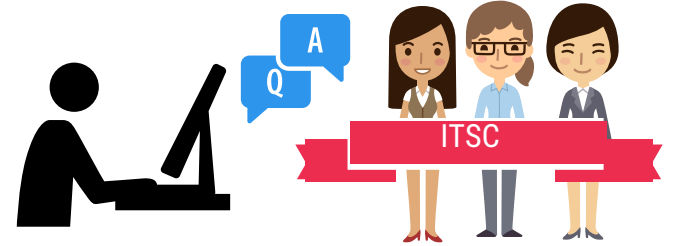
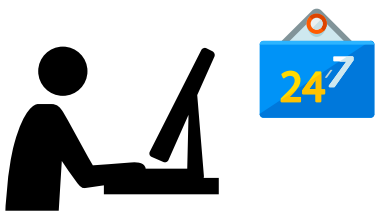




Blackboard Training 2017

Blackboard Learn Teaching Essential	Blackboard Learn Getting Started	Blackboard Learn Quick Start
Online	Online	Face-to-Face
Self-paced	Self-paced	Self-paced (Assisted)
Course	Course	Lab
6 hours	2 hours	30 minutes



1. Designing Course Structure	Quick Start	Getting Started	Teaching Essential
Access different levels of the course and then navigate back to the home page.	✓	✓	✓
Use the Course Menu and Tools to access different areas of the course.	✓	✓	✓



Blackboard Training 2017

2. Presenting Dynamic Content	Quick Start	Getting Started	Teaching Essential
Add a link to a website.	✓	✓	✓
Create a course organization that will best suit the needs of your content and students.	✓	✓	✓
Create an item and use Attachments.	✓	✓	✓
Change the name of an item.		✓	✓
Make an item unavailable.	✓	✓	✓
Use the content editor to add and format the text alignment, bullets, and font size.		✓	✓
Use the drag-and-drop function to change the order of the materials.			✓

3. Designing Engaging Discussions	Quick Start	Getting Started	Teaching Essential
Create a new Discussion.	✓	✓	✓
Create a new thread and Explore the settings.	✓	✓	✓
Create an original post to a thread.			✓
Determine grade settings and grade discussion forms.			✓
Reply to at least one post in the thread.		✓	✓



Blackboard Training 2017

4. Creating and Managing Assignments	Quick Start	Getting Started	Teaching Essential
Add an assignment.	✓	✓	✓
Create and attach a Rubric to an Assignment.			✓
Experiment with the options in the grade section.			✓
Review one of the Assignment submissions and assign a grade.		✓	✓
Select the appropriate settings.			✓
Type comments for the student.		✓	✓

5. Creating and Managing Tests and Surveys	Quick Start	Getting Started	Teaching Essential
Add questions.	✓	✓	✓
Add the test to a content area.	✓	✓	✓
Allow multiple attempts.			✓
Experiment with the question set feature.			✓
Grade any manually graded questions.			✓
Import or build a pool.			✓
Make the test available to students.		✓	✓
Optionally, edit the point value for one or more questions.			✓
Reorder your questions.		✓	✓
Select the test's question settings.			✓



Blackboard Training 2017

6. Building Online Communities	Quick Start	Getting Started	Teaching Essential
Create a group set with random enrollment containing two groups.			✓
Create a group with manual enrollment and add members.			✓
Create a self-enroll group, make the group available, and set a max number of members.	✓		✓
Make a smart view for each group in your course.			✓

7. Content Management	Quick Start	Getting Started	Teaching Essential
Create two folders and move, copy, and delete a folder.			✓
Use the Upload Files to upload a single file.			✓

