

Course Management Workflow

Blackboard Learn Essentials

Adding Content	1
Course Control Panel	3
Editing and Organizing your Course Menu	4
Course Menu Views	4
Reordering Course Menu items	5
Rename Course Menu items	6
Add Content Area to Course Menu	8

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".

			1	My Places 🔟 Home 🥑 Help 📲 Logout	
1	My Institution	Courses	Community	Content Collection System Admin	
	Business Writing ME	MARSH-DE101	Content		Edit Mode is: ON
	* Business Writing (MEMARSH-		🤁 Ca	tent 🛛	
1 1	DE101) Home Page Information III		Build Conte	Create Assessment V Add Interactive Tool	X Assign Textbook X
↓ ↓ ↓	Content Discussions	$\overline{\mathbf{x}}$	1	Quiz 1 🗟	
1 1 1	Groups Tools Help		1	Writing Assignment 1 🛞 Review the following article and identify the opposing and cont	rasting view points.
	COURSE MANAG	EMENT	1	Quiz 2 🗑	
	Content Collection Course Tools	*	1	Quiz 3 🗵	
			1	Quiz 4 🗑	
	Customization Packages and Utilities	*	1	Midterm Exam 逐	

2. Click a Content Area in the menu to build content in.

				My Places 🏦 Home 🥑 Help	Lagout		
1	My Institution	Courses	Community	Content Collection System	Admin		
	Business Writing ME	MARSH-DE101	Content			Edit Mode is: ON	Â
	* Business Writing (MEMARSH-		<u>)</u> Co	ntent 🛛			
Ĵ	DE101) Home Page		Build Conte	nt ≫ Create Assessment ≫	Add Interactive Tool ≽ Assign Textbook ≽	(←2) ा	
↑ ↓	Content	-0	1	Quiz 1			
1 1 1	Groups Tools Help			Writing Assignment 1 S Review the following article and ic	entify the opposing and contrasting view points.		
	COURSE MANAG	EMENT	1	Quiz 2			
	* Control Panel Content Collection Course Tools	*	1	Quiz 3 😵			
	Evaluation Grade Center Users and Groups	*	1	Quiz 4			
	Customization Packages and Utilities	1 A A	1	Midterm Exam 😻			
	∀ Heln						

- 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.

CLEMS		â	My Places ่ 🍿 Home	🕜 Help 📲 Logo	ıt		
My Institution	Courses	Community	Content Collection	System Admin			
Business Writing I	MEMARSH-DE101	Information					Edit Mode is: ON
* Business Writin (MEMARSH- DE101)	ng »	Build Conter		ssment 🏾 🖉 Add I	nteractive Tool. X	Assign Textbook ≫	
 ↓ Home Page ↓ Information III 	X	Folder empty				- Hangin Formbook	
Content Discussions							
Groups Tools							
1 Help							
COURSE MANA	GEMENT						
* Control Panel Content Collectio	n 🛛 🔛	-					
Course Tools Evaluation							
Grade Center Users and Group	s						
Customization Packages and Utilities	> >						
 Help 							
Quick Unen	roll						

- 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

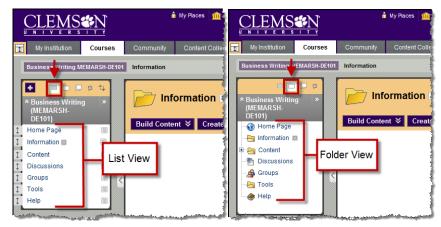
Instructors have direct access to edit and organize their Course Menu and can easily drag-and-drop Menu items to change their order.

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".

	🛔 My Places 🏦 Hame 🕢 Help 📲 Legout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Content	*
* Business Writing * (MEMARSH- DE101)	Content S	
🗘 Home Page 🛛 🕅	Build Content ★ Create Assessment ★ Add Interactive Tool ★ Assign Textbook ★	
	û Quiz 1 ⊗	
	Image: Writing Assignment 1 Image: Writing Assignment 1 Review the following article and identify the opposing and contrasting view points.	=
COURSE MANAGEMENT	1 Quiz 2 3	
Content Collection >>	1 Quiz 3 🗟	
Evaluation Grade Center Users and Groups		
Customization Packages and Utilities	1 Midterm Exam	-

2. Hover over the 1 (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.

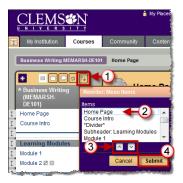
Option B – Keyboard Accessible Reordering

To reorder Course Menu items:

1. Edit Mode is "ON".

	🕯 My Paces 🧰 Home 🔗 Heb 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Content	-
	Content 🛛	
1 Home Page 🛛	Build Content V Create Assessment V Add Interactive Tool V Assign Textbook V	
1 Information 1 Content 2 Discussions	1 Quiz 1 🛛	
t Groups t Tools t Help S	Image: Writing Assignment 1 Image: Writing Assignment 1 Review the following article and identify the opposing and contrasting view points.	≡
COURSE MANAGEMENT		
* Control Panel Content Collection	1 Quiz 3 🕅	
Evaluation Grade Center Users and Groups	û Quiz 4 ⊗	
Customization Packages and Utilities Heln	1 Midterm Exam 🗵	+

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



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

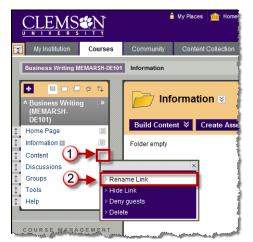
Rename Course Menu items

To rename Course Menu items:

1. Edit Mode is "ON".

	🍐 My Places i 🏦 Ho	Mome 🕜 Help 📲 Logout
My Institution Courses	Community Content Collection	tion System Admin
Business Writing MEMARSH-DE101	Content	
Business Writing MEMARSH- DE101)	Content 🛛	
1 Home Page 🛛	Build Content	Assessment ♦ Add Interactive Tool ♦ Assign Textbook ♦
1 Information □	û <u>Quiz 1</u> ≥	
Croups Groups Tools Help	Writing Assign Review the following	Inment 1 🕑 wing article and identify the opposing and contrasting view points.
COURSE MANAGEMENT	û <u>Quiz 2</u> ⊠	
Control Panel	û Quiz 3 ≥	
Evaluation Grade Center Users and Groups	û <u>Quiz 4</u> ⊗	
Customization Packages and Utilities	1 Midterm Exam	<u>m</u> 🖲

2. Click the (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 $\boxed{}$ (Save).

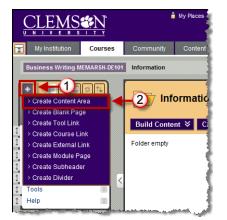
Add Content Area to Course Menu

To add a Content Area to a Course Menu:

1. Edit Mode is "ON".

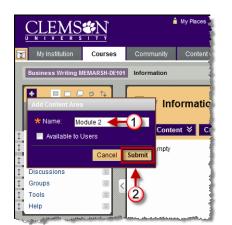
	🛔 My Places 🍿 Home 🕢 Help 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Content	-
Business Writing (MEMARSH. DE101) Home Page	Content ≅ Build Content ∛ Create Assessment ∛ Add Interactive Tool ∛ Assign Textbook ∛ ™	
	1 Quiz 1 🛛	
t Groups ⊗ t Tools ⊗ t Help ⊗	Image: Writing Assignment 1 Image: Note that the opposing and contrasting view points.	E
COURSE MANAGEMENT	1 Quiz 2 3	
Content Collection		
Evaluation Grade Center Users and Groups	1 Quiz 4 🗵	
Customization Packages and Utilities	1 Midterm Exam 🗵	÷

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.

CLEMSON UNIVERSITY				â	My Places 🍿 Home	🕜 Help 📲 Log	out			
1	My Institution	Courses	C	ommunity	Content Collection	System Admin				
	Business Writing Mi	EMARSH-DE	101 H	ome Page					Edit Mode is: ON	-
	🛨 🗉 🗆 🗆	¢ 14	Т	ie page has bi	een successfully edited	I.			×	
	* Business Writing (MEMARSH- DE101)	g »		Hor	ne Page 🗵					
↓ ↓	Home Page	X		Add Course	Module				Customize Page 斗	Ш
ţ	Learning Modules	\otimes								
ţ	Discussions	×		My Annour	ncements		* 🗆 🛛	My Calendar	* 🗆 🛛	
	Groups Tools Help		<	No cou	urse announcements ha last 7 day:		ie	No calendar events have been p	osted for the next 7 days. more calendar events	

- 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 (ID) 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 (\square) 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**.