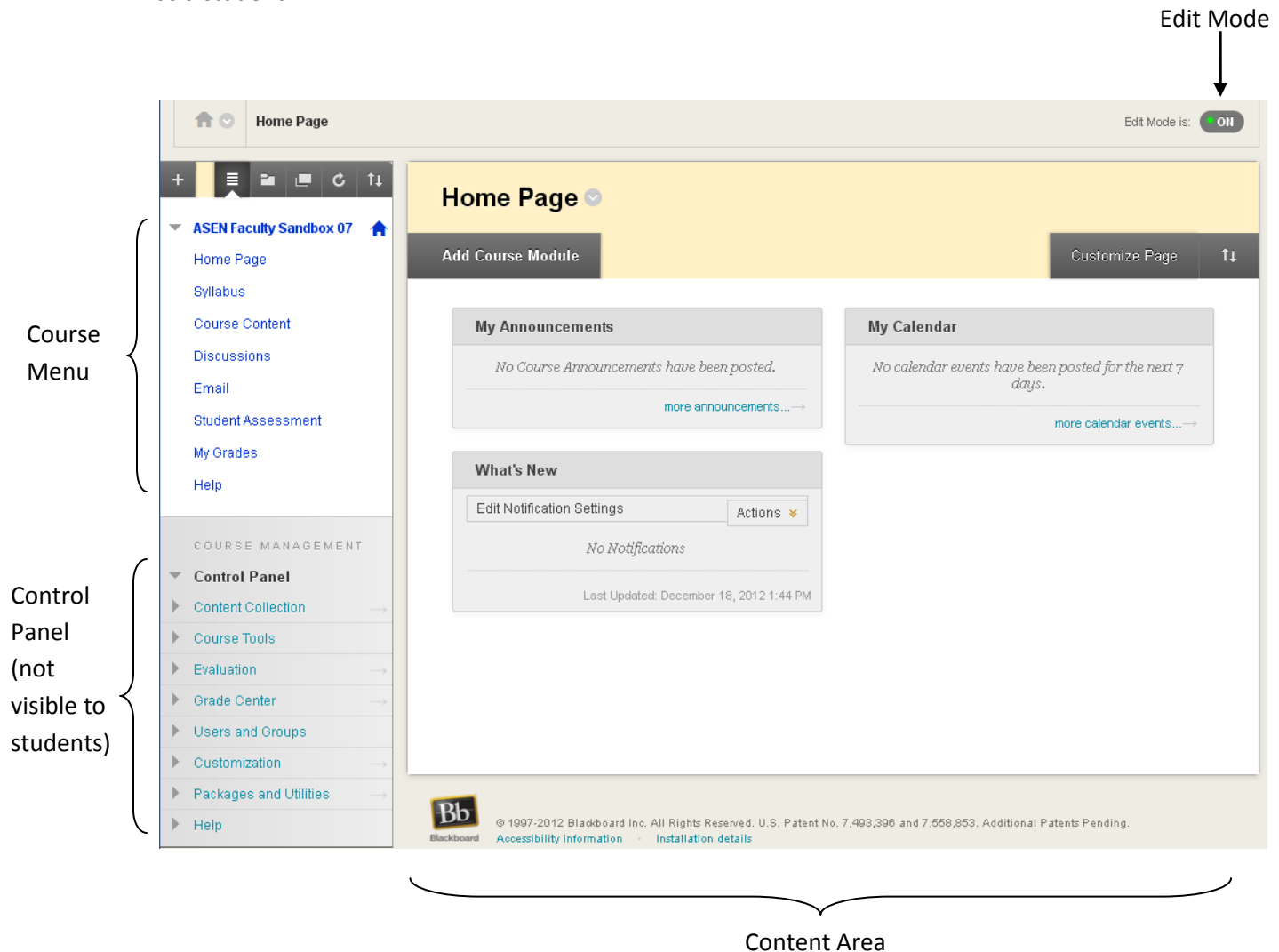


## Blackboard Course Environment

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.



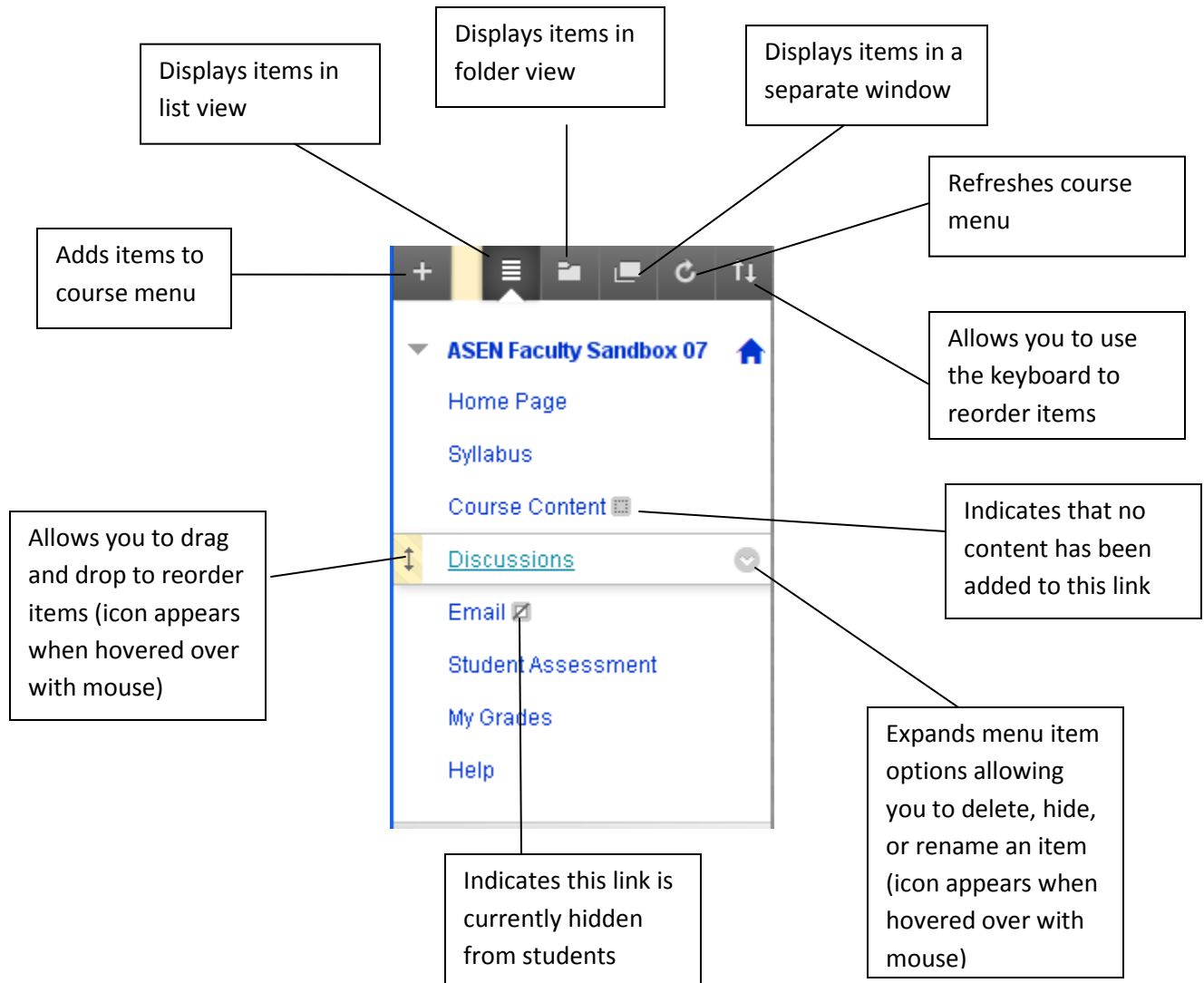
The screenshot displays the Blackboard Course Environment interface. At the top right, the **Edit Mode** button is shown as a toggle switch set to **On**. The interface is divided into three main sections:

- Course Menu:** Located on the left side, it contains a list of course-related links such as Home Page, Syllabus, Course Content, Discussions, Email, Student Assessment, My Grades, and Help.
- Control Panel (not visible to students):** Located below the Course Menu, it includes a section for **COURSE MANAGEMENT** with sub-sections like Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help.
- Content Area:** The main central area, which includes a **Home Page** header, **Add Course Module** and **Customize Page** buttons, and several content boxes: **My Announcements**, **My Calendar**, and **What's New**. The footer contains the Blackboard logo and copyright information.

Annotations with brackets and arrows identify these sections: 'Course Menu' on the left, 'Control Panel (not visible to students)' on the left, 'Edit Mode' at the top right, and 'Content Area' at the bottom.

## 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.



(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

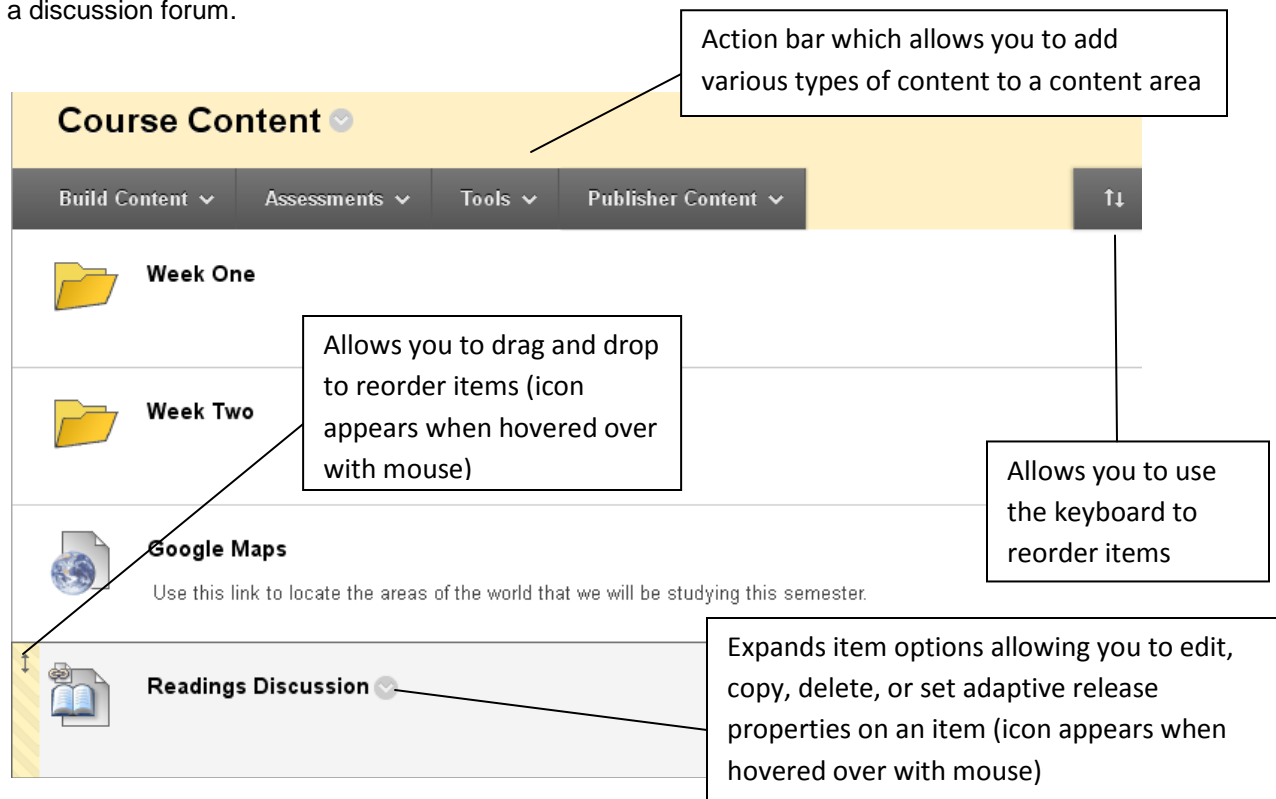
**Customization** - allows properties and style/appearance options to be set, as well as what course tools are available to the students

**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.

A screenshot of the 'Course Content' area. At the top, there's a yellow header with 'Course Content' and a dropdown arrow. Below it is a dark grey navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Publisher Content', each with a dropdown arrow, and a '↑↓' icon on the right. The main content area lists items: 'Week One' (folder icon), 'Week Two' (folder icon), 'Google Maps' (globe icon) with a description 'Use this link to locate the areas of the world that we will be studying this semester.', and 'Readings Discussion' (book icon) with a dropdown arrow. Callout boxes provide instructions: one points to the top navigation bar ('Action bar which allows you to add various types of content to a content area'), one points to the folder icons ('Allows you to drag and drop to reorder items (icon appears when hovered over with mouse)'), one points to the '↑↓' icon ('Allows you to use the keyboard to reorder items'), and one points to the 'Readings Discussion' dropdown arrow ('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.)