| | | - Course Information - | |
| - Course Information - | - Course Information - | - Course Information - Syllabus and Course | - Course Information - |
| Syllabus and Course | Syllabus and Course Information | Information | Syllabus and Course |
| Information | About Remote Learning | About Blended/Hybrid Learning | Information |
| About Remote Learning | Course Schedule | Course Schedule | About Online (Asynchronous) Learning |
| Course Schedule | | | |
| | - Course Content - | - Course Content - | Course Schedule |
| - Course Content - | START HERE! | START HERE! | |
| START HERE! | Weekly Folders | Module Folders | - Course Content - |
| Weekly Folders | Discussions | Discussions | START HERE! |
| Discussions | | - Find Help Here - | Module Folders |
| | - Find Help Here - | - Find Help Here - Replace Link with: Campus | Discussions |
| - Find Help Here - | Replace Link with: Campus Student Support and | Replace Link with: Campus Student Support and Academic Help | |
| Replace Link with: Campus | Academic Help | Replace Link with: Campus | - |
| Student Support and Academic Help | Replace Link with: Campus HelpDesk | HelpDesk | - Find Help Here - |
| Replace Link with: Campus | Replace Link with: Campus | Replace Link with: Campus Library Help | Replace Link with: Campus Student Support and |
| Heplace Link with: Gampus HelpDesk | Replace Link with: Campus Library Help | Replace Link with: Campus | Academic Help |
| Replace Link with: Campus | Replace Link with: Campus | Accessibility and Privacy Policies | Replace Link with: Campus |
| Library Help | Accessibility and Privacy Policies | Replace Link with: Campus | HelpDesk |
| Replace Link with: Campus | Replace Link with: Campus | College Course Policies | Replace Link with: Campus |
| Accessibility and Privacy Policies | College Course Policies | | Library Help |
| Replace Link with: Campus | | - Tech Resources - | Replace Link with: Campus Accessibility and Privacy |
| College Course Policies | - Tech Resources - Collaborate Help - Getting | Started (delete if not used) | Policies |
| | Collaborate Help - Getting Started | Collaborate Help for Participants (delete if not | Replace Link with: Campus |
| - Tech Resources - | Collaborate Help for Participants | used) | College Course Policies |
| Zoom Help Center | Participants Blackboard Help for | Zoom Help Center (delete if not used) | - Tech Resources - |
| | Students | Blackboard Help for | |
| Blackboard Help for Students | | Students | Blackboard Help for Students |
| | - Faculty Resources - | - Faculty Resources - | |
| - Faculty Resources - | Instructor Resources 🖉 | - Faculty Resources - | - Faculty Resources - |
| Instructor Resources 2 | Blackboard Help for Faculty | Blackboard Help for Faculty | |
| | Collaborate Help for | Z | Instructor Resources Z |
| Blackboard Help for Faculty | Instructors (Video) | Collaborate Help for Instructors (Video) - (delete | Blackboard Help for Faculty |
| | Collaborate Help for | if not used) Z | z |
| Your Course Accessibility | Moderators (Instructors) 2 | Collaborate Help for Moderators (Instructors) - | |
| Report (delete if you don't | | (delete if not used) 2 | Your Course Accessibility |
| have Ally) 2 | Your Course Accessibility Report (dielete if you don't | Your Course Accessibility | Report (delete if you don't |
| | have Ally) | Report (delete if you don't | have Ally) 🖉 |

- 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.