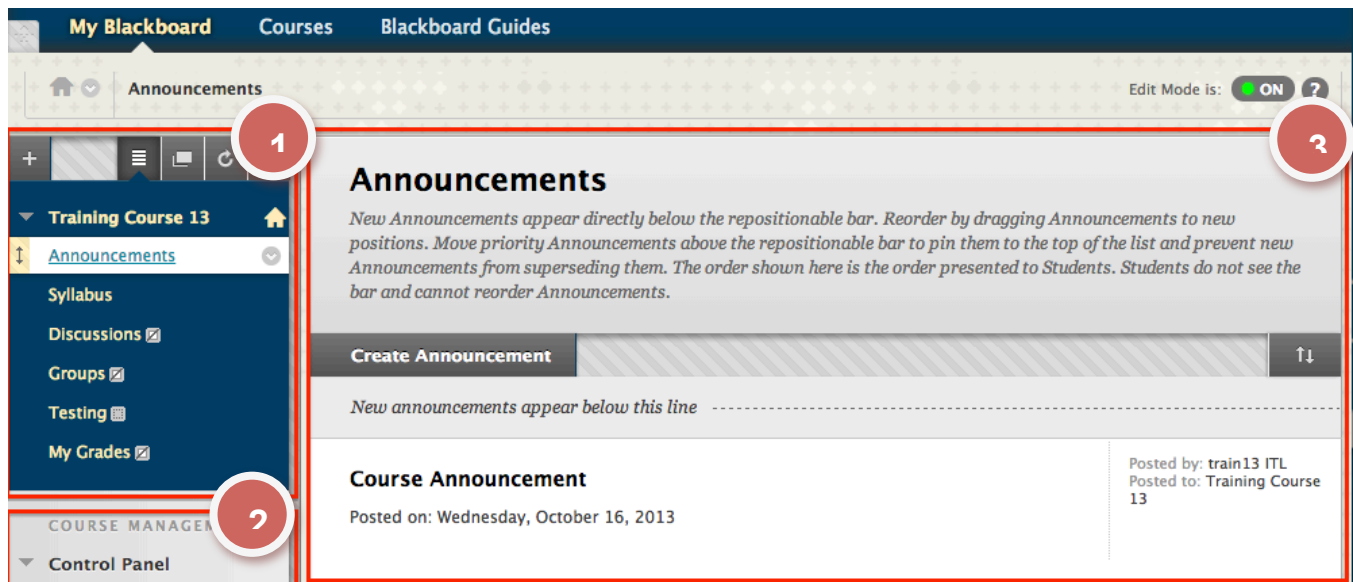


Managing the Blackboard Course Environment

*Three Main Areas of the Course Environment*

- 1 Course Menu:** This is the central navigation hub for the course. When Edit Mode is on **Edit Mode is: ON**, the instructor can use the menu to choose where to add course materials, communication tools and assessments. Also, one can add Menu items by clicking the **+** icon in the upper left corner of the Menu.
- 2 Control Panel:** Full controls of your course appear directly below the Course Menu. Here, an instructor can change settings for the course, adjust the look and feel of the course pages, access the Grade Center and communicate with students.
- 3 Main Frame:** The frame to the right of the course menu is driven by navigation choices made on the Course Menu. When one clicks on a Content Area on the Menu, the content will appear in the Main Frame. When a tool is selected from the Menu, this is the frame where the tool will be used.

Highlights of Typical Use

- Contextual Controls:** (a.k.a., Action Link or Arrow icon) are the drop-down lists that provide additional actions associated with the item its next to, like editing an item.
- Drag-and-Drop:** Course Menu items can be simply moved up or down by clicking, dragging and dropping this icon next to the item you wish to move.