



Blackboard Learn™

From Basic to Enterprise

Onsite Blackboard Training

Overview

The From Basic to Enterprise workshop provides intensive, hands-on instruction covering the GUI-based administrative and teaching and learning functions introduced in the Enterprise course delivery* technology from Blackboard®. A variety of hands-on activities and best-practice discussions provide for a very thorough understanding of how to manage administrative tasks, implement system extensions, increase administrative efficiency, as well as create engaging and collaborative learning environments for students. It also presents best practices for supporting both Web-enhanced and fully online e-learning implementations.

Workshop Topics and Outcomes

Session One: Administering the Enterprise License

- **What's New Overview.** Describe the administrative and instructional enhancements introduced in the Enterprise course delivery* technology of Blackboard Learn™; Identify changes in the graphical user interface of the Administrator Panel.
- **Roles Definition.** Review System Roles and Course Roles and describe their relationship with User Privileges; Customize existing System Roles and create new System Roles to reflect institutional processes.
- **User Management.** Identify existing user creation and enrollment policies; Customize and manage the user profile; Create users and assign primary and secondary system roles; Associate Observers with users; Discuss systems integration opportunities.
- **Course Management.** Discuss current course management policies and procedures; Determine default course settings such as enrollment and guest access; Set default course design and navigation menus; Enable/Disable tools for new courses including Notification** settings; Discuss systems integration opportunities.
- **Brand and Theme Management.** Select a system theme**; Manage a color palette**; Discuss how to modify the Cascading Style Sheet (CSS) to create Themes**; Customize Login Page**.
- **Tools and Utilities.** Enable and disable new system-wide tools and settings; Copy and edit Language Packs; Review system configuration settings, reports, and logs; Enable 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.

Session Two: Teaching and Learning with Enterprise

- **What's New Overview.** Describe the instructional enhancements introduced in the Enterprise course delivery* technology of Blackboard Learn™; Identify new tools from the student and instructor perspectives.
- **Course Development.** Enable Review Status; Deploy content using Adaptive Release; Monitor Review Status items and Adaptive Release progress through the Performance Dashboard; Discuss use cases for the use of SCORM-based content.



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- **Course Management.** Customizing the course menu and tools panel; Enable and disable new course tools; Understand course security, availability, and guest access options; Copy, recycle, archive, import and export courses using the new queued process.
- **Establishing Self and Peer Assessments.** Identify Self and Peer Assessment use cases and lifecycle; Create, monitor, and evaluate a Self and Peer Assessment; Import and export a Self and Peer Assessment; Discuss tips on enabling student success with Self and Peer Assessments.
- **Assessment and Evaluation.** Create, deploy, retrieve, grade, and return Assignments, including using SafeAssign™ to prevent plagiarism; Use advanced question types and Upload Questions feature to create tests; Determine enhanced options for questions such as extra credit; Deploy tests using new attempt, self-assessment, feedback, and presentation options; Retrieve and grade tests, including the manual override; Develop and manage question pools categorizing questions for ease of use; Create, deploy, retrieve, and analyze surveys; Establish Early Warning System rules and notifications; Review the Performance Dashboard and Course Statistics for user information; Customize the Grade Center views and settings; Define Grading Periods and Grading Schemas; Record, modify, weight and manage grades and reports.
- **Communication and Collaboration.** Discuss online collaboration practices and techniques; Communicate using Messages; Review Discussion Board hierarchy, roles and settings; Search, collect, tag, flag and grade forums and threads; Review Discussion Board statistics within the Performance Dashboard.
- **Locating Resources.** Locate and search through the online instructor manual and Quick Tutorials, along with additional resources such as Ask Dr. C, the reference area and Knowledge Base of Behind the Blackboard™, and Blackboard Connections.

Who Should Attend

Session One: Administering the Enterprise License (1day in length)

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

Session Two: Teaching and Learning with Enterprise (2 days in length)

- All users at the institution who collect, share, and discover content 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.

Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day)
- 8,100 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 Release 9.0