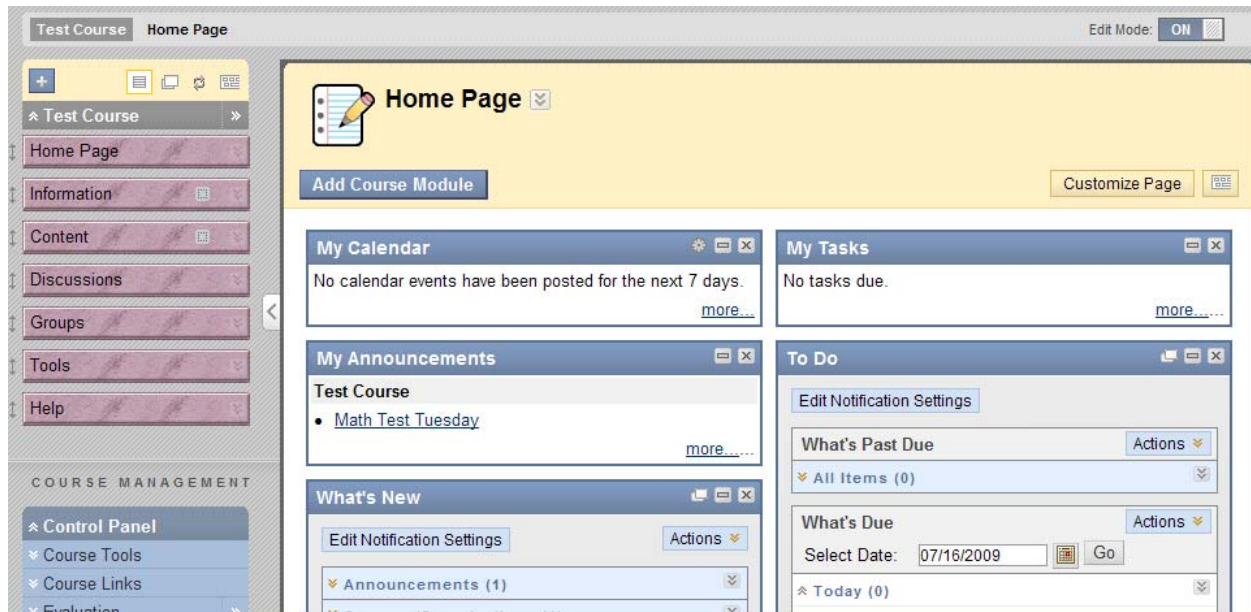
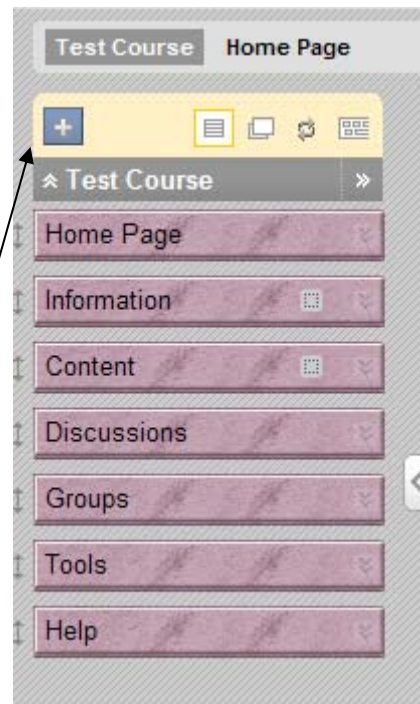


Creating Buttons. You can change the names of the buttons, create new ones and even change the order.



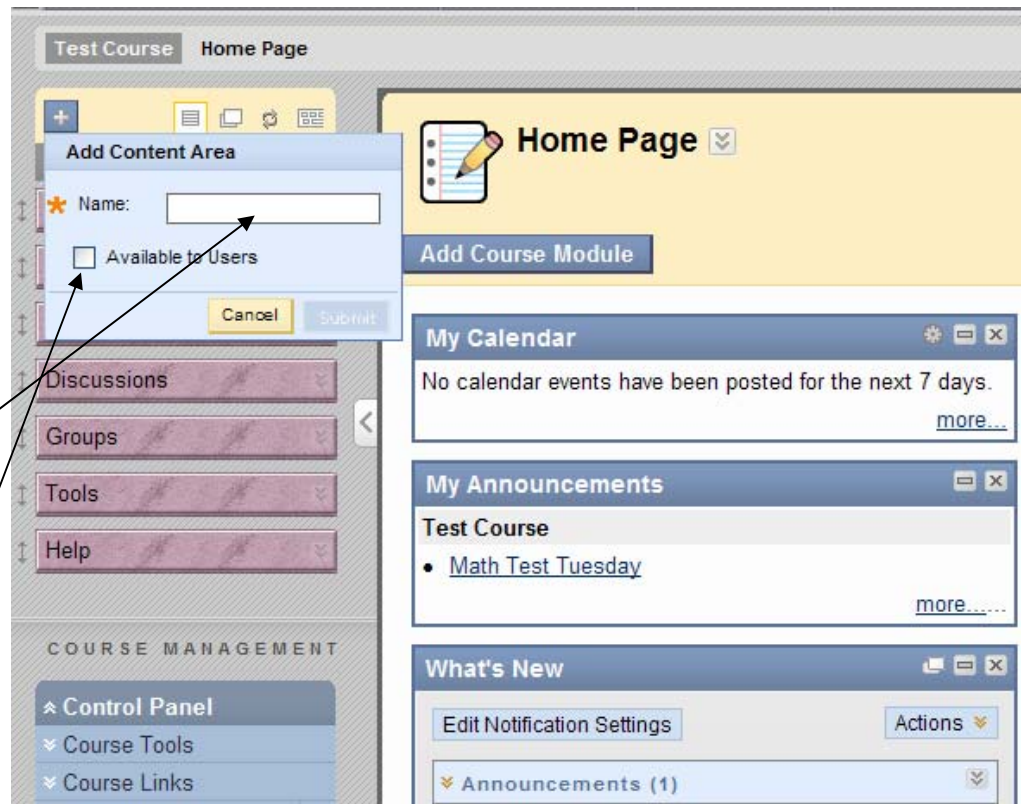
The Home Page button is a Tool (This means it is template based and while you can add information it all has to be entered within BB's fillable areas). Other tool buttons are Discussions, Groups, Tools, and Help. You can change the name of the button, but remember it will still be a Home Page or Discussion page etc.

To create a new button, you just click on the + sign and you will have the different button options. (Tool, Content, External link, Module)

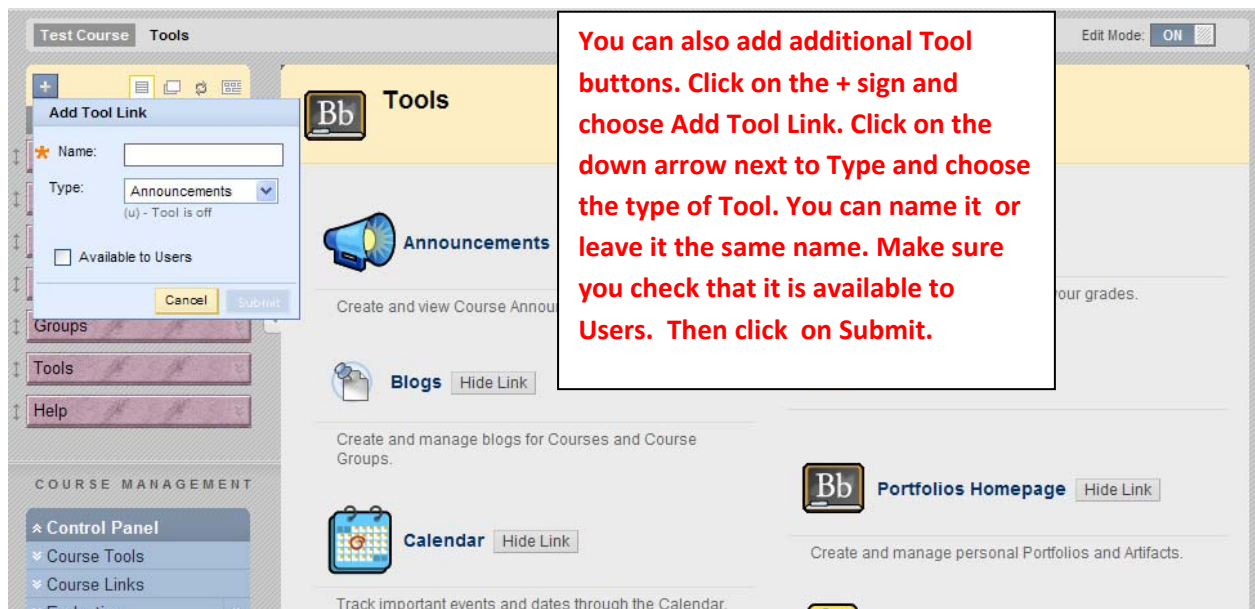


The other type of button is a Content Area button. Content area buttons are where you can add content/material. It is not template based so it is a great place to add assignments/documents or any place you just want to add content.

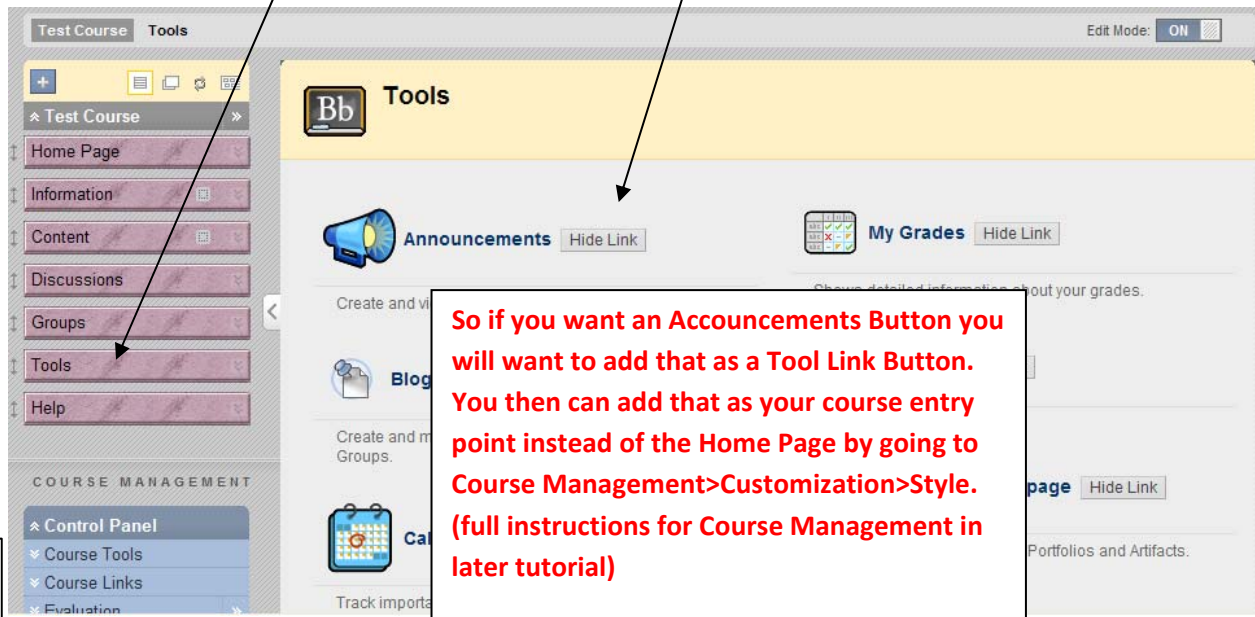
You do need to name your button/ rename it and make sure you check that it is available to users. If you don't check the box, it will only be available to you.



You can also add additional Tool buttons. Click on the + sign and choose Add Tool Link. Click on the down arrow next to Type and choose the type of Tool. You can name it or leave it the same name. Make sure you check that it is available to Users. Then click on Submit.



For a listing of all the Tools, click on the current Tool Link. You can also Hide Tools if you wish from your students by clicking on the *Hide Link*.



You may have noticed that many of your classes from the previous version of Blackboard (which was 7 or 8) do not have a Home Page button and the course entry point is Announcements. So you can either use the new Home Page or leave the Announcements Page as your course entry point. If you want a Home Page, remember to create a button by clicking on Create Module Page. Check the tutorial called Home Page Tutorial for instructions.

Don't forget you can change the button order by dragging and dropping using the arrows.

