



### Overview

The What's New: Administering Course Delivery workshop provides intensive, hands-on instruction covering the GUI-based administrative introduced between Release 7.2 and Release 9.0 of 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 and increase administrative efficiency. It also presents best practices for supporting both Web-enhanced and fully online e-learning implementations.

### Workshop Topics and Outcomes

- **What's New Overview.** Describe the administrative and instructional enhancements introduced in the course delivery technology of Blackboard Learn™ between Release 7.2 and 9.0; Identify changes in the graphical user interface of the Administrator Panel; Personalize Administrator Panel content and layout.
- **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 changes in the graphical user interface in the Users area; Create users and assign System Roles within the new interface; List and modify user information using the new search tools; Set users to available/unavailable and remove users; Assign Observers to multiple users within the new observer management area.
- **Course Management.** Identify changes in the graphical user interface in the Courses area; Create, manage, categorize, and remove courses using the enhanced interface; List and modify course information using the new search tools; Enroll users from the new location; Archive, restore, import, export, copy, and recycle courses using the new queued processes.
- **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 system-wide tools and settings including Avatars\*\* and Notifications\*\*; Copy and edit a Language Pack; Enable Blackboard Scholar® and SafeAssign™; Discuss Blackboard Sync™.
- **Operations Management.** Locate and review the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Search the Knowledge Base; Troubleshoot and report system issues.

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

\*\* **Note:** Indicates features and functions specific to Release 9.0

### Who Should Attend

- System Administrators and support personnel managing and supporting the move to:
  - Blackboard Learn™ - Course Delivery module (Release 9.x)

### Duration and Costs

- Workshop is 1 day in length (6 hours of instruction)
- 325 USD



# Blackboard Learn™

## What's New: Administering Course Delivery

Blackboard Regional Blackboard Training

### Training Location and Format

This training will take place as part of our synchronous regional schedule. Blackboard Inc.'s synchronous regional training sessions take place using the WebEx meeting and training platform in combination with an audio conference via telephone. Specific web meeting links and phone conference numbers are distributed in advance of each event. Please see the general event information included below the schedule for more information.

### Registration Information

Register for these workshops using the Blackboard Training Registration Center at <http://trainingcenter.blackboard.com>. Please note that registration for these 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 of synchronous workshops will be 1 week 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.

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

### Schedule

| PARTICIPANTS LOCATED IN: EUROPE, MIDDLE EAST and ASIA   |           |         |  |
|---|-----------|---------|--|
| July 2009 (All workshops below will begin promptly at 9:00 and conclude at 16:00 (GMT +1))  |           |         |  |
| Workshop  | Price     | Dates   | System Covered   |
| What's New in Community Engagement<br>(for Community System Classic users upgrading to Release 9.0)   | \$325.00  | 21 July | Blackboard Learn – Community Engagement<br>(Release 9.0)         |
| What's New: Administering Course Delivery<br>(for Learning System Classic users upgrading to Release 9.0)   | \$ 325.00 | 22 July | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |
| What's New: Teaching with Course Delivery Part 1:<br>Managing Course Content and Interaction<br>(for Learning System Classic users upgrading to Release 9.0)      | \$ 325.00 | 23 July | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |
| What's New: Teaching with Course Delivery Part 2:<br>Managing Assignments, Assessments and Groups<br>(for Learning System Classic users upgrading to Release 9.0) | \$ 325.00 | 24 July | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |



**Blackboard Learn™**

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Blackboard Regional Blackboard Training

**PARTICIPANTS LOCATED IN: NORTHEAST, SOUTHEAST, EAST NORTH CENTRAL, and EAST SOUTH CENTRAL UNITED STATES; CARRIBBEAN; and LATIN AMERICA**

**August 2009 (All workshops below will begin promptly at 9:00 a.m. Eastern Time and conclude at 4:00 p.m. ET)**

| Workshop  | Price     | Dates    | System Covered   |
|---|-----------|----------|--|
| What's New in Community Engagement<br>(for Community System Classic users upgrading to Release 9.0)   | \$ 325.00 | August 4 | Blackboard Learn – Community Engagement<br>(Release 9.0)         |
| What's New: Administering Course Delivery<br>(for Learning System Classic users upgrading to Release 9.0)   | \$ 325.00 | August 5 | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |
| What's New: Teaching with Course Delivery Part 1:<br>Managing Course Content and Interaction<br>(for Learning System Classic users upgrading to Release 9.0)      | \$ 325.00 | August 6 | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |
| What's New: Teaching with Course Delivery Part 2:<br>Managing Assignments, Assessments and Groups<br>(for Learning System Classic users upgrading to Release 9.0) | \$ 325.00 | August 7 | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |

**PARTICIPANTS LOCATED IN: NORTHWEST, SOUTHWEST, WEST NORTH CENTRAL, and WEST SOUTH CENTRAL UNITED STATES; and LATIN AMERICA**

**October 2009 (All workshops below will begin promptly at 9:00 a.m. Pacific Time and conclude at 4:00 p.m. PT)**

| Workshop  | Price     | Dates     | System Covered   |
|---|-----------|-----------|--|
| What's New in Community Engagement<br>(for Community System Classic users upgrading to Release 9.0)       | \$325.00  | October 6 | Blackboard Learn – Community Engagement<br>(Release 9.0)         |
| What's New: Administering Course Delivery<br>(for Learning System Classic users upgrading to Release 9.0) | \$ 325.00 | October 7 | Blackboard Learn - Course Delivery<br>(Release 9.0 - Enterprise) |



# Blackboard Learn™

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Blackboard Regional Blackboard Training

|   |           |           |   |
|---|-----------|-----------|---|
| What's New: Teaching with Course Delivery Part 1: Managing Course Content and Interaction (for Learning System Classic users upgrading to Release 9.0)      | \$ 325.00 | October 8 | Blackboard Learn - Course Delivery (Release 9.0 - Enterprise) |
| What's New: Teaching with Course Delivery Part 2: Managing Assignments, Assessments and Groups (for Learning System Classic users upgrading to Release 9.0) | \$ 325.00 | October 9 | Blackboard Learn - Course Delivery (Release 9.0 - Enterprise) |

If these events do not meet your schedule or needs, we invite you to review our other regional options for face-to-face training opportunities held at our Blackboard Inc. offices:

- [Click here to review the workshops being held in our Phoenix, AZ offices.](#)
- [Click here to review the workshops being held in our Washington, DC offices.](#)

### Event Information and Preparation

#### Participating in a Synchronous Online Event

Blackboard Training synchronous training sessions are held using the WebEx web meeting and audio conferencing software. To participate, you will need:

- Access to a computer which is connected to the Internet
- Access to a phone, or an Internet phone service such as Skype.
- Web meeting links and phone conference dial-in numbers will be provided in advance of the scheduled sessions.
- Please review the technical requirements below.

#### WebEx Meeting Manager

To start or join a WebEx session you will need to download, install, and configure the WebEx Meeting Manager. The first time you join or start a meeting, Meeting Manager will automatically be installed; however you can also manually download and install it. Note: You must have administrator privileges on your computer to use this installer. There is no charge associated with installing this plug-in.

- Download the installer for your operating system:
  - [Meeting Manager for Internet Explorer in Windows](#)
  - [Meeting Manager for Mozilla Firefox or Netscape browsers in Windows](#)
  - [Meeting Manager for Mac OS X \(PowerPC\)](#)
  - [Meeting Manager for Mac OS X \(Intel\)](#)



### Operating System and Browser Support

|  | Windows   | Mac OS X   |
|--|---|--|
| <b>Operating Systems</b>                                     | 98, 2000, XP, 2003, Vista                           | 10.3, 10.4, 10.5   |
| Available WebEx Services                                     | All services<br>( <a href="#">See limitations</a> ) | Meeting Center<br>Training Center<br>Event Center<br>Sales Center<br>Remote Support<br>( <a href="#">See limitations</a> ) |
| <b>Minimum System Requirements</b>                           |   |  |
| Processor  | Intel or AMD  | PowerPC or Intel   |
| JavaScript   | JavaScript and cookies enabled                      | JavaScript and cookies enabled   |
| Other  | Active X enabled (unblocked for IE is recommended)  | Apple JRE 5.0  |
| <b>Browsers</b><br>(Recommended browsers are shown in bold ) |   |  |
| Internet Explorer  | <b>6.0 SP1, 7.0</b>                                 |  |
| Mozilla  | 1.7   |  |
| Firefox  | <b>2.0</b>  | 2.0  |
| Netscape   | 8.1 (XP/2000)                                       |  |
| Safari   |   | <b>2.0/3.0</b> (10.4)<br><b>3.0</b> (10.5)   |