



## Getting Started

<b>Audience</b>	Instructors who would like a hands-on introduction to the teaching and learning features of the Blackboard Learning System
<b>Format</b>	Face-to-face hands-on workshop
<b>Length</b>	2 to 3 hours
<b>Overview</b>	<p>This workshop will guide participants through the basic tasks and decisions required to set up a course. First, they will view the course from a student's perspective as they navigate through tools and content.</p> <p>The focus will then turn to the instructor's perspective where participants will walk through the process of creating a Course Menu, from planning to adding and organizing links. Participants will gain hands-on experience creating a Course Menu that's suitable for their own course. They will also develop a Getting Started Content Area designed to provide students with information they need to be successful learners. Participants will also learn to customize their course to add visual interest and address pedagogical requirements.</p> <p>Common start-up tasks such as creating announcements, adding calendar entries, building a syllabus, and setting up discussion forums will also be introduced.</p>
<b>Topics</b>	<p><i>The Student Experience</i></p> <ul style="list-style-type: none"><li>– Log in</li><li>– Explore the My Institution tab</li><li>– Access course content and tools</li><li>– Access content in Content Areas</li><li>– Change Course Menu from Quick View to Detail View</li><li>– Use breadcrumbs to navigate the course</li><li>– Access tools using link in the Tools Panel</li><li>– Explore ways to ensure a positive start for your students</li></ul> <p><i>Creating Your Course Menu</i></p> <ul style="list-style-type: none"><li>– Planning Course Menu links</li><li>– The Control Panel</li><li>– Adding Tools to the Course Menu</li><li>– Creating the Content Areas</li><li>– Determining the Content Area Organization</li><li>– Adding a Content Area</li><li>– Adding Items and Tools to a Content Area</li><li>– Modifying the Links in the Content Area</li><li>– Ordering the Course Menu Links</li></ul>

### ***Customizing Your Course***

- Customize the Course Menu
- Select a default Course Menu view
- Customize the Tools Panel
- Change tool availability
- Add a banner on the Announcements page
- Select the course entry point

### ***Day 1 Tasks***

- Create announcements
- Add calendar entries
- Build your syllabus
- Create a Discussion forum
- Welcome your students

### ***Workshop Wrap Up***

- What You've Learned
- Spotlight on YOUR Course
- Resources

**Objectives** *After completing this workshop, participants will be able to:*

- log in to Blackboard and explain the information available on the My Institution tab
- access content and tools from the Course Menu and Tools Panel
- change the Course Menu from Quick View and Detail View
- use breadcrumbs to navigate the course
- plan their Course Menu
- create a Course Menu; add links to Tools and Content Areas; modify and order links
- create a Content Area., add links to it; modify and organize the links
- explain the main functions of the Control Panel
- customize the Course Menu and Tools Panel
- change tool availability
- add a banner and create an announcement for the announcements page
- select the course entry point
- add calendar entries, syllabus lessons, and discussion forums
- explain how to access the instructor view of tools