Blackboard 101
Introduction to Blackboard Learn

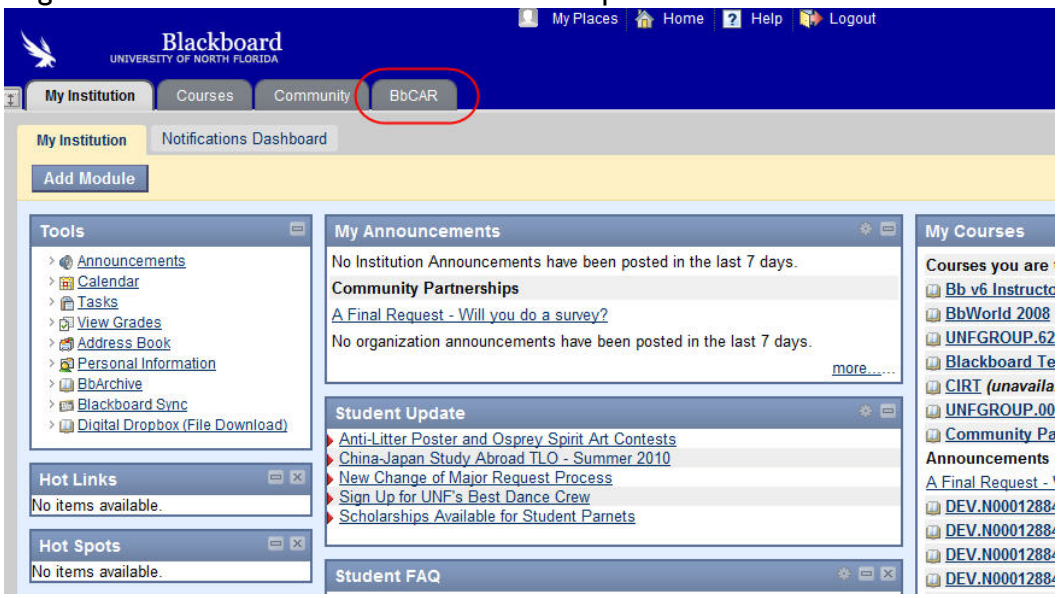
I. Overview of Blackboard
    a. Navigation in a Bb course
    b. Student View (Edit Mode OFF)
    c. Instructor View (Edit Mode ON)
II. Course Tools
    a. Tool Availability
    b. Announcements
    c. Home Page
    d. E-mail
III. Customizing your Course
    a. Style
        i. Course Entry
        ii. Banner
    b. Managing the Course Menu
        i. Unused Content Areas
        ii. Add/Move Items
    c. Visual Editor
IV. Creating and Managing Content
    a. Create Item
    b. Build
        i. Folder
        ii. Links
        iii. Learning Units
        iv. Tools
    c. Evaluate
        i. Tests
        ii. Surveys
        iii. Assignments
    d. Copy Course Content
V. Groups
    a. Single Groups/Group Sets
    b. Student Created Groups
    c. Group Assignments
VI. More Course Tools
    a. Discussion Boards
    b. Blog (Journal LX)
    c. Wiki (Teams LX)
VII. Other Blackboard Functions
    a. Gradebook
    b. Assessments and Surveys
VIII. Support Resources and Materials
IX. Course Requests

User Management

I. Automated with SIS
   a. 4 times daily
   b. Adds and removes students based on Registrar's data
   c. Avoid manual addition – will override automation
II. Name and E-mail address locked down
   a. Based on Registrar's data
III. Password Woes
   a. ITS self-service page: http://www.unf.edu/app/ess
IV. Make Course Available
   a. Instructor Responsibility
   b. Control Panel/Properties/Make Course Available

Support Materials

I. Copyright
II. http://www.unf.edu/president/general_counsel/Frequently_Asked_Questions.aspx
III. Instructional Support
   a. CIRT Blackboard Homepage: http://www.unf.edu/cirt/bb
   b. Frequently Asked Questions: http://www.unf.edu/cirt/bb/FAQs/Blackboard_FAQs.aspx
   c. Training and Workshops: http://www.unf.edu/cirt/bb/training/Blackboard_Workshops.aspx
   d. CIRT - 10/1150, x3927, cirtlab@unf.edu

Blackboard Course Action Requests

I. Request term-based, "DEV," and Group Courses
II. Request Instructor Guest Accounts
III. Check the Status of your requests
IV. Login to Blackboard with UNF username and password. BbCAR is located on the BbCAR Tab: