

Blackboard basics – content management

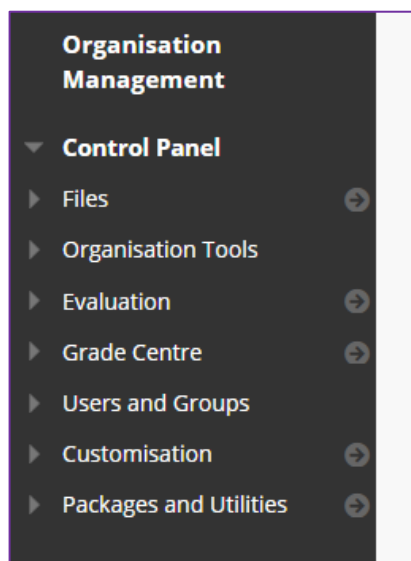
This document explain basic Blackboard tools.

ONE – Introduction

All Blackboard courses have a similar layout. There is menu in the left column with different links to each area in your course. Each area then holds your content which will display in the body of the page. There is also a control panel with all the tools and facilities you need to manage your Blackboard course.



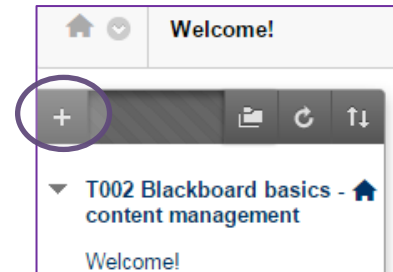
Control Panel



TWO - The Blackboard menu

1. Create new menu items

Create a new content area menu item by clicking on the plus sign at the top of the left-hand menu. This will automatically be empty in new Blackboard spaces. Give the menu item a name.



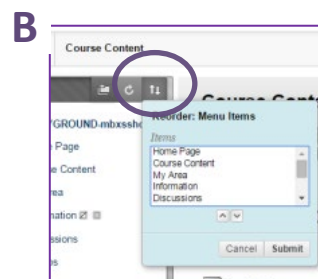
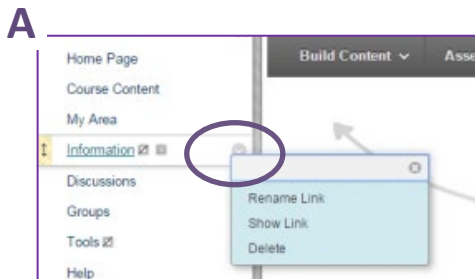
NB. If you have any items on the left hand menu which display a grey box, this means they are empty.

2. Hide a menu item

Hide the menu item by using the dropdown action menu. What is the symbol that shows the item is hidden?

3. Move your menu item

A. Find the drag handle and move your menu item to a different location in the menu. Alternatively you can use the reorder buttons at the top of the menu. **B**



4. What do the students see?

Use Edit Mode=OFF to check whether students can see your menu items. This is a quick check for seeing the setting available to the students. The two arrows around the green circle, turns your account into a student preview account for a short period. This is useful if you want to try activities out before you make the information visible to your students.

