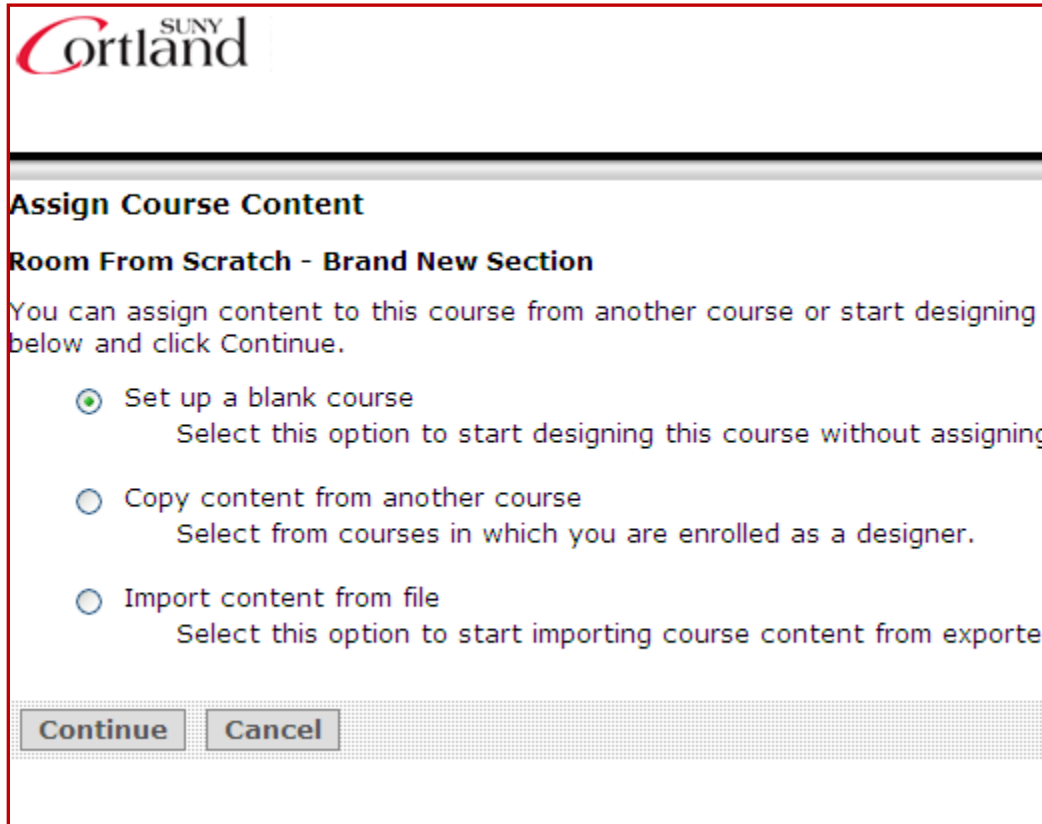


## eLearning - Set-up Blank Course

Log into myRedDragon and click on Faculty Online. Click on eLearning and then click on the room you need to set-up.

The Assign Course Content area defaults to "Set up a blank course" so you can click on Continue



**SUNY Cortland**

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### Assign Course Content

#### Room From Scratch - Brand New Section

You can assign content to this course from another course or start designing below and click Continue.

- Set up a blank course  
Select this option to start designing this course without assigning
- Copy content from another course  
Select from courses in which you are enrolled as a designer.
- Import content from file  
Select this option to start importing course content from exported

On the next page you will select the Tools that you will need inside the classroom. Please note that if you "forget" a tool that you need; you can easily add it later by going to Manage Course and then selecting Tools. You may also remove tools that you find you do not need.

Once you are finished selecting the tools you need scroll down and click on Save.




## eLearning - Set-up Blank Course

### Quick Start







The option to set up a blank course was selected. A blank course does not contain any content. To create 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.
-  **Syllabus**  
Provide course requirements, objectives, and policies.






### 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.
-  **Mail**  
Send messages to other users.
-  **Roster**  
View profiles for course members. Users can edit their own profile.
-  **Who's Online**  
Chat with other users who are logged in to the Learning System.





### Student Learning Activities

-  **Assessments**  
Create quizzes, self tests, and surveys.
-  **Assignments**  
Create assignments for Students to submit online. Students can work independently or in group
-  **Goals**  
Create goals that list the qualitative and quantitative performance expected in your course.

### Content Tools

-  **Learning Modules**  
Organize and present content and activities to Students.
-  **Local Content**  
Allow Students to easily access large files from a portable medium, such as CD-ROM, instead of Learning System.
-  **Media Library**  
Create a glossary or image collection.
-  **SCORM**  
Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules other folders, and learning modules.
-  **Web Links**  
Create links to Internet resources.

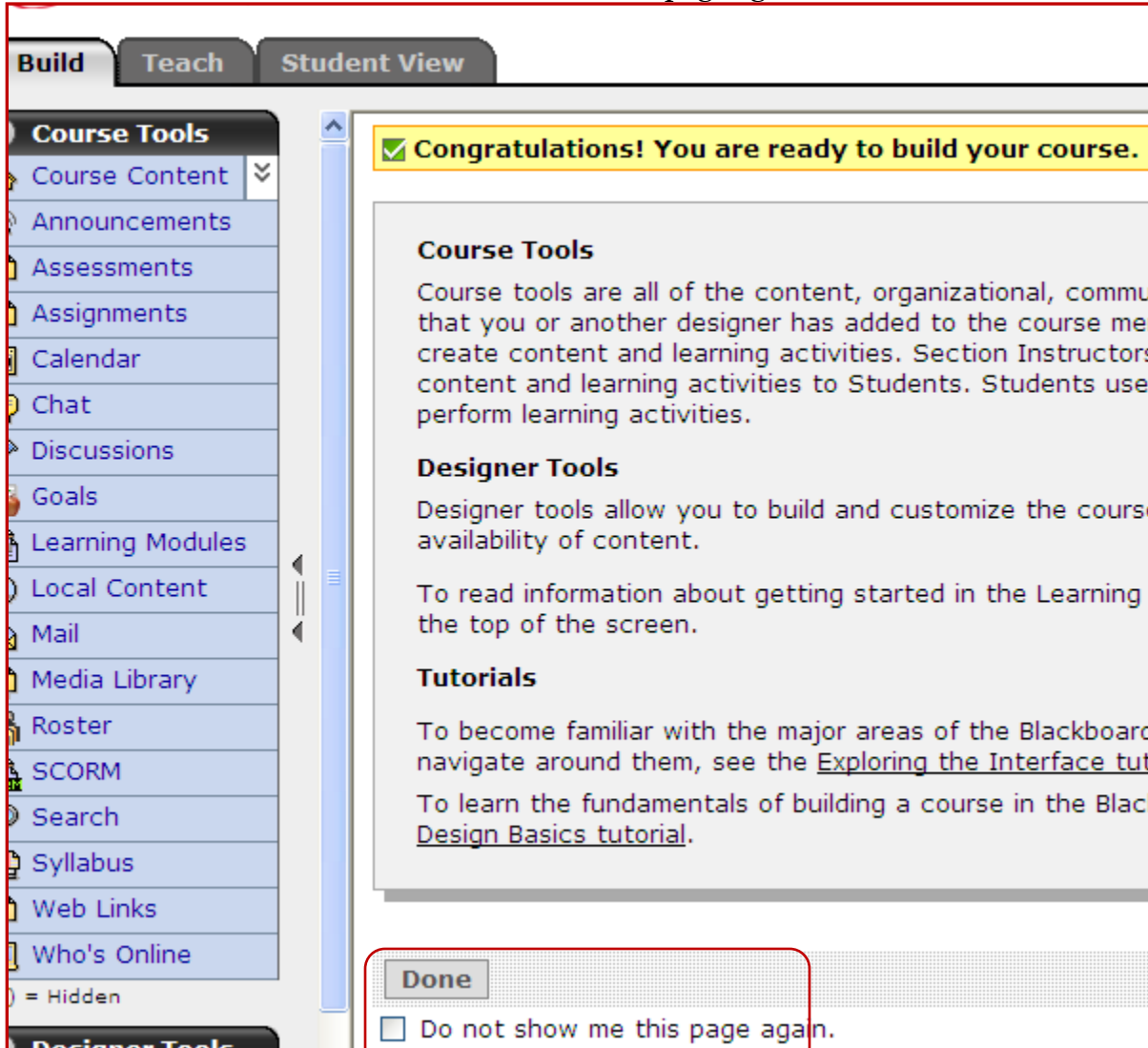
### Student Tools

-  **My Files**  
Allow Students to store their own files.
-  **My Grades**  
Allow Students to check their grades.
-  **My Progress**  
Allow Students to track their own progress.
-  **Notes**  
Allow Students to take notes.

Save

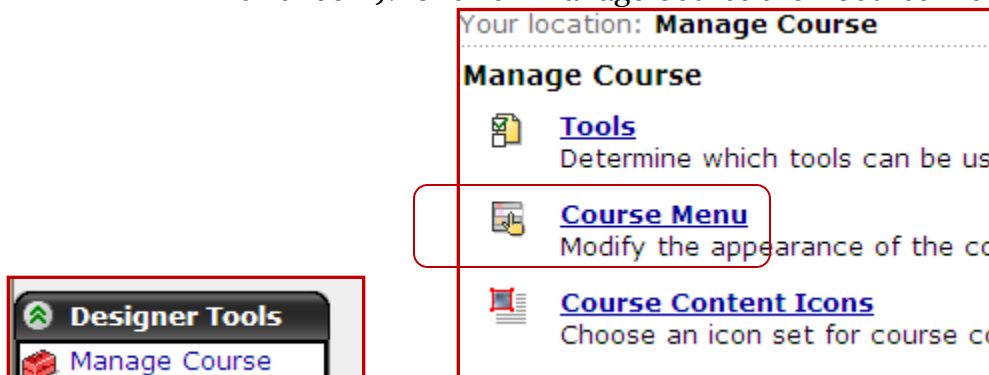
## eLearning - Set-up Blank Course

You will receive confirmation that you are ready to Build your Course. Scroll down and click in the box next to Do not show me this page again. And click on Done.



The screenshot shows the Blackboard course setup interface. At the top, there are three tabs: "Build", "Teach", and "Student View". Below the tabs is a "Course Tools" sidebar with a list of tools: Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Goals, Learning Modules, Local Content, Mail, Media Library, Roster, SCORM, Search, Syllabus, Web Links, and Who's Online. A "Done" button is highlighted with a red box. Below the "Done" button is a checkbox labeled "Do not show me this page again." The main content area displays a yellow confirmation message: "Congratulations! You are ready to build your course." Below this message, there are three sections: "Course Tools", "Designer Tools", and "Tutorials".

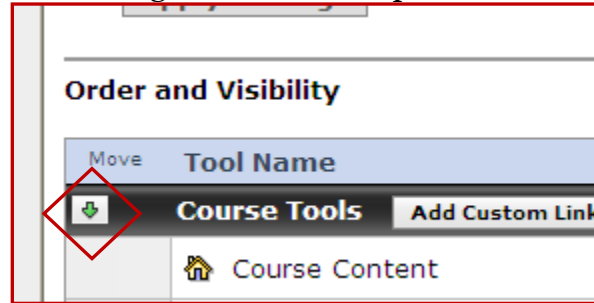
You will now need to flip the tools on the left hand side to bring the Designer Tools to the top of the page (this is the typical set-up but it is entirely up to you how you set-up this room). Click on Manage Course then Course Menu



The screenshot shows the Blackboard course setup interface. At the top, there is a "Your location: Manage Course" message. Below this message is a "Manage Course" section with three options: "Tools", "Course Menu", and "Course Content Icons". The "Course Menu" option is highlighted with a red box. Below the "Manage Course" section is a "Designer Tools" sidebar with a "Manage Course" button highlighted with a red box.

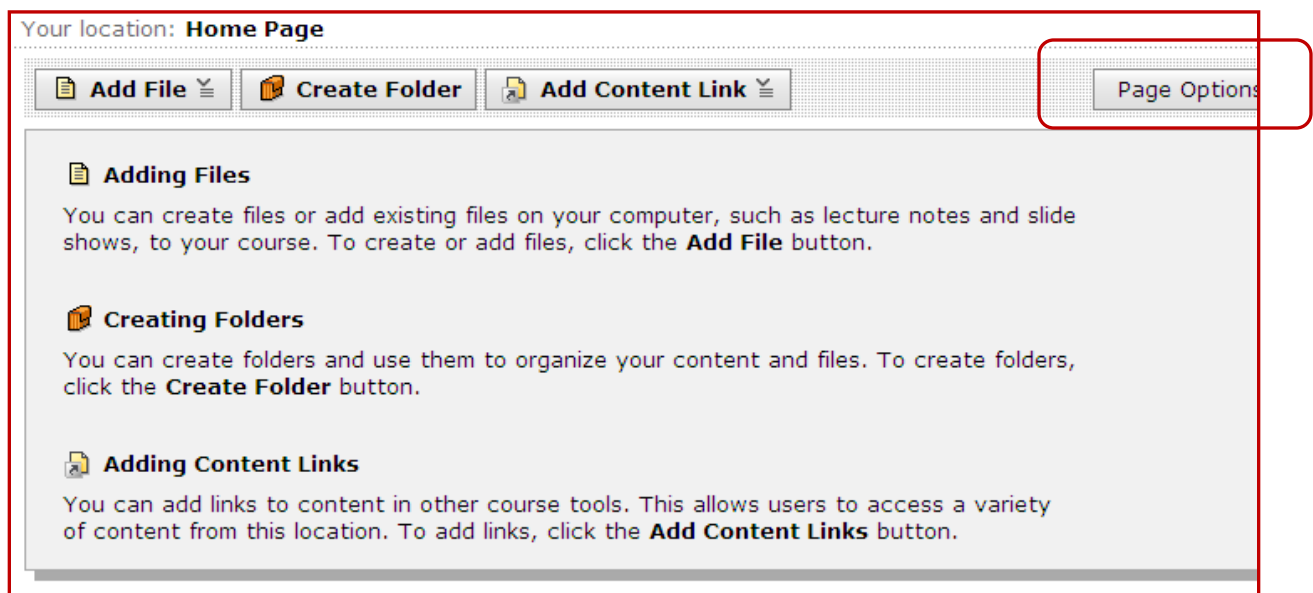
## eLearning - Set-up Blank Course

In the Course Menu area you want to scroll down to Order and Visibility and click on the small green arrow to flip the tools:

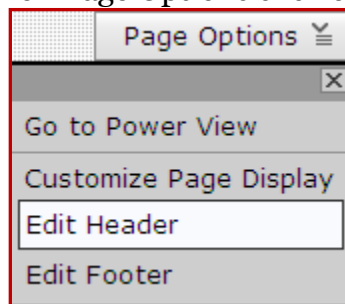


You will then see that the Designer Tools are on top and the Course Tools are underneath.

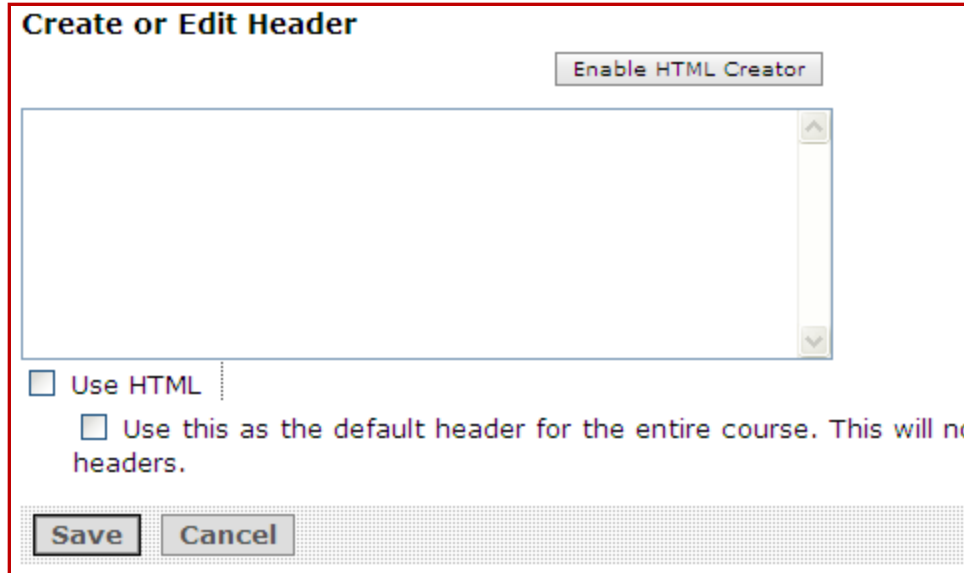
Click on Course Content and you will see that the main page is not set-up with the eLearning template. If you wish to insert the eLearning template click on Page Options on the right of the page.



After you click on Page Options click on Edit Header:



## eLearning - Set-up Blank Course



**Create or Edit Header**

Enable HTML Creator

Use HTML

Use this as the default header for the entire course. This will no headers.

Save Cancel

You will then need to get the "code" for the template; it can be found here:

<http://www.cortland.edu/elearning/design.html>

You will need to select all of the HTML information and then copy. Return to your eLearning room and paste the HTML code into the Header box. You can make edits to the code by following the directions located at the above link.

Please make sure you check the box next to Use HTML and click on Save.