Recommended Blackboard Training Path

All material is accessible from the “Faculty Resource Center” in Blackboard. Please login to Blackboard to access the “Faculty Resource Center” from “My Courses”. If you need assistance contact Elizabeth Pachella.

New Semester Preparation

Go to the “New Semester Preparation” folder found under Blackboard Learn (LMS) in the “Faculty Resource Center”. This training path is recommended for intermediate level users.

1. How do I manage the My Courses module?
   a. When the semester is over you may hide the courses from your My Courses list, to keep it at a reasonable length. Watch the (2 minute) video “Managing Your My Courses Module” to see how.
   b. To organize your courses by term watch the (3 minute) video “Organising My Courses List in Blackboard”.

2. My course is empty. How do I get started?
   a. If you have used Blackboard previously to teach this course, you may copy the previous course materials into the empty course. Skip to the next step for instructions on copying a course.
   b. If you don’t have a previous Blackboard course to copy from you have a choice.
      i. To request a copy of the PCCC starter template, send an email request to epachella@pccc.edu along with the full course id and she will copy it into your course.
      ii. If you want to keep your course simple, you may add a content area to the course menu and a few tool links (such as for email) yourself.
         1. Read “How to Create a Content Area” found at the end of this document.
         2. Watch the (3 minute) “How to Add a Tool Link to Your Course” video.

3. How do I copy a course?
   a. If you have a course from a previous semester that you want to use again, copy it in its entirety and then make revisions. If you are teaching more than one section of the same course this semester, make all your updates in one section and then copy that section over to the other section.
   b. Watch the (5 minute) “CopyCourse.mp4” video demonstration.
   c. Read “How to Copy Course Content in Blackboard” to follow the steps.

4. How do I copy one item from a course into another course?
   a. Read “Copy Content from One Course to Another”. Note that the course names must be distinguishable. This tip also explains how to uniquely identify your courses.

5. In the Grade Center how do I hide rows of students no longer in my class?
   a. Read “Hide Student Rows in the Grade Center” to learn how to keep your Grade Center view free of students who have dropped the class.

6. How can I save time and update all the dates in a copied course?
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a. Watch the (3 minute) video "Automatically Adjust Dates in a Copied Course" to learn how to shift all display and due dates in a course with fewer clicks.

b. Note: Dates on publisher content and Collaborate sessions are not supported.

How to Create a Content Area

Content areas are the top-level course areas. You create and manage them on the course menu.

1. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.

![Add Content Area](image)

2. Click Content Area.

3. Type a Name for the new content area.

4. Select the Available to Users check box. You can create content areas ahead of time, make them unavailable to users, and then make them available at the appropriate time.

5. Click Submit. A link to the new content area appears on the course menu.

A newly created content area is an empty container. Click the link to the content area to access it. Next, point to any of the functions on the action bar to create content.


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