

CHAPTER 1 – WELCOME TO THE BLACKBOARD ACADEMIC SUITE

COURSES AND ORGANIZATIONS

Overview

Courses and organizations function in the same way. The Organization Leader and the Course Instructor uses the same tools to provide an online environment. Organizations are available with the Blackboard Community System, while course are available with the Blackboard Learning System.

A course or organization consists of the Course Menu or Organization Menu and a content frame. The Menu links users to content and tools. The content frame displays content and tools.

Instructors and Leaders

Course Instructors manage all of the tools and content related to courses; Organization Leaders manage all of the tools and content related to organizations.

Functions

The table below includes information on the components of a course or organization. The names of the areas can be changed by the Instructor, Leader or the System Administrator.

AREA	DESCRIPTION
Announcements	Announcements post timely information critical to course or organization success. Click Announcements from the Course Menu or Organization Menu to view Announcements.
Staff Information	Staff Information provides background and contact information on Instructors, Teaching Assistants and Leaders.
Content Areas	Content Areas can contain a wide-range of content items including: Assessments, Assignments, Learning Units, and multimedia files.
Communication	The Communication area allows users to: <ul style="list-style-type: none"> • send and receive messages • open Discussion Boards • enter the Virtual Classroom • view roster • view Group pages
External Links	External Links connect users to learning materials outside of the <i>Blackboard Academic Suite</i> .

AREA	DESCRIPTION
Tools	Tools that can be used in the Course or Organization. These include: Digital Drop Box, Edit Home Page, Personal Information, Calendar, View Grades, User Manual, Tasks, The Electric Blackboard®, and Address Book.
Course Map	Navigate through a collapsible tree directory.

CHAPTER 3—WORKING IN THE BLACKBOARD ACADEMIC SUITE

COURSE MENU

About the Course Menu

The Course Menu appears on the left side of a course and contains links to materials and tools within the course. The Instructor can customize the appearance of the Course Menu and the content and tools available to users.

Two views may be made available to users; if both views are available users may toggle between them:

- **Quick View** – Displays top-level of course materials. Links may be displayed as buttons or text.
- **Detail View** – Displays course materials as seen in the Course Map. This view expands to show the hierarchy of course navigation.

A Tools Panel appears as part of the Course Menu. This box may contain links to the Course Map, Communication tools and/or Course Tools. Links to tools may also be added to the main part of the Course Menu so they appear in the Detail View or the Course Map.

The size of the Course Menu frame may be adjusted. Hold the mouse over the border that marks the right side of the Course Menu, an arrow pointer appears. Use the mouse to drag this border and expand or contract the frame.

Information about when the Course Menu was last refreshed is also available in the Course Menu. Hold the mouse over the Refresh icon to view the date and time the menu was last refreshed. In the Detail View the date and time information appears at the bottom.

View new Content

When content is added to the Course Menu or the Course Map it takes 20 minutes for it to cache; this means that new content in the Course Menu and Course Map does not appear for 20 minutes. To view content within the first 20 minutes it has been added click **Refresh**.