

INTRODUCTION

Blackboard is separated into several main areas, all of which you can customize for your course. Each of the main areas is listed along the left side of the students' perspective of your course (graphic on page 4).

Before adding any new areas/links to your navigation, look through the default list that Blackboard provides you. This list is usually a good starting point when developing your course structure. Many of these areas may be quite suitable for your course materials. For example:

- **Announcements** may be used to guide students through assignment sequence, and to remind them of deadlines.
- **Course Information** may be used for your course description, learning goals, participation guidelines, grading policies, etc.
- **Staff Information** may be used to post office hours, contact information, when and where TA's are available, etc.
- **Course Documents** may be used for module descriptions, readings, lecture notes and handouts, quizzes, etc.
- **Assignments** may be used in place of Course Documents, or in addition to hold readings and assignments with specific due dates.

ACCESS YOUR COURSE MENU

1. In the section of the Control Panel titled "*Course Options*", click on *Manage Course Menu*.



Course Options	
Manage Course Menu	Import Course Cartridge
Archive Course	Import Package
Recycle Course	Resources
Manage Tools	Course Copy
Settings	Export Course

2. Blackboard's default navigation set will be displayed along with options to add, modify, and remove items from the navigation.

MODIFY A COURSE SECTION/AREA

1. Click the *Modify* button to the right of the section you wish to modify.



2. Blackboard will display the current information for that area and allow you to make edits to:

- the name and availability of the area
- guest and/or observer access (if applicable)
- where the item links to (if applicable)

3. Click the *Submit* button.



HELPFUL HINTS:

The first and most important thing you should do in your Blackboard course (before adding any course material) is determine how you will organize your content to be presented via the web.

- Which sections of the navigation does your course need or not need?
- What should the sections be called?
- Which materials belong in which section?
- Where will students look for the syllabus, homework, lecture materials, quizzes, etc?
- Does any of your content need to be secured so only students enrolled in your course can view the materials (i.e. if they contain copyrighted information)?

REMOVE A COURSE SECTION/AREA

1. Click the **Remove** button the the right of the section you wish to remove from your course.

 Remove

ADD A CONTENT AREA

1. Click the **Add Content Area** button to add a new section to the course.

 Content Area

2. You will be asked:

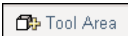
- to enter a name for the new content area
- if you want to allow guests and/or observers to access the material in this content area
- if you want to make the area available to enrolled students

3. Click the **Submit** button.

 Submit

ADD A TOOL AREA

1. Click the **Add Tool Area** button to add a direct link to a specific tool (i.e. Digital Drop Box, Discussion Board, Student Gradebook, etc.).

 Tool Area

2. You will be asked:

- to choose the type of tool you wish to add
- to name the new tool area
- if you want to allow guests and/or observers to access the material in this area (some tool areas automatically prevent guest/observer access — this option will not appear for those tool areas)
- if you want to make the area available to enrolled students

3. Click the **Submit** button.

 Submit

ADD A COURSE LINK

1. Click the **Add Course Link** button to add a direct link to a specific item within the course content.

 Course Link

2. You will be asked:

- to enter a name for the course link
- to browse for the course item you wish to link to
- if you want to make the course link available to enrolled students

3. Click the **Submit** button.

 Submit

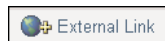
HELPFUL HINTS:

Remember that the more sections you have in your course, the more likely students are to get lost. The fewer sections you have, the better.

Any sections you decide not to use for your course should be removed or made unavailable to your students. This will prevent confusion among the students about why some sections are empty.

ADD AN EXTERNAL LINK

1. Click the *Add External Link* button to add a direct link to an outside web site (i.e. A link to Amazon.com or Boston.com).



2. You will be asked:
 - to enter a name for the external link
 - to enter the URL (target) you wish to link to
 - if you would like the web site to launch in a new window
 - if you want to make the external link available to enrolled students

3. Click the *Submit* button. 