



## The Course Menu

### The Course Menu

The Course Menu is accessible from anywhere in the course. It contains:

- Course Tools
- Designer/Instructor/My Tools
- Course Content Map

### Course Tools

Course Tools includes only the tools that were added to the course by the designer. If a tool has not been added, it is not accessible by any user.

In the student interface, only tools that are available (not hidden) appear.

A screenshot of the Blackboard Course Tools menu. The menu is titled "Course Tools" and contains a list of tools: Course Content, Announcements, Assessments (H), Assignments, Chat (H), Discussions, Learning Modules, Mail, Media Library, Syllabus, Web Links, and Who's Online. Below this list is a section for "Designer Tools" containing Manage Course, File Manager, and Selective Release. Three callout boxes with arrows point to specific elements: the first points to "Announcements" with the text "Access a tool by clicking it."; the second points to "Chat (H)" with the text "(H) indicates the tool is hidden from students."; the third points to a collapse icon on the left side of the menu with the text "Click to collapse the Course Menu to increase the size of the Home Page." At the bottom of the menu, it says "(H) = Hidden from Students".

Build Teach Stu

**Course Tools**

- Course Content
- Announcements
- Assessments (H)
- Assignments
- Chat (H)
- Discussions
- Learning Modules
- Mail
- Media Library
- Syllabus
- Web Links
- Who's Online

(H) = Hidden from Students

**Designer Tools**

- Manage Course
- File Manager
- Selective Release

Access a tool by clicking it.

(H) indicates the tool is hidden from students.

Click to collapse the Course Menu to increase the size of the Home Page.

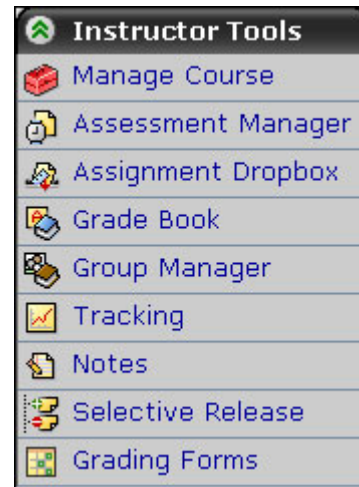
## Designer Tools/Instructor Tools/My Tools

The content of the lower section of the Course Menu is dependent upon the current tab. Build tab contains Designer Tools, Teach tab contains Instructor Tools, and the Student View has My Tools.

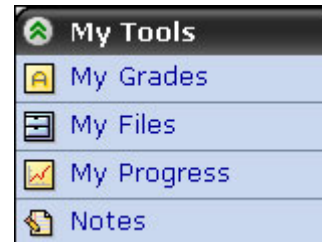
The Build tab contains **Designer Tools**. Designer Tools help you to manage and create the course by adding and removing tools and changing course settings. You can also access File Manager, Selective Release, and Grading Forms from the Designer Tools.



The Teach tab contains **Instructor Tools**. Instructor Tools provide you with the utilities needed to view and grade assignments and assessments, manage grades, and handle other instructional tasks.



The Student tab contains **My Tools**. My Tools provide students with access to My Grades, My Files, My Progress, and Notes tools. The course designer controls the availability of these tools.



## The Course Content Map

The Course Content Map presents content items in outline form. Links to all content items in the course are provided. Folders can be expanded to reveal links to their content as well.

To view the Course Content Map, click the icon next to Course Content.

