

**Objective:** Adding tools to the Course Tools menu.

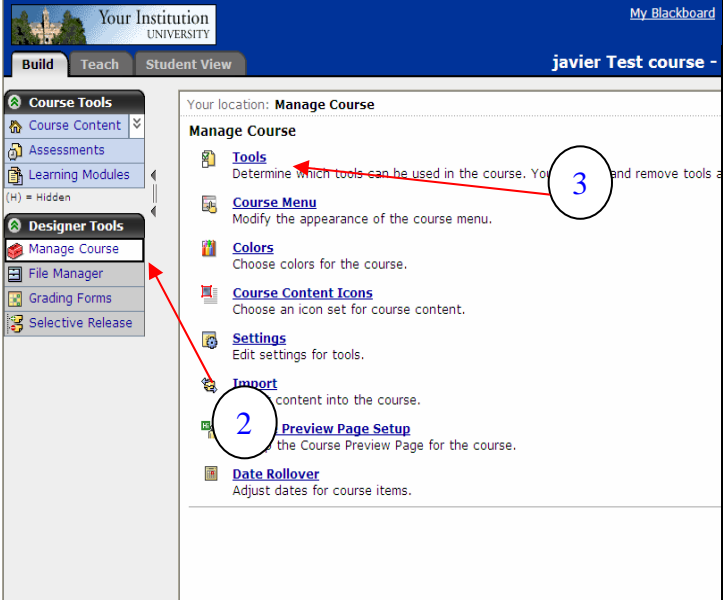
**Resources:**

Videos: <http://www.calstatela.edu/academic/aa/ess/elps/videos/coursemenu.swf>

**To the Point:**

1. Expand the designer tools.
2. Click on manage course.
3. Click on Tools
4. Select assignments box and click on show link then save your changes.

**Procedure – Adding Tools the Course Tools menu.**

Step 1	Getting to the tools page
	<div data-bbox="219 730 641 840"><ol style="list-style-type: none"><li>1.) Expand designer tools.</li><li>2.) Left Click on manage course</li><li>3.) Click on tools</li></ol></div>  <p>The screenshot shows the Blackboard interface for a course named 'javier Test course'. The left sidebar contains 'Course Tools' and 'Designer Tools'. Under 'Designer Tools', 'Manage Course' is highlighted. The main content area is titled 'Manage Course' and lists several options: 'Tools', 'Course Menu', 'Colors', 'Course Content Icons', 'Settings', 'Import', 'Preview Page Setup', and 'Date Rollover'. Red arrows and circles highlight the steps: '1' points to the 'Designer Tools' section, '2' points to 'Manage Course', and '3' points to the 'Tools' option in the main area.</p>

## Step 2 Adding tools

1. Checkmark the assignment tool box. Then scroll down.

The screenshot shows the 'Your Institution UNIVERSITY' LMS interface. The 'Build' tab is active. On the left, the 'Course Tools' menu is expanded to show 'Assessments' and 'Learning Modules'. Below that, the 'Designer Tools' menu is expanded to show 'Manage Course', 'File Manager', 'Grading Forms', and 'Selective Release'. A red circle with the number '1' and an arrow points to the 'Assessments' checkbox in the 'Student Learning Activities' section, which is highlighted in yellow. Other sections include 'Announcements', 'Chat', 'Discussions', 'Mail', 'Roster', 'Who's Online', 'Content Tools' (with 'Learning Modules' checked), and 'Local Content'.

2. Click on save in order to alter the changes and choices you have made.

The screenshot shows the same LMS interface as the previous one, but with the 'Save' button highlighted in yellow. A red circle with the number '2' and an arrow points to the 'Save' button. The 'Assessments' checkbox remains checked. The 'Content Tools' section now includes 'Media Library', 'SCORM', and 'Web Links'. The 'Student Tools' section includes 'My Files', 'My Grades', 'My Progress', and 'Notes'. The 'Save' and 'Cancel' buttons are at the bottom of the page.

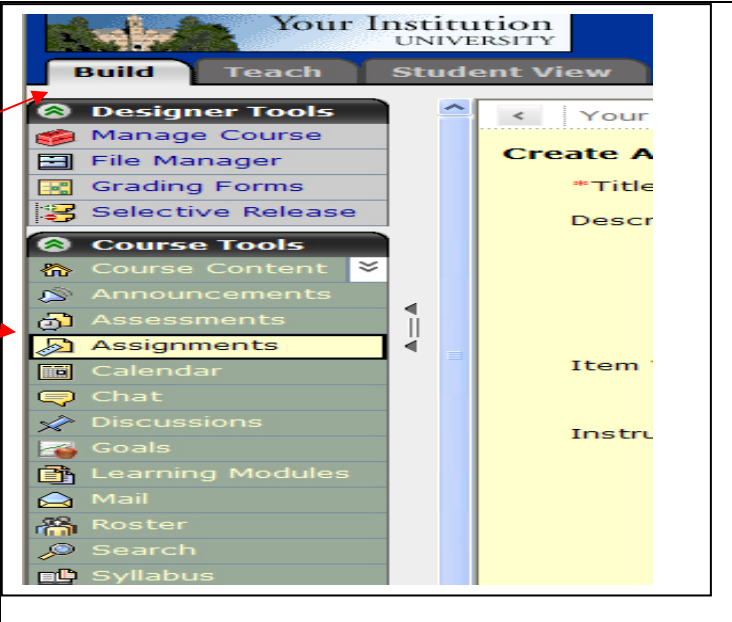
**Objective:** Creating an assignment.

**Steps:**

- 1) Left Click on Build tab
- 2) Make sure that the Course Tool menu is expanded.
- 3) Left Click on Assignments.
  - A. Expand the Designer Tools.
  - B. Click on Manage Course.
  - C. Click on Course Tools
  - D. Select Assignments link and click on show link; then save your changes.
- 4) On the right hand side frame click on create Assignment
- 5) Follow the instructions given by the assignment tool.
- 6) Click on save at the bottom of the form.

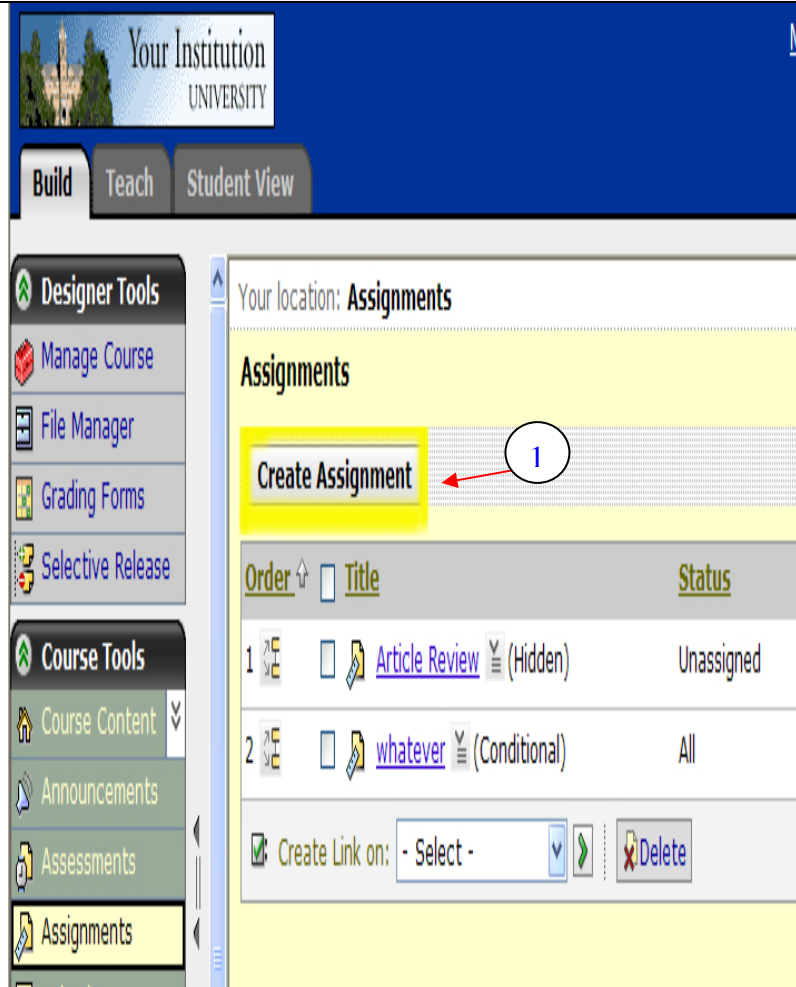
**Procedure – Adding Assignments for students.**

Log in to WebCT. The following menu will appear to your left hand side.

<b>Step 1</b> <b>Getting's to the Assignments page.</b>	
1. Left Click on Build Tab 2. Left Click on assignments.	

Step 2 "Creating Assignment"

1. Click on "Create Assignment"



Once you have clicked the create an Assignment button the following options will appear.





