What’s New: Administering, Teaching & Learning with the Blackboard Content System
Onsite Blackboard Training

Overview
This instructor-led onsite workshop provides intensive, hands-on instruction covering the GUI-based administrative and teaching and learning functions introduced in the Blackboard Content System™ between Release 7.0 and Release 8.0. A variety of hands-on activities and best-practice discussions provide for a very thorough understanding of how to manage daily tasks, increase administrator and instructor efficiency and create dynamic learning environments for students. It also presents best practices for supporting both Web-enhanced and fully online e-learning implementations.

Workshop Topics and Outcomes

Session One: Administering the Blackboard Content System (1 day)

• **What’s New Overview.** Identify the administrative, instructional and student-focused advancements in the Blackboard Content System 8.0; Locate new tools and features on the Administrator Panel;

• **Managing Content Collection and Sharing.** Identify new dynamic content items; Enable/Disable Content Collection Areas; Search for and manage orphaned content by user and location; Manage the Recycle Bin; Manage user lists; Download and restore Packages; Archive and restore a course with Blackboard Content System content; Discuss components for backing-up and recovering content; Enable default metadata standards and define custom metadata templates.

• **Managing e-Portfolio Templates.** Describe Personal Portfolio capabilities and benefits; Define artifacts; Create and modify Personal e-Portfolio templates.

• **Operations Management.** Locate and review the online administrator manual and Quick Tutorials; Navigate Behind the Blackboard for product documentation and release notes; Search the Knowledge Base; Troubleshoot and report system issues.

Session Two: Teaching and Learning with the Blackboard Content System (1 day)

• **What’s New Overview.** Identify instructional enhancements in the Blackboard Academic Suite 8.0; Locate modifications to the graphical user interface from the instructor and student perspectives.

• **Collecting and Sharing Content.** Establish Personal Settings; Describe Detail View menu enhancements; Identify and utilize enhanced item and folder properties, including Versioning, Tracking, and Comment; Add new dynamic content items and share with a course; Tag and discover content with new metadata templates; Move files to and manage the Recycle Bin; Deploy enhanced Workflows to share content and track progress; Create and email Passes on folders; Archive courses including Blackboard Content System content.

• **Creating and Managing e-Portfolios.** Differentiate between Basic and Personal Portfolios; Define and collect e-Portfolio artifacts; Create a Personal Portfolio; Add, share, view, download and comment on e-Portfolios; Discuss Portfolio templates and e-Portfolio quality assurance.

• **Locating Resources.** Location and search the online instructor manual and Quick Tutorials; Navigate Behind the Blackboard for product documentation and release notes; Search the Knowledge Base; Create an account on Blackboard Connections.
Who Should Attend

Session One:
- System Administrators and supporting staff who will be managing and supporting the move from Blackboard Content System 7.0 to 8.0

Session Two:
- All users at the institution who collect, share, and discover content using the Blackboard Content System. Participants should have some experience with previous versions of the Blackboard Content System.

Duration and Costs
- Workshop is 2 days in length (6 hours of instruction each day with a 1-hour lunch and 2-fifteen minute breaks)
- $5,700 USD for up to 15 participants in each session (training consultant travel and expenses are not included in the cost)

For any questions, please email training@blackboard.com or contact your Client Manager.