

## Blackboard Competencies I – Exam and Lesson

### Course Setup:

1. Enter new course and set up a blank course.
2. Select Tools under Manage Course.
3. Create a Word Document, Excel Document, and a PowerPoint document.
4. Save the above in both native context and in html format.
5. Import files into course.
6. Add a Header and footer to Homepage.
7. Create Folders on the Homepage.
8. Create a file with Blackboard and put on Homepage.
9. Add Content links Tegrity and SafeAssign to Home page.
10. Upload a Syllabus file as an html document and as a word document.

### Communications:

1. Create a new Discussion topic in Discussion Board area.
2. Respond to the discussion.
3. View the discussions as threaded and non threaded.
4. Send an email to the entire class.
5. Open a Chat Room.
6. Create an Announcement and have it as a popup as well.
7. Create a Calendar entry.

### Assessment:

1. Create an assignment with established due dates.
2. Submit the assignment as a student.
3. Grade the assignment as the instructor.
4. Create a 3 question multiple choice quiz.
5. Customize the settings for the quiz.
6. Add a grade book column for attendance.

### Content/File Management:

1. Create 3 Learning Modules.
2. Create 3 Web Links.
3. Create a 3 word glossary.

Final Question: Why is html so important vs .doc?

