

Blackboard Learn (Release 9)



EMORY
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Services

Getting Started in the Course Environment

- 1. Edit Mode:** Toggle from Instructor view (ON) to Student view (OFF). **Edit Mode must be set to ON in order to make changes to the course.**
- 2. Edit Course Menu:** Hover over the "+" icon to Create Content Areas, Add Tool Links (ie: Course Home Page), Course Links or Create Subdividers. The Course Menu is usually arranged by subject or the order in which Students will progress through the course.
- 3. Drag and Drop arrows (↑ ↓):** Click and drag menu items to reorder the Course Menu.
- 4. Double down arrows (∨):** Edit, hide or delete a Course Menu Link.
- 5. Control Panel:** Manage content, tools, features, and the appearance of your course or organization. Accessible to users with Instructor, TA, or Course Builder privileges. Privileges are assigned by the instructor (or site manager). Students do not see the Control Panel.
- 6. Add Course Module:** Customize the Course Home Page by adding or removing modules. Module examples include Alerts, To Do, My Calendar, What's New, Report Card.
- 7. Menu Arrow:** Hide or show the Course Menu.
- 8. Home Page:** Edit the Course Home Page; add a page title and/or page banner.
- 9. My Places:** Manage Notifications and change Personal Preferences, such as uploading a picture (Avatar).
- 10. Customize Page:** Change the color of the Modules.
- 11. Drag and Drop Modules:** Drag and Drop Modules to reposition on the Home Page.

The screenshot displays the Blackboard Learn course environment interface. The top navigation bar includes the Emory University logo, "Learning Management", and user options like "My Places", "Home", "Help", and "Logout". A search bar is located in the top right. Below the navigation bar, there are tabs for "My Emory", "Courses", "Community", "Help", and "Scholar". The main content area is titled "Bb9 Documentation Home Page". On the left, a "Course Management" sidebar contains a "Control Panel" (5) and a "Bb9 Documentation" menu (2) with items like Home Page, Announcements, Content, Discussions, Tools, and Help. The main area features several modules: "Home Page" (8) with an "Add Course Module" button (6); "My Announcements" (7) showing no recent announcements; "My Calendar" (11) showing no upcoming events; "To Do" (7) with sections for "What's Past Due", "What's Due" (with a date selector for 04/21/2010), and "Nothing Due Today"; and "What's New" (11) listing assignments like "Week One Written Report", courses/organizations, discussion boards, and tests like "Quiz One". A "Customize Page" button (10) is in the top right of the main area. The bottom right shows the "Alerts" section. The page footer indicates "Last Updated: April 21, 2010 03:17 PM".