Objective: To provide the Site Administrator and other key personnel with the Knowledge, Skills, and Ability (KSAs) to understand and perform the administrative functions of the Blackboard Web Community Manager.

Outcomes: By the end of this training you will be able to:

- Identify the structure of the Web Community Manager
- Begin completing the administrative tasks that need to be undertaken in setting up your website.
- Understand how to establish and manage Users & Groups.
- Configure your global assets via the Configuration menus.

Who should attend?   Site Administrators (Webmasters) and other key personnel responsible for developing the site.
How many should attend? 1-5 is the recommended number
How long will training last? 2 hours
How is training conducted? Audio: conference call. Video: Online Go-To-Meeting session displayed on a projector for all to see. Each attendee wishing to participate in the hands-on exercises needs their own computer.

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1. **Website Structure**
   - MyStart Bar
   - Title Bar
   - Channel Bar
     - Channels
     - Sections
     - Pages
   - Homepage Layout

2. **Signing In**

3. **Accessing Site Manager**

4. **Users & Groups**
   - Groups
   - Users
   - Settings

5. **Configure**
   - Sites
   - Channel Library
   - Section Assets
   - Calendar Assets
   - Templates
   - Apps
   - System Settings