

Blackboard

Blackboard Course Environment

Once you are inside of a course, there are three main parts of the course environment – the **Course Menu**, **Control Panel**, and the **Content Area**, all of which are described below.

Notice the **Edit Mode** button in the upper right corner. This button needs to be set to 'On' if editing or modifying the course. Toggling it to the 'Off' position allows an instructor to view the course as a student.

The screenshot displays the Blackboard course interface for 'AS.271.107.01.SP19 Introduction to Sustainability'. At the top, the course title and 'Home Page' are visible. In the upper right corner, there are buttons for 'Student Preview', 'Course Availability', and 'Edit mode' (set to 'ON').

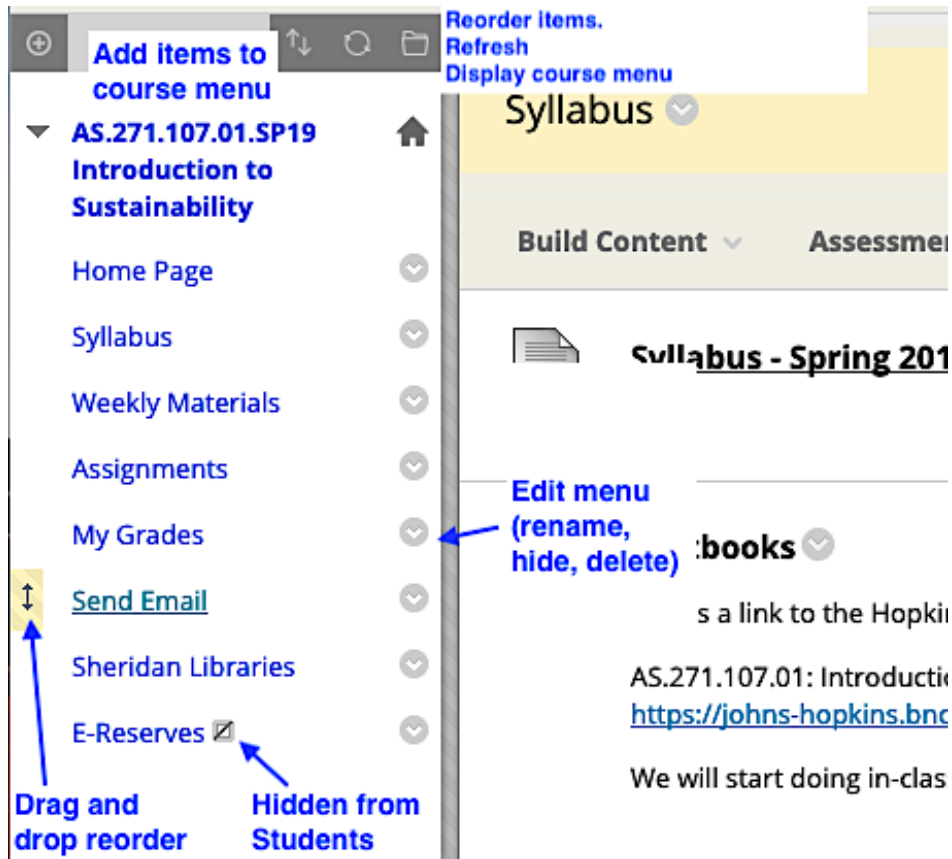
The left sidebar contains the 'Course Menu' and 'Control Panel'. The 'Course Menu' includes links to 'Home Page', 'Syllabus', 'Weekly Materials', 'Assignments', 'My Grades', 'Send Email', 'Sheridan Libraries', 'E-Reserves', and 'Help'. The 'Control Panel' includes 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. A 'Course Management (hidden from students)' section is also present.

The main content area features a header with a solar panel image and the course title 'Introduction to Sustainability'. Below this is a 'Home Page' section with an 'Add Course Module' button and a 'Customize Page' option. The 'My Announcements' section shows a review session announcement for Thursday, May 9, 12:15 to 1:15 in Olin 305. The 'To Do' section includes 'What's Past Due' (All Items: 0) and 'What's Due' (Today: 0) with a date selector set to 05/08/2019.

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Course Menu at a Glance:

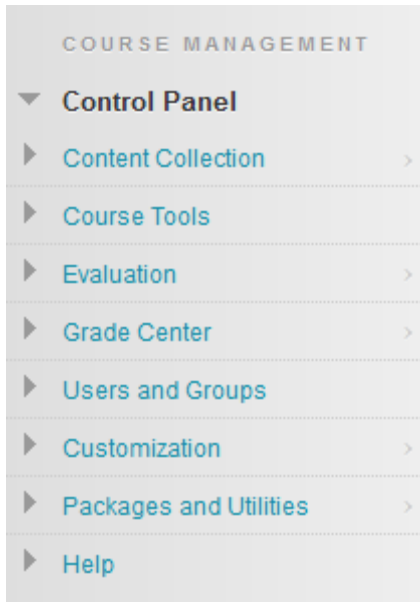
The course menu, located in the upper left part of the screen, is what students use to navigate through the course. It is completely customizable; links can easily be added, deleted, renamed, and reordered according to the instructor's preferences.



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Control Panel at a Glance:

The control panel, located in the lower left part of the screen, is where all of the course administration takes place. It is not available or visible to students. The panel can be expanded or collapsed by clicking on the top 'Control Panel' button.



Content Collection - links to the directory of files that have been added to the course

Course Tools - expands a menu listing all of the tools (Announcements, Blogs, Send E-Mail, etc.) available to the instructor

Evaluation - provides links to the performance dashboard, tracking reports, and early warning system features

Grade Center – links to the online grade book

Users and Groups - provides links enabling the instructor to add Blackboard users to a course or to create groups within a course

Customization - allows properties and style/appearance options to be set, as well as what course tools are available to the students

Packages and Utilities – allows the instructor to export and import course material, including the Course Copy feature

Help – links to Blackboard help resources

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Content Area at a Glance:

The content area, the main part of the screen, is where course content is displayed to students. Instructors may add a number of different types of content to course content areas. In this example, folders with course material have been added to the content area, as well as an external link and a link to a discussion forum.

The screenshot shows the Blackboard Course Content interface. At the top, there is a yellow header with the text "Course Content" and a dropdown arrow. Below this is a dark grey navigation bar with four menu items: "Build Content", "Assessments", "Tools", and "Publisher Content", each with a dropdown arrow. To the right of these menus is a vertical bar with a double-headed arrow icon. The main content area lists four items: "Week One" (folder icon), "Week Two" (folder icon), "Google Maps" (document icon with a globe), and "Readings Discussion" (document icon with a speech bubble). A vertical yellow bar is on the left side of the content area. Four callout boxes provide explanations: 1. A box pointing to the top navigation bar states: "Action bar which allows you to add various types of content to a content area". 2. A box pointing to the folder icons states: "Allows you to drag and drop to reorder items (icon appears when hovered over with mouse)". 3. A box pointing to the double-headed arrow icon states: "Allows you to use the keyboard to reorder items". 4. A box pointing to the "Readings Discussion" item states: "Expands item options allowing you to edit, copy, delete, or set adaptive release properties on an item (icon appears when hovered over with mouse)".

Course Content ▾

Build Content ▾ | Assessments ▾ | Tools ▾ | Publisher Content ▾ | ↑↓

Week One

Week Two

Google Maps
Use this link to locate the areas of the world that we will be studying this semester.

Readings Discussion ▾

Action bar which allows you to add various types of content to a content area

Allows you to drag and drop to reorder items (icon appears when hovered over with mouse)

Allows you to use the keyboard to reorder items

Expands item options allowing you to edit, copy, delete, or set adaptive release properties on an item (icon appears when hovered over with mouse)