

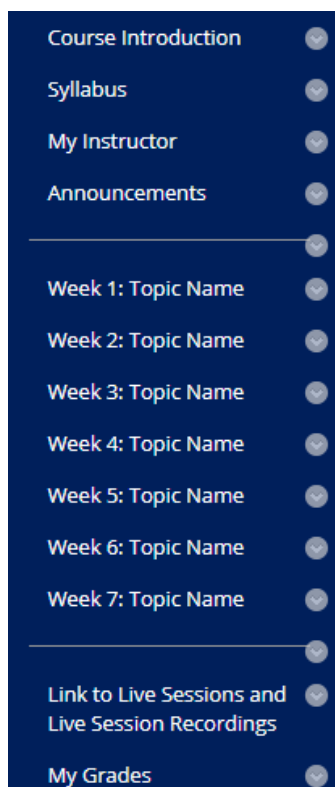
Blackboard: How to Create Modules to Organize your Bb course

By utilizing the left-hand course navigation menu and following a few simple best practices within each week/module, your course will be well-organized, making it easy for your students to find course material.

Course Navigation

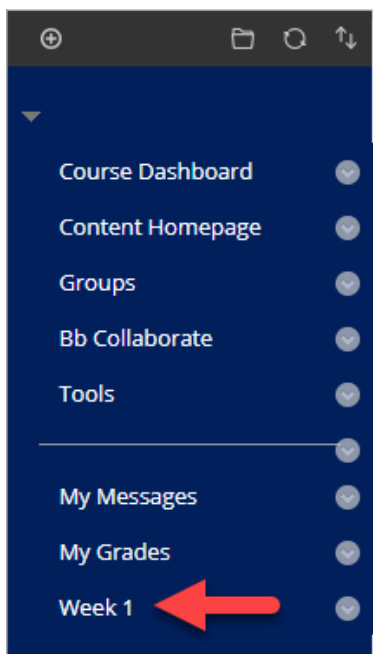
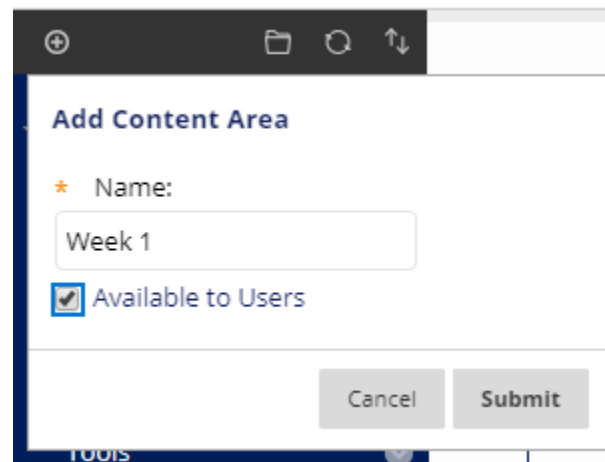
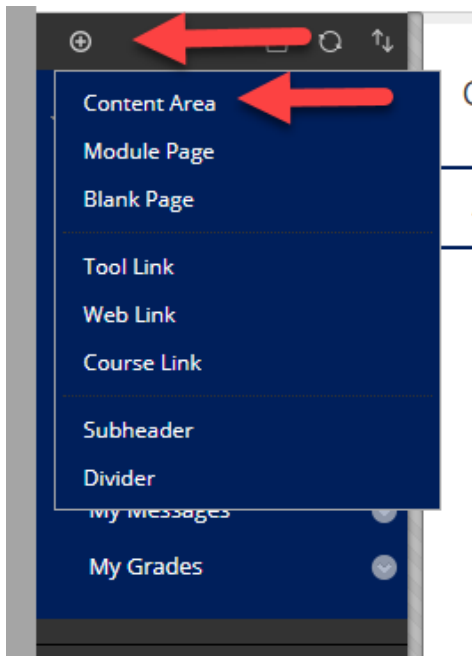
1. Your course navigation is on the left-hand side in your Blackboard course. You can customize this navigation menu so that your students can use it to navigate to the key areas of your course (e.g. Announcements, Syllabus, Links to each week/topic, links to Zoom/Blackboard Collaborate, Grades, etc...).

Here's an example of what a course navigation can look like after you add links and re-arrange the links on it.



Course Navigation – Adding Links, Moving Items, and Removing Links

2. In order to add a link to a Week/Topic, click on the add menu item (it is the plus icon at the top of the navigation menu). Then click “Content Area”. Enter the name and if you would like the students to see that week right away, click on “Available to Users” (you can also make it available later). Once you click on “Submit”, that link will appear at the bottom of the navigation menu.

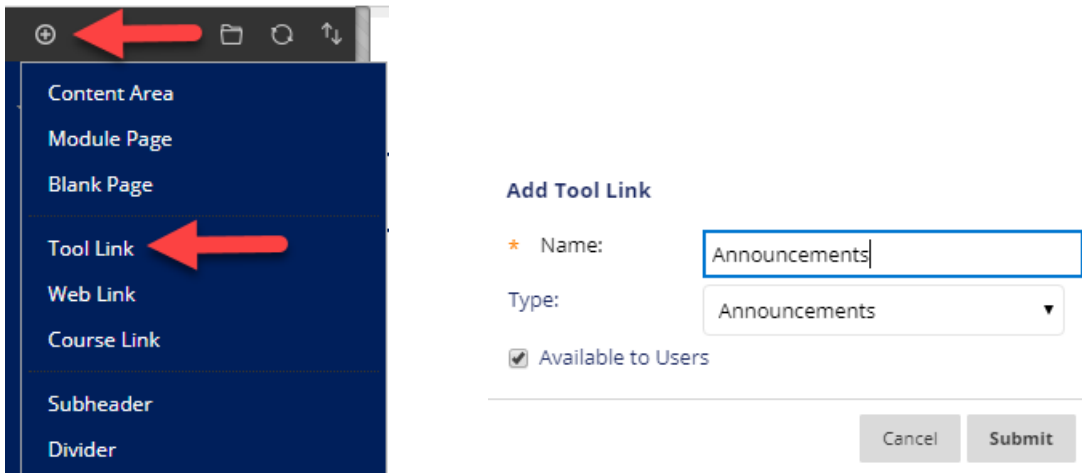


3. To arrange where link appears on the navigation menu, you can move it.

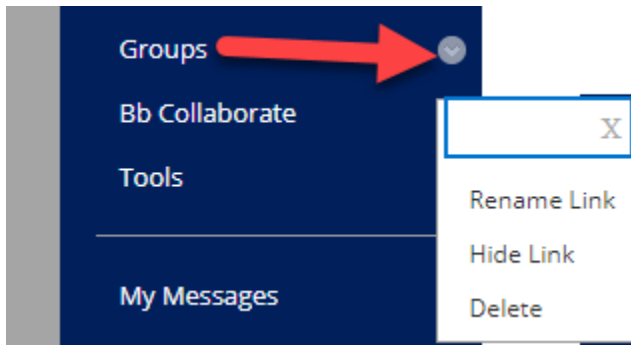
Hover your mouse to the left of the link until the 4 arrows symbol appears. Then click and drag the link to the desired location. Or, you can click on reorder symbol (up and down arrow) at the top of the navigation menu.



4. In order to add a link to a Blackboard Tool, like the Announcements or Discussion Board, click on the add menu item (plus icon at the top of the navigation menu). Then click "Tool Area", and select "Announcements" from the drop-down menu, enter a name "Announcements", and click on "Available to Users".



5. To remove a link on the navigation bar (let's say you do not plan on using "Groups"), click on down arrow next to that link, and select "Delete". Notice: you also have the options to rename or hide the link as well.



What do to after adding Course Navigation links?

6. You can start adding your course materials (e.g. documents, links, Mediasite video links, Bb Exams, Bb Assignments, etc...)

To do this, click on the Week/Topic that you are want to add content to.

This will take you to a blank page, where you can to add the course material for that week.

When adding course material, a best practice is that you want to make sure it's posted in an organized manner. Here is a [sample module template](#) provided by Villanova Institute of Teaching and Learning (VITAL). Here's what a sample layout using that module template looks like.

Welcome to Week 1



Weekly Objectives

This week, we define public administration as a field of study and career opportunity. We discuss ways to reconcile bureaucracy and democracy in the United States. Further, we review the inventory of skills public administrators use.

After completing this lesson, you should be able to:

- Recall facts and scholars including Woodrow Wilson, Leonard White, David Rosenbloom, Robert Katz, Richard Stillman, Dwight Waldo, Lester Salamon, and H. George Frederickson
- Define democracy, bureaucracy, and public administration
- Explain the differences between private and public sectors
- Apply the concepts of bureaucracy, efficiency, democracy, responsiveness, and public service

Video Presentations

Enabled: Statistics Tracking

[Defining Public Administration](#) (10 minutes 59 seconds - Click link to watch video)

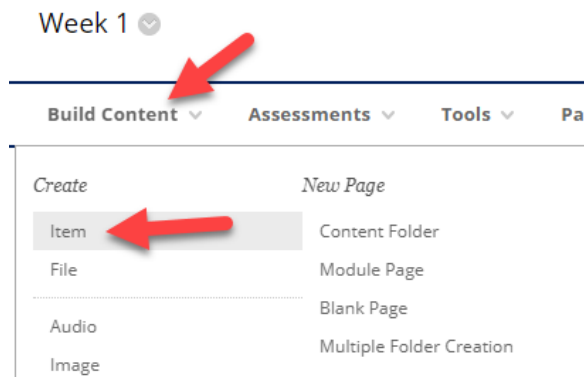
What is public administration? In this video, we define public administration by focusing on the meaning of seven concepts used in Villanova's definition.

[Reading Academic Journal Articles and Writing Blogs](#) (6 minutes 20 seconds - Click link to watch video)

What are the components of an effective blog? How do we efficiently interpret the findings of an academic research article? This video will provide helpful tips for reading academic articles and writing effective blogs, two skills that will contribute to your success in this course.

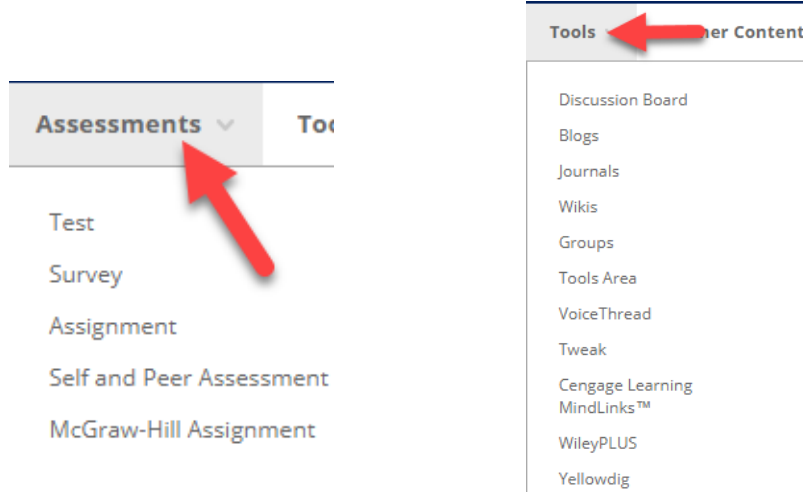
7. To add items like Weekly Objectives, Reading Links, links to Mediasite videos, weblinks, or images, you can go to Build Content-Item. Use the Text Editor to text, links, and images. Or under Attachments, add files.

You can also post weblink/files by going to Build Content-Weblink or Build Content-File.



Once you click on Submit, it will add that item to that page.

8. To add items like a Bb Test, Bb Assignment, Discussion Board, or use non-Bb tools like VoiceThread, Yellowdig, click on either Assessments or Tools and select those tools.



You can then setup that Bb test, assignment, discussion board, etc...

A link to that Test or Assignment will also be placed on the page.

To learn more about tools like Bb Assessments, Assignments, Discussion Board, Using Mediasite to create video lectures, etc... visit the [Instructional Design Tools page](#).