Blackboard 9.1 has several areas under the course menu designed to help students with their course organization and overall learning experience. Blackboard 9.1 can be better utilized by a student if they become familiar with the course menu’s areas. Students can access many items from the course menu, such as the calendar, announcements, content, assignments, groups, and grades. The course menu also contains tools for email, private messaging, and group discussions.

**NOTE:** Instructors set up course menus to fit the course’s needs, so the menu’s content and descriptions will vary between individual courses.

Login to your Blackboard 9.1 account at: blackboard.mst.edu. The following examples will help you to navigate and utilize Blackboard 9.1’s course menu.

**NAVIGATING THE COURSE MENU**

1. Click on a specific course under **Courses in which you are: Student** on your Blackboard 9.1 homepage.

![My Courses](image-url)
2. The course menu is located on the left side of the page.

3. The course menu can be viewed as a **list view** (default shown below on left), **folder view** (shown below on right), or in a **separate window** (rarely used). Click on the individual icon to change the menu’s view.
4. Click **Home Page**. This page displays an overview of a specific course’s content, such as My Announcements, My Tasks, What’s New, My Calendar, To Do, and Alerts.

- **My Announcements** shows any announcements that the instructor has posted for the students to see in the last seven days.

- **My Tasks** shows tasks which the instructor has asked to be done outside of blackboard. The instructor can monitor student progress on these tasks when a student marks the task as in progress or complete.

- **What’s New** shows any new items that the instructor has posted to various tools, such as Announcements, Blogs, Discussion Board, My Grades and more.

- **My Calendar** shows the schedule that the instructor has planned out for the semester.

- **To Do** shows upcoming assignments which have not been completed yet.

- **Alerts** allows you to be notified when new content or assignments has been posted to blackboard in each individual course or all courses.
5. Click **Content**. This page displays any course items the instructor has posted, such as documents, examples, articles, and the syllabus. **NOTE:** Instructors have the ability to rename course menu buttons. The images below reflect the default course menu when the course is first created.

![Course Menu](image1.png)

6. Click **Assignments**. This page displays all the assignments that the instructor has made available for you to participate in.

![Assignments](image2.png)
7. Click **Discussions**. This page displays the **Discussion Board** set up for that specific course. Students and instructors can post documents, links, group activities, and examples for everyone in that course to view and comment on.

8. Click **Groups**. This page displays the groups posted for that specific course. Groups can be used for assignments, projects, and discussions. Usually the instructor creates and posts the groups and group members. If the instructor allows, students can create groups for themselves.
9. Click **Tools**. This page displays several sections to use with that specific course, such as **My Grades**, **Roster**, **Send Email**, or **Calendar**. Many of the sections on the Tools list are available in other areas of Blackboard. **NOTE**: The instructor may have listed some of the **Tools** sections on the course menu.

- **My Grades** shows the running grade book for the course. The instructor may or may not update My Grades regularly.

- **Roster** shows all students currently enrolled in the course.

- **Send Email** allows you to send an email to the email account tied to a user in the course. Sending an email to groups or instructors is also available.

- **Glossary** shows a list of terms which may be related to your course. The list must be populated by the instructor.

- **Messages** allows you to send a user(s) a message within blackboard. **NOTE**: The user will not receive a notification about the message. The suggested form of communication is the **Send Email** feature.
10. Clicking on **Tegrity Classes** will open a new window and display the Tegrity lecture capture sessions that your professor has recorded for his/her class. Not all instructors will use Tegrity. Instructors who are not using Tegrity may hide this button from students.