

## Quick Tips for Blackboard 9.1

- When in one course you can go immediately into another course by clicking on My Places at the top of the screen.
- Turn on course availability
  - Go into the course and click customization then click properties.
  - Item number 3 is set course availability choose yes or no and click submit.
- Make sure your Edit Mode is on to build your course.
  - The off mode is a student view.
- There are drop down arrows next to most items in BB9,
  - These arrows, when left clicked, display menus of things you can do.
- Break your course up into “Learning Modules” (by chapter, by week, by subject matter, your choice).
  - A learning module is an organizational tool to allow logical navigation through the course materials.
  - A Learning Module acts like a folder for all of your files, etc. that pertain to that section.