University of St. Thomas – Blackboard 9 Training

New Interface/Basics Training

It is worth noting that the Blackboard 9 interface is significantly different to that of version 8, although much of the functionality remains un-changed. The new version of Blackboard will introduce a number of new features. Most notably, there is a change to the user interface, location of some course management functions, and addition of some collaborative tools.

New Blackboard Home Page Interface

![New Blackboard Home Page Interface]

Modules
A module is a collection of information and tool receptacles on your Blackboard Home Page.
Adding/Removing Modules
You can add or remove modules by clicking “Add Module.” You will get a “Select Modules” page with a list of all available modules. Place a checkmark next any modules you want to add and uncheck any modules want to remove.

Managing Modules
You can use the icons in the upper right corner to manage your modules. Use the drag-n-drop functionality to organize your modules.
Theme Personalization
You can change the color of your home page by clicking the “Personalize Page” button and using various color themes.

Notifications Dashboard
The Notification Dashboard is a new feature that can help users keep track of course deadlines (past, current, and future due dates), alerts, items needing attention and any new content that has been added to the course. The information for all courses in which a student is enrolled will be funneled to this page. For instructors, the information funneled to this page pertains to the courses they are teaching.
New Blackboard Course Home Page Interface

Announcements will show here. You can drag-and-drop to any order.

You can put course content into any of the content areas listed within your course menu. This is the only bar that is accessible to students.

The Control Panel module is located here and is only accessible to instructors.
Edit Mode

**Edit Mode** is a Blackboard feature that allows an instructor to make changes to content from within the Course view instead of navigating through the Control Panel. The **Edit Mode** toggles On and Off. The toggle appears in the navigation bar in each Course area and any subfolders.

**Accessing the Quick Edit Feature**

1. Log into Blackboard and select your course.

2. In the top right corner of the BB course shell screen, you will see an **Edit Mode** toggle button.

3. To edit content, toggle Edit Mode to “On”.

4. To view course content as a student would see it, toggle **Edit Mode** to “Off”.
Drag-n-Drop – an easy editing feature that allows for quick rearranging of content. Simply hover over the vertical, double-sided arrow and drag the item to the new location indicated by the dotted line. For modules, drag using the heading. *In Blackboard 8, this was achieved choosing a position from a choice list.*
Control Panel
The Control Panel is the location of the primary course tools within a Blackboard course. Only Instructors, TAs, Graders and Course Builders have access to this area. The Control Panel is no longer a separate area within Blackboard. It is now located on the course’s main page under the course menu, enabling editors to see the changes as they are made.

A) **Collapse/Expand Control Panel** – the entire Control Panel menu can be collapsed or expanded by clicking expand/collapse icon.

B) **Expand menu** – to access the various tools, simply click Expand icon (two downward facing arrows).

C) **Go to Overview Page** – the arrows facing right display the overview page for the tool in the content window.
Course Menu

The Course Menu has been redesigned for easier management.

Managing Course Menu – managing the course menu is conveniently achieved directly on the course menu using a variety of functionalities described below:

<table>
<thead>
<tr>
<th></th>
<th>Blackboard 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Click + icon to access choice list for adding links to the menu</td>
</tr>
<tr>
<td>B</td>
<td>Click and drag <strong>vertical, two-side</strong> arrow to change menu order</td>
</tr>
<tr>
<td>C</td>
<td>Refreshes the current page without leaving the page</td>
</tr>
<tr>
<td>D</td>
<td><strong>Contextual menu</strong> contains options to rename, hide/show and delete link</td>
</tr>
</tbody>
</table>

Contextual Menus – expandable menus containing options for each item and are visually represented by two download facing arrows. Each menu may contain different options depending on the item or its current status. You must be in Edit Mode to see the contextual menus. *In Blackboard 8, contextual menus were only available in the Grade Center.*