

### Overview

This tip-sheet is a reference guide for other tip-sheets located on the Bb Support site (<http://bbsupport.wcpss.net>). Following this tip-sheet's links will guide you through the basics of taking a new blank course shell and launching it for people to use.

### Creating the Layout for Your Course

1. **Course Naming:** The first thing you'll want to do is set your course's name.
  - a. Changing Course Name & Description:  
<http://bbsupport.wcpss.net/instructor/bb-course-name-description.pdf>
  
2. **Course Navigation:** The left navigation is the next part of your course you will want to change. The buttons that you see in blue are the default choices. The following tip-sheets will walk you through changing how they look, and what they say.
  - a. Understand the basics of Blackboard course layout:  
<http://bbsupport.wcpss.net/instructor/bb-course-layout.pdf>
  - b. Changing Course Navigation look:  
<http://bbsupport.wcpss.net/instructor/bb-menu-custom-look.pdf>
  - c. Understanding Menu Tool Types:  
<http://bbsupport.wcpss.net/instructor/bb-menu-tools-explained.pdf>
  - d. Adding Menu Items:  
<http://bbsupport.wcpss.net/instructor/bb-menu-items-add.pdf>
  - e. Changing Menu Items:  
<http://bbsupport.wcpss.net/instructor/bb-menu-items-modify.pdf>
  - f. Removing Menu Items:  
<http://bbsupport.wcpss.net/instructor/bb-menu-remove-item.pdf>
  
3. **Course Banner:** You can add some visual flair to your course's homepage by adding a banner image that will appear over your announcements.
  - a. Adding a Course Banner:  
<http://bbsupport.wcpss.net/instructor/bb-create-banner.pdf>
  - b. You'll also need this PowerPoint Template file:  
<http://bbsupport.wcpss.net/instructor/banner.ppt>

### Adding Content to Your Course

1. **Adding Announcements:** Announcements appear on your course's homepage and let you provide current news about your course site. Let students or participants know when content has been updated or just give them some quick information about activities that are going on outside the course site.
  - a. Adding an Announcement:  
<http://bbsupport.wcpss.net/instructor/bb-announcement-create.pdf>
  - b. Video of this tutorial:  
<http://bbsupport.wcpss.net/instructor/videos/bb-announcement-create.html>
  
2. **Adding Content:** This is the real heart of adding information to Blackboard. The following tip-sheets will help you add content, upload files, remove content, and organize it.
  - a. Adding folders to organize content in Blackboard:  
<http://bbsupport.wcpss.net/instructor/bb-folders-create.pdf>
  - b. Adding Information to Blackboard:  
<http://bbsupport.wcpss.net/instructor/bb-content-add.pdf>
  - c. Adding a file to your course (Video tutorial):  
<http://bbsupport.wcpss.net/instructor/videos/bb-course-attach-doc.html>
  - d. Changing information in your course:  
<http://bbsupport.wcpss.net/instructor/bb-content-modify.pdf>
  - e. Changing the order of information in your course:  
<http://bbsupport.wcpss.net/instructor/bb-content-reorder.pdf>

### Adding Users to Your Course

1. **Enrolling users:** Users can access your course as either guests (faculty, staff or students who are not enrolled in your course) or as “students” (faculty, staff, or students who are enrolled in your course). The difference between guests and students is that students can access areas of your course you have set up for guest access and can use all of the tools like discussion boards or tests. We’ll cover guest permissions in the next section.
  - a. Enrolling students: *(also for faculty/staff)*  
<http://bbsupport.wcpss.net/instructor/bb-user-enroll.pdf>
  - b. Removing students: *(also for faculty/staff)*  
<http://bbsupport.wcpss.net/instructor/bb-user-remove.pdf>
  - c. Troubleshooting Enrollment:  
<http://bbsupport.wcpss.net/instructor/bb-search-course-for-user.pdf>
  - d. The self enrollment option: *(also for faculty/staff)*  
<http://bbsupport.wcpss.net/instructor/bb-user-self-enroll-settings.pdf>

### Setting Course Permissions

1. **Categorizing Your Course:** This will add your course to the WCPSS Blackboard course catalog that can be accessed through the “Course Sites” tab.
  - a. Course Categorization:  
<http://bbsupport.wcpss.net/instructor/bb-course-catalog.pdf>
2. **Set up guest access rights:** This will allow you to set up access rights for people who won’t be enrolled in your course:
  - a. Course Guest Access:  
<http://bbsupport.wcpss.net/instructor/bb-user-guest-rights.pdf>
  - b. Fixing Guest Access to Content: (IMPORTANT: for guests to see all content you’ve made available to them you need to do this step!)  
<http://bbsupport.wcpss.net/instructor/videos/bb-tool-availability.html>
  - c. Allowing access to your course:  
<http://bbsupport.wcpss.net/instructor/bb-course-make-available.pdf>
3. **Adding other faculty/staff as instructors:** This will allow you to co-teach or co-own a Blackboard course shell with another WCPSS employee. Please note that students may never serve as course instructors
  - a. Adding an instructor:  
<http://bbsupport.wcpss.net/instructor/bb-user-make-instructor.pdf>
  - b. Removing instructors:  
<http://bbsupport.wcpss.net/instructor/bb-user-instructor-remove.pdf>

### Getting Additional Help

- The Blackboard Support Site:
  - <http://bbsupport.wcpss.net/>
  - Contains over 150 Blackboard tip-sheets to help you add different kinds of content to your course!
  - Accessible from any computer that is connected to the internet.
  
- Your school/department Blackboard Coordinator
  - Every school and many Central Services departments have Blackboard Coordinators.
  - School based faculty/staff can search here: <http://bbsupport.wcpss.net/coord-search.php> for their Blackboard Coordinator(s).
  - Central Services staff should talk to their supervisor to find out who is serving as their Blackboard Coordinator.