



Blackboard Installation Guide

1) Login into Blackboard as a user with admin access.



Welcome to **Blackboard Academic Suite**. Enter your username and password to access the system.

Click the **Preview** button below to access as a guest.

[Preview](#)

Click the **Create** button below to create an account.

[Create](#)

Click the **Download** button below to try a free copy of Blackboard Backpack.

[Download](#)

A screenshot of the Blackboard login page. The form is titled 'Have an Account? Login Here.' and contains the following elements: a heading, a sub-heading 'Enter login information here and click the Login button below.', a 'Username:' label followed by a text input field containing 'admin', a 'Password:' label followed by a password input field with six dots, a 'Forgot password?' link, a 'Download Blackboard Backpack' link, and a 'Login' button. A red circle is drawn around the 'Username' and 'Password' input fields.

[Blackboard Academic Suite™](#)
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Accessibility information can be found at <http://access.blackboard.com>.

- 2) On the main screen, choose the course you wish to add the SCORM package to.

The screenshot displays the Blackboard LMS main screen for an administrator. The page features a blue header with the institution's name and navigation links. Below the header, there are several widget panels. The 'My Courses' panel is highlighted with a red circle around the 'AAT Accounting Book-keeping Certificate' course.

Your Institution UNIVERSITY
Home Help Logout

My Institution Courses System Admin

Welcome, Admin Modify Content Modify Layout

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information

Download Blackboard Backpack

Quick Tutorials Catalog

My Announcements

No system announcements have been posted in the last 7 days.
No course announcements have been posted in the last 7 days.
[more...](#)

My Calendar

No calendar events have been posted in the last 7 days.
[more...](#)

My Courses

Courses you are teaching:

- AAT Accounting Book-keeping Certificate**

Quick Tutorials

Quick Tutorials - New Product Enhancements

My Tasks

No tasks due.
[more...](#)

Course Creation Wizard

Create courses using an easy step-by-step wizard approach. [Click here to launch the Course Creation Wizard.](#)

- 3) On the main page of the course, choose 'Control Panel' from the 'Tools' box on the left.

The screenshot displays a web interface for a university course. At the top, there is a header with the university logo and navigation links: Home, Help, and Logout. Below the header are three tabs: My Institution, Courses, and System Admin. The left sidebar contains a list of course-related items: Course Information, Course Documents, Teaching materials, P&L and B/sheet, Accruals and prepayments, and ABC Software. Below this list is a 'Tools' section with the following options: Communication, Course Tools, Course Map, Control Panel (circled in red), and Quick Unenroll. At the bottom of the sidebar are Refresh and Detail View options. The main content area shows the course title 'AAT ACCOUNTING BOOK-KEEPING CERTIFICATE (AAT) > COURSE INFORMATION' and a 'Course Information' section with a document icon and the text 'Course programme ABC Weekly Plan.doc (149 Kb)'.

- 4) Now choose the area of the course you want the SCORM package to appear in – choose one of the area from the top-left box.

The screenshot shows the Blackboard interface for a course administrator. At the top, there is a navigation bar with 'My Institution', 'Courses', and 'System Admin'. Below this is a breadcrumb trail: 'AAT ACCOUNTING BOOK-KEEPING CERTIFICATE (AAT) > CONTROL PANEL'. The main heading is 'AAT: AAT Accounting Book-keeping Certificate - Admin (Instructor)'. The interface is divided into several sections:

- Content Areas:** A table with two columns. The first column contains 'Course Information', 'Course Documents' (circled in red), and 'Teaching Materials'. The second column contains 'P&L and B/sheet', 'Accruals and prepayments', and 'ABC Software'.
- User Management:** A table with two columns. The first column contains 'List / Modify Users', 'Create User', and 'Batch Create Users'. The second column contains 'Enroll User', 'Remove Users from Course', and 'Manage Groups'.
- Course Tools:** A table with two columns. The first column contains 'Announcements', 'Course Calendar', 'Staff Information', 'Tasks', 'Send Email', and 'Discussion Board'. The second column contains 'Collaboration', 'Digital Dropbox', 'Glossary Manager', 'Messages', and 'Course Objectives'.
- Assessment:** A table with two columns. The first column contains 'Test Manager', 'Survey Manager', 'Pool Manager', and 'Course Statistics'. The second column contains 'Gradebook', 'Gradebook Views', 'Performance Dashboard', and 'Early Warning System'.
- Help:** A table with two columns. The first column contains 'Support' and 'Manual'. The second column contains 'Contact System Administrator' and 'Quick Tutorials'.
- Course Options:** A table with two columns. The first column contains 'Manage Course Menu', 'Course Design', 'Manage Tools', 'Settings', and 'Recycle Course'. The second column contains 'Course Copy', 'Import Course Cartridge', 'Import Package', 'Export Course', and 'Archive Course'.

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5) You will now see a list of existing content within this area (or none if this is a new course). From the drop-down list on the right-hand side of the screen, select 'SCORM Content' and click the 'Go' button next to it.

The screenshot shows a web interface for a university. At the top, there is a blue header with the text "Your Institution UNIVERSITY" and navigation links for "Home", "Help", and "Logout". Below this, there are tabs for "My Institution", "Courses", and "System Admin". The main content area shows a breadcrumb trail: "AAT ACCOUNTING BOOK-KEEPING CERTIFICATE(AAT) > CONTROL PANEL > COURSE DOCUMENTS". Underneath, there is a section titled "Course Documents" with a book icon. Below this, there are several icons for adding content: "Item", "Folder", "External Link", "Course Link", and "Test". To the right of these icons is a "Select:" dropdown menu. The dropdown menu is open, showing a list of options: "Learning Unit", "Survey", "Assignment", "Discussion Board", "Chat", "Virtual Classroom", "Group", "Tool", "Syllabus", "Online Content", "SCORM Content", "IMS Content Packaging", "NLN Content", and "Document Package". The "SCORM Content" option is highlighted with a blue background and circled in red. To the right of the dropdown menu is a "Go" button. Below the dropdown menu, the text "Folder empty" is displayed.

- 6) Now fill out the appropriate details and settings for this package, these can always be changed later. In the 'Attach local file' box, navigate to the location of the .zip file for this package. Once finished – click 'Submit' and your SCORM package will begin to upload. This may take several minutes with nothing appearing to happen on screen. If successfully uploaded you will then taken to a new screen and asked to fill out some more details. Once done the new SCORM content will now be available in your course.

Your Institution UNIVERSITY Home Help Logout

My Institution **Courses** System Admin

AAT ACCOUNTING BOOK-KEEPING CERTIFICATE (AAT) > ADD SCORM CONTENT

ADD SCORM CONTENT

- 1 Required Information**
 - Title
 - Attach local file
- 2 Interaction Options**
 - Navigation Control Type Flow Choice
Flow restricts viewers to sequential next and previous viewing. Choice allows viewers to navigate pages from a table of contents.
- 3 Gradebook Options**
 - Add Gradebook Item Yes No
 - Track Attempt Details Yes No
 - First Attempt Only Yes No
Attempt Details in the Gradebook can display only the first attempt or the latest attempt from the viewer.
- 4 Content Options**
 - Make Content Visible Yes No
 - Track Number of Views Yes No
 - Choose Date Restrictions
 - Display After Display Until
 - Feb 07 2007 04 20 PM
 - Feb 07 2007 04 20 PM
- 5 Submit**
 - Click **Submit** to finish. Click **Cancel** to quit.
 - * Required Field
 -



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