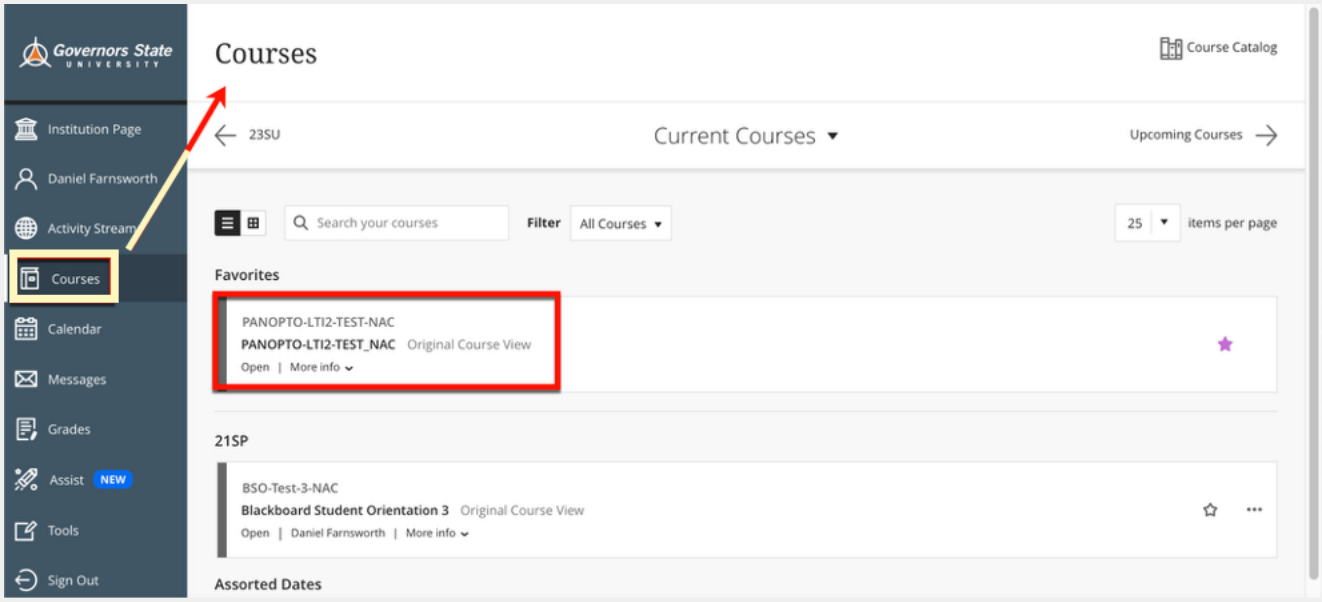
Navigate Inside Courses

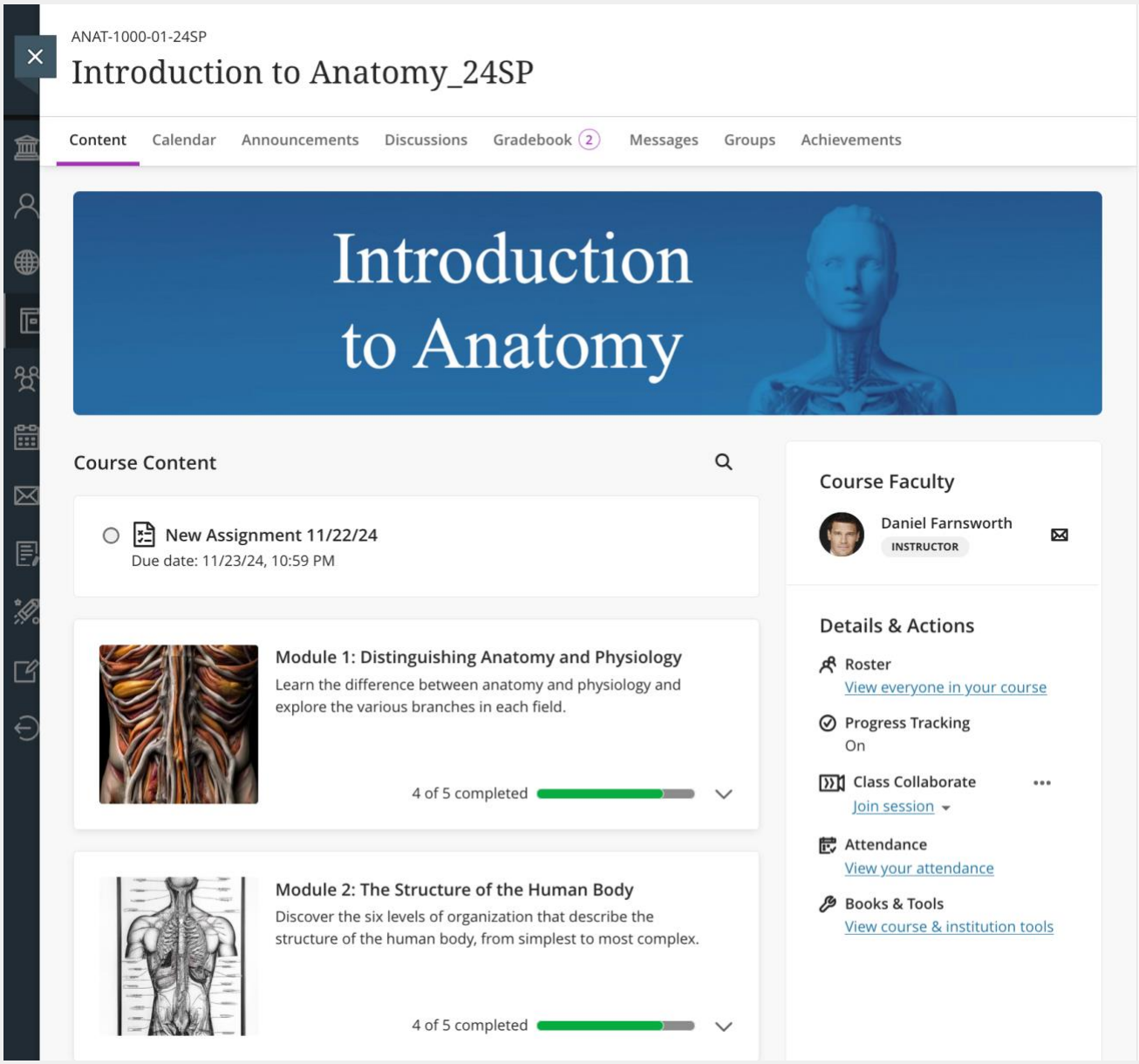
Once you are logged into Blackboard, click the title of the course you wish to enter.



Your course environment

You can open frequently used tools with the navigation bar. Select the Content, Calendar, Announcements, Discussions, Gradebook, Messages, Groups, and Achievements tabs to use them.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115



The **Details & Actions** section has course information and tools with these options:

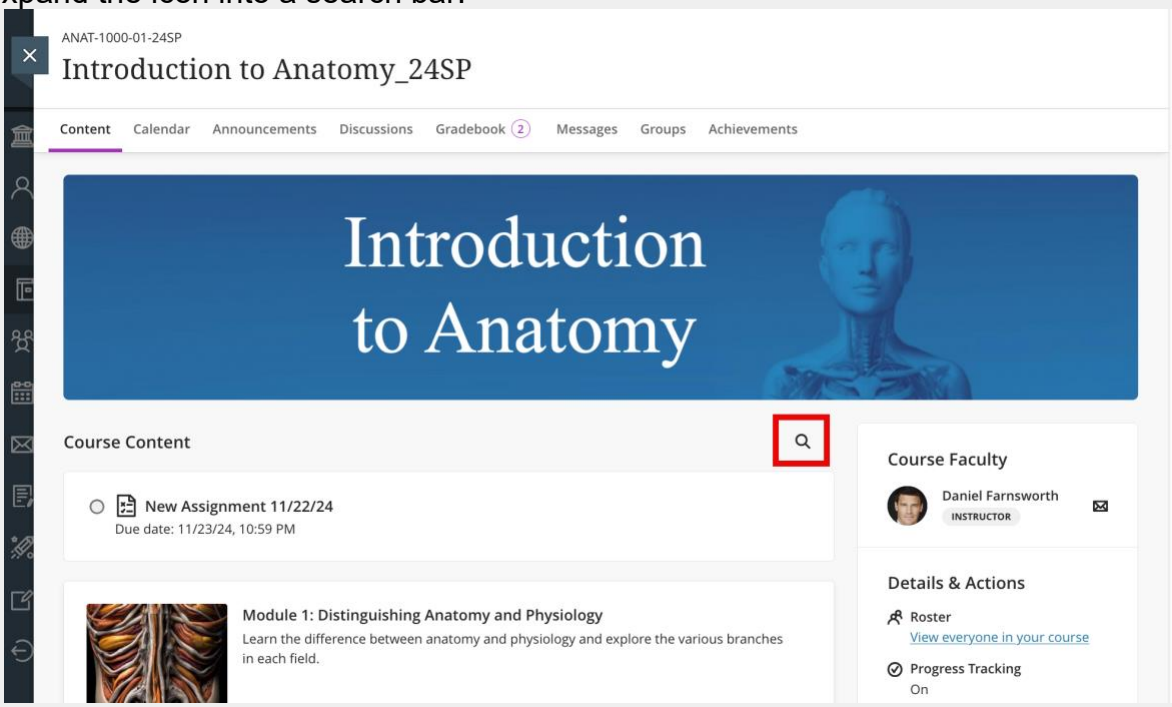
- **Roster:** Access basic profile cards and match faces to names. All course members appear in the roster. You can't remove yourself.
- **Course Description:** Provides a high-level summary of your course's goals, expectations, and pedagogical approach to the course.
- **Progress Tracking:** Check your progress relating to your course content, assignments, and tests.
- **Class Collaborate:** Use an open Class Collaborate session as a convenient launch point for scheduled and impromptu meetings.
- **Attendance:** If your instructor uses the attendance feature, you can access your records.
- **Groups:** View or join course groups your instructor has created.
- **Announcements:** View course announcements your instructor has posted.
- **Books & Tools:** Displays tools available in your course and your institution.

Course content:

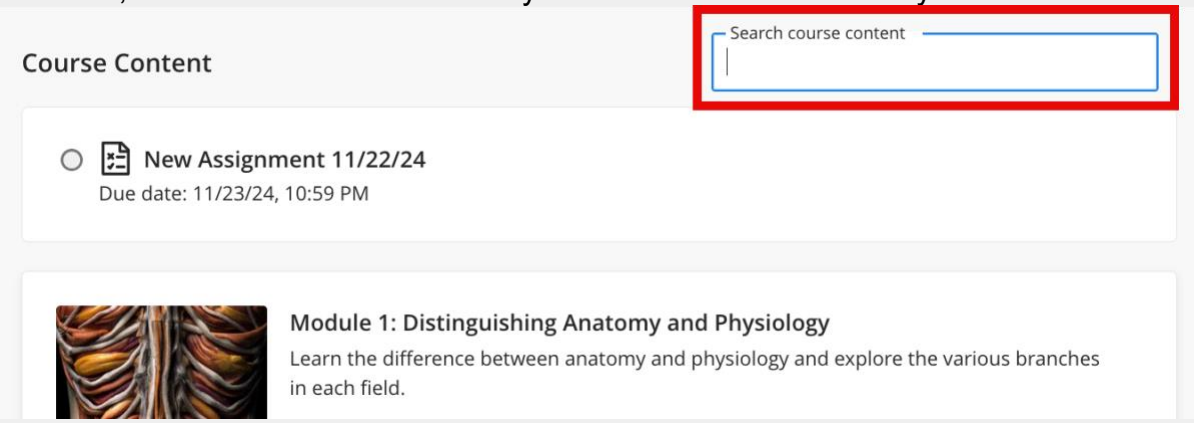
All of your course content appears in the main part of the page. When you select a folder or learning module, it will expand to display the content nested in that folder or learning module. When you select an item such as an assignment, document, or link, the content slides out in a panel on top of the Course Content page. Close the panel to navigate back to a previous spot in your course. Progress tracking keeps track of what content you've completed and what you still need to complete.

Course Content Title Search

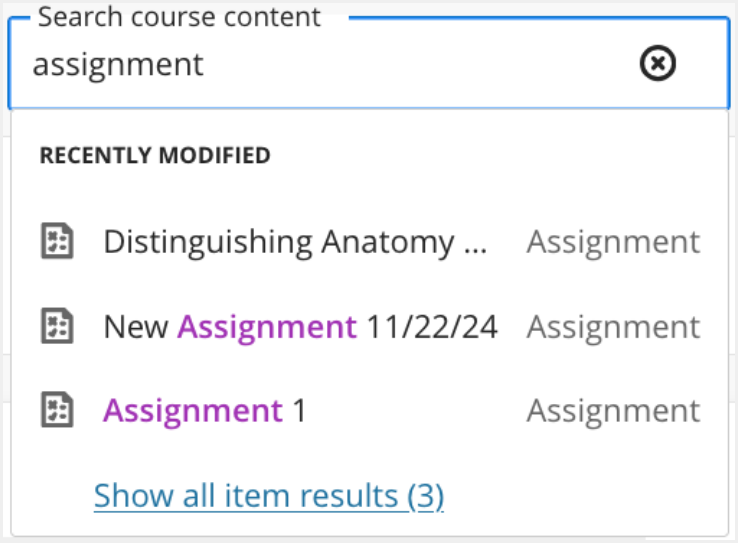
You can search for items by title on the Course Content page. Select the magnifying glass icon on the page to expand the icon into a search bar.



In the search bar, enter a few letters of the keyword related to the item of your search.

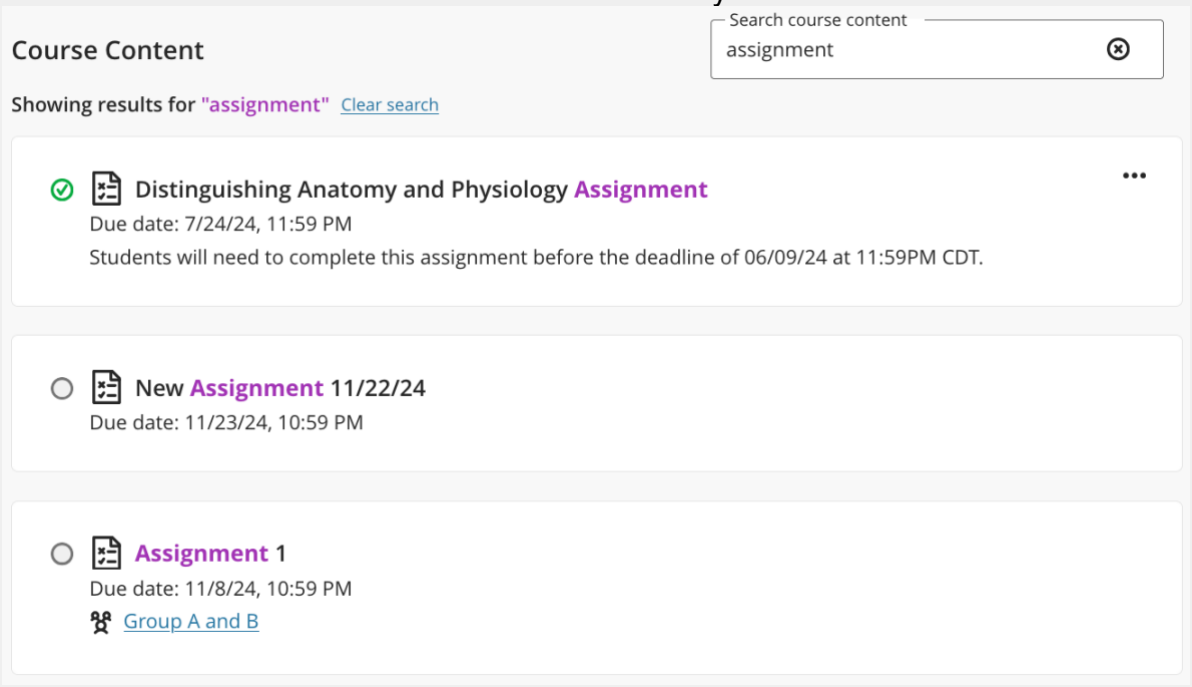


The course search function displays the titles of matched items as you enter letters. Select the item from the list to open the corresponding content.

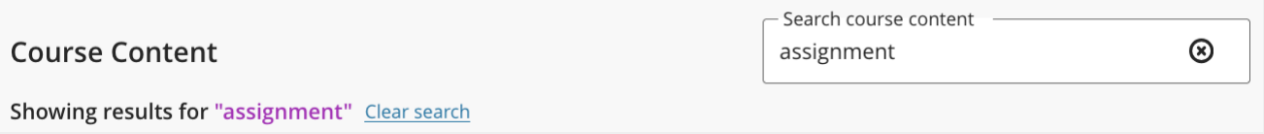


Select **Show all item results** at the end of the list to display a detailed view of all matched items. Select the item that you want to access.

To do another search, select the **X** icon inside the search bar to clear your previous entry. You can also delete the search bar contents and enter a different keyword.



Select **Clear search** to clear the detailed list of search results. You'll return to the Course Content page.



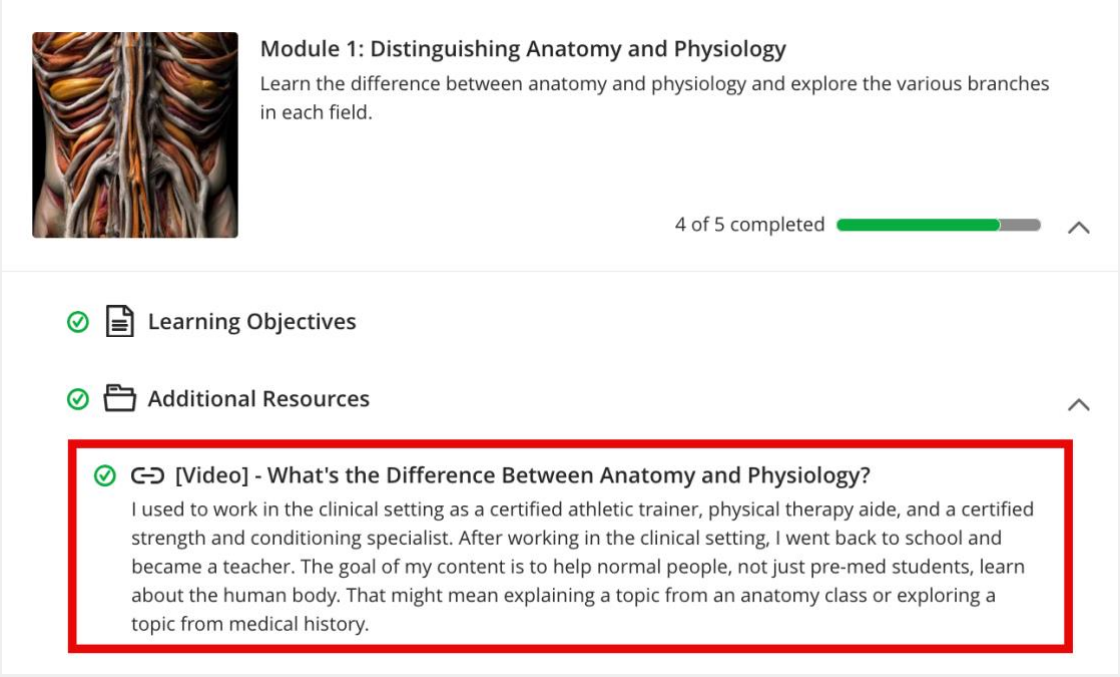
Note: *The search display functions in a different way when the browser is not in full screen.*

Web links

You can refer to websites contained outside of your course with web links. For example, your instructor may direct you to an external dictionary or thesaurus to use during a writing assignment.

When creating web links, your instructor can choose whether the linked content opens in another window in your browser or in a panel within the course.

A web link appears on the Course Content page with a link icon next to the display name.



Some content won't display on a panel in the course. A banner appears warning you that some content may not be displayed unless opened in a new window. You can choose to open the content in a new window or close the banner.

