Meeting the Learn@Seneca Minimum Requirements in Blackboard Ultra

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Learn@Seneca Blackboard Ultra is our branded version of Blackboard Ultra, the official learning management system at Seneca.

The use of Learn@Seneca is a requirement for all of the courses at the college, as explained in the Learn@Seneca Minimum Requirement Policy.

To meet the minimum requirements, you must

- post course specific information that includes:
 - a link to the approved class syllabus from CourseLeaf SYL
 - accessible versions of the addendum and/or proposed schedule
 - weighted evaluation breakdown for the current term
 - required resources such as software, materials, supplies, etc.
- set up the Gradebook to communicate grades to students with individual assessment items and an overall/weighted grade
- enter grades in accordance with the Student Assessment Policy, (i.e., within 10 business days, or prior to the date of the next assessment)
 - use the announcement tool to post a welcome announcement and meaningful,
 regular course updates as per the communication plan
 - post a communication plan that includes:
 - faculty contact information
 - preferred method of communication
 - expected response time (two business days)
 - announcement schedule (e.g., weekly announcements, test/assignment reminders, updates)
 - a clear place for students to ask questions
 - post online or in-person office/student hours

- open the course to make it available to students in Learn@Seneca (earliest one
 week prior to the beginning of the term and no later than the first day of the
 term), subject to change pending teaching assignments.
- communicate, distribute and/or collect (where applicable) assessments using Learn@Seneca. Assignment communications will include the following:
 - instructions
 - rubrics or marking guide/criteria
 - due dates
 - submission instructions
 - · the academic integrity statement
 - feedback
- make recordings available to students for synchronous classes when possible;
 when not possible, provide alternate equivalent materials asynchronously
- run an accessibility check on the course using Blackboard Ally. At a minimum, all materials should meet 67 percent (pale green for Blackboard Ally)
- provide a course orientation for students in a digital format that will include:
 - how to navigate the course
 - where to find information
 - a review of key contents
 - guidelines and expectations (e.g., netiquette, participation)
 - a communication plan
 - academic integrity and copyright statements

Helpful Resources and Tools

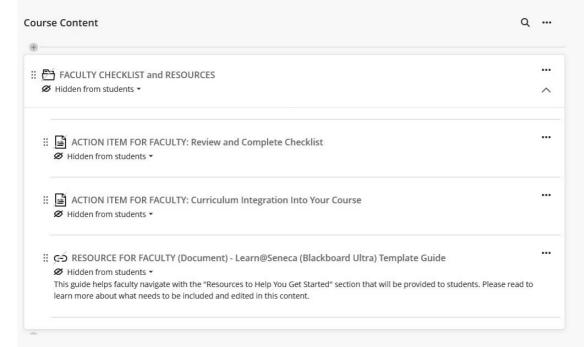
Checklist

Use this simple Learn@Seneca Minimum Requirements Checklist (PDF) to make sure you have met the minimum requirements when setting up your course(s).

Default Items in All Learn@Seneca Course Shells

To assist instructors in meeting the Learn@Seneca Minimum Requirements Policy, there are two key items included for faculty in the Course Content in all empty course shells.

- a link to a guide called Learn@Seneca (Blackboard Ultra) Template Guide that guides you through the different sections and areas that need revision/customization for your course
- a checklist to help you identify the tasks that need completing before your course starts



As well, an action item with information about starting the process of including Curriculum Integration (Truth and Reconciliation; Equity, Diversity, and Inclusion; Sustainability; Human Skills; and Generative Artificial Intelligence) into your course, is also included.

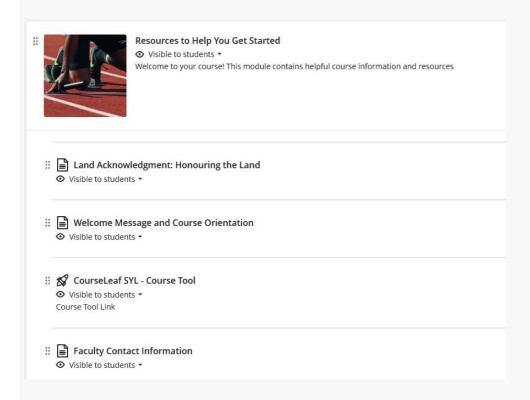
Additionally, several items have been created and included for students in all empty course shells. Some of these include:

- **Welcome Message and Course Orientation** (default hidden from students; requires revision by faculty teaching the course)
- CourseLeaf SYL Course Syllabus LTI Integration (default hidden from students; requires revision by faculty teaching the course)
- Faculty Contact Information (default visible to students; requires revision by faculty teaching the course)
- Help Navigating Learn@Seneca and Technical Requirements: links to Learn@Seneca student resources and system technical requirements (default – visible to students)
- Student Resources, Help, and Supports: links to helpful academic supports and

student services (default - visible to students)

Generative AI: includes links to Seneca's Generative Artificial Intelligence (GenAI)
 Policy, Generative Artificial Intelligence Guide from Seneca Libraries, and Frequently
 Asked Questions (FAQs) for Copilot and GenAI (default – visible to students)

Note: Ensure that all these items are made "Visible to students" before your course start.



Links to Resources

- Log into Learn@Seneca at https://learn.senecapolytechnic.ca/. This video will help you get oriented with Learn@Seneca Blackboard Ultra interface [Video] and take a look at our Blackboard Ultra Crash Course article which includes recorded videos of our series of Blackboard Ultra webinars.
- 2. Edit each of the following items (for more about each item, visit the Learn@Seneca (Blackboard Ultra) Template Guide):
 - Welcome Message and Course Orientation: this should include information for students on how to navigate the course, where to find important information, a brief overview of the course and its learning outcomes, and guidelines and expectations. Consider providing these as videos.
 - CourseLeaf SYL Course Syllabus. Visit CourseLeaf Resources to help you get started.
 - 3. Faculty Contact Information: this should include your contact information,

expected response time, announcement schedule, etc.

- 3. To learn more about assessments in Learn@Seneca, visit Creating an Assignment, Creating a Test, and Creating a Rubric.
- 4. Explore how to use and set up the Gradebook:
 - Understanding Gradebook Settings
 - Edit or Delete a Gradebook Item
 - Setting Up the Overall Grade (Weighted Total)
 - Setting Up the Overall Grade (Grand Total): If applicable to your course.
- 5. Open your course to make it available to students.
- 6. Create an announcement in your course to welcome your students.
- 7. Run an accessibility check on your course using Blackboard AllyAll videos being shared in Learn@Seneca must be first uploaded to OneDrive and then shared with students; read more about Adding Files, Images, Audio, and Videos.

More Resources about Learn@Seneca Blackboard Ultra from the Teaching & Learning Centre:

- Blackboard Ultra Help Resources
- It's Time for New Things: UnDerLying (UDL) Features of Blackboard Ultra
- Blackboard Ultra Support from the Teaching & Learning Centre

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