Navigation

Navigation Tabs at the top of the Blackboard environment allow you to move in-between your Courses and the Blackboard portal. The My Institution tab will take you to the main ATSU Blackboard home pager. The “Courses” Tab shows a list of your courses and also allows you to search for courses by keyword.

While you are in a course, there is a navigation feature called Breadcrumbs directly below the Navigation Tabs. The Breadcrumbs show you where you are in the course, and allow you to trace back pages that have led you to where you are in the course structure- allowing you to backtrack by clicking on the Breadcrumb.

My Places

My Places is your tool in Blackboard for accessing your course information and personal settings. You may change your password, change the way Blackboard looks on your screen, access personal bookmarks within Blackboard, and add personal information about yourself (if you wish to). Blackboard's default settings are to protect your privacy. Your personal information will not be available to others unless you choose to share.

You can access My Places at the very top of any page in Blackboard. If you would like to add a photo of yourself (called an Avatar), click on the blank silhouette box, then click on Personalize My Places. Then you browse your computer for an image to upload to Blackboard. The recommended pixel size for the image is 150 pixels by 150 pixels. Click on the Submit button on the right side when you are done.

Edit Mode

Edit mode is available only to instructors- students never see this button. The function of this button is to allow the course Instructor or Designer to view the course as the student will see it. Make sure that the Edit Mode is set to “ON” when you want to edit or add content to your course. When the Edit Mode is set to “OFF”, you will see the course as a student will and the options for adding content are hidden. If you cannot figure out why you are unable to make...
changes to your course, check this button first.

Course Banner

Blackboard allows you to personalize your course with an image or text at the top of the course page. This is accessed in the Customization area of the Course Management Menu on the left side of the screen.

Course Menu

The Course Menu contains links that are important to the student in the course. Links to course items can be added or deleted, rearranged in order, and categorized to best fit your course needs.

1. The menu bar on the left side of the screen can be expanded or collapsed with the arrow
button on the side of the content area. If you cannot find the menus look on the left side of the screen for this button and click on it to expand the menu bar back out.

2. The Create button is a blue + in the top left of the Course Menu. The Create button allows you to make links on the Course Menu. As you roll over the Create button, a pop-up menu gives you choices for links to create. Some commonly used links on this list are:

<table>
<thead>
<tr>
<th>Link Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Tool link</td>
<td>Puts a link on menu for students to go directly to a commonly used tool in the course. For example, you can insert a direct link on the menu to Blogs if it is a commonly used item in the class. There are other ways for the student to get to the tools, but the link is a shortcut for the students benefit.</td>
</tr>
<tr>
<td>Create Course Link</td>
<td>Creates a link to an often used page in the course. When creating a course link you have the freedom to name the link whatever you want. Make sure you check the “Make Available to Students” checkbox on the Create Course Link dialog box if you want students to be able to see the link. Otherwise, the link will be available only for you.</td>
</tr>
<tr>
<td>Create External link</td>
<td>Creates a Course Menu link for a shortcut to frequently used website items for students. For example, you could link directly to the Pubmed website if it is a commonly used website in your course. Enter a link name and URL in the External Link Dialog box. Make sure you check the “Make Available to Students” checkbox on the Create Course Link dialog box if you wish for students to be able to see the link.</td>
</tr>
<tr>
<td>Create Module Page</td>
<td>Creates an empty Module page that you can populate with commonly used course tool to make a course entry page that shows the students what you want them to see. The Module pages are un-editable by students so all students will always see the same set of tool modules on this page. Make sure you check the “Make Available to Students” checkbox on the Create Course Link dialog box if you wish for students to be able to see the link.</td>
</tr>
<tr>
<td>Create Divider</td>
<td>Makes a line in the Course Menu line to divide links into similar areas. For example, you could group all class content together, then use a divider to separate the content links from the course tools.</td>
</tr>
<tr>
<td>Create Subheader</td>
<td>Add a text header to identify sections of the menu. This can be confusing to students, who assume that the subheader is a link that does not work. Subheaders are best used only if you are using button style links in the Course Menu.</td>
</tr>
</tbody>
</table>

The other buttons across the top of the Course Menu (right of the Blue + ) allow you to modify the look of the Course Menu: List View, Folder View, Display Course Menu in New Window, Refresh, and Re-Order Menu.

3. You may also Re-Order menu items with the up-and-down tabs on the left side of the menu items. Drag-and-Drop the tab up or down to rearrange the items in the list. These
re-ordering tabs occur throughout the Blackboard environment to allow you to rearrange the order of many different objects in a list.

4. The gray buttons with the double down arrows allows you access the individual Menu Item Options. Common options are to Rename Link, Hide Link, Deny guests access to the link, and Delete the link in the menu. These Contextual Menus occur throughout the Blackboard environment, allowing you the ability to edit the properties of individual objects.

Rolling over most button icons in the Blackboard environment will pop up a yellow description box to remind you of the function of the button.

Also See: Blackboard_Learn_9.1_Getting_Started_with_the_Course_Environment.PDF