



Blackboard

# Vista Essentials

## Onsite Blackboard Training

### Overview

The Essentials workshop for the Blackboard Learning System™ - Vista Enterprise license provides instructors and designers with an overview of Vista and introduces the Vista user interface and robust toolset. Through demonstrations and hands-on activities, participants will gain a practical understanding of how to use Vista to enhance student interaction and instruction.

### Workshop Topics and Outcomes

- **Exploring Vista.** Navigate My Blackboard and the CE tab structure; Identify tools and features; Explore a section, including its tab structure, Course Content Home, and Course Menu.
- **Designing Your Course: The Basics.** Discuss three major phases of course development; Add tools to and modify the Course Tools toolbar; Add files and content items to the Course Content Homepage; Create new files and content items from the Course Tools toolbar; Add Folders to the Course Content Homepage; Customize links and settings on the Course Content Homepage; Customize overall appearance of the Course.
- **Communicating with Students.** Create a syllabus; Create and manage course announcements; Create and manage Discussion categories and topics; Create individual and recurring calendar entries; Describe features of the Chat, Whiteboard, and Who's Online tools.
- **Creating and Managing Content.** Create and manage Assignments and Assessments; Define question types, question sets, and assessment parts; Create Learning Modules; Customize the Action Menu of a Learning Module; Create and manage Media Library collections and entries; Define Media Library linking options; Associate Course goals.
- **Using the Gradebook.** Discuss types of tasks completed within the Gradebook; Identify Gradebook tabs; Identify Grade-related and Non-Grade related Column types; Define and create columns; Edit columns, settings, and attributes; Manage section members from within the Gradebook and using PeopleLinks; Record and manage grades and audit histories within the Gradebook.
- **Creating and Managing Groups and Assignments.** Identify and describe three types of student groups; Create custom groups, random groups, and sign-up sheets; Design group activities including discussion topics and chat rooms; Issue assignments to individuals or groups; Prevent plagiarism with SafeAssign.
- **Teaching Your Course.** Manage Content Item Inventories from the Course Tools toolbar; Identify and describe the Assignment Dropbox; Grade Learning Activities including Discussions, Assignments, and Assessments; Create and associate Grading Forms with learning activities.
- **Managing Your Course.** Set item visibility for files, content items, and folders; Define Selective Release criteria for files and content items; Review the Select Release Map; Configure section settings; Upload and manage files within the File Manager; Adjust assignment and assessment dates using the Date Rollover tool.
- **Social Bookmarking.** Define social bookmarking; Identify capabilities of Blackboard Scholar®; Establish an account and profile; Utilize the bookmarklet feature; Create bookmarks with tags; Establish streams; Search Scholar streams and tags; Incorporate social bookmarking into section; Discuss social bookmarking best practices.

### Who Should Attend

Instructors/Faculty, Trainers, Course Designers, and Support Personnel using:

- Blackboard Learning System – Vista Enterprise 8.x

### Duration and Costs

- Workshop is 3 days in length (6 hours of instruction each day)
- \$9,600 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.