



# Blackboard Learn™

## Course Delivery GUI Administration

### Regional 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)  
**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.



# Blackboard Learn™ Course Delivery GUI Administration Regional Blackboard Training

## 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 and Phoenix, AZ. Please refer to the schedule for workshop location information.

## Registration Information

Register for *Blackboard Learn – Course Delivery 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. Registration for regional workshops closes **1 week prior** to the listed start date unless the event has been cancelled as per our policy below.

## Cancellation Policy

While it is always our hope to conduct these regional workshops as planned, Blackboard Inc. reserves the right to cancel these workshops due to low enrollment or acts of God. **The deadline for cancellation will be 3 weeks in advance of the first day of the week the workshop is scheduled to begin.** Should you register prior to this date, Blackboard Training will contact you to notify you if the workshop has been cancelled. **It is highly recommended that you do not book travel arrangements until that time, or please be sure to book refundable airfare, hotel, etc.**

For any questions, please contact [training@blackboard.com](mailto:training@blackboard.com).

\* **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

## Schedule

August 2009			
Workshop	Price	Dates	Location
Blackboard Learn - Course Delivery GUI Administration (for newer users)	\$ 650.00	Aug 17-18	Washington, DC

If these events do not meet your schedule or needs, we invite you to review our other regional options:

- Click below to review the workshops being held in our Phoenix, AZ offices.  
[http://www.blackboard.com/resources/training/Reg\\_Schedule\\_Phoenix.pdf](http://www.blackboard.com/resources/training/Reg_Schedule_Phoenix.pdf)
- Click below to review our synchronous regional workshops held over the Web using WebEx™.  
[http://www.blackboard.com/Resources/Training/Reg\\_Schedule\\_Sync.pdf](http://www.blackboard.com/Resources/Training/Reg_Schedule_Sync.pdf)