



Blackboard

Consulting

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 Blackboard Learn – 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.
- **Managing Roles.** Define System and Course roles. Customize existing System and Course roles. Create new System and Course roles to reflect institutional and instructional processes. Define and manage user privileges.
- **Managing Users.** Discuss current user management policies and procedures. Customize and manage the User Profile. Create users and assign primary and secondary system roles; information. Create and assign Observers to users. Discuss systems integration opportunities.
- **Managing Courses.** Discuss current course management policies and procedures. Determine default course properties and set default course design and navigation menus. Enable/Disable tools for new courses including Notification settings. Manage Course Files settings. Discuss systems integration.
- **Customizing the Brand, Themes and Color Palettes.** Discuss how system Themes and Color Palettes affect the user experience. Review steps to download the Cascading Style Sheet (CSS) and Login Page files to create custom login page, themes and color palettes. Manage the default brand, tabs, and modules. Set default course design. Customize the Tools Panel.
- **Managing Course Level State Standards (K12 Licenses Only).** Review Learning Standards options. Import state learning standard documents into Blackboard Learn. Manage standards availability. Associate Learning Levels to courses. Create Standards Coverage Report.
- **Administering Tools and Utilities.** Enable and disable new system-wide tools and settings including Avatars. Copy and edit Language Packs. Review system reports and logs.
- **Establishing Security and Extensions.** Manage gateway options. Review authentication configuration options. Enable Blackboard Scholar® and SafeAssign™. Discuss Blackboard Sync™ and Blackboard Mobile™ extensions. Import and manage Building Blocks™ to extend the Course Delivery technology.
- **Locating Resources.** Locate and search the online administrator manual. Navigate Behind the Blackboard™ for product documentation and release notes. Review Ask Dr. C resources. Search the Knowledge Base wiki. Troubleshoot and report system issues. Visit the On-Demand Learning Center.



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.
- **Designing the Course Structure.** Plan the course structure to align with course content and audience characteristics. Add Content Area, Tool Link, External Link, Course Link, Sub-header and Divider menu items. Structure course content using Folders, Learning Modules, and/or Course Links.
- **Collecting and Managing Course Content.** Upload multiple files or folders individually and in bulk to Course Files. Set up Web Folders to manage files with WebDAV. Manage file and folder display options and properties. Move files to and manage the Recycle Bin.
- **Adding and Presenting Course Content.** Add, manage, and remove course content items including text, images, files, external links, equations, custom content types, and multimedia using the Mashup tool. Enable individualized instruction with Review Status and Adaptive Release and monitor performance through the Performance Dashboard. Discuss use cases for the use of SCORM-based content.
- **Aligning State Standards with Course Content (K12 Licenses Only).** Review Learning Standards options. Associate standards with course content, including content items, tests, and test questions. Manage standards visibility. Create Standards Coverage Report.
- **Creating Accountability and Monitoring Performance.** Establish Early Warning System rules and Notifications. Review the Alerts and Needs Attention modules, Performance Dashboard, and Tracking Reports for user information. Create a Course Module Page. Review Notification features. Organize the Grade Center and create efficient workflows using SmartViews. Define 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. Grade Discussion Board Posts.
- **Promoting Reflection and Interaction.** Compare and contrast Discussion Board, Blog, and Journal tools. Create, manage, and grade Blogs, Journals, and Discussion Board forums and threads.
- **Increasing Collaboration Wikis.** Explore the addition of student-created content using Wikis. Discuss tips for enabling successful group work.
- **Locating Resources.** Locate and search the online instructor manual. Navigate Behind the Blackboard™ for product documentation and release notes. Discover materials in the On-Demand Learning Center, including Quick Tutorials and Ask Dr C.

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 9.1)



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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 9.1)

Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day)
- 8,600 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 Account Executive or Account Manager.