

# Blackboard Workshop

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## Today's Objectives

(Refer to "NESA Virtual School Special Training" handout)

1. **Create your account** (#s 1-2)
2. **Locate "Control Panel"** which is the editing and changing tool. (# 2)
3. **Change your password:** Follow the steps below to open the Change Password page.

- Step 1** Select **List/Modify Users** in the User Management area of the Control Panel.
- Step 2** Search for a user.
- Step 3** Click **Password** next to a user.

The table below details the fields on the Change Password page.

Field	Description
<b>Change Password</b>	
<b>Password:</b>	Enter the new password.
<b>Verify Password:</b>	Re-enter the new password.

4. **Rename your course** (# 3). It is important to mention here that this is not really about your course but about **your web page**. Your course information will be mentioned in the following section: "Assignments." In order to rename your "web page", once you go to "settings" and click on "Course Name and Description," the only box you have to fill in is the "Course Name" one.
5. **Specify your subjects / courses** (#4) => referred to here as "Assignments."
6. **Include information about a subject or a course.** (#5)

### Extra Items:

**If you want to change the wording and/or order of the items located in the left margin of your main page:**

In the "Control Panel," go to "Course Options" then click on "Manage Course Menu" then click on the "Modify" located to the left of the course menu that you want to change. You can also here specify the order in which the different courses will appear.

**If you want to change your course banner:**

In the "Control Panel," go to "Settings," click on "Course Design," then click on "Course Banner," then click on "Browse" to get your "New Banner Image." Once you find it, click on "Submit."

**If you need help at any time please do not hesitate to ask.**

**Good Luck!**