1

00:00:00,630 --> 00:00:08,070

Hello, in this video, we're going to show you how to create the welcome page for your Blackboard module.

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00:00:08,070 --> 00:00:12,690

I've already logged into Blackboard. This is my new Blackboard shell.

Note: if you already have a ‘Welcome’ item in the left-hand menu, please omit this first step and skip forward to next step (at 0min, 58sec).

Explanation: for 2022-23 academic year, some Blackboard module shells were created with a ‘Welcome’ menu item already inserted.

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00:00:12,690 --> 00:00:19,960

I'm going to click the little plus sign at the top left to add a menu item.

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00:00:19,960 --> 00:00:34,070

And select the content area option. We then need to give it a name, and we're going to call it 'Welcome'.

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00:00:34,070 --> 00:00:38,660

We then need to make it available to users; and then click Submit.

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00:00:38,660 --> 00:00:46,330

You'll see now that we've got a new welcome content area displayed at the bottom of the left hand menu.

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00:00:46,330 --> 00:00:53,680

We then need to drag that left hand menu item using the double arrows to the left.

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00:00:53,680 --> 00:01:02,860

Drag it to the very top of the left hand menu. The next thing we're going to do is to open our Blackboard Module Shell Template,

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00:01:02,860 --> 00:01:10,150

which is a Microsoft Word document. And select all the text and images in it

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00:01:10,150 --> 00:01:14,590

using a mouse pointer or the 'Ctrl + C' option,

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00:01:14,590 --> 00:01:23,080

and then click 'Copy'. That will copy all the text and images in that template.

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00:01:23,080 --> 00:01:29,490

Now go back to Blackboard and select the Welcome Content area.

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00:01:29,490 --> 00:01:41,880

Select the Build Content option. And then the Create>Item option from the dropdown menu.

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00:01:41,880 --> 00:01:44,850

You should give it the title 'Welcome'.

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00:01:44,850 --> 00:01:57,300

Put your mouse pointer into the editor area and paste your content from your Word document template into it using the Paste option or the Ctrl + V

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00:01:57,300 --> 00:02:03,630

as I'm doing here. When you do that, you'll be offered the option to keep the formatting.

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00:02:03,630 --> 00:02:12,690

We do want to keep all the formatting from the original template.

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00:02:12,690 --> 00:02:15,210

You need to give it the correct school name.

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00:02:15,210 --> 00:02:23,220

Wherever there's any orange text in the template you will need to replace it by the appropriate text for your module and school.

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00:02:23,220 --> 00:02:30,630

Then when you're happy with that, you can click Submit. We can come back and re-edit this in a moment anyway.

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00:02:30,630 --> 00:02:38,820

Next, to ensure that this content area opens first, select the customisation option for the Control Panel menu.

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00:02:38,820 --> 00:02:50,250

Select the teaching style option, scroll down and select the course entry point, which is normally by default set to announcements.

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00:02:50,250 --> 00:02:59,100

If you click the dropdown menu, you'll be able to select other options; and we want to select the Welcome Content area.

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00:02:59,100 --> 00:03:09,591

Once we've done that, click submit at the bottom right. Now whenever the module is opened, the first page people will see is your new 'Welcome' page.