Registration Information

Register for the Learn Administration Essentials Certification course using our online Training Registration Center at [http://trainingcenter.blackboard.com](http://trainingcenter.blackboard.com). The course is located on [https://explore.blackboard.com](https://explore.blackboard.com) where you will use the same username/password set up for registration. If you have any questions regarding course access, please contact Blackboard Training at training@blackboard.com.

Course Overview

This course is designed for several audiences: the person that is new to the administrative responsibilities of running a Learn platform; current administrators who wish to "fill in the blanks of what they do not know;" those that have experience with Learn Original and are moving to the Ultra experience; and those coming from Learn sites that licensed only Course Delivery to a Learn platform with full functionality.

By the end of the course, participants will be able to configure and manage a Learn platform via the Graphical User Interface (GUI). They will be able to evaluate and make platform recommendations to customize the Learn site to meet the needs of their specific institution's goals for teaching and learning. Participants will be able to support students and faculty with a deeper understanding of platform functionality.

Successful completion of this course will give participants the confidence and expertise to manage the administrative functionality of the Learn platform to enhance support for instructors and students.

*Note that to take this course, each person will need System Administrator Access to his or her institution’s Blackboard Learn platform.*

This course is appropriate for the following Blackboard Learn platforms.

- Self-Hosted, Blackboard Managed Hosted, or SaaS deployments
- Original Base Navigation or Ultra Base Navigation (SaaS Only)
- Original Courses and/or Ultra Courses (SaaS Only)

Certification

The course comes with three certification paths: Original, Ultra, and Dual. Regardless of the certification path selected, participants have access to all content across the certification paths. The course is hands on, i.e., requires submitting assignments, taking quizzes and exams, and participation in discussion forums. Certification requires completion of ALL activities in the selected certification path and scores of 80% or better on Module Master Assessments.

Who Should Attend

Those whose primary duties include the functional management and configuration of the Blackboard Learn platform. This may include but is not limited to managing users, courses, enrollments, integrations, Building Blocks, tools, LTI, Institutional Hierarchy nodes, and Domains.

Time and Costs

- Participants should expect to spend approximately 50 hours to complete the course activities.
- $2500 USD per person
- Printed or online materials do not need to be purchased for this course
Location
- Fully online
- Asynchronous (participants do not have to be online at a specific time of the day)

Prerequisites
- Access to your institution’s Blackboard Learn platform as a System Administrator
- Newer browser versions
- Email and high speed Internet access

Course Topics
The course is divided into five modules. Your certification path will determine which content and activities you will complete.

Learn
- Overview
- Building Blocks
- Support

Common Functionality
- User Accounts and Roles
- Courses and Organizations
- Enrollments
- Common Tools
- Utilities
- Domains and Institutional Hierarchy

Ultra Only
- Ultra Base Navigation
- Target Information
- Branding and Institution Page

Original Only
- Institution Roles
- Branding
- Tabs
- Modules
- Course/Organization Settings & Tools

Content Collection
- Overview
- Manage Content
- Administrative Search
- Display and Technical Settings