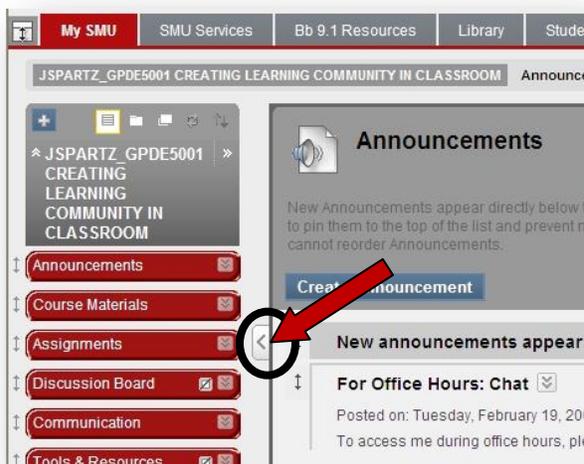


Getting to Know Blackboard 9.1

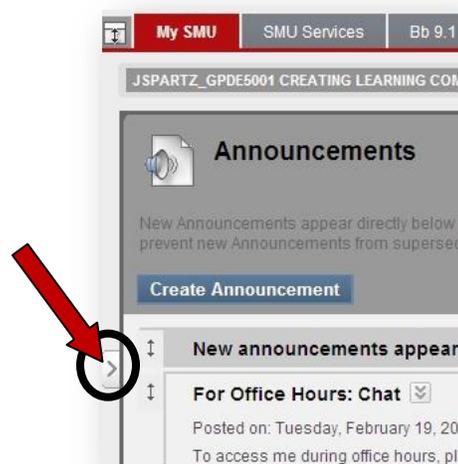
- **Locate Edit Mode Button** – A new feature in Blackboard is the Edit Mode button. It is located in the upper right-hand corner of each course. When the Edit Mode is ON you are able to manage your course content. When the Edit Mode is OFF you are able to view the course content area as students will see it. Remember to have the Edit Mode set to ON when you want to edit the course content!



- **Locate Hide Menu Button** – You can now choose to show or hide the course menu buttons. This provides more surface area within the main window when working on a course. The show/hide course menu button is displayed below. If you can't see the menu items in your course it is usually because the hide menu function is engaged.

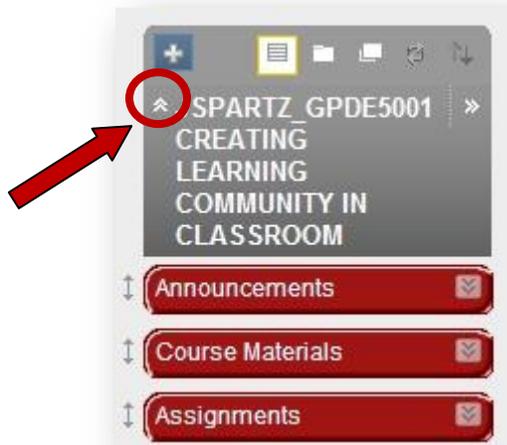


Hide Menu Button



Show Menu Button

- **Locate Control Panel** – The Control Panel is easy to access now without having to go through multiple layers of windows. You will find it located in the lower left-hand corner of your courses.
- **Menu Access to Modify Items** – This feature is helpful when you are working primarily with the Control Panel options and feel that the Course Menu buttons are in the way. You can easily hide the Course Menu buttons to provide easy access to the Control Panel functionality.

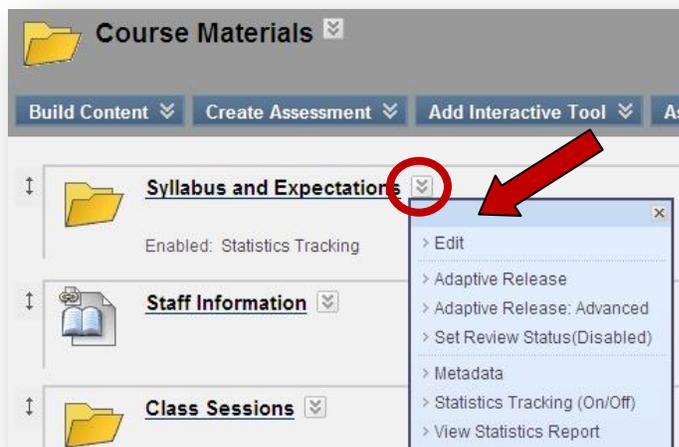


Hide Course Menu Buttons

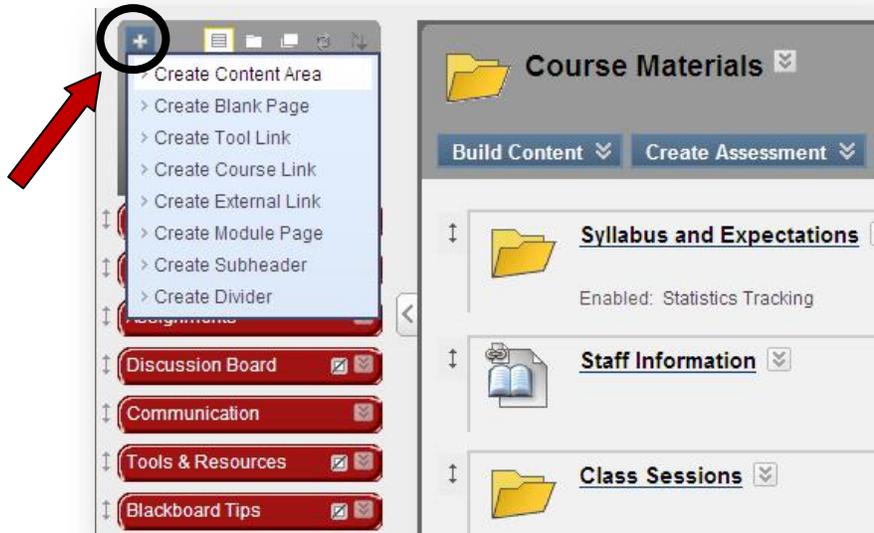


View Course Menu Buttons

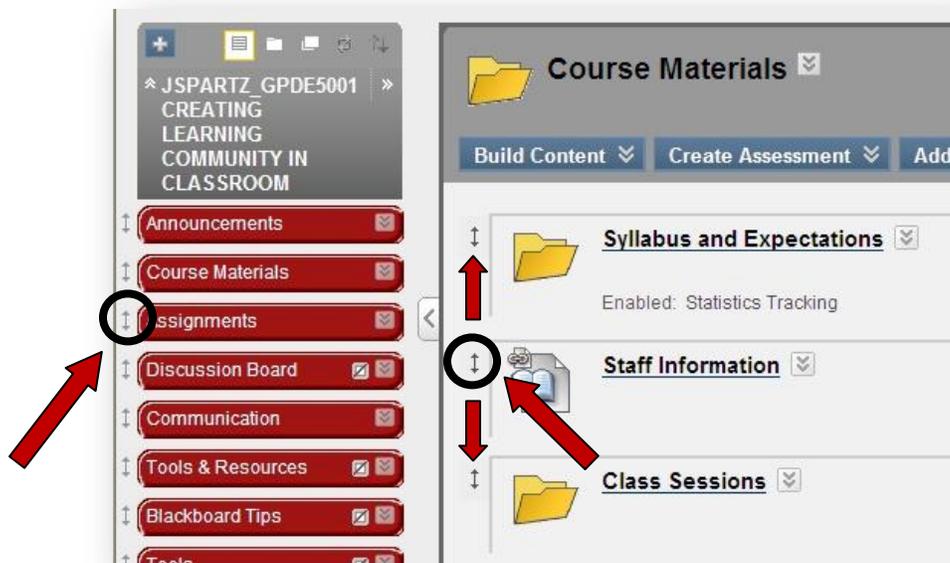
- **Contextual Menus** – Having contextual menus help minimize the number of clicks to access menu options and make changes within your course.



- **Adding New Content Area** – Blackboard has made it easy to add a new content area in the course menu. The image below shows what to click to start this process.



- **Changing the Order of Items** – You can now use a “Drag and Drop” process to reorder the items. In the image below you will see that you can click and drag an item to move its location. In this case, either the Course Menu or the Course Materials can be reordered.



- **Getting Help with Blackboard** – Assistance is available in a number of ways. You can connect with the SMU IT HelpDesk by going online to review the support recommendations for common problems at <http://techfaq.smumn.edu>, by emailing helpdesk@smumn.edu, or by phone at 507-457-7800. In addition, Blackboard also offers short but excellent online videos and other support resources at <http://ondemand.blackboard.com/>.