**Blackboard (WS 1) - Basics**   
In this workshop users will gain an understanding of the Blackboard environment and learn the basic features. Attendees will learn how to:

* Access Blackboard
* Check browser requirements
* Navigate the new interface: Institution Page Resources
* How to Navigate – Explore the left toolbar
* Available Tool Overview and use
* How to add content to a course
* Introduction to the Content Collection
* Add announcements
* Add files and web links
* Access an Item’s Options & Edit Content
* Add a link to tools in a course
* Use Edit and Student Preview modes
* Edit course availability
* Enroll users (students, staff, faculty)
* Access Blackboard Support