Overview

The Learn Administration Consulting sessions provide clients with maximum flexibility in selecting topics and delivery times for assistance in configuring their Learn system. The program comprises five synchronous two-hour sessions delivered remotely via Blackboard Collaborate.

The aim of these sessions is to help the client customize their Blackboard environment so that it best serves their particular instructional goals and institutional structure.

With assistance as needed from the consultant, the client may choose the topics most relevant and useful to their institution, and decide the level of depth in which they wish to cover them.

These sessions are designed to address configuration sessions via the GUI (Graphic User Interface). They will not cover technical topics, including but not limited to server maintenance and installation.

Suggested Topics Include:

- **Content Management**
  
  *Explores the expected uses of the Content Management system, designs a folder and permission structure for an institution, and reviews Content Management Settings on the GUI Admin page.*

- **Brands and Themes**
  
  *Examines the use of single or multiple Brands to promote the education goals of the institution, customization of themes, and display of Brands via Institution Roles and/or URLs.*

- **Tabs and Modules**
  
  *Investigates the targeting of content to different populations by means of Tabs and Modules. Covers creation of various types of Tabs and Modules and control of their availability.*

- **Use of Institution Roles to control access to information**
  
  *Covers the creation and assignment of Institution Roles to govern access to Tabs, Modules, and Brands.*

- **Use of System Roles to delegate administrative privileges**
  
  *Examines how default and custom System Roles can be used to limit administrative access to GUI Admin privileges.*

- **Structuring the Institutional Hierarchy**
  
  *Designs an Institutional Hierarchy structure for an institution, based on need for limited delegated administration and control of Tools and Building Blocks. Compares functionality of the Institutional Hierarchy and the Domains Feature.*

- **Domain management**
  
  *Explores the use of Domains to delegate and control administrative access, and to employ Institution Roles and Categories to populate Domains automatically. Compares functionality of the Domains Feature and the Institutional Hierarchy.*
Configuration of standard course style and menu structure

Develops default Course (and Organization if applicable) configuration, including menu, enrollment options, grading schema, and style.

Course Tool availability management

Investigates the enabling or disabling of Course Tools at the System, Institutional Hierarchy Node, and Course level.

Use and management of Templates

Explores the options of creating and deploying Course Templates, as well as use of Merge Enrollments to consolidate multiple Course sections. Examines the various types of Course Copy available.

Management of due dates and availability dates

Examines the various options for controlling availability of Courses to students. Covers use of the Date Management feature to simultaneously advance all Course due and availability dates.

Enrollment settings

Investigates the various options for populating Courses manually, via batch file, or as self-enrolled Courses.

Term management

Explores use of the Terms feature to manage Course availability dates.

Course duplication

Examines the various types of Course Copy available, as well as use of Merge Enrollments to consolidate multiple Course sections.

Reuse of Course materials

For clients with Content Management, covers options for central location of course materials used in multiple courses. Examines the various types of Course Copy available and initiates discussion regarding intellectual property policies of the institution.

Goals and Goal alignments

Initiates the design of a system-level hierarchy of Goals (standards) for alignment to Course materials. Includes consideration of numbering and nomenclature conventions, and the running of reports at the System and Course level. For K-12 clients, includes information on upload of state standards.

Who Should Attend

Blackboard administrators, course designers, and other personnel who will decide how Blackboard Learn is used.

Location

- Fully remote/synchronous

For More Information

Please contact your Blackboard Account Representative or email training@blackboard.com