Organizing Content in Blackboard

All Blackboard courses must be well-organized and easy to navigate. Students should be able to clearly understand all elements and structure of the course. The pages should be visually and functionally consistent. Explore the content areas and decide what content will go into each area. Should the syllabus go under Course Information or Course Documents? Should an exam go under Assignments, or should we create a new content area just for exams and quizzes?

The following will offer some helpful hints for good organization in a Blackboard Course.

Course Menu
The two following examples are of course menus. The first example is organized into main content areas that are fairly descriptive. The “Start Here” button includes further information about what each content area contains and any other important information about how Blackboard will be used in the course.

Appropriate Content Areas
Descriptive of what content will be contained in each area of the course.

New buttons/content areas added
Start Here!!! button will explain what each content area contains and how the students should use Blackboard during the semester. Course Documents contains lecture material and Lessons contains weekly lessons/tutorials that the students must complete.
Course Content Areas
Organizing material within content areas is very important. Displaying more than one item within a page, for example, several Word documents can make navigation and finding materials somewhat difficult. Placing content into folders and subfolders and/or adding links to content are just two ways in which content can be meaningfully organized.

Well Organized Content Area
Topics are organized in folders rather than displaying all of the content on this page. Students can find the content based on how the folders are labeled. Scroll down to see contents of first folder.

(Next page)
If we click on the first folder, as illustrated in the previous picture, we can see the contents.

The contents of the first folder are displayed here. This folder also contains subfolders for further organization. Contents are not “hidden” if properly labeled and organized.

If we click on the “PowerPoint Presentation” folder, as illustrated in the previous picture, we then have access to more content as shown below.

As you can see, the instructor has chosen to link to the content rather than display the content right in the page. This is personal preference, however it is not suggested to display multiple text documents in one page as students will have to scroll to find the correct documents.