Customizing the Blackboard CE Course Template

If you are developing a new course and you have no content to import into from another course, you will begin with the NJCU Course Template. This course template contains important information related to teaching online. As the faculty member assigned to teach this course, you may modify the template as you wish; however, it would be helpful for your students to ensure that the following information is available on the course homepage:

1. **Logo or information identifying the course and the institution.**

2. **The name of the professor**

3. **The course name and catalog number**

4. **Technical Support Information**
   Please consult the [Blackboard FAQ](#) for answers to Frequently Asked Questions. If you do not find the answer to your question there, you may complete the [Technical Support Request Form](#) at our [Online Learning Website](#). A response will be made to you within twenty-four hours.

5. **Copyright notice**
   Please Note: materials used in connection with this course may be subject to copyright protection.

6. **Disclaimer**
   Although New Jersey City University has made every effort to ensure the accuracy, validity, and timeliness of the official New Jersey City University Home Page, New Jersey City University will not be held responsible for typographical or unintentional misinformation. New Jersey City University is not responsible for any individual's home page, or for the content linked through this server address to sites located on the greater World Wide Web. Each individual owner of a personal home page is responsible for the maintenance and content of that personal home page.

7. **Privacy Notice**
   Access to this course is limited to the students who are officially enrolled and the faculty member who is assigned to teach it. In some cases, guest access will also be provided to the department chairperson for purposes of faculty supervision and evaluation.
Instructions for modifying the course template:

In order to make changes to the basic template information, you must first click on the **Build** tab and click on **Page Options** in the upper right hand corner of the main course window. The drop down menu will allow you to go to the Power View (an outline view of the course homepage), customize the page display, and edit the information contained in the course headers and footers. Try clicking on all of these options to find out what information is available to you.

- **The Power View**
  The Power View allows you to rearrange the order of icons on your homepage. It allows you to modify links and settings associated with your course.
• **Customizing Page Display**
  This option allows you to create the look and feel you are hoping to achieve with your course.

  ![Customizing Page Display Diagram](image)

  - Allows you to rearrange the order of icons on your course homepage
  - This menu allows you to modify properties and links in a module

• **Edit Header and Footer**
  By editing the header of your course, you can change the NJCU icon, your name and the course name. Editing the footer will allow you to edit the technical support, privacy, copyright and disclaimer notices at the bottom of the homepage. When you click on Edit Header or Edit Footer a pop-up window will appear. If you do not know HTML coding you may click on Enable HTML Creator to see a simple text editing interface.

  ![Edit Header and Footer Diagram](image)

  - Modify the placement of icons on the homepage
  - Select one of the layout templates or customize your own
  - Add background images and colors
  - Change all existing folders to these settings
  - Set default to these settings for all new folders

Note: Before editing your header and footer it is very important that you have checked the settings specified for your browser in order to use the full functionality of the CE 8 system. Specifically, pop-
up blockers should be disabled and Java (Sun Java 2 runtime environment, version 1.6.0_16 or higher) should be installed on the computer you are using.

- **Other possible customizations**
  There are many other ways to customize the look of your course. You can change your global course colors, edit the background color of your course, try a new icon set, and change your course header and footer.

  Change your course colors in **Build tab > Manage Course > Colors**

  Change your icon set in the **Build tab > Manage Course > Course Content Icons**