

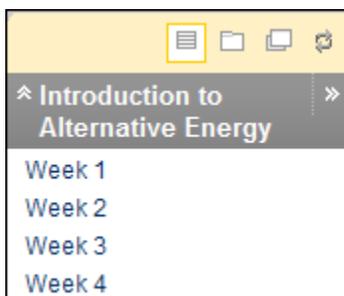
Organize Your Content within Blackboard

1. Plan - think of how the students will navigate through your course. Make it a user-friendly course site for students to find course content, homework and/or assessments.
2. If you are used to putting all of your content under Course Docs or Course Documents (or already have it there), that is okay. It can easily be moved within your course!
3. Consider making certain content available in more than one area.
 - Tip: The course Syllabus can be located for download under two menu links: Course Info and Staff Information. Students will not be able to say “I could not find your syllabus.”
4. Consider using Folders in the content area to organize homework, documents, multimedia, assignments, quizzes/tests, etc.
 - Tip: If you have a quiz that you have made/will make available on a specific date, students will *not be able to access* that quiz if you have made the folder unavailable!
 - Tip: Don't create a folder if you only have one item to put in it - too many clicks for students (and you) to locate the item.
5. If you teach more than one section or more than one course, consider making your navigation panel a different color so you can easily tell your courses apart. See the “color fan” at the top right of your screen. Choose text or buttons with different colors and patterns for the buttons. Add a banner (image) to your course for interest and to customize your course. (Go to Control Panel > Customization > Teaching Style.) We can provide a PDF tutorial on how to create a banner from a PowerPoint slide.

Three Common Organizational Approaches

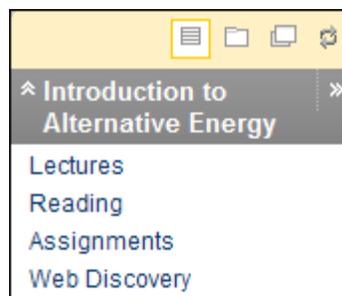
(Source: Blackboard, Inc. Help)

Chronologically



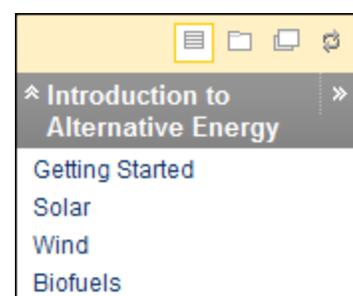
Each Content Area contains a week's worth of readings, assignments, lecture notes, and discussion forums.

By Content Type



Similar content types are grouped together in a Content Area, such as all the lectures for the entire course.

By Subject Area



Each Content Area contains lecture material and readings on a specific subject, along with assignments, discussion forums, and assessments.

Some questions to consider:

- What is the best way to divide the course material into manageable sections?
- Do you want course materials presented in chronological order, by textbook chapter, or by subject area?
- Do you want each unit to follow a predictable pattern? For instance, reading materials followed by a quiz and a Discussion Board wrap-up.
- Do you want students to move through your course material sequentially, non-sequentially, or a mixture of both?
 - ✓ Finally, it's easy to change things around if you want to change how things are organized... it's your course!
 - ✓ It is easy to set your course up for the entire semester once you have a plan. You can create your folders and menu/navigation links and build entire course, making links and content unavailable until you choose, or add content one week at a time, etc.
 - ✓ Don't forget to use the "copy" or "move" option with your content items. See the example in the screenshot below. When you click *Copy* or *Move*, a text box will ask you where, in your course, you want the item to be located. Easy!

