

Homepage, cont...Working with Modules

The screenshot shows the Blackboard homepage interface. A large white box titled "Home Page Modules:" contains a list of modules: Home Page, Content, Information, Discussions, Groups, Tools, Help, New Ideas, Student Links, and Google. A "My Class" header is visible with the text "School and Teacher Name".

Annotations include:

- A red box around the "Add Class Module" button with the text: "Click here to select modules."
- A red box around the "Customize Page" button with the text: "Change your module color scheme by clicking on 'Customize Page.'"
- A red box around the "more announcements..." and "more tasks..." links with the text: "Click on 'MORE...,' to create ANNOUNCEMENTS, TASKS, etc... Some modules can also be accessed under 'Tools' via the class menu."

Creating Modules: (Create, Edit, Delete)

Announcements:

Click "more announcements" and then "Create Announcement." **NOTE:** If you are planning to attach a document/image to your Bb9 course, using the Text Editor box, make sure you have uploaded at least ONE file to your Course Files section. If you do not, any document/image you add will not show to students. **Please see the File Management document found in the Blackboard area of Staff Resources on the KCS website.** Enter a Subject, Type a Message, Select options for the Announcement, add a link to any area of your course (optional) and Submit.

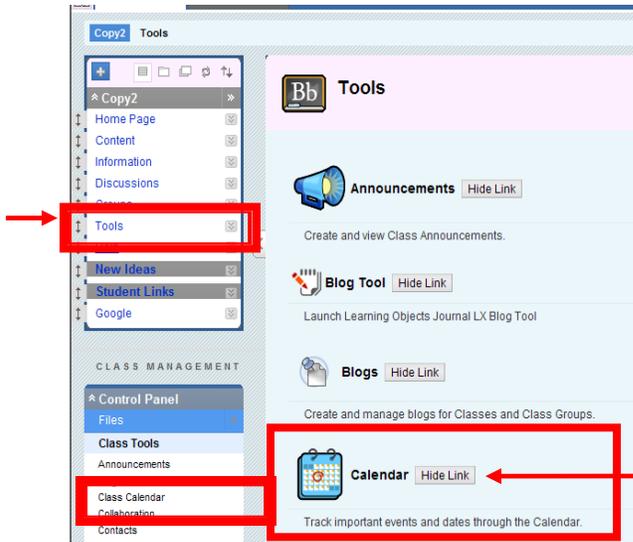
The screenshot shows the "Announcements" module interface. It features a "Create Announcement" button and a list of announcements. The first announcement is titled "Welcome" with the message "Welcome to My Class." and a link to "Information/Networked Teacher.JPG".

Annotations include:

- Red boxes around the drag arrows on the left side of the announcement list.
- Red boxes around the chevron arrows on the right side of the announcement list.

Click on the Drag Arrows on the left side to reorder the announcements.
Click on the chevron arrows on the right to edit or delete an announcement.

Calendar:



1. The calendar is a good way to share important dates with students. You can click on “Tools” on the course menu and select the Calendar.
2. Click on the Calendar icon and “Create Class Event” to add an Event Name and Description. Notice that you can only create one day at a time (not a week-long event).
3. If you prefer to create a calendar in Word or Publisher, attach it as an item in another area of your class. In that case, select “Hide Link” beside the Calendar Tool.

CLASS MANAGEMENT

Control Panel

Files

Class Tools

Announcements

Blogs

Class Calendar

Collaboration

Contacts

Discussion Board

Glossary

Journals

Messages

Send Email

Tasks

Tests, Surveys, and Pools

Wikis

Evaluation

Grade Center

Users and Groups

Customization

Enrollment Options

Guest and Parent Access

Properties

Style

Tool Availability

Package Utilities

Help

Quick Unenroll

Class Calendar: View By Month

Create Class Event

View Day View Week View Month View Year

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6
8	9 10:00 AM Reading I				
15	16				
22	23				

Click on the view links to see Day, Week, Month, or Year. Click on the arrow to scroll to other months.

You can add a picture that will display when a user clicks on the link to the Event. The picture must first be added to Class Files (see handout).

Click on Tool Availability under Customization to select who has access to the calendar.