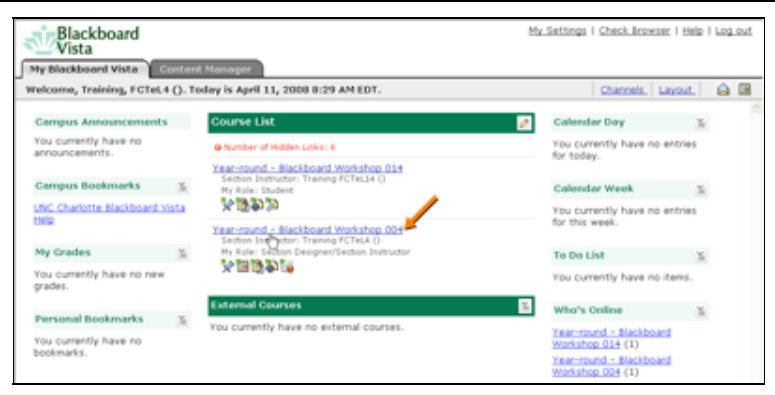


Blackboard Vista: Accessing Your Course for the First Time

You will have several options to choose from when setting up your Blackboard Vista section. The choices are available the first time you open your course. You can set up a blank course, copy content from another Blackboard Vista course or import content from a course exported from WebCT CE. The Assign a template to this course option is not used on our campus.

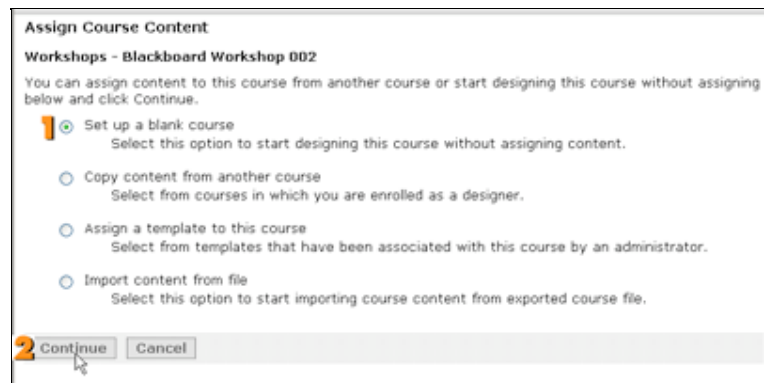
Step 1: Accessing Your Course

1. On the My Blackboard Vista page, click the course link. The Assign Course Content screen is displayed.



Step 2: Determining Content

1. To set up a blank course, select **Set up a blank course**.
NOTE: Select the **Copy content from another course** option to use content from a previous semester.
2. Click **Continue**. The Quick Start screen is displayed.



Step 3: Adding Course Tools

1. If you would like to add all the available tools to your course, check **Select All Tools**.

Quick Start
The option to set up a blank course was selected. A blank course does not contain any content. To create Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes.

Select All Tools

Organizational Tools

- Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
- Search**
Search for content in the course.
- Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools

- Announcements**
Post important information in a central location.
- Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- Discussions**
Post and respond to messages on specific topics.
- Mail**
Send messages to other users.
- Roster**
Roster

Step 4: Saving the Selection

1. Scroll to the bottom of the screen (not illustrated).
2. In the "Student Tools" area, unselect **My Files**. This will prevent students from uploading music and video files to the server. They will still be able to upload assignment files.
3. Click **Save**. The course opens.

Content Tools

- Learning Modules**
Organize and present content and activities to Students.
- Local Content**
Allow Students to easily access large files from a portable medium, such as CD-ROM, in Learning System.
- Media Library**
Create a glossary or image collection.
- SCORM**
Import SCORM-compliant packages, or modules, to be used as course content. SCORM other folders, and learning modules.
- Web Links**
Create links to Internet resources.

Student Tools

- My Files**
Allow Students to store their own files.
- My Grades**
Allow Students to check their grades.
- My Progress**
Allow Students to track their own progress.
- Notes**
Allow Students to take notes.

Save 3

Step 5: Notification and Closing the Page

1. At the top of the window you receive notification that the course is ready for use.
2. At the bottom of the screen, select the **Do not show me this page again** checkbox.
3. Click **Done**. You are now ready to add content to your course.

Build Teach Student View **Year-round - Blackboard**

Congratulations! You are ready to build your course.

Course Tools
Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

Designer Tools
Designer tools allow you to build and customize the course, manage files, and control the availability of content.
To read information about getting started in the Learning System, click the **Help** link at the top of the screen.

Tutorials
To become familiar with the major areas of the Blackboard Learning System and how to navigate around them, see the [Exploring the Interface tutorial](#).
To learn the fundamentals of building a course in the Blackboard Learning System, see the [Design Basics tutorial](#).

Done 3

Do not show me this page again.

Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte