

**Department of Nursing****Navigation Buttons in Blackboard**

The following is the accepted format for setting up navigation buttons located on the vertical menu in Blackboard™ for the Department of Nursing.

**Each course is to have the following tabs** [in this order, if appropriate to the course]

1. **Announcements**
2. **Syllabus** with the following as the first 2 items/folders behind that tab:
  - 1) Course Syllabus
  - 2) Course Calendar
3. **Discussion Board** with the following 2 permanent forums
  - 1) Course FAQ's or Ask the Professor [ or something similar]
  - 2) Break Room or Watercooler [or something similar] as social networking site

**Note: Not all instructors may need/use this tool but consensus was to include this feature in all online courses**

4. **Sessions/Modules/Units** [instructor chooses label most appropriate to their purpose].  
Behind this tab is the course content laid out/organized in folders/files  
It is also recommended that instructors describe a clear method for detailing and submitting assignments.  
Several options are offered for consideration:
  - a. 'Assignments' as a separate tab on the vertical menu that contains folders/items detailing criteria/guidelines/grading rubric / and a 'submit' link  
**Or**
  - b. 'Assignments' as a folder detailed as above under the Syllabus tab  
**Or**
  - c. 'Assignments' individually detailed [as above] within the week /module/unit they are due

**Suggested** [not required]. These additional buttons may also be considered for the vertical menu:

1. HELP [links to IT, library, CONAH website, APA format, etc]
2. External Links [online software, downloads, tools/websites]
3. Email / Groups ['hide' other links not in use or pertinent to this tab]
4. Grades / Tools ['hide' other links not in use or pertinent to this tab]

<http://www.angelo.edu/dept/nursing/facultyresources.html>