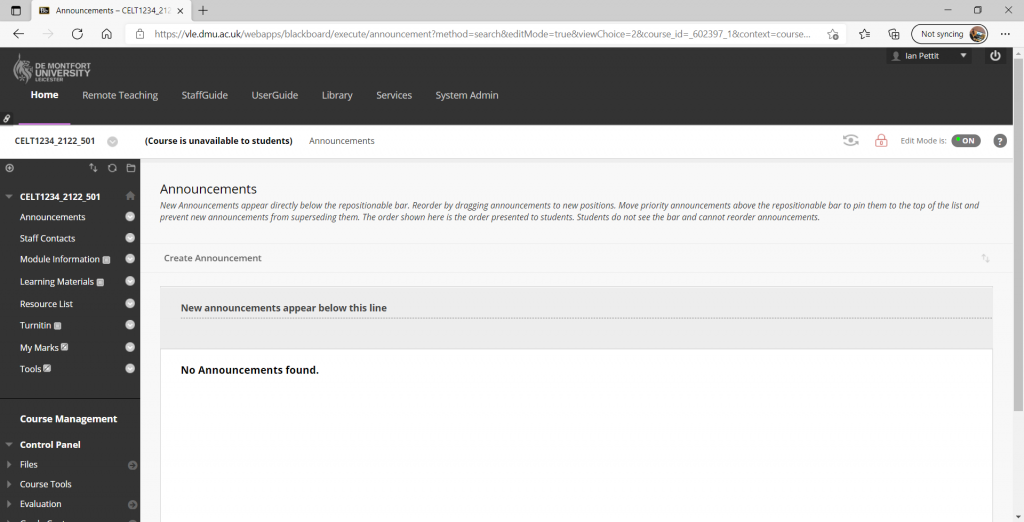
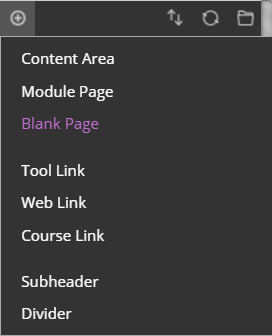
# Blackboard Module shell preparation 2021-22

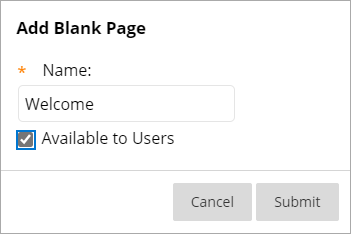
1. Open Blackboard and with Edit Mode turned on navigate to the Module shell.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/1.png)

2. Click on Add Content and select Blank Page.

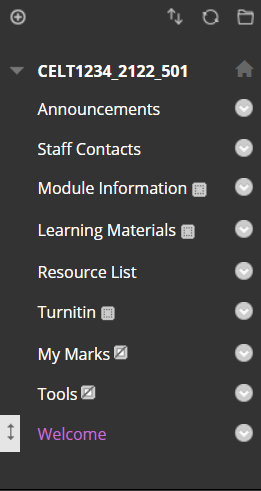
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/2a.png)

3. Type the word ‘Welcome’ into the Name field and select ‘Available to Users’.

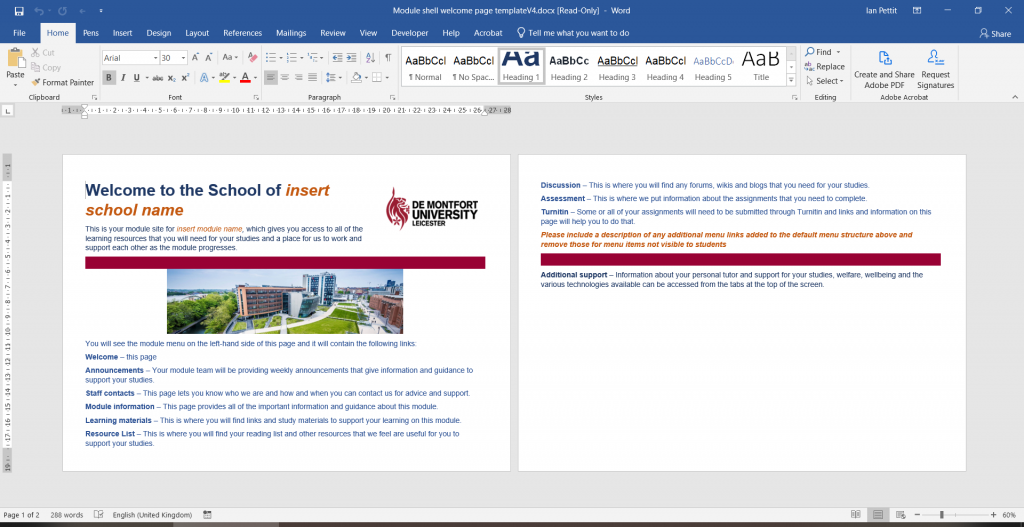
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/3a.png)

4. Click Submit.

5. A link to the new Blank Page, now titled ‘Welcome’, will appear toward the bottom of the shell. Use the double-arrow icon to drag this new link to the top of the list.

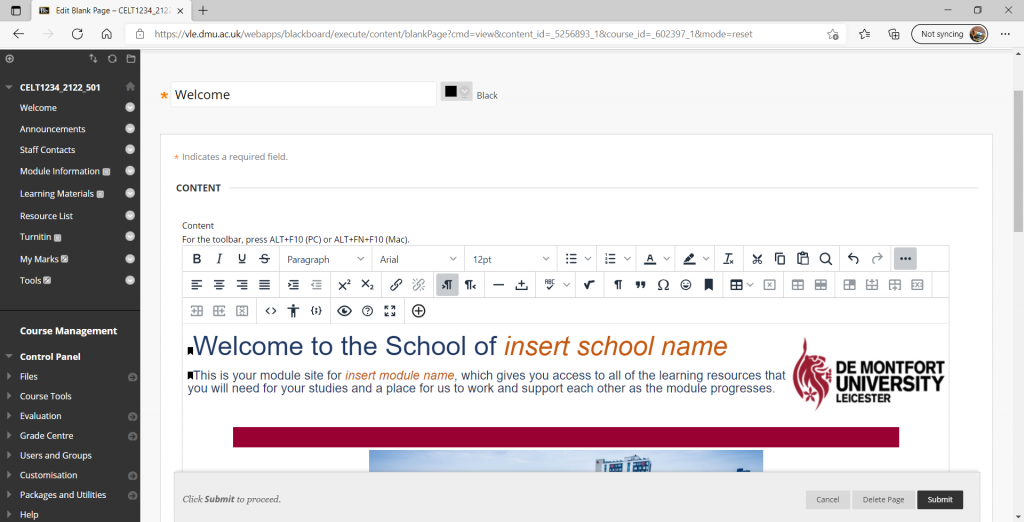
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/4a.png)

6. Open the Module shell template Word document.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/5.png)

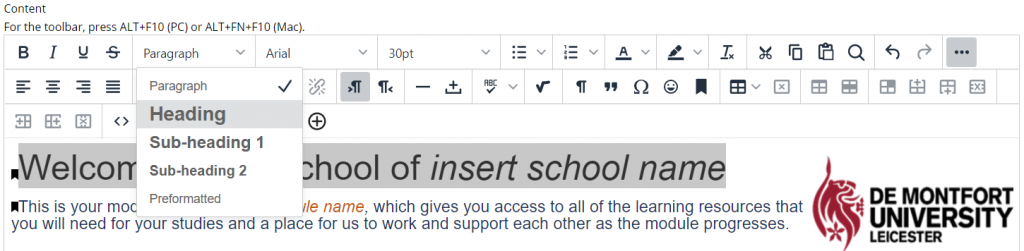
7. Using the mouse or the ‘Ctrl+A’ keyboard shortcut select the entire contents of the document and copy to the computer’s clipboard.

8. Paste the copied content into the Content field in Blackboard.

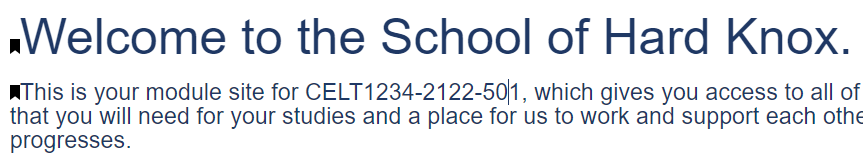
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/6.png)

**Note:** If prompted, select to keep or preserve formatting during the paste process.

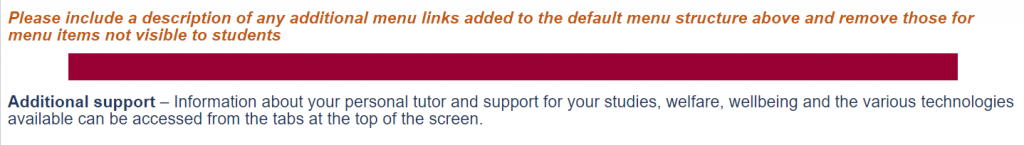
9. Using the mouse, select the ‘Welcome to the School of insert school name’ text and set this to Heading.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/7.png)

10. Overtype any orange text with the specifics relating to the school and Module that the shell is being prepared for.

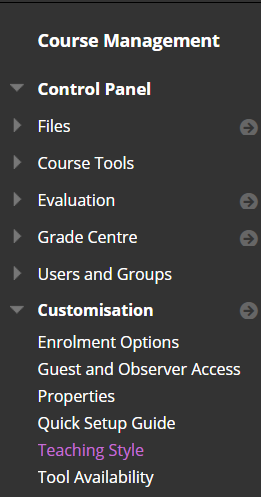
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/8.png)

**Note:** As instructed, ensure that the list of menu items is described and that the list is adjusted to accommodate any additional or hidden menu items. Please remove the remaining orange text.

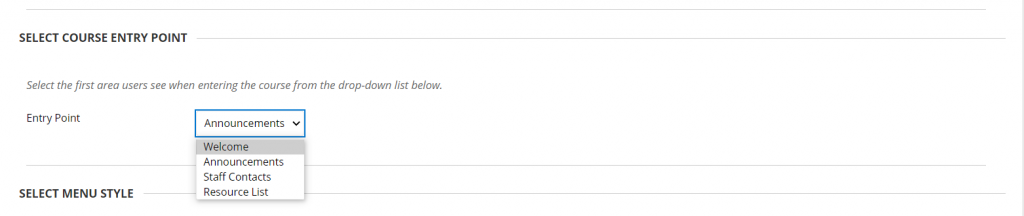
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/9.png)

11. Click Submit.

12. Under Course Management click on Customisation>Teaching Style.

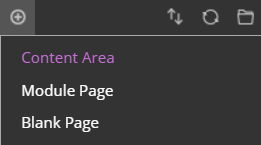
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/10.png)

13. Change the Course Entry Point to the new Welcome page.

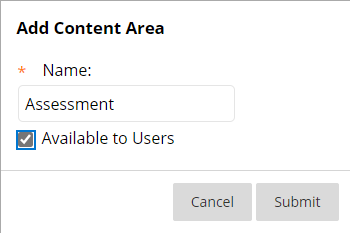
[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/11.png)

14. Click Submit.

15. Click on Add Content and select Content Area.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/12.png)

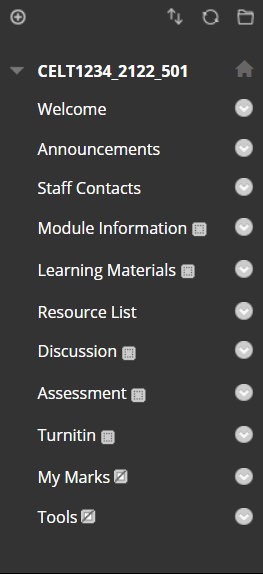
16. Type the word ‘Assessment’ in the Name field and select Available to Users.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/13.png)

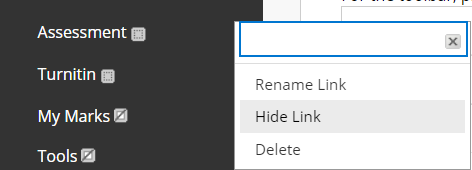
17. Click Submit.

18. Repeat steps 15 to 17 to create another new Content Area named Discussion.

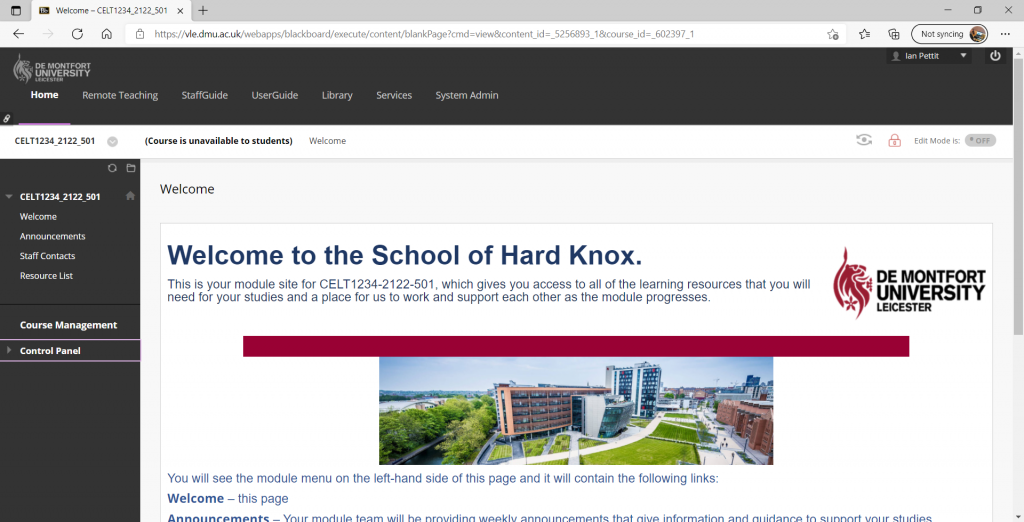
19. Using the double-arrow icons, order the links to match the order of the descriptions on the welcome page.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/14.png)

**Note:** To hide any of the links from the student view, select the link’s Edit Icon and click on Hide Link.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/15.png)

20. To see the student view, turn the Edit Mode off.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/07/16.png)