

Blackboard 9 Entry Page and Course Menu Guide

When you login into Blackboard 9 you will find the content in the UTHSC-H page contains the same information that you have in Blackboard 8.

Blackboard 8

The Blackboard 8 interface features a top navigation bar with tabs for UTHSC-H, Courses, Organizations, Blogs and Wikis, Services, and System Admin. Below the navigation, a welcome message reads "Welcome, Deborah". The main content area is divided into three columns: Tools, My Announcements, and My Courses. The Tools column includes links for Announcements, Calendar, Tasks, Send E-mail, User Directory, Address Book, Personal Information, and View Grades. The My Announcements column shows a message: "No system announcements have been posted in the last 7 days." Below this, two course sections are listed: "Spring 2010 N3523-100: Adult Healthcare II and Gerontology" and "Spring 2010: N3526-M: Psychiatric & Mental Healthcare". The My Courses column lists "Courses you are teaching:" including CEIR Course Template, Dummy 3, Faculty Blackboard Essential, and SON Student Orientation at.

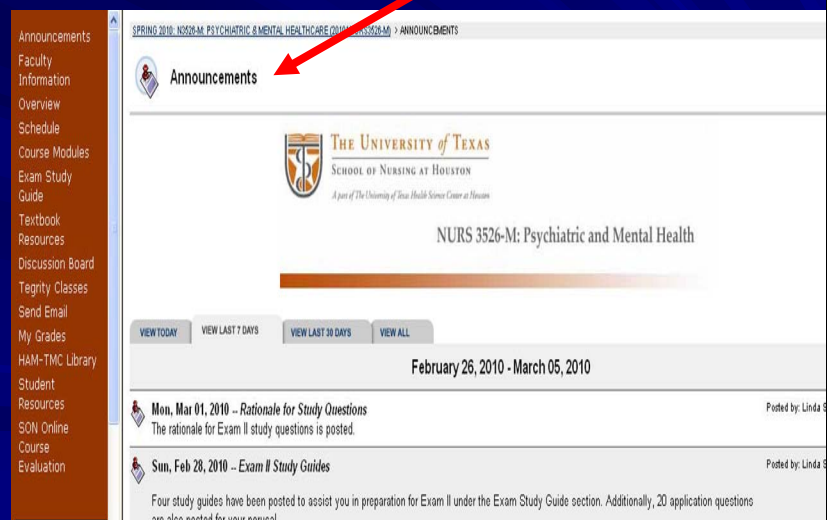
Blackboard 9

The Blackboard 9 interface features a top navigation bar with tabs for UTHSC-H, Courses, Organizations, Blogs and Wikis, Services, and System Admin. Below the navigation, a "Notifications Dashboard" is displayed with an "Add Module" button. The dashboard is divided into several sections: Tools, My Announcements, My Calendar, Quick Tutorials Catalog, Blackboard Tip of the Day, and Alerts. The Tools section includes links for Announcements, Calendar, Tasks, Send E-mail, User Directory, Address Book, Personal Information, and View Grades. The My Announcements section shows a message: "No Institution Announcements have been posted in the last 7 days." Below this, a "My Calendar" section states: "No calendar events have been posted for the next 7 days." The Quick Tutorials Catalog section includes a link to "Join the 'Everything Blackboard' Organization". The Alerts section shows a message: "This Organization is managed by the Blackboard administrator, and contains helpful tips for getting the most out of Blackboard. It includes: Sample tests, Free downloads of MS Office viewers, Discussion boards to ask questions of the RR Administrator." The My Courses section lists "Courses you are teaching:" including 3801W Health Assessment, CEIR Course Template, Deborah's Blackboard 9 Te, Dummy 3, Faculty Blackboard Essential, Fall 09 N6802-100: Ethics an, Fall 09: N3814W-100 Psychi, SON Student Orientation a (unavailable), Spring 09 N3816W-100: Co, Spring 09 N6158W-100: Le, Practice, Spring 09 N6159W-100: He, Management, Spring 09 N6225-100: Acute, Spring 09 N6551-100: Diagn, and Spring 09 N6625B100: Psyc.

The Course Home Page in Blackboard 8 and Blackboard 9 both open to the Announcements page. The course menu in Blackboard 8 is locked. The course menu in Blackboard 9 has a very different in look and feel than Blackboard 8.

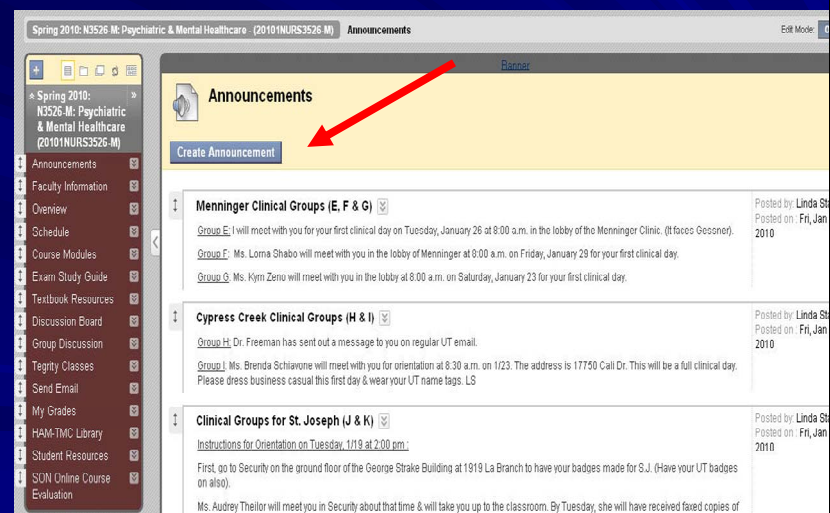
This guide will provide an overview of how to use the course interface functions to complete several common course tasks. These tasks include how to: change course menu items, reorder menu items, add course content areas, add announcements, upload a file and change the course menu view by collapsing and expanding the menu to change the work area view and size.

Blackboard 8



The screenshot shows the Blackboard 8 interface for the course 'NURS 3526-M: Psychiatric and Mental Health'. On the left is a vertical navigation menu with items like 'Announcements', 'Faculty Information', 'Overview', 'Schedule', 'Course Modules', 'Exam Study Guide', 'Textbook Resources', 'Discussion Board', 'Tegrity Classes', 'Send Email', 'My Grades', 'HAM-TMC Library', 'Student Resources', 'SON Online Course', and 'Evaluation'. The main content area features the university logo, the course title, and a date range of 'February 26, 2010 - March 05, 2010'. Below this, there are two announcement entries: 'Mon, Mar 01, 2010 - Rationale for Study Questions' and 'Sun, Feb 28, 2010 - Exam II Study Guides'. A red arrow points to the 'Announcements' link in the top navigation bar.

Blackboard 9



The screenshot shows the Blackboard 9 interface for the same course. The layout is more modern and spacious. On the left is a vertical navigation menu with items like 'Announcements', 'Faculty Information', 'Overview', 'Schedule', 'Course Modules', 'Exam Study Guide', 'Textbook Resources', 'Discussion Board', 'Group Discussion', 'Tegrity Classes', 'Send Email', 'My Grades', 'HAM-TMC Library', 'Student Resources', and 'SON Online Course Evaluation'. The main content area features a 'Create Announcement' button and three announcement entries: 'Menninger Clinical Groups (E, F & G)', 'Cypress Creek Clinical Groups (H & I)', and 'Clinical Groups for St. Joseph (J & K)'. A red arrow points to the 'Create Announcement' button.

In Blackboard 8 the course menu is locked, so making changes to the menu requires going through the Control Panel, selecting the Manage Course Menu, clicking the Modify button and changing the individual menu item. In Blackboard 9, all of the changes to the course menu are done from the course home page view. In Blackboard 9, make sure that the Edit switch is on. Then use the Double Downward Arrows to select the menu item you want to change. Click the Double Downward arrows to activate the drop down editing menu and change the menu item. In Blackboard 9, fewer steps are needed to complete tasks and there is no need to leave the course home page view to work on the course.

The screenshot displays the Blackboard 9 course home page for 'Spring 2010: N3526-M: Psychiatric & Mental Healthcare - (20101NURS3526-M)'. The page is in 'Edit Mode: ON'. On the left, a course menu is visible with items like 'Announcements', 'Faculty Information', 'Overview', 'Schedule', 'Course Modules', 'Exam Study Guide', 'Textbook Resources', 'Discussion Board', 'Group Discussion', 'Tegrity Classes', 'Send Email', 'My Grades', 'HAM-TMC Library', 'Student Resources', and 'SON Online Course Evaluation'. A red arrow points to the 'Announcements' menu item. In the main content area, there is a 'Create Announcements' button and a list of announcements. A red arrow points to the 'Create Announcements' button. Another red arrow points to a dropdown menu for 'Clinical Groups (E, F & G)' with options: 'Rename Link', 'Hide Link', and 'Delete'. The announcements list includes 'Clinical Groups (E, F & G)', 'Cypress Creek Clinical Groups (H & I)', and 'Clinical Groups for St. Joseph (J & K)'. Each announcement includes details about clinical days and orientation. A red arrow in the top right corner points to the 'Edit Mode: ON' button.

Set up and Manage the Course Menu Video:

<http://www.youtube.com/watch?v=Fifm8OSnK7U&feature=Playlist&p=5FB2E88027A3E879&index=7>

Changing the order of the links or items in the course menu in Blackboard 8 required using the Control Panel, using the Manage Course Menu, and modifying and reordering the items. In Blackboard 9, rearranging course menu items is much easier. The organizational tasks can be done in the course menu.

The screenshot shows the Blackboard 9 interface for a course titled "Spring 2010: N3526-M: Psychiatric & Mental Healthcare - (20101NURS3526-M)". The course menu is visible on the left, and the "Announcements" section is highlighted. A red arrow points to the "Edit Mode" switch in the top right corner, which is currently set to "ON". Another red arrow points to the "Course Menu" icon in the top left corner. A third red arrow points to the "Reorder: Menu Items" dialog box, which is open and shows a list of items: "Announcements", "Faculty Information", "Overview", "Schedule", and "Course Modules". The "Submit" button is highlighted in blue. A text box on the right side of the screenshot states: "Edit switch must be in the on position to change or edit course content." A text box at the bottom of the screenshot states: "Reordering menu items can be done in 2 ways. Use the Course Menu icon to activate the Reorder items options menu or use the Double Arrows at the left of the course menu to Drag-N-Drop items to the desired position."

Spring 2010: N3526-M: Psychiatric & Mental Healthcare - (20101NURS3526-M) Announcements Edit Mode: **ON**

Announcements

Create Announcement

Reorder: Menu Items

Items

- Announcements
- Faculty Information
- Overview
- Schedule
- Course Modules

Cancel Submit

Posted by: Linda Stafford
Posted on : Fri, Jan 15, 2010

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Posted on : Fri, Jan 15, 2010

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Reordering menu items can be done in 2 ways. Use the Course Menu icon to activate the Reorder items options menu or use the Double Arrows at the left of the course menu to Drag-N-Drop items to the desired position.

Edit switch must be in the on position to change or edit course content.

Adding an Announcement in Blackboard 8 required going through the Control Panel, selecting the Announcements menu, clicking Add Announcement, filling in the form, and clicking the submit and OK buttons. In Blackboard 9, creating an announcement can be done right in the course entry page. To create an announcement, simply click the Edit switch to on, click the Announcements button in the Course Menu, then click the Create Announcement button, fill in the form, and click submit. The OK button is gone in Blackboard 9.

The screenshot shows a Blackboard 9 course page for 'Spring 2010: N3526-M: Psychiatric & Mental Healthcare - (20101NURS3526-M)'. The 'Announcements' section is active, displaying a list of announcements. The 'Edit Mode' switch is set to 'ON'. A red arrow points to the 'Edit Mode' switch, and another red arrow points to the 'Create Announcement' button. The course menu on the left includes 'Announcements', 'Faculty Information', 'Overview', 'Schedule', 'Course Modules', 'Exam Study Guide', 'Textbook Resources', 'Discussion Board', 'Group Discussion', 'Tegrity Classes', 'Send Email', 'My Grades', 'HAM-TMC Library', 'Student Resources', and 'SON Online Course Evaluation'.

With Edit switch must be in the on position to change or edit course content.

Adding content areas in Blackboard 8 required using Edit/View links on each course content page or using the Control Panel and separate functional menus. In Blackboard 9, the Edit switch must be on. You can add new content menu areas using the Plus Sign and drop down menu options. To add content to the content areas use Create Item, Build, Evaluate, Collaborate, or More buttons with the individual drop down menu options available with each button.

The screenshot shows the Blackboard 9 interface for a course. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout'. Below that, the course name 'Spring 2010: N3526-M: Psych' is visible. The main area is titled 'Course Modules' and contains a list of modules with folders and links. A 'Create Item' button is highlighted, and a dropdown menu is open, showing options like 'Create Folder', 'Create External Link', 'Create Course Link', 'Create Learning Module', 'Create Syllabus', 'Create Module Page', 'Link to Tools Area', and 'Link to Offline Content'. A callout box points to the 'Create Item' button, stating 'Click Create Item to open window to upload a file.' Another callout box points to the dropdown menu, stating 'These 5 buttons have drop down menus that are used to develop content for the Content Areas. Look at the Build options for course content.' A third callout box points to the left arrow on the course menu, stating 'To make more room to work in the Module Area, click the left arrow to collapse the course menu. To open the menu again, click the right arrow.' A fourth callout box points to the double-down arrows on a folder name, stating 'Changing Content folder titles requires using the Double-Down Arrows to bring up the editing options.' A fifth callout box points to the 'Add Content Area' dialog box, stating 'Select the Content Area, and fill in the content name.'

Select the Content Area, and fill in the content name.

Click Create Item to open window to upload a file.

These 5 buttons have drop down menus that are used to develop content for the Content Areas. Look at the Build options for course content.

To make more room to work in the Module Area, click the left arrow to collapse the course menu. To open the menu again, click the right arrow.

Changing Content folder titles requires using the Double-Down Arrows to bring up the editing options.