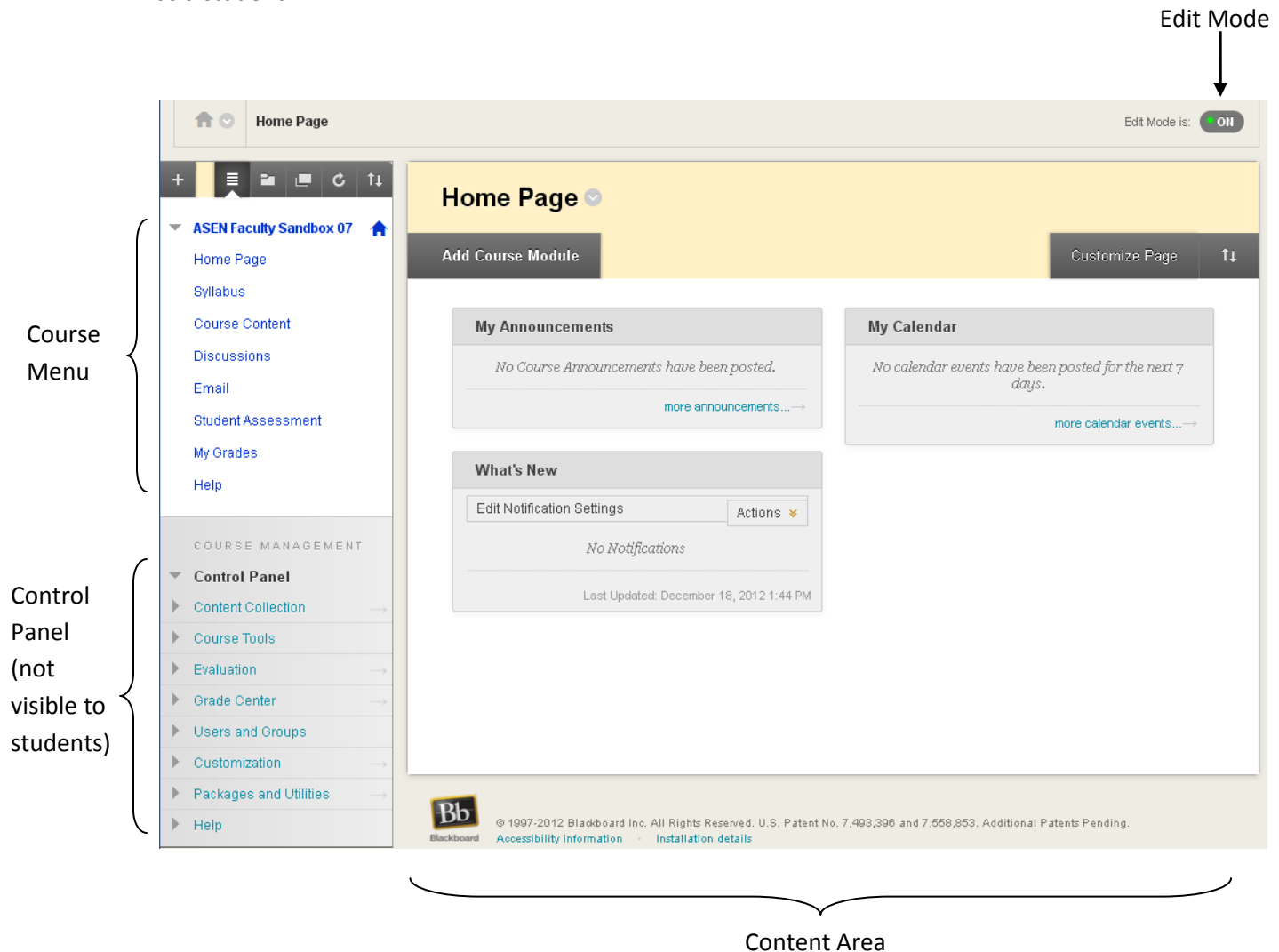# Blackboard Course Environment

Once you are inside of a course, there are three main parts of the course environment – the **Course Menu**, **Control Panel**, and the **Content Area**, all of which are described below.

Notice the **Edit Mode** button in the upper right hand corner. This button needs to be set to 'On' if editing or modifying the course. Toggling it to the 'Off' position allows an instructor to view the course as a student.
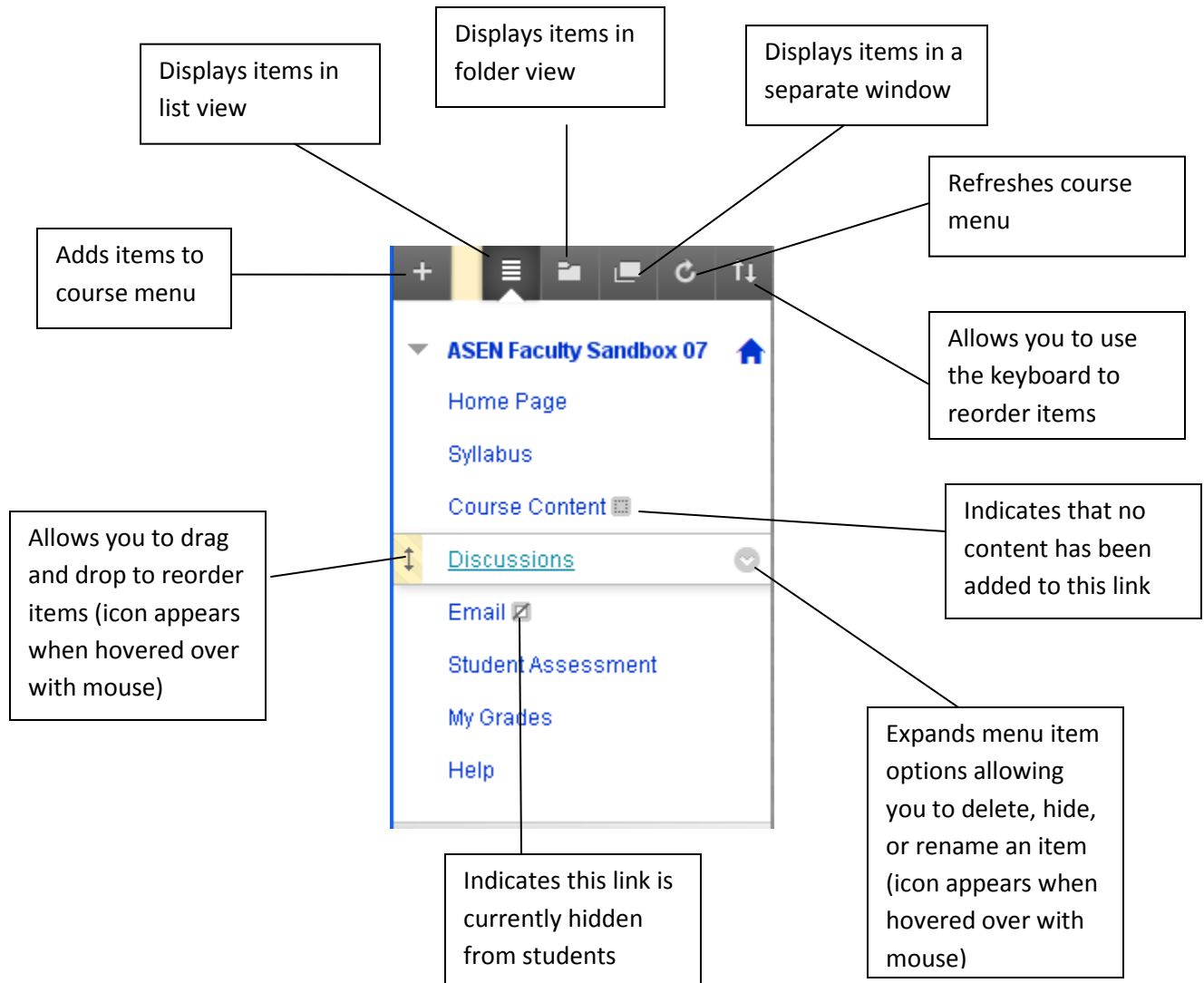
Edit Mode

Course Menu

Control Panel (not visible to students)

Content Area

Course Menu at a Glance:

The course menu, located in the upper left part of the screen, is what students use to navigate through the course. It is completely customizable; links can easily be added, deleted, renamed, and reordered according to the instructor's preferences.

Displays items in folder view

Displays items in list view

Displays items in a separate window

Refreshes course menu

Adds items to course menu

ASEN Faculty Sandbox 07

Home Page

Syllabus

Course Content

Discussions

Email

Student Assessment

My Grades

Help

Allows you to use the keyboard to reorder items

Indicates that no content has been added to this link

Allows you to drag and drop to reorder items (icon appears when hovered over with mouse)

Indicates this link is currently hidden from students

Expands menu item options allowing you to delete, hide, or rename an item (icon appears when hovered over with mouse)

(Note: For instructions on how to add items to the course menu, please see the "Adding Items to the Course Menu" tutorial.)

Control Panel at a Glance:

The control panel, located in the lower left part of the screen, is where all of the course administration takes place. It is not available or visible to students. The panel can be expanded or collapsed by clicking on the top 'Control Panel' button.

Content Collection - links to the directory of files that have been added to the course

Course Tools - expands a menu listing all of the tools (Announcements, Blogs, Send E-Mail, etc.) available to the instructor

Evaluation - provides links to the performance dashboard, tracking reports, and early warning system features

Grade Center – links to the online grade book

Users and Groups - provides links enabling the instructor to add Blackboard users to a course or to create groups within a course
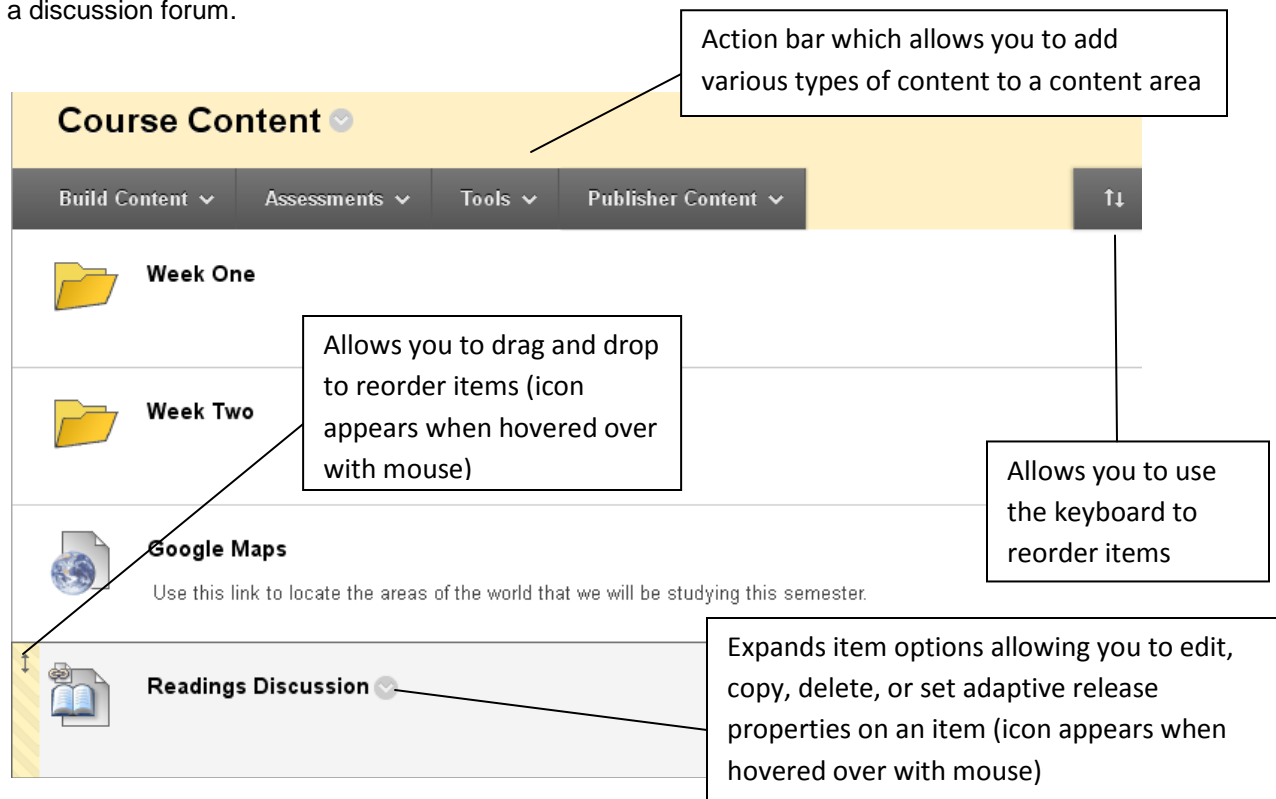
Customization - allows properties and style/appearance options to be set, as well as what course tools are available to the students

Packages and Utilities – allows the instructor to export and import course material, including the Course Copy feature

Help – links to Blackboard help resources

Content Area at a Glance:

The content area, the main part of the screen, is where course content is displayed to students. Instructors may add a number of different types of content to course content areas. In this example, folders with course material have been added to the content area, as well as an external link and a link to a discussion forum.

Action bar which allows you to add various types of content to a content area

Allows you to drag and drop to reorder items (icon appears when hovered over with mouse)

Allows you to use the keyboard to reorder items

Expands item options allowing you to edit, copy, delete, or set adaptive release properties on an item (icon appears when hovered over with mouse)

(Note: For instructions on how to add content to a course site, please see the "Adding Content to a Course Site" tutorial.)