



Organize in 5.

Five Basic Steps to Start Organizing, Building, and Navigating Your Blackboard Course

The Edit Mode Button

Located on the top right side of your course. “On” means you are in instructor or edit mode. “Off” is the student perspective (no contextual arrows).

Reorder Items

Drag & drop to reorder announcements, menu items. When in content areas, reorder content items, etc.

Modify Items

Edit, Hide, or Delete. You can even copy or move content items to another area in the course (or to another course).

Add Content Areas

Click the big PLUS (+) button to add a content area, tool link (gradebook), course link (discussions), URL (website), etc. Add content from the menu panel now - no more going through layers of the control panel to add an assignment, test, folder, etc. Click your menu items to *BUILD CONTENT* (add folders, documents, multimedia, etc.), *CREATE ASSESSMENT* (assignment or test), or *ADD INTERACTIVE TOOL* (discussion forum, wikis, blog, journal, etc.). Explore!

The Control Panel

This is where you find all tools, including Discussion Board, SafeAssign, Grade Center, Groups, Tests/Surveys/Pools, Course Copy, and much more. Think of it like a dashboard. Your students do not see the Control Panel from their view.



Reminder: Make your course available before the semester starts: Control Panel > Customization > Properties > #3 Set Availability > Yes

Reminder: (To change your course “look”, go to Customization > Teaching Style, #3 Select Course Theme, and/or #4 Select Menu Style)
