

**1 Course Menu:** The Course Menu appears on the left side of a course page. It holds buttons or text links to Content Areas and Tools. Instructors can customize this menu by clicking the drop-down arrow to the right of each menu item and renaming or deleting it. New menu items can also be added by clicking the “plus” button at the top of the course menu. To reorder items, instructors can click the up/down arrow to the left of the menu item and drag up or down to reposition the item on the menu. Menu items which do not contain any content will have a small box immediately to the right of the item name. These empty content areas will not be visible to students.

**2 Breadcrumbs:** Breadcrumbs appear at the top of pages and provide links back to each previous page the user navigated through to get to the current page.

**3 Help:** The Help option is located under the Global Navigation Menu, and is accessed by clicking on the user’s name and choosing Help. This will direct you to customized tutorials, support materials, and training videos. Contact information is also provided here should a user need further assistance with the Blackboard environment.

**4 Edit Mode:** The Edit Mode button allows a course instructor to change the view of the content from the instructor’s view (Edit Mode: On) to the student’s view (Edit Mode: Off). By toggling this button on or off, the instructor will be able to view their course as a student would view it.

**5 Content Frame:** The Content Frame is the main area of the browser window where content items and tools are displayed. By default, the Content Frame Home Page contains several modules,

such as My Announcements, My Calendar, My Tasks, To Do, What’s New, Needs Attention, and Alerts. These modules can be rearranged, collapsed, or hidden based on a user’s preferences.

**6 Control Panel:** The Control Panel is the interface for managing the content, features, and appearance of a course. It is accessible to users based on the privileges assigned to their Course Role. Instructors and Teaching Assistants will see the Control Panel but Students will not.

**7 Drag and Drop:** The Drag and Drop arrows (which appear whenever you mouse over a module in the content frame) enable a user to re-position the module directly on a page by clicking on the item, dragging it to the desired location, and releasing the mouse button.

The screenshot displays the Blackboard 9.1 Course Environment interface. The top navigation bar includes the Blackboard logo, user profile information, and a power button. The main content area is titled "Home Page" and features several modules: "My Announcements", "My Tasks", "What's New", "To Do", and "Alerts". The left sidebar contains the "Course Menu" and "Control Panel". The "Edit Mode" button is visible in the top right corner. Numbered callouts (1-7) highlight specific features: 1. Course Menu, 2. Breadcrumbs, 3. Help, 4. Edit Mode, 5. Content Frame, 6. Control Panel, and 7. Drag and Drop.