Understanding the New Course Menu
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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.)

Chevron

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 section 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**

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**

Allows email to be sent to an individual student, all students, or all students in a group similar to the Mail function in WebCT.

**My Course Work**

Opens a content pages allowing access to detail 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.
The folder link to Week 1 opens a page where all documents, links, and quizzes are kept for Week 1.

**Discussions**

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

**Chat**

Similar to the discussions in WebCT, this links gives access to creating and using a Discussion Board.
Similar to the chat capability in WebCT, this template has the chat rooms set up to be like WebCT.

**Calendar**

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**

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

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

Blackboard Help

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

- **Announcements**: Create and view Course Announcements.
- **Messages**: Create and send private and secure Messages to Course members.
- **Blogs**: Create and manage blogs for Courses and Course Groups.
- **My Grades**: 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.