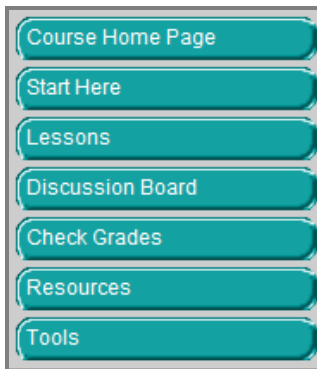


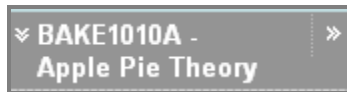
Common Features of Blackboard

The Blackboard course page is divided into several different sections. There is the Course Menu frame, the Header frame, and a Content frame. Understanding each part of the course page and its appropriate terminology will assist you in creating your course.

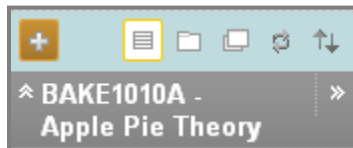
1. The Course Menu frame contains links to content areas of the course web site. These links are called Course Menu buttons.







- a. The Course Menu contains a Header.



- b. The header consists of the course name, and can be expanded up to display control icons.



- i.  Add a Content Area – this button is a short cut to adding a Content Area or Tool Link to the Course Menu.
- ii.  Display in List View – This button allows the instructor to switch the Course Menu view to a List view.
- iii.  Display in Folder View – This button allows the instructor to switch the Course Menu view to a List view.

- iv.  Display Course Menu (previously Course Map) – This view opens a Course Map in a new window.

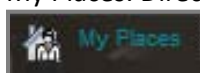
2. The Course Management Menu contains the Control Panel and links to manage the various areas of the site.



- a. The Content Collection links to stored content.
 - b. The Course Tools link opens tools that can be used in the course.
 - c. The Evaluation link opens Course reports, Performance Dashboard and the Early Warning system.
 - d. The Grade Center provides access to Full Grade Center view as well as to any Smart views designed by the instructor.
 - e. The Users and Groups link connects instructors to a list of all the users and groups in the course site.
 - f. The Customization link connects faculty to tools used for creating the look of the course site. These tools include: Properties, Style, and Tool Availability.
 - g. The Packages and Utilities link connects instructors to the Course management tools.
 - h. The Help link connects faculty to help.
3. The Header Frame contains tabs to other areas in Blackboard, such as the My Blackboard page, the Resources tab, and the Library Tab.



4. It also has links to Home, Help, and Log Out.
- a. My Places: Directs the user to his or her Preferences and a list of current courses.



- b. Home: Directs to My Tri-C Space.



- c. Help: To the Right Answers Knowledge base.



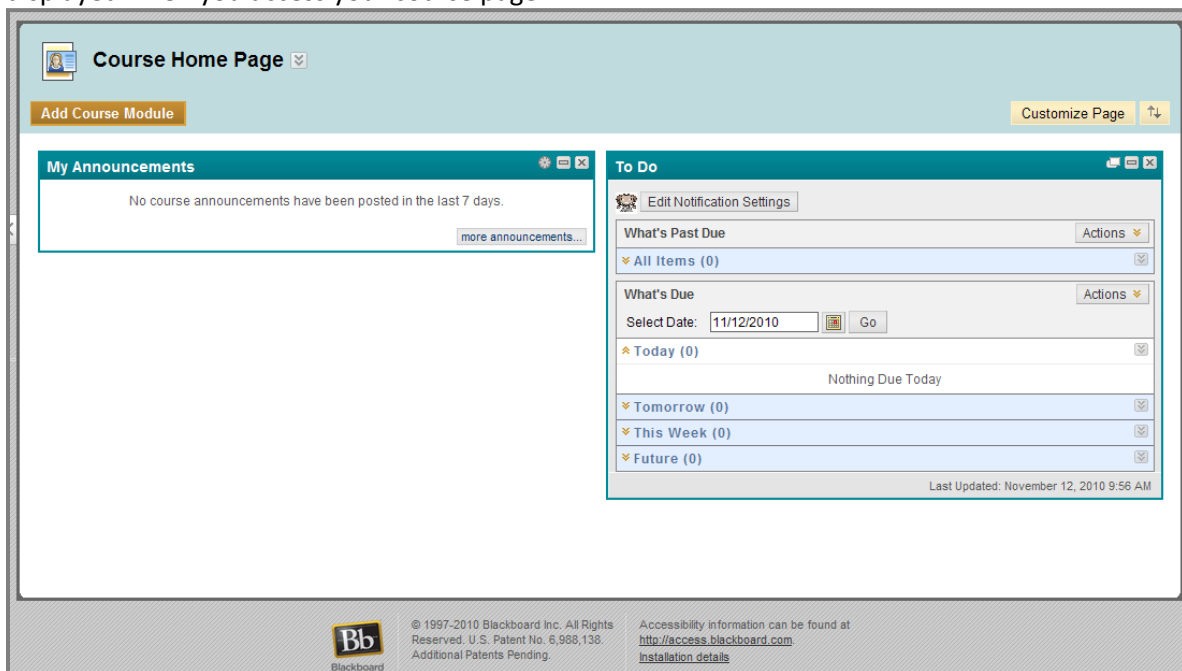
- d. Log out: Logs user out. The Log out option is important to use when on a public computer.



5. The Content Frame is the center frame of the page. The Navigation Path (or breadcrumbs) is located at the top of the Content Frame. It contains hyperlinks of the pages you used to get to the current page. Using these links to go to a previous page can save you time, or help you identify where you are in your course.

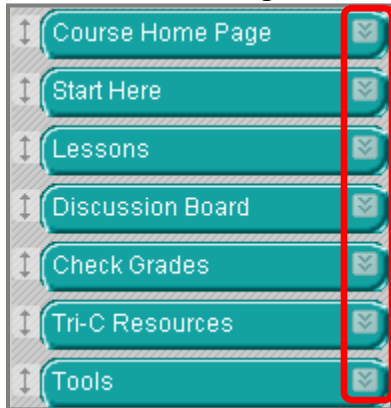
BAKE1010A - Apple Pie Theory Lessons > Lesson One - Review of Apple Pie Recipes

6. Course content is primarily displayed in the center frame. By default, the Announcements page is displayed when you access your course page.

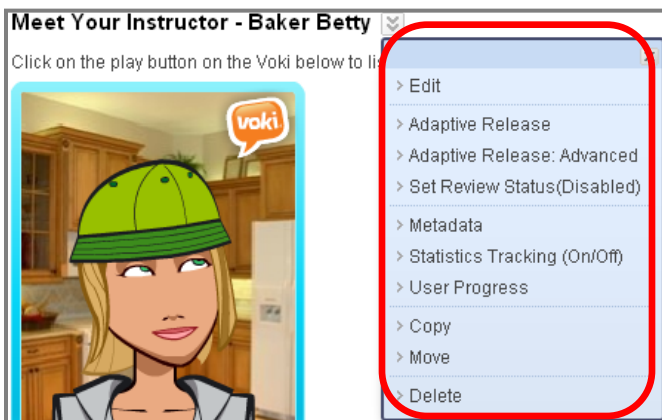
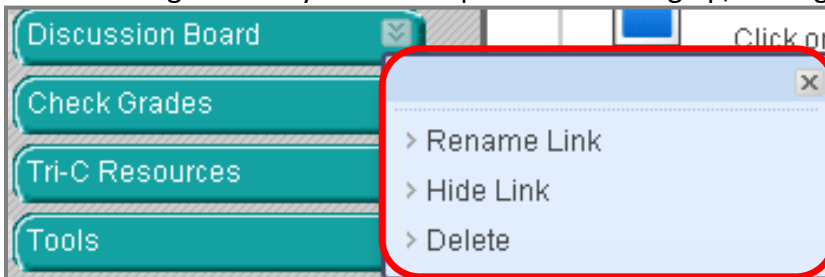


The screenshot shows a Blackboard course interface. At the top, there is a navigation bar with 'Course Home Page' and a 'Customize Page' button. Below this is a 'My Announcements' section with a message: 'No course announcements have been posted in the last 7 days.' To the right is a 'To Do' section with a date selector set to '11/12/2010' and a 'Go' button. The 'To Do' section lists categories: 'What's Past Due', 'All Items (0)', 'What's Due', 'Today (0)', 'Tomorrow (0)', 'This Week (0)', and 'Future (0)'. The footer contains the Blackboard logo and copyright information: '© 1997-2010 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.' and a link to 'http://access.blackboard.com'.

7. Blackboard uses Action Links throughout its course pages. They access pull-down menus and are major part of how you can access features in the new version of Blackboard. Action Links are located to the right of most titles, buttons and features in Blackboard 9.1.



8. Action Links give faculty different options for setting up, editing and accessing the related item.



9. The Action bar contains parent menus you will be using frequently. You will find them within each content area. Parent menus are used to add Items, Folders, Course Links, Learning Modules and Media. You will also use them to access tools in a given area.



10. The Cancel and Submit buttons are located above and below all the Add and Create pages in Blackboard.



The screenshot shows the Blackboard interface for adding a test. It features two main sections: '1. Add Test' and '2. Submit'. The 'Add Test' section includes a 'Create a New Test' button and an 'Add Test' dropdown menu. The 'Submit' section includes a 'Click Submit to add this Test. Click Cancel to quit.' instruction. A red box highlights the 'Cancel' and 'Submit' buttons at the top right and bottom right of the page.

11. Finally, Blackboard will display a success message at the top of the screen when the user accurately completes an action.

Success: Lesson One edited.