

Blackboard Learn Cheat Sheet

Upload a file

Content area > Build Content > Add Item or Add File

Create a folder

Content area > Build Content > Content Folder

Add an external link

Content area > Build Content > URL

Add a course link

Content area > Build Content > Course Link

Open the gradebook

Control Panel > Grade Center > Full Grade Center

Create or deploy a test, survey or assessment

Content area > Create Assessment > Test, Survey or Assignment

Add discussion boards, blogs and journals

Content area > Add Interactive Tool > Discussion Board, Blog, Journal, Wiki

View course statistics

Control Panel > Evaluation > Course Reports

Make Course Available

Course Management > Customization > Properties > Set Course Availability > Yes

Add Users

Course Management > User and Groups > Users > Enroll User > Find User to Enroll > click browse > filter for user >