



Blackboard

Blackboard Learning System GUI Administration

Regional Blackboard Training

Overview

This facilitated regional workshop provides an in-depth overview of the Blackboard Learning System™ - Enterprise License Administrator Panel and shares best practices for administering your Blackboard implementation in various teaching and learning environments. This workshop demonstrates the administrative features and functions available through the graphical user interface. It does not provide instruction for managing the Blackboard application at the server level.

Workshop Topics and Outcomes:

- **Blackboard Learning System Overview.** Discuss value and components of the Blackboard Learning System; Identify implementation considerations; Explore the graphical user interface from the student, teacher, and administrative perspectives.
- **Roles Definition.** Define System and Course roles; Customize existing system roles; Create new system roles to reflect institutional processes; Define and manage user privileges.
- **User Management.** Establish user management policies and procedures; Customize and manage the user profile; Create and remove users; List and modify user information; and Assign Observers to users.
- **Course Management.** Establish course management policies and procedures; Set default course design, navigation menus, and tools for new courses; Determine default course settings such as enrollment and guest access; Create, categorize, and remove courses; Enroll users; Archive, restore, export, import, copy, and recycle courses.
- **Brand Management.** Manage the default brand; Customize the Tools Panel; Manage default system tabs and modules.
- **Tools and Utilities.** Create system-wide announcements and calendar events; Enable and disable system-wide tools and settings; Copy and edit Language Packs; Review system configuration settings, reports, and logs; Enable Blackboard Scholar® and SafeAssign; Discuss Blackboard Sync.
- **Security and Integration.** Manage gateway options and system settings; Identify authentication configuration options; Import and manage Building Blocks™ to extend the Blackboard platform.
- **Operations Management.** Locate and search the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard for product documentation and release notes; Search the Knowledge Base wiki; Troubleshoot and report system issues.

Who Should Attend

System Administrators and support personnel using:

- Blackboard Learning System 8.x
 - **Note:** Individual accounts with System Administrator access to Blackboard Inc. training servers are not provided to you in this workshop. You are invited to access the Administrator Panel of your own institution's Blackboard system to follow along and execute demonstrated functions. Should access not be available, Blackboard can provide limited administration access to our training server.

Duration and Costs

- Workshop is 2 days in length (6 hours of instruction each day with a 1-hour lunch and 2-fifteen minute breaks)
- \$650 USD per person (Lunch is provided)

Location

- Regional workshops are held onsite in Washington, DC; Phoenix, AZ; Amsterdam, Netherlands; and other locations. Please refer to the schedule for workshop location.



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Registration Information

Register for Blackboard Learning System GUI Administration using our online Training Registration Center at <http://trainingcenter.blackboard.com/trainingcenter/>. Enrollment in each course is limited, so early registration is encouraged. If you have any questions, please contact Blackboard Training at training@blackboard.com. ***Please note that registration for this workshop closes one week prior to the listed start date. Blackboard reserves the right to cancel any of these regional workshops. In the event of a cancellation, any registered participants will be notified by Blackboard Training staff.**