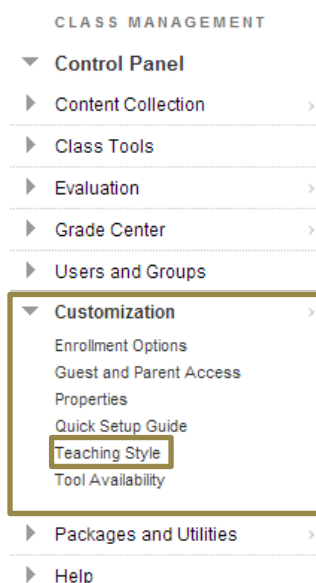


# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

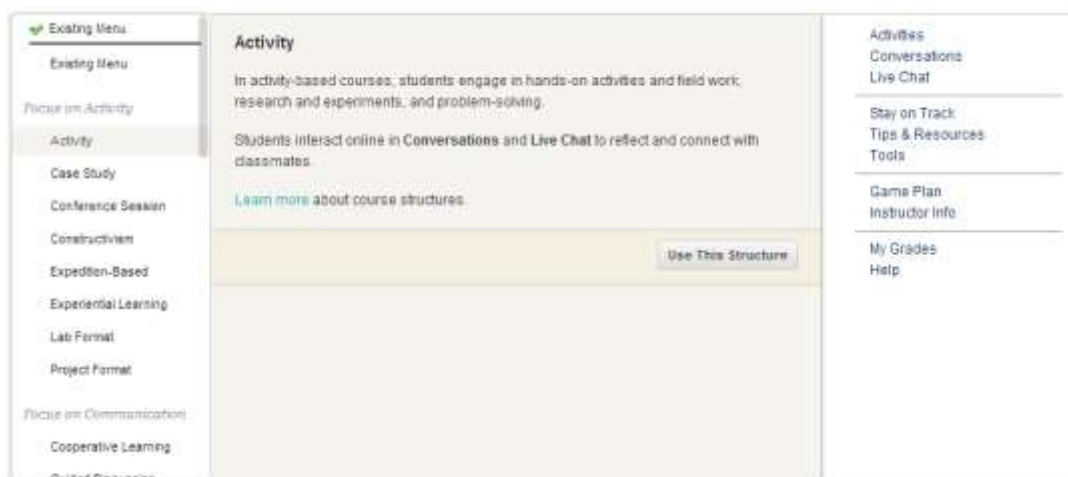
## SELEECING A COURSE STRUCTURE

If you're new to Blackboard or just want to redesign your course try a course structure. Course structures are predesigned templates on how to organize your course. Templates are available for a Focus on Activity, Communication, Content, System and Time. Thirty-two templates are currently available. A list of templates is available on the last page.

1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 1. “**Select Course Structure** and select a structure from the menu.



3. Click “**Submit.**”

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

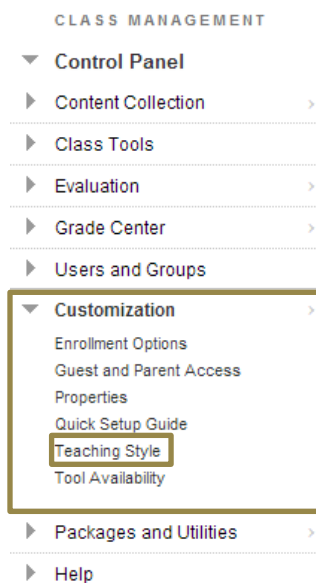
## Course Structures:

Focus on Activity	Focus on Communication	Focus on Content	Focus on Systems	Focus on Time
<ul style="list-style-type: none"><li>• Activity</li><li>• Case Study</li><li>• Conference Session</li><li>• Constructivism</li><li>• Expedition-Based</li><li>• Experiential Learning</li><li>• Lab Format</li><li>• Project Format</li></ul>	<ul style="list-style-type: none"><li>• Cooperative Learning</li><li>• Guided Discussion</li><li>• Social Learning</li><li>• Web 2.0</li></ul>	<ul style="list-style-type: none"><li>• By Chapter</li><li>• By Lecture</li><li>• By Lesson By Module</li><li>• By Subject</li><li>• By Topic</li><li>• By Unit Science-Focused</li><li>• Traditional</li></ul>	<ul style="list-style-type: none"><li>• ANGEL</li><li>• Blackboard Classic</li><li>• Blackboard Learn – Default</li><li>• CouseInfo</li><li>• eCollegial</li><li>• Open Source 1</li><li>• Open Source 2</li><li>• WebCT 1</li><li>• WebCT 2</li></ul>	<ul style="list-style-type: none"><li>• Daily</li><li>• Weekly</li></ul>

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## CHANGING THE COURSE ENTRY POINT

1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 2. "**Select Class Entry Point**" and select the course menu from the dropdown box.

### 2. Select Class Entry Point

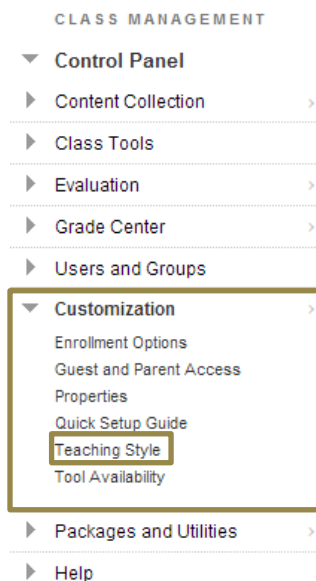
Entry Point

3. Click "**Submit.**"

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## SELEECING A COURSE THEME

1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 3. **“Select Course Theme”** and select a theme from the menu.

### 3. Select Course Theme

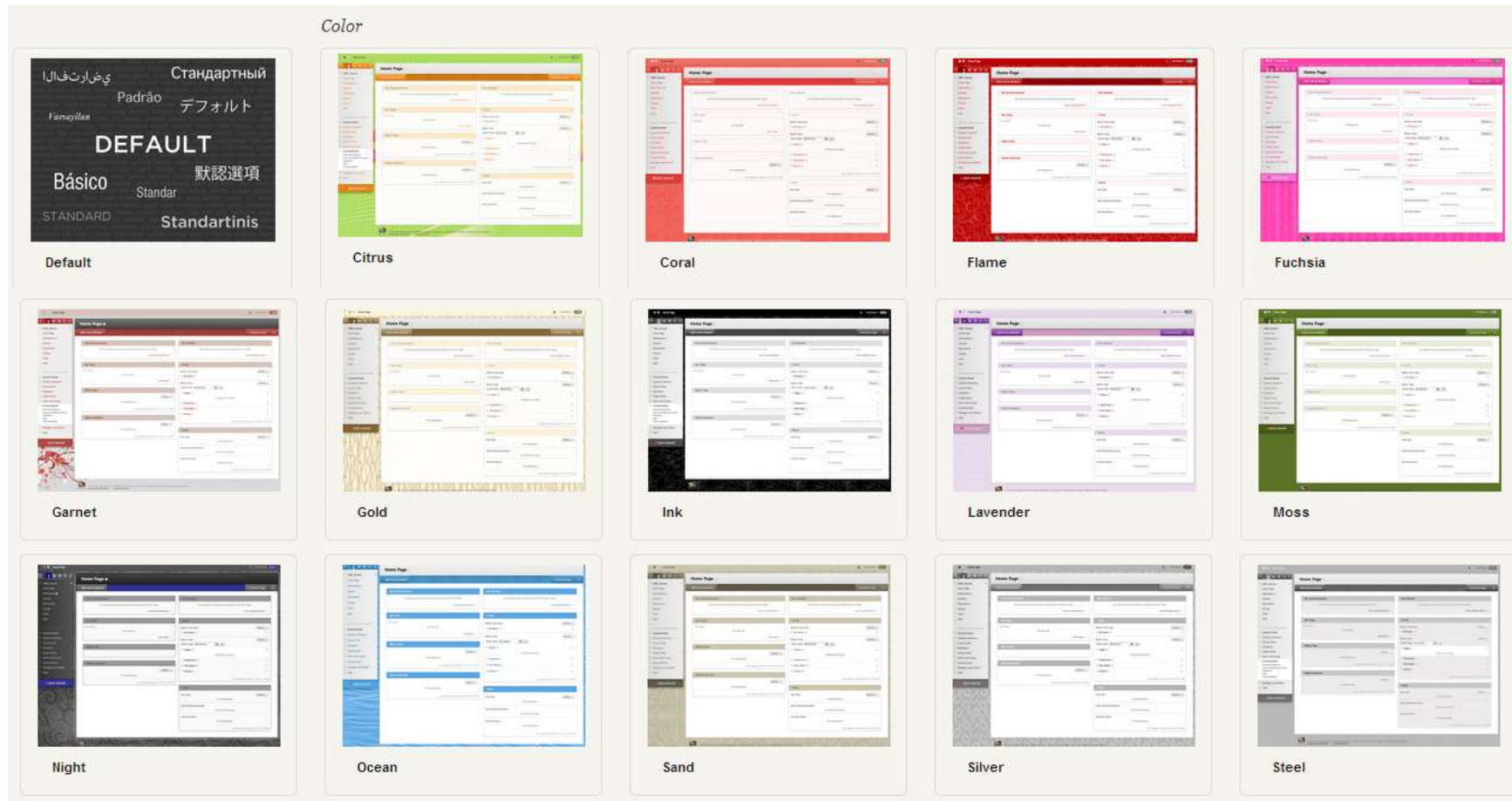


3. Click **“Submit.”**

\*Course Themes can be viewed on the following pages.

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

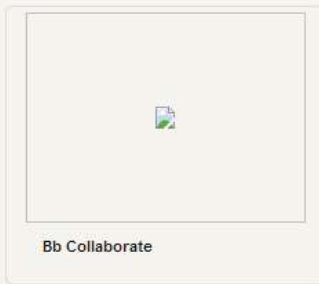
## Course Themes:



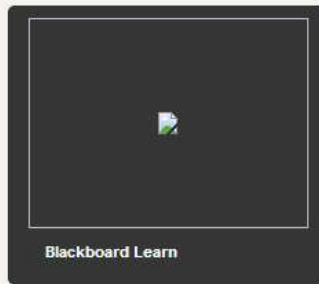
# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1



Sunshine



Bb Collaborate



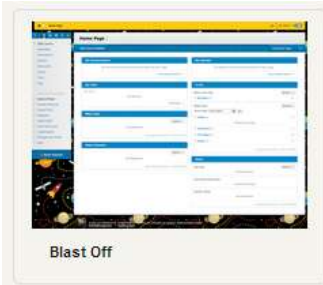
Blackboard Learn



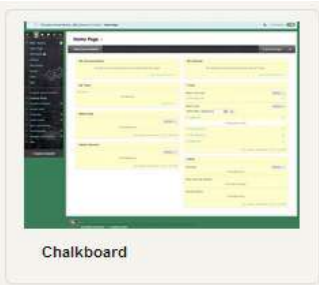
Blue Sky



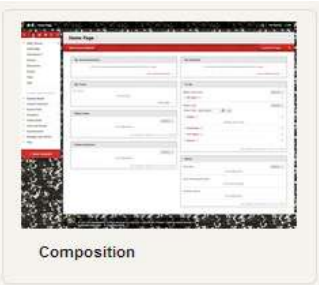
America



Blast Off



Chalkboard



Composition



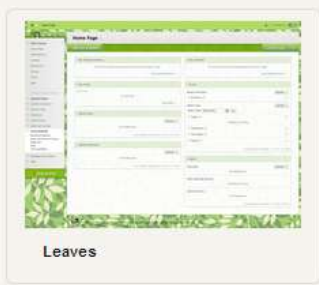
Confetti



Connected



Inspiration



Leaves



Mosaic



Nature



Pine



Pizzazz



Rainbow



Soccer



Sports



Starry Night

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## Season



Fall



Halloween



Spring



Summer



Winter

## Structure



ANGEL



Open Source



Vista



Accounting



Astronomy

## Subject



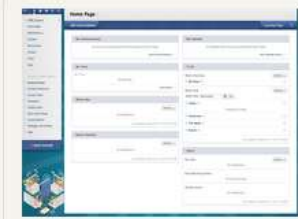
Biology



Chemistry



Design



Digital Learning



Economics

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1



Finance



History 1



Math



Medicine



Music 1



Music 2



Nursing



Physics



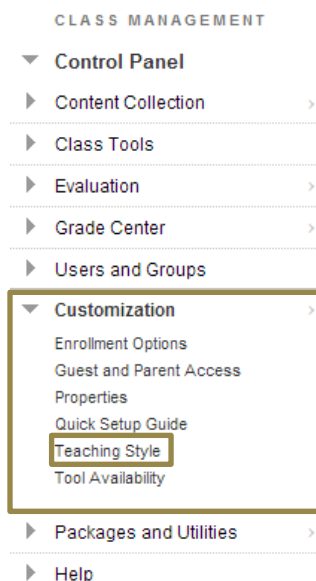
Technology



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## CUSTOMIZING THE COURSE MENU STYLE

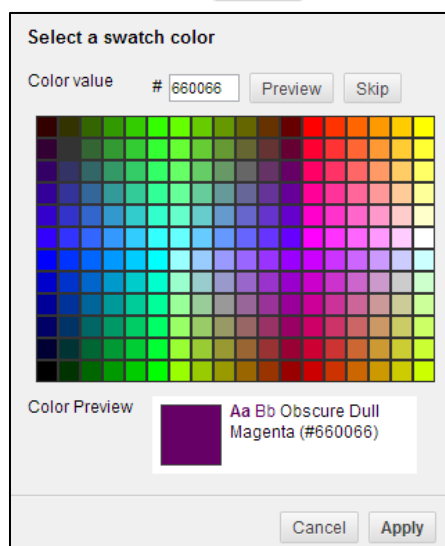
1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 3. "**Select Menu Style.**"

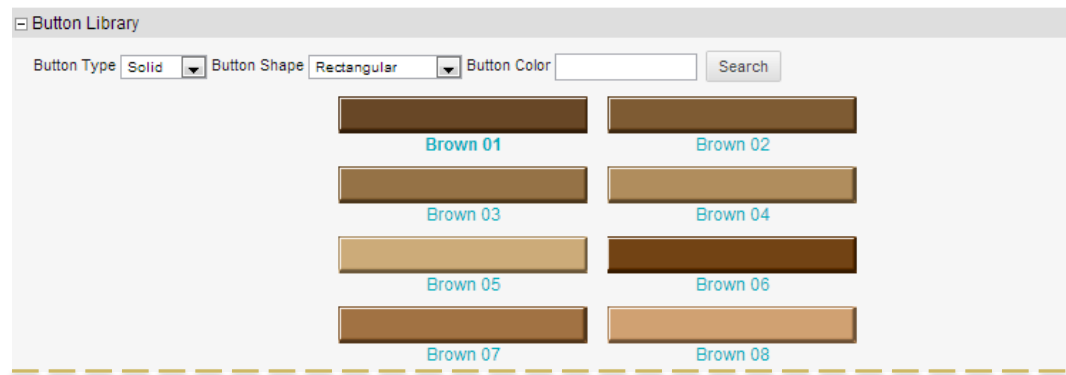
3. Select your style: **Text or Buttons**

- a. **Text:** Select a color for the Background color and Text color from the Color Palate.



# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

b. **Buttons:** Select a button style from the Button Library

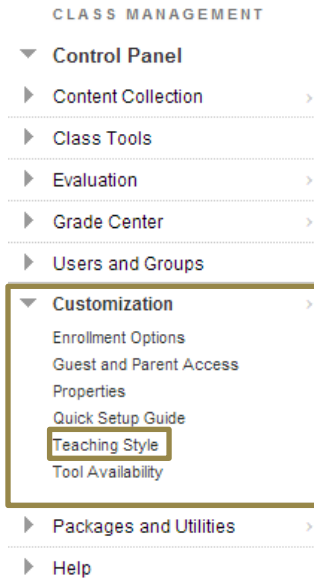


4. Click "**Submit.**"

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## CONTENT VIEW

1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 5. “**Default Content View**” and choose one of the following options.
  - a. **Icon Only**



THE TRAGEDY OF JULIUS CAESAR



Test Assignment

- b. **Text Only**

THE TRAGEDY OF JULIUS CAESAR

Availability: Item is not available.

Test Assignment

- c. **Icon and Text**



THE TRAGEDY OF JULIUS CAESAR

Availability: Item is not available.



Test Assignment

## QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

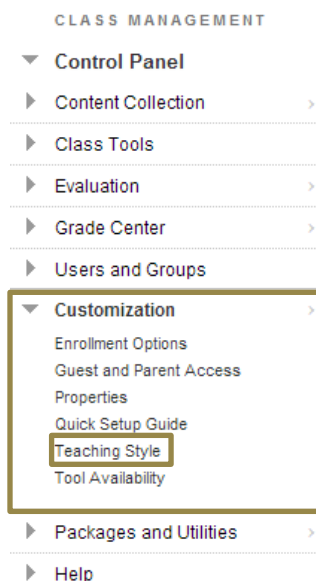
---

3. *"Apply this view to all existing content"* will change all content areas to this view style.
4. Click "**Submit.**"

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## ADDING A COURSE BANNER

1. Click **Customization**, then **Teaching Style**.



2. Scroll to item 6. "**Select Banner**" and click "**Browse My Computer.**", Select your file.

### 6. Select Banner

Current Banner Image

Technology isn't changing education, **the learner is.**  
**Active Learners: leading the charge, leading the change.**

Delete this banner.

New Banner Image

Attach File

Browse My Computer

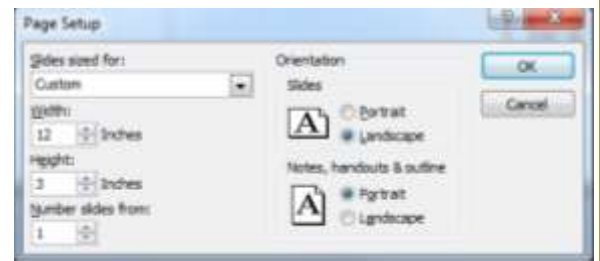
3. Click "**Submit.**"

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## CREATING A COURSE BANNER WITH POWERPOINT

### Create Your Banner

1. Open PowerPoint
2. Go to page setup area
  - Design Tab > Page Setup
3. Under the **Slides sized for** enter the following:
  - Width: 12 Inches
  - Height: 3 Inches
4. Design your banner with tools available in PowerPoint -- background colors, slide designs, text, images, clip art, word art, etc.



### Saving Your Banner

1. Save your file.
  - **Office Button > Save As > Other Formats.**
2. Choose the location where you would like to save your file.
3. Name the file.  
*Remember that spaces in Blackboard file names is not recommended!*
4. In the **Save as type** dropdown list choose GIF or JPEG.
  - Choose **PNG**

### Uploading Your Banner

1. Go to the **Control Panel** of the course you wish to add the course banner.
2. Under **Customization**, click on **Teaching Style**.
3. Scroll down to item 7 **Select Banner**.
4. Click the **Browse My Computer** button, select your file, and click **Open**.
5. Click **Submit** to add the banner to your course.
6. To view your banner, go the front of your course. You may need to refresh your browser and your clear your history for the image to appear.