The Course Menu

The Course Menu always appears on the left side of your course except when you are working in the Control Panel. The course menu consists of nine default course areas. You may rename, remove, or reorganize to suit your course. New course areas may also be added to the course menu.

**Announcements** – Lists all announcements posted by you for this course. Students may view announcements by day, week, month, or entire course.

**Syllabus** – Post your syllabus and any other documents related to the course’s administration.

**Instructor Information** – Post a personal profile, contact information, and a photo of yourself.

**Course Documents** – Holds the bulk of your course materials, including most files and folders.

**Assignments** – You may choose to post your assignments here or in any other content area in Blackboard.

**Discussion Board** – Students may pose discussion threads or reply to existing threads.

**Communication** – Includes Collaboration (chat and virtual classroom), the Discussion Boards, and e-mail.

**External Links** – Lists links to external web pages that may be used as resources for your course.

**Tools** – Acts as a single point of access for student use of the Course Calendar, the Digital Drop Box, the Grade Book and the Task list.
Customizing the Course Menu

To customize the course menu buttons that appear on the left side bar by renaming, reordering, or removing the buttons, click on the Control Panel in your course. Click on Manage Course Menu.

Click on Manage Course Menu

Click on Modify next to the course menu item you want to rename. Type the new name into the “Area Name:” field. Click Submit, and then click OK.

Click the Modify button.
Click Remove next to the course menu item you want to remove. Click OK.

Click the down arrow next to the course menu item you want to remove. Click OK.

Click the Remove button.

Click the down arrow to reorder the course menu buttons on your course site.
To add a course menu button, on the "Add" bar, click the type of button you want to create.

Select the name of the button from the drop-down list OR type a name for the button in the "Name:" field. Click Submit, and then click OK.
Select the content area type and enter the name for the button in the “Name” field. Click Submit, and then click OK.
Announcements

Adding an Announcement

This is an ideal place to post time-sensitive material. The announcement area can be used to: remind students of assignment and/or test dates, post special notices about the course or changes to the course, weekly announcements, or other information relevant to your course and the students.

To create an Announcement:

1. Open your course and click on the “Control Panel”.
2. Click on Announcements in Course Tools.
3. Click the Add Announcement button.
Click on Add Announcements.

Type in a subject for the announcement. Type in the message you wish to promote.

Enter the subject

Type in the message
Choose an option for your announcement. Select Yes and the announcement will appear on the My Institution area. Select No and the announcement will only appear on the Course area.

Options

- **Permanent announcement?**
  - Yes
  - No

**Choose date restrictions**

- Display After
  - August 15, 2006, 03 PM

- Display Until
  - August 15, 2006, 03 PM

**Course Link**

- Click **Browse** to choose an item.
- Location:

**Submit**

- Required fields:
- Click **Submit** to finish. Click **Cancel** to quit.
Click the **Browse** button to add a link to a course content area in the Announcements page.

Next, click “+” to open the course area to select the course document.

Click Browse to open the course map and link the course area to the Announcements page.

Click Submit to add the Announcement.
You will receive an Announcement Receipt. Click OK.

Announcement Receipt

Announcement added.
Homework Assignment

The homework assignment is due on Friday, September 15.

Course Link: Course Documents / Assignment

When students click on the link in Announcements, they will view the document in your course.
To modify an Announcement, open your course and click on the Control Panel. Click Announcements. Click on Modify.

Click Announcements

Click Modify

Click Remove to remove announcement

Updated on 8/21/2006
Course Documents

Course documents hold the bulk of your course materials, including most files and folders.

Open your course and click on Control Panel. Click on Course Documents.

Click on add Item to add a course document.

Updated on 8/21/2006
Enter the name of the course document and enter information that best describes the content. To attach a file, click the Browse button.
Select Options for the course document. Click Yes to make the content available, choose date, and time restrictions. Click Submit.
External Links

Links to outside web sites may be added as External Links. To add an external link to your course, click on Control Panel / External Links.

Click **+External Link** to add an external link.
Type in the name of the website and website address (URL). Enter information about the website. Click on Browse to attach a document.
Select dates to display the information. Click on Submit to add the link.

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Files can be attached to the above information. Click Browse to select the file to attach and specify a name for the link to this file.</td>
</tr>
<tr>
<td>Attach local file</td>
</tr>
<tr>
<td>Name of Link to File</td>
</tr>
<tr>
<td>Special Action</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>Make the content available</td>
</tr>
<tr>
<td>Open in new window</td>
</tr>
<tr>
<td>Track number of views</td>
</tr>
<tr>
<td>Choose date and time restrictions</td>
</tr>
</tbody>
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* Required Field