Managing a Blackboard Course
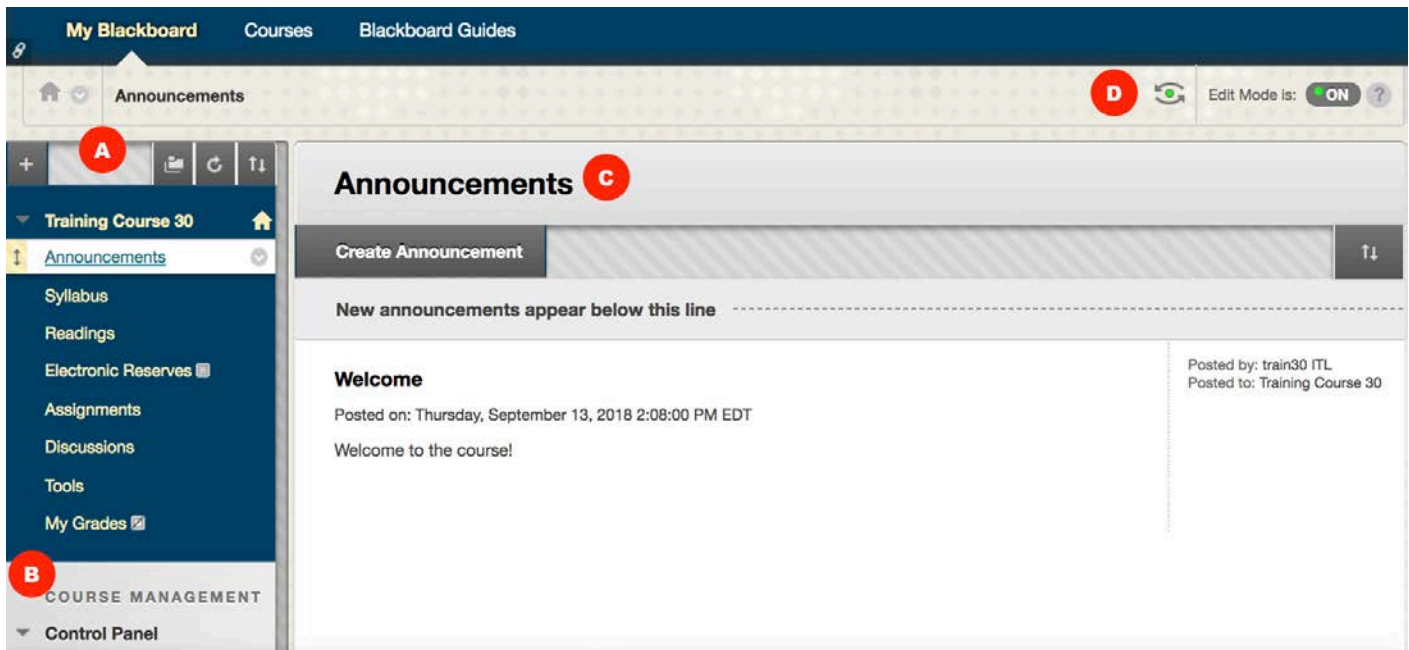
A   **Course Menu:** Students' access point for all course content. Some links are included in the menu by default; however, when *Edit Mode is ON*, you can modify or delete these or add your own. You can also customize its appearance and include subheaders and divider lines to help visually organize the links.

B   **Control Panel**: Your access point for course management functions, such as grades, course style, course tools, and groups. Click the arrows next to each section to expand or collapse the area. Students don't see the Control Panel.

C   **Content Frame:** The content displayed in the frame to the right of the course menu is driven by the navigation choices you make on the Course Menu. When you select a link in the Course Menu, the Content Area or Tool displays here.

D   **Student Preview Mode**: Click to review course content and experience your course as a student.

Course Management Controls

Options Menu: Click to show a drop-down menu of options associated with the item its next to, like editing or deleting.

Re-order: Move items up or down by clicking, dragging, and dropping this icon next to it. You can also use the move arrows to re-order content.

Create: Click to add links to the Course Menu like Content Areas, Tools, and dividers.

Indicates a Content Area is empty and not available to students. If there are Content Areas to which you have not uploaded course materials, they are hidden automatically from students.

Indicates the link is hidden from students. When you "hide" a menu link, it is not available to students.