

**Center for Teaching and Learning
Learning Technologies - Distance Learning
BLACKBOARD 9.1 BASICS
Skill Inventory**

Checklist		
Introduction	1. Identify the Features on the Opening Screen <ul style="list-style-type: none"> a. Look and feel b. Less clicks c. Control Panel 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(A) Access	2. How to access Blackboard 3. Where to find Online Support for Blackboard Problems 4. How to communicate the convention for Username and Password 5. How to explain the 'Forgot password?' feature	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(B) Navigation	6. Explain the navigation buttons in Bb 9.1 and the standard FCC buttons for course sites 7. Explain the controls and drop-down menus in buttons 8. Identify important items in General Information, including Faculty Resources and Netiquette 9. Use the top navigation path 10. Identify the new location of the Control Panel, including its drop-down menus and submenus. 11. Toggle between 'EDIT MODE IS OFF' and 'EDIT MODE IS ON'	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(C) Post Information	12. Add, modify, and delete an announcement 13. Create your faculty profile 14. How to post your syllabus in "About This Course" 15. Explain how a student changes email address and password	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(D) Build Content	16. Build and Remove various content items 17. Create and delete a Folder 18. Create and remove Assessment Items from inside Content Area 19. Add interactive tools	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(E) Discussion Board	20. Distinguish 'Forum', 'Thread', and 'Reply' and use Forum options 21. Create a Who-is-Who 'forum' for your class, create a 'thread', and post a 'reply'	<input type="checkbox"/> <input type="checkbox"/>
(F) Grade Center	22. Identify main features of the Grade Center 23. Create and delete a Grade Center Column 24. Manage Grade Center items 25. Use the options to modify grades and columns in the Grade Center 26. Create grade reports	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(G) User Mgt.	27. Know how to list and modify student information 28. Know when and how to check your Class Roster in PeopleSoft	<input type="checkbox"/> <input type="checkbox"/>
(H) Using Course Tools	29. Collaboration, Contacts, Glossary, Send Email 30. The new tools: Journals, Lecture Capture, Wikis. 31. A new location for Tests, Surveys, and Pools 32. How to identify your course ID and change course name 33. Know when and how to make the course available (visible) to students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(I) Packages and Utilities	34. Copy course materials from one existing course to another 35. How to archive your course 36. Know FCC expectations for timeliness of faculty response to students 37. Logout when leaving Blackboard	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>