

# Adding Course Content in Blackboard

Posting course materials on your Blackboard course site allows students to have access to them anytime and from a secure central location. You can post the course syllabus, articles, or lecture notes in many different file formats (i.e., as a MSWord document, a PowerPoint presentation, or a multimedia object). You can also create direct links to library resources or other online helpful resources. Posting course content to Blackboard saves you time and provides students unlimited access to your course materials to download or read at their leisure.

## Add Item

Add an item to a Content Area. In this example we have selected the **Course Materials** content area.

1. Click the **Control Panel** button.
2. Click on the content area of your choice. In this example we used **Course Materials**.
3. Click **+ Item**.



4. Complete the Add Item Page that displays:

### a) Content Information:

**Name** Type in a name for the item you are adding in this field.

**Text** Type a description for an item you will attach or type your text directly into the text box (e.g., to add instructions for an assignment you wish to post without attaching a file and skip the **attach a local file** section. )

### b) Content

#### Attach a Local File

Click the **browse** button to locate the desired document file. Select the file and click **open**. When you attach the file to the item a link to the file automatically appears under the document title.

**Warning:** Filenames not should contain spaces or special characters. You can use underscores in the string of a file name( e.g., Syllabus\_Spring\_09).

**2 Content**

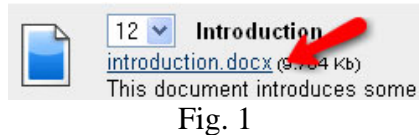
Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file  **Browse...**

Name of Link to File

Special Action

**Name of Link to File** option allows you rename the link to the attached file. In figure 1 below a link appears to the file (introduction.docx); in figure 2 the link has been rename to Course Introduction (Microsoft Word document).



**Special Actions** option allows users to select the behavior of files attached to an item. The default is set to **Create a Link to this File**.

**Create a link to this file** option creates a link to a document you have attached to the item.

**Display media within page** option embed certain kinds of media within the page itself instead of creating a link. You can display an image for example by selecting this option. The image file will not appear in the **Currently attached Files** field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor.

**Note:** If the file format is not one of the supported digital media formats, the **Display media file within the page** feature will default to the **Create a link to this file** feature.

**Unpackage this file** alerts the system that the file is archived and must be unarchived before displaying. Use this feature to unpackage zipped HTML files.

**c) Options**

The **Options** area has a few settings that allow you to control when and whether or not students can view the item. You can also elect to track how many times the document has been viewed.

**3 Options**

Make the content available  Yes  No

Track number of views  Yes  No

Choose date and time restrictions  Display After  Display Until

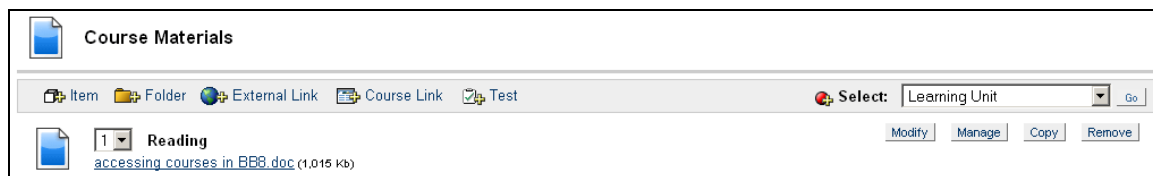
Dec 12 2008 12 35 PM Dec 12 2008 12 35 PM

d) Click **Submit** when you are finished setting your options.



5. Please click **OK** when you receive the receipt to complete the process.

6. You return to the **Course Materials** page containing links to all of the documents you have uploaded. If you would like to view a link that you have just uploaded, click on the link below the name to view the file. New items are added to the bottom of the list however you can change the order that an item appears.



## Creating Folders

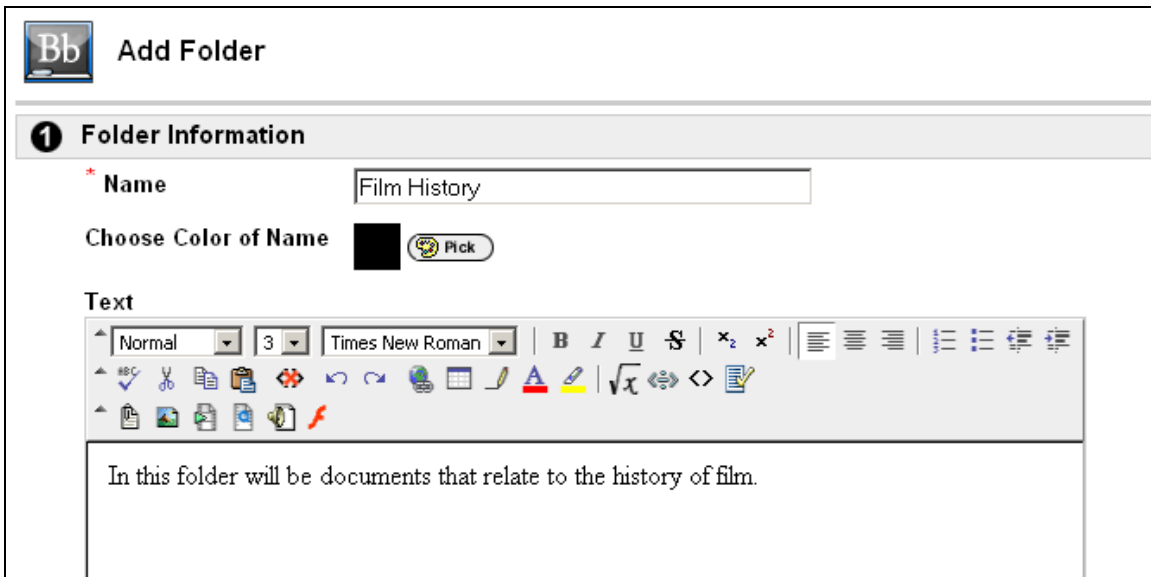
Folders allow you to organize and present course content in many different ways, by week by chapters or by topic. Creating folders to keep all chapter or unit readings, assignments, relevant links, will make it easier for your students to find them.

To add a folder in a content area:

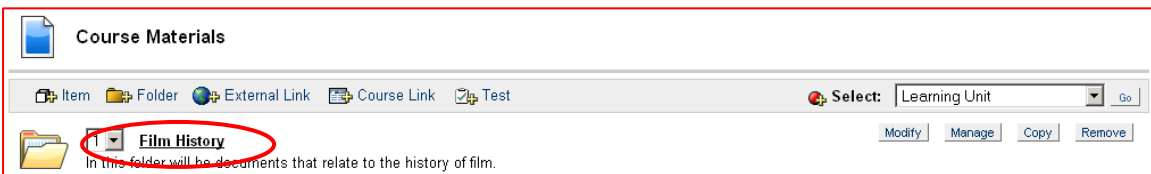
1. Click on the **Control Panel** button.
2. From the **Content Areas** section, select the content area you wish to put your materials. In the example below the content area selected is **Course Materials**.



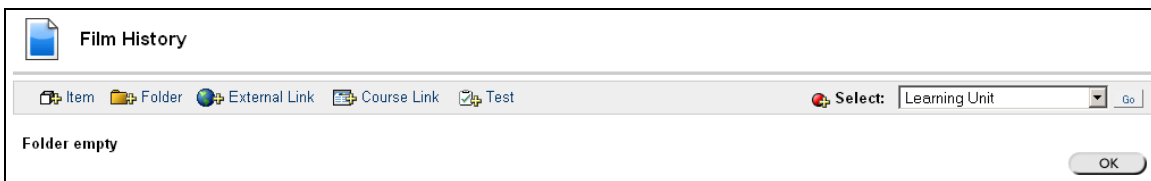
3. Click **+ Folder**.
4. In the **Name** field, type the name for the folder (e.g., Unit 1, Topic: Film History).



5. In the **Text** field you can add a short description of what the folder contains.
6. Click **Submit**. A new page will appear indicating that the item has been added. Click **Ok** to return to the **Content Area**, to you view the folder that you created.
7. Click the folder's title to enter the folder.

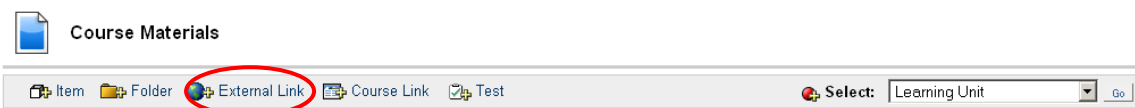


8. Once you are in the folder you can add items to the folders from the action bar menu.



## Add an External Link

1. Go to the **Control Panel** then Click on **Course Materials**.
2. Select the **+ External Link** button.



3. In the **Add External Link** page enter the title of the first web site in the **Name** field. In the **URL** field, type or copy the web address (e.g., <http://hunter.cuny.edu>). In the **Text** field, you can type in a brief description of the site. The **Open in new windows** option is set to **No** by default. We recommend that you change this to **Yes**.

**3 Options**

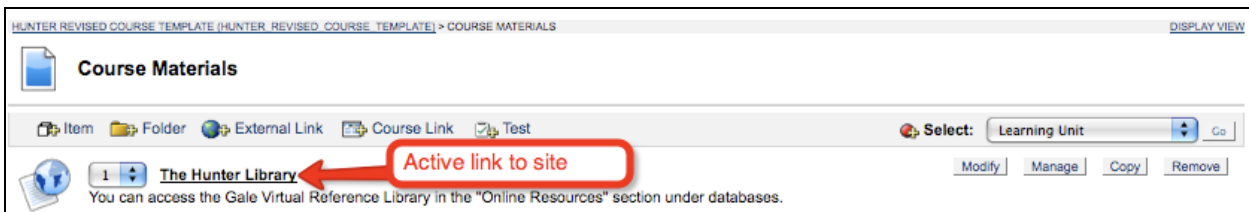
**Make the content available**  Yes  No

**Open in new window**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**  Display After  Display Until

4. Click **Submit** and then click **OK** to return to the **Content Area** where you will see the new item. The item name is a hyperlink to the external page. Clicking on this link will open the webpage in a new window.



### Other items on the menu:

+ **Course Link** allows you to add links to other sections of your Blackboard course site such as the discussion board.

+ **Test item** allows you to deploy a quiz created in the Blackboard test manager.

+ **Select** allows you to add more content types such as a blog, a wiki, a SafeAssignment, and much more. Click on the **Select** drop-down menu and then click the **Go** button.

