Overview

The Learn Administration Consulting sessions provide clients with maximum flexibility in selecting topics and delivery times for assistance in configuring their Learn system. The program comprises five synchronous two-hour sessions delivered remotely via Blackboard Collaborate.

The aim of these sessions is to help the client customize their Blackboard environment so that it best serves their particular instructional goals and institutional structure.

With assistance as needed from the consultant, the client may choose the topics most relevant and useful to their institution, and decide the level of depth in which they wish to cover them.

These sessions are designed to address configuration sessions via the GUI (Graphic User Interface). They will not cover technical topics, including but not limited to server maintenance and installation.

Suggested Topics Include:

Content Lockdown

Explores new options for customizing course instructor roles. Many institutions separate the functions of creating courses from those teaching courses. This option provides the granular privileges needed to customize course roles to separate these functions.

Content Management

Explores the expected uses of the Content Management system, designs a folder and permission structure for an institution, and reviews Content Management Settings on the GUI Admin page.

Brands and Themes

Examines the use of single or multiple Brands to promote the education goals of the institution, customization of themes, and display of Brands via Institution Roles and/or URLs.

Tabs and Modules

Investigates the targeting of content to different populations by means of Tabs and Modules. Covers creation of various types of Tabs and Modules and control of their availability.

Use of Institution Roles to Control Access to Information

Covers the creation and assignment of Institution Roles to govern access to Tabs, Modules, and Brands.

Use of System Roles to Delegate Administrative Privileges

Examines how default and custom System Roles can be used to limit administrative access to GUI Admin privileges.

Structuring the Institutional Hierarchy

Designs an Institutional Hierarchy structure for an institution, based on need for limited delegated administration and control of Tools and Building Blocks. Compares functionality of the Institutional Hierarchy and the Domains Feature.
Domain Management
Explores the use of Domains to delegate and control administrative access, and to employ Institution Roles and Categories to populate Domains automatically. Compares functionality of the Domains Feature and the Institutional Hierarchy.

Configuration of Standard Course Style and Menu Structure
Develops default Course (and Organization if applicable) configuration, including menu, enrollment options, grading schema, and style.

Course Tool Availability Management
Investigates the enabling or disabling of Course Tools at the System, Institutional Hierarchy Node, and Course level.

Use and Management of Templates
Explores the options of creating and deploying Course Templates, as well as use of Merge Enrollments to consolidate multiple Course sections. Examines the various types of Course Copy available.

Management of Due Dates and Availability Dates
Examines the various options for controlling availability of Courses to students. Covers use of the Date Management feature to simultaneously advance all Course due and availability dates.

Enrollment Settings
Investigates the various options for populating Courses manually, via batch file, or as self-enrolled Courses.

Term Management
Explores use of the Terms feature to manage Course availability dates.

Course Duplication
Examines the various types of Course Copy available, as well as use of Merge Enrollments to consolidate multiple Course sections.

Reuse of Course Materials
For clients with Content Management, covers options for central location of course materials used in multiple courses. Examines the various types of Course Copy available and initiates discussion regarding intellectual property policies of the institution.

Goals and Goal Alignments
Initiates the design of a system-level hierarchy of Goals (standards) for alignment to Course materials. Includes consideration of numbering and nomenclature conventions, and the running of reports at the System and Course level. For K-12 clients, includes information on upload of state standards.

Who Should Attend
Blackboard administrators, course designers, and other personnel who will decide how Blackboard Learn is used.

Location
- Fully remote/synchronous

For More Information
Please contact your Blackboard Account Representative or email training@blackboard.com

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