

## Edit Class Orientation section

Click the **Class Orientation** section located in the CONTENTS area at the top of your course you plan to teach. This will open up the contents of that section. Next you will personalize the information in the Course Overview which is set up in a resource called a "book." For more help from Blackboard Open LMS, [click here](#).

**Course Overview**

Open and read each page (called a "chapter") of the **Course Overview** at the right. It contains important information you should understand before starting this course. You must go through every page (chapter) in order for the rest of your course content to become available.

After completing the Course Overview, complete the other activities listed below in the Class Orientation section in the order they are listed before starting on the next section.

Chapters

1. Welcome
2. Course Expectations
3. Course Schedule
4. Methods to contact me or get help
5. Computer/Technology Requirements
6. Classroom Layout
7. Course Structure
8. Check Grades and Instructor Comments
9. Communication Guidelines, Part 1
10. Communication Guidelines, Part 2
11. Other Information
12. Print the Course Overview
13. What to Expect

→ ✎ ⋮

To edit the instructions to the left of the individual chapters, click the Edit icon.

To edit information in the chapters, click any one of the chapters, then follow steps below.

Click **Turn editing on**

Table of contents

- Welcome
- **Course Expectations**
- Course Schedule
- Methods to contact me or get help
- Computer/Technology Requirements

Turn editing on

**Course Overview**

**Course Expectations**

Table of contents

- Welcome  
↓ ⚙️ 🗑️ 👁️ +
- **Course Expectations**  
↑ ↓ ⚙️ 🗑️ 👁️ +
- Course Schedule  
↑ ↓ ⚙️ 🗑️ 👁️ +

Click appropriate icon below each chapter to:

- Move it up/down in list of chapters
- Edit content of the chapter
- Delete the chapter
- Hide chapter from student view
- Add a new chapter below it

Turn editing off

**Course Overview**

Click **Turn editing off** button when finished editing chapter contents.

The instructions on the following pages guide you through making changes to some of the other activities and resources in the Class Orientation section of your own course.

# Course Template\_New Instructors

Table of contents

- Welcome
- Course Expectations

Turn editing on

## Course Overview

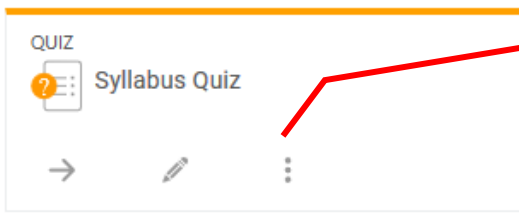
Click **name of course** to return to the front page of your own course and click on the Class Orientation section.

If you have not already read the **Course Syllabus**, do so now. It is located in the CONTENTS area above (Syllabus and Quick Links section). Then click back on the Class Orientation section and complete the **Syllabus Quiz** below to make sure you understand the most important policies used in this course. If desired, you may use a printed copy of the syllabus to help you answer the questions correctly.

Next, submit the **Syllabus Agreement EVA** by the census date in order for you to continue in this course.

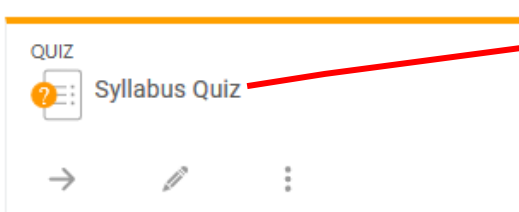


Click pencil (edit) icon to edit the words in this label resource.



If you don't want a syllabus quiz, click the **More** icon to delete it.

If you delete it, then also delete the information in the label resource above that mentions the syllabus quiz.

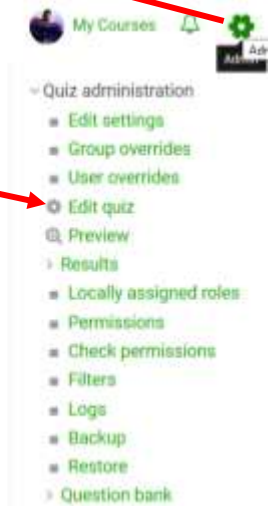


If you do want the syllabus quiz, first **click the link to it**.

Follow instructions below to be able to look at the questions already in it and change/delete/add questions.

Click the gear icon and select **Edit quiz** from the choices that appear.

[Click here](#) for help from Blackboard Open LMS about editing quizzes.



Home / Class Orientation

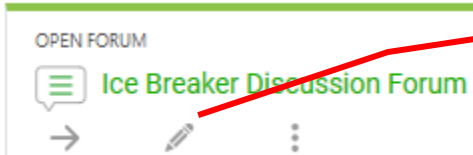
## Template

### Syllabus Quiz

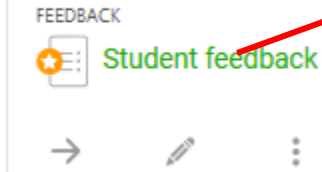
After carefully reading the course syllabus located in the Quick Links block, complete this quiz to make sure you understand the most important policies in this course. You can repeat the test if you didn't answer all of the questions correctly the first time. If desired, you may use a printed copy of the syllabus to help you answer the questions correctly.

Grading method: Highest grade

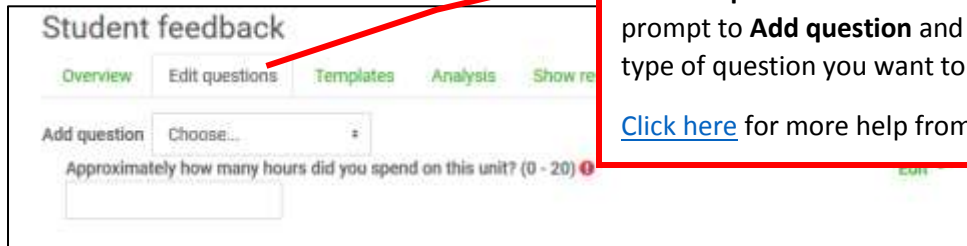
Attempt quiz now



Click the Edit icon to edit these instructions. Generally, instructors put their own short biography in the instructions along with what they want the students to share in this forum.



The main purpose of this Student feedback is to find out approximately how many hours students spent working on the Class Orientation section. If you want to add other questions, you may. To add other questions, first click the Student feedback link



If you want to add other questions, click the **Edit questions** tab and follow the prompt to **Add question** and choose the type of question you want to ask. [Click here](#) for more help from Blackboard