

UNDERSTANDING THE LAYOUT OF THE COURSE HOME PAGE

It is important to know the layout of the course home page in order to easily navigate to a specific tool, setting, or function. The course home page is separated into course tools, designer and instructor tools, role tabs, and a home page for displaying files and folders of files.

The screenshot displays the course home page interface. At the top, the Webster University logo and 'WorldClassRoom' branding are visible, along with navigation links for 'My Blackboard', 'Accessibility', 'Help', and 'Log out'. Below this, there are role tabs for 'Build', 'Teach', and 'Student View', and the course title 'Training - Sample Course 01'. A left-hand navigation menu is organized into 'Course Tools' (including Course Content, Announcements, Assessments, Assignments, Discussions, Learning Modules, Library, Mail, Syllabus, Web Links, Who's Online, and Writing Assistance) and 'Designer Tools' (including Manage Course, File Manager, Grading Forms, and Selective Release). The main content area shows the user's location as 'Home Page' and provides three primary actions: 'Add File', 'Create Folder', and 'Add Content Link', each with a corresponding icon. Below these actions, a green banner features the Webster University logo and the course title. The main content area is divided into three sections: 'Adding Files', 'Creating Folders', and 'Adding Content Links', each with a brief explanation of the function and a call to action to click the respective button.

Note: It is important to remember that any time you need to move from one course home page to another, you do so by returning to the My Blackboard page

The area displayed in the body of the home page is a place for you to display your course content. Here, you can add files and folders filled with files for students to browse.

The screenshot shows the Blackboard LMS interface for a course titled "Training - Sample Course 01". The interface includes a navigation menu on the left with "Course Tools" and "Designer Tools" sections. The main content area is titled "Your location: Home Page" and contains three sections: "Adding Files", "Creating Folders", and "Adding Content Links". A large black circle highlights the main content area.

Adding Files
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

Creating Folders
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Adding Content Links
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

COURSE TOOLS

The large list on the left under the heading *Course Tools* are all the tools available for you and your students to use.

The screenshot shows the Blackboard LMS interface for a course titled "Training - Sample Course 01". The interface includes a navigation menu on the left with "Course Tools" and "Designer Tools" sections. The main content area is titled "Your location: Home Page" and contains three sections: "Adding Files", "Creating Folders", and "Adding Content Links". A large black circle highlights the "Course Tools" list on the left.

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Discussions
- Learning Modules
- Library
- Mail
- Syllabus
- Web Links
- Who's Online
- Writing Assistance

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

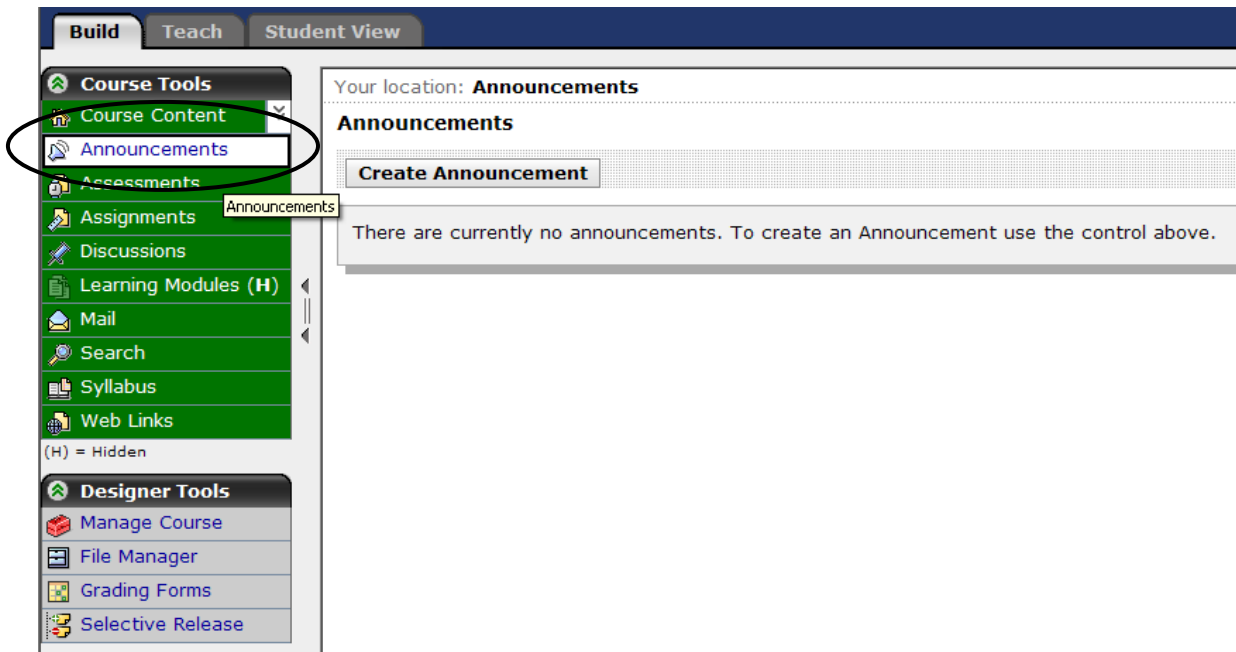
Adding Files
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

Creating Folders
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Adding Content Links
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

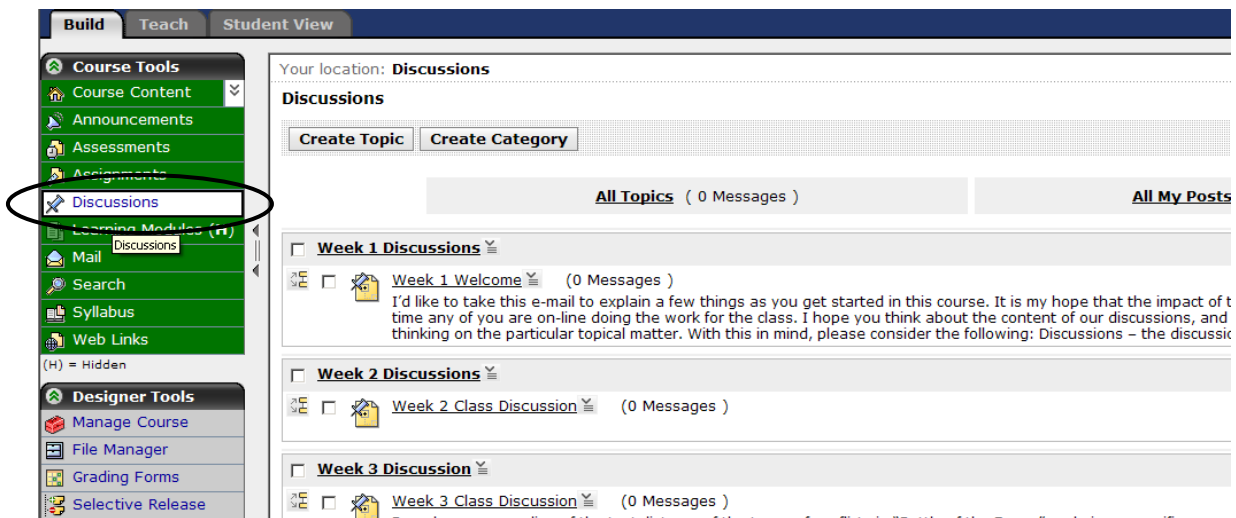
To access any of the options on the list, click the option desired and work within the window provided.

To go to the Assignments tool to create a new assignment, you can click *Assignments*.



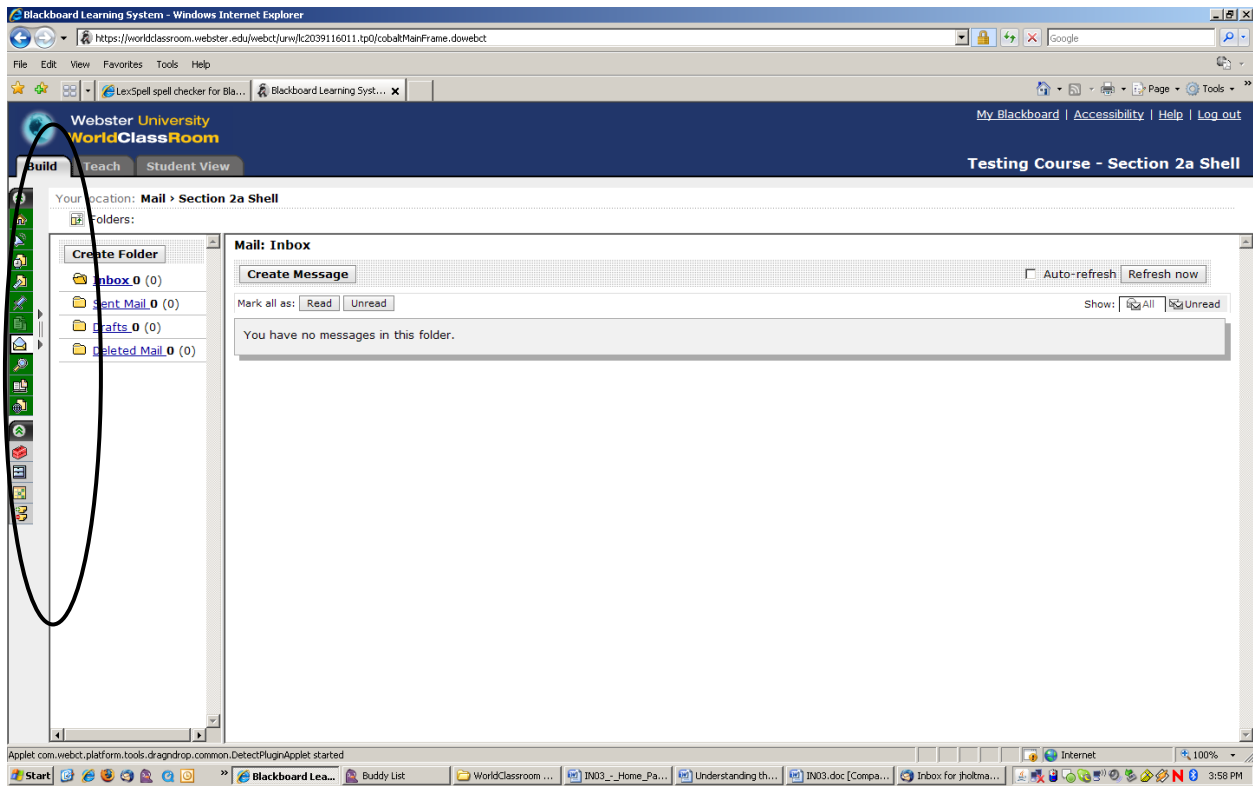
The screenshot shows the LMS interface with the 'Build' tab selected. The 'Course Tools' menu is open, and 'Announcements' is highlighted with a red circle. The main content area displays 'Your location: Announcements' and 'Announcements'. There is a 'Create Announcement' button and a message: 'There are currently no announcements. To create an Announcement use the control above.'

To create or monitor an on-line discussion, you can click the *Discussions* tool.

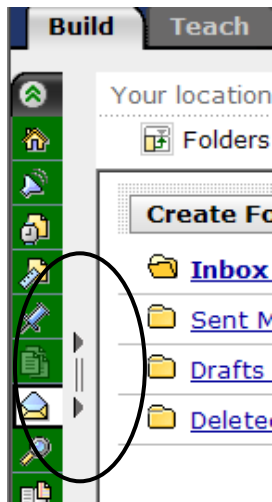


The screenshot shows the LMS interface with the 'Build' tab selected. The 'Course Tools' menu is open, and 'Discussions' is highlighted with a red circle. The main content area displays 'Your location: Discussions' and 'Discussions'. There are 'Create Topic' and 'Create Category' buttons. Below, there are sections for 'All Topics (0 Messages)' and 'All My Posts'. The 'Week 1 Discussions' section is expanded, showing a message titled 'Week 1 Welcome' with the text: 'I'd like to take this e-mail to explain a few things as you get started in this course. It is my hope that the impact of time any of you are on-line doing the work for the class. I hope you think about the content of our discussions, and thinking on the particular topical matter. With this in mind, please consider the following: Discussions - the discussi'.

Some tools that require a lot of screen space such as *Mail* will cause the Course Tools menu to collapse to save space.



Note: To undo this, click the Expand/Collapse button next to the menu to expand the menu.

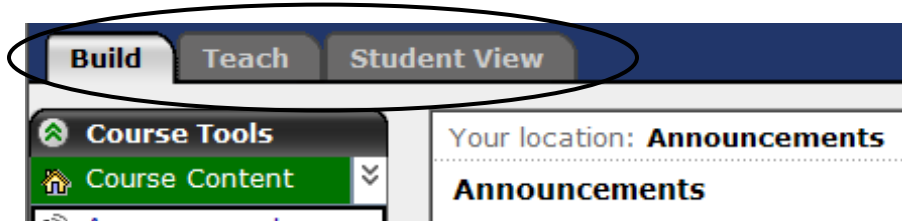


Note: You can return to the Course Content Home Page by selecting the **Course Content** link under the Course Tools heading.

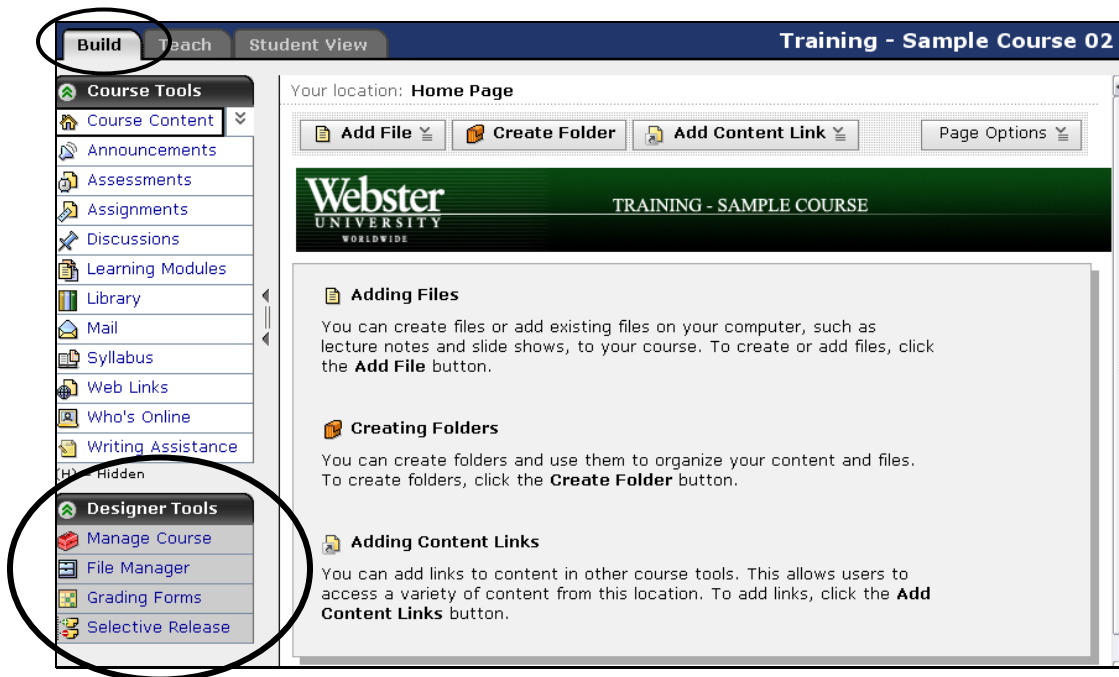
ROLE TABS

WorldClassRoom divides the functions of building a class from the function of teaching a class and, the functions of building and teaching are divided from the function of taking a class. The role tabs let you switch between these functions.

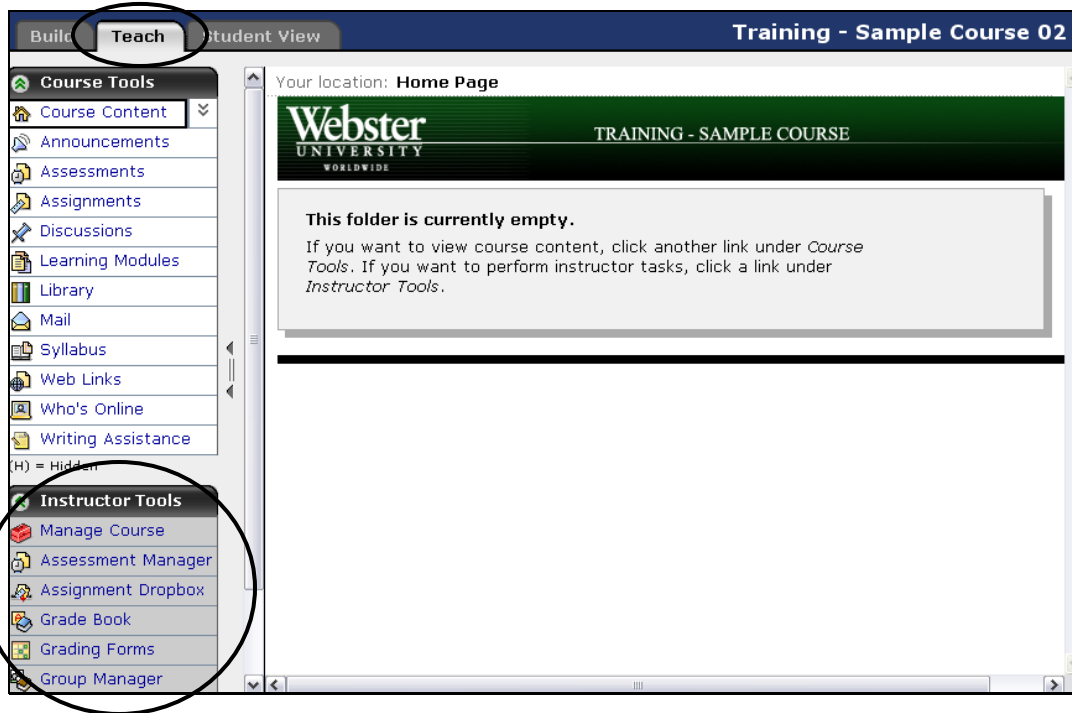
It is important to remember that you will need to switch tabs to accomplish different tasks. To add content you must be in the Build tab, to perform administrative tasks related to teaching, you must be in the Teach tab, and for a “true student view” you must click on the Student tab. If for some reason you can't find what you are looking for, first make sure you are on the correct tab.



Build Tab: The Build tab allows us to use the Designer Tools to build, or, define what tools are available on the course home page.

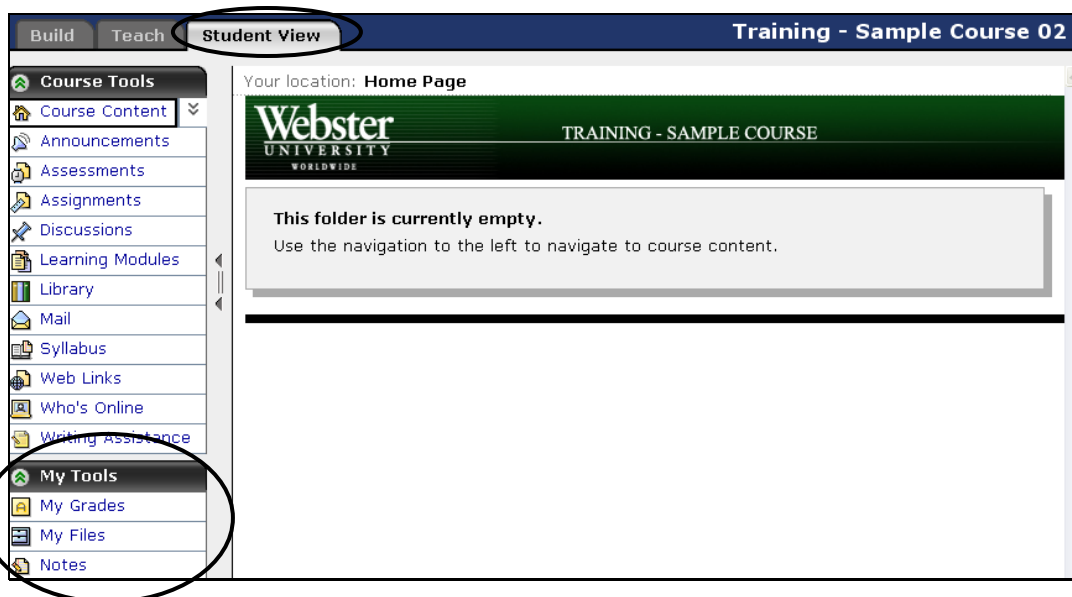


Teach Tab: The Teach tab has *Instructor Tools*, which allow you to perform tasks related to teaching, such as accepting homework and using the grade book.



Note: For testing and demoing purposes, each course you teach has a fake student enrolled called *Demo Student*.

Student View Tab: The Student View tab allows you to see what your students see. The tools labeled *My Tools* are a place for students to review their grades or browse their files.



Note: These tools are called simply *My Tools* because unlike teachers, students have only one role, so there are no role tabs for them to switch between.