



BLACKBOARD BASICS TRAINING WORKSHOP

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Workshop Objectives

Upon completion of this workshop participants will be able to:

- Login to Blackboard and customize their My Blackboard Desktop page
- Understand the main functions of the Control Panel
- Customize the Course Menu
- Set course site availability and guest accessibility
- Add, copy, and manage course content
- Create an announcement and understand the other types of communication tools
- Understand the various assessment tools available
- Add, remove, and modify users
- Enable access to course media
- Enable access to course reserves

Blackboard at Georgetown University: <http://campus.georgetown.edu>

Instructors control their Blackboard course through the **Control Panel**. The most basic actions are outlined in the table below.

Remove old courses from My Blackboard course listing	On My Courses: Detailed View module, click on pencil icon > uncheck courses from Display Course Name column > Submit.
Modify Course Menu	Control Panel > Manage Course Menu > Select Modify next to content area > modify name > Submit.
Make Course Available	Control Panel > Settings > Course availability > yes > Submit.
Add a Course Document	Control Panel > Course Documents > Add item Fill in content information> attach a file > make content available > Submit.
Copy an Item	Control Panel > Course Documents > Copy item > Select destination course > and destination folder > Submit.
Copy Entire Course Site	Control Panel > Course Copy > Copy into Existing Course > Browse > select course > choose content > Submit.
Add an Announcement	Control Panel > Announcements> Add announcement > Fill in subject and text of announcement > Submit.
Enroll User	Control Panel > Enroll users > type in user's last name or Netid > place check mark next to student's name > Submit.
Access Course Media	Tools/Course Tools > Sharestream Media > wait a few moments for page to load > select folder
Browse Bb Resources	Help icon (located at top of every page)