Welcome to the latest version of Blackboard! This manual introduces you to the 5 essential skills that you will need to master Bb 9.1.

Of course there is more to learn. For example, you will need to master some of the new tools and enhanced features introduced in this version of Blackboard.

However, mastering these 5 essential skills will enable you to start building courses right away in this new environment. They form the bedrock for everything else that you do.

The following pages will help you get started...
First, you need to know how to use the *Edit Mode* button. The button looks like this:

When the button is in the *ON* mode, you can modify your course (reorder items, add documents, create exams, etc.). When it is in the *OFF* mode, you cannot edit any of the pages in your course. However, the *OFF* mode lets you see what the course looks like from the student perspective.

**But where is it?** Let’s look at a screenshot of a Blackboard course:

The *Edit Mode* button is in the upper right-hand corner of the page. In this case, the *Edit Mode* button has been toggled to *ON* mode. This allows the instructor to make changes to the course.

Let’s look at some of the new ways you can make changes to a Blackboard course...
There is a new way to reorder items on your course page. Look at the image below:

![Syllabus handle](image)

Notice that items now have a ‘handle’ (consisting of vertical arrows). You use this handle to drag the item up or down to a new location. Just left-click on the handle, keep your finger pressed down on the mouse button, and drag (see image below).

Notice in the above image that you can move the *Test 1* item up or down – giving it more primacy or less in the order of items. Now look on the upper left-hand side of the page. Notice that the course menu buttons have ‘handles’ as well.
Course menu buttons can be reordered just like items on a course content page. Now that you know how to reorder items, let’s look at how you modify them.

3 How to Modify Items

There is a new way to modify items in Blackboard 9.1. In the screenshot below, notice that each item has a button ( ) associated with it.
Clicking this button opens drop-down menu:

To modify the item, click the *Modify* option. Notice that you can also copy, move, or even remove the item.

**Modifying course menu buttons**

Course menu buttons can be modified in the same way. Clicking the button opens a drop-down menu with several options:

Notice that you can

1. rename the link,
2. hide it so that students cannot see it, and
3. delete it.
Modifying course content areas
Each content area has a button that allows you to modify that area.

Notice that you can both modify and remove the content area. OK. We now know how to modify items. But how do we add new content areas to our course?

4 Adding New Content Areas

Adding new content areas is easy (once you know what button to click!). This is where you can find the Add Content button:
Clicking this button opens a drop-down menu (illustrated in the image below).

Notice that you can create content areas just like the ones you created in Blackboard 8. Once you create a content area, you add content to it via the content area menu bars.

Notice in the above image that the instructor has clicked the Build Content menu bar. A dropdown menu allows the instructor to add a new item, an external link, a folder, etc.

Let’s look at one more feature in Blackboard 9.1 – the new Control Panel.
The Control Panel is no longer located on a separate page:

However, you will be able to perform the same actions that you were able to perform in the old Control Panel. For example, by clicking the Course Tools link, you will see a list of all the tools available for that course. Each item in the list is a link. When you click the link, a page opens that allows you to work with that tool – or even make it unavailable to students.
In addition, this is how you get to the Grade Center, the roster, any groups you may have created, exams, and the help pages. That’s it!

You have now gained the 5 essential skills for working in the new Blackboard environment.

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