# Replacing Your Getting Started Menu

We have made updates to the Getting Started menu for Blackboard courses. This update will create a web link so that any changes we make after this point should not require you to make any changes to your course. This change will need to be made in all of your master courses and all upcoming crn courses. You may watch the JING video [L:\\_Online\_Documents\Updating Getting Started Video.swf](file:///L:\_Online_Documents\Updating%20Getting%20Started%20Video.swf) and use the below information to complete. You will need to open the video using Internet Explorer.

To add the new Getting Started web link to your course content menu you need to first remove all objects pertaining to the old information.

## Remove the Discussion Board items:

Go into your master blackboard course. Click Course Tools – Discussion Board. Click the forum that has your course name, example 843\_CIST0000\_Master. (If the anonymous post pops up, click cancel to bypass placing your name as the author of discussions.) You will need to delete all of the STC Pledge Acknowledgments, Student Introductions, and Sample Rubric by clicking the down arrow to the right of each title and clicking delete. You may get a message that states, “Deleting this forum will erase all of its threads. Continue?” click ok. Place a check to delete the column in the gradebook and then click remove. Repeat for each discussion not needed such as the Pledge, Introduction, and Sample Rubric. Scroll down to verify that you have deleted all of the pledges, introductions, and rubrics that pertain to the Template and that you only have your regular discussion boards showing for the course.

## Remove the old Getting Started content menu:

Click the arrow to the right of Getting Started on the left content menu. Click Delete to remove the content. To remove the Start Here items, choose Delete again.

## Add the new Getting Started content menu:

To add the new Getting Started to your course content menu, go to the 843\_STC\_Template blackboard course.   
Click Packages and Utilities on the content menu. Click Course Copy.  
Browse to your course master where you want to place the content. You will find this under the heading “Select Copy Options (Browse button). Select your master course and scroll down and click submit.  
**SELECT THE FOLLOWING ITEMS TO COPY: (DOUBLE CHECK BEFORE YOU CLICK SUBMIT)**

* Getting Started
* Blackboard Orientation (optional – Required for EMP1000 & COMP1000)
* Discussion Board
* Grade Center Columns and Settings
* Rubrics
* Tests, Survey and Pools

**DOUBLE CHECK BEFORE YOU CLICK SUBMIT**

Wait to receive the email confirmation of the copy to your master course and then return to your course.  
  
Clean up:

Move the new Getting Started on the left to the proper location by clicking on the arrows to the left of the title, holding and dragging up.

Under Course Tools - Click the Grade Center – Full Grade Center – Click Manage – Column Organization. You will need to move up the pledge, introduction and online orientation to the top of the list. You can do this by clicking and holding the four sided arrow to the left of each name and dragging up to the location needed. Click SUBMIT to make the changes effective.

On the Grade Center, you will need to remove the extra weighted total that came from the template. Click the arrow to the right of the title Weighted Total and click delete column.

You may remove the Blackboard Orientation on the content menu if you do not wish to keep it. This will delete the Online Orientation Quiz along with it. However, this is very beneficial for students to use as a handbook for tasks they cannot remember how to do. You can leave the Orientation and just delete the Quiz by clicking inside of the Blackboard Orientation and then deleting the Online Orientation Quiz.

The Student Introduction and the Pledge Acknowledgments will be graded with a check mark once a student completes it. This is not averaged in the overall grades.