



Blackboard Learn™ Content Management Administration

Blackboard

Onsite Blackboard Training

Overview

The Content Management Administration workshop introduces administrators and support personnel to the system management features of Blackboard Learn™ - Content Management* technology. Through a variety of activities, including hands-on exercises, participants review the various display and configuration options, technical settings, and content management tools accessible through the Administrator Panel of Blackboard Learn. Throughout the workshop, participants will discuss use cases and best practices identified through working with hundreds of clients who have implemented the Content Management technology at their institutions. Participants who attend this workshop will need full System Administrator access to their Blackboard Learn platform.

Workshop Topics and Learning Outcomes

- **Content Management Technology Overview.** Describe the relationship between the Content Management, Course Delivery, and Community Engagement technologies of Blackboard Learn; Differentiate between user, course, and institution Content Collections; Navigate the system from the end-user and administrator perspectives.
- **Managing Content Collections.** Discuss content management strategies and use cases; Determine settings for Virtual Hard Drive and Web Folders; Establish disk quotas and bandwidth settings; Set interface options; Review default technical settings; Discuss Institution Content Collection folder structures; Download Items and Packages; Manage the Recycle Bin; Discuss GUI components for backing-up and recovering content.
- **Enabling Content Sharing.** Define and utilize permissions, versioning, tracking, and comments on items and folders; Manage user lists; Send Passes on files and folders; Identify steps to employ a Workflow; Catalog, manage, and search for Learning Objects; Identify a process to store, protect, and share materials stored in e-Reserves and other library content.
- **Content Discovery.** Enable/Disable default metadata standards and define custom metadata templates; Search for and manage orphaned content by user and location; Add user and course folders to view; Archive and restore a course with content stored in the Content Collections.
- **Managing e-Portfolios.** Enable/Disable Portfolio settings; Create and modify Basic and Personal e-Portfolio templates; Search for and access Basic and Personal e-Portfolios.
- **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.

Who Should Attend

System administrators and support staff using:

- Blackboard Learn™ - Content Management module (Release 9.x)
- Blackboard Content 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 1 day in length (6 hours of instruction each day)
- 3,000 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.

* Prior to Release 9.0, this was known as the Blackboard Content System™.