

Week 5 Assignment 1

****This assignment is the longest in the training course. It will take you about 2 hours to complete.****

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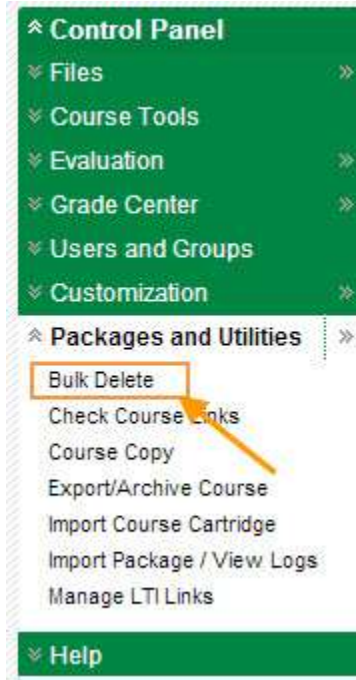
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Part 1: Bulk Deleting Your Current Training Template

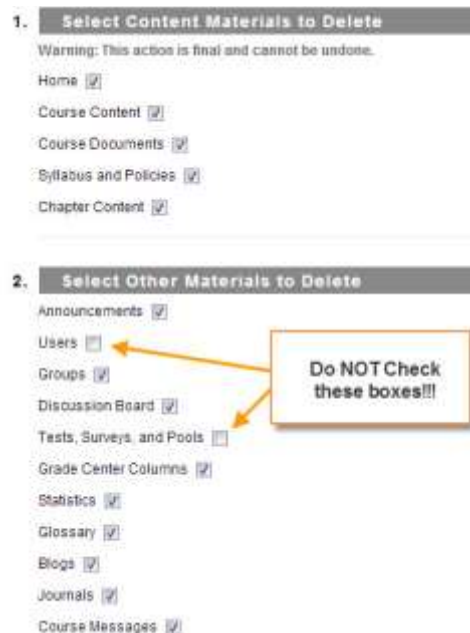
→ Video Tutorial: <http://www.youtube.com/watch?v=DTnMSP04LbQ>

Before you starting building a course of your own, we must first delete the current materials in your training template. **Please make sure your instructors have graded all of your work from Level 2 before beginning this activity.**

1. Log into Blackboard and go to your training template. Remember, it's the course called "Training_YourName."
2. In your Control Panel, click "Packages and Utilities," and then "Bulk Delete."



3. Check the boxes next to everything on the list except "Users" and "Tests, Surveys and Pools." Be VERY careful about this—if you accidentally delete these items, we cannot recover them for you.



4. In the text-entry box at the bottom of the page, type “Delete.”

3. Confirmation

★ Type “Delete” to complete this request

5. Click “Submit.”

Blackboard may ask you to confirm your decision one more time. If so, click “OK.” You are now ready to proceed to [Part 2](#).

Part 2: Downloading Essential Materials for Training Template Creation

➔ Video Tutorial: <http://youtu.be/6IwM4JoURB8>

You will need to download two items from your Blackboard training course before we can begin setting up your training template. These two items are located in the “Course Documents” section of the course, in the “Course Building Resources” folder. This folder contains great resources for enhancing your Blackboard course designs. The two items you will need are:

- A zip file containing the Orientation Unit
- A zip file containing graphical headers for your subject area

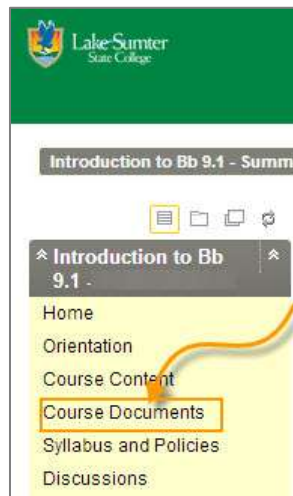
You should start by downloading the graphical headers for your subject area.

Downloading the graphical headers

It is a best practice to use graphical headers, with subject-specific icons, at the top of each content area in Blackboard. Using headers creates a more welcoming course for your students, and the headers act as visual cues for your visual learners.

The eLearning department creates graphical headers for subject areas upon request. Most subject areas already have a full set of headers. Before you can start building your training template, you will need to download one of the header sets. Here’s how to do it:

1. In the Blackboard training course, click the link on the left-side menu labeled “Course Documents.”



2. Click the link to the folder labeled “Course Building Resources.”



3. Click the link to the folder labeled “Headings.”

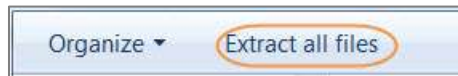


4. Scroll through the available heading sets until you find one that fits your subject area. If no heading set seems to fit your subject area, please choose a set that is close enough to use for this training course.

Just above the example of your chosen header set, **right-click** the link for the header set's zip file and chose "Save link as."



5. Save the zip file to your desktop or a flash drive. Please make sure you know the location where you are saving your file. This is VERY important to completing the rest of this setup guide.
6. Find the zip file you just downloaded. **Double-click** it, then click the "Extract all files" link, located at the top-left of the page.

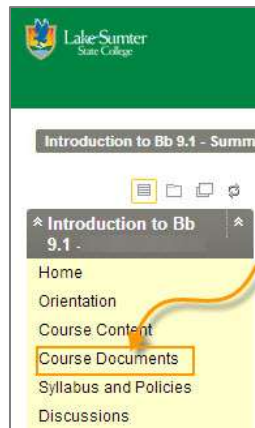


7. A window will pop up on your screen. At the bottom of the new screen, click "Extract." The headings have now extracted to a folder in the same location on your computer where you originally downloaded the zip file.

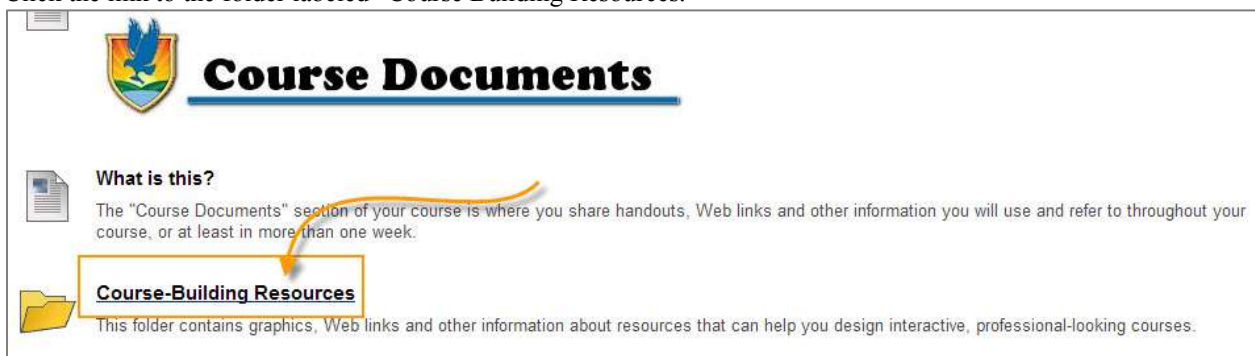
Next, you should download the zip file containing the student Orientation Unit for your training template.

Downloading the zip file for the Orientation Unit

1. In the Blackboard training course, click the link on the left-side menu labeled "Course Documents."



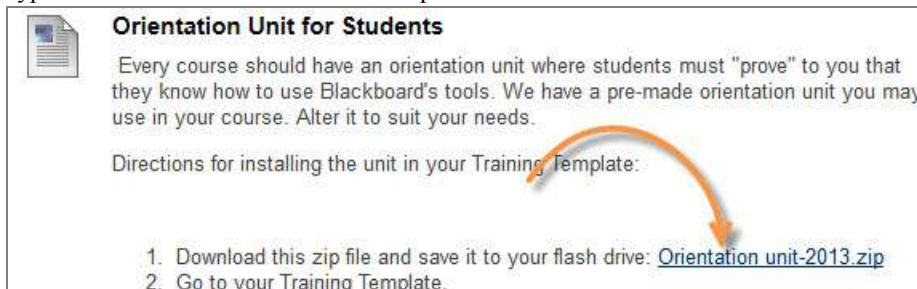
2. Click the link to the folder labeled "Course Building Resources."



3. Click the link for the folder labeled “Orientation Unit for Students.”



4. Scroll down to “1. Download this zip file and save it to your flash drive: Orientation unit-2013.zip.” **Right-click** the hyperlink for “Orientation unit-2013.zip” and select “Save link as.”



5. Save the file to your desktop or a flash drive. **Make sure you know the location where you downloaded this file**—this is **VERY** important to completing Part 3 of this setup guide. **Do NOT** extract this zip file.

Part 3: Uploading the Orientation Unit to your Training Template

➔ Video Tutorial: <http://youtu.be/d2Cuu0haWu0>

The Orientation zip file you downloaded in the last step contains a pre-made orientation unit for your students. It shows them how to perform the most important tasks in Blackboard, such as posting to a discussion board, taking a test, submitting an assignment, and checking their grades. In this section, we will upload the orientation unit into your training template.

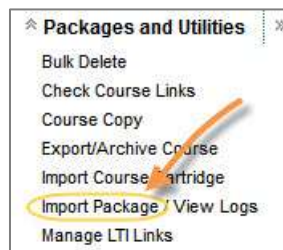
1. Go to your Training Template. Remember, you can find it by clicking the “Sections” tab, and looking for a course that contains both your last name and the word “training.”
2. Scroll to the bottom of your training course. You will see a green box on the left side of the course labeled “Control Panel.”



3. Click the link in your Control Panel labeled “Packages and Utilities.”



4. Click the link labeled “Import Package.”



5. Click the button at the top of the page labeled “Import Package.”
6. Click “Browse My Computer,” and select the Orientation Unit Zip file you downloaded in Part 2 of this setup manual.



7. Click “select all.”



8. Scroll to the bottom of the page and click “submit.”



9. Wait patiently while Blackboard processes your request. This could take several minutes. You will know Blackboard has finished processing your request when the yellow bar at the top of your screen contains the word “complete.” You will also receive an email (at your faculty email address) stating the process is complete.

Import: Training_Evans_Demo is Complete. To access the detailed log, click [here](#)

10. Click “Home” on your course menu, then click “Getting Started.” This is the Orientation Unit for students you just added to your course. Quality Matters wants us to have an orientation unit in our online courses that “makes clear how to get started with the course.” You can customize this generic orientation to fit the needs of your students before you teach your first class.

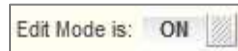
Part 4: Setting up the Course Menu

→ Video Tutorial: [http://youtu.be/ X14OdYw0_k](http://youtu.be/X14OdYw0_k)

In Part 3, when we uploaded the Orientation Unit for students to your training template, it changed the way the blank course template looked. If you click the “Home” button on the course menu in your training template, you will see that your course menu is now a beige color, and several duplicate links appear on the menu. You will need to rearrange some of the links on the menu, and delete duplicate links. Don’t worry—this exercise is designed to teach you how to customize the course menu; nothing is on the menu by accident.

Turn on Edit Mode

First, make sure your edit mode is marked “on.” The on/off switch is located at the top right of the screen. If it is off, click it and it will turn on.



Symbols on the Course Menu

Blackboard uses many symbols as clues for instructors. In the course menu, there are several clues. For example, a small grey box next to a course menu item means there is no content in the menu item (which is ok right now—you are still building content in your training template). Students will not see these menu items, since they are, in essence, blank.

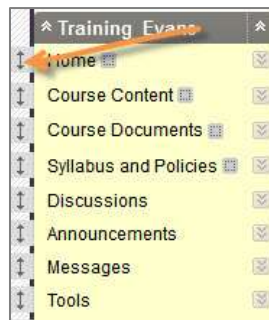


Another symbol on the course menu is a white box with a line through it, also located to the right of certain menu items. This means that the instructor has purposely hidden this content from students—instructors see the link, and its contents, but students do not.

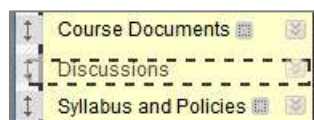


Moving Course Menu Items

To rearrange course menu items, click the up/down arrows next to the item you want to move, then drag the item to the place where you want it in the menu.



Dotted lines appear in places where you can “drop” the menu item.



Deleting Items from the Course Menu

To delete items from the course menu, click the drop-down link to the right of the item you want to delete, then select “delete.”

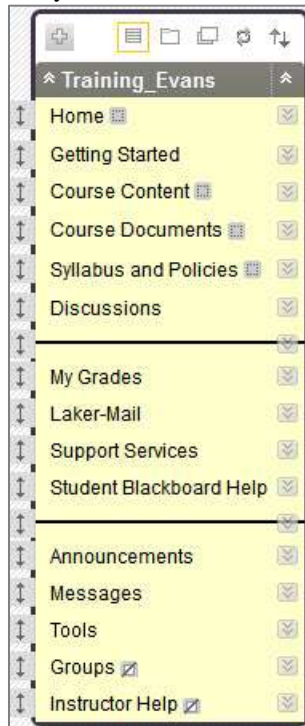


Assignment: Arrange your Course Menu

Now that you know how to rearrange and delete items on your course menu, it is time to configure your menu for your training template. First, delete duplicate items in the menu. You should only have ONE of each of these on your menu—delete everything else.:

- Home
- Course Content
- Course Documents
- Syllabus and Policies
- Announcements
- Messages
- Tools
- My Grades
- Support Services
- Student Blackboard Help
- Groups
- Instructor Help
- Discussions
- Getting Started

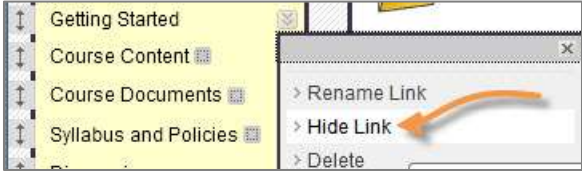
Now, rearrange all items (even the horizontal lines) until your course menu looks like this:



Other information to Know about Course Menus:

Hiding Course Menu Items

To hide a course menu item from student view, use the drop-down menu next to an item, then choose “hide link.”



Adding Course Menu Items

To add items, such as content areas and Web links, to the course menu, click the plus sign at the top of the menu. A list appears with options for possible items to add.



Part 5: Setting up the Home Page

→ Video Tutorial: <http://youtu.be/TaA39JYsL5E>

The “Home” page is the first thing your students will see when they log into your course. It is important to create a welcoming home page, that tells students vital information about what the course is, and how to contact the instructor. Make sure your edit mode is turned on, then follow these instructions for setting up your Home page:

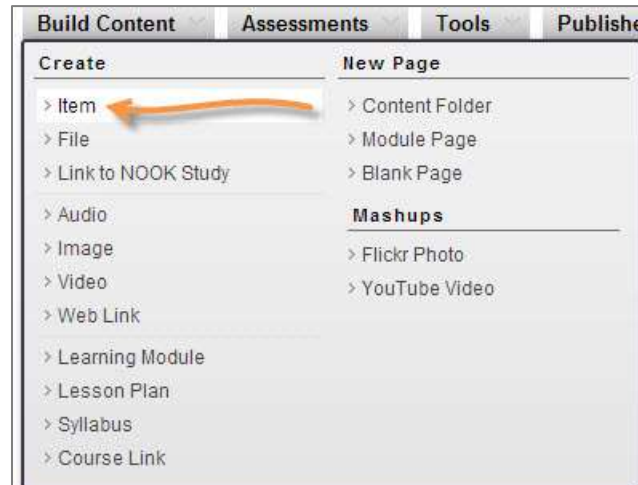
1. In the course menu, click the link labeled “Home.”



2. Click “Build Content.” This is an important tool to know—it’s the way we create most of the instructional content in Blackboard courses.



3. Click “Item.”



Items are Your Best Friend!

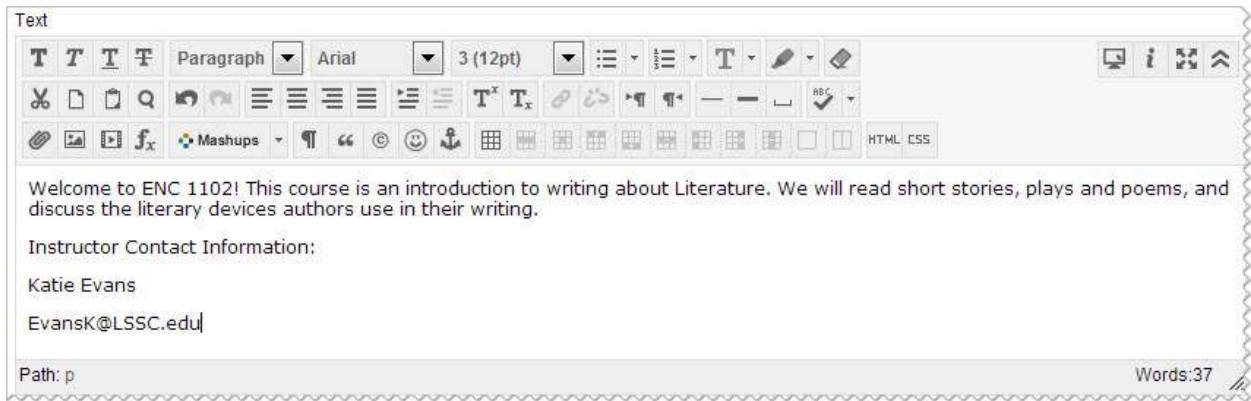
Almost everything in Blackboard can be done in an item. It has all of the functionality of a word processing software application, like MS Word or Mac’s Pages, but it does many other things as well. You can attach files to items, embed videos in items, insert picture in items, and use the wide array of “Mashups” LSSC offers. When in doubt, use an item! It’s the “Crisco” of Blackboard. (Don’t understand the Crisco reference? Watch this scene from *The Help*: http://youtu.be/Vl_oPsoAg4)

To learn more about using the features in an item, visit this page: [Blackboard 9.1 Content Editor Instructions](#)

4. In the box labeled “Name,” type the word “Welcome.”



5. In the big white blank box in the middle of the screen, type a welcome message to your students. Be sure to include your instructor contact information!



6. Scroll to the bottom of the page and click “Submit.” The page will reload to show your new home page.

Accessibility and Fonts in Blackboard

ADA compliance has become a big issue in online and hybrid courses. We are required to provide equal access to all course resources for our disabled students. We must consider that some of our students are visually and hearing impaired, or have other disabilities that may require assistive technologies, such as screen readers. Here’s how we can help them:

- **Use black text on a white background.** Always.
- **Do not change your font styles in Blackboard** – your students can use Blackboard’s tools to configure their fonts to best suit them if you leave the default fonts in place.
- **Do not underline anything that is not a link.** Students will assume anything underlined is a link. Instead, use bold text for emphasis.
- **Never paste text from Microsoft Word.** MS Word creates extra coding that confuses screen readers. It’s also been known to create massive problems with Blackboard tests and assignments. Instead, copy/paste your text to Notepad, then copy it from there and paste it in Blackboard. Use Blackboard’s content editor to format your text.

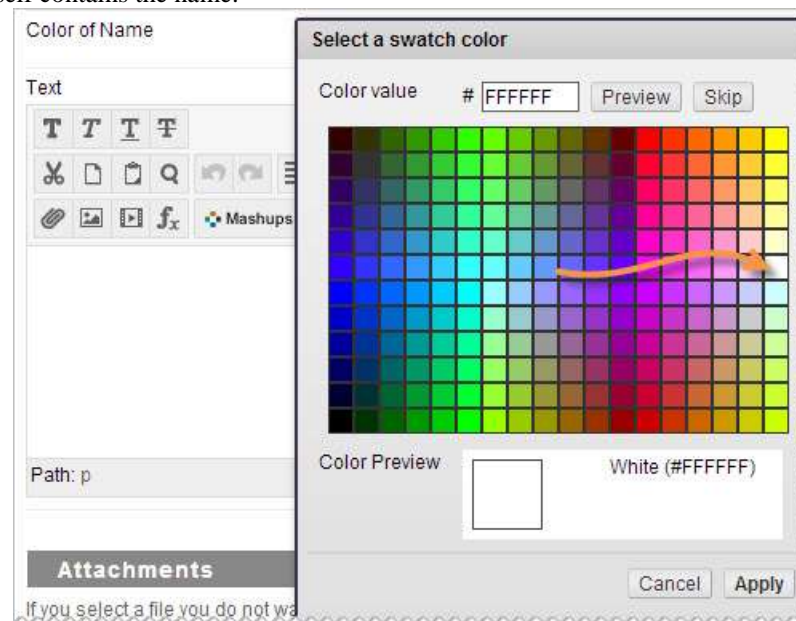
Part 6: Setting up the Course Content Graphical Cue (Header)

➔ Video Tutorial: <http://youtu.be/P06LH1ng0Q>

Now that you have something on your course home page, it is time to setup your Course Content. The “Course Content” section of your course is the place where your weekly materials “live.” Students know that when they click “Course Content,” they will find your instructional materials, as well as their assignments and assessments. The first step in setting up the Course Content is to upload a header to this section of the course.

>>**Instructional Design Rule:** When you create a content area (often called a “Folder”) you must include a graphical cue, or header, for your visual learners. Remember, you downloaded a set of headers in Part 2. Before you begin these steps, make sure you remember where you saved the graphical headers on your computer.

1. Click the “Course Content” link on your course menu.
2. Click “Build Content>Item”
3. For the name of the item, type a period (.)
4. For the color of the name, use the drop-down menu to choose white. We do this so the name doesn’t show for this particular item, since the header itself contains the name.



5. Click the picture icon. It’s the second icon from the left on the third row of the content editor. If you do not see the picture icon, click the arrows on the far right of the content editor to expand its features.



6. A new window will pop up. Beneath the box labeled “Image URL,” click “Browse my Computer.”



7. Find the folder where you downloaded the headers in Part 2. Once there, click the header labeled “Course Content,” then click “open.”

8. Remember the note in Part 5 about accessibility? Besides leaving our text simplified, we must also provide descriptions of images to meet ADA compliance. Screen readers use these descriptions to describe images to the visually impaired.

The two boxes above the picture preview give us the opportunity to enter those descriptions. So, in the box labeled “Image Description,” type “Course Content,” then type the same in the box labeled “Title.”



9. Click “Insert” at the bottom right of the page.

10. Click “Submit” at the top (or bottom—the button is located in both locations) right of the page. The page will refresh to show your Course Content header at the top of the Course Content area.

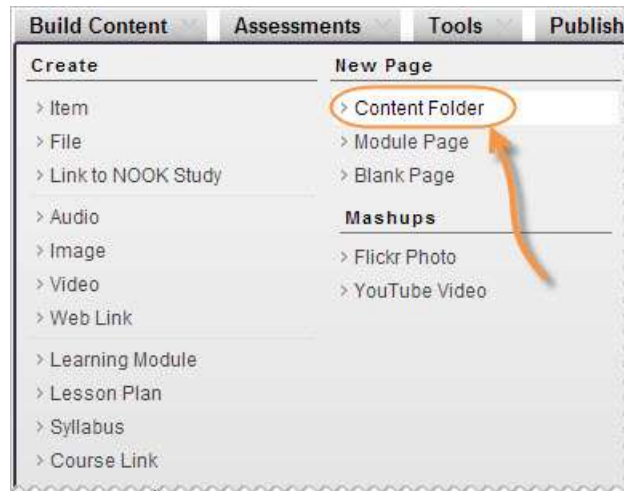


Part 7: Setting up the Week 1 Folder

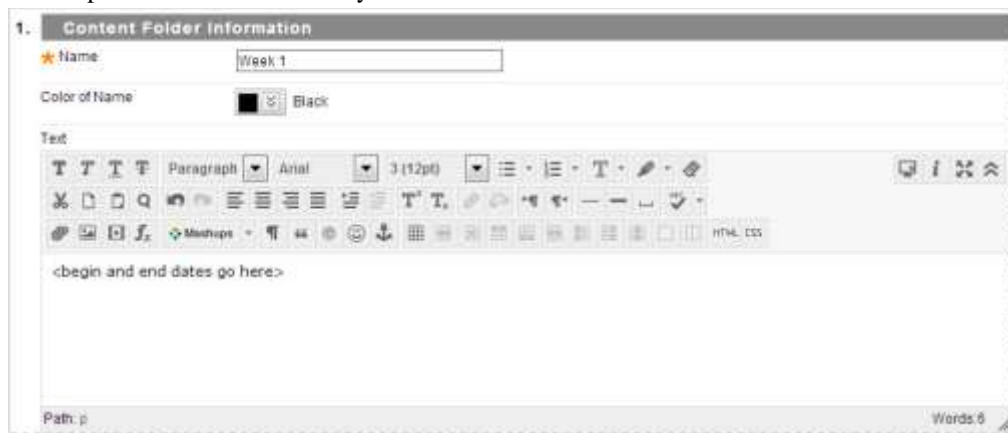
➔ Video Tutorial: <http://youtu.be/AQ86XVH4-iU>

The best courses “Chunk” content in a sequential order for students, using folders. Each “week” in your course will be contained within a folder. We will start by making a folder for Week 1 in the Course Content area in your training template.

1. Click “Course Content” on your course menu.
2. Click “Build Content>Content Folder.”



3. In the box labeled “Name,” type “Week 1.”
4. In the big white box (the content editor) type “<begin and end dates go here>.” Later, when you’re setting up your first Blackboard course, you will insert the start and end dates for Week 1 in this space. Right now, we are making a quick template that can be copied to make other weekly folders later.



5. Click “Submit.” The page will reload, and you will see your Week 1 folder under your Course Content header.



Part 8: Creating the Week 1 Overview

➔ Video Tutorial: <http://youtu.be/H0Dank8QRw8>

Predictability is very important in online/hybrid courses. Good courses are designed so that students intuitively know where to find information. For this reason, each week is structured in the same way. Weeks contain all of the following information:

Weekly Components in an Online Course

- **Overview:** This item is for your “global” learners who just need a “gist” of the week. It’s an introduction to the week, and it must be short (no more than 2-3 sentences). It also contains the objectives for the week. Each week should have objectives that support student mastery of the course objectives.
- **Assignments List:** This item is for your “sequential” learners who need a step-by-step list of what to do for the week. This is a numbered checklist of what a student must accomplish in order to be successful. Every sentence in the assignments list starts with a verb (action word).
- **Lectures and Resources folder:** This folder will contain your instructional materials for the week, such as handouts, PowerPoint presentations (saved as PDFs or embedded as Flash files), videos, Web links and other instructional information.
- **Discussions folder:** This folder will contain your discussion questions for the week. The discussion board is considered the “heart of the online classroom” by many gurus. If your course does not have discussions, it will need some other form of student-to-student interaction to meet SACS and QM standards for online courses.
- **Submit Assignments folder:** This folder will contain the week’s assignments—“stuff” your students must turn in to you. You’ll put the assignment instructions and the mechanism for submitting the assignments in this folder.
- **Summary and Next Steps:** This is a reflection component. You will write a statement about what the student learned that week, plus give the student instructions on what to do next. This is a good place to leave reminders about big assignments on the horizon.

In Part 8, we are creating the overview for Week 1.

1. Go to your Course Content, and click the link for the Week 1 folder. Notice that you cannot click the folder icon—you must click the underlined link labeled “Week 1.”



2. Before you make your overview, insert a header (graphical cue) for Week 1. Don’t remember how? Re-read the instructions for inserting the Course Content header in [Part 6](#), substituting the Week 1 header information for the Course Content information in the instructions. Remember: Every folder (content area) needs a graphical cue (header)!
3. Click Build Content>Item.
4. In the box labeled “Name,” type the word “Overview.”
5. In the big white box (the content editor), type the statement in the picture below. Again, keep in mind that you are building a template. You will fill in the XYZ’s and 123’s later in the course.

This week, we will study XYZ. We will read chapter X of your textbook, participate in an online discussion, and complete the Week X assignment. By the end of this week, you will be able to:

- Objective 1
- Objective 2
- Objective 3

Path: ul » li Words:39

6. Click “Submit.” The page will refresh, and you will see your Overview, directly beneath your Week 1 header.



Part 9: Creating the Week 1 Assignments List

→ Video Tutorial: <http://youtu.be/taTZZ1M6FJI>

The Assignments List is a numerical checklist of the tasks your students must accomplish to consider themselves successful for the week. It appears directly after the Overview.

1. Go to “Course Content>Week 1” (if you are not already there).
2. Click “Build Content>Item.”
3. In the box labeled “Name,” type “Assignments List.”
4. In the big white box (Content Editor), type the text in the following picture:

1. Read Chapter X.
2. Read/view all materials in the Lectures and Resources folder (located below).
3. Post your initial response to this week's discussion question by Monday at 11 PM (see the "Discussions" folder below).
4. Reply to at least two peers in this week's discussion by Friday at 11 PM.
5. Submit the Week X Assignment (see the "Submit Assignments" folder below).
6. Take the Week X quiz.

Path: ol » li

5. Click “Submit.” The page will refresh, and you should see your Assignments List located directly below your Overview.

The screenshot shows a course page for Week 1. At the top, there is a logo of a figure holding scales and a laurel wreath, followed by the text "Week 1". Below this, there are three main sections:

- Overview:** This section contains a paragraph: "This week, we will study XYZ. We will read chapter X of your textbook, participate in an online discussion, and complete the Week X assignment. By the end of this week, you will be able to:" followed by a bulleted list of three objectives: Objective 1, Objective 2, and Objective 3.
- Assignments List:** This section contains a numbered list of six tasks:
 1. Read Chapter X.
 2. Read/view all materials in the Lectures and Resources folder (located below).
 3. Post your initial response to this week's discussion question by Monday at 11 PM (see the "Discussions" folder below).
 4. Reply to at least two peers in this week's discussion by Friday at 11 PM.
 5. Submit the Week X Assignment (see the "Submit Assignments" folder below).
 6. Take the Week X quiz.

Part 10: Creating the Week 1 “Chunked” Folders

➔ Video Tutorial: <http://youtu.be/cM1nF9LG7lo>

Weekly templates have three default folders: Lectures and Resources, Discussions, Submit assignments. These appear after the Assignments list.

Creating the Lectures and Resources Folder

1. Go to “Course Content> Week 1.”
2. Click “Build Content> Content Folder.”
3. In the box labeled “Name,” type “Lectures and Resources.”
4. In the big white box (Content Editor), type “This folder contains the lecture material for this week.”
5. Click “Submit.” The folder will appear below your “Assignments Lists.”
6. Click the link for your “Lectures and Resources” folder. Remember, it’s not the folder icon, but rather the words, “Lectures and Resources.”
7. Insert the header (graphical cue) for “Lectures and Resources.” If you do not remember how, please read the instructions in [Part 6](#), substituting “Lectures and Resources” for “Course Content” in the instructions.

Creating the Discussions Folder

1. Go to “Course Content> Week 1.”
2. Click “Build Content> Content Folder.”
3. In the box labeled “Name,” type “Discussions.”
4. In the big white box (Content Editor), type “This folder contains the discussion questions for this week.”
5. Click “Submit.” The folder will appear below your “Lectures and Resources” folder.
6. Click the link for your “Discussions” folder. Remember, it’s not the folder icon, but rather the word, “Discussions.”
7. Insert the header (graphical cue) for “Discussions.” If you do not remember how, please read the instructions in [Part 6](#), substituting “Discussions” for “Course Content” in the instructions.

Creating the Submit Assignments Folder

1. Go to “Course Content> Week 1.”
2. Click “Build Content> Content Folder.”
3. In the box labeled “Name,” type “Submit Assignments.”
4. In the big white box (Content Editor), type “This folder contains the instructions for completing and submitting this week’s assignments.”

5. Click “Submit.” The folder will appear below your “Discussions” folder.
6. Click the link for your “Submit Assignments” folder. Remember, it’s not the folder icon, but rather the words, “Submit Assignments.”
7. Insert the header (graphical cue) for “Submit Assignments.” If you do not remember how, please read the instructions in [Part 6](#), substituting “Submit Assignments” for “Course Content” in the instructions.

When you have finished, your Week 1 should look like this:

The screenshot shows a course page for Week 1. At the top, there is a header with a scale of justice icon and the text "Week 1" underlined. Below the header, there are five sections, each with a document icon and a dropdown arrow:

- Overview**: This week, we will study XYZ. We will read chapter X of your textbook, participate in an online discussion, and complete the Week X assignment. By the end of this week, you will be able to:
 - Objective 1
 - Objective 2
 - Objective 3
- Assignments List**:
 1. Read Chapter X.
 2. Read/view all materials in the Lectures and Resources folder (located below).
 3. Post your initial response to this week's discussion question by Monday at 11 PM (see the "Discussions" folder below).
 4. Reply to at least two peers in this weeks discussion by Friday at 11 PM.
 5. Submit the Week X Assignment (see the "Submit Assignments" folder below).
 6. Take the Week X quiz.
- Lectures and Resources**: This folder contains the lecture material for this week.
- Discussions**: This folder contains the discussion questions for this week.
- Submit Assignments**: This folder contains the instructions for completing and submitting this week's assignments.

Part 11: Creating the Week 1 Summary and Next Steps

➔ Video Tutorial: <http://youtu.be/qbiZRfJ63MI>

You have nearly finished creating your Week 1 folder template. To finish your Week 1 folder template, compose a “Summary and Next Steps” section for your students, to provide them with reflection and tell them what to do next. This item should be no more than 3-4 sentences long.

1. Go to “Course Content> Week 1.”
2. Click “Build Content> Item.”
3. In the box labeled “Name,” type “Summary and Next Steps.”
4. In the big white box (Content Editor), type “This week, we studied XYZ. Next week, we will study XYZ. Wise students should begin working on XYZ.”
5. Click “Submit.” The Summary and Next Steps item will appear below your Submit Assignments folder. The Week 1 section of your training template is complete! It should look like this:

The screenshot shows a course page for Week 1. At the top, there is a green header with a scale icon and the text "Week 1". Below the header, there are several sections, each with a dropdown arrow and a brief description:

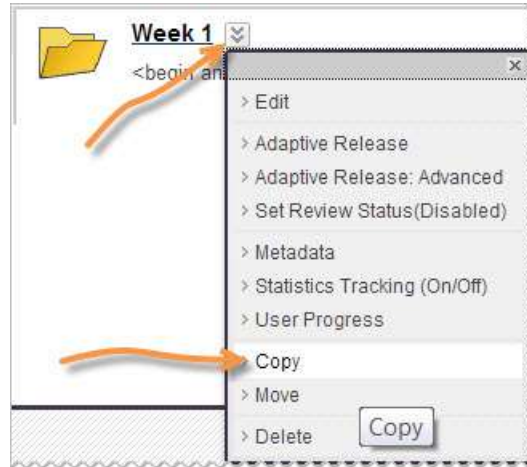
- Overview**: This week, we will study XYZ. We will read chapter X of your textbook, participate in an online discussion, and complete the Week X assignment. By the end of this week, you will be able to:
 - Objective 1
 - Objective 2
 - Objective 3
- Assignments List**:
 1. Read Chapter X.
 2. Read/view all materials in the Lectures and Resources folder (located below).
 3. Post your initial response to this week's discussion question by Monday at 11 PM (see the "Discussions" folder below).
 4. Reply to at least two peers in this weeks discussion by Friday at 11 PM.
 5. Submit the Week X Assignment (see the "Submit Assignments" folder below).
 6. Take the Week X quiz.
- Lectures and Resources**: This folder contains the lecture material for this week.
- Discussions**: This folder contains the discussion questions for this week.
- Submit Assignments**: This folder contains the instructions for completing and submitting this week's assignments.
- Summary and Next Steps**: This week, we studied XYZ. Next week, we will study XYZ. Wise students should begin working on XYZ.

Part 12: Copying the Week 1 Folder to use as a Weekly Template for Future Weeks

→ Video Tutorial: <http://youtu.be/z2Ae-kB-64M>

Now that you have a nice template for Week 1, it is very easy to create the rest of the weeks in your course. All you have to do is copy the folder, then change the name of the folder and its header (graphical cue) and you have a template ready for Week 2! Here's how to copy your Week 1 folder.

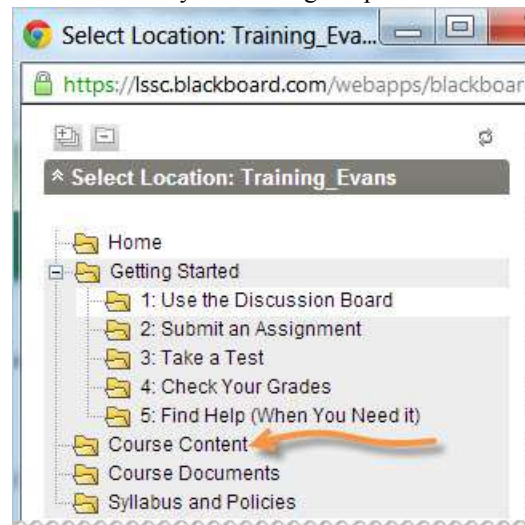
1. Go to "Course Content."
2. Next to the link for the Week 1 folder, use the drop-down menu on the right to select "Copy."



3. On the next screen, next to the "Destination Folder" label, click "Browse."



4. A window will pop up containing the entire menu for your training template. Click "Course Content."



5. Click "Submit." Your "Course Content" page will reload, and now you will have two "Week 1" folders.
6. Click the drop-down menu to the left of the words "Week 1" on the second "Week 1" folder, then select "Edit."
7. In the box next to the "Name" label, change the name to "Week 2."

8. Click “Submit.” The Course Content page will reload. Now you have both a Week 1 and a Week 2 folder.
9. Click the folder link for “Week 2.”
10. In the drop-down menu above the header (which still says Week 1), choose “Edit.”
11. Delete the picture in the big white box (content editor).
12. Insert the Week 2 header (graphical cue). Remember, the instructions for inserting graphical cues (headers) are located in [Part 6](#).
13. Click Submit. Your Week 2 template is now ready! You can make as many weeks as you like in this same way. You do not have to make any more weeks for this training course. When you graduate from this training course, if you would like a complete, 15-week template, send a request to helpdesk@lssc.edu.

Part 13: Setting up Graphical Cues for Course Documents and Syllabus and Policies

→ Video Tutorial: <http://youtu.be/WW2NJ5nj2UI>

Now that you have completed the Course Content area of your training template, all you have left to do is insert the graphical cues for the Course Documents and Syllabus and Policies sections of your course. By now, you should know how to do this. Use your course menu to navigate to these sections, and insert the graphical headers.

Congratulations! You have set up your training template!!! You will use this template over the next 3 weeks to prove your proficiency with Blackboard.