BLACKBOARD PEOPLESOFT (ESERVICES) INTEGRATION

Blackboard Default Course Menu

All new Blackboard courses (whether a TEMPLATE site or automatically-generated LIVE site) feature a default course menu. These menus can be modified to fit your preferences.

Navigation buttons that are **Content Areas *** allow you to enter any content you wish into that area. Those that are **Tool Links** ** will perform a single function.

> Visit the links provided for official Blackboard Help content (text and video tutorials) on any of these topics.

**ANNOUNCEMENTS **   *https://goo.gl/sefs8A*
This is the default landing page for students when they enter your Blackboard site. You can add announcements at any time and have the option of setting specific dates during which an announcement will appear, as well as emailing the announcement text to all students enrolled in the Blackboard course.

COURSE INFORMATION *   **https://goo.gl/GA3fNT**
Use this content area to provide students with important information ABOUT the course but not content FOR the course. Include general information for students about expectations and policies, such as:

- course syllabus
- policy for accepting late work
- expectations for discussion forums (e.g., correct grammar/punctuation vs. abbreviations and incomplete sentences)
- course schedule/calendar
- instructor information, including office hours
- ways to reach you, as well as your response time for email communication

Please ensure you are using either the Google Chrome or Mozilla Firefox browser for all Blackboard activities! Don't have either of these installed? Download for free at getfirefox.com or google.com/chrome/

Information can be included as either Blackboard items or uploaded as file attachments (PDF is the preferred format for uploading document content to Blackboard). While the information suggested is typically provided within a syllabus, putting the important sections into the **Course Information** area of Blackboard provides quick and easy access for your students.

COURSE CONTENT *   *https://goo.gl/pH4MxR*
Studies show that students prefer to find everything in one place, so we recommend putting all course content into this area and organizing it within **Content Folders** (subfolders) named by chapter, unit, or other topic of study. All handouts, discussion forum links, assignments, tests, web links, etc. related to a specific chapter, unit, or other topic of study, should be provided for students within **Content Folders**.

COURSE CONTENT CONSIDERATIONS
Before adding your content folders to this area, consider the best organizational structure to present this content to your students. Will your folders be labeled by chapter? topic? unit? module? Will you have unit folders with chapter folders as subfolders?

Once your structure has been determined, use each folder to include everything (assignments, quizzes, tests, web links, discussion forums, surveys, etc.) that students will need to access to relation to that topic.

Current research shows that students prefer to go to one location to access everything they need related to a particular course topic.

DISCUSSION BOARD **   *https://goo.gl/HWRkKh*

This **Tool link** takes students directly into the **Discussion Board** area of the course and gives them access to all of the discussion forums you have set up and made available to them.

We strongly recommend adding an "Ask the Instructor" type of forum and encouraging students to post any *general questions* about the course or its content (not about individual issues, such as grades) to this forum.

As an alternative to making use of this **Discussion Board** tool link menu button, direct links to individual discussion forums can be added within a course content area. For example, a direct link to the "Ask the Instructor" discussion forum could be included within the **Course Information** area, or links to weekly forums could be added within any subfolder within **Course Content**.

MY GRADES **   *https://goo.gl/pzvTnd*

This **Tool Link** allows students direct access to the grades you have posted for them in the Blackboard Grade Center for this course. Note: Instructors can view the **Full Grade Center** for a course from the Blackboard **Control Panel**.

SEND EMAIL **   *https://goo.gl/G7LQxg*

Another **Tool Link**, this allows both students and instructors to send email to anyone enrolled within a particular course. Options include All Users, All Student Users, All Instructor Users, and Single/Select Users, among others. A copy of the email will be sent to the inbox of the person sending the email but will not be saved in sent messages, as there is no direct link between Blackboard and email accounts. If a user responds to an email sent in this manner, the response will be sent to the user's email inbox, not Blackboard.

BLACKBOARD HELP   *https://goo.gl/NNTPTx*

This external link takes students directly to the Blackboard Help site for the Blackboard version that ICC has installed. Students may search various help topics and view video tutorials from the site.

TOOLS

This area lists all of the **Tools** available within the Blackboard system. By default, this area is hidden from students so as not to overwhelm them with tools that are not being used within the course. **NEVER DELETE THE TOOLS AREA**, as it can cause some of the tools to not function. You have various options for using Blackboard tools:

- Show the **Tools** button to students, and click on **Hide Link** within this area for any tools you will not be using within your course.
- If you are only using a couple of tools, add those to your course navigation menu by clicking on the + sign in the upper-left corner and adding a **Tool Link** for those you wish to use.
- Add tool links within each **Content Folder** (subfolder) of the **Course Content** area.

CUSTOMIZING THE COURSE NAVIGATION MENU
https://goo.gl/LyEm5c

If your template courses do not feature the default menu structure, you will likely need to **reorder** some menu items and possibly **delete** some unwanted extra/empty menu items in the destination course after the course copy has completed. See the "Full Course Copy" guide on the **Blackboard Guides** page for additional information.

Note: If you adjust your LIVE course menu items in advance to match the TEMPLATE course menu items, you will not need to adjust these following the copy process.

- Click on the + sign in the upper-left area of the navigation menu to add a new button
- Hover over any item in the navigation menu and click the arrow at the end of the item to rename it, hide it, or delete it from the navigation menu
- Click on the left end of a menu item and drag it to rearrange the menu items