Getting Started with Blackboard 9

Login to Blackboard
Login to Blackboard by clicking on the Blackboard link on the IVCC home page or from this web address — http://ivcc.blackboard.com

Enter your Username and Password and click Login.

Blackboard @ IVCC
The entry page in Blackboard can be configured by clicking on the individual boxes and dragging them to the new location.

Left clicking on the Off button icon will give you the option to log off. Left clicking on the down arrow to the right of your name will give you a options shown below.
Opening a Course

Both courses you are teaching and courses you are enrolled in are listed on the page. Click on the name of the course you want to open.

1. **Course Menu** - the course menu includes each of the buttons that have been created for the course and the tools to modify the menu.

2. **Breadcrumbs** - this is the bread crumbs trail (think Hansel & Gretel), clicking on the links will return you to previous screens.

3. **Edit Mode** - allows you to change views on the content screen — **ON** is instructor’s view (which means you will see the controls to make changes) and **OFF** is student’s view (this is what the students will see).

4. **Content Frame** - main area of the window where materials are displayed.

5. **Control Panel** - the interface for managing the content, features and appearance of a course. This is only available in a course where you are an instructor or a teaching assistant. Students do not see the **Control Panel**.
The course menu can be modified with **Edit Mode** set to **ON**.

**Arranging Items**

Move the cursor to hover over the *up/down arrow* next to the menu it until the cross arrows appear. Left click the mouse to “grab” the item and move the mouse to “drag” it to its new location. Release the mouse and the item will “drop” in to place.

**Hiding the Course Menu**

The course menu can be hidden to provide a full screen view of the content area of the course. This is especially helpful when working in the *Grade Center*. Click on the `<` symbol next to the content area to hide the menu. When the menu is hidden, click on the `>` symbol to display it again.

**Course Menu**

The *Course Menu* provides the tools needed to add/remove/change buttons, to reorder the display of the buttons, and to hide buttons from students. **Edit Mode** must be **ON** to use the course menu features.

1. **Create Item** - create content areas, tool links, course links, external links, module pages, sub-headers, and dividers.
2. **List View** - displays the menu as buttons or text (depending on your preference).
3. **File View** - lists menu items in a tree structure which can expand or collapse.
4. **Display Menu in a New Window** - opens a new window to display the menu.
5. **Refresh** - refreshes the display to show changes.
6. **Keyboard Accessible Reordering** - allows you to use the keyboard to select items to reorder.
7. **Go to Entry Page** - takes you to the entry page for the course (the default is the Announcements page).
8. **Contextual Menu** - displays the drop-down list of actions that are associated with an item.
9. **Empty Content Area** - indicates that nothing is stored in the area and the button will not be seen by students.
10. **Content Blocked** - this button has been disabled and will not be seen by students.
11. **Collapse Menu** - this will collapse the menu (this is handy if you have a large menu and you want to hide it while you work in the Control Panel).
12. **Drag/Drop** - this indicates that the item can be selected and moved to a new location by dragging and dropping it.
Creating Items

Additions to the course menu are created by clicking on the + (Plus Sign) at the top of the menu.

- **Content Area** - creates an area to display course content. Folders, items, assignments and links can be added. Provide a name for the link and indicate if it is available for students.
- **Tool Link** - creates a link to one of the tools available in the course site -- no content can be added to a tool link. Enter a name for the link, select a tool from the drop-down list and indicate if the link is available for students.
- **Course Link** - creates a link allowing the student to go to another area of the course site - no content can be uploaded. Enter a name for the link, browse to find the area in the course site and indicate if the link is available for students.
- **Create External Link** - creates a link to an external website. Enter a name for the link, enter the web address (the url) and indicate if the link is available for students. It is best to copy and paste the web address to make sure it is correct.
- **Create Module Page** - creates a page where modules with information can be displayed for students. No content can be uploaded to Module Page. Enter a name for page and indicate if the link is available for students.
- **Create Subheader** - creates a subheader to organize the menu for the students. A subheader is a label - no content can be added and there is no link to any other area of the course site. Enter a name for the subheader.
- **Create Divider** - creates a line to divide areas of the menu. No content can be added and there is no link to any other area of the course site.

Modifying Course Menu Links

Click on the double down arrow or chevron on the right side of the item you want to modify. The options available for the item will be displayed. The typical choices are:

- **Rename Link** - changes the display name on the menu item.
- **Hide Link** - makes the link unavailable for students, but still accessible for the instructor.
- **Delete** - removes the link from the site (this cannot be undone so you are prompted to confirm it). **Re-moving a content area removes the link AND all of the materials that were included with it.**

Using the Control Panel

The Control Panel is visible along the left side of the content frame below the Course Menu. Each of the sections can be expanded to show the options included by clicking on the double down arrow to the left of the name. When provided, the double arrows on the right provide quick access to the menus.