



# Blackboard Learn™ for Course Delivery GUI Administrator Certification

Blackboard Online Blackboard Training

## Overview

This facilitated online course provides you with the skills necessary to successfully set up and manage the Blackboard Learn™ - Course Delivery\* application through the graphical user interface (GUI). Through tests, assignments, discussions, and activities, the course introduces you to features and functions which are accessed through the System Administrator tab. In addition, the course reviews best practices for managing users and courses, and outlines procedures for maintaining the system. This course does not provide instruction for managing the application at the server level.

The certification component includes completion of all course activities and assignments, and achievement of a score of 80% or higher on the final objective exam. Upon successful completion you will receive a certificate issued by Blackboard Inc. verifying that you have demonstrated mastery of the identified competencies.

## Course Objectives

- Navigate the Administrator Panel of the Blackboard Learn - Course Delivery module
- Differentiate between System and Course Roles
- Create, edit, and delete users and courses
- Manage course enrollments
- Designate the availability status of system-wide tools and utilities
- Establish a default institution brand
- Perform timely user and course maintenance
- Secure the application
- Upload and configure Blackboard Building Blocks
- Access and interpret log file information
- Navigate Behind the Blackboard™ site to issue support tickets and locate reference materials

## Who Should Attend

New- or less-experienced institution administrators using:

- Blackboard Learn™ - Course Delivery module (Release 9.x)
- Blackboard Learning System™ (Releases 7.x, 8.0)

## Duration and Costs

- Course is 21 days in length
  - Participants should expect to spend approximately 25 - 30 hours to complete the course activities
- 1,000 USD per person
- Printed or online materials do not need to be purchased for this course

## Location

- Fully online/asynchronous

## Prerequisites

- System administrator access to a Blackboard Learn – Course Delivery installation
- Computer that meets the minimum technical requirements for using the Blackboard Learn™ platform
- Email and Internet access
- Basic computer navigation skills

## Registration Information

Register for the Course Delivery GUI Administrator Certification course using our online Training Registration Center at <http://trainingcenter.blackboard.com/trainingcenter/>. Enrollment in each course is limited, so early registration is encouraged. Registrants will receive a welcome email from the facilitator on the morning of the course start date with all necessary course access information. If you have any questions, please contact Blackboard Training at [training@blackboard.com](mailto:training@blackboard.com). **\*Please note that registration for this course closes 2 business days prior to the listed start date.**

\* **Note:** Prior to Release 9.0, this was known as the Blackboard Learning System™.