

Accessing Your Course for the First Time

Assign Course Content

COMM400 - COMM40005_081 TECH COMM

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

Continue



Cancel

Quick Start




The option to set up a blank course was selected. A blank course does not contain any content. To create content, you add tools to the course. 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.

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.

- The first time you log in, you will see a screen that gives you the option of importing course content from another of your courses, or starting with a blank course.
 - The **QuickStart** screen appears the first time you access a template or a section to begin building a design. It lists the tools available in Blackboard Vista 4.
 - To select all the tools you want to explore, check the box next to each of the tools you want to include, and then click Save.
 - You can always add or subtract tools later. The template or section Home page will open.
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