

Entering and Navigating a Course

Once you are logged into Blackboard, click the title of the course you wish to enter from the Course List.



Once you are logged into the course.

1. **Navigation Menu:** Panel on the left side that contains links to course content, such as assignments, discussion boards, quizzes/tests/exams, etc.
2. **Navigation Menu Links:** Click these links to open course content, such as assignments, discussion boards, quizzes/tests/exams, etc.
3. **Add Menu Item:** Use this to create new menu links, pages, etc.
4. **Action Toolbar:** Use this toolbar to build new materials in a content area such as assignments, tests, discussion boards, etc.
5. **Content Area:** Area which displays course information such as assignments, discussion boards, quizzes/tests/exams, etc.
6. **Content Area Links:** Many of Blackboard titles are links to new pages. Hover your mouse over a title and click to see if the title is a link to another page. Titles that will have links to other pages: assignment titles, discussion board forum/thread titles, quiz/test/exam titles, etc.
7. **Reorder Content Area Materials:** Once you create materials, they will be added to the bottom of the content area. To reorder you may hover your mouse over the material, click and drag. You may also click the Reorder button, which opens a small window where you can highlight the title and use the arrows to move up or down. Once the changes are made, click submit to save the changes.

The screenshot displays the 'Faculty Orientation Course' interface. At the top, the 'Governors State University Center for Online Teaching & Learning' logo is on the left, and the course title 'Faculty Orientation Course' is on the right. A 'WELCOME!' dropdown menu is centered below the header. A navigation bar contains 'Build Content', 'Assessments', 'Tools', and 'Partner Content' dropdowns, followed by a '7' button and an up/down arrow button. The left sidebar lists course navigation options: 'Faculty Orientation' (with a '3' callout), 'WELCOME!', '1] Begin and Log In' (with a '2' callout), '2] Course Content', '3] Communicate', '4] My Blackboard Profile', '5] Tests - Assignments', '6] Stay on Track', '7] Get Help', 'Take the Quiz, Get a Certificate!', 'Your Certificate', 'DONE!', 'Discussions', 'Journal', 'Wiki' (with a '1' callout), 'Survey', 'Tools', 'Glossary', and 'Blackboard Learn Help'. The main content area features a 'Welcome to the Faculty Orientation Course!' heading (with a '5' callout), a welcome message, a description of Blackboard Learn, a 'Goal' statement, a 'Method' statement, and a bulleted list of course elements. A red-bordered box highlights the heading 'How do I get around in the course?' (with a '6' callout), and a blue arrow points from this box to the '1] Begin and Log In' link in the sidebar. A '7' callout is also present on the right side of the main content area.

Faculty Orientation Course

WELCOME!

Build Content ▾ **Assessments** ▾ **Tools** ▾ **Partner Content** ▾ **7** ↑↓

Welcome to the Faculty Orientation Course!

You've come to the right place to test drive an online course before teaching your real classes!

This course uses Blackboard Learn, a learning management system (LMS) that you access on the Internet. Instructors use it for anything from simply posting materials online to a complete virtual learning environment.

Goal: This unfacilitated and self-paced course will quickly increase your comfort level with online learning and provide practice with common course tasks.

Method: Lessons 1-7 contain the same elements:

- Brief overviews of the big ideas in each area of online learning
- Checklists that give you hands-on practice with course tools and links to help.blackboard.com resources
- Practical strategies and resources for being the best online teacher you can be
- Ideas to think about and tasks to complete in the online course you are teaching at your school

How do I get around in the course?

The course menu on the left provides links to course lessons 1-7 and links to tools. Start by clicking **1] Begin and Log In**. JUMP IN and have fun!