Find your way around your Blackboard course

1. To enter your course, click on its name in the My Courses box on the My Institution page.

2. Upon entering your course, you will see three (3) major sections.
   a. Course Menu: Visible to both instructors, TAs and students.
   b. Home Page: Your course at a glance. Lists announcements, calendar events, upcoming due dates, and more.
   c. Control Panel: Only visible to instructors and TAs. Tasks like creating tests, entering grades, and making your course available to students are done here.

The Course Menu

All courses are given the same default menu. Instructors may customize the menu to suit the needs of their course. Dotted squares indicate that there is no content inside. Slashed-through boxes indicate that the menu item is hidden from

I don’t see my course!
E-mail your course number and NetID to blackboard@stonybrook.edu.
students.

Add a new menu item
1. Click the plus button [+] in the upper left corner of the menu.
2. Select the appropriate menu item.
   - **Content Area**: Blank space to upload files and post links.
   - **Blank Page**: A plain web page that you may edit however you’d like.
   - **Tool Link**: Direct link to a course tool like Announcements or Email.
   - **Course Link**: Direct link to another area of the course.
   - **External Link**: A website that’s outside of Blackboard.
   - **Module Page**: Similar to the Home Page, add different boxes, or modules.
   - **Subheader**: Useful for dividing the menu into sections.
   - **Divider**: Also useful for dividing the menu into sections.
3. Enter a name and other information (if applicable), check the **Available to Users** box so your students will see it.
4. Click **Submit**.

Rearrange menu items
Click and drag the double-pointed arrow to the left of a menu item up or down the list.

Rename, hide or delete an existing menu item
1. Click the down-pointing arrow button to the right of the menu item.
2. Select the appropriate menu item.
   - **Rename Link**: Give the menu item a different name.
   - **Hide Link**: Menu item still exists, but is hidden from students.
   - **Delete**: Permanently removes menu item

Change menu view
There are two menu layouts to choose from.

![List View](image1)

![Folder View](image2)

The Home Page

Don’t like the way things look on the Home Page? Change it up using one, some, or all of the following options:
Rearrange modules by clicking and dragging their title!

Close modules you don’t need!

Add new modules, like a dictionary or report card!

Change the colors of your modules!

Any changes made will affect both your and your students’ view of the Home Page.

Want to preview your course as a student?

It’s easy! Simply switch the Edit Mode switch in the upper right corner of your course to OFF. With the exception of the Control Panel, you will see your course exactly as if you were a student! Switch Edit Mode back to ON to resume instructor activities.

The Control Panel

The Control Panel is divided into eight (8) sections. Click any title in the list to expand it. Click again to collapse it.

1. Files: Central file storage. Upload all of your documents here, then link to them throughout your course!
2. Course Tools: Specialized functions (send e-mail, post announcements, create tests, and more!)
3. Evaluation: View overall student activity in your course, or narrow it down to a specific student or area.
4. Grade Center: Enter and view student grades.
5. Users and Groups: Create subsets of students, enroll or remove students from the course.
6. Customization: Make course available to students, change course’s appearance, and control availability of course tools.
7. Packages and Utilities: Delete files from course, and copy content from one course to another.