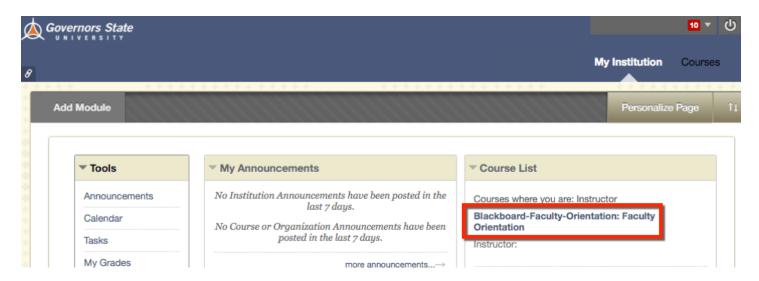
## **Entering and Navigating a Course**

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, the 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.

