## Adding Content to a Course Site

Once content areas have been added to the course menu, an instructor can begin populating them with content. When a content area is selected from the course menu, instructors are presented with an action bar:

Add files, folders, URLs, multimedia links (images, audio, video, etc.), learning modules, and other content types

Add tests/quizzes, surveys, and assignments

Add communication and collaboration tools, other Blackboard tools

Search for and assign online textbooks that may be assigned to the course
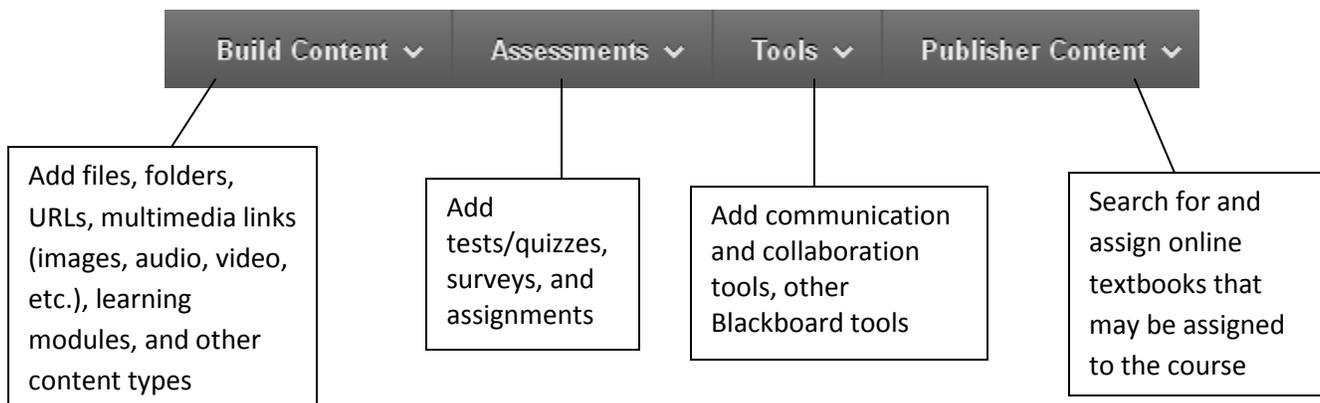
This set of instructions will concentrate on the **'Build Content'** part of the action bar.

Adding a File to a content area:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

2. From the course menu in the upper left, select the content area where you want to add the file. In this example, the content area 'Course Content' has been selected.

Course Menu
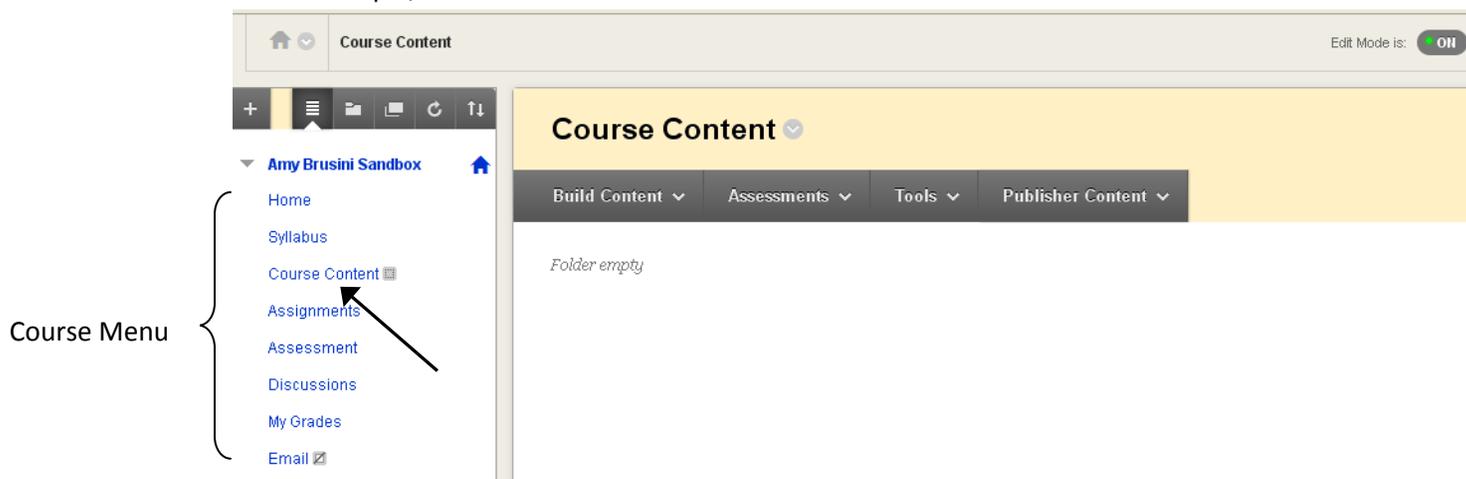
3. Click 'Build Content' and select 'File' or 'Item.' In this example, we'll select 'File.' (File allows you to attach one file. Item allows more than one file to be attached and also includes an HTML editor.)

Course Content ⌄

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ |

Create   *New Page*

Item   Content Folder

→ File   Module Page

SoftChalk ScoreCenter Content   Blank Page

Audio   *Mashups*

Image   Flickr Photo
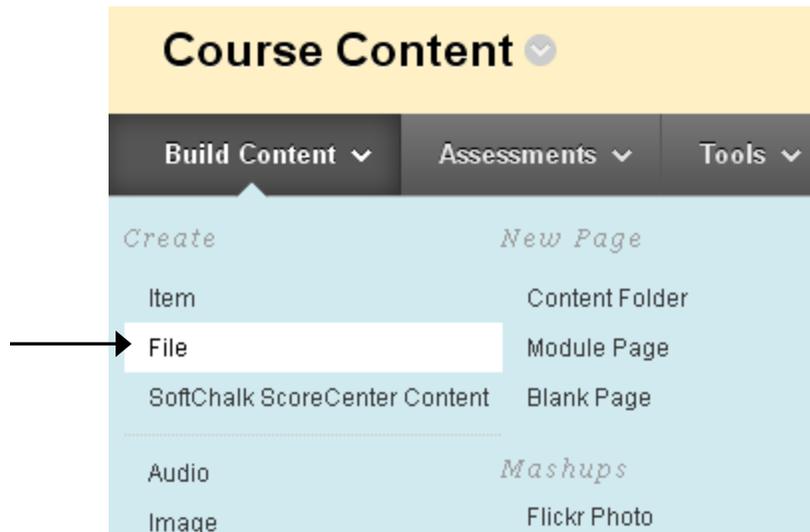
4. Fill in the information about the file to be added.

Step 1: Browse for the file either on your computer or in course files if it has already been uploaded to Blackboard's Content Collection. Give the file a name and choose whether to open it in a new window or not.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by c...
Name for the file and choose a Color for the text to appear in the list of content. Click **No** to
environment or **Yes** to display it as a separate piece of content with no Course page headi...

★ Find File   [Browse My Computer]   [Browse Content Collection]

Selected File   File Name   **class_session3.docx**
                   [Select a Different File]

✳ Name   [Lecture Notes 9/24]

Color of Name   [■ ⌄] Black

Open in New Window   ○ Yes ⊙ No

Add alignment to content ○ Yes ⊙ No

Step 2: Choose whether or not to allow users to view the file at this time and also track the number of views or not. Select date and time restrictions if desired. Click Submit.

2. Standard Options

Permit Users to View this Content   ⦿ Yes   ◯ No

Track Number of Views   ◯ Yes   ⦿ No

Select Date and Time Restrictions   ☑ Display After `09/24/2012` 📅 `08:00 AM` 🕐

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.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   **Submit**

5. The file should now be added to the content area. Click the link to open the file.

Success: Lecture Notes 9/24 created.

Course Content ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Publisher Content ⌄

Lecture Notes 9/24 ⬅

Adding a Folder to a content area:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

Edit Mode is: ⦿ **ON**

2. From the course menu in the upper left, select the area where you want to add the folder. In this example, the content area 'Course Content' has been selected.

Course Menu
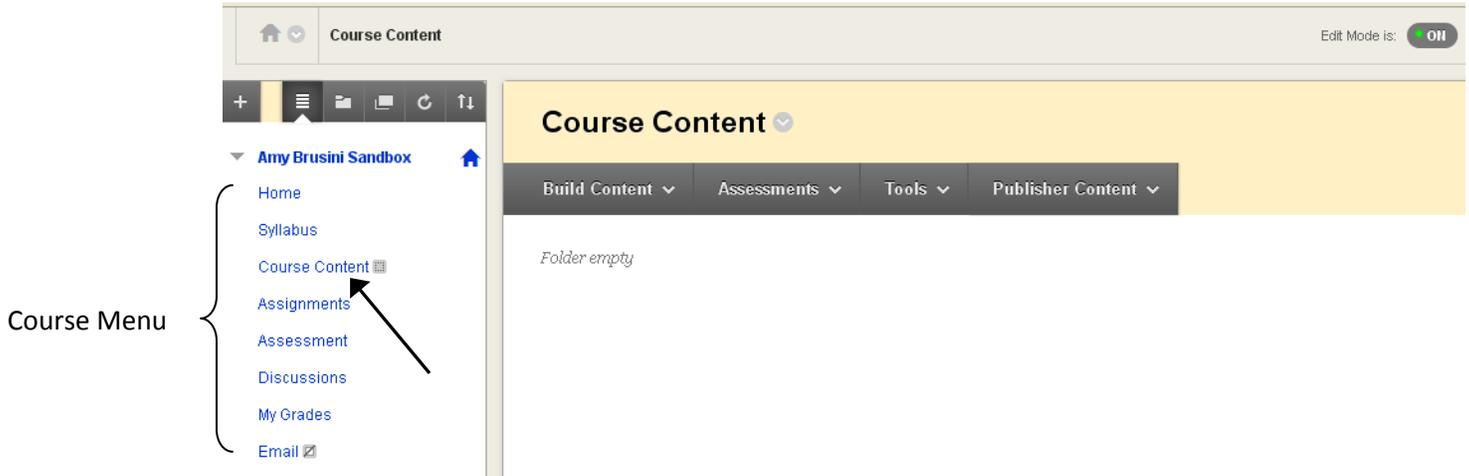
3. Click 'Build Content' and select 'Content Folder.'
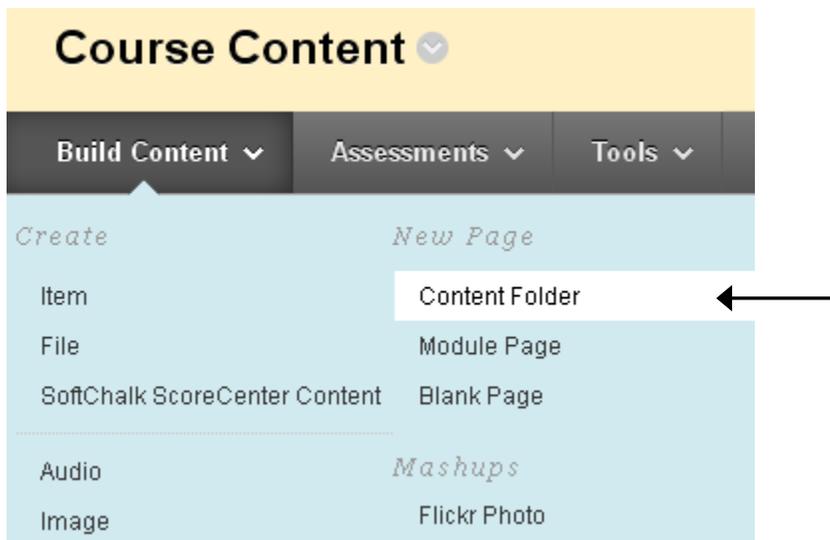
4. Fill in the information about the folder.

Step 1: Give the folder a name and use the text box to provide a short description, if desired.

Step 2: Choose whether or not to allow users to view the folder at this time and also track the number of views or not. Select date and time restrictions if desired. Click Submit.

2. 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.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit

5. The folder should now be added to the content area. Click on the name of the folder to add content to it.

Success: Weekly Readings created.   ⊗

Course Content ▾

Build Content ▾   Assessments ▾   Tools ▾   Publisher Content ▾   ↑↓

📁 **Weekly Readings**
This folder contains links to articles that you will be reading each week.

Adding a Web Link to a content area:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

    Edit Mode is: ⦿ ON

2. From the course menu in the upper left, select the area where you want to add the URL link. In this example, the content area 'Course Content' has been selected.

Course Menu
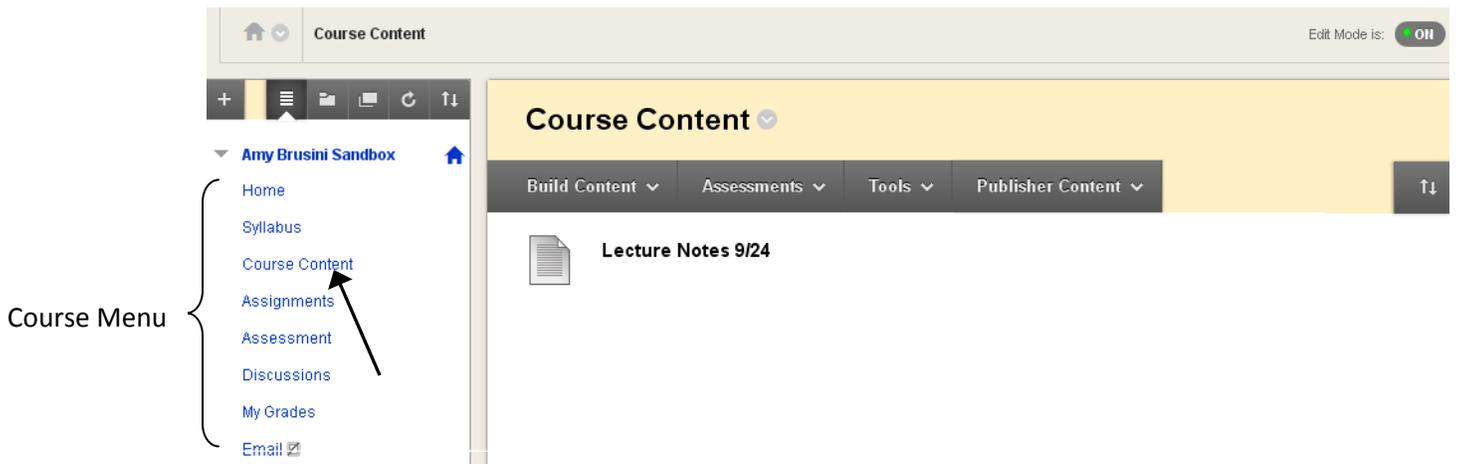
3. Click 'Build Content' and select 'Web Link.'
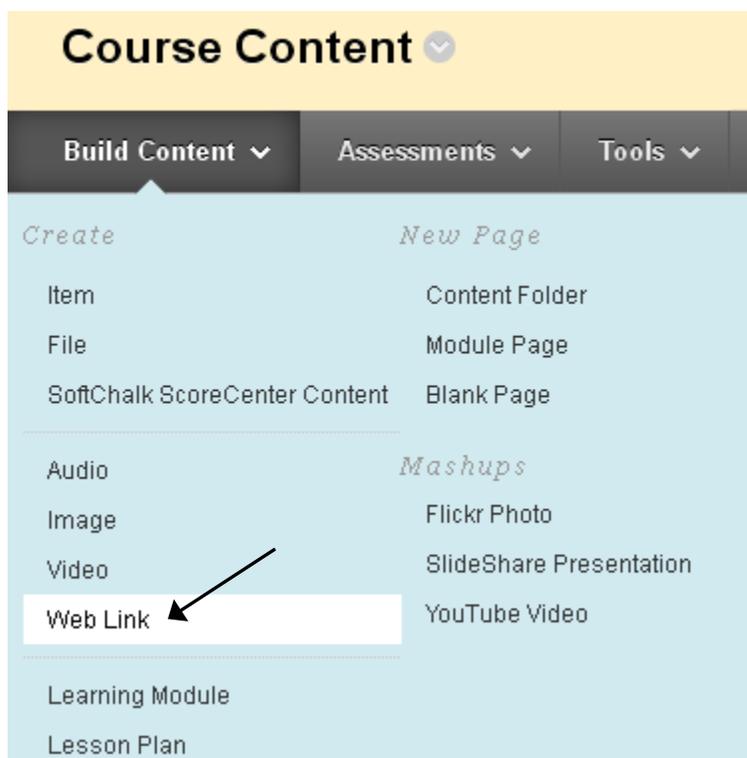

4. Fill in the information about the link to be added.

Step 1: Give the link a name and fill in the URL field. Use the text box to provide a short description, if desired.

1. Web Link Information

* Name: Google Maps

* URL: http://maps.google.com/

For example, http://www.myschool.edu/

☐ This link is to a Tool Provider. What's a Tool Provider?

2. Description

Text   Text Editor is: **ON**

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Use this link to locate the areas of the world that we will be studying this semester.

Step 2: Attach a file to the link if desired.

3. Attachments

*Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.*

Attach File   [Browse My Computer]   [Browse Content Collection]

Step 3: Choose whether or not to allow users to view the link at this time, open it in a new window, and also track the number of views or not. Select date and time restrictions if desired. Click Submit.

4. Options

Permit Users to View this Content	⦿ Yes ○ No	
Open in New Window	⦿ 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.

[Cancel]   [**Submit**]

5. The web link should now be added to the content area.

Adding a Course Link to a content area:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

2. From the course menu in the upper left, select the area where you want to add the link. In this example, the content area 'Course Content' has been selected.


3. Click 'Build Content' and select 'Course Link.'
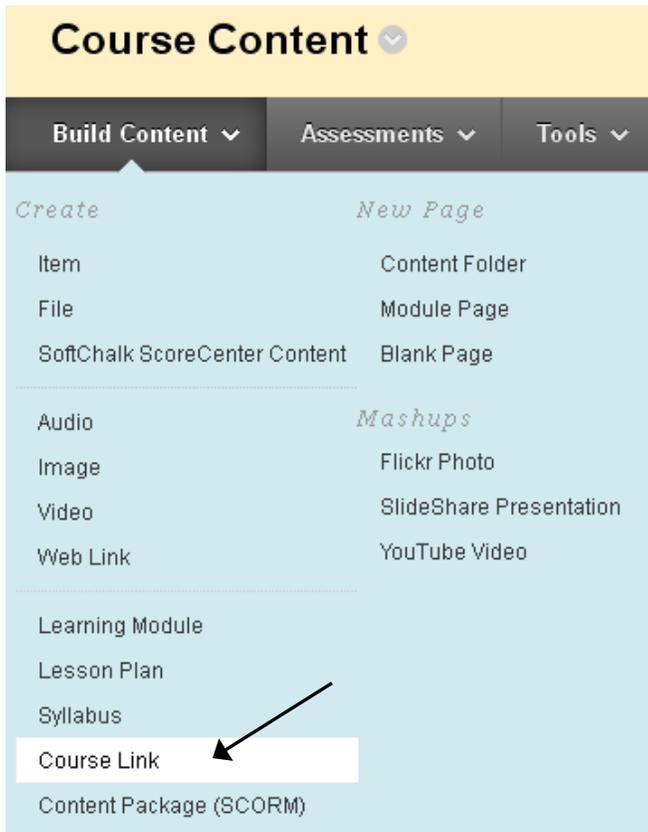
4. Fill in the information about the link to be added.

   Step 1: Click the 'Browse' button to bring up the course map window. Navigate within the course map and select the item to be linked.
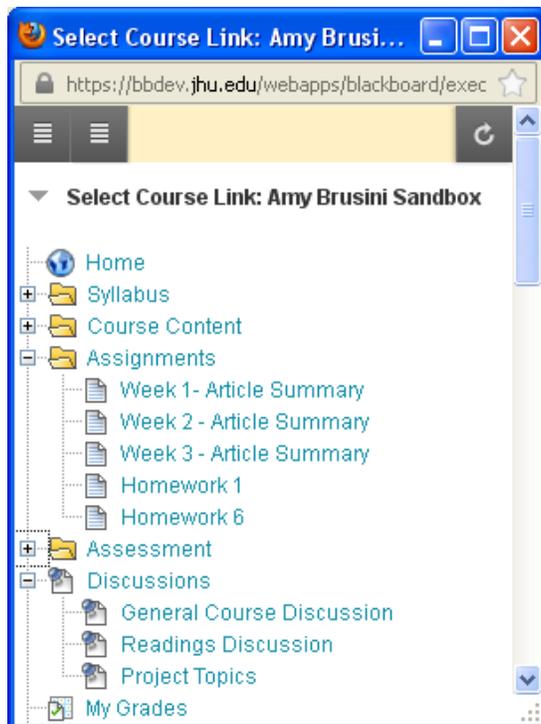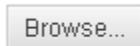
Course Map

Step 2: Once selected, the name of the item will appear in the 'Name' field, which can be edited. The path to the item will appear in the 'Location' field. Use the text box to provide a short description, if desired.

1. Course Link Information

✳ Choose Item	Browse...
Item Name	Readings Discussion
✳ Name	Readings Discussion ⬛ ⌄ Black
✳ Location	/Discussions/Readings Discussion
Description	Text Editor is: ● ON

Normal ⌄ 3 ⌄ Arial ⌄ | **B** *I* U abe | x₂ x² | ≡ ≡ ≡ | 🅑 🗐 | ⅓≣ ≣ 🛱
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Step 3: Choose whether or not to allow users to view the course link at this time and also track the number of views or not. Select date and time restrictions if desired. Click Submit.

2. 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.

Cancel   **Submit**

5. The course link should now be added to the content area.

Course Content ⌄

| Build Content ⌄ | Assessments ⌄ | Tools ⌄ | Publisher Content ⌄ |

Lecture Notes 9/24

Google Maps

Use this link to locate the areas of the world that we will be studying this semester.

Readings Discussion