1. How to Start and Navigate in Blackboard
   
a. My Institution Tab

This is the page you will see when you first log into the KU Blackboard. It includes different types of modules providing dynamic information to users such as announcements, notifications, alerts, and so on.

You can add or delete other modules in this page. Also, you can change their position by dragging and dropping.

You can see the courses in which you are enrolled as an instructor, student, or TA under My Courses.

b. Courses Tab

You can see your course list.
2. Course Environment and Navigation

After you click the course name, the course page appears.

1- **Course Name** enables you to go to homepage of your course.

2- **Student Preview Mode** allows you to see your course as a student. After clicking the icon, you’ll see an orange banner at the top letting you know that Student Preview Mode is ON.

3- **Edit Mode** allows you to change your course view, add, delete, rename, or reorder your course content. Students do not have Edit Mode.

4- **Course Menu** is the primary navigation for all course users and can be customized by the instructor.

5- **Contextual Menu** is opened by clicking the arrow icon and a selecting from a drop-down list providing access to additional actions associated with the item.

**NOTE:** When you add your course syllabus, please use the template in KUSIS. You can access the template and guidelines for creating your syllabus in KUSIS with this link: [https://kolt.ku.edu.tr/?page_id=3023&lang=en](https://kolt.ku.edu.tr/?page_id=3023&lang=en). You need to log in with your KU ID and password.
1- **Control Panel** is the interface for managing the content, features, and appearance of your course. Students do not see the Control Panel.

2- **Content Collection** allows you to upload and store files that are used in the course content of a course. You can create folders to organize your files and then link the files to areas of the course.

3- **Course Tools** contains a list of tools that allow you to manage your course and add assessment and communication tools.

4- **Evaluation** contains all reports and statistics for the course.

5- **Grade Center** allows you to provide and manage your students’ grades for activities such as assignments, tests, discussion posts, and so on. You can also create grade columns for any activities you want to grade, such as participation or attendance.

6- **Users and Groups** allows you to create groups within your course so that you can assign group projects or other group activities.

7- **Customization** allows you to give guest and observer access, change the appearance of the course (course theme, colors, etc.), modify tool availability, etc.

8- **Packages and Utilities** contains system administration tasks, such as exporting, importing, and copying courses.