



# Blackboard Learning System™ – Vista Enterprise License

## Face-to-Face Training Materials Package

Blackboard Training Materials License

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### Overview

The Face-to-Face Training Package provides all the resources you need to quickly and successfully offer a comprehensive in-person training program that prepares faculty to design and teach using Blackboard Learning System™ – Vista Enterprise. Materials are professionally developed and carefully sequenced to build on previously learned skills, promoting instructor confidence. These digital materials are also fully customizable to fit the unique needs of your institution.

This package features a complete set of Training Materials for **ten** workshops, each focusing on an important topic or tool. The workshops, each two-to-three hours in length, are designed for course designers and instructors. For each of the workshops in the package, you will receive:

- Participant manual in Microsoft Word™ format that incorporates tips, examples, streamlined instructions, and hands-on activities
- Ready-to-use agendas for participants
- Trainer notes, with a preparation checklist, training tips and strategies, and links to additional resources
- Accompanying Microsoft PowerPoint™ presentations that reinforce the agenda and manual
- Course backup file that can be restored to your institution's server and used as a Practice Course environment
- Resource file with additional handouts and supplementary information for the trainer and participants

### Face-to-Face Training Materials: Workshop Details

The Training Materials are provided for the following workshops:

- **Mastering the Fundamentals.** This workshop covers how to:
  - Explore and navigate in the Build, Teach, and Student View tab of a course
  - Add tools to the Course Menu
  - Create new content items and add them to the Home Page
  - Customize the appearance of a course
- **Communicating with Students.** This workshop covers how to:
  - Inform students using the Announcements and the Syllabus tools
  - Schedule events and due dates with the Calendar tool
  - Communicate synchronously with students using Who's Online and Chat
- **Maximizing Discussions.** This workshop covers how to:
  - Create successful discussion topics
  - Manage discussions effectively and efficiently
  - Develop grading forms to evaluate discussion postings
  - Grade discussion postings
- **Presenting Content.** This workshop covers how to:
  - Create effective Learning Modules
  - Build Media Library collections
- **Mastering the Grade Book.** This workshop covers how to:
  - Set up the Grade Book to meet instructional goals and objectives
  - Manage student information and grades
- **Creating and Managing Assessments.** This workshop covers how to:
  - Create a variety of question types
  - Build effective quizzes and surveys
  - Grade quiz results and view key statistics



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- **Creating and Managing Groups & Assessments.** This workshop covers how to:
  - Create groups and sign-up sheets
  - Develop grading forms to evaluate assignments
  - Design individual and group assignments
  - Grade and publish assignments
- **Managing Your Course.** This workshop covers how to:
  - Customize the delivery of course content
  - Manage course settings and files
  - Import, export, and backup content
- **Template Designer Workshop.** This workshop covers how to:
  - Creating and managing templates
  - Using the Repository to share and manage content
- **Administrator and Course Designer Workshop.** This workshop covers how to:
  - Administering the division, group, or course
  - Managing templates and content
  - Branding and customization

### Cost and Product Delivery

Once you have purchased the Training Materials, the product is yours to use as many times as necessary. There is no use limit associated with this product.

- The Face-to-Face Training Materials Package: 5,000 USD
- **Bundled Price:** Face-to-Face Training Materials Package + Online Training Series Package: 11,700 USD  
(10% savings!)

Once your order is processed, you will typically receive an email within two business days with your download access information for your purchased Training Materials.

### Materials Licensing Annual Subscription

Blackboard Training understands the importance of helping institutions to continuously support their users. Institutions that license Blackboard Training Materials will be eligible to access any versions of the licensed materials made generally available during that year through the payment of an annual subscription fee. Versions of the Training Materials Package include materials that have been updated for product functionality, as well as training approaches and learner interactivity. Institutions that license the materials will receive an annual renewal invoice for the subscription fee beginning Year Two of their contract.

Annual subscription fee:

- Face-to-Face Training Materials Package: 2,000 USD

### About Materials Licensing

Training Materials can be reproduced and used for multiple training events at your school, district or organization; however, they may not be posted on a public Web site or used to train external participants. Training Materials may only be used with the staff and faculty at your institution.

### Request a Free Preview

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