



Blackboard

CE GUI Administration Onsite Blackboard Training

Overview

Successful implementation of the Blackboard Learning System™ - CE Enterprise License depends on making the correct decision for an educational institution at the appropriate time. Based on best practices gained from thousands of users, the CE GUI Administration workshop introduces participants to administrative and management tasks within the CE Enterprise System. At the completion of this workshop, participants will understand how to use the GUI administration screens to organize and manage organizational levels, learning contexts, users, roles, and settings. This workshop focuses on day-to-day administrative tasks; it does not provide information or instruction for managing the application at the server level.

Workshop Topics and Outcomes

- **CE Administration Overview.** Identify administrative tasks to be completed via the Administrative tabs; Describe the CE Organizational Structure, User Roles, and Privileges; Access the administrator interface, tabs, and toolset; Locate and browse existing learning contexts.
- **Administering Courses and Sections.** Create, edit, and delete courses or sections; Organize courses into categories; Define options for assigning content to a blank section; Back-up, restore, and reset sections; Create institutional announcements; Generate course and section tracking reports; Configure and define settings for course tools; Enable or disable administrative features and settings.
- **Branding and Customizing CE.** Contrast My Files and System files within the Content Manager; Upload, create, and manage content within the Content Manager; Locate the Content ID for a file; Identify and describe branding options; Brand the CE frameset; Describe the process for customizing error messages.
- **Managing Users and Enrollments.** Describe the user database including default and custom columns; Query existing users; Create and manage queries; Create, modify, and delete users; Assign roles to a user ID; Deny and grant section access to users; Enroll and un-enroll users in courses or sections; Edit user information; Create custom columns within the user database; Specify whether columns are visible and/or public.
- **Preventing Plagiarism with SafeAssign.** Review plagiarism policy; Discuss capabilities of SafeAssign; Enable and register Safe Assign.
- **Social Bookmarking with Blackboard Scholar®.** Define social bookmarking; Discuss capabilities of Blackboard Scholar®; Activate and Register Blackboard Scholar®.

Who Should Attend

System Administrators and Support Personnel who will be managing and supporting:

- Blackboard Learning System – CE Enterprise 8.x

Duration and Costs

- Workshop is 1 day in length (6 hours of instruction each day)
- \$3,200 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.