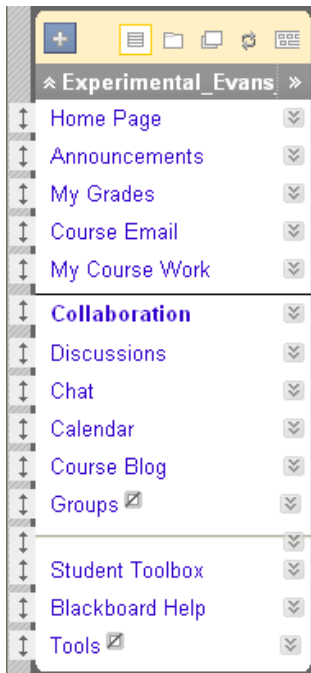


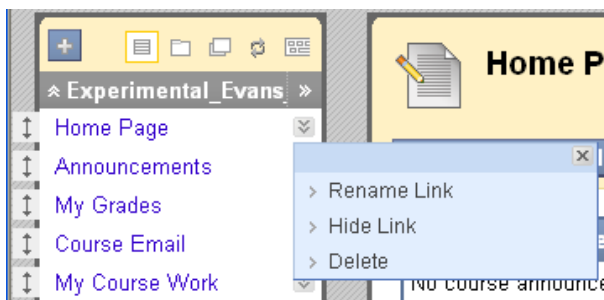
## Understanding the New Course Menu

By Dick Evans

The following assumes you have downloaded and imported the RIC Basic Template to your new course on Bb9 and have removed the unnecessary menu items described in the white paper “Building a Course”. If so, the course menu should look like the following:

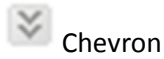


This paper describes each of the menu items built into the basic course menu. This menu is not set in stone. Items may be deleted and additional items added to meet your course’s requirements. The template was created to give a starting point.



The button to the left of the item name allows the item to be repositioned by dragging it up and down. When clicked, the down chevron to the right of the item drops down a menu, which is used to Rename the item (Link), Hide it so the student does not have access to it, or delete it from the course. (Note: If

you delete an item, you can add it back later. However you will not have any data that may have been associated with the original link.)

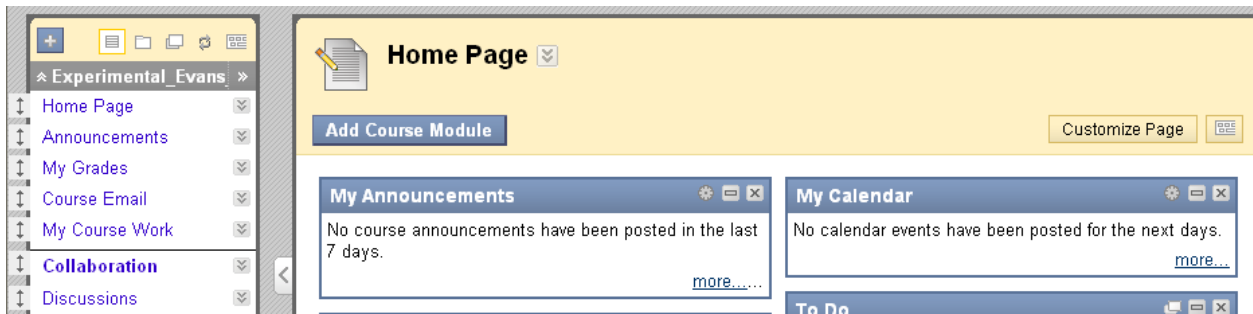


The Course Menu is divided into three sections. The first accesses course tools used on a regular basis by the student. The second (Under the word Collaboration) contains tools to collaborate professor to student and student to student. The last sections contains help at various levels—RIC and Blackboard. The Tools item at the bottom is for instructor use only and is hidden in student view.

### Home Page

In WebCT this was the “menu” for students to access various sections of your course. There was a button for Assignments, one for Email, another for Quizzes, and so forth. In Bb9 the course menu (on the left side of every window) provides the links that the WebCT Home Page provided.

In Bb9, the Home Page is customizable by you and the student. It is the page that displays first when the student logs on to your course. On it they immediately view any announcements posted by you, assignments that are due, a calendar, and more.



By grabbing the title bar of any items on the page, the item can be dragged to another position on the page.

### Announcements



Allows announcements to be added that display on the student home page

## My Grades

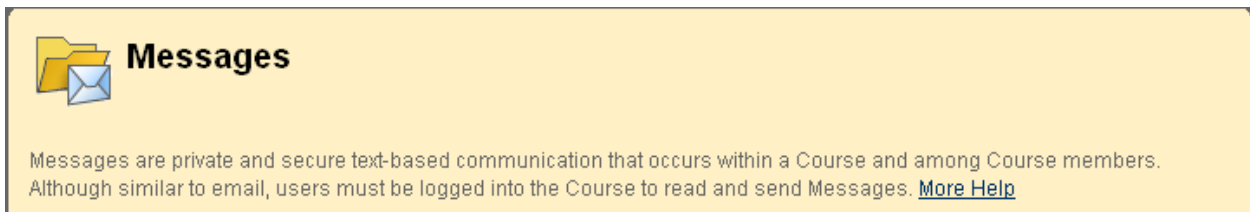


**Error**

Users with your role do not have personal grades.

This cannot be accessed by the instructor. It contains the grade book for the student. When the instructor attempts to access it, the above error occurs. Just click on another course menu to get out of the error.

## Course Email



**Messages**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

Course Email allows email to be sent to individual students, all students, or all students in a group. This is similar to the Mail function in WebCT.

## My Course Work



**My Course Work**

Create Item Build Evaluate Collaborate

- Syllabus  
Attached Files [251bb.pdf](#) (111.493 Kb)
- Student Pictures
- [Week 1](#)

The My Course Work selection opens a content page which allows access to additional course data. This is like the Home Page in WebCT. In this case there is a link to the Syllabus for the course and to view Student Pictures.

**Week 1**

Create Item Build Evaluate Collaborate

lecture 1  
Attached Files [251bb.doc](#) (56.5 Kb)

week 1 assignment  
Click the above link and then open the assignment file

The folder link to Week 1 opens a page where all documents, links, and quizzes are kept for Week 1.

## Discussions

**Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search

Similar to the discussions in WebCT, this links gives access to creating and using a Discussion Board.

## Chat

**Collaboration Sessions**

Create Collaboration Session

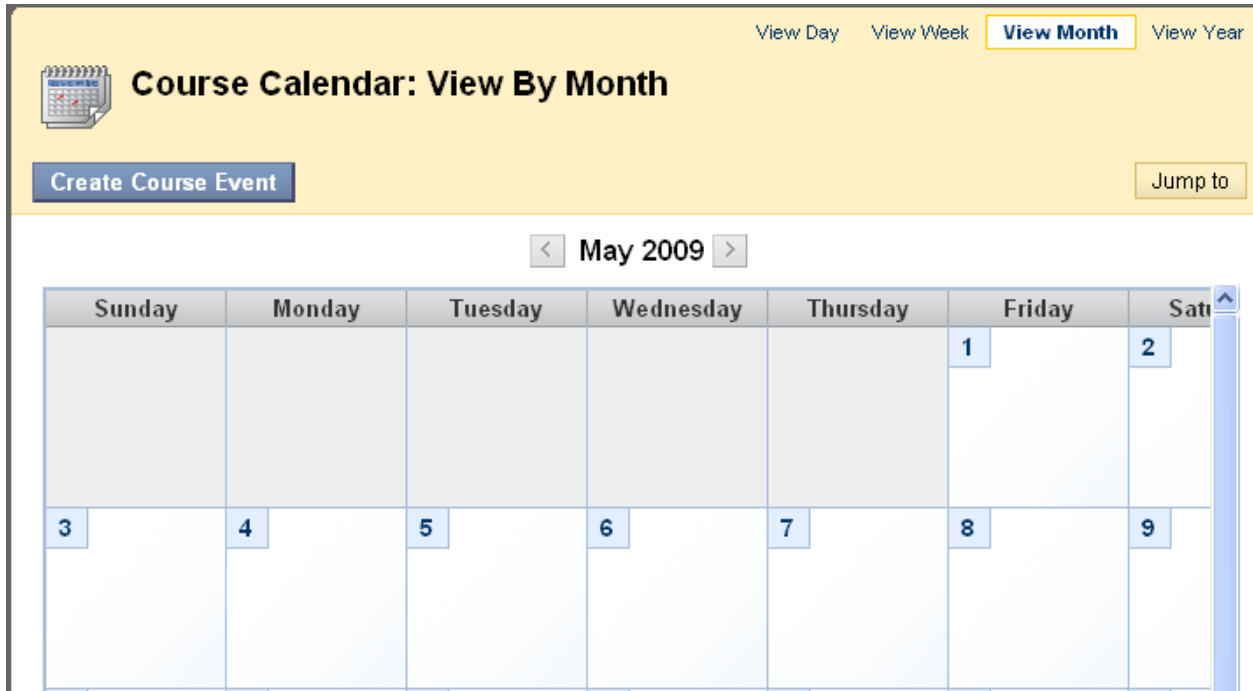
Filter Show All Go

Search by Session Name Search

Session Name	Tool	Start Date	End Date
Chat Room 1	Chat		
Chat Room 2	Chat		
Chat Room 3	Chat		
Chat Room 4	Chat		
Lecture Hall	Virtual Classroom		
Office Hours	Chat		

Similar to the chat capability in WebCT, this template has the chat rooms set up to be like WebCT

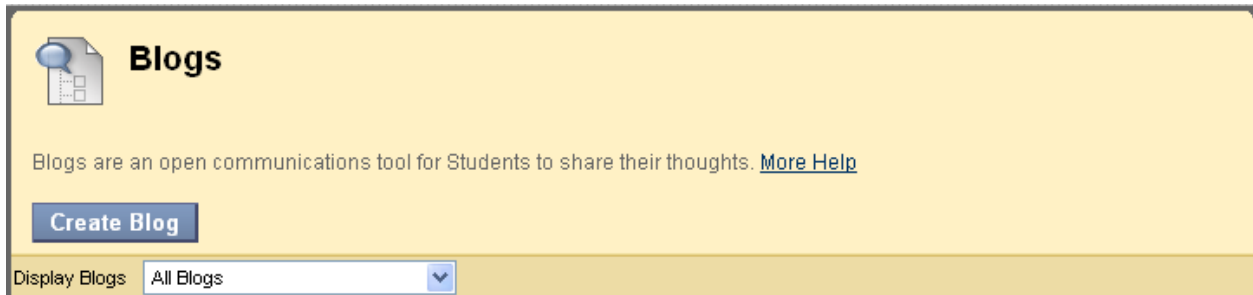
## Calendar



The screenshot shows a web interface for a course calendar. At the top right, there are navigation links: "View Day", "View Week", "View Month" (highlighted in a yellow box), and "View Year". Below these is a calendar icon and the title "Course Calendar: View By Month". A blue button labeled "Create Course Event" is on the left, and a "Jump to" button is on the right. The main area shows a calendar for "May 2009" with days of the week as column headers. The calendar grid shows dates 1 through 9. The 1st is a Friday, the 2nd is a Saturday, the 3rd is a Sunday, the 4th is a Monday, the 5th is a Tuesday, the 6th is a Wednesday, the 7th is a Thursday, the 8th is a Friday, and the 9th is a Saturday. A vertical scrollbar is on the right side of the calendar grid.

Similar to the calendar in WebCT. However, when an assignment or test is scheduled, the dates are added to the calendar by Bb9. You may also add entries on your own.

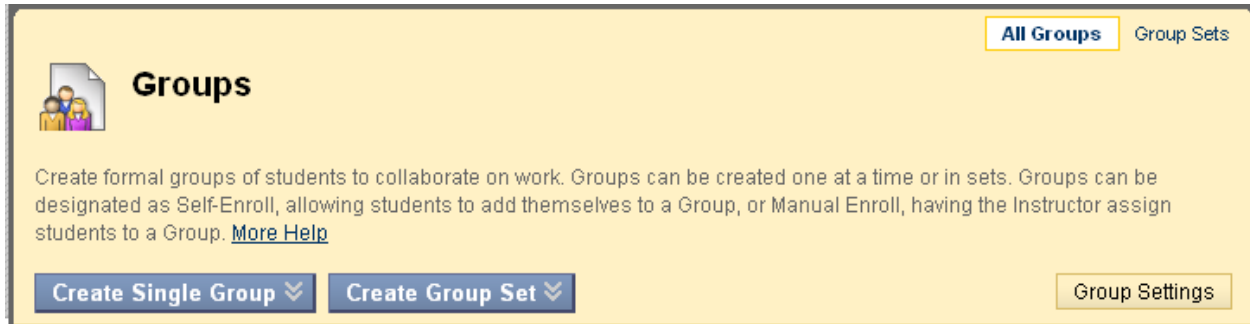
## Course Blog



The screenshot shows a web interface for a course blog. At the top left is a document icon and the title "Blogs". Below the title is a paragraph of text: "Blogs are an open communications tool for Students to share their thoughts. [More Help](#)". A blue button labeled "Create Blog" is positioned below the text. At the bottom, there is a "Display Blogs" label followed by a dropdown menu currently set to "All Blogs".

Allows students to share their thoughts using a blog self contained within the course on Bb9.

## Groups



**Groups**

Create formal groups of students to collaborate on work. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)

[Create Single Group](#) [Create Group Set](#) [Group Settings](#)

Similar to groups in WebCT, Bb9 allows them to be automatically generated, generated by the instructor, or having the students add into a group.

## Student Toolbox



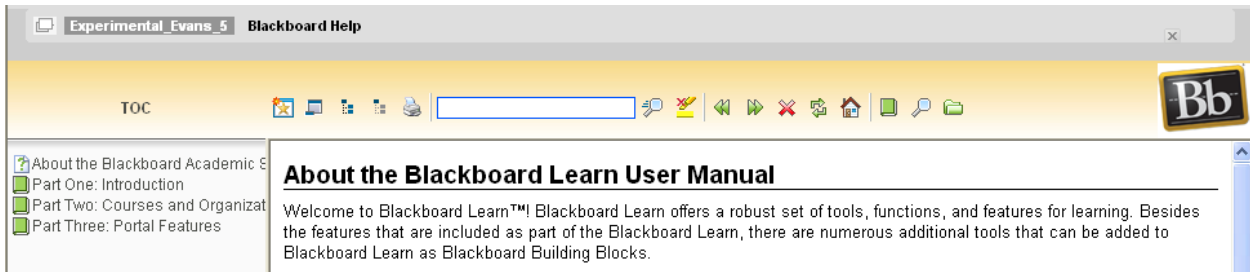
RHODE ISLAND COLLEGE

RIC HOME CALENDARS CAMPUS MAP SEARCH

STUDENT TOOLBOX

Accesses the RIC Student Toolbox where a wealth of reference material is available to the student.

## Blackboard Help



Experimental\_Evans\_5 Blackboard Help

TOC

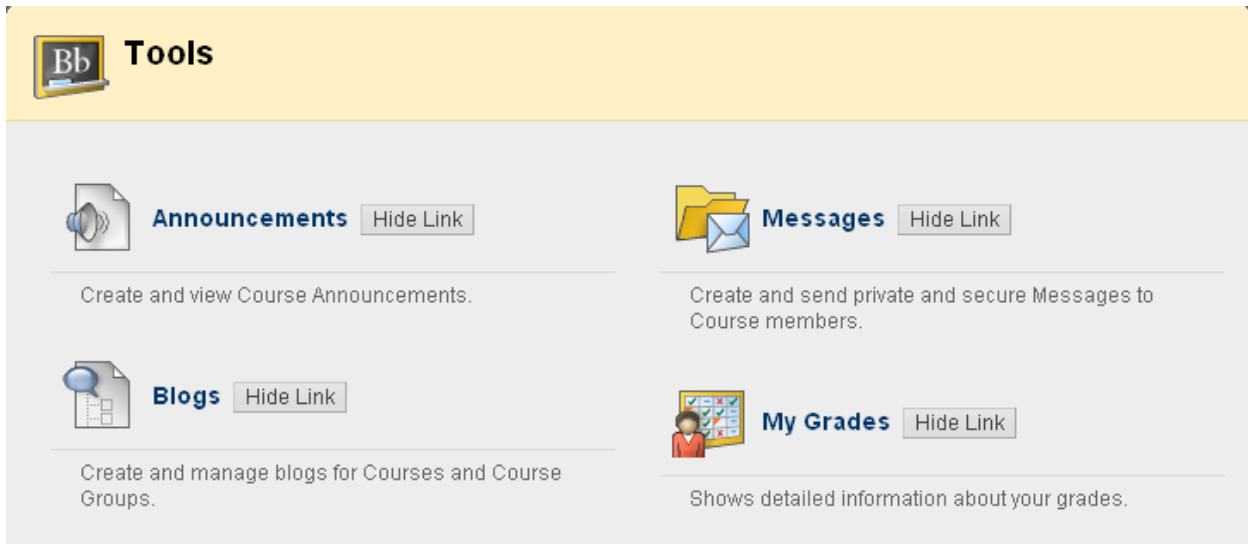
[About the Blackboard Academic S](#)  
[Part One: Introduction](#)  
[Part Two: Courses and Organizat](#)  
[Part Three: Portal Features](#)

### About the Blackboard Learn User Manual

Welcome to Blackboard Learn™! Blackboard Learn offers a robust set of tools, functions, and features for learning. Besides the features that are included as part of the Blackboard Learn, there are numerous additional tools that can be added to Blackboard Learn as Blackboard Building Blocks.

Access to many helpful papers and links about Bb9

## Tools



The screenshot displays the Blackboard 'Tools' menu. At the top left is the Blackboard logo (Bb) and the word 'Tools'. Below this, there are four tool options arranged in a 2x2 grid. Each option consists of an icon, a title, and a 'Hide Link' button. The tools are: 1. Announcements: represented by a speaker icon, with the description 'Create and view Course Announcements.' 2. Messages: represented by a folder and envelope icon, with the description 'Create and send private and secure Messages to Course members.' 3. Blogs: represented by a document with a magnifying glass icon, with the description 'Create and manage blogs for Courses and Course Groups.' 4. My Grades: represented by a person icon and a gradebook icon, with the description 'Shows detailed information about your grades.'

Used by the instructor to add Bb9 tools to the course. The above only shows four of many tools available.