



Blackboard Learn™

Academic Collaboration Administration

Blackboard

Onsite Blackboard Training

Overview

The Academic Collaboration Administration workshop introduces participants to the GUI-based administrative features of the Course Delivery*, Community Engagement* and Content Management* technology of Blackboard Learn™. It covers the essential tools and functions accessible through the Administrator Panel, describes the delegated administration features of the application, reviews procedures for managing system extensions, and outline procedures for maintaining system security through the interface. The workshop does not provide instruction for managing the Blackboard Learn application at the server level.

Workshop Topics and Outcomes

- **Blackboard Learn Overview.** Discuss the value and components of Blackboard Learn - Academic Collaboration* technology; View implementation examples; Describe the relationship between the Course Delivery, Community Engagement and Content Engagement modules of Blackboard Learn; Discuss implementation tasks and considerations; Navigate the graphical user interface as a student, teacher, and administrative user including My Places**; Personalize Administrator Panel content and layout.
- **Defining Blackboard Roles.** Define System, Institution and Course roles; Identify roles, responsibilities and privileges for the System Administrator; Customize existing system roles; Create new system roles to reflect institutional processes; Define and manage user privileges.
- **Managing Users.** Discuss user management policies and procedures; Customize and manage the user profile; Create and remove users; List and modify user information; Assign Observers to users.
- **Course Management.** Discuss course management policies and procedures; Determine default course properties; Enable/Disable tools for new courses including Notification** settings; Create, categorize, and remove courses; Enroll users; Archive, restore, export, import, copy, and recycle courses.
- **Managing Themes and Brands.** Create an institution role; Differentiate between role-based and hostname branding options; Select a system theme**; Manage a color palette**; Discuss how to modify the Cascading Style Sheet (CSS)** to create new Themes; Create and manage a brand; Discuss Direct Access benefits and its set-up process.
- **Delivering Targeted Content.** Create and deploy module, tool, and link tabs; Set default tab properties to display module content, layout, and menu column content; Establish a Tab Group**; Create modules and associate with tabs; Assign Module Administrators; Preview tabs by institution role; Determine Tool Panel settings.
- **Domain Management.** Define Domain capabilities; Map a Domain model to address current and future organizational needs; Establish System Roles to match identified roles; Create a Domain and assign an administrator***; Establish criteria to collect users, courses, organizations, tabs, and modules within the Domain; Identify best practices for Domain management.
- **Organization and Discussion Board Management.** Discuss current practices and use cases for communities of interest and practice; Create, categorize, and remove organizations; Administer the organization catalog; Enroll users; Determine default organization settings such as enrollment and guest access; Set default organization design, navigation menus, and tools for new organizations; Archive, restore, export, import, copy, and recycle an organization; Discuss organization management policies; Create and manage system-wide Discussion Board forums.
- **Managing Content Collections.** Discuss content management strategies and use cases; Determine settings for Virtual Hard Drive and Web Folders; Establish disk quotas and bandwidth settings; Set interface options; Review default technical settings; Discuss Institution Content Collection folder structures; Download Items and Packages; Manage the Recycle Bin; Discuss GUI components for backing-up and recovering content.



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- **Enabling Content Sharing.** Define and utilize permissions, versioning, tracking, and comments on items and folders; Manage user lists; Send Passes on files and folders; Identify steps to employ a Workflow; Catalog, manage, and search for Learning Objects; Identify a process to store, protect, and share materials stored in e-Reserves and other library content.
- **Content Discovery.** Enable/Disable default metadata standards and define custom metadata templates; Search for and manage orphaned content by user and location; Add user and course folders to view; Archive and restore a course with content stored in the Content Collections.
- **Managing e-Portfolios.** Enable/Disable Portfolio settings; Create and modify Basic and Personal e-Portfolio templates; Search for and access Basic and Personal e-Portfolios.
- **Tools and Utilities.** Create system-wide announcements and calendar events; Enable and disable system-wide tools and settings including Avatars** and Notifications**; Copy and edit Language Packs; Review system reports and logs; Enable Blackboard Scholar® and SafeAssign™; Discuss Blackboard Sync™.
- **Security and Integration.** Manage gateway options; Review authentication configuration options; Import and manage Building Blocks™ to extend the Course Delivery technology.
- **Operations Management.** Locate and review the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Search the Knowledge Base; Troubleshoot and report system issues.

Who Should Attend

System administrators and support personnel who will be managing and supporting:

- Blackboard Learn™ (Release 9.x)
- Blackboard Academic Suite™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.

Duration and Costs

- Workshop is 4 days in length (6 hours of instruction each day)
- 10,200 USD for up to 15 participants (training consultant travel and expenses are not included in the cost)

For any questions, please email training@blackboard.com or contact your Client Manager.

* **Note:** Prior to Release 9.0, this was known as the Blackboard Academic Suite™ including the Blackboard Learning System™, Blackboard Content System™, and Blackboard Community System™.

** **Note:** Indicates features and functions specific to Release 9.0