

## Blackboard Training 2018 – Blackboard Learn Quick Start (30min)

- Go through the below tasks in your development course.
- Check the boxes after you have finished the tasks.

☀ You may refer to Blackboard help (<https://help.blackboard.com/>) for details.

<b>Explore the courses page</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access the <b>Courses</b> page.</li><li>2. Point to a <i>course card</i> to access the <b>lock</b>.</li><li>3. Select the lock icon to change if your course is open and ready for students or remains private while you work on it.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">ULTRA: Easy navigation</a>, <a href="#">Explore the courses page</a></p>	
<b>Create an Announcement</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access <b>Announcement &gt; Create Announcement</b>.</li><li>2. Set <i>No Date Restricted</i> for <b>Web Announcement Options</b>.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Announcements</a></p>	
<b>Add Content - Item</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access <i>Course Materials &gt; Build Content &gt; Item</i>.</li><li>2. <i>Name</i> the Item. Attach one (or more) file(s). <b>Submit</b>.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Create Content Items or Documents</a></p>	
<b>Add Content – Web Link</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access <i>Course Materials &gt; Build Content &gt; Web Link</i>.</li><li>2. <i>Name</i> the link, and enter the <i>URL</i>. <b>Submit</b>.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Link to Websites</a></p>	
<b>Create a Discussion</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access <b>Discussions &gt; Create Forum</b>. Check the appropriate settings and <b>Submit</b>.</li><li>2. Access the Forum that you have just created. <b>Create Thread</b> and <b>Submit</b>.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Create Forums</a>, <a href="#">Create Threads</a></p>	
<b>Add an Assignment</b>	<input type="checkbox"/>
<ol style="list-style-type: none"><li>1. Access <i>Course Materials &gt; Assessments &gt; Assignment</i>.</li><li>2. Input the <i>Name (as Sample Assignment)</i> and <i>Points Possible</i> for the assignment.</li><li>3. Select the settings under <b>Submission Details</b> and <b>Display of Grades</b>.</li><li>4. <b>Make the assignment available</b> or select date for <b>Limit Availability</b>. <b>Submit</b>.</li></ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Create and Edit Assignments</a></p>	

<b>Add the test to a content area</b>	<input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. Access <b>Control Panel &gt; Course Tools &gt; Tests, Surveys, and Pools &gt; Test</b>.</li> <li>2. Click <b>Build Test</b>. On the Test Information page, type a name. Click <b>Submit</b>.</li> <li>3. On the Test Canvas, from the <b>Create Question</b>, select <b>Multiple Choice</b>.</li> <li>4. On the Create/Edit page, provide the necessary information to create a question. Select <b>Submit</b>.</li> <li>5. Navigate to <i>Course Materials</i>.</li> <li>6. Select <b>Assessments &gt; Test</b>.</li> <li>7. Select the test under <b>Add an Existing Test</b>. Select <b>Submit</b>.</li> <li>8. Select <i>Yes</i> under <b>Test Availability &gt; Make the link available</b>. Select <b>Submit</b>.</li> </ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Create Tests and Surveys</a></p>	
<b>Create a self-enroll group</b>	<input type="checkbox"/>
<ol style="list-style-type: none"> <li>1. Access <b>Groups &gt; Create &gt; Group Set (Self Enroll)</b>.</li> <li>2. Input <i>Name</i>.</li> <li>3. Select <i>Yes</i> for <i>Group is visible to students</i>.</li> <li>4. Input and select <i>Sign-up Options</i>.</li> <li>5. Enter the <i>Maximum Number of Members</i>. Select <i>Show Members</i>.</li> <li>6. Enter <i>Number of Groups</i>. Check <i>Create smart view for each group in set</i> as well.</li> <li>7. Assign group members. <b>Submit</b>.</li> </ol> <p>☀ In Blackboard Help, search keywords: <a href="#">Create and Manage Groups</a>, <a href="#">Smart Views</a></p>	

For more features, please see Blackboard Help (<https://help.blackboard.com/>).

- [Student Preview](#)
- [Download Assignments](#)
- [Assignment Inline Grading](#)
- [Test and Survey Results](#)
- [Performance Dashboard](#)
- [Course Reports](#)