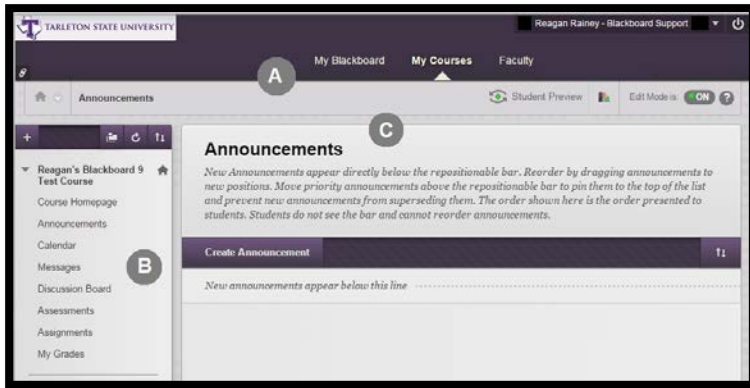


## Login Details

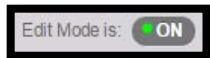
1. <https://blackboardlearn.tarleton.edu/>
2. Faculty **NTNET** credentials are used to login to Blackboard

## The Course Environment



- A. Page header:** includes the **My Blackboard**, **My Courses**, and **Faculty** tabs.
- B. Course Menu:** The access point for all course content. Instructors decide which links are available here.
- C. Content frame:** Displays the selected tool or Content Area. By default, when you enter a course, the **Home Page** appears. The first page you see is chosen by the instructor and is called the course entry point.

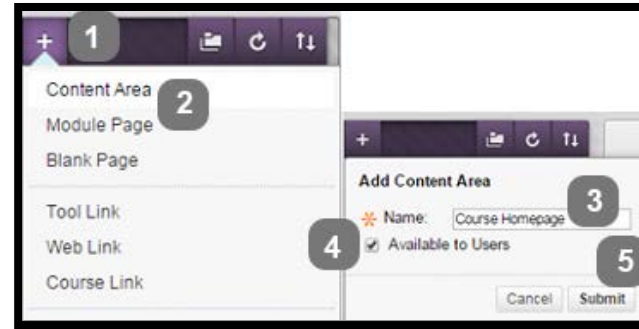
## Edit Mode



Click **Edit Mode** to change from **ON** to **OFF**. When Edit Mode is

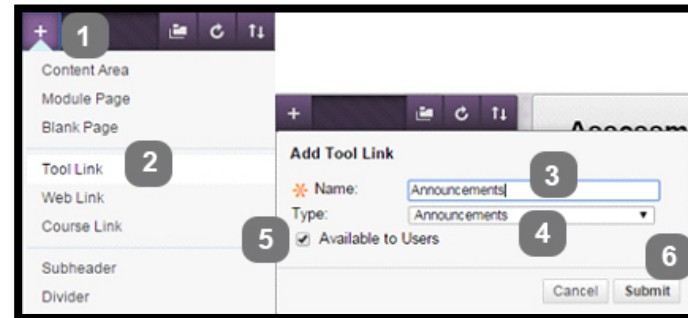
- **ON** - all instructor functions are available.
- **OFF** - you see what students see.

## Adding a Content Area to the Course Menu



1. In **Edit Mode**, point to the plus sign above the Course Menu. The **Add Menu Item** drop-down list appears.
2. Select **Content Area**.
3. Type a **Name** for the Content Area.
4. Select the **Available to Users** check box.
5. Click **Submit**.

## Adding a Tool Link to the Course Menu



1. In **Edit Mode**, point to the plus sign above the Course Menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. In the **Type** drop-down list, select the tool to add.
5. Select the **Available to Users** check box.
6. Click **Submit**.

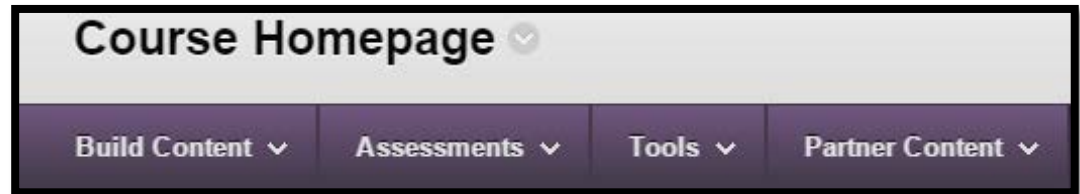
## Determining the Content Organization

Three common approaches to organizing your Content Area are:

- A. Chronologically
- B. by Content Type
- C. by Subject Area

Content Area additions		Click
Item File Audio Image Video Learning Module Lesson Plan Syllabus Course Link	Content Folder Module Page Blank Page  Flickr Photo YouTube Video Voice Authoring NBC Content	Build Content
Test Survey Assignment Self and Peer Assessment McGraw-Hill Assignment Turnitin Assignment		Assessments
Discussion Board Blogs Journal Wikis Groups Chat Panapto Video Link Blackboard Collaborate, Etc.		Tools
Search for Textbook Manual Entry Textbook Commercial Content		Partner Content

## Adding Files to Content Areas



1. In **Edit Mode**, access the Content Area from the Course Menu.
2. On the Action Bar, point to **Build Content** to access the drop-down list.
3. Select **File** from the **Create** column.
4. On the **Create File** page, type the file's **Name** and select a color for the name, if you want. Add optional instructions or a description in the **Text box**. Format the text using the Text Editor functions, if you want.
5. To add a file, click **Browse My Computer** or **Browse Course Files** to locate the file. Add a **Link Title** for the attached file; otherwise the file name appears in the Content Area. Alternatively, you can use the **Attach File** function in the Text Editor.
6. Under **Options**, select **Yes** for **Permit Users to View this Content** to make the item available to students. Select other options as needed.
7. Click **Submit**.

### Ideas to Consider

How will you organize your Content Areas?

- Will you organize by subject, chronologically, or by type of content?
- Will you link to tools from Content Areas or have student's access tools from the Course Menu or Tools link?

How will you customize your course?

- Will you change the Course Menu style or colors?
- Will you change the course entry point?

What Day 1 tasks are important for your course?

- Will you create a welcome announcement for students?
- What initial events do you want to add to the Course Calendar?
- Will you create a discussion forum to allow students to pose questions or issues related to the course and online learning?