

Blackboard Course Design – Manage Course Menu

INTRODUCTION

Blackboard is separated into several main areas, all of which you can customize for your course. Each of the main areas is listed on the toolbar of your Blackboard course page.

Before adding any new areas/links to your navigation, look through the default list that Blackboard provides you. This list is usually a good starting point when developing your course structure. Many of these areas may be quite suitable for your course materials. For example:

- **Announcements:** may be used to guide students through assignment sequence, and to remind them of deadlines.
- **Course Information:** may be used for your course description, learning goals, participation guidelines, grading policies, etc.
- **Staff Information:** may be used to post office hours, contact information, when and where TA's are available, etc.
- **Course Documents:** may be used for chapter descriptions, readings, lecture notes and handouts, quizzes, etc.
- **Assignments:** may be used in place of Course Documents, or in addition to hold readings and assignments with specific due dates.

ACCESS YOUR COURSE MENU

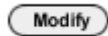
1. In the section of the Control Panel titled "Course Options", click on Manage Course Menu.



2. Blackboard's default navigation set will be displayed along with options to add, modify, and remove items from the navigation.

MODIFY A COURSE SECTION/AREA

1. Click the Modify button to the right of the section you wish to modify.



2. Blackboard will display the current information for that area and allow you to make edits to:

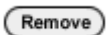
- the name and availability of the area
- guest and/or observer access
- availability for students

3. Click the Submit button.



REMOVE A COURSE SECTION/AREA

1. Click the Remove button to the right of the section you wish to remove from your course.



2. Blackboard will remind you that this is a permanent action. Click OK.

ADD A CONTENT AREA

1. Click the Add Content Area button to add a new section to the course.



You will be asked:

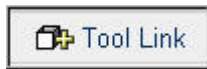
- to enter a name for the new content area
- if you want to allow guests and/or observers to access the material in this content area
- if you want to make the area available to student users

2. Click the Submit button.



ADD A TOOL LINK

1. Click the Add Tool Link button to add a direct link to a specific tool (i.e. Digital Drop Box, Discussion Board, Student Gradebook, etc.).



2. You will be asked:
 - to choose the type of tool you wish to add
 - to name the new tool link
 - if you want to allow guests and/or observers to access the material in this area (some tool areas automatically prevent guest/observer access this option will not appear for those tool areas)
 - if you want to make the area available to student users
3. Click the Submit button.

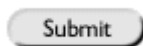


ADD A COURSE LINK

1. Click the Add Course Link button to add a direct link to a specific item within the course content.



2. You will be asked:
 - to enter a name for the course link
 - to browse for the course item you wish to link to
 - if you want to make the course link available to student users
3. Click the Submit button.



ADD AN EXTERNAL LINK

1. Click the Add External Link button to add a direct link to an outside web site (e.g. <http://www.amazon.com> or <http://www.uaf.edu>).



2. You will be asked:
 - to enter a name for the external link
 - to enter the URL (target) you wish to link to (make sure you type in the whole URL, including <http://>)
 - if you would like the web site to launch in a new window
 - if you want to make the external link available to enrolled students
3. Click the Submit button.

