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|  | **How will the Information be Delivered?** |
| **Recommended Items** | **Email** | **Phone** | **Kaltura Video** | **BlueJeans****Video** | **Course** **Folder** | **N/A** |
| **About You** |
| Your name and contact information |  |  |  |  |  |  |
| Office hours (BlueJeans link, course email, phone) |  |  |  |  |  |  |
| Other availability in the course (discussion forums, regular times you will be in the course) |  |  |  |  |  |  |
| Your professional interest in this course |  |  |  |  |  |  |
| A little about you that you do not mind sharing |  |  |  |  |  |  |
| **About the Course** |
| Course number and name |  |  |  |  |  |  |
| Brief explanation of the delivery method (if you are running a blended course (code B), the location time and first meeting date along with any safety protocols) |  |  |  |  |  |  |
| Brief description of the course |  |  |  |  |  |  |
| Anything you can say to show how the course might differ from student preconceptions about your discipline |  |  |  |  |  |  |
| Details if using Blackboard Learn (BBL) for course  |  |  |  |  |  |  |
| Accessing the BBL course from MyNIC or NIC website |  |  |  |  |  |  |
| Accessing BBL course from <https://learn.nic.bc.ca> |  |  |  |  |  |  |
| Info about when course will be available/made visible |  |  |  |  |  |  |
| **Learning with Technology** |
| How to use Blackboard Learn |  |  |  |  |  |  |
| How to be an effective learner in the digital environment |  |  |  |  |  |  |
| Technology requirements to participate in course |  |  |  |  |  |  |
| **Course Routines** |
| How will you use Blackboard Learn |  |  |  |  |  |  |
| How will content be released |  |  |  |  |  |  |
| Weekly expectations of student participation  |  |  |  |  |  |  |
| Netiquette, communication expectations |  |  |  |  |  |  |
| Where to find the course outline, assignments and exams and their due dates |  |  |  |  |  |  |
| **Who to Contact for Other Help** |
| Accessible Learning Services: <https://www.nic.bc.ca/student-services/accessible-learning-services/>  |  |  |  |  |  |  |
| <https://learnanywhere.opened.ca/>  |  |  |  |  |  |  |
| Library and Learning Commons: <https://library.nic.bc.ca/springsummer> |  |  |  |  |  |  |
| Office of Global Engagement: isa@nic.bc.ca  |  |  |  |  |  |  |
| Student Services: Questions@nic.bc.ca  |  |  |  |  |  |  |