

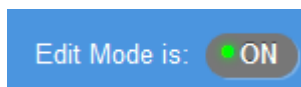
# Adding Course Content

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Blackboard provides many options for creating content and you can create many different content types in your course areas. Advance planning of the items to include in course areas can save you time and create a more organized final product. Consider your course goals, objectives, and audience demographics. Review your existing materials to determine what you can use online. Consider outlining or storyboarding a Content Area, Learning Module, Lesson Plan, or folder before creating content to create a logical organization.

## Edit Mode:

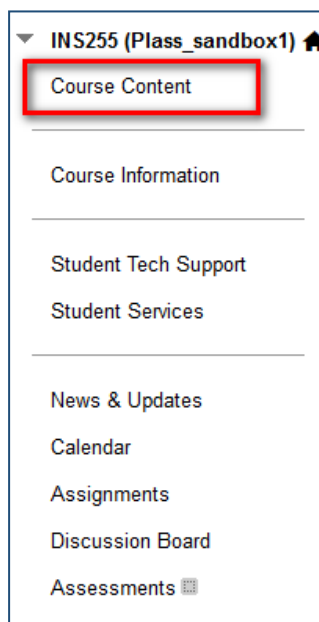
In order to add content to a [Content Area](#) in a Blackboard course site, you need to enter the edit mode of your course. The edit mode is located on the top right side of your screen.



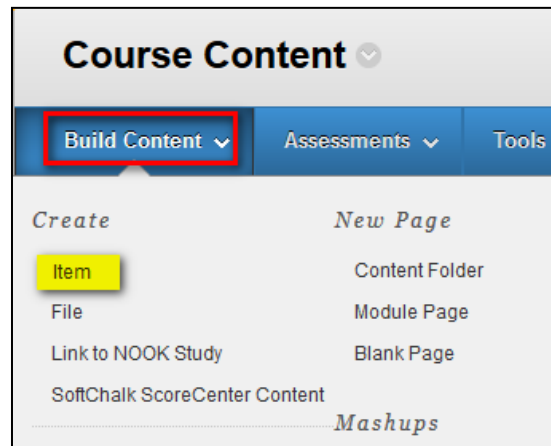
The edit mode must be "ON" in order to edit the materials on your Blackboard course.

## Adding an Item:

1. Make sure that the edit mode of your course is ON
2. In your course menu on the left, select the area where you want to post your content. For example [Course Content](#)



- On the action bar, point to **Build Content** to access the drop-down list.
- Select Item.



- On the Create Item page, type a Name for the item.
- In the Text box, type instructions or a description. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.
- In the Attachments section, you can attach additional files. Type names for the attached files or if not, the file names are used. To upload a file from your computer, click Browse My Computer.

**CONTENT INFORMATION**

Name  ← Type a name for your item here

Color of Name █ Black

Text

*In the Text box, type instructions or a description* ←

Path: p Words: 0

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**ATTACHMENTS**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer Browse Content Collection ← To upload and attach a file from your computer, click Browse My Computer

**Please Note:** Filenames MUST not contain spaces or special characters and must not be more than 18 characters.



8. Select Options for the item.
  - Select Yes to Permit Users to View this Content.
  - Select Yes to Track Number of Views.



For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** checkboxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

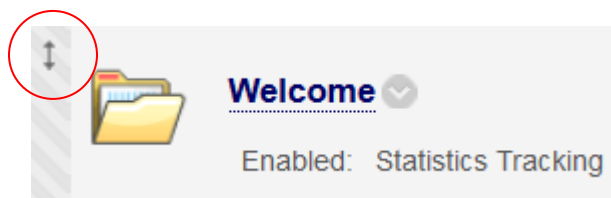
Select Date and Time Restrictions  Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

9. Click [Submit](#).

10. New items are added at the bottom of the list but you can change the order that an item appears. Click on the arrow to the left of its name and drag it up or down depending on the order in which you would the links to be.

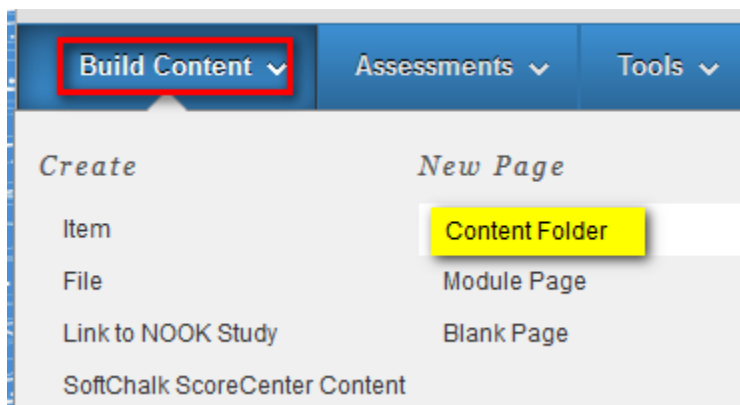


## Creating Folders:

Folders allow content to be structured with a hierarchy or categories, for example by week, chapter, or topic. Creating folders to keep all chapter or unit readings, assignments, and relevant links will make it easier for your students to find them.

To add a folder in a content area:

1. Make sure that the edit mode of your course is ON
2. Click [Build Content](#) and a drop down menu will appear. Click [Content Folder](#) under the [Create](#) column.



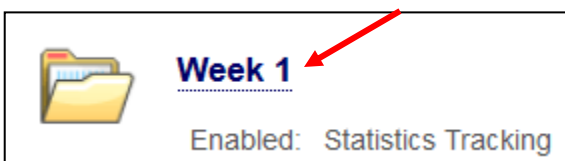
3. In the [Name](#) field, type the name for the folder, for example Week 1

### CONTENT FOLDER INFORMATION

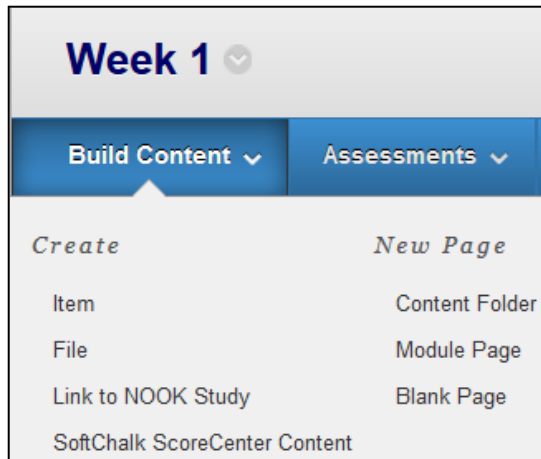
\* Name

Color of Name  Black

4. In the [Text](#) field, you can add a short description of what the folder contains.
5. Scroll down and click [Submit](#). You will then be returned to the [Content Area](#) where you can view the folder that you created.
6. Click the folder's name to enter the folder.



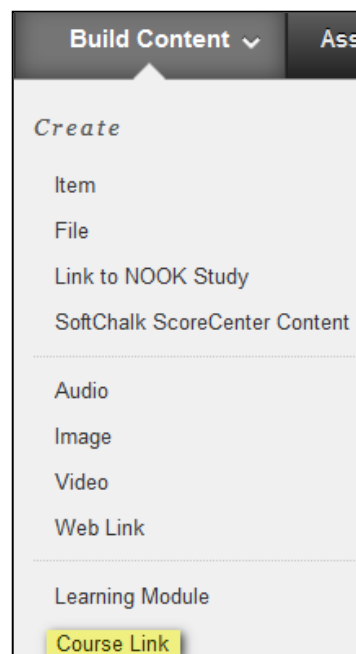
7. Once you are in the folder, you can add content to the folders from the content bars above.



### Adding Course Links:

Course links are links to other areas of your Blackboard course. Course links allow you to place a link within one part of your Blackboard course, which when clicked on by a student will take them to any other part of your Blackboard course that you have chosen. Course links can be useful for referring students to other areas of your course. For example next to some slides in a folder within Course Documents you could place a link to a discussion forum and ask students to discuss points raised in the lecture notes.

1. Make sure that the edit mode of your course is ON
2. Click **Build Content** and a drop down menu will appear. Click **Course Link** under the **Create** column.



- Where it says **Choose Item**, browse for the area in the course to where you want to link. Make sure pop-ups are enabled as a new window with your course content files will open.

\* Indicates a required field.

**COURSE LINK INFORMATION**

\* Choose Item

\* Name

\* Location

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**COURSE LINK INFORMATION**

\* Choose Item

Item Name Discussion Boards

\* Name

\* Location

*This field will automatically populate after you make your selection*

- Click on **Submit** to save

### Adding External Links:

- Make sure that the edit mode of your course is ON
- Click **Build Content** and a drop down menu will appear. Click **Web Link** under the **Create** column.

**Build Content** Assessments Tools

Create	New Page
Item	Content Folder
File	Module Page
Link to NOOK Study	Blank Page
SoftChalk ScoreCenter Content	
	<b>Mashups</b>
Audio	Flickr Photo
Image	SlideShare Presentation
Video	YouTube Video
<b>Web Link</b>	xpLor Content
Learning Module	
Course Link	

3. In the **Create Web Link** page, enter the title of the web site in the **Name** field. In the **URL** field, type or copy the web address (e.g., <http://www.sunywcc.edu/academics/online-education/>). In the **Text** field, you can enter in a brief description of the site.

WEB LINK INFORMATION	
* Name	<input type="text" value="Online Education at WCC"/>
* URL	<input type="text" value="http://www.sunywcc.edu/academics/onlinir"/> <i>For example, <a href="http://www.myschool.edu/">http://www.myschool.edu/</a></i>

We recommend that you select **Yes** for the **Open in new window** option. Opening the web site in a new window makes the web address visible, allowing students to copy it and access the site outside the current Blackboard course.

Open in New Window	<input checked="" type="radio"/> Yes <input type="radio"/> No
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4. Click **Submit** and you will be returned to the **Content Area** where you will see the new item. The item name is a hyperlink to the external page. Clicking this link will open the webpage.