**Description:**  
This workshop is a pre-requisite for advanced courses as well as the HOT training. This preparatory session will introduce faculty and staff to the Blackboard Learning System environment, general navigation, and core tools used in the teaching and learning process.

**What you will need to bring:**

Web Campus username and password are required.

**Duration**: 1.5 hours **Format:** F2F

**Agenda**

1. Welcome
   1. Attendance Sign-in
   2. Instructor Introduction
2. Demonstration
   1. What is Web Campus?
   2. Blackboard – What are the possibilities? What tools will help best support you and your students?
3. Useful Links
   1. Web Campus- <https://webcampus.wilmu.edu/>
   2. Tech Support- email [facultytraining@wilmu.edu](mailto:facultytraining@wilmu.edu)
   3. Bb Narrated Videos and Tutorials- [hwww.wilmu.edu/blackboard/videosupport.aspx](http://www.wilmu.edu/blackboard/videosupport.aspx)
   4. 24/7 Help and support is available via phone at 1-877-708-2905

**HANDS ON ACTIVITIES**

1. Web Campus and Sign-on
   1. Review Links on Sign-in page
      1. Official Roster
      2. **Enter Grades**
      3. WU Email
      4. Blackboard
      5. Password and Personal Information
      6. **Attendance policy**
2. My Welcome Page
   1. Manage “My Courses” module - Hide old courses from view

1. **Primary Course Tools**
   1. **Announcements**
   2. **Faculty Contact**
   3. **Email**
      1. **If there’s a grade issue, start using your WU email instead of Blackboard so the email thread is documented**
   4. **Syllabus -** **Course Information and Schedule**
2. Understanding Course Environment
   1. **Edit Mode Views**
   2. Manage Course Menu
      1. Create a content area
      2. Explain gray squares and line thru the squares
      3. Create Dividers
      4. Dragging course items to new locations
      5. Bread Crumb Trail
      6. Collapse or hide course menu
3. Building Your Course Content
   1. Folders – week by week to match online course
   2. Items
   3. URL
   4. Course Link