



Blackboard

Blackboard Learn™

From Course Delivery to Academic Collaboration

Onsite Blackboard Training

Overview

The Course Delivery to Academic Collaboration workshop introduces the new administrative and teaching and learning features and functions introduced in the addition of Blackboard Learn™ - Content Management* and Community Engagement* technology. Through a variety of activities, including hands-on exercises, the workshop introduces participants to the distributed administration features of the application; reviews strategies for building communities, and implementing content management, sharing, and presentation; and demonstrates the various ways the institution and its users can collaborate online.

Workshop Topics and Outcomes

Session One: Academic Collaboration Administration

- **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.
- **Managing Roles, Themes and Brands.** Define System, Institution and Course roles; 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.
- **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.



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- **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.

Workshop Topics

Session Two: Academic Collaboration Essentials

- **Blackboard Learn Overview.** Discuss the value of Blackboard Learn - Academic Collaboration technology; Discuss online teaching and learning use cases; Personalize tab content and layout; Modify modules; Explore My Places**; Navigate the course environment as a student and instructor user using Action Menus and Buttons**.
- **Collecting and Managing Content.** Add files and folders individually and in bulk using Web Folders (drag and drop technology); Build an external link; Manage file and folder properties; Move files to and manage the Recycle Bin; Establish Personal Settings.
- **Managing and Sharing Course Content.** Link course and content areas to files and folders stored in Content Collections; Link content items stored in Collections to course tool areas (i.e. Announcements); Export tests or surveys to collections; Identify course tools related to Content Management technology.
- **Sharing and Collaborating with Content.** Identify content and collaboration use cases; Modify file and folder permissions; Use Versioning, Tracking, and Comment features; Create and email Passes on files and folders; Schedule, monitor and complete a Workflow.
- **Discovering Content.** Tag content with metadata; Search and bookmark content; Create and search for Learning Objects, including reusable objects.
- **Library Content Management.** Discuss process to store intellectual property-protected materials in e-Reserves; Access content stored in the Library Collection and link course content areas to files.
- **Creating and Managing e-Portfolios.** Identify uses for e-Portfolios; Define and collect e-Portfolio artifacts; Create a Personal Portfolio; Share, view, download, and comment on e-Portfolios; Discuss Portfolio templates and e-Portfolio quality assurance.
- **Locating Resources.** Locate and search the online instructor manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Identify additional resources including the Knowledge Base, Ask Dr. C, and Blackboard Connections.



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Who Should Attend

Session One: Academic Collaboration Administration (Approximately 3 days)

- System Administrators and support personnel managing and supporting the move to:
 - 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.

Session Two: Academic Collaboration Essentials (Approximately 2 days)

- All users at the institution who collect, share, and discover content using:
 - 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 5 days in length (6 hours of instruction each day)
- 12,000 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