

# Blackboardlearn<sup>+</sup>

*Release 9.0*  
*Design Framework*



**Blackboard**

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## Introduction

The purpose of Blackboard's Design Framework is to describe common user interface (UI) design patterns used in its products. This internal document is published as an aide for application designers and developers. Although some of the language is focused on directing our own product designs, we hope that this information will inspire your own efforts to create consistently usable, high-quality user interfaces that conform to Blackboard's commitment to establishing quality user experiences.

The Design Framework covers common page types, components, and behaviors used throughout Blackboard Learn products. Most items include Rules of Usage, an Illustration, and relevant code or tag elements.

We welcome any comments and suggestions you may have.

UX team, Product Development

Blackboard Inc.

### Related Documentation

This document is meant to be used in conjunction with the following related documents:  
*Blackboard Learn Building Blocks Getting Started Guide for Release 9.0* and *Blackboard Learn Building Blocks Tag Library Guide for Release 9.0*.

## Page Inventory

The Page Inventory defines common page types, defines rules of usage, and highlights common components and behaviors used within the page.

The Page Inventory is generally organized to include the following sections as needed:

Rules of Usage – Provides a definition of the component along with recommendations for usage.

Design Considerations – Provides additional information to help the Design Framework audience decide when to use a specific page type.

Components & Behaviors – Includes a listing of additional components and related behaviors that define the component.

Examples – Includes appropriate screen shots that call out the component.

### Frame Usage

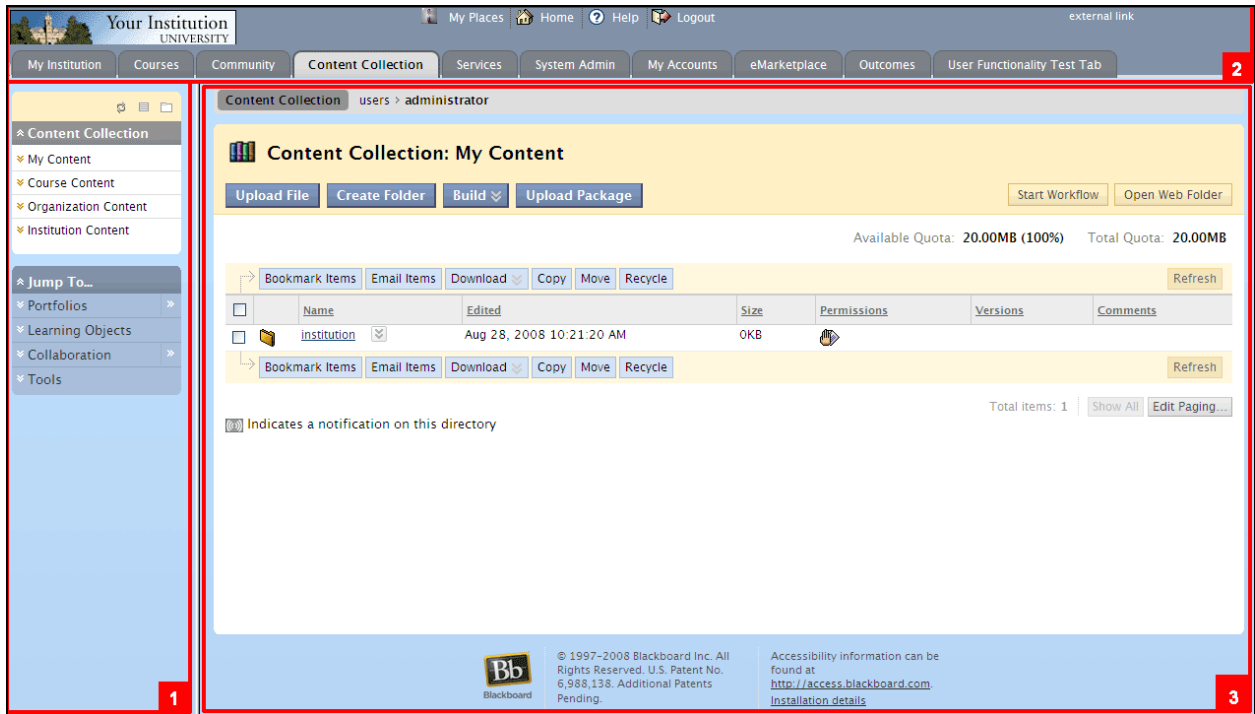
Blackboard uses frames to comprise its page types, including:

Control Frame - The Control Frame, or frame visible on the top of the page, displays high-level system information. The control frame is visible in all of Blackboard's Learn products. Common components include Login Information, Navigation Tabs, and Utility Links.

Menu Frame – The Menu Frame, or frame visible on the side of the Main Frame (left or right depending on user's chosen language pack), displays menu controls within Blackboard's Learning Content. Common components include Action Bar (Component Level), Menu Area, and Menu Controls. Note that this frame type is only used in the Learning Content and not in other areas of the Academic Suite, where the Menu Area is part of the Main Frame.

Main Frame – The Main Frame, or frame visible in the center of the page, displays contents and options that reflect a user's primary activity focus. The Main Frame is visible in all of Blackboard's products.

## Example: Frames – Content Collection



The screenshot illustrates the Blackboard Content Collection interface, which is structured into three frames:

- Frame 1 (Left):** A vertical navigation menu containing links to 'Content Collection', 'My Content', 'Course Content', 'Organization Content', and 'Institution Content'. It also includes a 'Jump To...' section with links to 'Portfolios', 'Learning Objects', 'Collaboration', and 'Tools'.
- Frame 2 (Top Right):** A header area with navigation tabs: 'My Institution', 'Courses', 'Community', 'Content Collection' (active), 'Services', 'System Admin', 'My Accounts', 'eMarketplace', 'Outcomes', and 'User Functionality Test Tab'. It also includes links for 'My Places', 'Home', 'Help', 'Logout', and an 'external link'.
- Frame 3 (Bottom Right):** The main content area titled 'Content Collection: My Content'. It features a toolbar with 'Upload File', 'Create Folder', 'Build', and 'Upload Package' buttons. Below the toolbar, it displays a table of content items with columns for 'Name', 'Edited', 'Size', 'Permissions', 'Versions', and 'Comments'. The table shows one item named 'institution' with a size of '0KB' and an edit date of 'Aug 28, 2008 10:21:20 AM'. A notification icon indicates a notification on this directory.

### Key:

1. Menu Frame\*
2. Control Frame
3. Main Frame

\*Menu Frame type is only used in Blackboard Learning Content.

## Content List Page

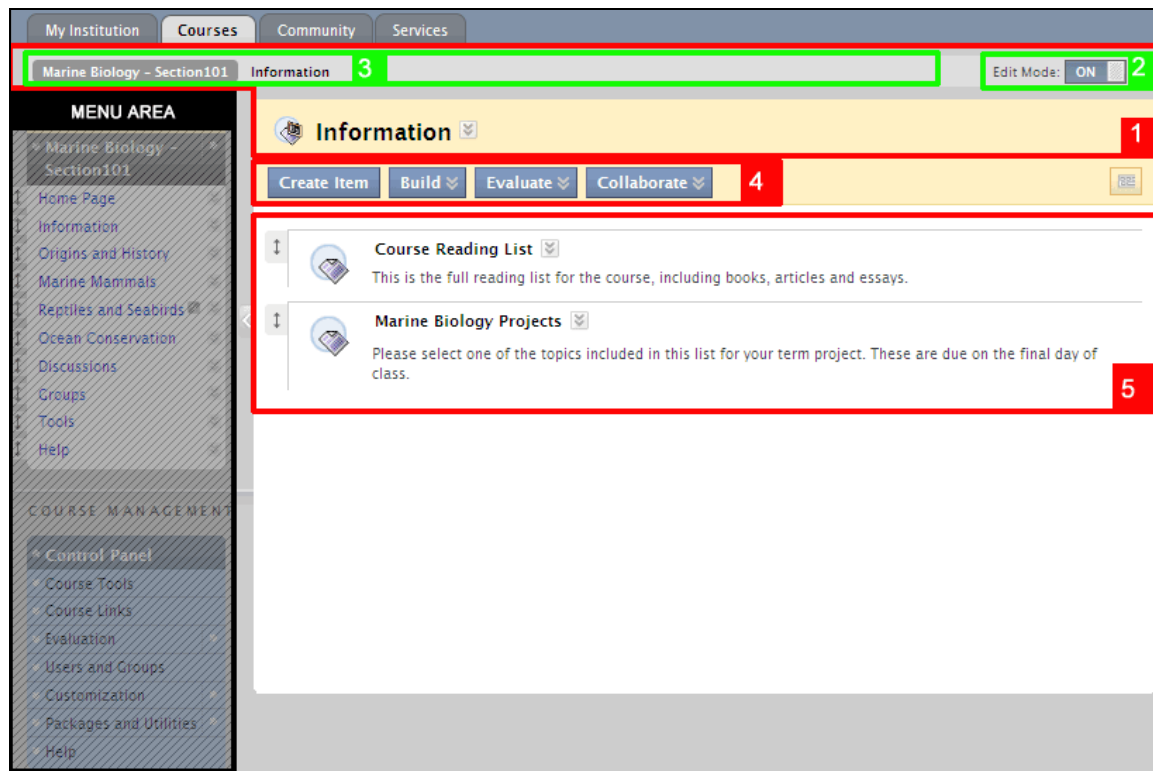
### Rules of Usage

A Content List Page displays tabular data of content items, such as course materials. The way materials are visually listed may be altered, but the behavior should remain the same. For example, the course content area can be displayed with or without icons, or icons only. In all cases, the behavior is the same.

### Components & Behaviors

Action Bar (Page Level), Content List, Control Frame, Inline Confirmation (Page Level), Keyboard Accessible Reordering, Menu Area, Orientation Bar, Page Header, Page Help, Picker, View Toggle

### Example: Content List Page



Key:

1. Page Header
2. View Toggle
3. Orientation Bar
4. Action Bar (Page Level)
5. Content List

## **Data Collection Page**

---

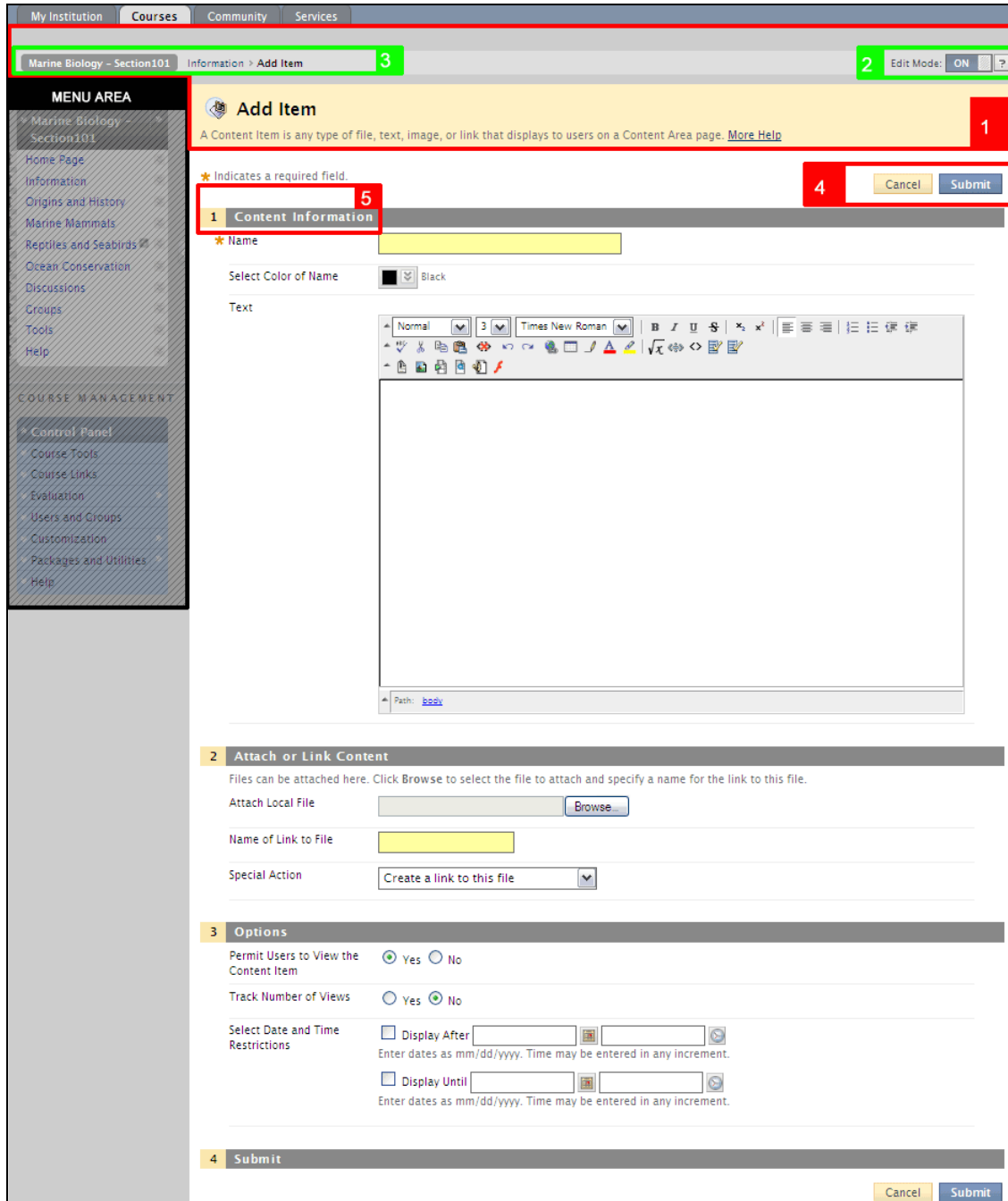
### **Rules of Usage**

A Data Collection Page, commonly known as a 1-2-3 Screen, collects data from the user. Functional specifications determine how the fields are grouped into steps, what they are called and what restrictions may be in place for data collected.

### **Components & Behaviors**

Content List, Control Frame, Data Collection Step, Data Submission, Inline Confirmation (Page Level), Menu Area, Orientation Bar, Page Header, Page Help, View Toggle

## Example: Data Collection Page



The screenshot shows the Blackboard 'Add Item' page. The interface includes a top navigation bar with 'My Institution', 'Courses', 'Community', and 'Services'. Below this is a breadcrumb trail: 'Marine Biology - Section101' > 'Information' > 'Add Item'. A 'MENU AREA' on the left contains links like 'Home Page', 'Information', 'Origins and History', etc. The main content area is titled 'Add Item' and includes a description: 'A Content Item is any type of file, text, image, or link that displays to users on a Content Area page. [More Help](#)'. The page is divided into sections: 'Content Information' (with a required field for 'Name'), 'Attach or Link Content' (with options for 'Attach Local File' and 'Name of Link to File'), and 'Options' (with checkboxes for 'Permit Users to View the Content Item', 'Track Number of Views', and 'Select Date and Time Restrictions'). A 'Submit' button is at the bottom right. Numbered callouts highlight: 1. The 'Add Item' title bar; 2. The 'Edit Mode: ON' toggle; 3. The 'Add Item' title bar; 4. The 'Cancel' and 'Submit' buttons; 5. The 'Content Information' section header.

### Key:

1. Page Header
2. View Toggle
3. Orientation Bar
4. Data Submission
5. Data Collection Step



## Design Canvas Page

### Rules of Usage

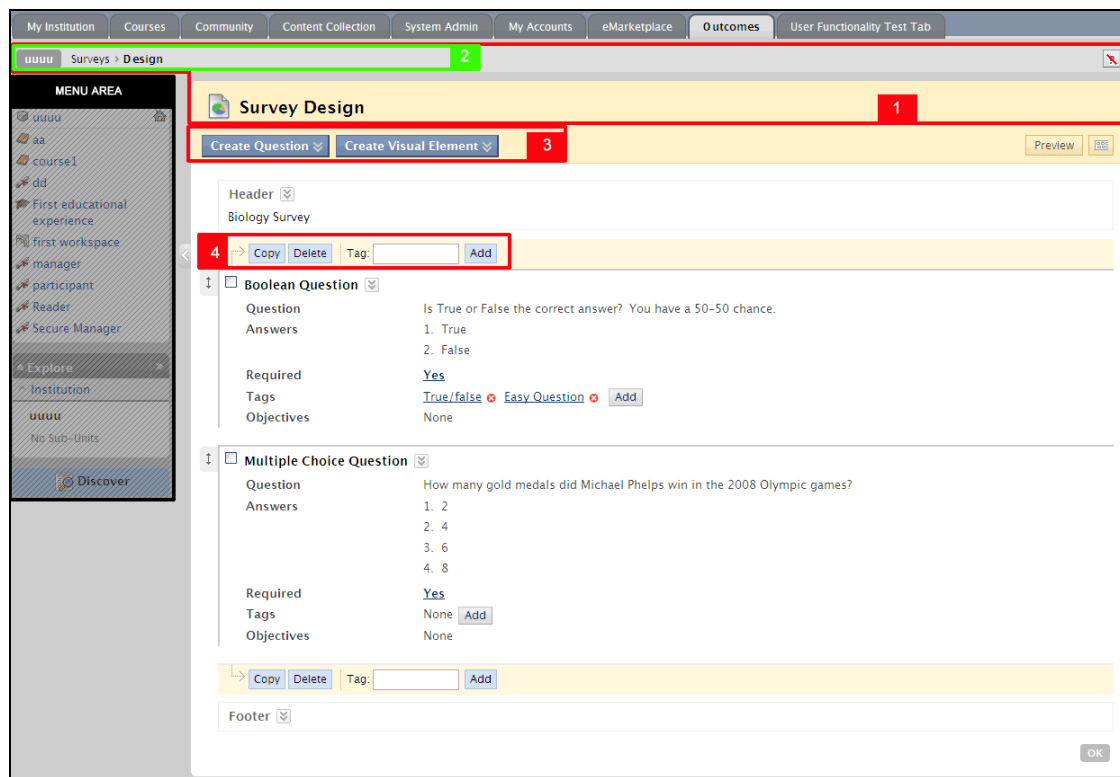
A Design Canvas Page is used when the user's task is to design an artifact/deliverable of some nature. This is distinct from the "Edit Mode" of other page types, because the only purpose of coming to the feature should be to design a thing, such as a portfolio, or a survey, rather than coming to work in a space such as a course. The purpose of this page is to enable the user to see what they are building and to manipulate the content efficiently.

This page type is a hybrid of the Content List Screen and the Inventory List Page.

### Components & Behaviors

Action Bar (Component Level), Action Bar (Page Level), Content List, Contextual Actions, Control Frame, Keyboard Accessible Reordering, Page Header, Page Help, Picker

### Example: Design Canvas Page



#### Key:

1. Page Header
2. Orientation Bar
3. Action Bar (Page Level)
4. Action Bar (Component Level)

## Inventory List Page

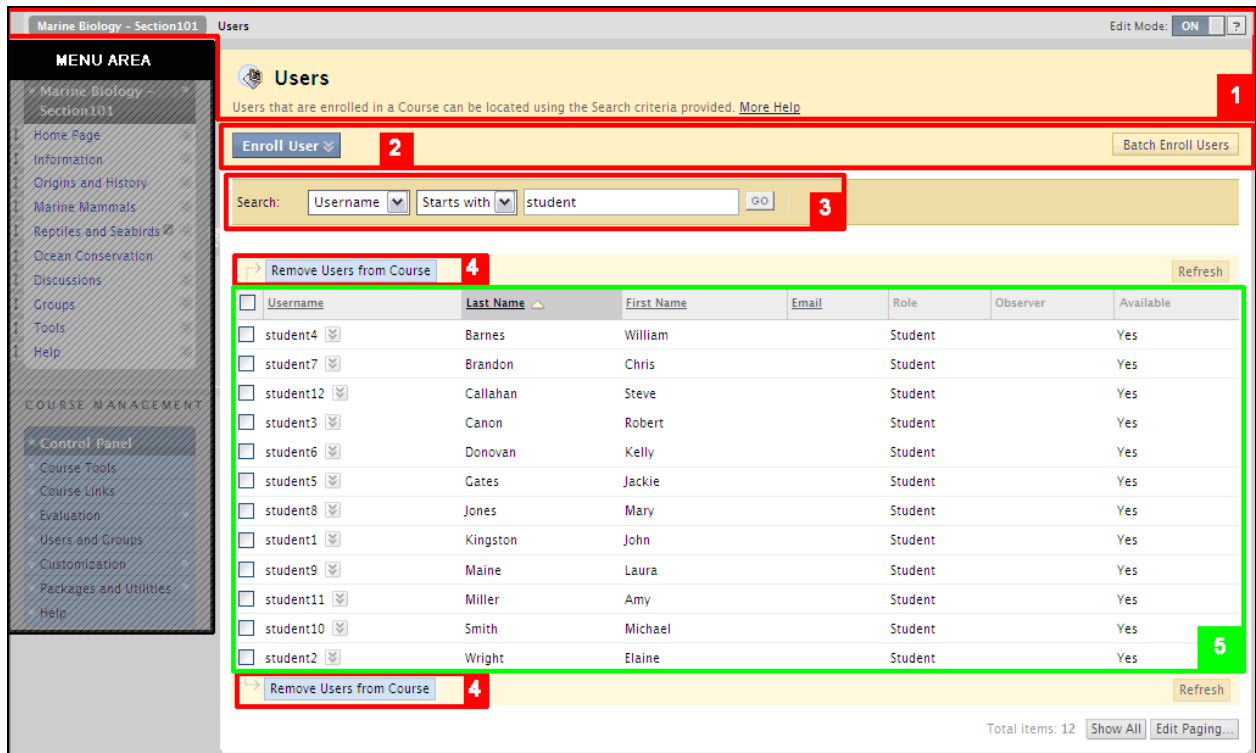
### Rules of Usage

**Overview:** An Inventory List Screen displays tabular data of items belonging to an inventory, such as Students or Courses.

### Components & Behaviors

Action Bar (Component Level), Action Bar (Page Level), Date and Time Picker, Inventory List, Keyboard Accessible Reordering, Page Header, Paging Options, Search or Filter (on page), View Toggle

### Example: Inventory List Page



The screenshot shows the 'Users' page in a Blackboard course. The page has a left-hand menu area and a main content area. The main content area includes a header, an action bar, a search bar, and a table of users. The table has columns for Username, Last Name, First Name, Email, Role, Observer, and Available. The table is filtered to show 12 users. The page also includes a 'Remove Users from Course' button and a 'Refresh' button. The 'Total items: 12' is displayed at the bottom right.

Key components highlighted in the screenshot:

- Page Header
- Action Bar
- Search or Filter (on page)
- Inventory List Action Bar
- Inventory List

**Key:**

1. Page Header
2. Action Bar
3. Search or Filter (on page)
4. Inventory List Action Bar
5. Inventory List

## Accessibility Notes

The context and total number of list items (e.g., Displaying 26-50 of 200) should be presented to AX users before encountering the list of items and these users should be able to easily bypass the inventory list to change the number of items on the page.

## Module Page

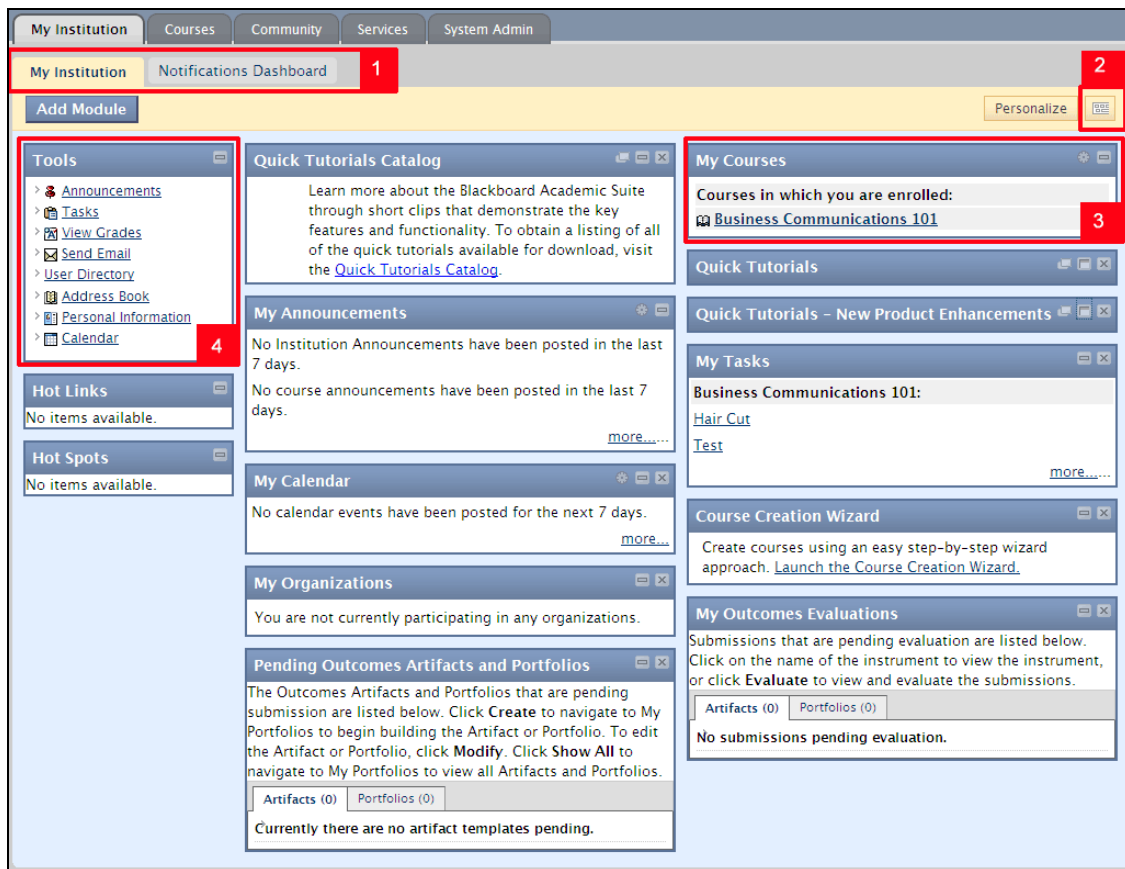
### Rules of Usage

Module Pages display various groupings of content, aggregated from various sources.

### Components & Behaviors

Content List, Control Frame, Data Collection Step, Data Submission, Inline Confirmation (Page Level), Menu Area, Orientation Bar, Page Header, Page Help, View Toggle

### Example: Module Page



The screenshot shows a Blackboard Module Page interface. At the top, there is a navigation bar with tabs: 'My Institution', 'Courses', 'Community', 'Services', and 'System Admin'. Below this is a secondary bar with 'My Institution' and 'Notifications Dashboard' (labeled 1). To the right of this bar is a 'Personalize' button (labeled 2). The main content area is divided into several modules. On the left is a 'Tools' module (labeled 4) containing links like 'Announcements', 'Tasks', 'View Grades', 'Send Email', 'User Directory', 'Address Book', 'Personal Information', and 'Calendar'. To the right of the Tools module is a 'Quick Tutorials Catalog' module. Further right is a 'My Courses' module (labeled 3) showing 'Courses in which you are enrolled:' with a link to 'Business Communications 101'. Below the Tools module are 'Hot Links' and 'Hot Spots' modules, both showing 'No items available.'. Below the Quick Tutorials Catalog are 'My Announcements', 'My Calendar', 'My Organizations', and 'Pending Outcomes Artifacts and Portfolios' modules. On the right side of the page are 'Quick Tutorials', 'My Tasks', 'Course Creation Wizard', and 'My Outcomes Evaluations' modules. The 'My Tasks' module shows 'Business Communications 101:' with links for 'Hair Cut' and 'Test'. The 'Course Creation Wizard' module has a link to 'Launch the Course Creation Wizard.'. The 'My Outcomes Evaluations' module shows 'No submissions pending evaluation.'.

#### Key:

1. Second Row of Tabs
2. Keyboard Accessible Reordering
3. Content Module
4. Tools Module

**Not shown:** Header Module, Footer Module

## **Settings List Page**

---

### **Rules of Usage**

A Settings List Page allows the user to set properties of a list of things that all have the same properties. These pages manage settings and are not used for creating new content.


### **Components & Behaviors**

Control Frame, Data Submission, Orientation Bar, Page Header, Page Help

## Example: Settings List Page

My Institution
Courses
Community
Services

Edit Notification Settings
Current Notification Setting: Marine Biology - Section101
2
3
?


**Current Notification Setting: Marine Biology - Section101**
1

Current notification settings for this course are displayed below. Change settings by checking or unchecking boxes adjacent to each type of notification.

4
Cancel
Submit

Notification	Dashboard
Announcement Available	<input checked="" type="checkbox"/>
Assignment Available	<input checked="" type="checkbox"/>
Assignment Due	<input checked="" type="checkbox"/>
Assignment Past Due	<input checked="" type="checkbox"/>
Assignment Submitted	<input checked="" type="checkbox"/>
Content Item Available	<input checked="" type="checkbox"/>
Early Warning System Rule Details	<input checked="" type="checkbox"/>
GB Item Due	<input checked="" type="checkbox"/>
Survey Available	<input checked="" type="checkbox"/>
Survey Due	<input checked="" type="checkbox"/>
Survey Overdue	<input checked="" type="checkbox"/>
Survey Submitted	<input checked="" type="checkbox"/>
Test Available	<input checked="" type="checkbox"/>
Test Due	<input checked="" type="checkbox"/>
Test Overdue	<input checked="" type="checkbox"/>
Test Submitted	<input checked="" type="checkbox"/>
Unread Blog Posts	<input checked="" type="checkbox"/>
Unread Discussion Board Messages	<input checked="" type="checkbox"/>
Unread Journal Entries	<input checked="" type="checkbox"/>

4
Cancel
Submit

### Key:

1. Page Header
2. Orientation Bar
3. Page Help
4. Data Submission

## Calendar Page

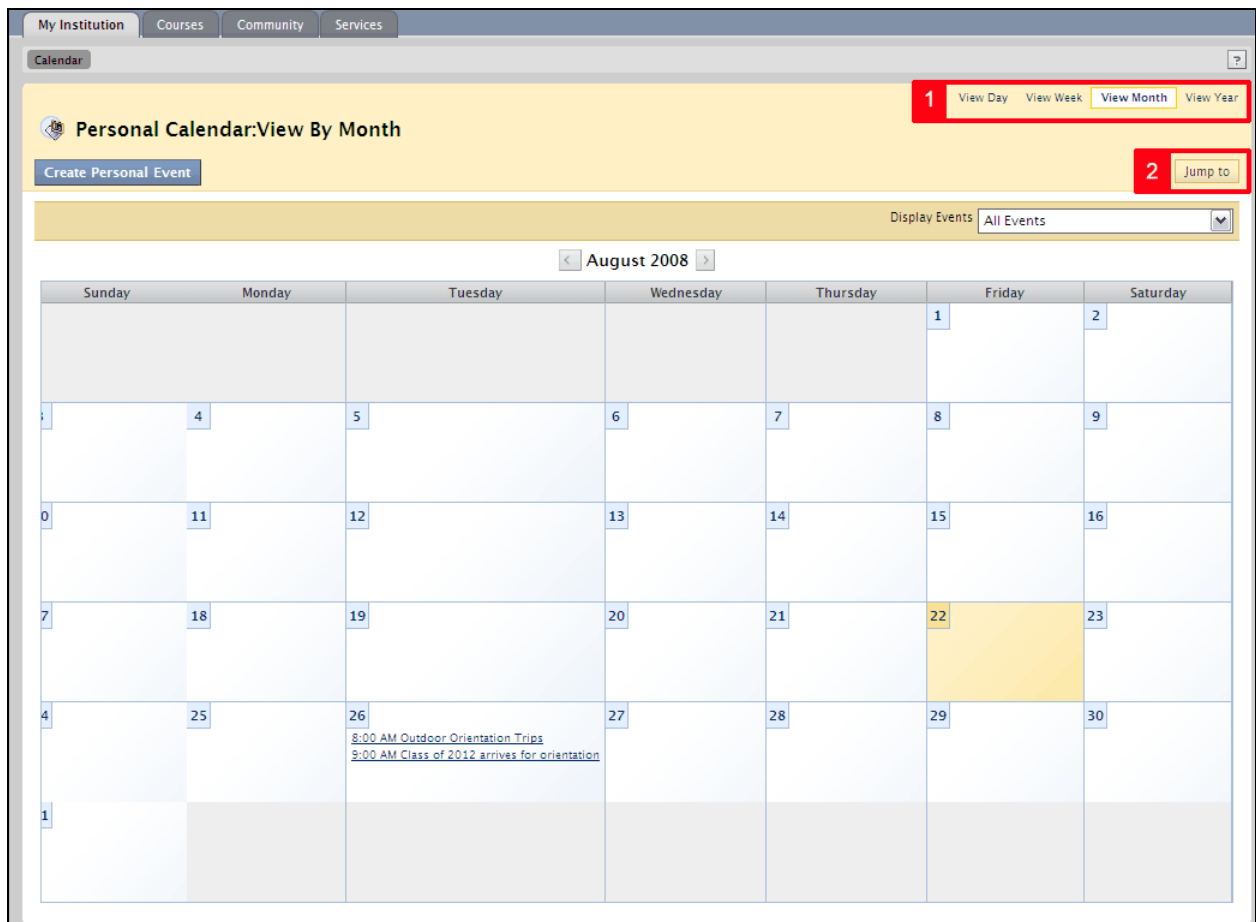
### Rules of Usage

A Calendar Page displays institution, course, or organization specific information to users. Views can be changed between a day view, week view, month view, or year view. Users can also use a Calendar Quick Jump control to switch to a different day and a different calendar view.

### Components & Behaviors

Calendar Quick Jump, Control Frame, Orientation Bar, Page Header Options

### Example: Calendar Page – Month View



#### Key:

1. View Toggle
2. Calendar Quick Jump

## Caret Page

---

### Rules of Usage

A Caret Page provides textual information about <1 related things in the product. Caret Pages prior to the Blackboard Learn user interface (UI) were only used as navigation to sub-features and were replaced by contextual menus. However, there remains a need for the relationship between some features to be helpfully depicted to the user, so we keep (and update) the Caret Page.

The Caret Page is not a Landing Page. The use of the Caret Page is to pull together features that are related in the bigger picture of the user's task, so that the user can understand the relationship between them, and read text description how they are related. Most of the time these features can be used separately or together, but if the user wants to use them together, we want to guide them through that. Specifications will determine the arrangement of the links, but the following generalization should be made:

- may use 1, 2 or 3 column display
- do not have to support a balanced number of items in multiple columns
- should have the ability to support icons with titles
- should allow for help text with each feature link

### Design Considerations

Rules to determine if a Caret Page is necessary:

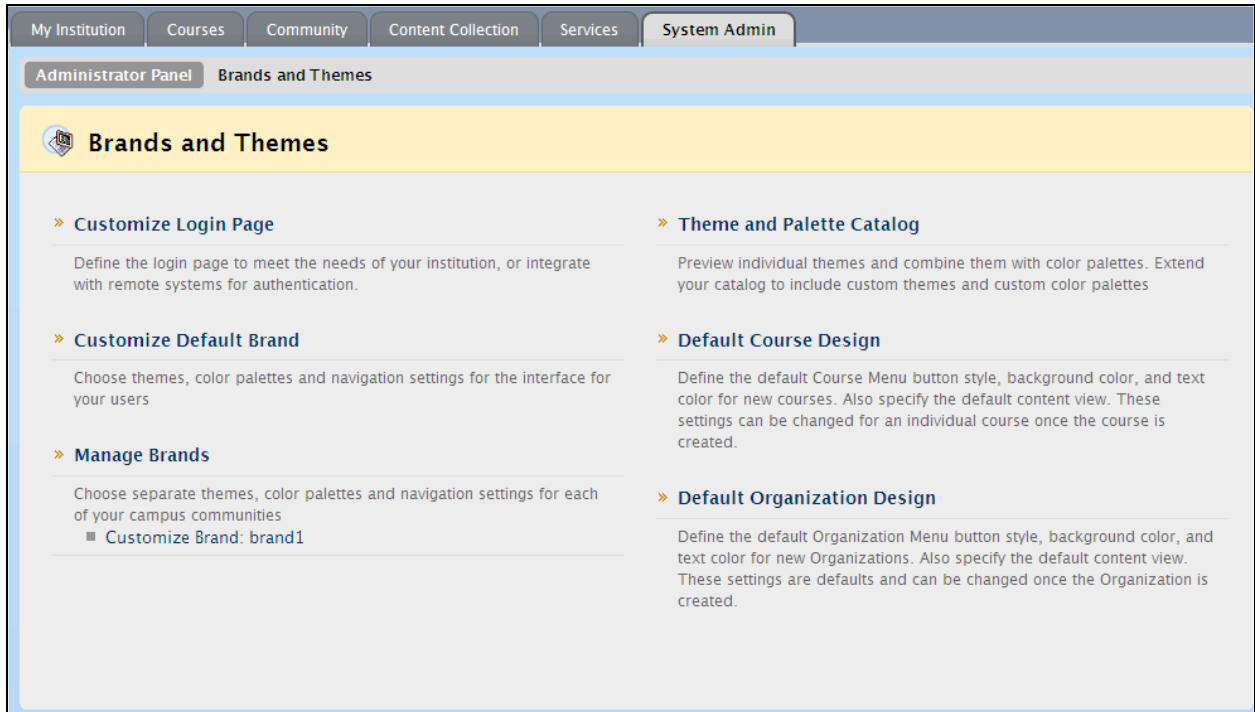
1. First read and consider this and the Landing Page together
2. Why were the features being considered for this Caret Page separated to begin with? Does the user always use them together? When does that happen?
3. Will the user know that the features can be used together more powerfully? (note: if it is not more powerful to use them together, you may not need this page at all)
4. What kind of guiding information should the user have to understand the relationship of the features listed?
5. Number of columns must be specified.
6. Default behavior will be to show the links and any descriptive text.
7. If additional information is needed associated with a specific link (for example a list of child pages or objects), that list should be specified. The page type will support this extra data, but it must be generated and formatted by the feature developer/JSP writer, and should be limited to standard semantic tags (lists, etc).
8. Caret Pages should never be empty - if under certain conditions there would be no link members or other functional areas displayed inside the page, the link to reach the caret page should not be accessible at all.



## Components & Behaviors

Control Frame, Orientation Bar, Page Header

### Example: Caret Page (2 column)



## Landing Page

---

### Rules of Usage

A Landing Page is used to present the user with an overview of activities and data for a complex tool set, subsystem or object such as workflows, portal management or an outcomes instrument. The organization and content is all dependent upon the functional specifications of the feature, but the groupings should be oriented to the information or tasks that the user must perform to get the full benefit of the feature or feature set.

The Landing Page is not a Caret Page and has a wide spectrum of potential functionality and business logic. The type of arrangement and level of detail and actions provided in a landing page are very much dependent on the user problem being solved, since this type of page is used to 'ground' the user before entering a set of complex tasks or related activities. The following variations may be considered for use:

- divisions with title text potentially containing arbitrary HTML, including forms
- one or two column display, and the capability for a division to span two columns
- do not have to support a balanced number of items in multiple columns
- should have the ability to support icons with titles
- should allow for additional functionality on the page, such as search

### Design Considerations

Rules to determine if a Landing Page is necessary:

1. Is the subsystem complex or can the user complete the task in a small set of pages?
2. Will the user know that they need to complete all of the tasks involved to fully complete their mission?
3. Even if it is complex, do they need more than just page instructions to relate the sets of tasks, such as a list of activities they must do or the current state of those activities?
4. Is it more beneficial to let the user 'land' here than it is to reduce the number of clicks and dive directly into each task?

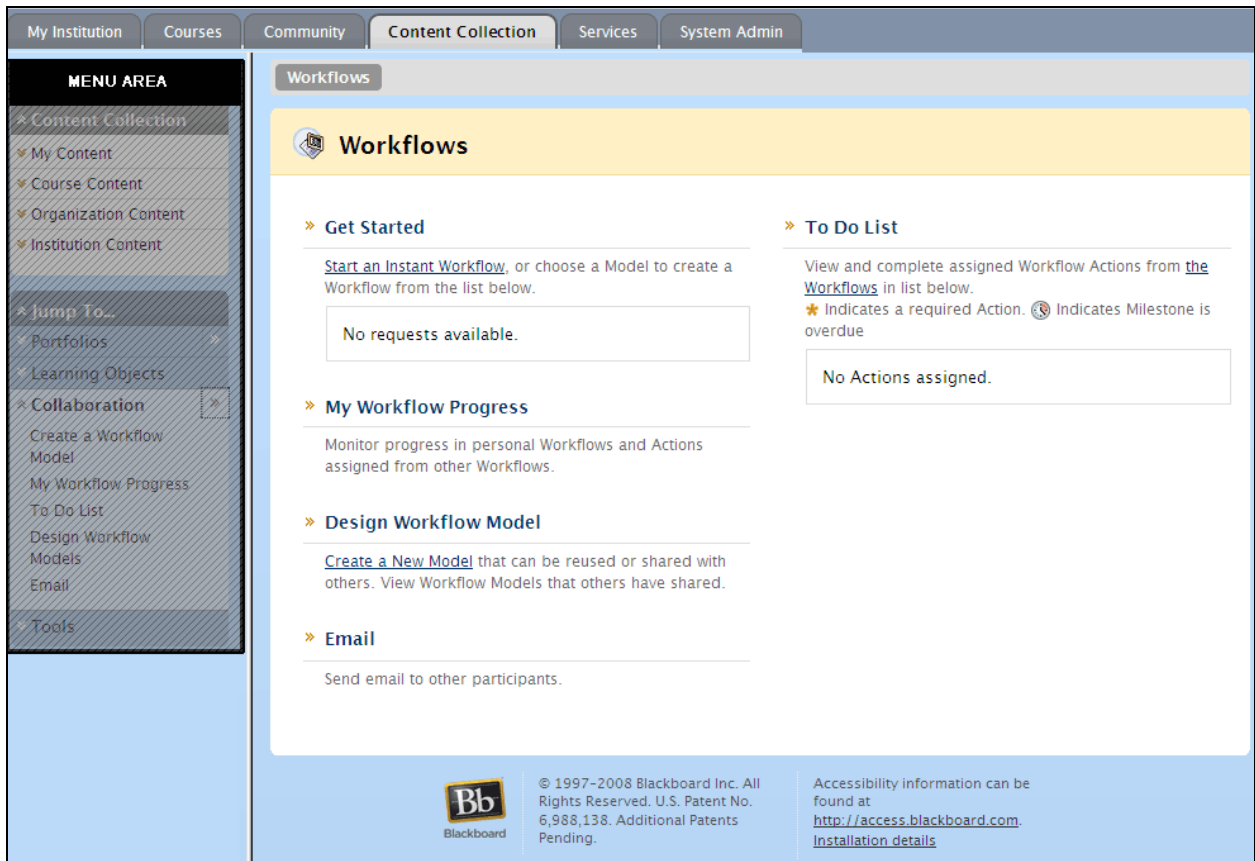
If a landing page is necessary/beneficial:

- Number of columns must be specified.
- Default behavior will be to show the links and any descriptive text.
- If additional information is needed associated with a specific link (for example a list of child pages or objects), that list should be specified. The page type will support this extra data, but it must be generated and formatted by the feature developer/jsp writer, and should be limited to standard semantic tags (lists, etc).
- Landing Pages should never be empty - if under certain conditions there would be no link members or other functional areas displayed inside the page, the link to reach the landing page should not be accessible at all.

## Components & Behaviors

Control Frame, Orientation Bar, Page Header, Menu Area

### Example: Landing Page



The screenshot displays the Blackboard Workflows landing page. At the top, a navigation bar includes links for My Institution, Courses, Community, Content Collection (selected), Services, and System Admin. On the left, a 'MENU AREA' sidebar lists various options: Content Collection, My Content, Course Content, Organization Content, Institution Content, Jump To... (with sub-links for Portfolios, Learning Objects, and Collaboration), Create a Workflow Model, My Workflow Progress, To Do List, Design Workflow Models, Email, and Tools. The main content area is titled 'Workflows' and contains several sections: 'Get Started' with a link to 'Start an Instant Workflow' and a note that no requests are available; 'My Workflow Progress' with a note to monitor progress; 'Design Workflow Model' with a link to 'Create a New Model'; and 'Email' with a link to send email to participants. On the right, a 'To Do List' section provides instructions on viewing assigned actions and includes a legend for required actions and overdue milestones, noting that no actions are currently assigned. The footer contains the Blackboard logo, copyright information for 1997-2008, and a link to accessibility information.

## Login Page

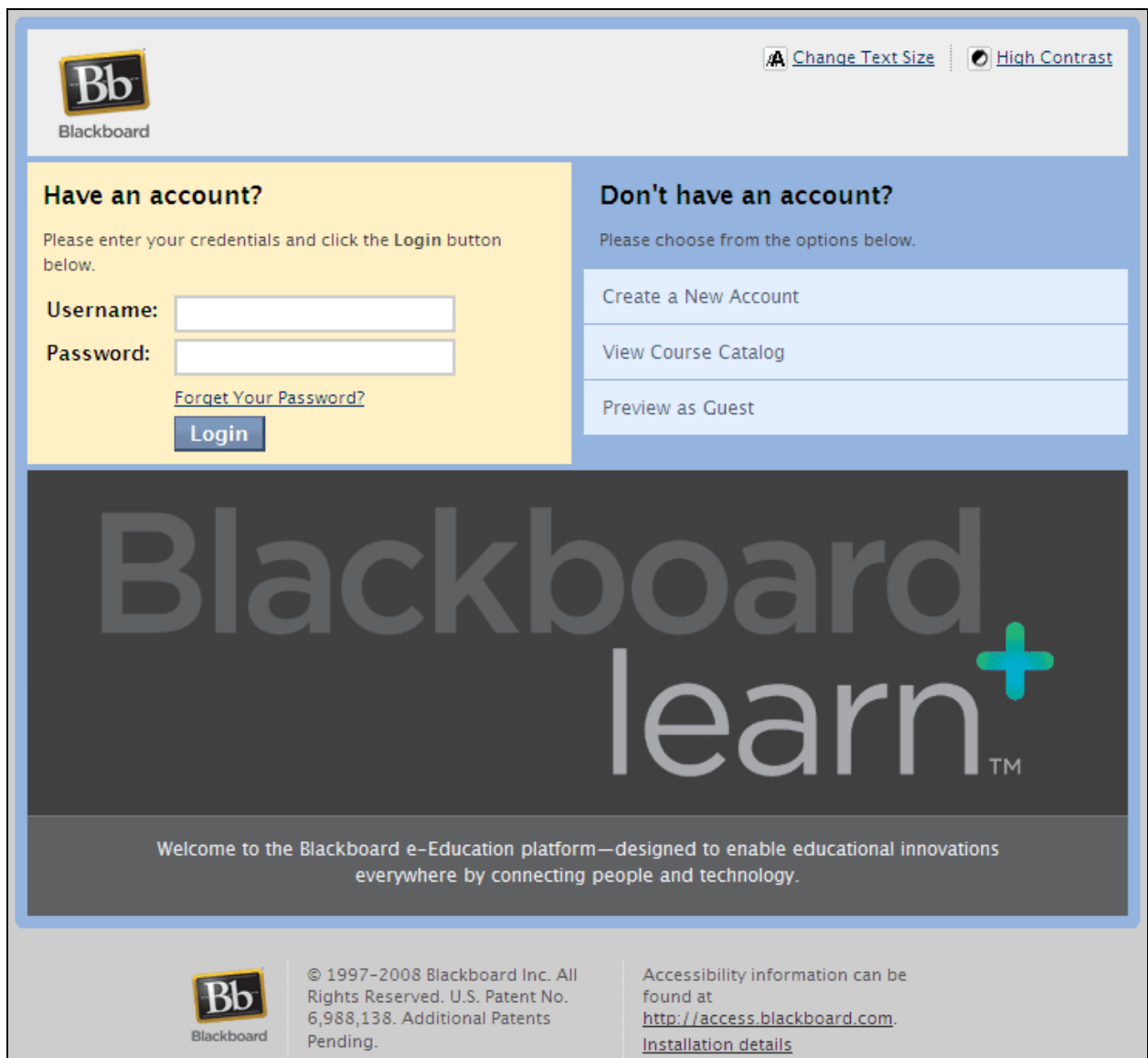
### Rules of Usage

The Login Page is a special page not used in other locations. See functional specifications for how it can be modified or skipped by an installation.

### Components & Behaviors

Login Information

### Example: Login Page



The screenshot shows the Blackboard Learn login page. At the top left is the Blackboard logo. At the top right are links for "Change Text Size" and "High Contrast". The page is divided into two main sections: "Have an account?" on the left and "Don't have an account?" on the right. The "Have an account?" section contains a form with "Username:" and "Password:" labels, input fields, a "Forgot Your Password?" link, and a "Login" button. The "Don't have an account?" section contains three links: "Create a New Account", "View Course Catalog", and "Preview as Guest". Below these sections is a large banner with the "Blackboard learn+" logo. At the bottom of the banner is a welcome message. The footer contains the Blackboard logo, copyright information, and a link to accessibility information.

**Have an account?**  
Please enter your credentials and click the **Login** button below.

Username:

Password:

[Forgot Your Password?](#)

**Login**

**Don't have an account?**  
Please choose from the options below.


[Create a New Account](#)

[View Course Catalog](#)

[Preview as Guest](#)

**Blackboard learn<sup>+</sup>**

Welcome to the Blackboard e-Education platform—designed to enable educational innovations everywhere by connecting people and technology.

 © 1997–2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.

Accessibility information can be found at <http://access.blackboard.com>.  
[Installation details](#)

# Component Inventory

Components are the elements that comprise a page and enable users to successfully complete tasks such as locating, creating, or manipulating content. The Component Inventory is an alphabetical listing of the common components used in Blackboard products, along with definitions and recommended best practices.

The Component Inventory is generally organized to include the following sections as needed:

- Rules of Usage – Provides a definition of the component along with recommendations for usage.
- Design Considerations – Provides additional information to help the Design Framework audience decide when, what, and how to include a component.
- Components & Behaviors – Includes a listing of additional components and related behaviors that define the component.
- Examples – Includes appropriate screen shots that call out the component.
- Text Considerations – Includes recommendations for wording labels, text on page, and other types of messaging.
- Accessibility Notes – Provides insight into how Blackboard makes a component accessible.
- JSP Tag – Includes relevant JSP tags used in the Blackboard product for this component.

## Action Bar (Page Level)

---

The Page Action Bar component allows a user to manage the contents of a screen, such as adding items or printing the screen.

### Rules of Usage

1. Primary action buttons are darkly colored and left-aligned. Secondary action buttons are lightly colored and right-aligned.
2. Actions on the action bar should be grouped according to the task the user is trying to accomplish (e.g. creating an online course environment), not what features are available (e.g. add test, add materials). A down arrow informs the user that options will appear below the grouping. Rolling over the group "button" should simply open the list of options.
3. The text used to group like activities should be the action that describes what the user is doing.
4. Individual items under the grouping should be labeled as the objects on which the user will perform the action.
5. Actions that are independent from others (i.e. cannot be grouped with anything else) should be similarly situated in the action bar, without a menu under it, and without the visual indicator of a menu (no down arrow).
6. Because this button both describes what the user's task is and what they will use to do that task, the label is an action-object phrase similar to that used in the grouping description above.
7. If the action requires the user to select an object on the page before it can be used, then it should NOT be on the action bar. See Action Bar (Component Level) for more details.

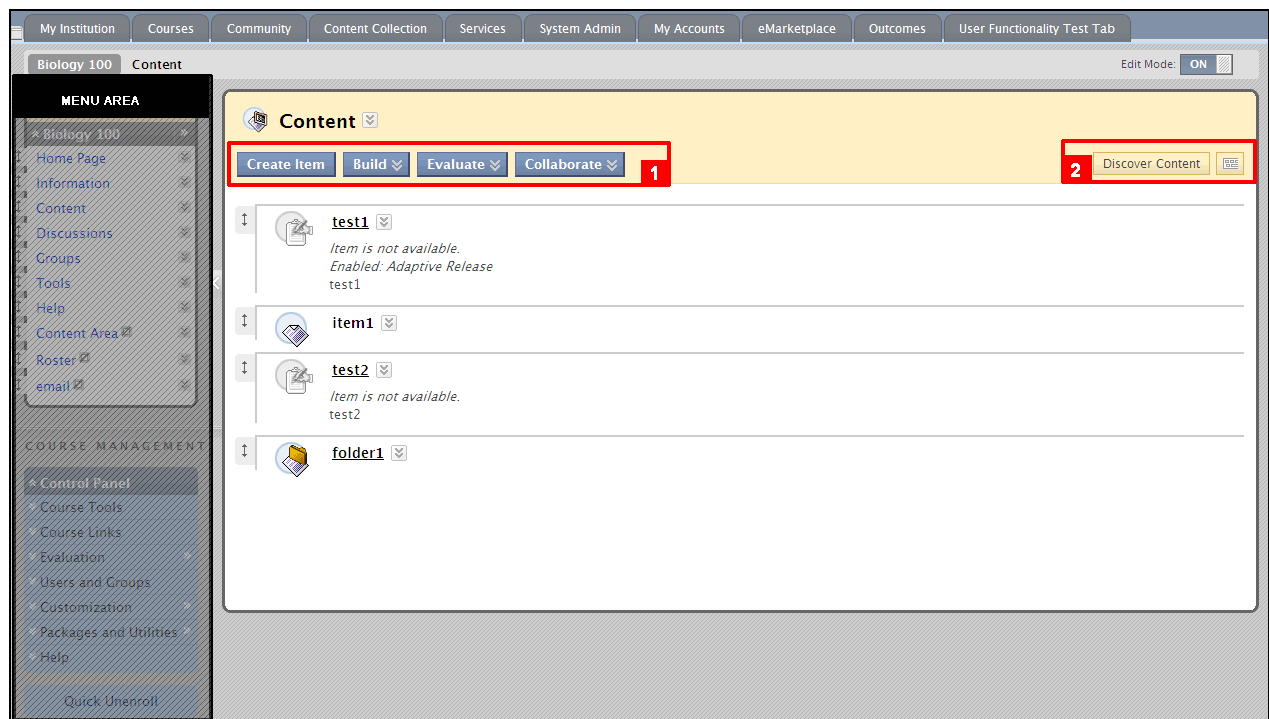
### Course Content Action Bar

There is a special architecture under the action bar in the instructor's view of a course content folder (accessed via Edit Mode). It is driven by a special type of object called a Content Handler. A number of content handlers are available with the system when it is shipped, but content handlers can also be registered by Building Blocks (either installed Building Blocks or Proxy Tools). As a result, this action bar is built in a somewhat special manner.

- The **Build**, **Evaluate** and **Collaborate** menus have a fixed membership in a fixed order, determined by the design of the page.
- The **More** action menu only appears if there is an 'unrecognized' content handler from a Building Block. This menu is built dynamically and arranged in alpha order by the name of the content handler.
- Because the content handlers for Blackboard-owned building blocks are known, we are able to include them in the fixed menu set
  - Safe Assign and Self & Peer content is in the **Evaluate** Menu
  - Scholar and Content Player content is in the **Build** Menu

- Cross-listing (having the same tool appear in more than one menu) is discouraged
- New tools built as Building Blocks or Proxy Tools may register content handlers
  - Multiple content handlers may be registered, each to a different menu if desired
  - In order to be deployed in **Build**, **Evaluate**, or **Collaborate**, they must
- Ship with the main installer of the product
- Register their content handlers with a business object in core code: `ContentType.java`
  - Because of this dependency, any backward-compatible versions of the B2 will end up in the **More** menu
    - For example, take a B2 shipping with 9.1 that registered to appear in **Collaborate** - if a customer running 9.0 downloaded and installed that B2, it would appear in **More**
  - To be deployed in the **More** menu, none of the above will apply
  - Cross-listing (having the same tool appear in more than one menu) is not possible

### Example: Action Bar (Page Level) – Course Content



#### Key:

1. Primary Actions
2. Secondary Actions

## Accessibility Notes

This action list should be preceded by an <h3> called Action Menu

## JSP Tag

bbNG:actionControlBar

bbNG:actionMenu

bbNG:actionMenuItem

bbNG:actionButton

bbNG:webDavActionButton

bbNG:actionPanelButton



## Action Bar (Component Level)

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An Action Bar at the Component Level provides local actions as well as any manipulation functions to the local component. The local actions should be on the left in light blue and the manipulation actions should be yellow on the right.

### Rules of Usage

Action Bar buttons that open a new page when selected should open a page where the breadcrumb and page title reflects the ACTION + OBJECT (e.g., create folder, edit folder properties).

#### When Used on an Inventory List Page

- If an action can happen to more than 1 list item at once, then it should be listed as an option.
- Local action buttons should be displayed first on the far left, with Copy, Move, Delete options listed next and separated from other functional actions (as determined by specs).
- Paging manipulation should appear on the right (not part of Component Level Action Bar).
- If no actions and no paging are present, then entire bar should not appear.

#### When Used on a Menu Area

- Adding items to the menu should be a local action.
- Various views or other functions should be on the far right.

#### When Used on a Module

- The main actions inside that particular module are the "local" action (light blue).
- Others are yellow and on the right.

## Example: Action Bar (Component Level) – Course Discussions

Marine Biology – Section101 Course Discussions: Marine Mammals Edit Mode: ON ?

Menu Area: Marine Biology Section101, Home Page, Information, Origins and History, Marine Mammals, Reptiles and Seabirds, Ocean Conservation, Discussions, Groups, Tools, Help

Course Discussions: Marine Mammals

Create Thread List View Tree View Display Search

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/10/08 11:12 AM	<a href="#">Sea Lions</a>	Blackboard Administrator	Published	3	6
<input type="checkbox"/>	7/10/08 11:24 AM	<a href="#">Seals &amp; Walruses</a>	Ty Webb	Published	4	4
<input type="checkbox"/>	7/10/08 11:39 AM	<a href="#">Dolphin Project</a>	Laura Maine	Published	1	3

Thread Actions Collect Delete

Total items: 3 Edit Paging...

## JSP Tag

bbNG:listActionBar

bbNG:listActionItem

bbNG:listActionMenu

## Color Picker

---

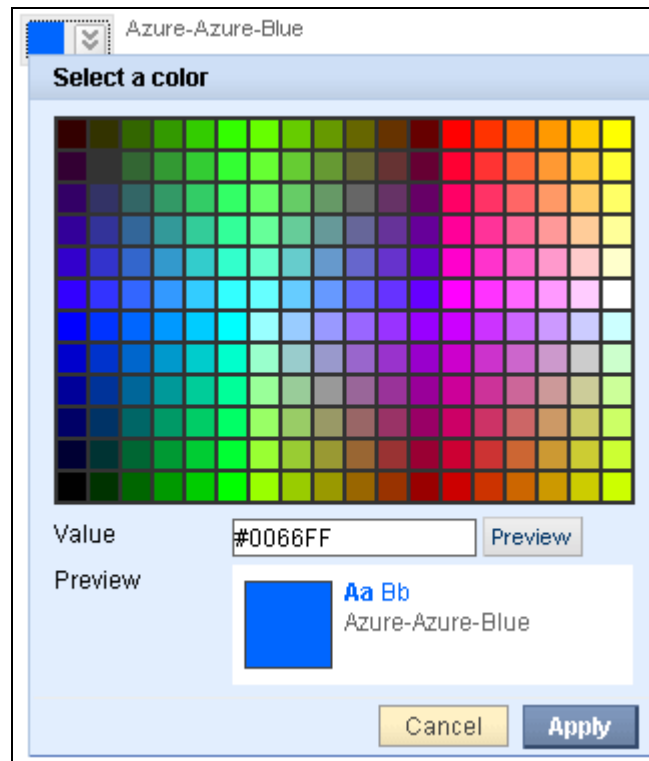
### Rules of Usage

1. The color picker should be used when the user is allowed to determine the color of an item, text or other object. Determining when that is appropriate is up to functional specifications.
2. The color picker should be placed as close to the item it will affect as possible. If this is not realistic for the feature being designed, then it should be a field under the item being colored, labeled "Color".
3. The user should be able to visually (or via keyboard) select the color swatch that is the color they want.
4. The user should also be able to type in a hex value of the color they want.
5. The user should be able to preview the color typed or selected in a larger swatch so that they have a better picture of what it will be like, before they submit the selection.
6. All swatches used in the color picker should render via CSS style - not via an image that is that color.

### Behavior

- The color picker is a small swatch with a contextual menu
- Selecting the contextual menu or the small swatch opens the picker view
- Rolling over swatches does nothing
- Clicking/selecting the color swatch changes the preview and the hex value
- Typing in the hex value and clicking Preview changes the preview
- Color Preview displays:
  - a larger swatch sample (outlined in black so that white on white is visible)
  - a sample text written in that color
  - the name of the color is displayed if the color is one of the Bb swatches (if not, then no color name is displayed)
- Cancel on the picker closes the picker without changes and is a non-prominent task
- Apply on the picker is a prominent task, closes the picker, and changes the color in the swatch displayed on the page.

## Example: Color Picker



## JSP Tag

bbNG:colorPicker

## Content List

The Content List component displays non-tabular items for pages that contain lists of content not for management, but for design/presentation, such as in the course. Each item on the page should generally be able to be managed, removed and rearranged for the purposes of design. Content list items can be set to display text with icons, icons only, or text with no icons.

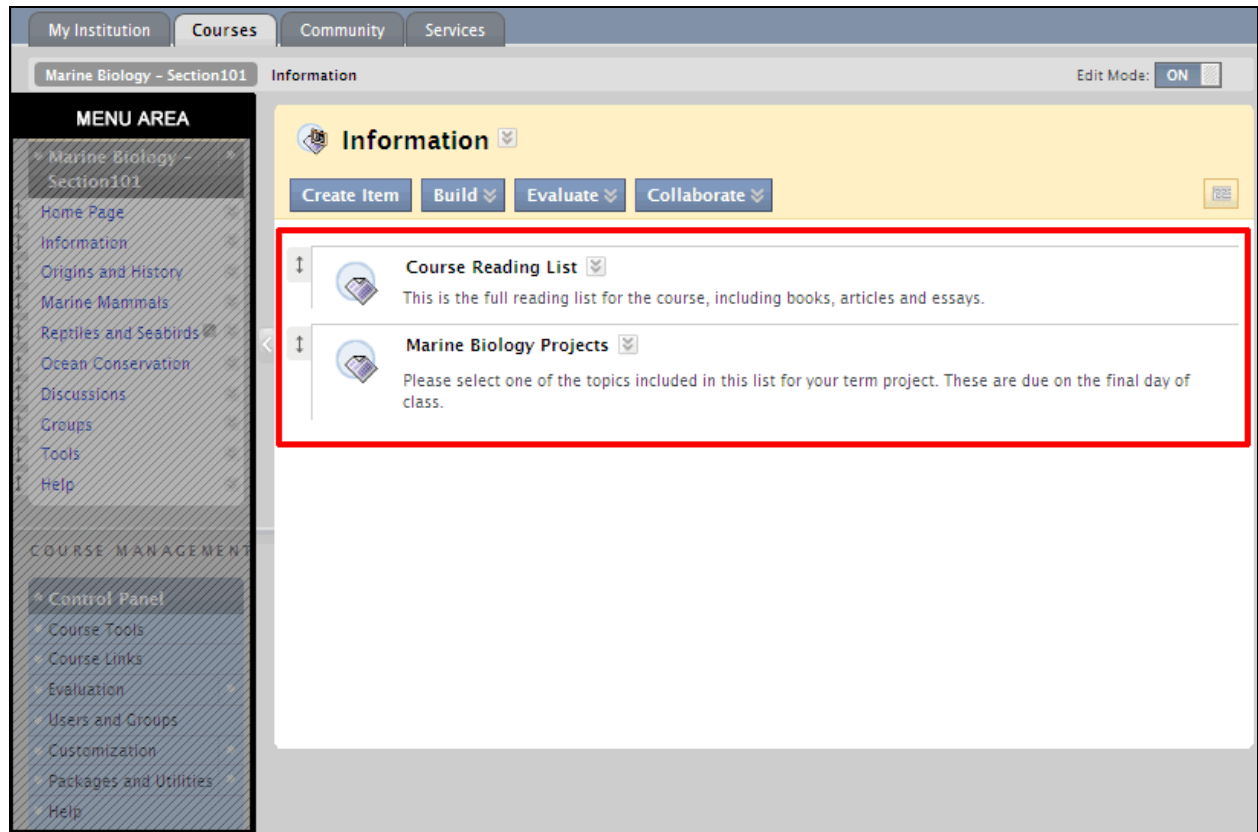
### Rules of Usage

1. Drag and Drop should be used for rearranging the elements.
2. Contextual Actions should be used for managing the items on the page.
3. Functional specification determines if the user can select from a variety of styles to display the page.

### Components & Behaviors

Contextual Actions, Drag and Drop

### Example: Content List



## Content Module

---

A Content Module component displays related data and/or links. A module can be used on a module screen only, with functional specifications determining if that is in the portal and/or course/org location.

### Rules of Usage

#### Behaviors

The following behaviors are expected unless functionality specifies otherwise. Module functionality and its limitations and personalization scope can be found in functional specification of module behavior (not per feature), such as what appears when content modules are rendered as header or footer modules on a module screen.

- Content modules can be removed via the "x" indicator.
- Content modules can be reordered on the page via drag and drop. This reorder is committed without an inline confirmation.
- Content modules can be minimized (i.e. shrunk down to only display the header area), via the minimize indicator.
- Content modules can be opened in a new window via the "open in a new window" indicator.
- Content modules can be deployed in optional 'headerless' mode, where the title bar is not shown, but the indicator controls are.
- A customization indicator can be provided that enables the content of that content module to be specified.

#### Look and Feel

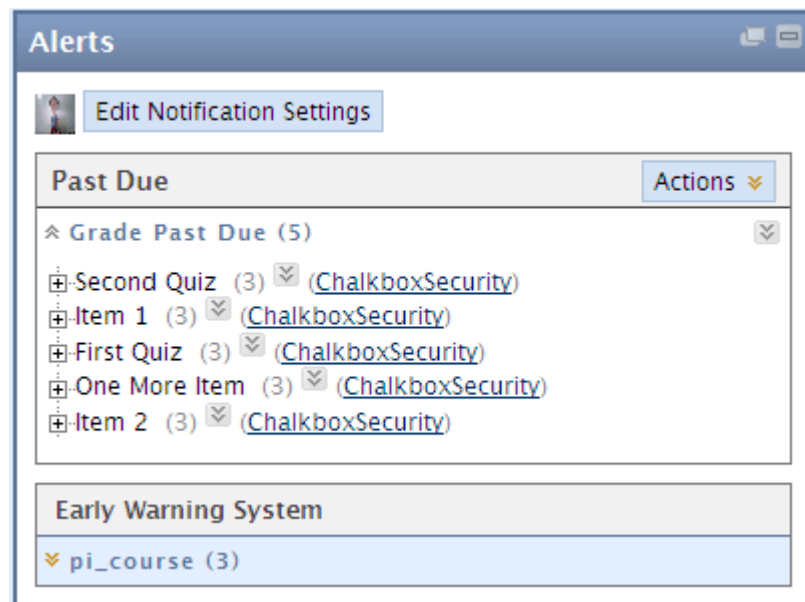
The look and feel of a content module is determined by the theme of the application, course or personal setting (see functional specifications around product themes for more detail).

- Style for data collection inside a content module is reduced in design - it is as slim as possible and should not contain all elements of the Data Collection Screen.
- Header styles are specified per theme (see below for example)

## Design Considerations

- Specs that call for new Content Modules need to specify if the module should by default be deployable in a course context, organization context, neither, or both.
  - If not specified, the default will be neither, though an admin will be able to change that setting at will.
  - The module will behave exactly the same in a course/org context as it does in the portal, unless the specification explicitly says otherwise.
  - All modules must be able to display on a portal page. There are no course/org-only module deployment options. Behavior may vary between the contexts, but must be described in specification. A graceful alert or error message in portal context is acceptable.
- If the module should be limited to Community System or other license **it must be specified**. Course module pages will be available to all licenses, including Basic (Basic licensees will have a lot less choice of modules).
- If you want to spec **completely separate modules**, one to do context-specific behavior in a course or org, and one to do roll-up or other behavior on a portal page (for example if you want to segregate out the license restrictions, or allow portal administrators to manage them separately), that is fine, but then **you must specify the behavior of the course/org module** if it should end up on a portal page (message text or other behavior).

## Example: Content Module – Alerts Notifications



## JSP Tag

bbNG:module

bbNG:modulePage

## Contextual Actions

---

Contextual Actions allow a user to manipulate the associated item and are represented both in a Contextual Menu as well as in the Action Bar (Component Level).

### Rules of Usage

Any inline action should appear on the contextual menu of that item, which opens when clicked.

If the page has an Action Bar (Component Level) any of the contextual actions that can be performed on more than one item at a time should also be presented in the Action Bar (Component Level).

Default order of common inline actions when present on an inventory list action bar is: Actions, Copy, Move, and Delete (with flyout menu of all other activities).

Default order of common inline actions when present in a contextual menu is: Open, Preview, 360 Report| (all specific actions in workflow **OR** ABC order) | Copy, Move| Delete.

The label for a contextual action is built by first creating an action-object phrase that completely describes what will happen and then omitting unnecessary words.

For example, for a piece of content, the action-object phrase for a copy operation would be "Copy this content item to another location". In this example, the content item is already defined in the UI and Copy is a universal term that does not require further explanation, at least in this context. The UI explains most of the detail necessary to understand what will happen so the appropriate label is "Copy".

In most cases, the action is necessary to understand the intended outcome. The action, "Go to" is an exception, however, this should be used only when the user is going to another area and that is the only intended outcome of the action.

Contextual menu actions that open a new page when selected should open a page where the breadcrumb and page title *usually* reflects the ACTION + OBJECT (e.g., edit properties). Some examples where contextual menu item is only ACTION, but needs to include the OBJECT, includes:

- Edit - When "edit" is used by itself in a contextual menu, this often refers to the "properties" of an object. Therefore, page title and breadcrumb can reflect "Edit Properties."
- Manage - When "manage" is used by itself in a contextual menu, page title and breadcrumb can reflect "Manage (Object)."

### Exceptions

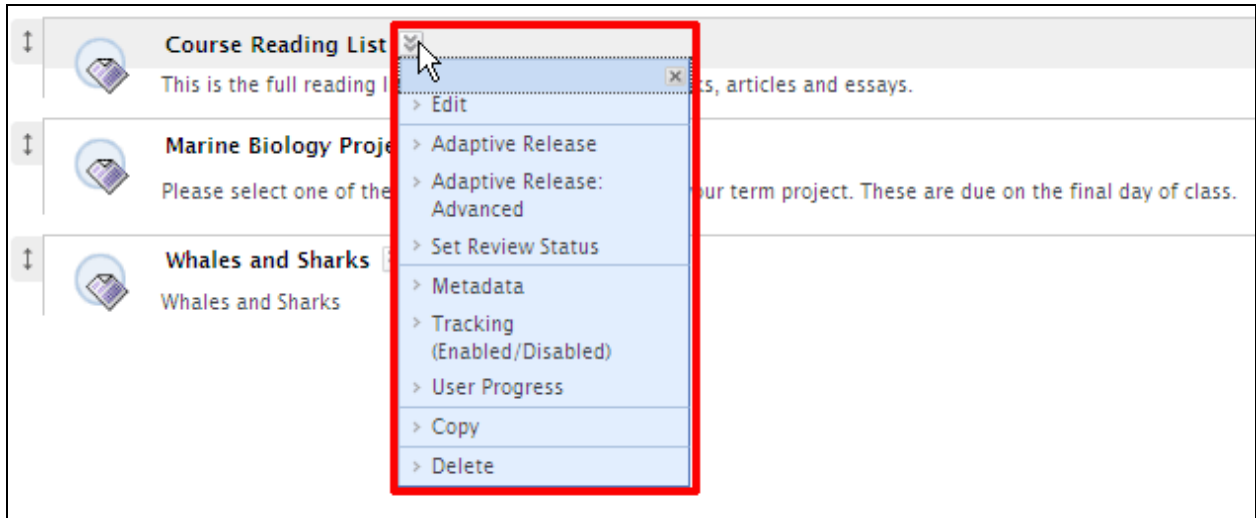
When a contextual menu item only uses OBJECT name, it can simply use OBJECT name as the resulting breadcrumb and page title (e.g., Recordings, Metadata - General) when selected action results in opening a new page.

Open, Preview, 360 View and other types of "open" actions should result in a new page with the OBJECT name as the title.

**When used in a Page Header:** the user is provided with all of the navigation options for that item without having to go back to their starting point.



## Example: Contextual Actions



## JSP Tag

bbNG:contextMenu

bbNG:contextMenuItem

bbNG:listContextMenu

## Data Collection Step

### Rules of Usage


A Data Collection Step component displays appropriate Data Step Instructions and a group of related Field components that are used to input data about an entity in a system. Functional specifications determine which fields appear in the step and whether step instructions or field instructions are required.

### Components & Behaviors

Data Collection Step Instructions, Field, Inline Instructions, Widget Help



### Example: Data Collection Step

**1 Content Information**  
Complete the information for this item by giving it a name and description and selecting the color you would like it to display with.  

 Name

(This is inline help. This is inline help. This is inline help.)

Select Name Color:

Text

**2 Content**  
Complete the information for this item by giving it a name and description and selecting the color you would like it to display with.  

Attach local file:


Browse...

Link to Content Collection:

Browse...

Name of link to file

Select special file action:

Create a link to this file 

### JSP Tag

bbNG:dataCollection

bbNG:elementInstructions

bbNG:step

bbNG:stepInstructions

## Data Submission

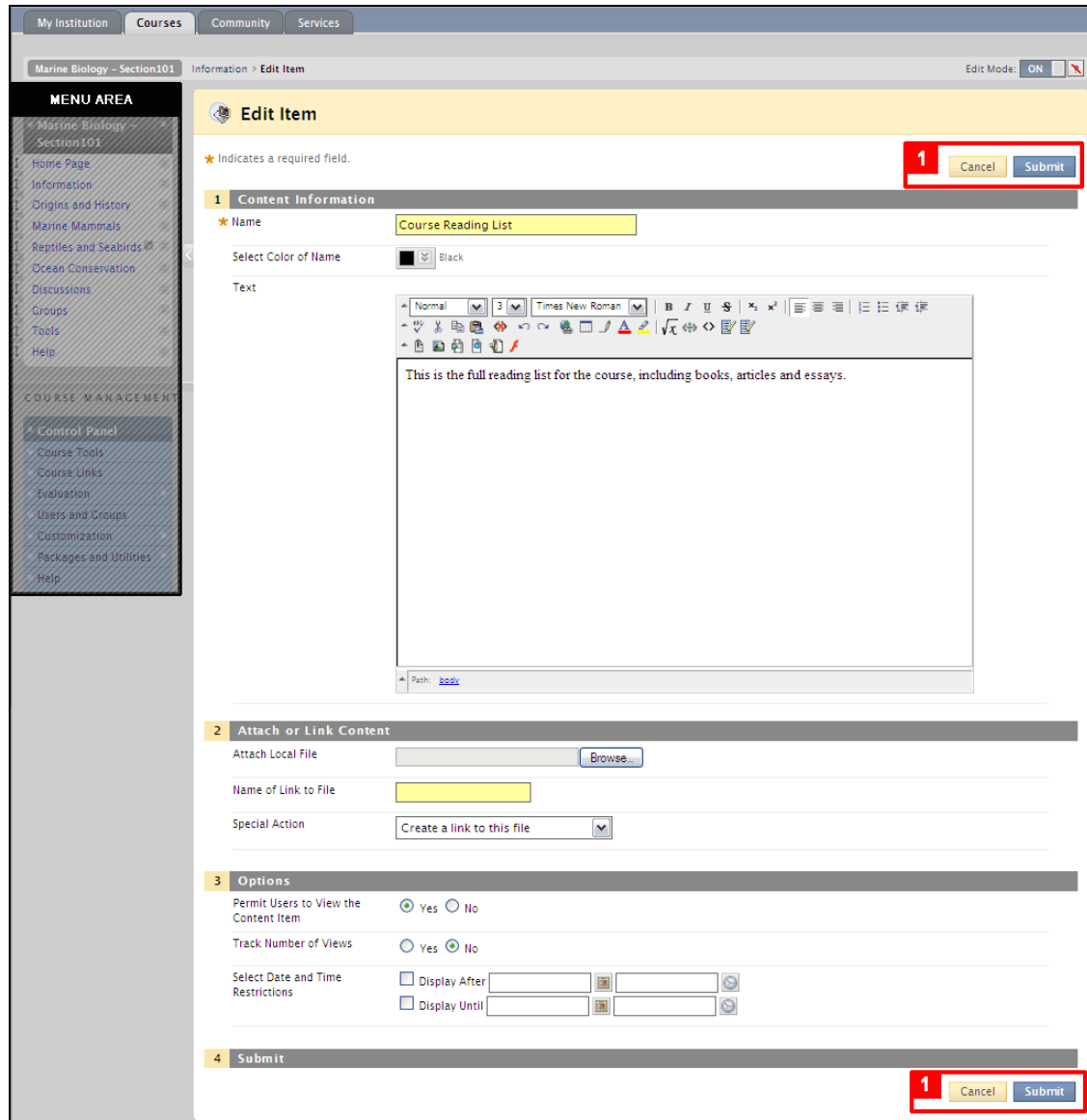
---

### Rules of Usage

The Data Submission component allows a user to submit data to a system or to cancel that action, which will prevent any data that has been entered from being committed to a system.

- Actions are rendered at both the top and bottom
- Requiredness of the Data Collection Screen is noted at the top, visually with this element, but it is a component of the Field.
- Instructions in the step at the bottom of the page should only be used in the case of a risky/dramatically different activity. If the text used in the submission step area at the bottom needs to wrap, it should wrap to the left of the buttons used, not run along the top.
- Primary submission buttons (e.g., "Submit") are darkly colored. Secondary submission options are lightly colored.
- Submission buttons follow Apple's UI "flow" standard by placing concluding actions last, so buttons are right-aligned, with secondary buttons listed first (L to R) followed by primary submission buttons.
- If the functionality allows the user to save their work without completing the full task, such as saving an assignment without submitting it to the instructor, the submission buttons should be: Cancel, Save, Submit. Primary option is Submit.
- With multi-page workflow
  - An indicator of "step 1 of x" should be present at all times.
  - If the functionality requires multiple pages to complete the task Page 1 should have the following buttons: Cancel, Next, (Save, if needed)
    - Primary option is Next.
  - Pages 2 thru n-1 should have the following buttons: Cancel, Previous, Next, (Save, if needed)
    - Primary option is Next.
    - If functional specifications prohibit backtracking, disable Previous buttons as appropriate.
  - Page n should have the following buttons: Cancel, Previous, (Save if needed), Submit
    - Primary option is Submit.

## Example: Data Submission Buttons



My Institution Courses Community Services

Marine Biology - Section101 Information > Edit Item Edit Mode: ON

**MENU AREA**

- Marine Biology Section101
- Home Page
- Information
- Origins and History
- Marine Mammals
- Reptiles and Seabirds
- Ocean Conservation
- Discussions
- Groups
- Tools
- Help

**COURSE MANAGEMENT**

- Control Panel
- Course Tools
- Course Links
- Evaluation
- Users and Groups
- Customization
- Packages and Utilities
- Help

**Edit Item**

★ Indicates a required field.

**1 Content Information**

★ Name

Select Color of Name

Text

Path: [bbdx](#)

**2 Attach or Link Content**

Attach Local File

Name of Link to File

Special Action

**3 Options**

Permit Users to View the Content Item ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

☐ Display Until

**4 Submit**

**Key:**

1. Data Submission buttons

## JSP Tag

bbNG:stepSubmit

bbNG:stepSubmitButton

## Date and Time Picker

---

### Picker Rules of Usage

- Functional specifications determine when and if date, time, or date/time stamp is required.
- Functional specifications determine whether or not the default value of date/time is null or populated with the current date/time, and if the user is permitted to leave the value null.
- Localization should determine the order of input that works.
- Users should be able to type the data or select from a visual component.
  - Widget level help text should be provided below the picker fields
    - **Date and Time:** Date and time may be entered in any increment
    - **Time only:** Time may be entered in any increment
    - **Date only:** Date may be entered in any increment
  - If field-level help text is needed for the picker as a whole, it will appear above the picker fields.
  - Both help texts (if provided) should hide or show according to Page Help behavior
- Most common case would not permit starting with a past date, but functional specifications should make the call. In the case that this is permitted, then the user is presented with a warning before data submission to confirm this activity.
- Date Range pickers should require the start date to be before the end date. Breaking this rule should display an alert to the user upon attempted submission.
- Invalid dates and times should display an alert upon attempted submission.
- Noon and Midnight should be labeled as such rather than 12:00, unless military time is used.
- When Noon or Midnight selected from the time popup, the actual time is populated into the input box (12:00 PM)
- Input boxes are clearable if the "allow empty" attribute is set. Default is not clearable.
  - Input boxes may default to empty, or be populated with a date/time if the "allow empty" attribute is set.
  - Input boxes are not clearable if the field is required
  - When an initial value is not provided, the current date time will be used.
- Checkbox behavior (for date range pickers only)
  - When an initial value attribute (startDateTime, endDateTime) is passed to the start or end dates, the respective checkboxes render as initially checked, except when uncheckCheckboxes is set to true.

- When a checkbox is checked, the input for the date time cannot be empty.

isRequired	showStart Checkbox	showEnd Checkbox	Start allow empty	End allow empty
YES	YES <sup>(1)</sup>	YES <sup>(1)</sup>	NO	NO
YES	YES <sup>(1)</sup>	NO	NO	NO
YES	NO	YES <sup>(1)</sup>	NO	NO
YES	NO	NO	NO	NO
NO	YES	YES	YES	YES
NO	YES	NO	YES	NO <sup>(2)</sup>
NO	NO	YES	NO <sup>(2)</sup>	YES
NO	NO	NO	NO <sup>(2)</sup>	NO <sup>(2)</sup>

<sup>(1)</sup> When the picker is set to required, no checkboxes will show.

<sup>(2)</sup> When a checkbox is not shown, the input for the date time cannot be empty.

## Displaying the Values in Read Only

- Inventory Lists should take advantage of the locale's SHORT format (3/12/2007 1:49:29 PM)
- Printed screens such as data collection, reports, etc should take advantage of the locale's MEDIUM format (Mar 21, 2007 1:49:29 PM)

## Examples

### DATE PICKER

Select Date and Time Restrictions

☐ Display After   
Enter dates as mm/dd/yyyy. Time may be

☐ Display Until   
Enter dates as mm/dd/yyyy. Time may be

Submit



July 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Today is: Friday, July 25, 2008

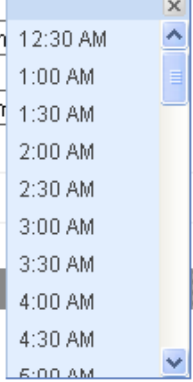
## TIME PICKER

By selecting a date and time of availability, the link to this assignment will only appear to users during that time frame.

Limit availability: ☐ Display item only after:    

Date and time may be entered in any increment.

☐ Display item only until:    



## JSP Tag

bbNG:datePicker

bbNG:dateRangePicker

## Edit Paging

**Overview:** The Edit Paging component allows a user to specify the number of items that will appear on a page in an associated list of items.

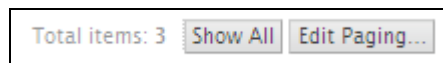
- The default is 25 returned list items per page, unless otherwise specified.
- Clicking the Edit Paging button shows the form that enables the user to change the number of items that are displayed on each page before browsing.
- Clicking "Go" re-renders the list set.
- Clicking the "x" instead of "Go" cancels the request.
- Clicking "Show All" should result in the Previous/Next page controls, Jump to Page controls, and Page 'X' of 'X' text to disappear.

The input box for inventory list paging needs to validate according to the following:

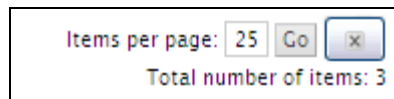
- Input that begins with a non-numeric character should result in no state change (no alert needed and user stays in the edit mode) after choosing "Go."
- Input that begins with a numeric character, but contains non-numeric characters (including '.' and white space ) should have those characters removed, the user should be displayed a list resulting from the beginning numeric character(s) - for example, 8.5, 8T, 8BABY would all display 8 items per page.
- If the number input exceeds the max number of items, the system will return and show all items.
- If the number input is less than one, the system will return and show one item.

### Example

EDIT PAGING (BEFORE CLICKING 'EDIT PAGING' BUTTON)



EDIT PAGING (AFTER CLICKING 'EDIT PAGING' BUTTON)



### JSP Tag

- bbNG:inventoryList



## Field

**Overview:** A Field component includes a text label and a form control.

- The label may also include a "required" indicator, where necessary, which forces the legend of the required fields to appear near the top of the page.
- If the field requires instructions as to how to use the field (like the date picker) then it appears in smaller font under the field element.

### Text Considerations

- Use headline capitalization rules.
- 1-2 words if possible. Avoid ambiguity. Conciseness is a component of clarity, it does not supersede clarity.
- Label form elements so that their purpose is obvious. Use terms that are based on the users' language and perception, not technical jargon or internal terms.

### Field Level Standards and Examples

Field Type	Usage	Required?	Label Rules	Example Label
Text Field	Should be used for standard text entry that is relatively short. Not to be used when the user is typing a sentence or more of text. Does not include spell-check.	Spec determines if required or not.	Label should generally be a noun, removing the action from the action-object phrase because the action is obvious within the context of the UI. Nouns should only take a modifier when the object does not refer to an attribute or component of what is being created or edited. For example, when adding a Course, the name field for the course on the Create Course page should be "Name" not "Course Name" but Instructor Username should not be shortened to Username because it is unclear which Username should be entered.	Name

Field Type	Usage	Required?	Label Rules	Example Label
Text Area	Should be used when the user is typing a sentence or more, but does not require the ability to stylize their content. Includes spell-check. All other guidelines, see Text Field above.	Spec determines if required or not.	See Text Field	Comment
Visual text Box Editor	Should be used when the user is typing a sentence or more and requires the ability to stylize their content. This is generally determined by the fact that others will see the content they are creating so the author will need to be expressive. See VTBE FRS for guidelines on application of rows visible in the VTBE when in use. All other guidelines, see Text Field above.	Spec determines if required or not but it is not recommended as this is seen as a presentation area.	See Text Field	Instructions
Checkbox	Should only be used in the case of a Boolean that is easy to confirm in the affirmative. If it is more useful to describe both scenarios to the user, then use two radio buttons instead. Generally the checkbox should not be checked by default so that the user knows when they see a checked box, the system did not make that decision for them.	Checkboxes cannot be required.	Label should use an action-object phrase and not a question.	Enable Versioning

Field Type	Usage	Required?	Label Rules	Example Label
Radio Buttons	Should be used when giving the user three or more options, or when the user has only two options but need the description of the difference between the two options (rather than Boolean option). Generally the first option of the set should be selected by default. Options should be placed vertically on the page, not horizontally, to allow for languages with lengthier text.	There should be no case when none of the options are selected. If the user specifically needs that functionality, use a "None" type of option and place it at the bottom of the options unless it is default. The field of radio buttons is always required and only one option may be selected. Since the system handles the requiredness by virtue of one option always being selected, do not present the required note to the user; they do not have to decide.	The set of options should have a label on the left constructed from an action-object phrase. Each option should have a description on the right. Labels of the individual radio buttons should be treated as a set, so each option should be phrased consistently. Do not mix full phrases, actions, and noun strings. Use the same construction for each option.	radio button set: Type of Recipients  radio options: Persons, Persons Affiliated with Units, Persons Affiliated with Programs

Field Type	Usage	Required?	Label Rules	Example Label
Dropdown	Use a dropdown instead of radio buttons if (1) there are more than 4 options (2) all the options can be presented as nouns rather than phrase explanations (3) the user is familiar with the options and does not need to see the different choices to understand their options, e.g. a state list. If the field does not meet these requirements, then use a radio button set.	There should be no case when none of the choices are selected. If the user specifically needs that functionality, use a "None" type of option and place it at the bottom of the options unless it is default. The dropdown is always required and only one option may be selected. Since the system handles the requiredness by virtue of one option always being selected, do not present the required note to the user; they do not have to decide. Generally the first option of the dropdown should be selected by default.	See text field. In general, use only the singular form of the noun in the action-object phrase.	State
Multi-selection	The widget should be used, not a "ctrl-click" type of option.	Spec determines whether or not it is required.	See text field. In general, use only the plural form of the noun in the action-object phrase.	System Roles

Field Type	Usage	Required?	Label Rules	Example Label
Date/Time Selection	Should be used when the user needs to input a date, time or combination of those. Not required to use both - defer to the use case specification.	If the use case allows for a non-required date/time, then provide the option that allows the user to specify "none". If required, then do not provide that option and default to the current date/time unless otherwise noted in the specification for that use case.	The label should refer to what the user is actually doing, not just "Date".	Date of availability
File Selection (with and without items list)	If the user is able to select more than one file for the use case, then display the mini-list under the field for browsing. When Learning Content integration is enabled, the user should also be provided with the ability to link to content collection items. See specifications for how that link/copy/connection should work, depending on the integration setting and use case.	Spec determines whether or not a file is required.	See text field.	Attach files

Field Type	Usage	Required?	Label Rules	Example Label
Internal Browse Selection	This refers to the ability for the system to provide a selection of entities for the user, such as the Learning Content "picker" or "SOG picker" in Outcomes. The user should be provided with the ability to select as many as allowed in a single selection process, and should be allowed to repeat the process to add more. The mini-list should be provided to show the user what they have selected. The selection window should open in a new browser window, sized appropriate to the expected content to be displayed. Selecting the items should required a "submit" which should close the selection window.	Spec determines requiredness.	Label should be active to describe what the user can select.	Link to Learning Content items

## Accessibility Notes

The text is appropriately marked up in HTML as a <label> to create an association between the text and the form control. If an element on the page is "invisible" until clicked, do not forget that the information is always visible to the user with a screen reader - may be appropriate to provide a skip link over that content if it is very long.

## JSP Tag

bbNG:dataElement

bbNG:datePicker

bbNG:dateRangePicker

bbNG:filePicker

bbNG:filePickerListElement

bbNG:multiSelect

bbNG:multiSelectAction

bbNG:textbox

## Flyout Form

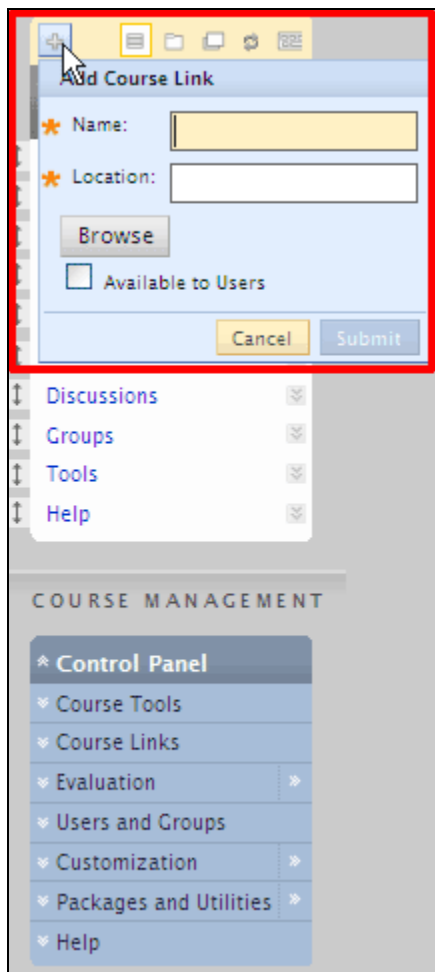
### Rules of Usage

**Overview:** A Flyout Form is a small form that enables the user to submit content on an "inline" form without refreshing the page. Examples include adding a menu item to the course menu or adding comments to a grade in the Grade Center.

- The form should have only 1-3 fields and should hover over the rest of the page visually.
- The form should contain the primary and secondary submission controls, although the style is smaller and lighter

### Example

#### FLYOUT FORM – MENU



The screenshot displays a Blackboard course management interface. A red rectangular box highlights a 'Flyout Form' titled 'Add Course Link'. This form is overlaid on the main interface, which includes a sidebar menu with items like 'Discussions', 'Groups', 'Tools', and 'Help'. The 'Add Course Link' form contains the following elements:

- A title bar with a close button and a maximize button.
- A label 'Add Course Link'.
- A required text field labeled 'Name:' with an orange asterisk icon.
- A required text field labeled 'Location:' with an orange asterisk icon.
- A 'Browse' button next to the 'Location:' field.
- A checkbox labeled 'Available to Users'.
- 'Cancel' and 'Submit' buttons at the bottom right.

Below the sidebar menu, the 'COURSE MANAGEMENT' section is visible, featuring a 'Control Panel' with expandable sections for 'Course Tools', 'Course Links', 'Evaluation', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'.



## FLYOUT FORM – GRADE CENTER COMMENTS

Ch.1 Review	Ch. 2 Review	Ch. 3 Review
9.00	-	-
6.00	-	-
5.00	-	-
9.00	-	-
7.00	-	-

Feedback to User

Grading Notes

Cancel Submit

## Inline Instructions

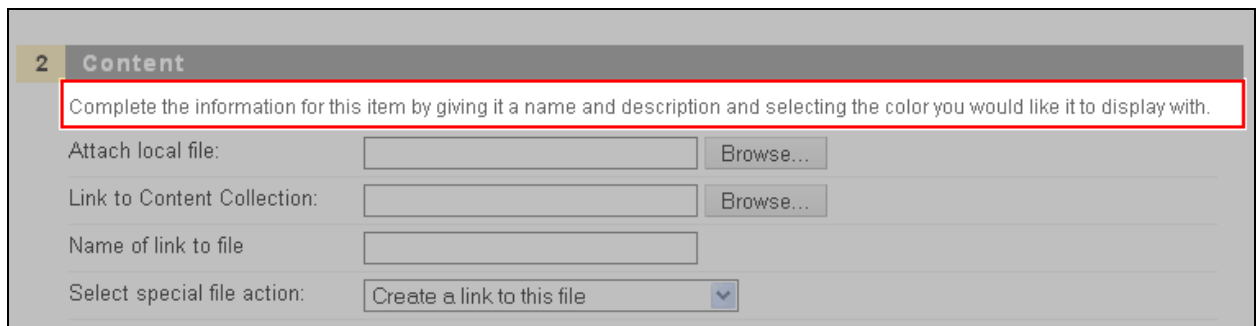
### Rules of Usage

**Overview:** If instructions are required to inform the user specific information about the data being entered in a field, then inline instructions are used. This is not about the use case, but rather specifically about the field or the step (for Data Collection Page); for example "Only letters and numbers are permitted for the ID." Functional specifications will determine if this is required and what text should be used.

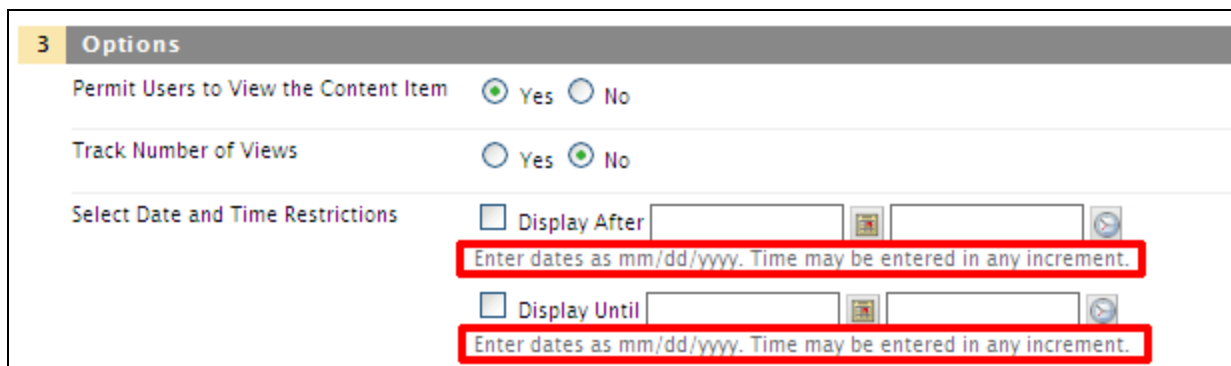
- For Data Collection Pages, instructions appear first in the step, followed by the fields and should describe the relationship of the fields, not a specific field.
- Do not be afraid to use instructions at a step or field level - they increase adoption of any new feature.

### Example

#### INLINE INSTRUCTIONS - DATA COLLECTION STEP INSTRUCTIONS



#### INLINE INSTRUCTIONS - DATA COLLECTION INLINE INSTRUCTIONS



### JSP Tag

bbNG:step, instructions attribute

bbNG:stepInstructions

bbNG:elementInstructions

## Inventory Data

---

### Rules of Usage

**Overview:** Inventory Data displays select data about an item in an Inventory List, such as a User's First Name, Last Name, and E-mail Address (see 3.16 for example image). Functional specifications determine which columns should appear and in which order.

- Headers should be descriptive of the data in the column and should be sortable unless (a) performance concerns necessitate that it not be sorted or (b) the sort will result in an order that is not intuitive to the user - such as sorting rich text content, which would sort by the first html tag rather than first word.
- Upon selecting a column header, sortable columns should include a visual in the header to represent the current state of the sort – that is, whether the list is currently sorted in ascending or descending order
- For columns with icon-only "content" we want to follow the following standard. These do not apply to columns with checkboxes or textual content, or a mix of text & graphics.
  - If the column content could be either an icon or no icon, put the icon itself in the column header, with sensible alt text (in this case "Attached File")
  - If the column content could be one of two icons (optionally empty), use a visible text column header (in this case "Status" for the read/unread icon column)
  - If the column content could be more than two different icons (optionally empty), use a visible text column header AND provide a legend (Does not apply to this ticket)
- The first column after the selection method (if required) should be sorted by default (see the Sort behavior) and is generally "Name".
- Data presented should wrap in the column.
- Vertical alignment for data "cells" in lists (not the header) should be "top", not "center"

## Inventory List

### Rules of Usage

**Overview:** The Inventory List component is the portion of an Inventory List Screen that manages the data displayed in the list.

### Components & Behaviors

Contextual Actions, Drag and Drop, Inventory Data, Selection Method

### Example

#### INVENTORY LIST

Remove Users from Course							Refresh
<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	student4	Barnes	William		Student		Yes
<input type="checkbox"/>	student7	Brandon	Chris		Student		Yes
<input type="checkbox"/>	student12	Callahan	Steve		Student		Yes
<input type="checkbox"/>	student3	Canon	Robert		Student		Yes
<input type="checkbox"/>	student6	Donovan	Kelly		Student		Yes
<input type="checkbox"/>	student5	Gates	Jackie		Student		Yes
<input type="checkbox"/>	student8	Jones	Mary		Student		Yes
<input type="checkbox"/>	student1	Kingston	John		Student		Yes
<input type="checkbox"/>	student9	Maine	Laura		Student		Yes
<input type="checkbox"/>	student11	Miller	Amy		Student		Yes
<input type="checkbox"/>	student10	Smith	Michael		Student		Yes
<input type="checkbox"/>	student2	Wright	Elaine		Student		Yes
Remove Users from Course							Refresh

### Accessibility Notes

The context and total number of list items (e.g., Displaying 26-50 of 200) should be presented to AX users before encountering the list of items and these users should be able to easily bypass the inventory list to change the number of items on the page.

### JSP Tag

- bbNG:inventoryList
- bbNG:listCheckboxElement
- bbNG:listRadioElement
- bbNG:listElement

## Jump to Page

---

### Rules of Usage

**Overview:** The Jump to Page component allows a user to navigate to a specific page in an associated List of items.

- This option is not provided by default. The user must click the page number (in the "Paging Options" component) to change the page number. Jump to Page is the change state of the Paging Options component.
- Clicking the current page number will display the form that allows them to enter the desired page number.
- Entering a correct number and clicking "Go" should take the user to that page.
- If there is only one page of data, do not render this area at all.
- Clicking the "x" instead of "Go" cancels the request.

The input box for inventory list paging needs to validate according to the following "forgiving" rules:

- Input that begins with a non-numeric character should result in no change (no alert needed and user stays in the edit mode) after choosing "Go."
- Input that begins with a numeric character, but contains non-numeric characters (including . and white space ) should have those characters removed, the user should be taken to the resulting page - for example, 8.5, 8T, 8BABY would all go to page 8.
- If the number input exceeds the max number of pages, the user should be taken to the last page available.
- If the number input is less than one, the user should be taken to the first page available.

## Example

### JUMP TO PAGE

<div> <div>Availability ▾ Delete</div> <div>Refresh</div> <div>1 Jump to page 1 of 10 Go <span>✕</span></div> </div>					
<input type="checkbox"/>	Status	Username	Last Name	First Name	Email ▴ Available
<input type="checkbox"/>		dbinstructor ▾	AI Instructor	AI Instructor	Yes
<input type="checkbox"/>		alpha ▾	Alpha Student	Alpha Student	Yes
<input type="checkbox"/>		beta ▾	Beta Student	Beta Student	Yes
<input type="checkbox"/>		courseb ▾	CourseB Last-name	CourseB First-name	Yes
<input type="checkbox"/>		delta ▾	Delta Student	Delta Student	Yes
<input type="checkbox"/>		f_manager ▾	Discussion	Manager	Yes
<input type="checkbox"/>		c_grader ▾	Discussion	Course-Grader	Yes
<input type="checkbox"/>		c_ta ▾	Discussion	T.A.	Yes
<input type="checkbox"/>		f_moderator ▾	Discussion	Moderator	Yes
<input type="checkbox"/>		c_instructor ▾	Discussion	Instructor	Yes
<div> <div>Availability ▾ Delete</div> <div>Refresh</div> <div>2 &lt;&lt; &lt; Page 1 of 10 &gt; &gt;&gt;</div> </div>					
<div> <div>3 Total items: 99</div> <div>Show All Edit Paging...</div> </div>					

#### Key:

1. Jump to Page - Change state after clicking page "1"
2. Paging Options - Initial state before clicking page "1"
3. Edit Paging / Show All

## JSP Tag

bbNG:inventoryList

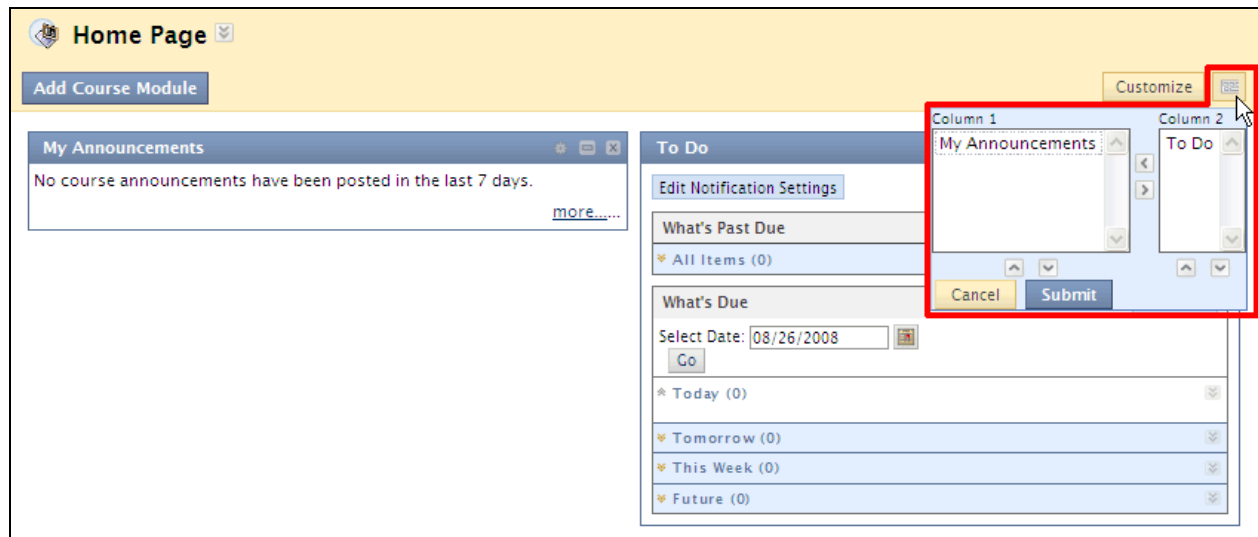
## Keyboard-Accessible Reordering

### Rules of Usage

**Overview:** The Keyboard-Accessible Reordering (KAR) component provides the user with an alternate method to reorder content groupings in columns and rows that would otherwise be completed using Drag and Drop. This component is positioned as a secondary emphasis page-level action.

### Example

#### KEYBOARD-ACCESSIBLE REORDERING



### Accessibility Notes

The text is appropriately marked up in HTML as a <label> to create an association between the text and the form control.

The label for the control should indicate what type of object can be reordered in the format of: [control name]: [object name] (i.e., Keyboard-accessible Reordering: modules).

### JSP Tag

Feature of any list tag.

## Lightbox

### Rules of Usage

Overview: The Lightbox component provides focus for specific user tasks while deemphasizing others.

- A Lightbox opens upon selection as a small window in front of the originating page.
- The originating page is shaded so user focus remains on the Lightbox.
- A user can scroll up/down on the originating page but the Lightbox will always stay in the center of the user's screen until a selection is made or the Lightbox is closed.
- Use sparingly

### Example

LIGHTBOX – MY PLACES





## Login Information

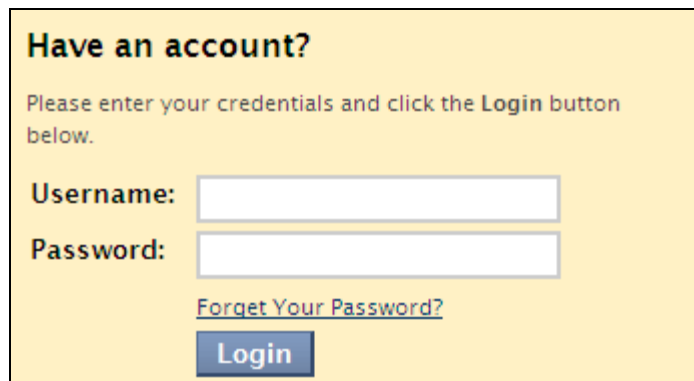
---

### Rules of Usage

**Overview:** The Login Information control can be a component of the Login Page or it can optionally be used for direct portal entry for Community System customers.

### Example

#### LOGIN INFORMATION



The image shows a login form with a yellow background. At the top, it says "Have an account?". Below that, it says "Please enter your credentials and click the Login button below." There are two input fields: "Username:" and "Password:". Below the password field is a link that says "Forget Your Password?". At the bottom is a blue button that says "Login".

### JSP Tag

bbNG:accessibility

bbNG:errorMessage

bbNG:gatewayButtons

bbNG:localePicker

bbNG:loginForm

bbNG:systemAnnouncements

bbNG:welcomeArea

## Menu Area

---

### Rules of Usage

**Overview:** A Menu Area is used to navigate a sub-feature.

The complex menus provided in the Academic Suite include the Learning Content, Course, and Outcomes System. Other features should follow the same style.

When there is more than one type of functionality in a menu (e.g. folder navigation + feature navigation in the content system), the special features are provided in the Primary dark color scheme, and basic navigation is provided in the Secondary color scheme.

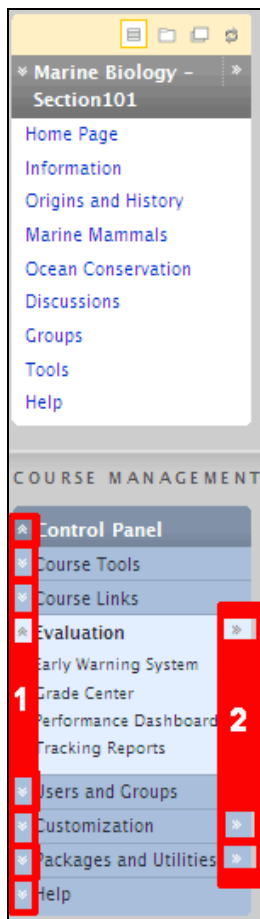
Primary menu options may expand to display more options, with a visual indicator of arrows pointing up and down with interaction. If a menu item is a direct navigation point, then the visual indicator should point to the right where the page will render.

### Components & Behaviors

Action Bar (Component Level), Menu Controls

## Examples

### COURSE MENU

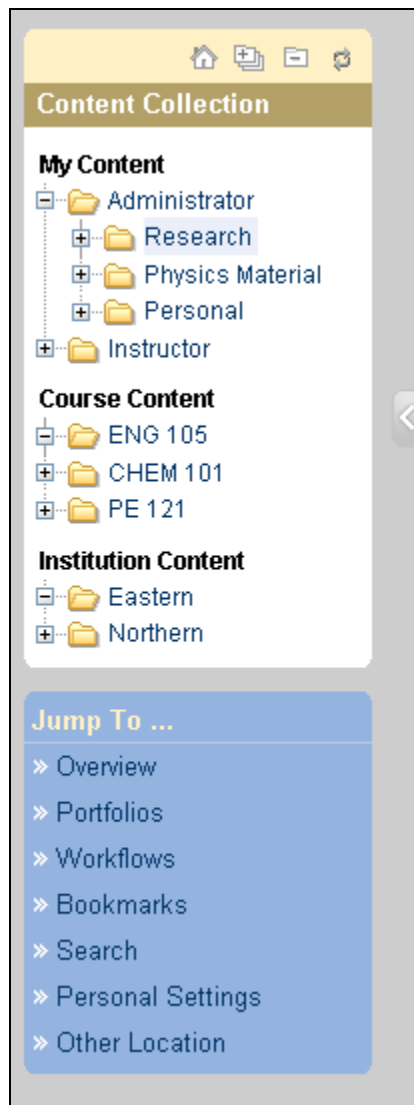


#### Key:

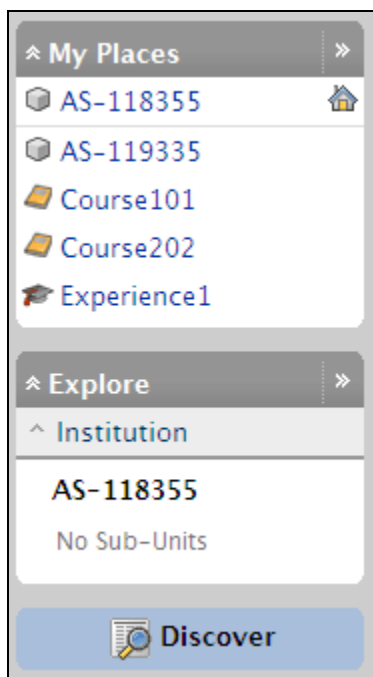
1. Expand/collapse menu area controls (control includes text area)
2. Direct navigation controls

**Note:** Evaluation is expanded in the Course Menu example to show secondary menu options.

## CONTENT SYSTEM MENU



## OUTCOMES MENU



## Menu Controls

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### Rules of Usage

**Overview:** The Menu Controls area of the menu should enable the user to manage the menu items that they have control of, per the functional specifications. Examples include adding an item in the course menu, refreshing the content of the content system menu, navigating to the home location within the tree displayed in the menu of the content system.

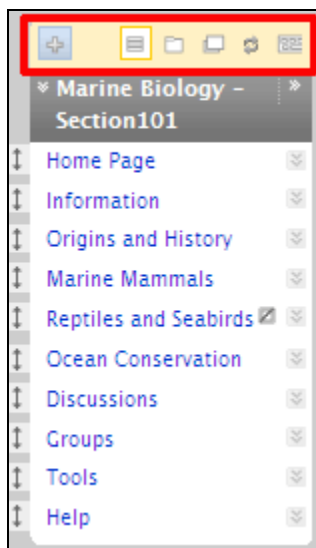
Primary and secondary distinction should apply for top level controls of a menu.

Menu controls are also available via Contextual Actions where applicable, removing a course menu item, for example.

Items that are in a menu being created by the user should be reorderable via drag and drop.

### Example

#### MENU CONTROLS



## Minilist

### Rules of Usage

**Overview:** A minilist is a list of data that is inserted into another type of page when an inventory list is overkill. Specifications should determine the columns of information to be present in the minilist.

- Sorting and searching is not required.
- Minilists will frequently be used with "pickers" to show the user what was selected when the picker popup window closes. This is a full picker, but minilists can also be used without a picker, such as to list sets of read only information, such as on the performance settings page of the System Admin Panel.
- Columns may include text, links, images, urls, fields, etc.

### Example






#### MINILIST

Attach file

Browse for Local File

Browse for Content Collection item

Currently attached files

360° View	File name	Type	Visibility	Read	
	Scoring Guide for Basic Mastery of Taxonomy	MSWord	Visible / <a href="#">Hide</a>	<input type="checkbox"/>	<a href="#">Mark for Removal</a>
	Basic Mastery of Taxonomy	MSWord	Visible / <a href="#">Hide</a>	<input type="checkbox"/>	<a href="#">Mark for Removal</a>
	Rake the leaves	MSWord	Visible / <a href="#">Hide</a>	<input type="checkbox"/>	<a href="#">Mark for Removal</a>
	Do the dishes	MSWord	Visible / <a href="#">Hide</a>	<input type="checkbox"/>	<a href="#">Mark for Removal</a>
	Scoring Guide for Basic Mastery of Taxonomy	MSWord	Visible / <a href="#">Hide</a>	<input type="checkbox"/>	<a href="#">Mark for Removal</a>

Workflow for Content Area attachments.

Find File

Browse for Local File

Browse for Content Collection item

Currently attached files

File name	Type	Link Title	
Some other document.doc	MSWord	<input type="text" value="Some other link name"/>	<a href="#">Mark for Removal</a>

## Navigation Tabs

---

### Rules of Usage

**Overview:** The Navigation Tabs component allows a user to navigate within the top level of a system hierarchy.

There are two supported display modes for the top frame:

1. The standard version, which includes:
  - Branding elements such as a splash image, background image, optional link or hot spot elements
  - Navigation Tabs, which are styled per-brand
  - Standard links (Home, Help, Login/Logout) which can be targeted and styled per-brand
2. A compact version which fits in fewer vertical pixels, and includes:
  - Navigation tabs, which are styled per-brand
  - Standard links (Home, Help, Login/Logout) which can be targeted and styled per-brand

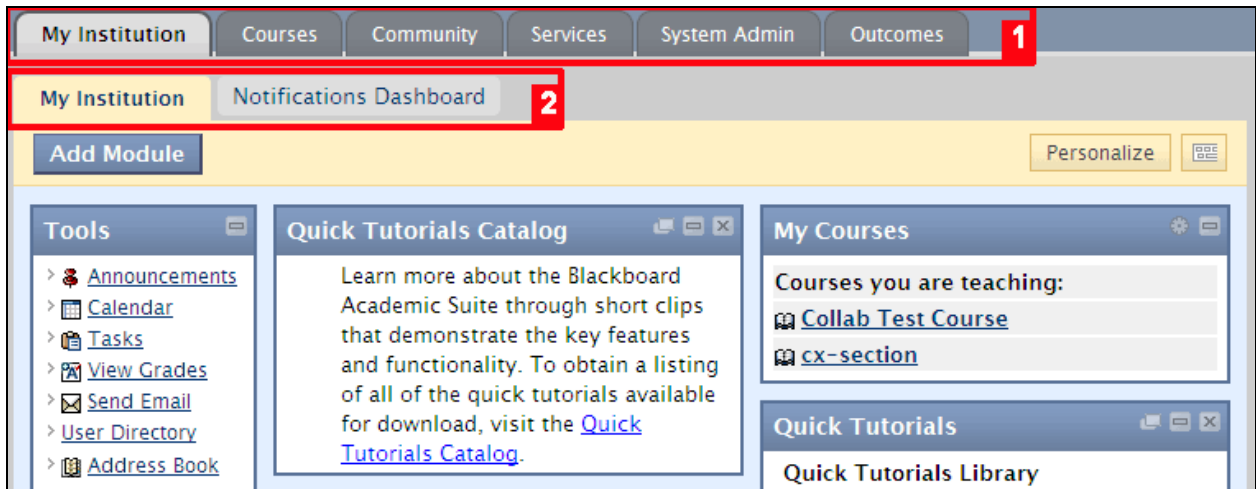
This is a per-brand setting set by the administrator (not a personal setting). The choices are:

1. Exclusively use the standard height (default)
2. Exclusively use the compact height
3. Use the standard height except for the courses tab, where the compact height is used



## Example

### NAVIGATION TABS



### Key:

1. Navigation Tabs
2. Second Row of Tabs

## Orientation Bar

---

### Rules of Usage

**Overview:** The Orientation Bar (breadcrumb) component displays information about a user's current location in a system hierarchy. It does not necessarily demonstrate the click path that the user took to arrive at the screen.

- Each item in the bar correlates to a page and should be linked. If entitlements do not permit access to the page when clicked, then the user will be provided an error message.
- The last item in the bar should match exactly the Page Title used on this screen and should not be linked
- Only the first two and last two items in the bar will be visible to prevent it from getting too long for the screen. All others will be collapsed and visible only after clicking to view the words.
- The root, or first level of the orientation bar, will use background and text color that is opposite from the rest of the breadcrumb to give added context to users.
- The last item in the path (the current page) will be bold.
- Inline confirmations (success or failure) do not appear in the orientation bar - they are simply on the same page as is currently stated.
- Failures that warrant an individual report of errors page require an addition to the orientation bar to represent that page as navigation.
- The main context (i.e. first item in the breadcrumb) should be visually highlighted.

### Naming Conventions

- Course orientation bars will begin with the course name with Id in parentheses: "Intro to Biology (BIO101-FALL07) > ..."
- Learning Content orientation bars will all begin with the name of the tab that contains the Learning Content (default is Content Collection). If there is no tab available for the system, then begin with Content Collection.
- Module pages in the portal do not have orientation bars.
- Outcomes System orientation bars will begin with the name of the "owning" page, which will either be the Discover Page or the Context's name.

### Known Special Cases

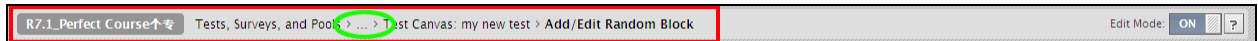
- When loading the Learning Content in the main container of the course (for example when a folder link is clicked from a course item), the course menu should remain and therefore the course's orientation bar should remain.
- When loading the Learning Content in the lower frame (for example when the Content Collection link is clicked from the Course Mgmt area), the entire frame renders the Learning Content and therefore the Content Collection orientation bar should be rendered, under the Courses tab. The user will "get back" either via clicking the Courses tab and navigating down, or by clicking the My Places shortcut.

## Example

### ORIENTATION BAR (NORMAL)



### ORIENTATION BAR (COLLAPSED)



## JSP Tag

bbNG:breadcrumbBar

bbNG:breadcrumb

## Page Header

---

### Rules of Usage

The Page Header component displays information about the current screen; its purpose is to orient the user.

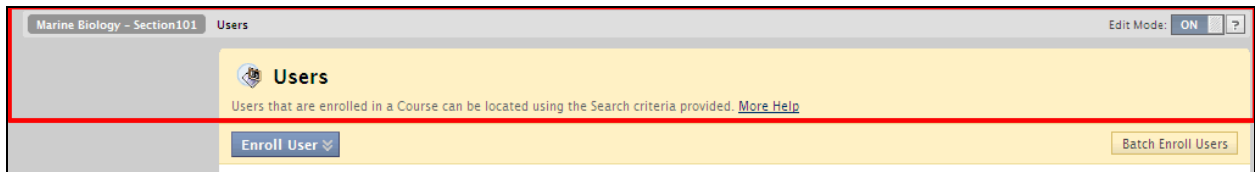
A contextual menu is provided when the screen is in Edit Mode (Edit Mode: ON), and is the same contextual menu as provided on the previous page - it provides access to all of the functionality that is available on that item. Not the items on the page, but rather that item.

### Components & Behaviors

Contextual Actions, Inline Confirmation – Field Level, Inline Confirmation – Page Level, Inline Entry Message, Orientation Bar, Page Help, Page Title

### Example

#### PAGE HEADER



### JSP Tag

bbNG:pageHeader

bbNG:pageTitleBar

bbNG:breadcrumbBar

bbNG:breadcrumb

bbNG:genericPage

bbNG:learningSystemPage

bbNG:modulePage

## Page Help

### Rules of Usage

**Overview:** The Page Help component (optional) provides instructions about how to use the current screen and is provided by Technical Communications.

- the toggle for the user to enable the text to show or hide is presented in the Orientation Bar. If a page mode toggle is also present, the help toggle should be present only with the view of the page where the help is relevant, as defined by the functional specifications. For example, help text about creating course content is only relevant in the Edit mode of the Course Content Area.
- If the text of the page instructions exceeds the character limit then the text will be truncated.
- All page instructions may open in a new window where the entire text is visible.
- The user setting for the toggle should be referenced when this is rendered. If the user has turned help ON, then help should be on everywhere until the user either changes their personal setting or clicks the "show help" toggle on. Once it is switched on, the setting for this user should be set to ON. In other words, the page toggle is a shortcut to setting their personal setting.

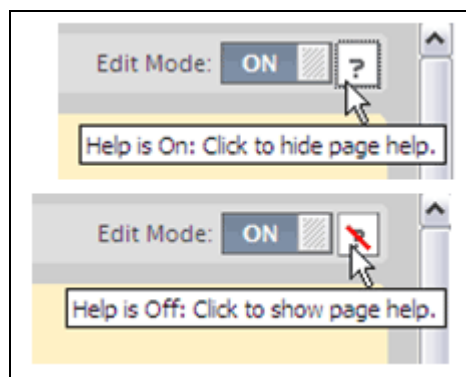
### Behavior

The help icon (button) represents the current page help state. Clicking the icon reverses this state.

- Help Turned On: Help text is present on the page, icon shows '?' to represent the current page state: that page help is turned on. Hover text reads, "Help is On: Click to hide page help."
- Help Turned Off: Help text is not present on the page, icon shows '?' with strike through to represent the current page state: that page help is turned off. Hover text reads, "Help is Off: Click to show page help."

### Example

#### PAGE HELP – DATA COLLECTION SCREEN



## Page Title

---

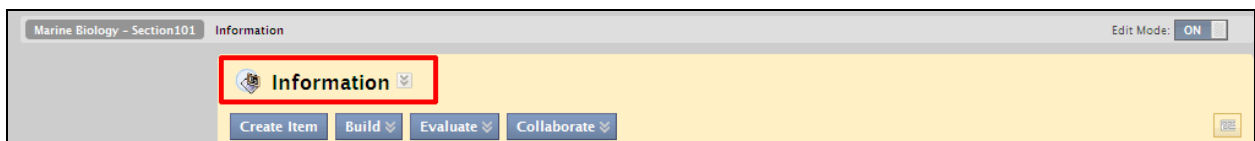
### Rules of Usage

**Overview:** The Page Title component displays the title of the current screen.

- The title should match the link that was clicked to arrive on the current screen.
- The title should match the last item in the Orientation Bar
- If additional identifying information is absolutely required, then append the name of the identified item to the end of the page title, such as "Versioning: homework.doc"
- Page titles should be accompanied by an icon of appropriate dimension to indicate the type of page being displayed.
- Page titles should be followed by the contextual menu that matches that item, if appropriate, but should NOT include the delete action.

### Example

#### PAGE TITLE



### JSP Tag

bbNG:pageTitleBar

See also bbNG:pageHeader, bbNG:genericPage, bbNG:modulePage, and bbNG:learningSystemPage

## Paging Options

### Rules of Usage

**Overview:** The Paging Options component allows a user to adjust viewing options in an associated Inventory List of items.

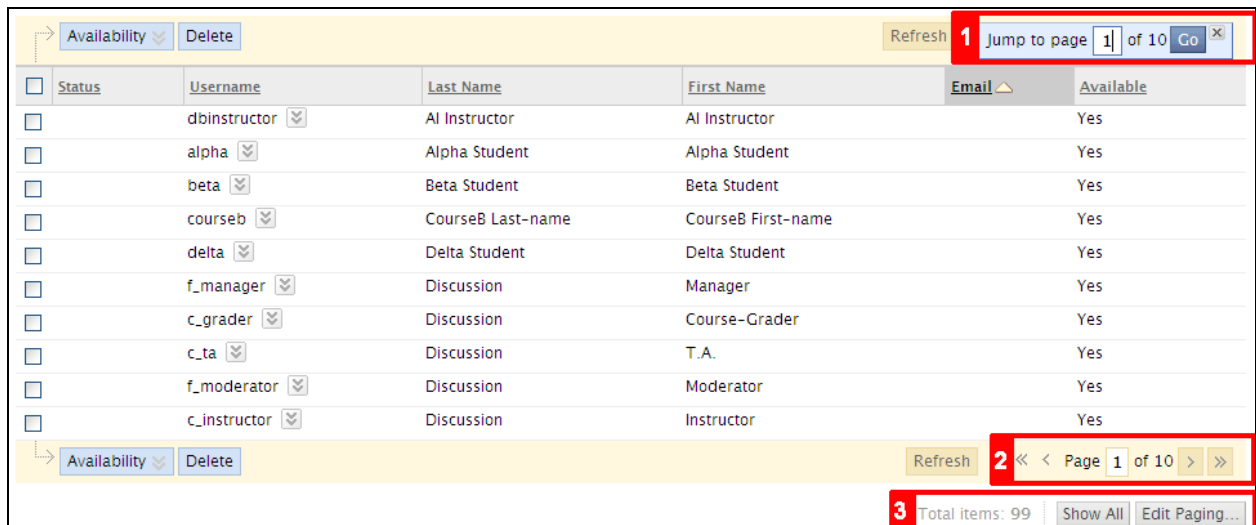
- If there is only one page only the Page 1 of 1 text should appear in the bar. No buttons (not even disabled) should appear.
- Having one page does not impact the Show All or Edit Paging buttons. They always appear.
- If there is more than one page, display the page number information with functionality to move forward one page, back one page, to the end and to the beginning.
- On the first page, the previous functions should be disabled.
- On the last page, the next functions should be disabled.
- If there is only one page, do not display this functionality at all.

### Components & Behaviors

Edit Paging, Jump to Page, Show All

### Example

#### PAGING OPTIONS



The screenshot shows a table with columns: Status, Username, Last Name, First Name, Email, and Available. The table contains 10 rows of user data. Below the table is a paging bar with the following components:

- State 1 (Top Right):** A "Jump to page" input field with "1" entered, followed by "of 10" and a "Go" button.
- State 2 (Bottom Right):** A set of navigation buttons: "<<", "<", "Page 1 of 10", ">", ">>".
- State 3 (Bottom Right):** A summary bar showing "Total items: 99", a "Show All" button, and an "Edit Paging..." button.

**Key:**

1. Jump to Page - Change state after clicking page "1"
2. Paging Options - Initial state before clicking page "1"
3. Edit Paging / Show All

## JSP Tag

bbNG:inventoryList



## Picker

### Rules of Usage

Pickers (example below) are literally popup windows that are launched via a button on the main application (today, this is generally a "Browse" button, but that is open to specification changes per feature).

- If the picker includes navigation, then provide an Orientation Bar.
- If the picker allows for selecting a variety of types of things, then provide the types in the menu on the left
- Because pickers are used to allow the user to find and select item(s), the search/filter options should always be visible. No need to make it collapsible unless severely limiting in some specific specification.

### Example

#### PICKER – COURSE ENROLLMENTS

Search
Username
Contains
Go
Options: User Information

Page 1 of 20

<input type="checkbox"/>	Status	Last Name	First Name	Username	Email
<input type="checkbox"/>		admin001	admin001	admin001	
<input type="checkbox"/>		administratorjn	administratorjn	administratorjn	
<input type="checkbox"/>		aku	aku	aku	
<input type="checkbox"/>		AI Instructor	AI Instructor	dbinstructor	
<input type="checkbox"/>		Alpha Student	Alpha Student	alpha	

Page 1 of 20

Total items: 98
Show All
Edit Paging...

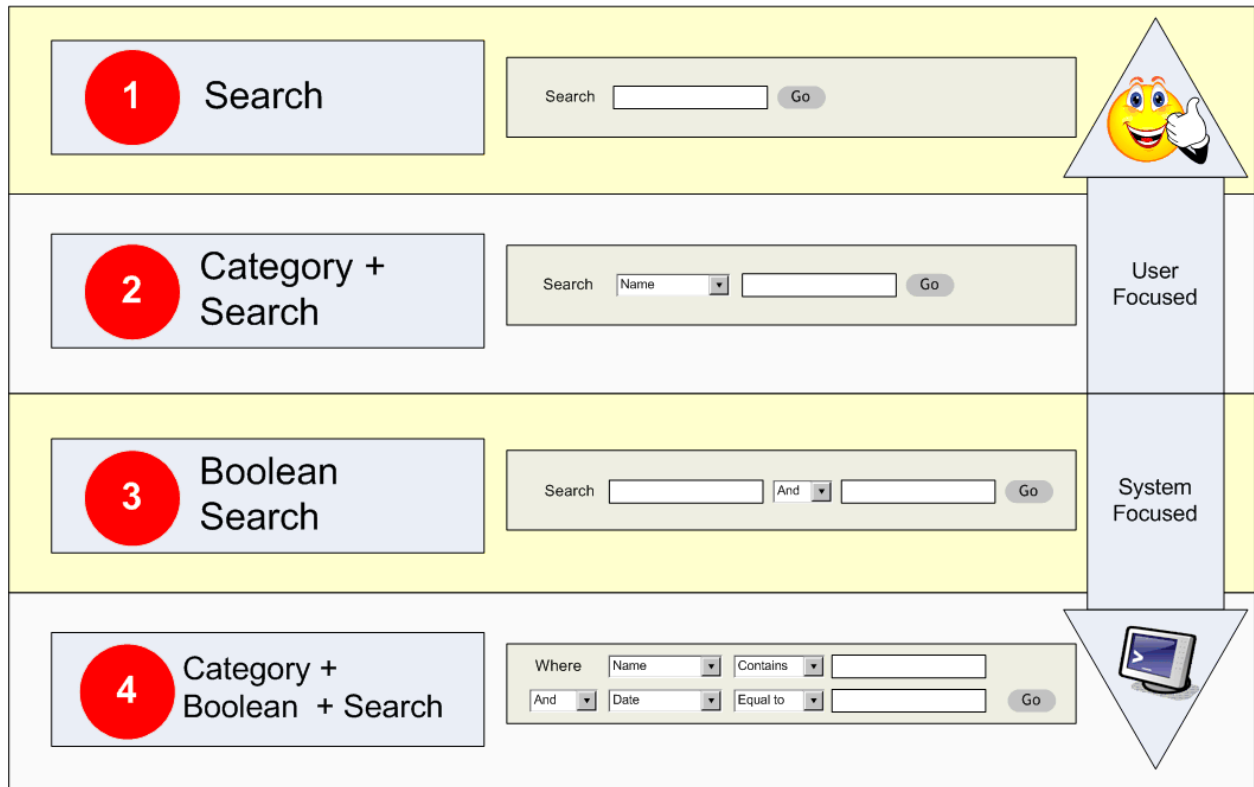
Cancel
Submit

## Search or Filter (on page)

### Rules of Usage

Search

#### SEARCH TYPES

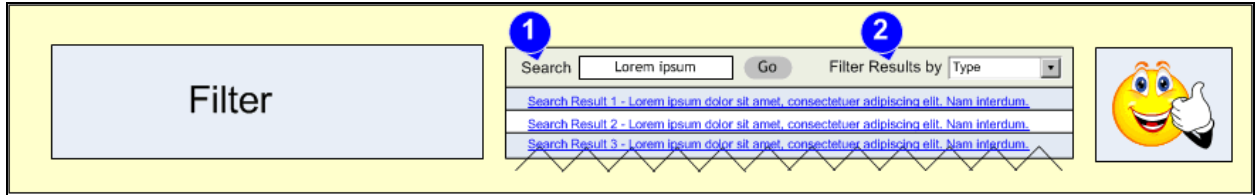


1. **Search** enables a user to find a specific set of items that match a criterion. That data is generally not visible to the user before they search. The basic search box is considered the most customer focused search option but likely the most system intensive alternative.
2. **Category + Search** enables a user to apply a qualifier to the search criteria before the search has been executed. This feature is used when users anticipate a large search results listing and want to limit it before executing the search. If the category options are customer-focused, this can be a powerful search alternative. An example is searching for users with the last name Jones and specifying users who are "available." However, if search is to be constrained to a small number of tables/fields, remove the category selection option (drop down) and allow search box (see #1 above) to search against all defined tables/fields. Tell users which categories they are searching against.
3. **Boolean Search** enables a user to specify TRUE and FALSE values that can be linked together using AND, OR, and NOT. This feature is used when users need to search using multiple terms.
4. **Category + Boolean + Search** enables a user to apply the most specific criteria for a search, using a combination of category choices and Boolean operators. This is the most system-focused search option but likely the most difficult search option for customers.

- Search is generally provided on the page near the Action Bar (Page level). Search and Filter are secondary actions, so a determination must be made whether or not to show/hide this feature or if search would automatically be present on the page.
- User focused search types should be used if possible.

Filter

## FILTER




- **Filter** takes a set of data that is already contained and narrows it down by allowing the user to specify certain criteria.
- The ability to filter should be used for pages with anticipated large search results.
- Search/Filter combination: A feature that contains a very large set of data may need more powerful discovery capabilities, in which case a combination of search and filter should be provided. This means the user can 1) first conduct a search and then 2) filter the results to limit the original search results (see image above).

## Criteria Definition

- Elements to be discovered can be filtered by the following criteria: Contains, Equal to, Starts with, Not blank.
- "Not blank" should disable any associated text field.
- "Contains" is the most user-friendly approach to search (ala Google). Use this as default unless performance concerns necessitate the use of alternate default criteria.

## Examples

### DISCUSSION BOARD SEARCH

 **Discussion Board**

Create Forum

Search

Search  in Current Discussion Board

☐ After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Before

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

### OUTCOMES SYSTEM FILTER

Add Rubric

Search   Contains

## JSP Tag

bbNG:searchBar

bbNG:searchOption

bbUI:filter

bbUI:filterList

## Second Row of Tabs

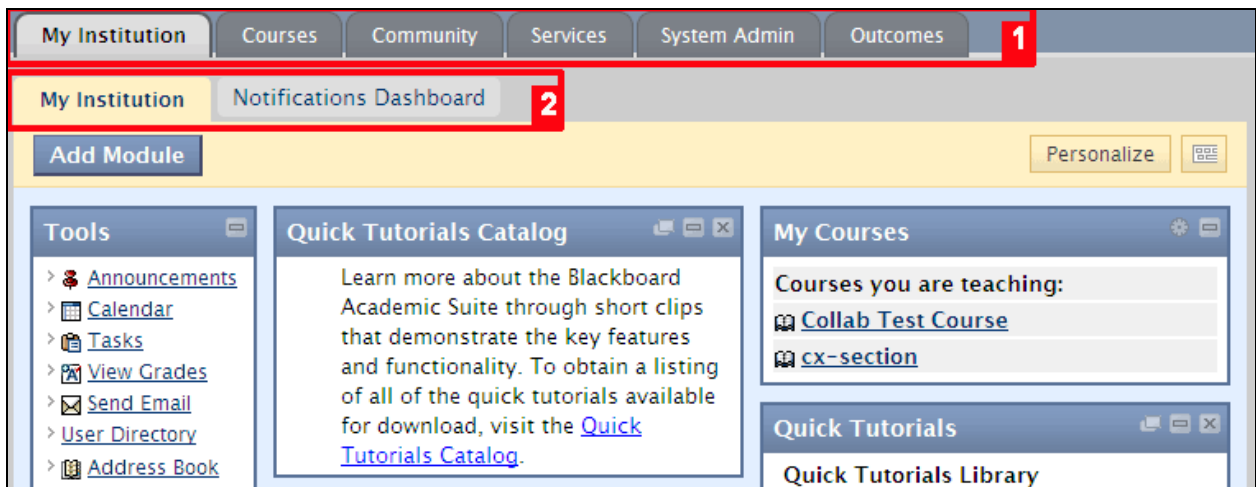
### Rules of Usage

**Overview:** The Second Row of Tabs (sub tabs) on a Module Page includes choices related to the active Main Tab.

If the Second Row of Tabs is longer than what can render on the horizontal space of the browser window, then the remaining tabs move into an overflow box. The overflow box provides a flyout menu of the remaining tabs.

### Example

#### SECOND ROW OF TABS



#### Key:

1. Navigation Tabs
2. Second Row of Tabs

## Selection Method

---

### Rules of Usage

**Overview:** A Selection Method allows a user to select an item in a List for manipulation using the Inventory List Action Bar.

- The header of this column should enable the user to select all, by checking the box in the header, or unselect all, by de-selecting the box.
- If an action on the page requires selection before it can be performed (used in Action Bar (Component Level)) alert the user if they do not select an item using a java script alert "First select an item using the checkboxes."
- If the action cannot be performed on multiple objects in the list at once, then the selection method should not be used for that action (see Contextual Actions).
- Once the action is completed, the system should de-select the items.

### JSP Tag

bbNG:listCheckboxElement

bbNG:listRadioElement

## Show All

### Rules of Usage

**Overview:** The Show All component renders all data elements in the set on a single page.

When Show All is selected, do not display the Paging Options / Jump to Page components, and disable the Show All button.

### Example

#### SHOW ALL

Availability ▾ Delete		Refresh		1 Jump to page 1 of 10 Go X	
<input type="checkbox"/> Status	Username	Last Name	First Name	Email ▴	Available
<input type="checkbox"/>	dbinstructor ▾	AI Instructor	AI Instructor		Yes
<input type="checkbox"/>	alpha ▾	Alpha Student	Alpha Student		Yes
<input type="checkbox"/>	beta ▾	Beta Student	Beta Student		Yes
<input type="checkbox"/>	courseb ▾	CourseB Last-name	CourseB First-name		Yes
<input type="checkbox"/>	delta ▾	Delta Student	Delta Student		Yes
<input type="checkbox"/>	f_manager ▾	Discussion	Manager		Yes
<input type="checkbox"/>	c_grader ▾	Discussion	Course-Grader		Yes
<input type="checkbox"/>	c_ta ▾	Discussion	T.A.		Yes
<input type="checkbox"/>	f_moderator ▾	Discussion	Moderator		Yes
<input type="checkbox"/>	c_instructor ▾	Discussion	Instructor		Yes
Availability ▾ Delete		Refresh		2 << < Page 1 of 10 > >>	
				3 Total items: 99 Show All Edit Paging...	

#### Key:

1. Jump to Page - Change state after clicking page "1"
2. Paging Options - Initial state before clicking page "1"
3. Edit Paging / Show All

### JSP Tag

bbNG:inventoryList

## Tools Module

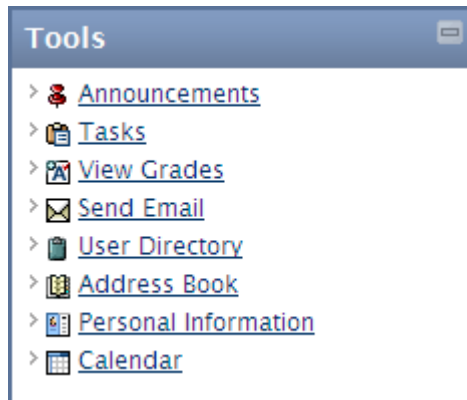
---

### Rules of Usage

**Overview:** The Tools Module component displays an organized list of links to available system tools. This feature is functionally defined separately and is managed from the Administrator Panel, but should be rendered to appear and behave the same as a Content Module.

### Example

#### TOOLS MODULE





## Utility Links

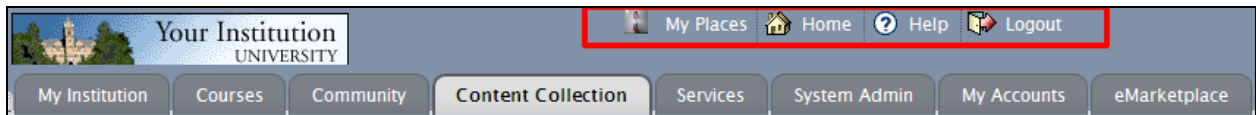
---

### Rules of Usage

**Overview:** The Utility Links component allows a user to perform actions related to a system, such as Login/Logout and return Home.

### Example

#### UTILITY LINKS



## View Toggle

---

### Rules of Usage

**Overview:** The View Toggle component allows a user to switch the way they are viewing the content in the applied area.

#### *Edit on/off Toggle*

This toggle affects the entire page

Entitled users can edit the 1) course/org menu and/or 2) the main content area of the page.

"Edit Mode: On" and "Edit Mode: Off" reflects the current state of the page

User can click control to toggle between on and off states.

#### *Tool/Filter Toggle or Related Options Toggle*

Can be used in 2 situations:

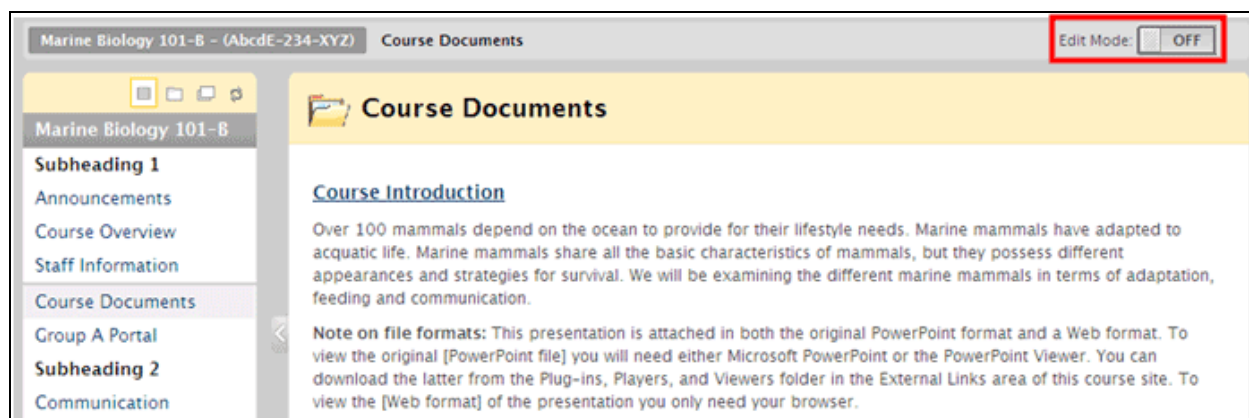
- Tool/Filter View Toggle - When a specific tool or filter is used to show a different view of the same content, the breadcrumb and page title will remain constant despite this changed view. Examples include course calendar and announcements.
- Related Options Toggle - There are a few instances where we've placed similar options together using a view toggle (i.e., Outcomes Reports, Learning Content to-do list/actions). Because these are different page views that contain differing information, the page titles and breadcrumbs should reflect the tab name of each view.

#### *Course Menu View Toggles*

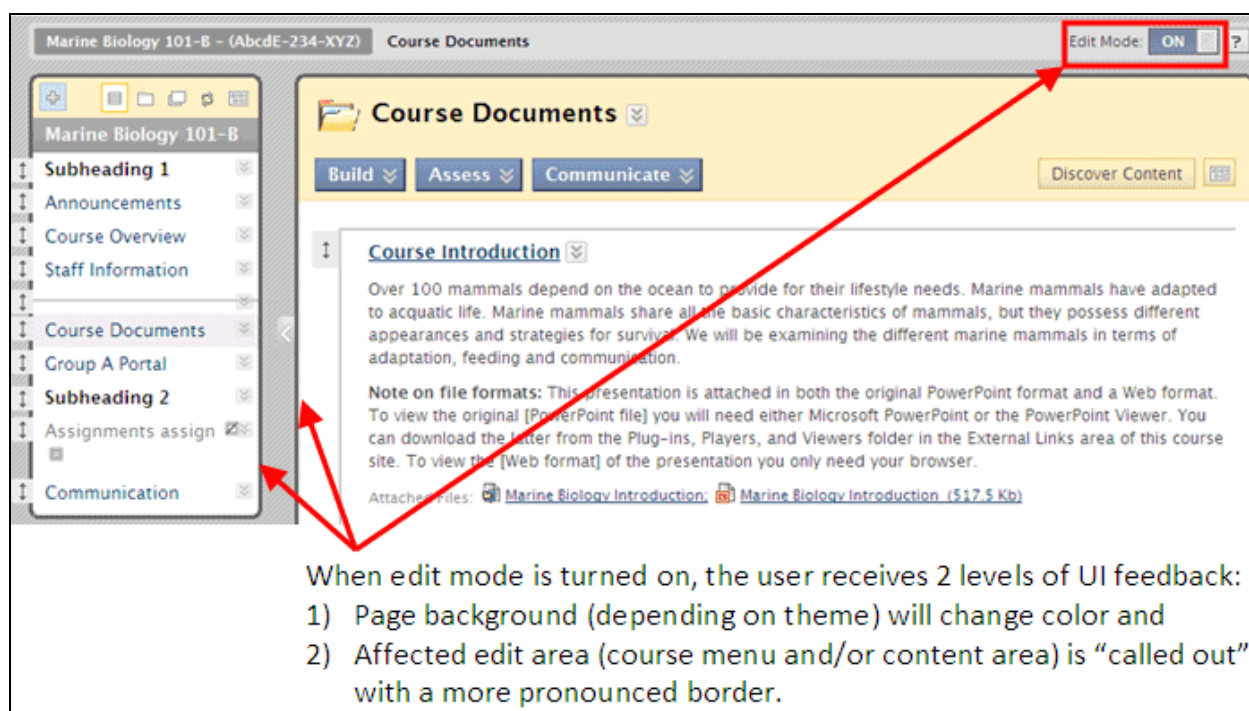
1. List View - The List View shows all menu options as a list. If a user is entitled to switch the course or organization page into edit mode, then additional course menu options become available, but only in the List View.
2. Folder View - The Folder View provides a hierarchical tree that can be expanded or collapsed to reveal additional content items that can be selected. If a user is entitled to switch the course or organization page into edit mode, no additional course menu options become available to the user and the menu can only be used for navigational purposes. S/he must switch to List View to make course menu edits.
3. Display Course Menu in a New Window - The New Window view opens the course menu frame into a new window. The user can switch between List View and Folder view. Even if a user is entitled to switch the course or organization page into edit mode, no additional course menu options become available to the user to this new window and the menu can only be used for navigational purposes. S/he must use the originating page and switch to List View to make course menu edits.

## Examples

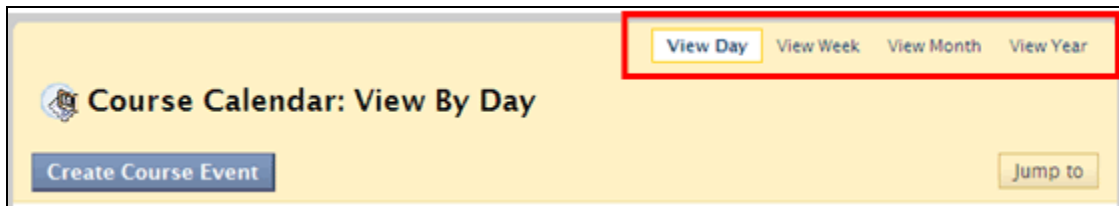
### EDIT OFF TOGGLE



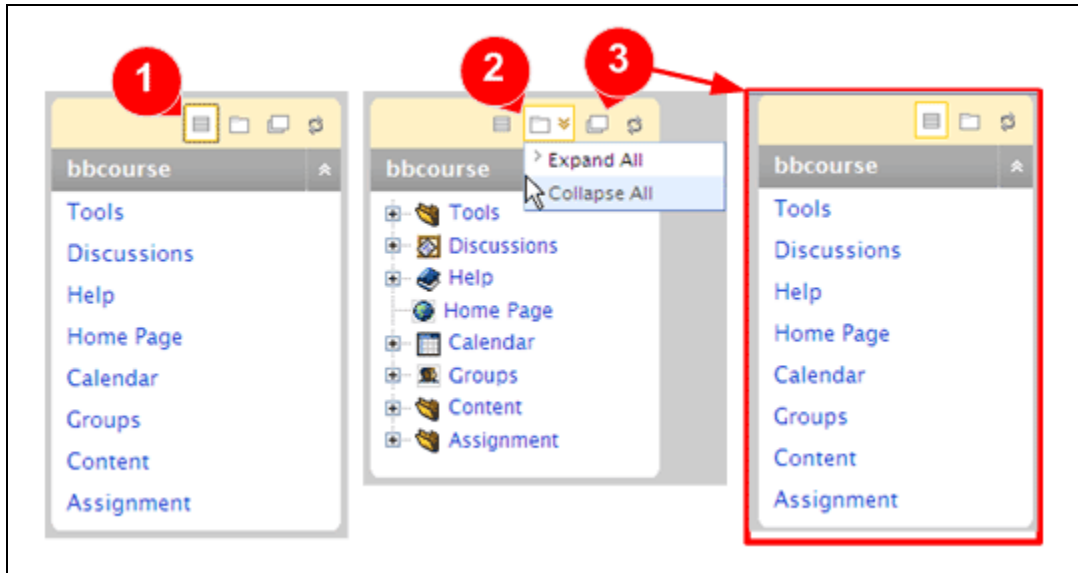
### EDIT ON TOGGLE



## TOOL/FILTER OR RELATED OPTIONS TOGGLE



## COURSE MENU VIEW TOGGLE



### Key:

1. List View
2. Folder View
3. Display Course Menu in a New Window

# Behavior Inventory

Behaviors are commonly defined interactions, resulting from selecting a given component, that provide visual feedback to users upon executing tasks such as locating, creating, or manipulating content. The Behavior Inventory is an alphabetical listing of the common behaviors used in Blackboard products, along with definitions and recommended best practices.

The Behavior Inventory is generally organized to include the following sections as needed:

- Rules of Usage – Provides a definition of the behavior along with recommendations for usage.
- Where it Appears – Describes the components and areas of a page where this behavior may be triggered.
- What Happens – Describes the sequence of steps that define this behavior, from initiation through conclusion.
- When to Use It – Provides recommended best practices for behavior usage.
- Examples – Includes appropriate screen shots that call out the component.
- Exceptions – Describes scenarios when this behavior may not be used or may not be used consistently.
- Text Considerations – Includes recommendations for wording labels, text on page, and other types of messaging.
- Accessibility Notes – Provides insight into how Blackboard makes a behavior accessible, or at least provides an alternative.
- JSP Tag – Includes relevant JSP tags used in the Blackboard product for the component described in the behavior definition.

## Access Denied

---

### Rules of Usage

Access denied is caused by a characteristic of the user, the user's roles, or the user's enrollments that forbids access to a page or denies an action. The most common reasons are that the user's session has timed out, or the user's System Role or context role does not have the correct entitlements, or the user's enrollment is unavailable. The user will be blocked from accessing the page or performing the action.

### JSP Tag

bbNG:genericPage

bbNG:learningSystemPage

bbNG:modulePage

## Copy

---

### Rules of Usage

Copy is used when a user wants to duplicate a set of data and place it either in the same location or another place. Copy should appear inline as a secondary action in a contextual menu. If Copy is used in an Inventory List Page and can be copied with multiple items at once, it should also appear as an Action Bar (Component Level) action at the top of the list. There may be performance reasons to limit the copy behavior to one item at a time. In those cases, do not include it at the list action level. Functional specifications determine if both are required.

## Delete

---

### Where it Appears

- Delete should appear inline as a secondary action of the contextual menu. If delete is used on an Inventory List Page and can be deleted with multiple items at once, it should also appear as a list action at the top of the list. Delete is the last of the secondary actions.
- The message appears as a JS alert with the option of "OK" or "Cancel" to confirm.

### When to Use It

Delete is used when a user deletes anything from the system. Note this should not be the same specification for when the user removes something from their view but is not actually deleting the item (see Remove from View).

Functional specifications should determine if an object with children can be deleted. If no, disable the delete functionality until available. If yes, provide informative notification and confirmation (see below).

### What Happens

- Before - user selects the delete link.
- Result - user is presented with warning message about the permanence of the delete and is given the option to continue with the delete or cancel the delete action. The message indicates exactly which items will be deleted if the user continues.
- After - the user's selection would continue the workflow, either closing the message and deleting the item, or closing the message and doing nothing.

### Exceptions

None at this time.

### Text Considerations

No Children

#### Notification

- When the user deletes only one item: "This item will be permanently deleted. Continue?" (OK, Cancel)
- When more than one: "These items will be permanently deleted. Continue?" (OK, Cancel)

#### Confirmation

- When the user deletes only one item: "The selected item was permanently deleted."
- When more than one: "The selected items were permanently deleted."
- With Children That Can Be Deleted



## Notification

- When the user deletes only one item: “This (name of item (example: folder)) and all its (word for children (example: content)) will be permanently deleted. Continue?” (OK, Cancel)
- When more than one: “These (items) and all their (word for children) will be permanently deleted. Continue?” (OK, Cancel)

## Confirmation

- When the user deletes only one item: “(name of item) and all its (word for children) was permanently deleted.”
- When more than one: “The selected items and all their (word for children) were permanently deleted.”
- If the object being deleted is in the process of being modified (e.g. course test already deployed), then the same behavior should be applied, but more information should be provided in the text of the message. The container around the message should expand instead of scroll.

## Drag and Drop

---

### Where it Appears

Drag and drop appears as a behavior on any item that the user can reorganize. Examples include: modules, grade center columns, course content items, etc.

### When to Use It

When the user has a functional need to change the order that objects appear. Functional specifications should dictate: who sees the change, how permanent the change is. For example, changing module order on a tab while looking at it, is a personal and permanent setting. Changing the order of modules for a default tab design from the admin panel is a system-wide and permanent but overwritten (by other's personal settings) change. Reordering course content order is an all user permanent setting.

### What Happens

- Before - no indicator is shown
- Beginning - mouse over displays the control over the entire header of the object. When there is only a single row of information, that row is considered the header. The arrow icon displayed to the user should be indicative of the potential direction that it can be dragged. For example, course content can only be dragged up and down.
- During - user must maintain contact with the object; as they drag the object, other objects are displaced to show where the object would go if the user released it there; object's appearance is slightly changed by transparency.
- After - objects are displaced to make room for the item where it is dropped. This could be up/down and/or left/right. No confirmation is provided to the user because the visual and literal change serves as its own confirmation (there is enough feedback).
- The cursor will change to the browser's "move" cursor when hovering over a draggable item (this applies to course menu, course content and modules)
- The Firefox for Mac move cursor is a "hand" cursor. For all other browsers it is a "compass" arrow (points in all four directions)

### Exceptions

If there is concurrent modification of reordering on a single page, the user should be notified if the system detects potential conflict. The user should be presented with an Inline Confirmation - Page Level.

### Text Considerations

For the case of the exception: There may be a potential conflict with another user editing this page. <Refresh>

## **Accessibility Notes**

Due to accessibility limitations of the drag and drop behavior, Blackboard has created the Keyboard Accessible Reordering component to provide an accessible drag and drop alternative.

## **JSP Tag**

bbNG:inventoryList

## Inline Confirmation (Field Level)

---

### Where it Appears

Inline confirmations are used sparingly for AJAX-enabled page items that are modified (e.g., Grade Center grades).

### When to Use It

Field level confirmation must be provided when a user is entering data that is immediately committed to the system, rather than submitted as an entire page. For example, when entering grades into the Grade Center grid, the user is committing data without submitting the page. This should be considered for any design that edits right on the page, whether it is one at a time or multi-edit. An example of a multi-edit page (which currently does not implement this) is the Layout page of the Grade Center.

Note that if inline editing or reorder Drag and Drop occurs within a Data Collection Screen then page level confirmation behavior trumps this behavior and component.

### What Happens

- The user clicks the field or uses a multi-control option on the page to get into the edit state.
- When the data is changed:
  - The field should provide the Processing Message within that space to inform the user it is committing
  - The field should return to the read state with a stylistic indicator that that field was updated (highlight). This indicator should disappear upon the next action the user takes, whether that is to navigate away or to make another edit. If there is already a functional indicator of modifications that need to be tracked (again, functional need only) then that indicator is enough - do not use both.

## Inline Confirmation (Page Level)

---

### Rules of Usage

**Overview:** Inline confirmations AT THE PAGE LEVEL inform the last page submission was either successfully committed to the system or not. Page level submission always trumps inline data submission - if the page requires the user to click a Submit button and allows them to edit data inline or reorder, then none of the changes are saved until the Submit button is clicked; Cancel will reset all changes made to that page.

### Success

- Confirmation of page submission success should use an inline confirmation at the page level, rendered on the page that directed the user to the page of activity.
- Confirmations should not interrupt the workflow.
- Messages should be specific about what was accomplished to the level of system nouns, not user identified items, except in the case of deleting data. When deleting data, the user should be delivered specific information so that they can feel confident that they deleted the right data and no more.
- **Exception:** If the confirmation needs to result in a potentially lengthy set of information (somewhat subjective, and should be confirmed in specification, and not be used generally) then load a full confirmation page.

### Failure of All Actions

Failure notifications may be rendered in the same way as successes when the information is brief and direct. If further detailed information is required, the user should be directed to a failure information screen.

### Failure of a Portion of Items in the Action

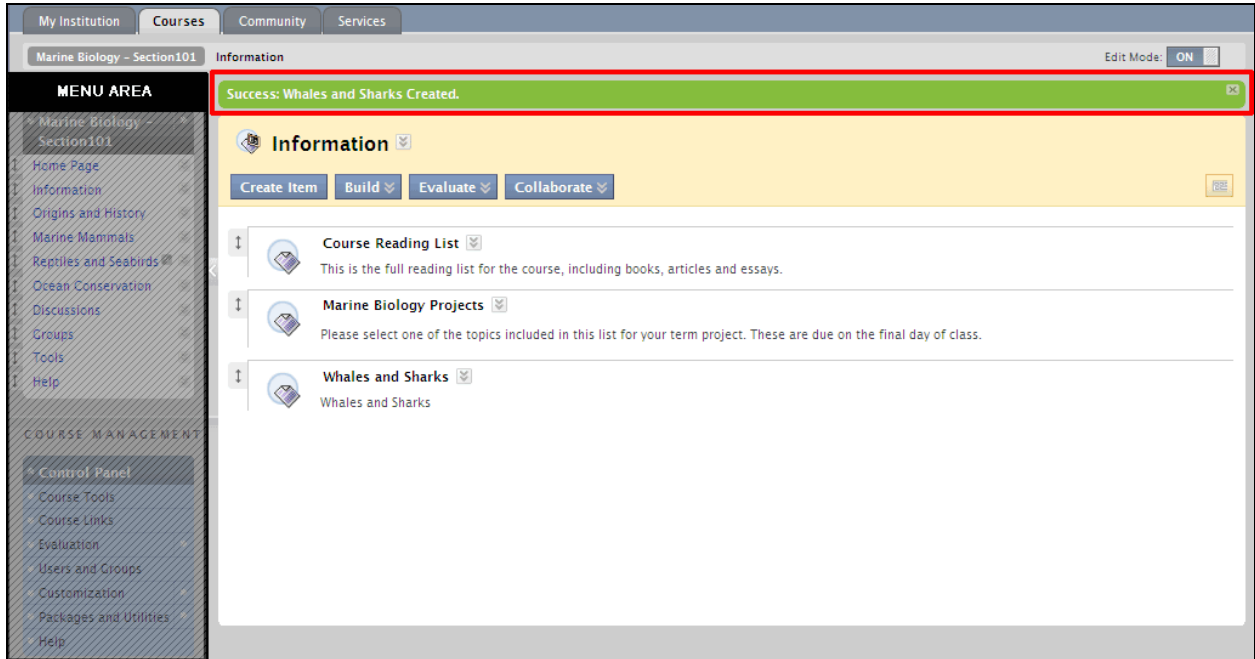
DO NOT load an inline confirmation at all - load a Failure Screen.

## Examples

### Success

- “Success: User created successfully.”
- “Success: Course modified successfully.”
- “Success: The following courses were removed: BIO-101A, BIO-101B.”

### INLINE CONFIRMATION: SUCCESS - CONTENT LIST PAGE



The screenshot displays the Blackboard Learn interface for a course titled "Marine Biology - Section101". The top navigation bar includes tabs for "My Institution", "Courses", "Community", and "Services". Below this, the course name and "Information" are shown, along with an "Edit Mode: ON" toggle. A green success message banner at the top reads "Success: Whales and Sharks Created." with a close button. The left sidebar contains a "MENU AREA" with links like "Home Page", "Information", "Origins and History", "Marine Mammals", "Reptiles and Seabirds", "Ocean Conservation", "Discussions", "Groups", "Tools", and "Help". Below the menu is a "COURSE MANAGEMENT" section with links like "Control Panel", "Course Tools", "Course Links", "Evaluation", "Users and Groups", "Customization", "Packages and Utilities", and "Help". The main content area is titled "Information" and features buttons for "Create Item", "Build", "Evaluate", and "Collaborate". It lists three items: "Course Reading List" (with a description: "This is the full reading list for the course, including books, articles and essays."), "Marine Biology Projects" (with a description: "Please select one of the topics included in this list for your term project. These are due on the final day of class."), and "Whales and Sharks" (with a description: "Whales and Sharks").

## Failure

Attention! The survey could not begin because no valid email addresses were provided.

INLINE CONFIRMATION: FAILURE - LOGIN PAGE



The screenshot shows the Blackboard Learn login page. At the top, the Blackboard Learn logo is on the left, and links for 'Change Text Size' and 'High Contrast' are on the right. A red error message box at the top center reads: 'Could not login. Valid authentication credentials were not provided.' Below this, the page is split into two columns. The left column, titled 'Have an account?', contains a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot Your Password?' link. The right column, titled 'Don't have an account?', contains links for 'Create a New Account', 'View Course Catalog', and 'Preview as Guest'. The bottom section features a large 'Blackboard learn+' logo, a welcome message, and footer information including copyright, patent details, and accessibility links.

Blackboard learn+

[Change Text Size](#) | [High Contrast](#)

Could not login. Valid authentication credentials were not provided.

**Have an account?**  
Please enter your credentials and click the Login button below.

Username:

Password:

[Forgot Your Password?](#)

Login

**Don't have an account?**  
Please choose from the options below.

Create a New Account

View Course Catalog

Preview as Guest

Blackboard learn+™

Welcome to the Blackboard e-Education platform—designed to enable educational innovations everywhere by connecting people and technology.

 © 1997-2008 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional Patents Pending.

Accessibility information can be found at <http://access.blackboard.com>.  
[Installation details](#)

## JSP Tag

bbNG:genericPage

bbNG:learningSystemPage

bbNG:modulePage

## Inline Entry Message

---

### Rules of Usage

**Overview:** Inline entry messages convey important information about the context (page) the user is entering. These informational messages are unlike text-on-page help because they do not comment on specific functionality of the page. Instead, these messages provide guidance that transcends the actions they can take on the page.

### Inline Entry Message Types

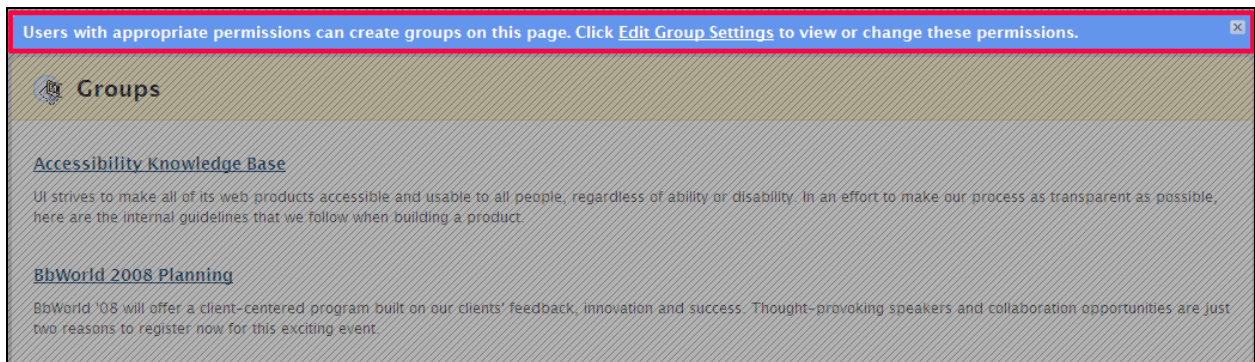
- Text Only - This message type mimics the user interface (UI) and placement of inline confirmation (page-level) but by default uses blue background to indicate that the message is informational only.
- Text + Hyperlink - In addition to text-only implementation, this type may include hyperlinked text.

### Constraints

This component should be used sparingly and only in the case of specific page entry scenarios. Please consult with the UX team before implementation.

### Example

#### GROUPS





## Move

---

### Where it Appears

Move should appear inline as a secondary action of the contextual menu. If move is used on an Inventory List Page and can be copied with multiple items at once, it should also appear as a list action at the top of the list. Functional specifications determine if move is required.

### When to Use It

When the user manages a similar set of data in more than one "context" and they would want to relocate something they created in one place, to another place.

### What Happens

1. User selects the items and clicks Move (or selects Move on the item)
2. Picker loads in a new reduced size window over the main window
3. User selects the destination from the picker and clicks Submit. The picker processes FIRST.
  - If no errors, then close the picker window, and display an Inline Confirmation - Page Level on the original page.
  - If errors (such a duplicate name, or something else - determined by functional specifications) then display a warning message enabling the user to determine their next move in a Yes or No decision. For example, if a user wants to move a CS file to a directory that already has a file with that name, the picker must first process that, and then tell the user that there is already a file there, and ask if they would like to overwrite it. No cancels the task and does not navigate. Yes continues with an overwrite and closes the window like Submit would have.

### Exceptions

None at this time.

### Text Considerations

Warning message should describe the problem and then ask what the user wants to do so that s/he can click OK or Cancel.

## OK Button

---

### Where it Appears

The "OK" button is used on the bottom right-hand side of pages (for L2R language pack installations). Functional specifications determine if the "OK" button is required. This button will use its own class so it can be given a unique UI treatment.

### When to Use It

This button and behavior should be used for pages that do not require any data commit actions and are considered "child" pages in the breadcrumb trail. This behavior should only be used for pages in the second level of a **breadcrumb** hierarchy or lower:

root (home) > 1st level > 2nd level

#### Examples:

Course Name > Discussion Board > Forum Name > Thread Detail

Outcomes Unit Home Page > Outcomes Portfolios > **Modify Outcomes Portfolio Template: Template**

#### Name

The purpose of this button/behavior is navigational only - the user clicks "OK" and moves up one level on the breadcrumb trail. This button is generally used on Landing Pages and Inventory List Pages.

### What Happens

- user views content on a child Landing Page or Inventory List Page
- user does not choose to take any action on the page but instead wants to navigate away from the page
- user selects the "OK" to navigate up one level on the breadcrumb trail

### Exceptions

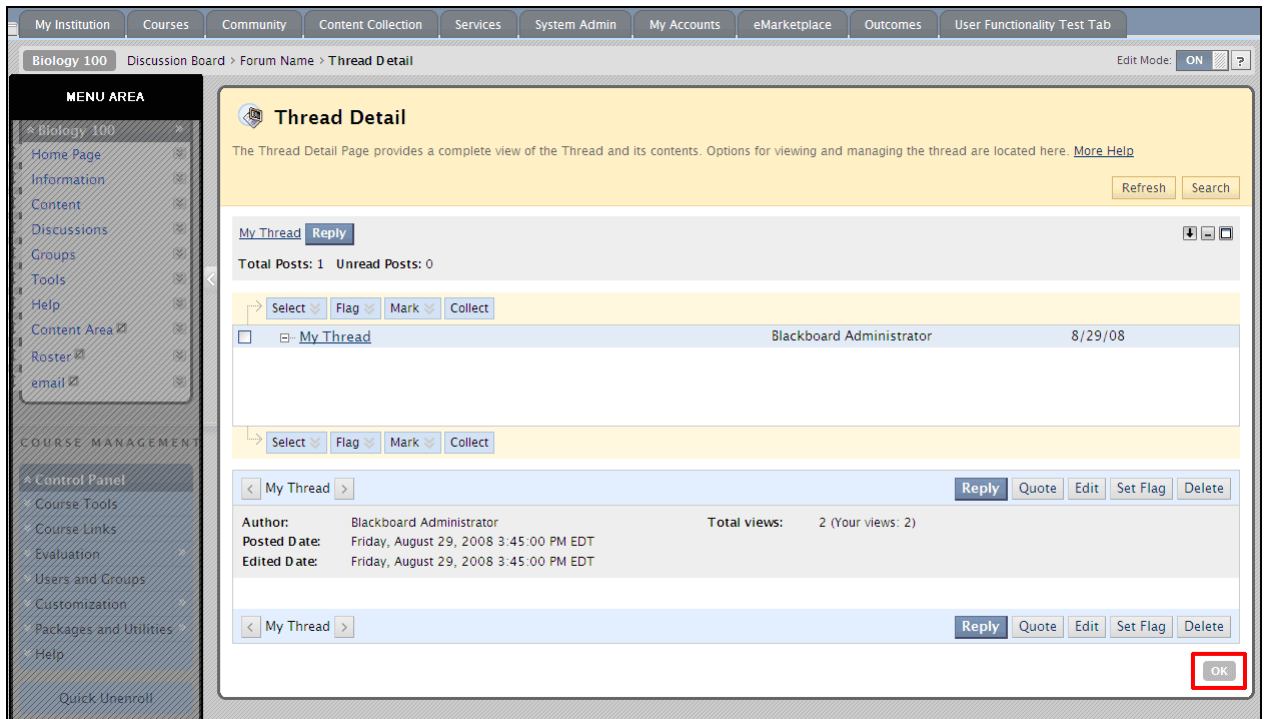
When equivalent navigation exists as a menu item, then the "OK" button should not be used. For example, consider the following:

Course Name > Control Panel > Tests, Surveys, and Pools > Test Manager

- Although this page lives at the 3rd level, this page **would not** have an "OK" button because the user can access the parent page using the control panel menu.

## Example

### OK BUTTON – DISCUSSION BOARD THREAD DETAIL



The screenshot displays the Blackboard interface for a discussion board thread. The top navigation bar includes links like 'My Institution', 'Courses', 'Community', etc. The left sidebar contains a 'MENU AREA' with options like 'Home Page', 'Information', 'Content', etc. The main content area is titled 'Thread Detail' and shows a thread by 'Blackboard Administrator' dated '8/29/08'. The thread details include 'Author', 'Posted Date', 'Edited Date', and 'Total views'. At the bottom right of the thread details, there is an 'OK' button highlighted with a red box.

## JSP Tag

bbNG: okButton

## Open in New Window

---

### Where it Appears

As a control on the object (see maximizing information below), or not at all (see navigation information below).

### When to Use It

- When maximizing the content that is already loaded to its own window (such as a module in the portal), the functionality should be independently provided - such as an icon labeled "Open in new window".
- When navigating to something that stands alone (such as an external link in a course created by the instructor and set to open in a new window, or such as a 360 View), no indicator is provided, but the alt text should describe that the link will open in a new window.

### What Happens

#### Maximizing Content

- Before - user sees content and button indicator
- During - user clicks "open in new window" button
- After - the new window opens with the same content; the user can close the window using the browser close option (no OK or Close type of feature is provided)

#### Navigating

- Before - user sees a link
- During - user clicks link
- After – link is loaded in new window

### Exceptions

When opening in a new window for the purpose of Printing, see that behavior information.

### Text Considerations

Alt text format = "(name of thing such as the module name or name of link) will open in a new window."

## Print

---

### Where it Appears

Print is not an UI element, only a behavior provided by the browser. However, users need a formatted view for use cases that include the user wanting to take information from the screen to paper. In those cases, the feature should provide a formatted view of the data, and then allow the user to print from the browser.

### When to Use It

When the user of the feature would benefit from taking a paper copy of the data with them.

### What Happens

The formatted view should Open in New Window WHICH INCLUDES:

- The File menu of the browser, but no other menus, so that they do not confuse the window of main navigation.
- The recommended size for the new window in this particular type of scenario is 800x600 pixels (but should be evaluated per feature).
- No navigation or functionality should be provided on the formatted view by default.
- A Print button (in the Primary style) which is OUTSIDE of the actual content that is printed should appear near the top of the page. The print button will NOT print on paper, but it calls for the local printer dialog.

### Exceptions

Note: the Grade Center progress report currently does not open in the new window correctly, and shows the print button. The 360 View is missing the File menu.

### Text Considerations

The print button should be called "Print."

## Processing Message

---

### Where it Appears

- On an entire page
- On an area of the page
- In a field

### When to Use It

This should not be a generalized behavior, but only used when performance metrics necessitates this behavior (i.e., when the user's task will result in expected system latency).

- Loading an area on a page - if a visually separated area of the screen is loading independently from the rest of the screen, then display the message in the center of the area being loaded.
- Loading the entire page - If the entire page needs to process before the next screen can be rendered, then display the loading message in the center of the entire page.
- Saving on the page
  - A field - if this saving of data is the independent of any other potential saving of data on the page then use the message just on or beside this field. If the field is bound by other data (example Grade Center grid) then display the message inside the field. If not, do not cover the user's data, but rather display the message to the right of the field.
  - Area - if a visually separated area of the screen is saving independently from the rest of the screen, then display the message in the center of the area being loaded.
- Saving the entire page
  - If the entire page needs to save before the next screen can be rendered, then display the saving message in the center of the entire page.

### What Happens

The field, area or page displays the message to the user.

#### Examples of when to use Saving (note: the user has input data)

- user commits new data in a Grade Center grid cell
- committing a new version of a distribution list

#### Examples of when to use Loading

- asynchronous module loading
- page loads
- course menu loading

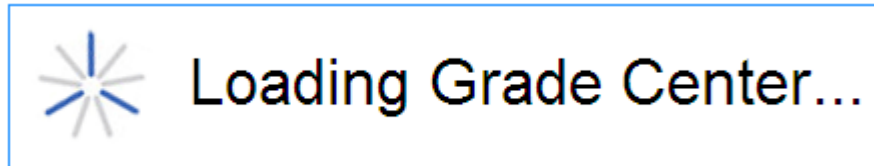
- Grade Center grid loading

## Exceptions

None at this time.

## Example

PROCESSING MESSAGE: GRADE CENTER



## Text Considerations

- "Loading..."
- "Saving..."
- Alt text = please wait.

## Remove from View

---

### Where it Appears

In the same location as other actions on that page - see Contextual Actions.

### When to Use It

When a user is looking at a list of objects that are owned by something else, and they want to remove it from their list, but not from the system. For example, when a user wants to remove a portfolio that someone else shared to them - it is in their list of Received Portfolios and they no longer care about it showing up there. In that example, the user doesn't even have permission to remove the portfolio, but even if they did, they should be provided with that functionality in the location where they manage portfolios, not here. If a shortcut is provided, the options should be distinct - Remove from View and Delete are separate and different behaviors.

### What Happens

- Before: the user sees an item listed
- During:
  - The user selects the remove from view Contextual Actions
  - The user is presented with a warning message that points to that item (similar to Delete) that warns the user of what they are doing. OK continues the action; Cancel does nothing.
- After: a confirmation is provided to the user of their action; the item is no longer listed; the item still exists.

### Exceptions

None at this time.

### Text Considerations

- The option should be: "Remove from view"
- Warning should be: "This will remove (name of thing) from this view, but it will not be permanently deleted."
- The confirmation should be: "(name of thing) was removed from this view, but was not permanently deleted."



## Session Expiration

---

### Where it Appears

N/A

### When to Use It

No need to specify this for a feature - this is just a system behavior.

### What Happens

- User is logged in, with some page loaded on the screen
- Administrative setting for session expiration time has lapsed
- User clicks anywhere in the product
- Login/gateway page is loaded, even if Portal Direct Entry is enabled, with an Inline Confirmation - Page Level failure message (loaded on the login page)
- User authenticates
- Page that user was navigating to when the session timed out is loaded

### Exceptions

None at this time.

### Text Considerations

Failure message = "You have been logged out due to inactivity. Please sign in to continue."

## Sort

---

### Where it Appears

Users are allowed to sort at the top of a column in an Inventory List Page unless prevented due to specific functionality.

### When to Use It

- Allow users to sort whenever possible.
- Do not allow users to sort if the data in the column was built by a VTBE because it will technically sort by the first character in the field which is likely a non-visible html element, making the sort appear to malfunction.
- If a list is reorderable, it should not be sortable.

### What Happens

- The "primary" (according to feature specification) column should be sorted by default when the page loads in ascending order (A-Z) for names and descending order (Z-A) for date/time.
- The column that is sorted should have an arrow pointed down when descending and up when ascending.
- The arrow should be just to the right of the column title and fit within the visual boundaries of the column and the column header is highlighted visually
- The title of any sortable column should be underlined and clickable
- The user clicks the title of the column to sort (ascending/descending depends on type of column - e.g., name/date) and clicks again to reverse the sort

### Text Considerations

For columns with icon-only "content" we want to follow the following standard. These do not apply to columns with checkboxes or textual content, or a mix of text & graphics.

1. If the column content could be either an icon or no icon, put the icon itself in the column header, with sensible alt text (e.g., "Attached File").
2. If the column content could be one of two icons (optionally empty), use a visible text column header (e.g., "Status" for the read/unread icon column).
3. If the column content could be more than two different icons (optionally empty), use a visible text column header AND provide a legend.

### Accessibility Notes

Column headers that do not include visible text (e.g., text consideration #1) can be 'invisible' in the regular browser but still readable by screen readers using sensible alt text for screen readers.

## JSP Tag

bbNG:inventoryList

bbNG:listElement

## Tab Navigation

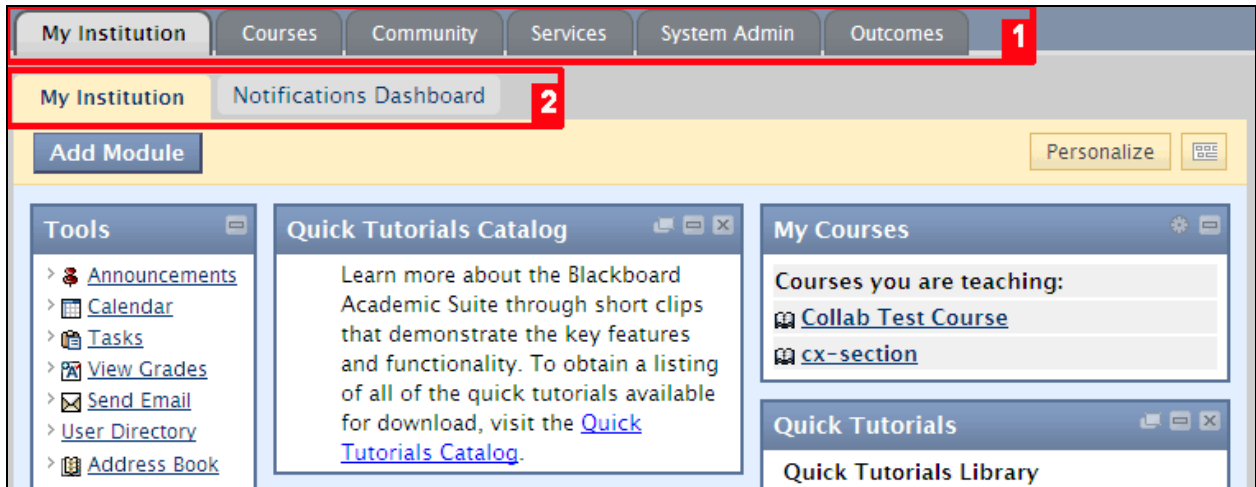
What	Where	Example	When to Use	How it Happens
Navigation Tabs	Top frame	Top application frame only	Full application only	Clicking the tab will exit whatever state the user is in, not save/submit data, will make the clicked tab active and will load tab content.
Second Row of Tabs	Under a single main tab	On a portal tab	Portal only	Clicking a sub tab will keep the main tab active and make the clicked tab also active, and will load the contents of the sub tab under it. There is no data save/submission action.

What	Where	Example	When to Use	How it Happens
Tabbed division of a single action	Between the submission actions and the data collection form	Branding a domain	Use this behavior when the task requires a lot of data collection that is all related but is too much to consume one page, especially if a selection on one tab (or subset of data) would impact the selections available on the next tab (or next subset of data). The tabs are under the submission buttons so that the user knows all data in all of the tabs are being submitted.	Clicking a tab will show the active options under that tab, but does not submit or lose any data on any of the tabs. As the user navigates between tabs, the system maintains the last selection by the user on all tabs. Until the user clicks Save/Submit (depends on the feature if both are offered) the changes are not stored. Cancel will cancel out all options on all tabs.

What	Where	Example	When to Use	How it Happens
Tabbed navigation between multiple related activities	Between the page header and the submission actions	Editing an outcomes portfolio	Use this behavior when the task requires multiple stages of development, and each stage is a different type of activity for the user. Putting them together in sequence makes it more logical for the user so that they understand the relationship between the various activities within the overall task. The tabs are above the page actions and the page submission buttons so that the user can see that what is being submitted only applies to the page they are viewing.	If the tab is displaying a data collection page and the form includes unsaved data, clicking another tab prompts the user to invite them to save their changes before navigating. If the form has no unsaved data, or the tab is another type of page (such as a design canvas) the clicked tab will load. In both cases (user chooses to save and navigate, or user does not have to save) an inline confirmation is displayed, and the clicked tab loads. If the previous tab is missing required data, the user is informed via a JavaScript alert is not navigated to the selected tab. Clicking Submit/Save/Cancel/etc only applies to the visible tab/page.

#### Examples

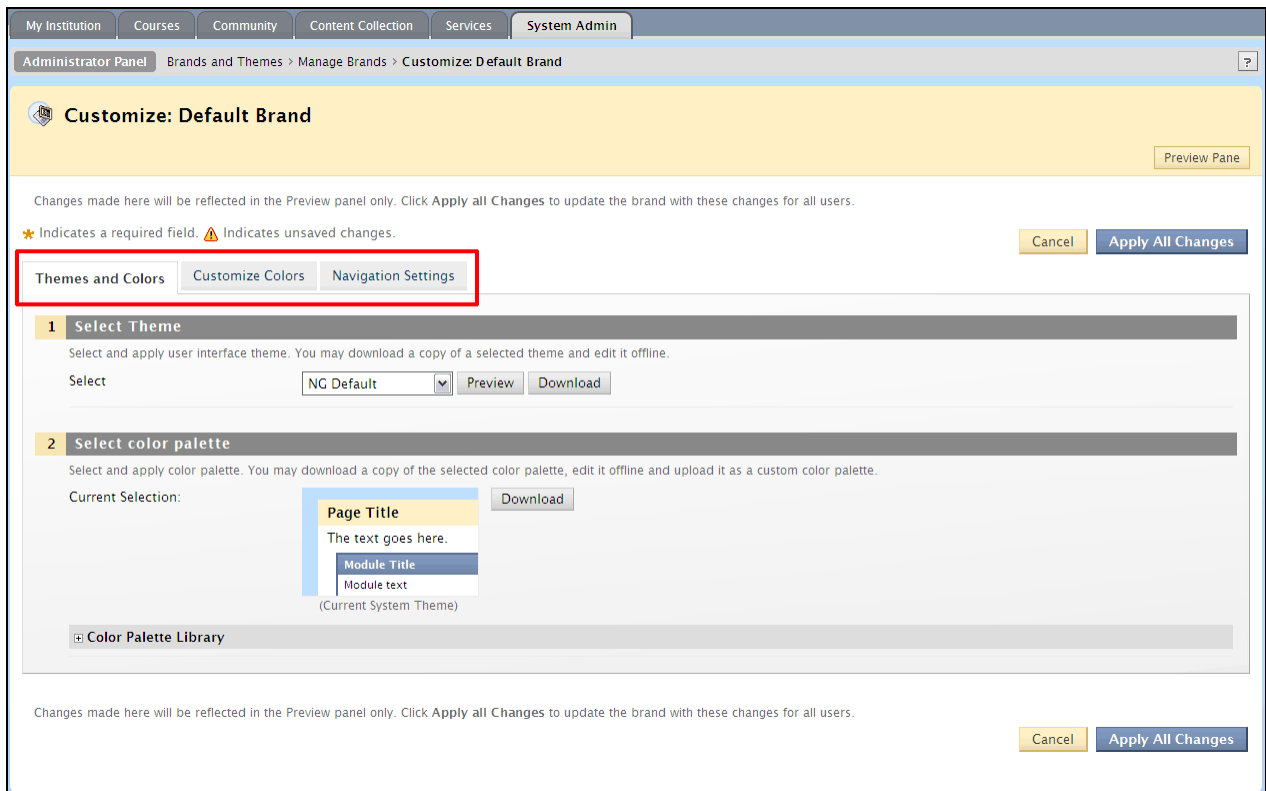
## NAVIGATION TABS AND SECOND ROW OF TABS



### Key:

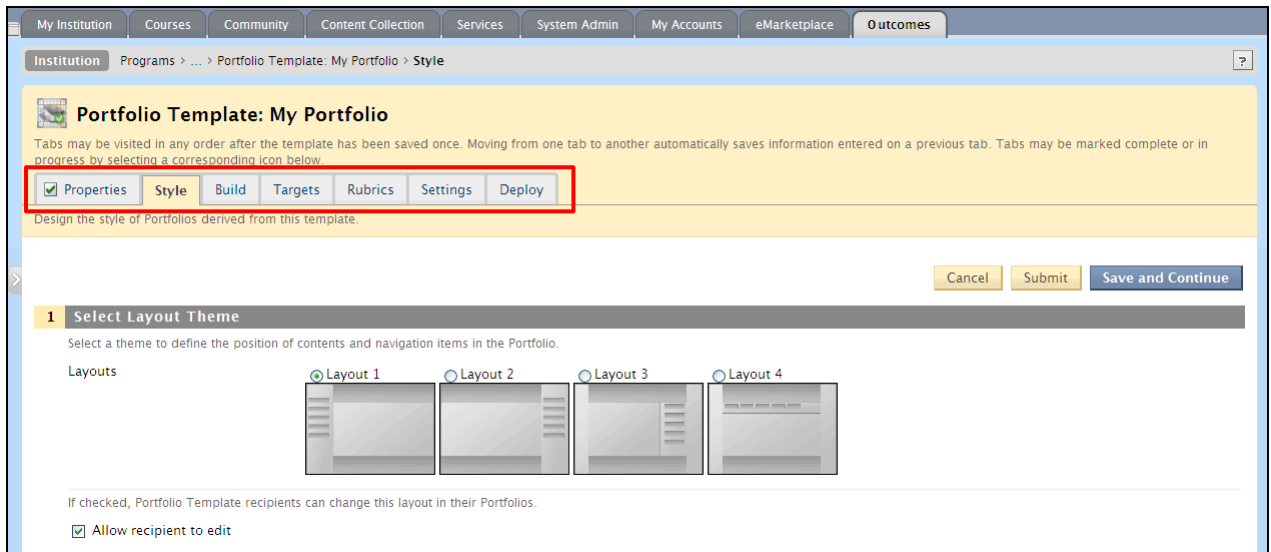
1. Navigation Tabs
2. Second Row of Tabs

## TABBED DIVISION OF A SINGLE ACTION – BRAND CUSTOMIZATION



(Note that the primary button does not say Submit and is specific to this feature example)

## TABBED NAVIGATION BETWEEN MULTIPLE RELATED ACTIVITIES



The screenshot shows the Blackboard interface for editing a portfolio template. At the top, a navigation bar includes links for 'My Institution', 'Courses', 'Community', 'Content Collection', 'Services', 'System Admin', 'My Accounts', 'eMarketplace', and 'Outcomes'. Below this, a breadcrumb trail reads 'Institution > Programs > ... > Portfolio Template: My Portfolio > Style'. The main heading is 'Portfolio Template: My Portfolio'. A sub-header explains: 'Tabs may be visited in any order after the template has been saved once. Moving from one tab to another automatically saves information entered on a previous tab. Tabs may be marked complete or in progress by selecting a corresponding icon below'. Below this is a row of tabs: 'Properties' (checked), 'Style' (selected), 'Build', 'Targets', 'Rubrics', 'Settings', and 'Deploy'. A red rectangle highlights this row. Below the tabs, the text says 'Design the style of Portfolios derived from this template.' On the right side of the page are buttons for 'Cancel', 'Submit', and 'Save and Continue'. The main content area is titled '1 Select Layout Theme' and instructs the user to 'Select a theme to define the position of contents and navigation items in the Portfolio.' It lists four layouts: 'Layout 1', 'Layout 2', 'Layout 3', and 'Layout 4', each with a corresponding thumbnail image. At the bottom, there is a checkbox labeled 'Allow recipient to edit' which is checked.

### Exceptions

None at this time.

### Text Considerations

None at this time.