Creating your course in Blackboard Learn

A quick start guide on the first essential steps to design your course in Blackboard Learn
For more information, please email us at edutech@bu.edu

Level 1

Preparing your Course

Please note:

It is recommended you complete these tasks (if applicable) prior to the start of your course. Most faculty choose to do these task at least two weeks before the start of the semester.

Selecting the course entry point

1. On the Course Menu hover to the right of the Home Page link and select Show Link.
2. In the Control Panel area, select Customization and Teaching Style then scroll down to Select Course Entry Point.
3. Change the Course Entry Point to Home Page and click Submit.

Making your course available (set by deault)

1. Select Customization and Properties in the Control Panel area.
2. In the Set Availability, Make Course Available, select Yes and click Submit.

Turning off unnecessary tools

1. In the upper right-hand corner, select Edit Mode ON.
2. Select Tools on the Course Menu.
3. Click Hide Link next to the tools that you are not using.
4. To view the Tools that will be available to students, turn off the Edit Mode button.

Designing your Course

Course menu options you can choose

Content Area: This area can contain many different types of content including Tests, Assignments, Folders, Links to multimedia, etc.

Module Page: These are customizable pages that can contain any number of interactive elements such as a dictionary, calculate, or information including grades, tasks, and alerts.

Blank Page: Blank pages utilize the text editor for content that will appear on the page.

Tool Link: This allows access to specific tools within the course.

Web Link: Link to an external website.

Course Link: Direct link to another area in the course.

Subheader: Allow you to clarify relationships between Course Menu items. These are text only and when inserted a Divider appears above it.

Divider: Allow you to organize your Course Menu into distinct sections.

Modifying your course menu

1. With your Edit Mode on, click the "+" sign from the Course Menu.
2. Select the item you would like to add. You have the following choices: Content Area, Module Page, Blank Page, Tool Link, Web Link, Course Link, Subheader or Divider
3. Type in a Name and add any other necessary information.
4. Checkmark "Available to Users" and click Submit.

Uploading banners

1. To upload the Banner into Blackboard, select Customization in the Control Panel area.
2. Click on Teaching Style and scroll down to Select Banner, click Browse and Select the JPEG file you created and click Submit.

Selecting a course structure **New!**

1. Select Customization in the Control Panel area of your existing course.
2. Select Teaching Style.
3. In the Select Course Structure area, select the name of the Course Structure you would like to use in one of the five focus areas, Activity. Communication, Content, System or Time.
4. Preview the structure on the right side of the screen and select Use This Structure if you are sure you would like to make the changes and click Submit.

Select a course theme **New!**

1. Select Customization in the Control Panel area of your existing course.
2. Select Teaching Style.
3. In the Select Course Theme area, select the theme you would like to use and click Submit.