



Blackboard Learn™ Course Delivery GUI Administration

Blackboard

Onsite Blackboard Training

Overview

The Course Delivery Administration workshop introduces participants to all options and features accessible through the Administrator Panel of Blackboard Learn™ – Course Delivery* technology. Through a variety of activities, including hands-on exercises, participants discuss implementation best practices, create and modify system roles, manage users and courses, enable and disable system-wide tools, and review capabilities for managing system extensions. This workshop does not provide instruction for managing the Blackboard Learn – Course Delivery application at the server level.

Workshop Topics and Outcomes

- **Course Delivery Overview.** Discuss the value and components of the Blackboard Learn – Course Delivery technology; Identify implementation considerations; Explore the graphical user interface from the student, teacher, and administrative perspectives including My Places**; Personalize Administrator Panel content and layout.
- **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.** 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.
- **Brand and Theme Management.** Select a system theme**; Manage a color palette**; Discuss how to modify the Cascading Style Sheet (CSS) to create Themes**; Manage the default brand, system tabs, and modules; Customize Login Page**; Set default course design; Customize the Tools Panel.
- **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 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 Learn™ – Course Delivery module (Release 9.x)
- Blackboard Learning System™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.
 - **Note:** Individual accounts with System Administrator access to Blackboard Inc. training servers are not provided to participants in this workshop. Participants are invited to access the Administrator Panel of their 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.



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Duration and Costs

- Workshop is 2 days in length (6 hours of instruction each day)
- 5,700 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 Learning System™.

** **Note:** Indicates features and functions specific to Blackboard Learn™, Release 9.0