

Learn Administration Essentials Certification

Online Training



Registration Information

Register for the *Learn Administration Essentials Certification* course using our online Training Registration Center at <http://trainingcenter.blackboard.com>. Enrollment in each course is limited, so early registration is encouraged. Registrants will receive a welcome email from the facilitator on the morning of the course start date with all necessary information. If you have any questions regarding course access, please contact Blackboard Training at training@blackboard.com. Note that registration for this course closes ten days after the listed start date.

Course Overview

This course introduces you to managing the Blackboard Learn platform via the Graphical User Interface (GUI) through readings, recordings, assignments, discussions, and assessments. In addition, the course reviews best practices for managing the environment. This course does not cover managing the server. **Please note that to take this course, each person will need System Administrator Access to his or her institution's Blackboard Learn platform.**

This course is appropriate for the following Blackboard Learn platforms.

- Self-Hosted, Blackboard Managed Hosted, or SaaS deployments
- Original Base Navigation or Ultra Base Navigation (SaaS Only)
- Original Courses and/or Ultra Courses (SaaS Only)

Certification

There are three certification tracks within the course. Participants will be asked to choose either Original, Ultra, or Dual tracks after the course begins. Completing all course activities within a certification track and achieving 80% or better on comprehensive exams leads to Certification. The Certification verifies that you have demonstrated mastery of the identified competencies.

Who Should Attend

Those whose primary duties include the functional management and configuration of the Blackboard Learn platform. This may include but is not limited to managing users, courses, enrollments, integrations, Building Blocks, tools, LTI, Institutional Hierarchy nodes, and Domains.

Duration and Costs

- Course is eight weeks in length
- Participants should expect to spend approximately 50 hours to complete the course activities. This translates to about 6 hours per week.
- Participants are asked to budget their time accordingly to complete the course during the course timeframe
- \$2500 USD per person
- Printed or online materials do not need to be purchased for this course

Location

- Fully online
- Asynchronous (participants do not have to be online at a specific time of the day)

Prerequisites

- Access to your institution's Blackboard Learn platform as a System Administrator
- Newer browser versions
- Email and high speed Internet access

Course Topics

The course is divided into five modules. Your certification path will determine which content and activities you will complete.

Learn

- Overview
- Building Blocks
- Support

Common Functionality

- User Accounts and Roles
- Courses and Organizations
- Enrollments
- Common Tools
- Utilities
- Domains and Institutional Hierarchy

Content Repositories

- Blackboard Open Content (formerly known as xpLor)
- Content Collection
 - Overview
 - Manage Content
 - Administrative Search
 - Blackboard Drive and WebDAV
 - Display and Technical Settings

Ultra Only

- Ultra Base Navigation
- Target Information

Original Only

- Institution Roles
- Branding
- Tabs
- Modules
- Course and Organization Settings
- Original Tools