



# Blackboard Learn™ Content Management Essentials

Blackboard Onsite Blackboard Training

## Overview

The Content Management Essentials workshop introduces instructors, course designers, and support personnel to the capabilities of Blackboard Learn™ - Content Management\* technology which enable effective content storage, management, collaboration, and presentation. Through a variety of activities, including hands-on exercises, participants review document management and collaboration (uploading, tracking, permissions, versioning, passes, and searches), link to content from courses, explore e-Portfolios, and deploy workflow activities.

## Workshop Topics and Outcomes

- **Blackboard Content Management Overview.** Describe the relationship between the Content Management, Course Delivery, and Community Engagement technologies of Blackboard Learn; Discuss content management strategies and use cases; Access and navigate the Content Management module; Differentiate between user, course, and institution Content Collections.
- **Collecting and Managing Content.** Add files and folders individually and in bulk using Web Folders (drag and drop technology); Build an external link; Manage file and folder properties; Move files to and manage the Recycle Bin; Establish Personal Settings.
- **Managing and Sharing Course Content.** Link course and content areas to files and folders stored in Content Collections; Link content items stored in Collections to course tool areas (i.e. Announcements); Export tests or surveys to collections; Identify course tools related to Content Management technology.
- **Sharing and Collaborating with Content.** Identify content and collaboration use cases; Modify file and folder permissions; Use Versioning, Tracking, and Comment features; Create and email Passes on files and folders; Schedule, monitor and complete a Workflow.
- **Discovering Content.** Tag content with metadata; Search and bookmark content; Create and search for Learning Objects, including reusable objects.
- **Library Content Management.** Discuss process to store intellectual property-protected materials in e-Reserves; Access content stored in the Library Collection and link course content areas to files.
- **Creating and Managing e-Portfolios.** Identify uses for e-Portfolios; Define and collect e-Portfolio artifacts; Create a Personal Portfolio; Share, view, download, and comment on e-Portfolios; Discuss Portfolio templates and e-Portfolio quality assurance.
- **Locating Resources.** Locate and search the online instructor manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Identify additional resources including the Knowledge Base, Ask Dr. C, and Blackboard Connections.

## Who Should Attend

Instructors, course designers, and support personnel 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 2 days in length (6 hours of instruction each day)
- 5,700 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](mailto:training@blackboard.com) or contact your Client Manager.

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