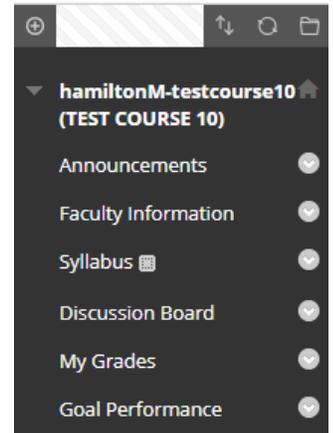


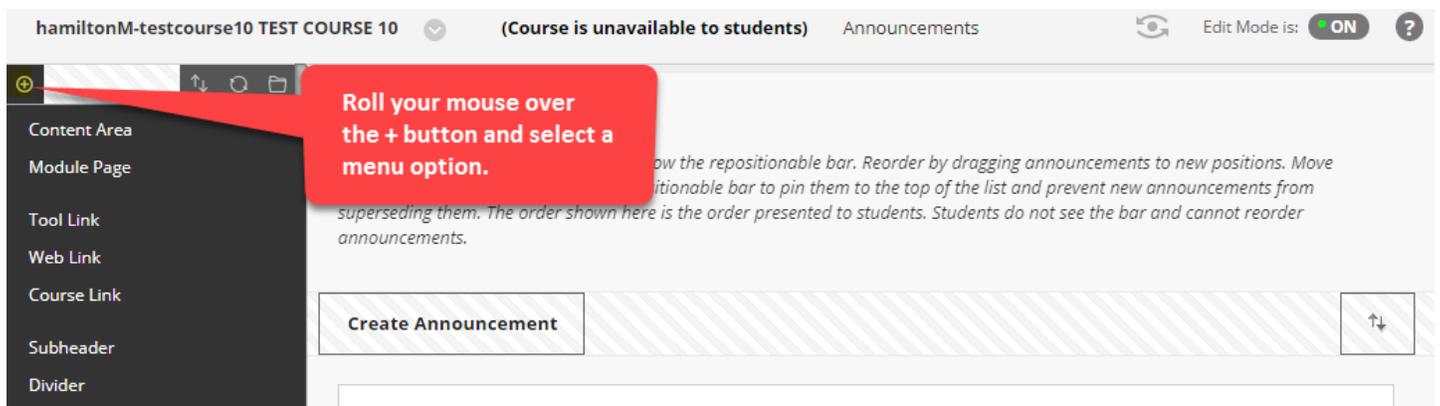
## Blackboard - Getting Started

When you enter your Blackboard course you are presented with a list of links in the navigation menu on the left side of the page. When Edit Mode is turned on in the course, you may edit, add, re-arrange, and delete items from the menu.



### Adding Items to the Course Menu

When Edit Mode is enabled, roll your mouse over the  **button** at the top of your course menu. In the drop down menu that appears, select the item you want to create from the list. A small form will appear. Complete the form to customize the item and click **SUBMIT** add it to your menu.



### Items you can create include:

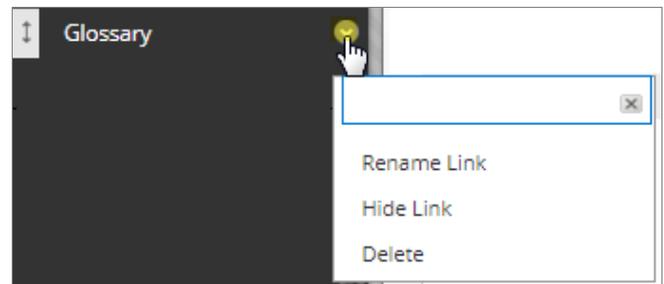
- [Content Area buttons](#) – New pages for creating and organizing content (Example: A “Weekly Unit” page for all organizing lesson content by week or topic).
- [Tool Link buttons](#) – Links to Blackboard tools that you will be using in the course. (Example: A discussion board tool link that links to the Discussion Forum’s main page).
- [Web Link buttons](#) – Links to websites hosted outside of the course. Always make web links open in a new window.
- **Sub Headers and Dividers** – Headings and dividers are useful tools for organizing or chunking a course menu’s content.

## Best Practice – Include These Items in Your Course Menu

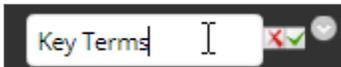
- [Announcements](#) - A tool for frequent communications to students.
- [Faculty Information](#) – A tool for sharing contact information with students.
- [Syllabus](#) – A page for posting the syllabus, class schedule, and policies.
- [Email](#) – A tool students may use to send e-mail to you or classmates.
- [Discussion Board](#) – A communication tool for class conversation and sharing information.
- [My Grades](#) – A tool for delivering frequent and timely grade feedback to students.
- [Goal Performance](#) – A tool for delivering Career Essential goal attainment feedback to students.

## Renaming, Hiding, Showing, and Deleting Menu Items

With “Edit Mode: On”, click the gray circle-arrow button next to the menu item. This will bring up a context menu of options for managing the item. You have the option of renaming, hiding, showing, or deleting the item.



### If you click “Rename Link”



A small text field will appear. Type the new name in the field and click the checkmark icon to save this new name.

### If you click “Hide Link”



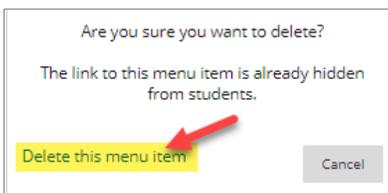
A  icon will appear on the right edge of the hidden link to indicate that it is not visible to students.

### If you click “Show Link”



Hidden links can be restored by selecting the “Show Link” option that appears in the hidden button’s context menu. The hidden link icon will disappear to indicate that the item is now visible to students.

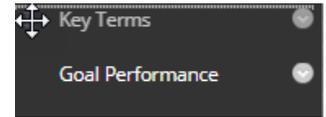
### If you click “Delete”



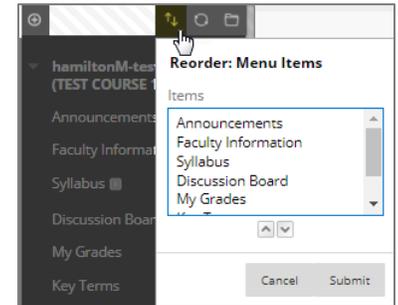
You will be prompted to confirm deletion. The button and all its contents will be PERMANENTLY deleted from your course menu.

## Moving/Re-ordering Menu Items through Drag and Drop

1. Roll your mouse over the menu item that you want to move. An **arrow icon**  will appear on the left-edge of the button and your mouse will transform into a cross-hair  symbol.
2. Click and hold your left mouse button down to drag and drop the menu item to a new position in the menu.



Alternatively, you may click the keyboard accessible re-ordering button in the course menu to re-arrange menu items through a simple selection tool.

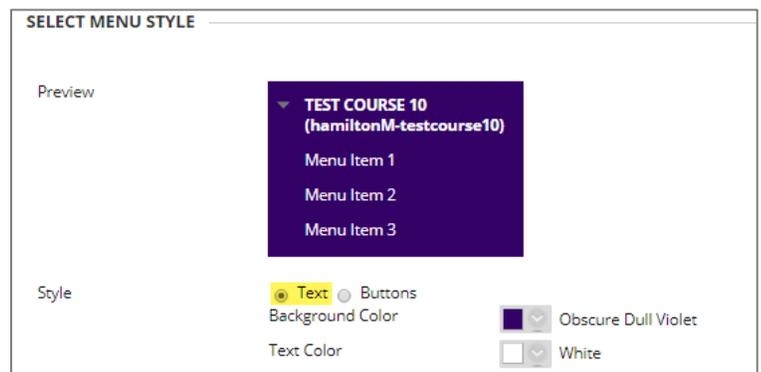


## Customizing Course Menu Colors

You may customize the course menu's background and link colors style through these steps. Please note that Course Themes and Button styles are no longer supported.

1. In the course's Control Panel, click **CUSTOMIZATION**. In the list of options, select **TEACHING STYLE**.
2. On the Teaching Style page, scroll down to the **SELECT MENU STYLE** section. In the STYLE section, you will only be able to select "Text". Use the color palette tools to select the menu's background color and text color.

Make sure that there is good contrast between the background and link colors . You may use [WebAIM's contrast checker](#) to check your color selections for accessibility.



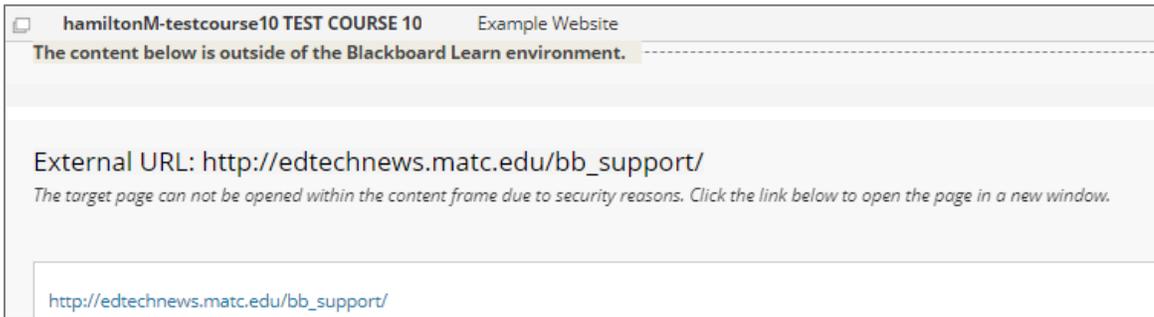
3. When you are done, click the **SUBMIT** button to apply your selections.

## REVIEWING AND SETTING YOUR COURSE'S ENTRY POINT

A course's entry point is the first page that students see when accessing your course. When you are viewing the "Teaching Style" page, scroll down to **SELECT COURSE ENTRY POINT** and choose an entry point from the drop-down menu:



**Only set a course's entry point to a tool link, module page, or content area.** If you set your course's entry point to a web link, the course menu will disappear and this message may appear. If this occurs in your course, please [contact Blackboard Faculty Support](#) for assistance in correcting the course's entry point.



### ***Setting a Course Banner Image***

A course banner is an image that appears at the top of your course's Entry Point. Blackboard recommends using an image that is no greater than 480 x 80 pixels in size. You may create and edit an image using online tools like [BeFunky](#) or [Canva](#). Once you have prepared a banner image, follow these steps to apply it to your course.

1. In the course's **CONTROL PANEL**, click **CUSTOMIZATION**. In the list of options, select **TEACHING STYLE**.
2. Scroll down the page to the area called **SELECT BANNER**.
3. Click the **BROWSE MY COMPUTER** button.
4. In the pop-up window that appears, locate and select the image. Click the **OPEN** button.
5. At the bottom of the page, click the **SUBMIT** button.

