

## **BB9 Training Outline**

### **Fundamentals for Current Blackboard 8 Users**

#### **Topics covered:**

- **What's New in Bb 9**
  - New Interface
  - Edit Mode
  - Drag and Drop Functionality
- **Control Panel**
  - Locating
  - Differences
- **Customize Course Menu**
  - Expandable Menus
  - Contextual Menus
  - Adding New Items
- **Posting Announcements**
- **Sending Email**
- **Adding Course Content**
  - Syllabus
  - Assignment Files
  - PPTs
  - Readings
  - Mashups
  - Other Content Tools

## **Introduction to Blackboard 9**

### **Topics covered:**

- **General Overview**
  - Interface
  - Edit Mode
  - Drag and Drop Functionality
- **Control Panel**
  - Locating
- **Customize Course Menu**
  - Expandable Menus
  - Contextual Menus
  - Adding New Items
- **Posting Announcements**
- **Sending Email**
- **Adding Course Content**
  - Syllabus
  - Assignment Files
  - PPTs
  - Readings
  - Mashups
  - Other Content Tools

## **BB 9 Grade Center**

### **Topics Covered:**

- **General Overview**
  - Layout
  - Creating Grade Columns
  - Creating Calculated Columns
  - Managing Grade Center
    - Add Columns
    - Delete Columns
    - Move Columns
    - Freeze Columns
  - Emailing within the Grade Center
  - Creating Reports
  - Grade History
- **Add Grades**
  - Manually Entering
  - Overriding
- **Upload & Download grades to Excel**

## **Optional Advanced Grade Center**

### **Topics Covered:**

- **Weighting Grades**

## **Group Management**

### **Topics Covered:**

- **Creating/Modifying Groups**
  - Single Groups
    - Self Enroll
    - Manual Enroll
  - Group Sets
    - Self Enroll
    - Manual Enroll
    - Random Enroll
- **Group Home Page and Group Tools**
  - Customization
  - Wikis
  - Blogs
  - Discussion Boards
- **Creating Group Assignments**
  - Viewing Group Assignments
  - Grading Group Assignments

## **Assessment Tools**

### **Topics Covered:**

- **Creating Assignments**
- **Viewing Assignments**
  - Individual
  - Group
- **Downloading Assignments**
- **Grading Assignments**
  - Individual
  - Group
- **Sending Assignments Back**
- **Creating Tests**
  - Pool Manager
  - Test/Survey Manager
- **Deploying Tests**
  - Test Options
  - Test Availability
  - Force Completion
- **Viewing Test/Survey Results**
- **Grading**
- **Downloading Test/Survey Results**

## Discussion Board and Communication Tools

### Topics Covered:

- **Discussion Board**
  - explaining threaded discussion
  - viewing threads
  - add forums
  - add threads
  - compile and collect threads
- **Calendar**
  - Adding events
  - **Mashups**
  - youtube
  - flicker
  - slideshare
- **wikis**
- **journals**
- **blogs**