

Course Menu – An Overview

This manual provides a general description of the course menu that can be found to the left in every course room. For more detailed information about each function in that menu, see the separate manuals.

At the top-left, above the menu itself, you can see the course code.

Homepage

On every course homepage, there are a number of functions:



- My Announcements: Here teachers post news for the course. If there is more than one item here, click on "more announcements..." to the right of the box.
- My Messages: New messages from teachers and students in the course.
- To Do: What students need to complete as part of the course.
- Needs Attention (teachers): Assignments that need to be graded, marked, etc.
- Shortcuts for Students: Here you can find a shortcut to the function "My grades".
- Shortcuts for Teachers: Here you can find a shortcut to the function "Grade center".
- Links: Here you can find links to our other systems, such as Meeting Place, Video Chat, Support Pages and Learn Manuals.


▼ My Announcements

No Course or Organisation Announcements have been posted in the last 7 days.

[more announcements...](#)

▼ Needs Attention

 [Edit Notification Settings](#) [Actions](#) 

▶ **Test Needs Grading (1)** 

Last Updated: 31 August 2017 14:53

▼ My Messages

Course Messages:

You have no new unread messages!

Last Updated: Thursday, 31 August 2017 14:53:19 o'clock CEST

▼ Links

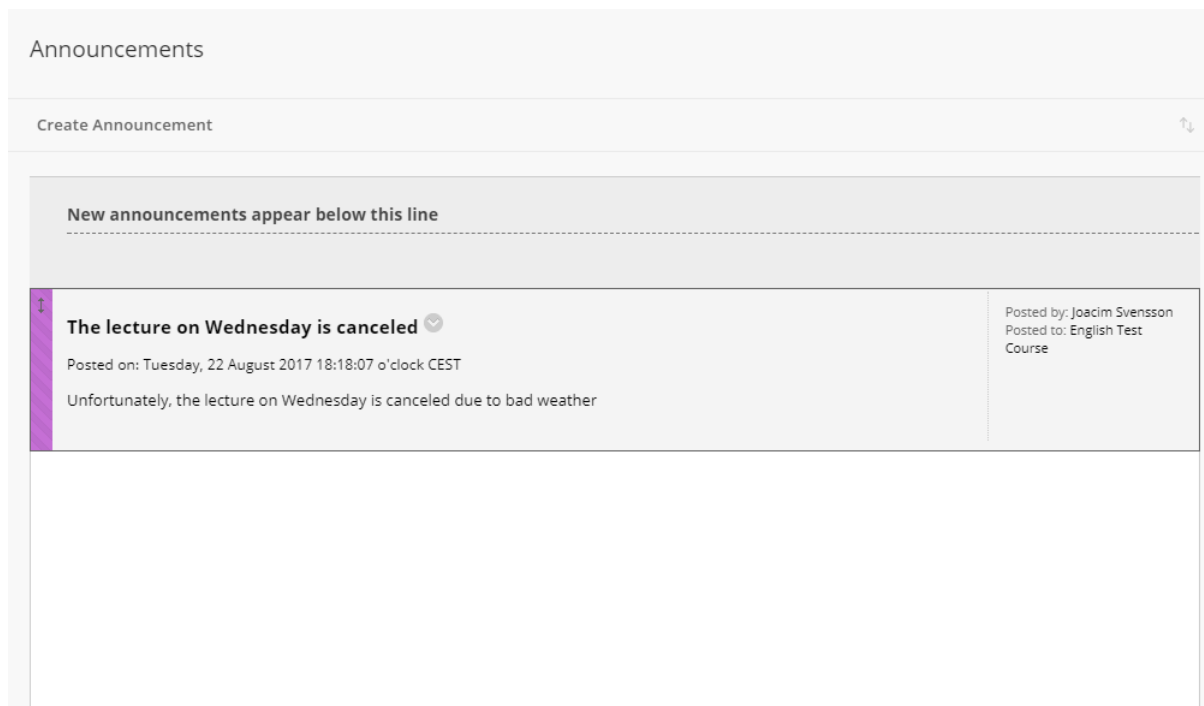
- [Meeting portal](#)
- [Videochat](#)
- [Support portal](#)
- [Instructions for Learn](#)

▼ Shortcuts for teachers

- [Grade center](#)

Announcements

Here you can find all the announcements for the course. Teachers can create new announcements by clicking on “Create Announcement” at the upper left.



Announcements

Create Announcement

New announcements appear below this line

The lecture on Wednesday is canceled

Posted on: Tuesday, 22 August 2017 18:18:07 o'clock CEST

Unfortunately, the lecture on Wednesday is canceled due to bad weather

Posted by: Joacim Svensson
Posted to: English Test Course

Course Information

Here the teacher can write and publish different types of course content for students. The course syllabus can also be found here.

See the manual “Publish Material” for more information.



Course information

Build Content Assessments Tools

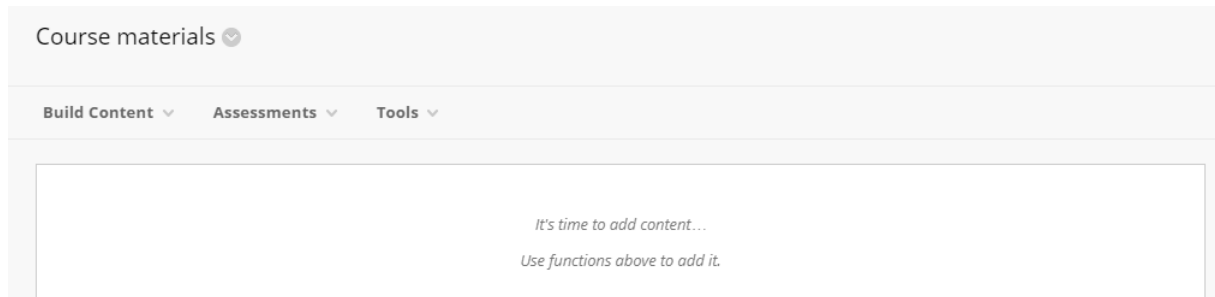
Course Syllabus

[English Test Course](#)

Course Materials

“Course materials” is the central place where teachers publish all documents, files, links and other material that students require for the course.

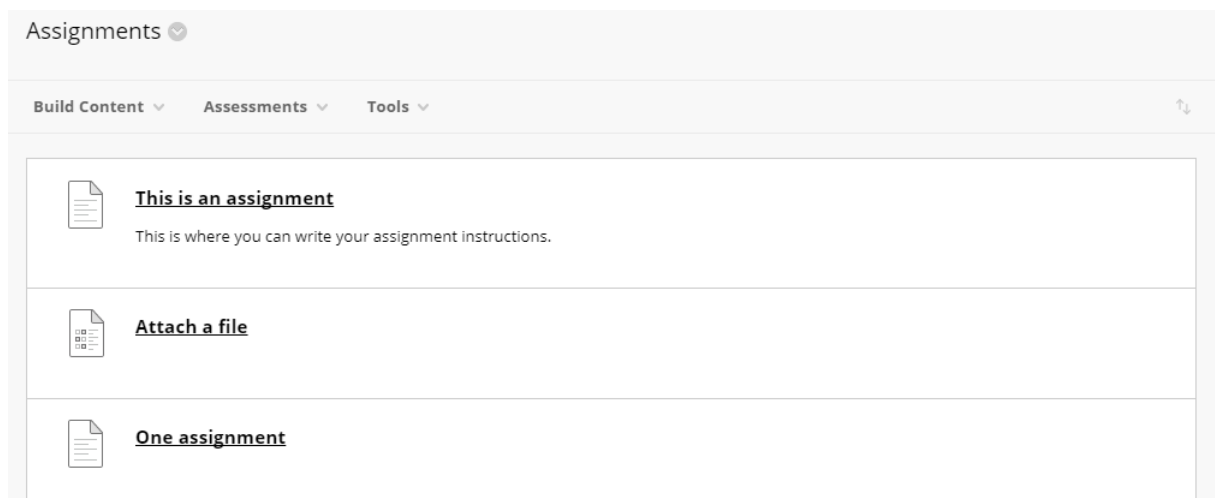
See the manual “Publish Material” for more information.



Assignments

Here you can find the assignments (for submission, tests, etc.) that the teacher has created and published.

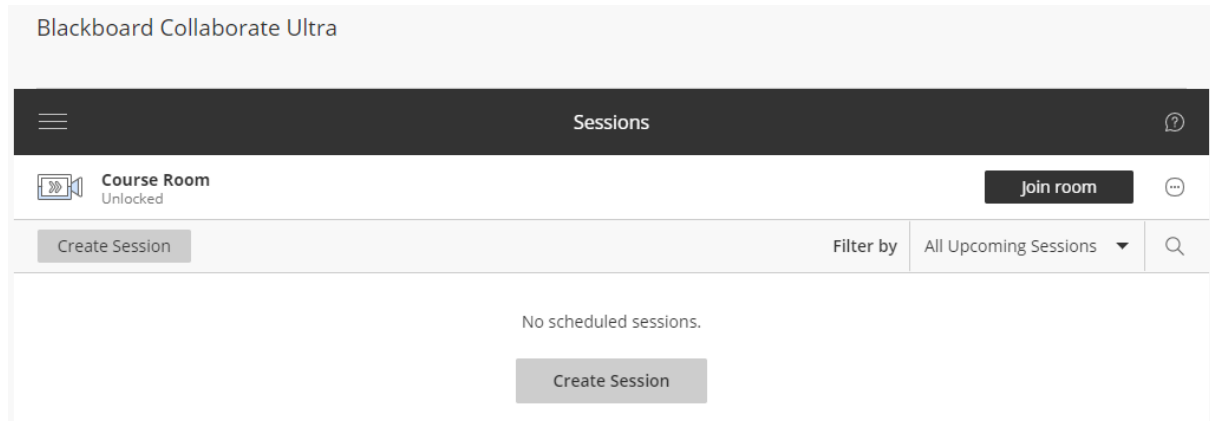
See the manual “Assignments” for more information.



Meetings

Meetings comprise sessions (meeting rooms) that the teacher can create using Collaborate.

See the manual "Meetings" for more information.

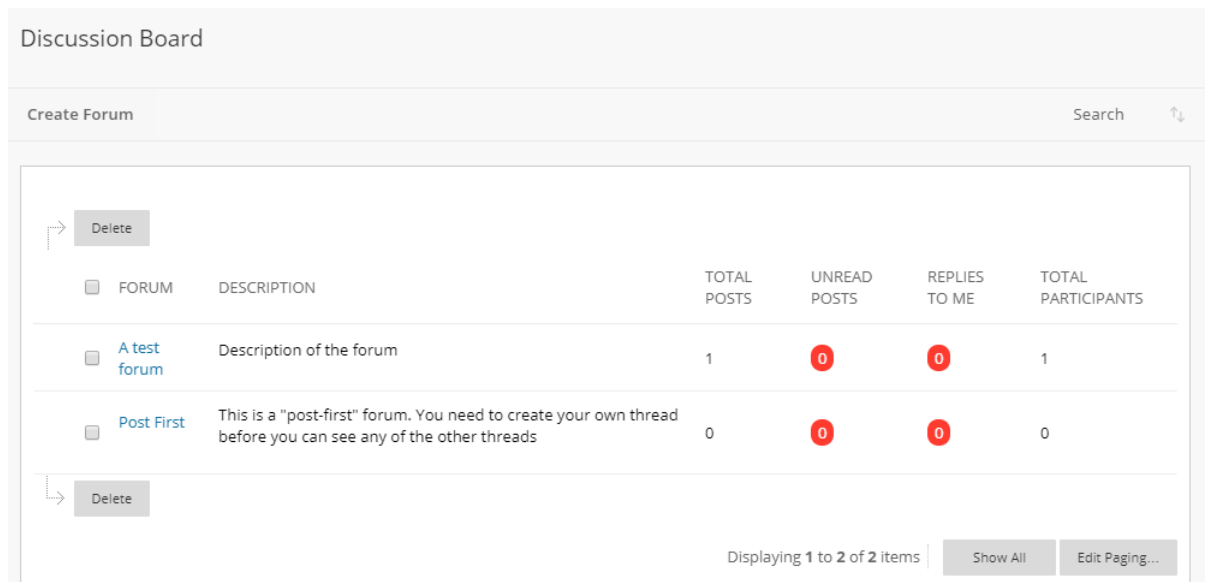


The screenshot shows the Blackboard Collaborate Ultra interface for the 'Sessions' page. At the top, it says 'Blackboard Collaborate Ultra'. Below that is a navigation bar with a hamburger menu, the word 'Sessions', and a help icon. Underneath, there's a 'Course Room' section with a 'Join room' button and a 'Course Room Unlocked' status. A 'Create Session' button is visible on the left. To the right, there's a 'Filter by' dropdown set to 'All Upcoming Sessions' and a search icon. The main content area displays 'No scheduled sessions.' with a 'Create Session' button below it.

Forum

Here teachers can create different forums for course members by clicking on "Create Forum" at the top left.

See the manual "Forum" for more information.



The screenshot shows the Blackboard Discussion Board interface. At the top, it says 'Discussion Board'. Below that is a 'Create Forum' button and a search bar. The main content area displays a table of forums. At the bottom, there's a 'Delete' button and a pagination control showing 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' buttons.



FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	REPLIES TO ME	TOTAL PARTICIPANTS
A test forum	Description of the forum	1	0	0	1
Post First	This is a "post-first" forum. You need to create your own thread before you can see any of the other threads	0	0	0	0

My Messages

Course messages are a private and secure means of communication between course members. Members can use the messages for reminders, quick questions and social interaction. These messages can only be used within the Learn system. Users cannot send or read messages externally from Learn.

Course Messages


Create Message

	FOLDER	UNREAD	TOTAL
	Inbox	0	1
	Sent	0	1

Displaying 1 to 2 of 2 items Show All Edit Paging ...

Members

Here you can find a list of all the members in the course. You can change the view (for example, to see teachers or groups) by clicking on "Category" up at the left.

Participants						
PROFILE PHOTO	FIRST NAME	LAST NAME	USERNAME	STUDENT ID	EMAIL	ENROLLMENT
	Joacim	Svensson_PreviewUser	jse_previewuser		jse@du.se	Manual

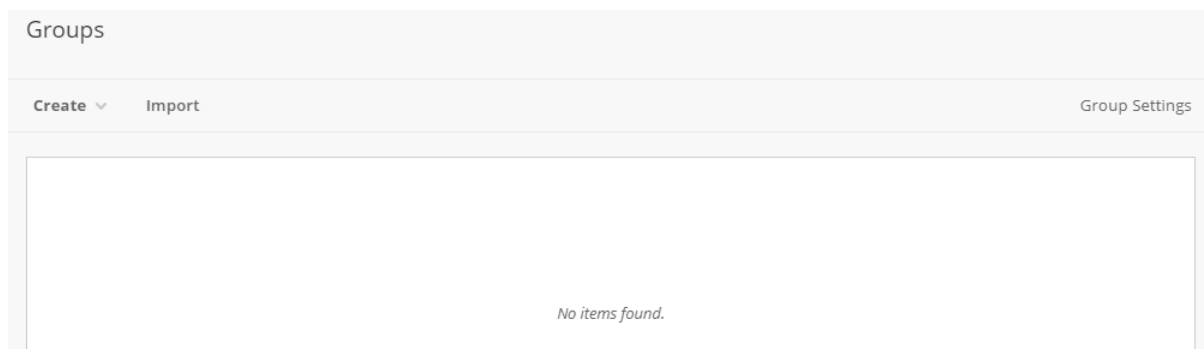
Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

Groups

With this function, the teacher can create an interactive online environment. Create a group by clicking on “Create” and choose from the following:

- Single Group: Create one group at a time.
- Group Set: Create a number of groups at the same time.

Teachers can allow members to become part of a group through the use of an application form or they can choose who is to be in which group.



Course Management Panel (Teachers)

The Course Management Panel is visible to teachers only. Using the control panel, teachers are able, for example, to organize course content and to access different types of user and course statistics. It also provides a direct access point to “Grade Centre”.

See the manual “Course Management Panel” for more information.

