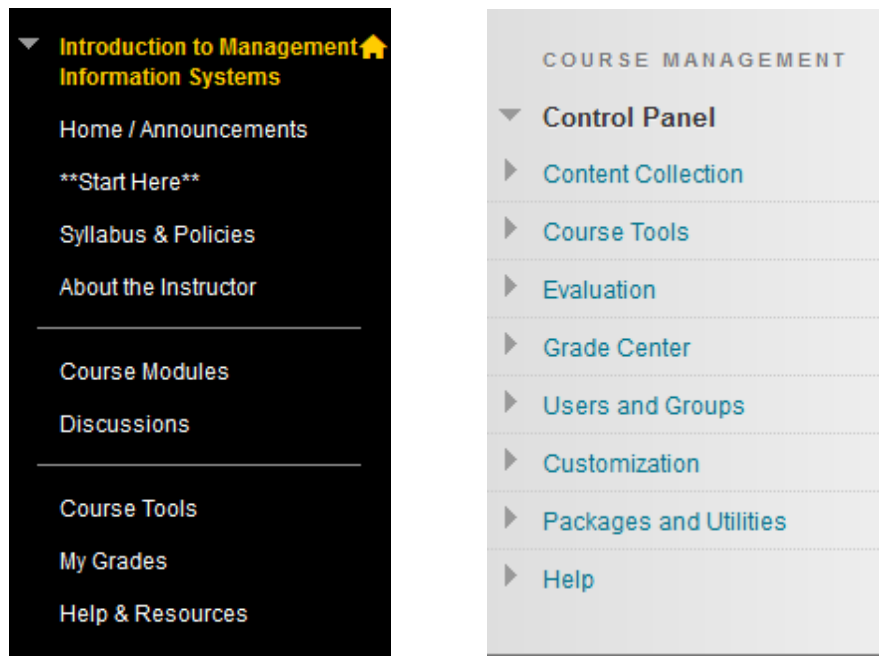


Navigating the Course: General Interface

Within a Blackboard course, there are two types of navigation: navigating between links in the course menu and navigating within content areas like learning modules and folders. If you teach multiple sections of the same course, you can also navigate easily across sections to the same part of the course (for example, to move back and forth between grading assignments in different sections). This document provides an overview of these navigation processes.

To begin, open up your Blackboard course. You and your students can enter any section of your course by clicking on the black course menu on the left of your screen. As an instructor, you also have access to the grey Control Panel, where you can perform administrative tasks in your course (e.g., setting up exams, grading). Students do not have access to the Control Panel.

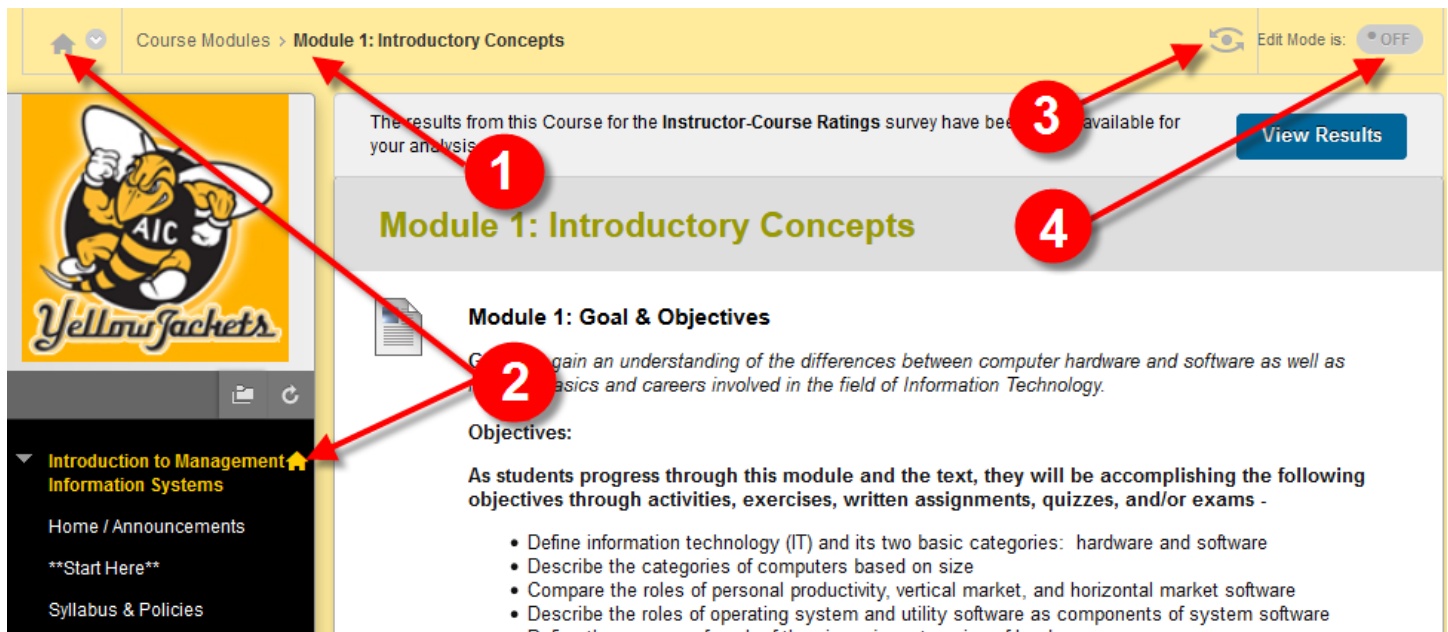
Course Menu and Control Panel



Course Menu (left): This is the main navigation panel for students and instructors. Clicking on the links will bring users to a new place in the course. Many of the links point to “content areas,” or folders where instructors can upload files, create assignments, and post links to discussions and other tools.

Control Panel (right): These are administrative functions that are available only to instructors. Click on the buttons to expand the list of tools related to each heading. For example, clicking on Course Tools gains access centrally to a variety of tools like Send Email and Discussion Board.

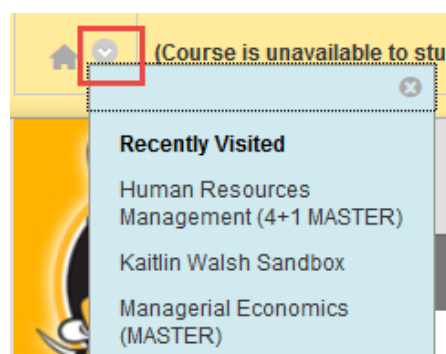
Navigation Bar



1. **Breadcrumb Trail:** The breadcrumb trail shows you where you are in your course. In the image above the user is in the Module 1 folder of the Course Modules area that is linked in the course menu. You can click on the trail to return to previous locations in the course.
2. **Course Home Button:** Click on the course home button to return to the entry point of your course.
3. **Student Preview Mode:** This instructor-only tool enables faculty to see the course exactly as a student would. The preview account can even submit assignments and partake in discussions.
4. **Edit Mode:** This instructor-only tool enables faculty to add content and customize setting when turned ON and locks the course to edits when turned OFF. In nearly all cases the edit mode can be left on at all times.

Jumping to Other Courses

If you teach multiple sections of the same course, you may find it useful to navigate back and forth to the same content area in each section. For example, if you are grading discussions, you may want to review the discussion boards and Grade Center in each section. To do this, look for arrow icon next to the Course Home Button in the navigation bar. When you click on arrow, a list of recently visited courses will appear. Select a course to navigate to it. You will be taken to the same section of the course as the one you are currently in.



Navigating Within Content Areas: Opening Files

Contained within the Course Menu is a series of links, many of which are meant to bring users to “content areas.” A content area is a place where the instructor posts files, links to assignments, web links, etc. for students to interact with. Two popular conventions for content areas are adding folders for each week or module of the course and creating folders for different types of resources like videos and PowerPoints.

Instructors may upload files to content areas for students to view or download. These files appear within the content area as linked text. Students click the link to open or save the file. Note that students must have the applicable software or browser plug-ins installed on their computers to view the files.

If students are unable to locate the file after opening/saving it, they should check their “Downloads” folder on their computer. If students are asked to complete a worksheet and then upload it to Blackboard, it is recommended that they save the document first rather than simply opening it.

