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| Description:  This workshop is a prerequisite for the Advanced Blackboard courses, as well as the HOT training. The session will introduce faculty and staff to the Blackboard Learning System environment, general navigation, and core tools used in the teaching and learning process. Successfully completing this workshop and the required tasks, you can then move on to the Advanced section of the Blackboard training.  Duration:  1-1.5 hours    Format of workshop  F2F or Webinar    What you need to bring  Blackboard username and password are required. | Objectives:   * Demonstrate an understanding of the course environment and how to navigate through a course * Show how to add a new course item, customize, rearrange, and edit course buttons, show link * Demonstrate how to communicate with students in the LMS * Show how to add course content and a personalized syllabus * Review the purpose of the Content Editor |

**Agenda**

1. Welcome
   1. Attendance Sign-in, Instructor Introduction
2. Demonstration
   1. What is Web Campus?
   2. Blackboard -What tools will help best support you and your students?
3. Useful Links
   1. Web Campus- <https://webcampus.wilmu.edu/>
      1. Username= firstinitialmiddleinitiallastname
      2. Password= if you can’t remember, use the link to “change pswd”
   2. Tech Support- helpdesk@wilmu.edu
4. Web Campus and Sign-on
   1. Term
      1. Official Roster
      2. Enter Grades
      3. WU Email
      4. Blackboard
      5. Schedule
      6. Attendance
5. Course Environment
   1. Navigation
      1. Global Navigation
      2. Course-to-Course Navigation
      3. Edit Mode
      4. Student Preview
      5. Breadcrumb trail
      6. Add an Avatar
   2. Content Editor
      1. Expanding the Content Editor Screen
      2. Mashups
      3. Strip Formatting
6. Course Menu
   1. Create Content Area
   2. Show Link
   3. Rearrange menu items
   4. Edit the menu item name
   5. Customize the Color & Teaching Style (optional)
7. Control Panel
   1. Content Collection
   2. Course Tools
   3. Evaluation
   4. Grade Center
   5. Users and Groups
   6. Customization
   7. Packages and Utilities
   8. Help
8. Communicating with Students
   1. Announcements
   2. Faculty Contact
   3. Emails
9. Syllabus
10. Building Course Content
    1. Action Bar
       1. Folders, Items, Web Links and Course Link, Mashup
       2. Create an Assignment
       3. Create a SafeAssignment
          1. Draft assignment – meant for practice or review: Third box checked processes papers through the Internet and Pro-Quest ABI database
          2. Final assignment – meant for delivery to be checked against other papers at Wilmington University. Third box unchecked processes papers through the Internet, Pro-Quest ABI database and Wilmington University’s Institutional SafeAssign database
11. Help and Support
    1. 1-877/708-2905
    2. Blackboard Help for Instructors
    3. Video Tutorials