



Blackboard

Blackboard Community System Administration

Onsite Blackboard Training

Overview

Blackboard Community System™ Administration training provides participants with the knowledge and skills necessary to build and maintain an academic portal with both centralized and delegated administration. It shares best practices for managing institution roles within an institution, creating branded gateways to deliver unique experiences to different types of users, and enabling eCommerce capabilities for end users. This workshop may be tailored to meet the needs of clients with both customized and non-customized Blackboard Community System implementations.

Workshop Topics and Outcomes

- **Blackboard Community System Overview.** Discuss requirements and use cases for a web portal; Review the relationship between the *Blackboard Learning System* and the *Blackboard Community System*; Review actual *Blackboard Community System* implementations; Identify *Blackboard Community System* administrator privileges.
- **Institution Roles and Brands.** Define primary and secondary institution roles; Differentiate between role-based and hostname branding options; Create an institution role; Create and manage a brand.
- **Community System Content Development.** Create and deploy module, tool, and link tabs; Set default tab properties to display module content, layout, and menu column content; Define module types; Create modules and associate with tabs; Assign Module Administrators; Preview tabs by institution role; Determine Tool Panel settings.
- **Domain Management.** Define Domain capabilities; Identify an institutional use case and list related roles and responsibilities; Map a Domain model to address current and future organizational needs; Establish System Roles to match identified roles; Create a Domain and assign an administrator*; Establish criteria to collect users, courses, organizations, tabs, and modules within the Domain; Identify best practices for Domain management. ***Note: To create Domains, participants will need System Administrator access to their own Blackboard Community System.**
- **Organization and Discussion Board Management.** Discuss current practices for co-curricular and administrative communication; Identify Organization use cases; Determine organization management policies; Administer the organization catalog; Create, categorize, and remove organizations; Enroll users; Determine default organization settings such as enrollment and guest access; Set default organization design, navigation menus, and tools for new courses; Archive, restore, export, import, copy, and recycle an organization; Create and manage system-wide Discussion Board Forums.
- **eCommerce and eMarketplace Management.** Discuss requirements and use cases for eCommerce; Describe the relationship between the eCommerce functionality and the Blackboard Transaction System™; Set up the eMarketplace; Define eMarketplace product types; Establish a vendor; Create product categories and eMarketplace products; Review vendor reports.
- **Operations Management.** Discuss best practices for managing the Community System; Locate and review the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard for product documentation and release notes; Search the Knowledge Base.

Who Should Attend

System administrators and support personnel using:

- Blackboard Community System 8.x

Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day)
- \$8,100 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.