

Setting up a Blackboard Course

Content Areas	
Course Information	Assignments
Course Materials	External Links
Course Documents	

Course Tools	
Announcements	Discussion Board
Course Calendar	Collaboration
Staff Information	Digital Dropbox
Tasks	Glossary Manager
Send Email	Messages

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

Managing the Course Menu:

From the Control Panel select “Management Course Menu”
Notice each Course area has a “Modify” and “Remove” button

The screenshot displays the 'Management Course Menu' interface. At the top, there are icons for adding different types of content: Content Area, Tool Link, Course Link, and External Link. Below this is a list of 11 items, each with a dropdown menu, a name, a subtitle, and 'Modify' and 'Remove' buttons. The items are:

- 1. Announcements (Announcements)
- 2. Course Information (Content Area)
- 3. Staff Information (Staff Information)
- 4. Course Materials (Content Area)
- 5. Course Documents (Content Area)
- 6. Assignments (Content Area)
- 7. External Links (Content Area)
- 8. Communication (Communications Area)
- 9. Discussion Board (Discussion Board)
- 10. Tools (Tools Area)
- 11. HFI PH

Select “Modify” to change the name and/or properties of a content area or tool area.

1 Set Area Properties

Type: Content Area

Name: Suggested maximum: 16 characters. Longer names or names that use wide characters may cause problems with the button menu style. See Design under Settings to change the Menu style.

Allow Guest access:

Allow Observer access:

Available for Student/Participant users:

2 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Or—if you need to modify a Tool Area
 Click the “Modify” button opposite the tool area. You may change the name of the Tool area or select the tools that will be available in that area.

1 Set Area Properties

Type: Communications Area

Name: Suggested maximum: 16 characters. Longer names or names that use wide characters may cause problems with the button menu style. See Design under Settings to change the Menu style.

Available for Student/Participant users:

2 Tools Availability

Tool availability:

Announcements	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Collaboration	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Discussion Board	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Group Pages	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Messages	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Roster	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable
Send Email	<input checked="" type="radio"/> Available <input type="radio"/> Unavailable

All Users All Groups
 All Teaching Assistant Users All Instructor Users
 Select Users Select Groups

Click the “Submit” button at the bottom of the screen to save the changes you have made.

Changing the Order of Menu Items

Use the drop down numbers next to the menu items to change their order.

1 Announcements
 Announcements

2 Course Information
 Content Area

3 Staff Information
 Information

4 Course Materials
 Content Area

5

6 Course Documents
 Content Area

7 Assignments
 Content Area

8

9

10

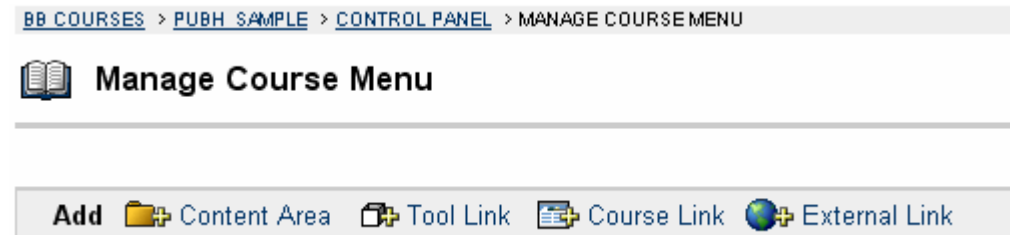
11

7 External Links
 Content Area

For example: Staff Information will move from position three to position six on the menu.

Adding a Content or Tool Area to the Menu

Use the toolbar to add a content or tool area to the course menu



Content Area: Adds a new Content Area

Tool Link: Adds a new Tool Area such as (Communications or Tools)

Course Link: Adds a link to a specific content area within the course

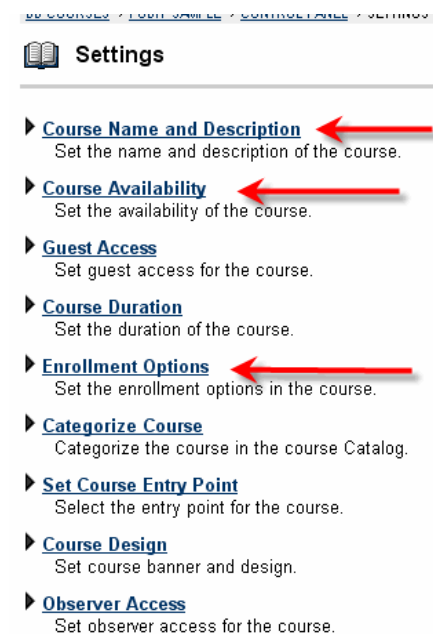
External Link adds a link to an outside website

Complete the properties of the area you need to add

Click the “Submit” button at the bottom of the screen

Course Settings:

Use the “Settings” link on the Control Panel to access the settings for your course. The important settings are shown in the image below.



Course Name & Description: Students will see the course name on their welcome screen. You may change the name of your course. You may not change the course ID number.

Course Availability: Use this setting “turn off” the course at the end of the semester. Students will not have access to an unavailable course; instructors do.

Enrollment Options: Make sure the Enrollment Options are set to “Self Enroll.” Students will be able to find your course and enroll in it themselves.