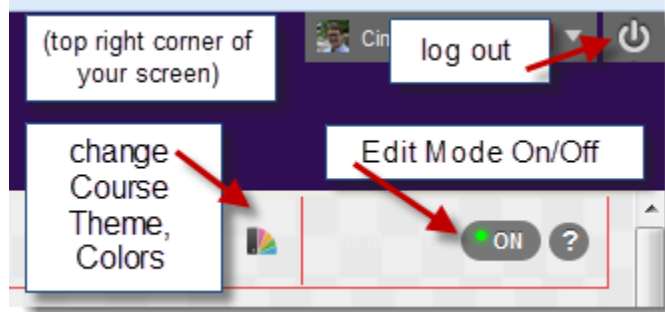




Instructors - New to Blackboard?

1. Always be in EDIT MODE ON (instructor view) / OFF (student view).



2. Your menu bar, or navigation bar, will have a few items when you get a new course shell, e.g., Announcements, Course Documents. You can add content items or tool links. Once created, you will enter the Content area where you can build content (add items for lecture notes or things to do, folders for content items or assessments, files, learning modules, URL's for websites outside Blackboard, etc.). You can drag & drop your content items on the menu bar if you want them in a specific order. You will create assessments (assignments, tests, safe assignments) from your content area. As well, you will add interactive tools such as the discussion board and other collaborative tools (e.g., blog, wiki, and journal).
3. When you hover over an item you created with your mouse, or any item that you created (content item or assessment), you will see a contextual dropdown arrow. If you click that arrow, you can edit the item or delete it. This is important to know because if it is a content item or assessment that you do not want to be viewed by students until a specific date, you need to know how to edit that item.

See the screenshot on the next page for a visual of common things you will do in your Blackboard course(s).

My Blackboard Courses Community ECU Libraries Star

Activities

Watch for these contextual arrows. Click to edit, delete & more.

Add to menu bar

Build Content Assessments

Example of "Content Items" added to menu/navigation bar

A created content area called **Activities**. This is where you build content, add assessments.

Example of "Tool Links" added to menu/navigation bar

This symbol means no content has been added to the area yet.

Control Panel for instructor with all course tools.

MENU | NAVIGATION BAR

IMPORTANT TERMINOLOGY

- Menu Bar or Navigation Bar
- Content Area (where you add content)
- Build Content (from content area)
- Add Assessments (from content area)
- Edit Mode On (instructor view)
- Edit Mode Off (student view – what student sees)
- Control Panel (where you find all course tools)
- Make course available for students (or unavailable) in Control Panel > Properties