



Blackboard

Vista GUI Administration

Onsite Blackboard Training

Overview

Successful implementation of the Blackboard Learning System™ - Vista 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 Vista GUI Administration workshop introduces participants to administrative and management tasks within the Vista 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

- **Vista Administration Overview.** Identify administrative tasks to be completed via the Administrative tabs; Describe the Vista Organizational Structure, User Roles, and Privileges; Access the administrator interface, tabs, and toolset; Locate and browsing existing learning contexts.
- **Administering Courses and Sections.** Create, edit, and delete divisions, groups, courses and sections; Organize courses into categories; Define options for assigning content or templates to a blank section; Back-up, restore, and reset sections; Create institutional announcements; Generate institutional-level tracking reports; Configure and define settings for course tools; Enable or disable administrative features and settings.
- **Branding and Customizing Vista.** Define My Files, Repository 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 brand options; Brand the Vista frameset; Describe the process for customizing error messages.
- **Managing Users and Enrollments.** Describe the user database including default and custom columns; Query for existing users; Create and manage queries; Create, modify, or 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.
- **Working with File Sharing and Templates.** Define options for sharing files and learning item between sections; Access repositories within the Content Manager; Place files for sharing with the repository; Define file ownership, editor rights and access settings; Define file sharing options; Create course templates; Define template settings; Define template subscription options.
- **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 – Vista Enterprise 8.x

Duration and Costs

- Workshop is 2 days in length (6 hours of instruction each day)
- \$6,400 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.