



Vista GUI Administrator Certification

Online Blackboard Training

Overview

This facilitated online course provides you with the skills necessary to successfully administer the Blackboard Learning System™ - Vista Enterprise License. Through readings, self-tests, scored assessments, and hands-on exercises, you will gain a conceptual understanding of the administrator role and its responsibilities. You will become comfortable performing key administrative tasks such as managing learning contexts, templates, users, enrollments, content sharing, and settings. The workshop focuses exclusively on managing the software through the Graphical User Interface (GUI). Integration, authentication, system, and server-related topics will not be covered.

The certification component includes an online practical and an applied exam designed to test knowledge of key administrator tasks. Upon successful completion you will receive a certificate verifying that you have demonstrated mastery of the identified competencies.

Course Objectives

- Access and navigate the administrator interface
- Create, manage, and enroll users
- Create and manage divisions, groups, courses, and sections
- Backup and restore sections
- Configure settings, including branding
- Create and send announcements
- Share and manage files to meet specific outcomes
- Create and manage templates

Who Should Attend

New- or less-experienced institution administrators using:

- Vista 4.x

Duration and Costs

- Course is 14 days in length.
 - Participants should expect to spend approximately 10-15 hours to complete the course activities
- \$1,000 USD per person
- Printed or online materials do not need to be purchased for this course

Location

- Fully online/asynchronous

Prerequisites

- Computer that meets the minimum technical requirements for using the Blackboard Learning System – Vista Enterprise License
- Strong file management and Internet skills
- Email and Internet access
- Some familiarity with the teach and design roles within the Blackboard Learning System – Vista Enterprise License

Registration Information

Register for the Vista GUI Administrator Certification course using our online Training Registration Center at <http://trainingcenter.blackboard.com/trainingcenter/>. Enrollment in each course is limited, so early registration is encouraged. Discounted pricing is offered for group purchases of 20 or more. Registrants will receive a welcome email from the facilitator on the morning of the course start date with all necessary course access information. If you have any questions, please contact Blackboard Training at training@blackboard.com. ***Please note that registration for this course closes 2 days prior to the listed start date.**