

Blackboard Training 2017 – 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.

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

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