CLEMSON
COMPUTING & INFORMATION TECHNOLOGY

Course Management Workflow
Blackboard Learn Essentials

Adding Content

Blackboard's course content creation and editing tools are now embedded throughout the course. Instructors can click the Edit Mode switch in the top right corner of any Blackboard Course Page. When the Edit Mode switch is set to "OFF" this indicates you are not in Edit Mode. Click "OFF" to turn Edit Mode "ON".

To edit items in a Course Content Area:

1. **Edit Mode** is "ON".
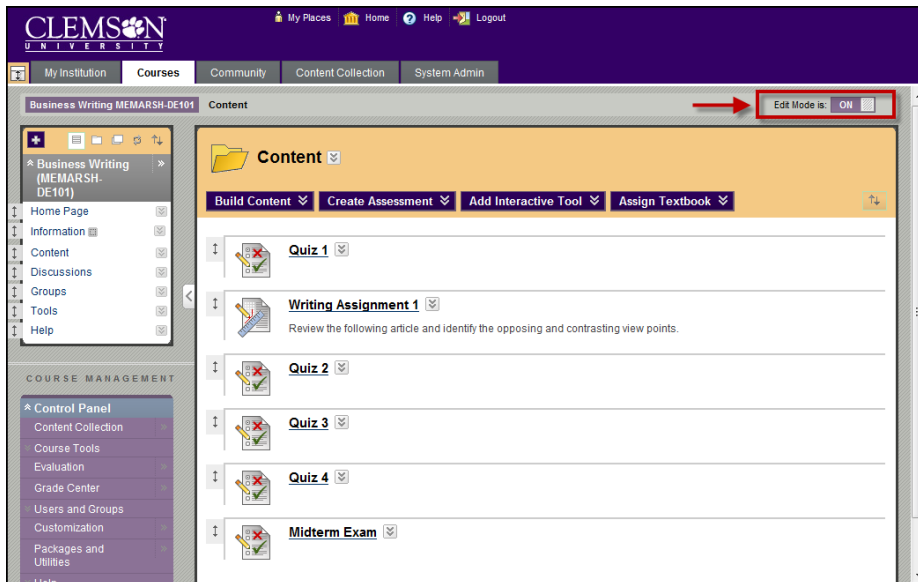
2. Click a Content Area in the menu to build content in.
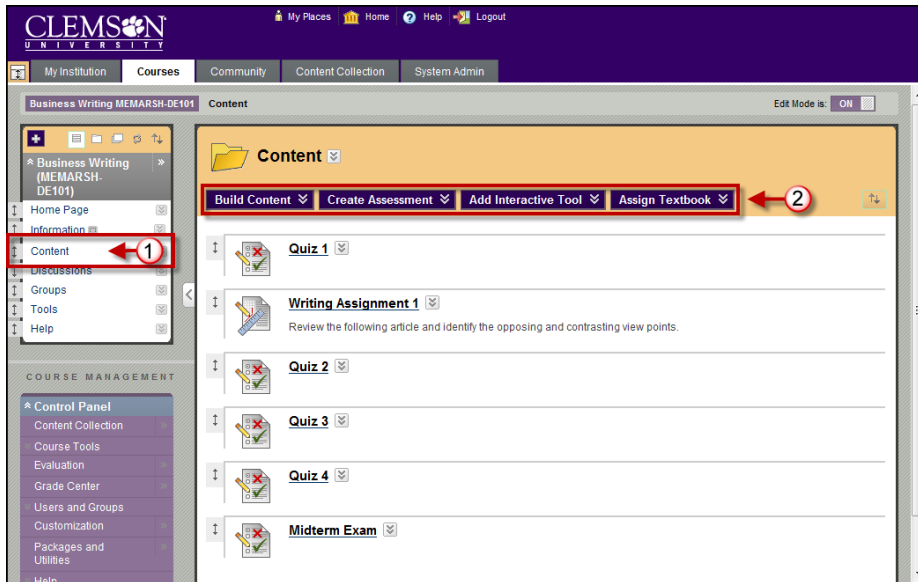
3. Add content by clicking a button on the toolbar.

   A. **Build Content** – allows you to create content such as files, text, and images. You can also add organizational elements such as folders, tools, external links, course links, learning modules, lesson plans, syllabus, links to tools and mashups from the Build Content action link.

   B. **Evaluate** – allows you to add tests, surveys and assignments.

   C. **Add Interactive Tool** – allows you to add groups and communication tools such as journals, wikis, blogs, Turnitin assignments, Echo Content, podcast feeds, discussion boards, virtual classrooms and chat sessions.

   D. **Assign Textbook** – allows you to list textbook information for the Course.
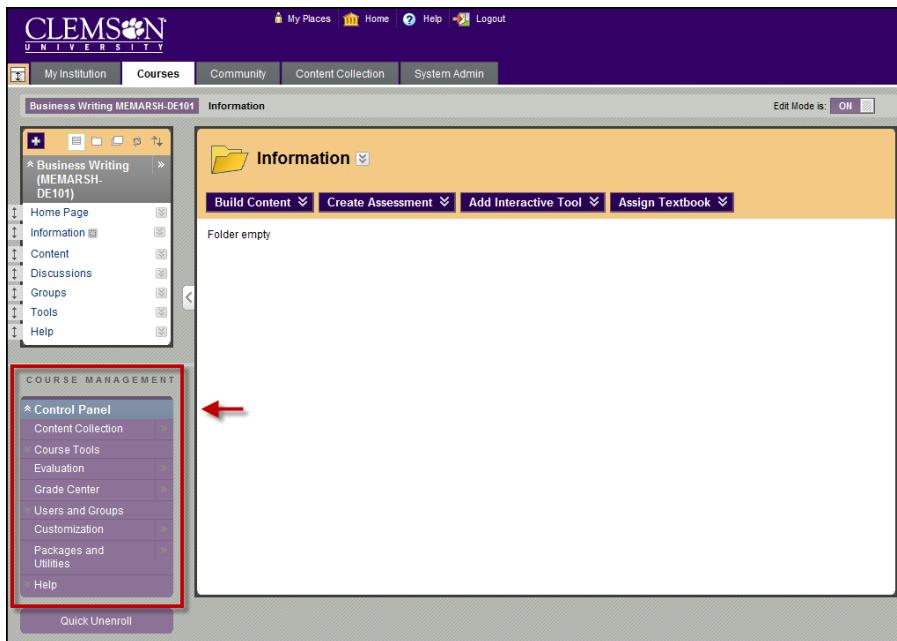
Course Control Panel

All Course administration is done through the Control Panel. This area is only available to users with one of the following defined roles:

- Instructor

- Teaching Assistant

- System Administrator

To access the Control Panel:

1. Navigate to your Blackboard Learn course.

2. The Control Panel is now incorporated into the menu structure.

3. Click the links in the Control Panel to modify course settings.

   A. **Content Collection** – provides the instructor access to all files stored in their Content Collection.

   B. **Course Tools** – Contains all the available tools that can be added to a Course. Once added, these tools can be administered from the Control Panel. These are all the items that were previously in the Control Panel in the Course Tools and Communications areas.

   C. **Evaluation** – Provides tools for tracking user performance and activity. Evaluation includes: Early Warning System, Performance Dashboard and Course Reports.

   D. **Grade Center –** Provides access to the Full Grade Center and Smart Views that have been saved as Favorites.

E. **Users and Groups** – List, enroll, edit and remove users from the Course. Create and administer formal groups of students to collaborate on work.

F. **Customization** – Change the properties of the Course such as its name and availability, Guest and Observer status, tool availability, and the appearance of the Course. Some of these features were previously found under Course Options.

G. **Packages and Utilities** – Import, Export, and Archive the Course, Copy all or part of the Course, or Delete selected course content and data from a course. Some of these features were previously found under Course Options.

H. **Help** – Offers support contacts and online documentation.

Editing and Organizing your Course Menu

Instructors have direct access to edit and organize their Course Menu and can easily drag-and-drop Menu items to change their order.

The Course Menu appears on the left side of a Course and contains links to materials and tools within the Course. The Instructor can customize the appearance of the Course menu and the content and tools available to users.

Course Menu Views

There are two ways to view the menu.

- **List View –** Displays top-level of Course Materials. Links may be displayed as buttons or text.
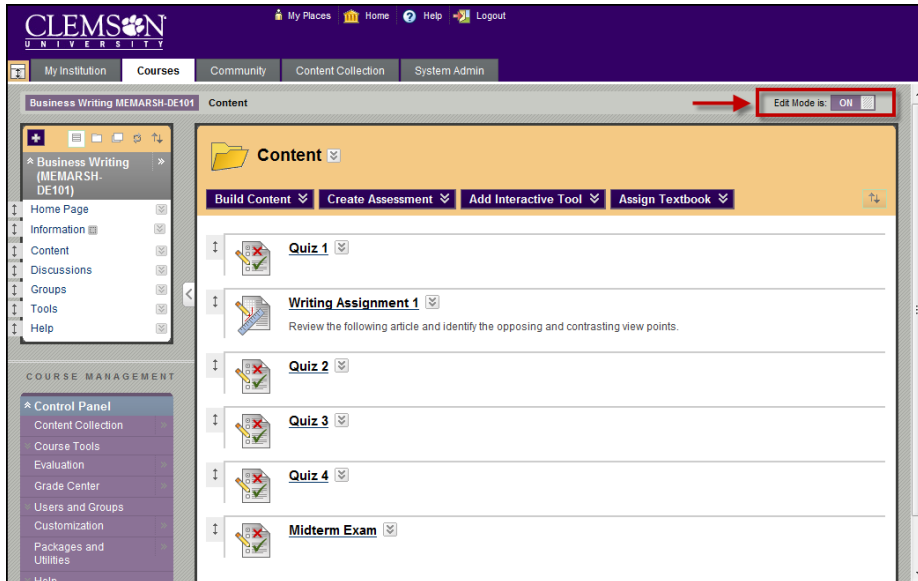- **Folder View –** Displays the Course materials in a hierarchy of Course navigation.
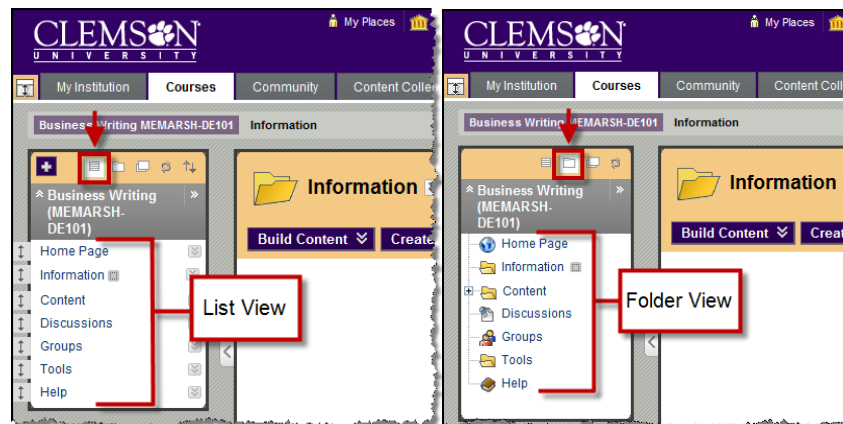
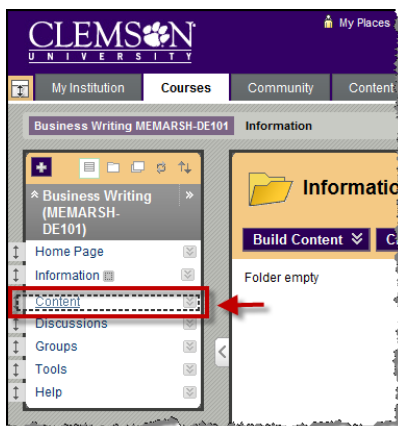# Reordering Course Menu items

Option A – Drag and Drop

To reorder Course Menu items:

1. **Edit Mode** is "ON".

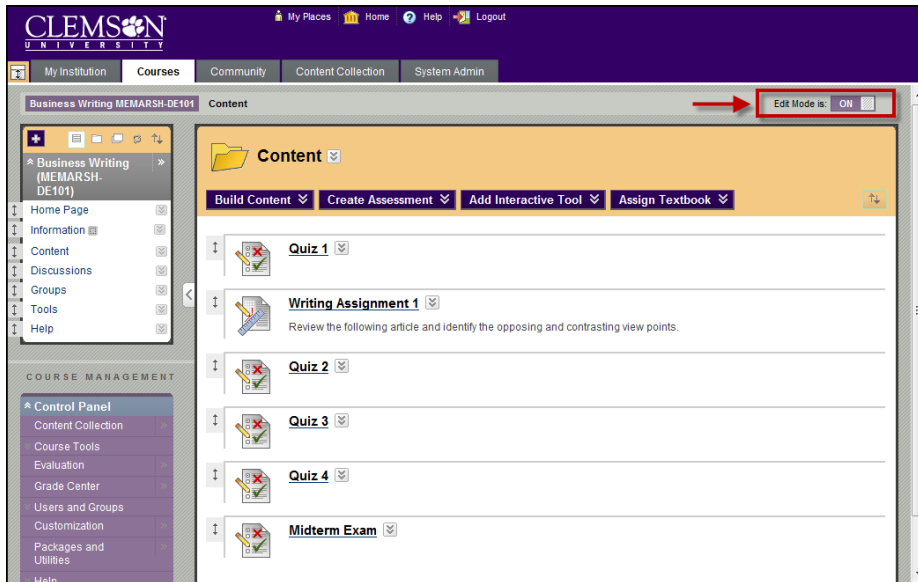2. Hover over the ⬍ (arrow icon) to the left of the menu item to reorder.

3. Then drag and drop the item to the desired location in the menu.
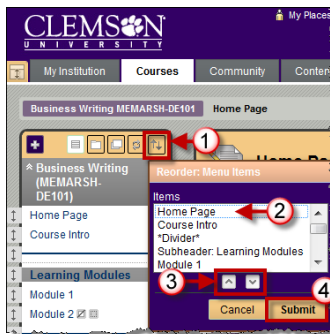
Option B – Keyboard Accessible Reordering

To reorder Course Menu items:

1. **Edit Mode** is "ON".

2. Click the **Keyboard Accessible Reordering: Menu Items** (⬆⬇)button.
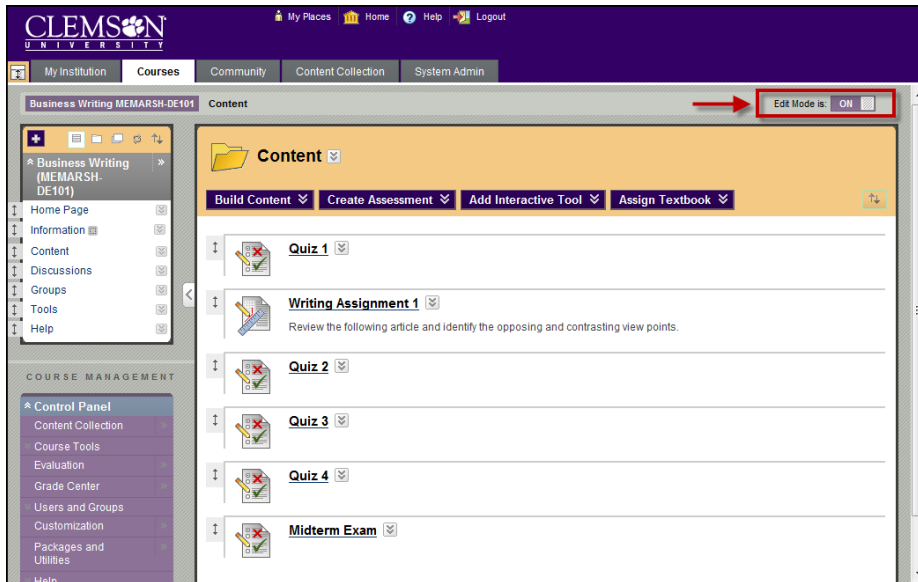

3. Select the menu item to move.

4. Use the up and down arrows to move the menu item.
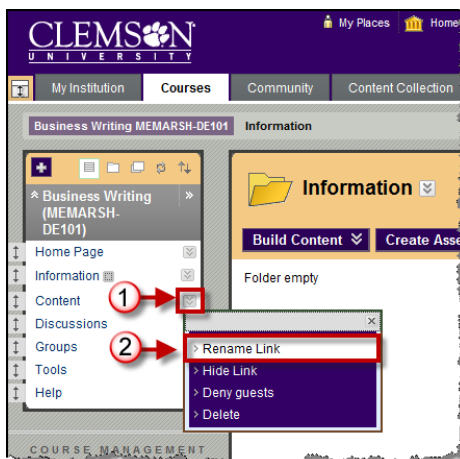
5. Then click **Submit**.

Rename Course Menu items

To rename Course Menu items:

1. **Edit Mode** is "ON".

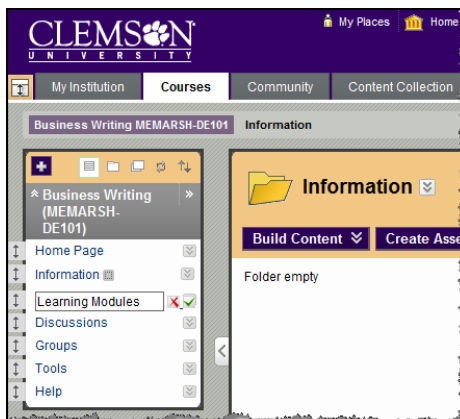2. Click the [chevron] (chevron) for the menu item you want to rename.

3. Select **Rename Link**.

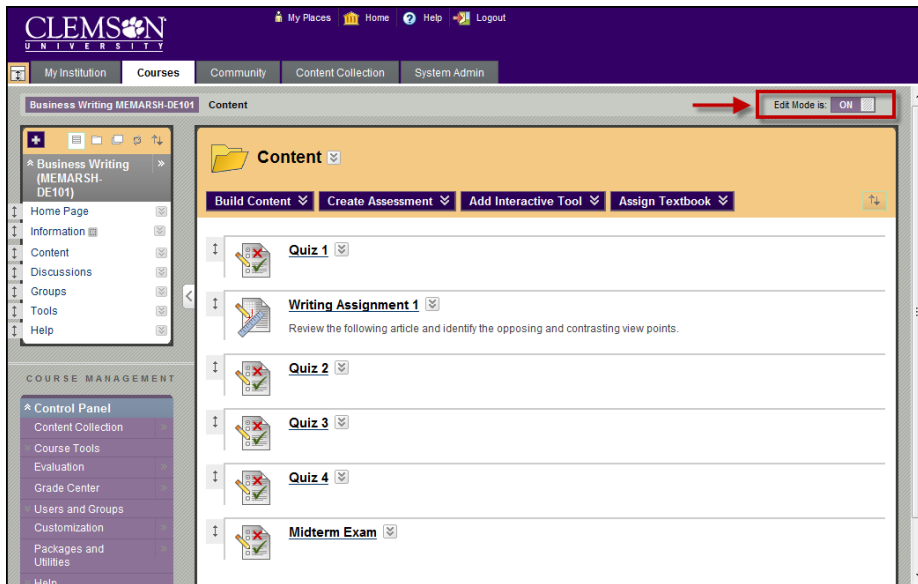4. Enter the new name for the selected menu item.
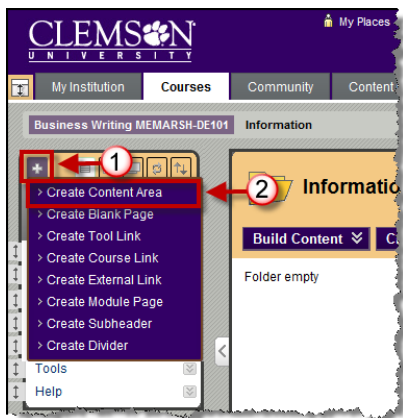

5. Then click [✓] (**Save**).

Add Content Area to Course Menu
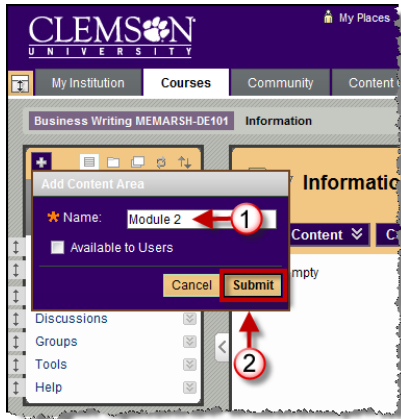
To add a Content Area to a Course Menu:

1. **Edit Mode** is "ON".

2. Hover over or click ➕ (**Add Menu Item**).

3. Select **Create Content Area**.

4. Enter the **Name** for the new Content Area.

5. To make this Content Area available to students, select the **Available to Users** checkbox.

6. Then click **Submit**.

   Note: Blackboard Learn now displays a confirmation note on the user's editing page whenever a task is completed; eliminating frequent "OK" confirmation page clicks. In some cases confirmation notes have been removed completely.
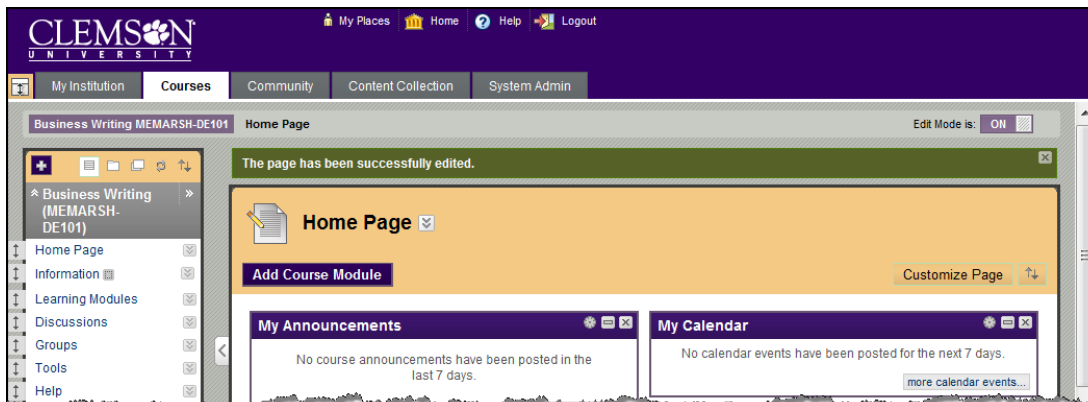
7. The new Content Area will be displayed at the bottom of the menu.

8. Use the drag-and-drop functionality to move the Content Area up or down in the menu.

   Note: Course Menu items that do not contain any content are automatically hidden from the students view but are always visible to the instructor in Edit Mode. The gray square icon indicates (▦) that the content area currently contains no content. Once content is added to a Course Menu item, Blackboard Learn automatically makes that Menu item visible to students.

   Note: The gray square icon with the slash through it (▨) indicates that the content area is not available to students. To change this setting, click the action link at the end of the menu item. Then select **Show Link**.