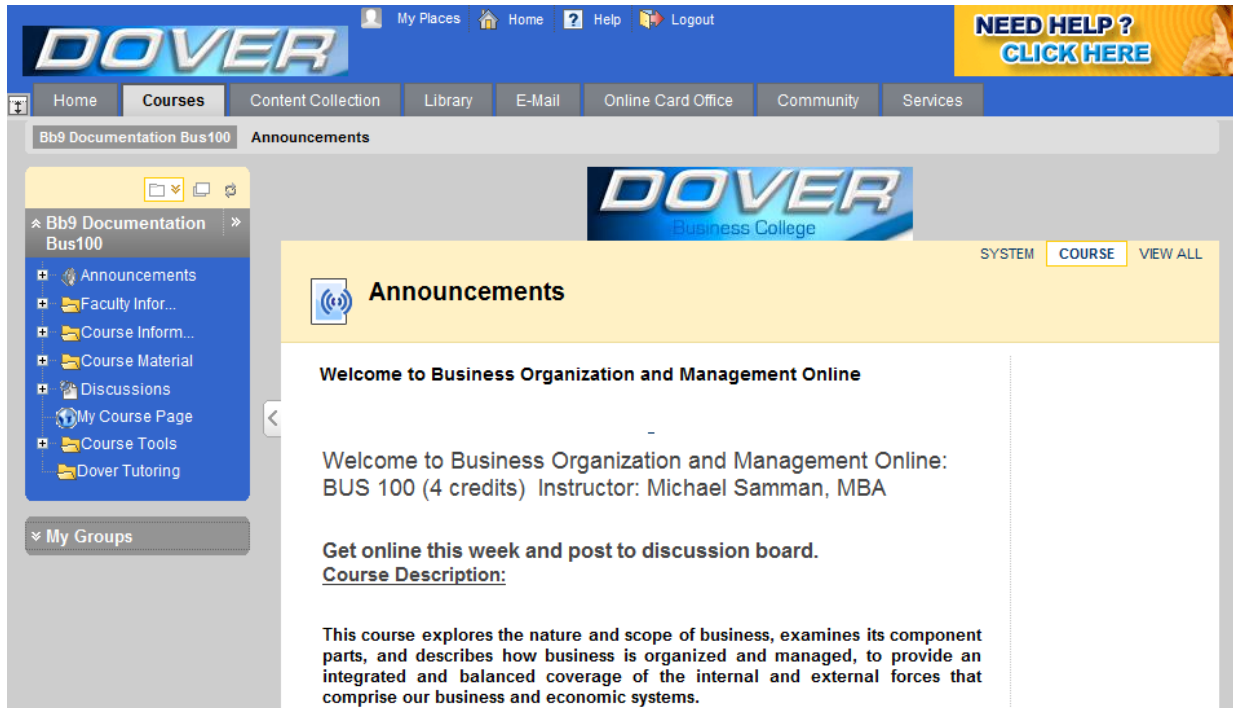
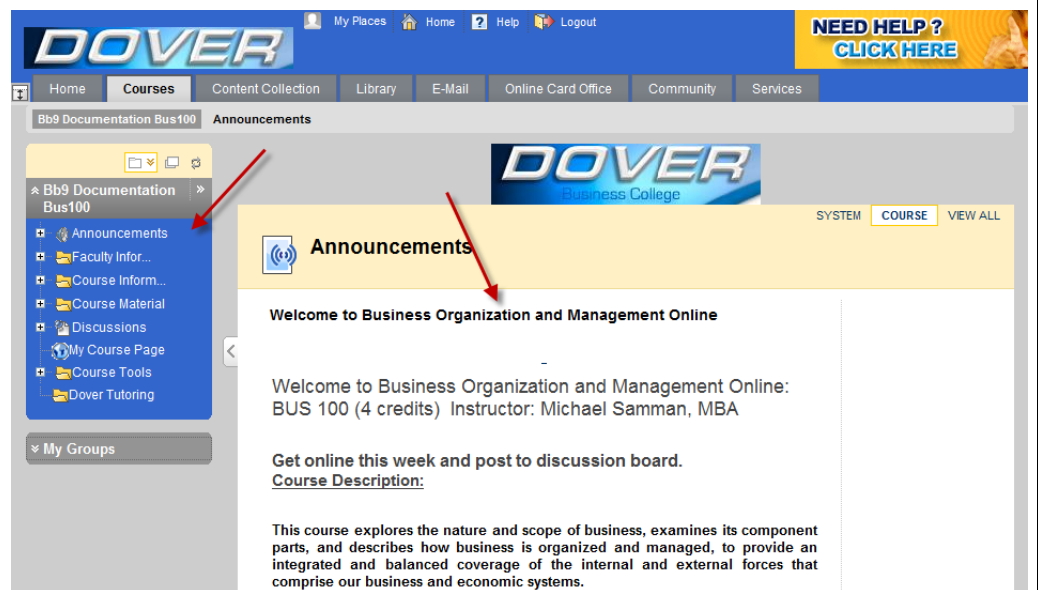


The Blackboard 9 Interface

There is a Course Menu on the left of the course. The Announcement page is on the right. The information below will give you an overview of the new features that you will find when you access your Blackboard 9 course.



1. When you access your Blackboard 9 course, you will see the Blackboard Interface. You will see the **Course Menu** on the left. You will see the **Announcement Page** on the right.



2. The Course Menu will **always** appear on the **left**. Content will always appear on the **right**.

The screenshot shows the Blackboard interface for 'Bb9 Documentation Bus100'. On the left is a blue Course Menu with items: Announcements, Faculty Inform..., Course Inform..., Course Material, Discussions, My Course Page, Course Tools, and Dover Tutoring. Below it is a 'My Groups' button. On the right is the 'Announcements' section, which includes a speaker icon, the title 'Announcements', and a 'Welcome to Business Organiz...' message. A red arrow points from the 'Announcements' item in the Course Menu to the 'Announcements' section on the right.

3. The **Faculty Information** section provides you with your **instructor's contact information**.

This screenshot is identical to the one above, but with a red arrow pointing from the 'Faculty Inform...' item in the Course Menu to the 'Announcements' section on the right.

4. The **Course Information** page presents you with the **Syllabus** of your course.

The screenshot displays the Blackboard interface for a course titled "Bb9 Documentation Bus100". The page is titled "Announcements". On the left, a navigation menu lists various course components: "Announcements", "Faculty Infor...", "Course Inform...", "Course Material", "Discussions", "My Course Page", "Course Tools", and "Dover Tutoring". A red arrow points from the "Course Inform..." link in this menu to the "Announcements" icon in the main content area. The main content area features a yellow header with a speaker icon and the word "Announcements". Below this, the text reads: "Welcome to Business Organiz", "Welcome to Business Org BUS 100 (4 credits) Instr", and "Get online this week and p Course Description:". The final line of text states: "This course explores the nature parts, and describes how busin integrated and balanced cove comprise our business and econ".

5. **The Course Material** section includes all of the course material in each of the weeks of the course.

Bb9 Documentation Bus100 Announcements

Bb9 Documentation Bus100

- Announcements
- Faculty Infor...
- Course Inform...
- Course Material
- Discussions
- My Course Page
- Course Tools
- Dover Tutoring

My Groups

Announcements

Welcome to Business Organization

Welcome to Business Organization BUS 100 (4 credits) Instructor

Get online this week and please read the [Course Description](#):

This course explores the nature of business and its parts, and describes how business is integrated and balanced. Our course covers the nature of business and economic

6. Each week you will see a **Weekly Introduction, Lectures, Required Resources, Discussion, and Assignments.**

Week 1

- [Weekly Introductions](#)
- [Lectures](#)
- [Required Resources](#)
- [Discussion](#)
- [Assignments](#)

7. The **Weekly Introduction** provides information about what you can expect in the week.

 **Weekly Introductions**

Weekly Introduction


This Week Online

- *Reading
- *Lectures
- *Assignments


Play Video



8. **Lectures** include any lectures or notes your instructor has posted for you.

 **Lectures**

Chapter 1 eLecture










Chapter 1 Lecture

[Chapter One Powerpoint Presentation](#)


Click to open

9. **Required Resources** provides you with information about the required Text, Links, PowerPoint Slides, Audio, Videos, Simulations, or any other resources your instructor would like you to have.

 **Required Resources**

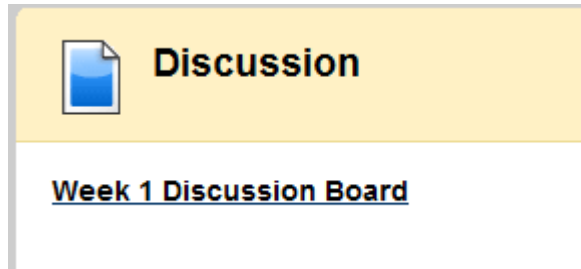
-  **Text**
-  **Links**
-  **PowerPoint Slides**
-  **Audio**
-  **Videos**
-  **Simulations**

10. By clicking on the **Discussion** link, you will be able to access each week's discussion.

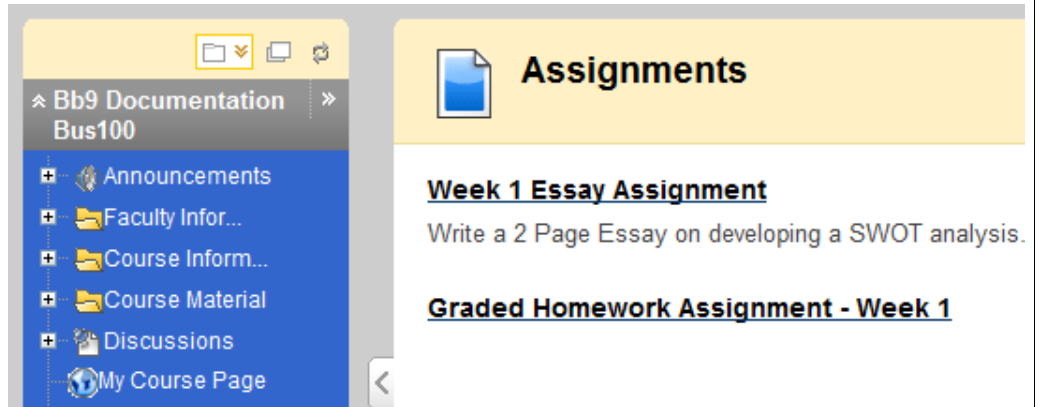
 **Week 1**

- [Weekly Introductions](#)
- [Lectures](#)
- [Required Resources](#)
- [Discussion](#) ←
- [Assignments](#)

11. By clicking on Discussion, you will be linked to the **Discussion Board** and the weekly discussions.



12. The **Assignments** section includes all of the assignments for each week. This may include a writing assignment, a research report, a graded homework assignment, or even a course blog. You will find the assignments that your instructor has posted here.



13. Course Tools

contain many tools that you will be using in your course.

The screenshot shows the Blackboard interface for a course titled "Bb9 Documentation Bus100". On the left is a navigation menu with a blue background. The "Course Tools" folder is highlighted in a darker blue, and a red arrow points to it. Below the navigation menu is a "My Groups" section. The main content area on the right is titled "Tools" and features a yellow header with the Blackboard logo. It lists several tools: "Announcements" (with a speaker icon and description: "Create and view Course Announcements."), "Blogs" (with a document icon and description: "Create and manage blogs for Courses and Course Groups."), "Calendar" (with a calendar icon and description: "Track important events and dates through the Calendar."), "Collaboration" (with a computer and chairs icon and description: "Create and manage Virtual Classroom and Chat sessions."), and "Contacts" (with a person icon and partially visible description: "Instructors can post contact information about...").

14. By clicking on the Tools section, for example, you will be able to access your **grades** in the course.

The screenshot shows a grid of tool icons and their descriptions. The 'My Grades' tool is highlighted with a red box. Other tools include Announcements, Blogs, Calendar, Collaboration, Portfolios Homepage, Roster, and Science Toolkit.

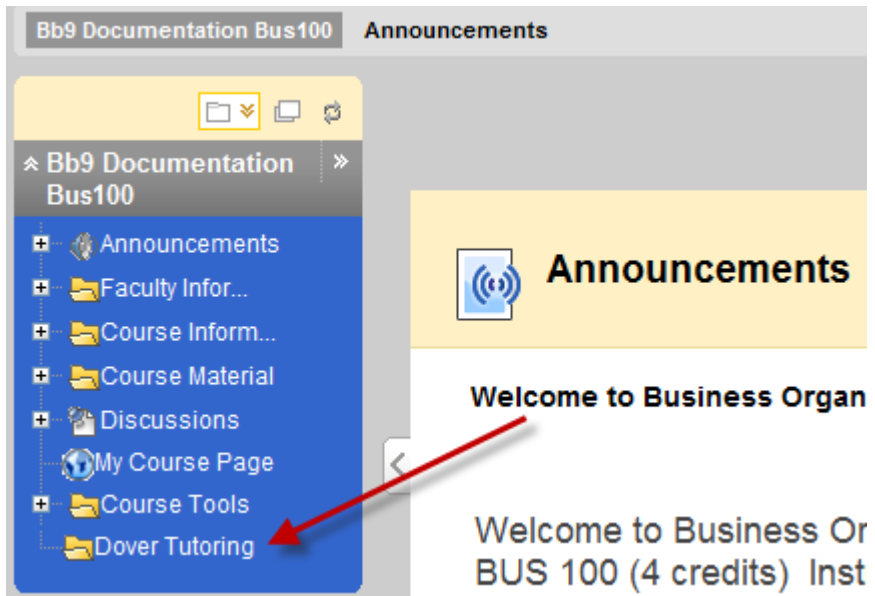
Announcements Create and view Course Announcements.	My Grades Shows detailed information about your grades.
Blogs Create and manage blogs for Courses and Course Groups.	Portfolios Homepage Create and manage personal Portfolios and Artifacts.
Calendar Track important events and dates through the Calendar.	Roster View a list of users enrolled in the Course.
Collaboration Create and manage Virtual Classroom and Chat sessions.	Science Toolkit Launch the AOI Systems Science Toolkit

15. You will also be able to send **Email** and use the **Dictionary** and **Thesaurus**. If your instructor has added material in the **Glossary**, you will be able to access the items in the Glossary as well. The Tools section allows you quick access to many areas of your course.

The screenshot shows a grid of tool icons and their descriptions. Three tools are highlighted with red boxes: 'Dictionary and Thesaurus', 'Send Email', and 'Glossary'. Other tools include Contacts, Search, Discussion Board, Tasks, and Voice Board.

Contacts Instructors can post contact information about themselves and others.	Search Search a course or organization.
Dictionary and Thesaurus Look up definition of selected text	Send Email Send email messages to different types of users, system roles, and groups.
Discussion Board Create and manage Forums within the Discussion Board.	Tasks Use tasks to keep track of work that must be completed. Each Task has a status and a due date.
Glossary View a list of important terms and their definitions.	Voice Board Engage in audio-based, threaded discussions.

16. Clicking on the **Berkeley Tutoring** folder will bring you to the **ASC**, the Academic Support Center.



Bb9 Documentation Bus100 Announcements

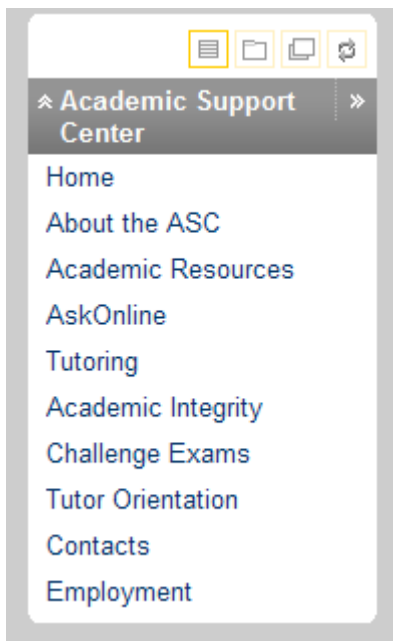
- ⌵ Bb9 Documentation Bus100
 - + 📢 Announcements
 - + 📁 Faculty Infor...
 - + 📁 Course Inform...
 - + 📁 Course Material
 - + 🗨 Discussions
 - + 🌐 My Course Page
 - + 📁 Course Tools
 - + 📁 Dover Tutoring

Announcements

Welcome to Business Organ

Welcome to Business Or BUS 100 (4 credits) Inst

17. The **Academic Support Center** will provide you with many helpful sites. You may request tutoring, as well as access many academic resources.



- ☰ Academic Support Center
 - Home
 - About the ASC
 - Academic Resources
 - AskOnline
 - Tutoring
 - Academic Integrity
 - Challenge Exams
 - Tutor Orientation
 - Contacts
 - Employment