

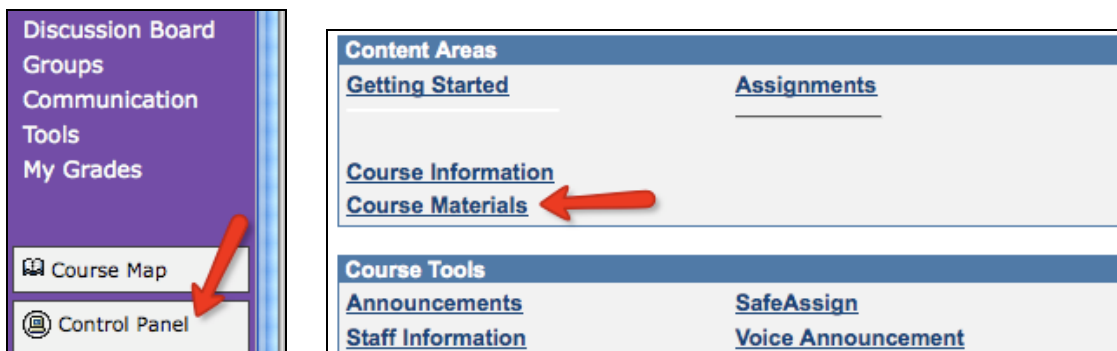
# Adding Course Content

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 helpful online 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.

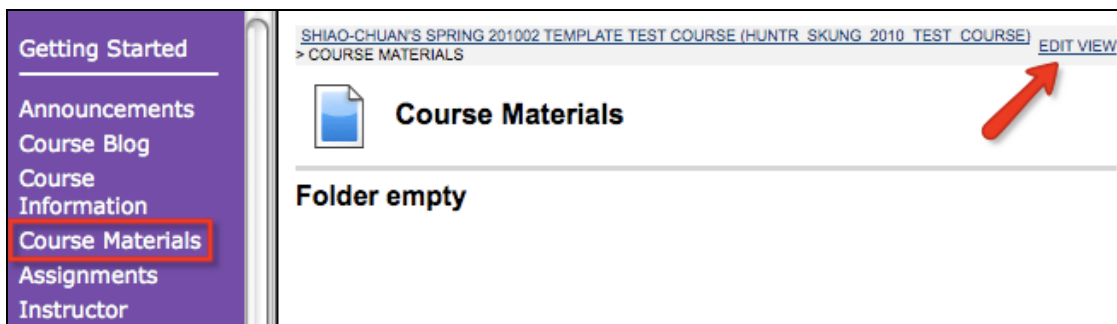
## Entering the Edit Mode

In order to add content to a **Content Area** in a Blackboard course site, you need to enter the edit mode. There are two ways to enter the edit mode—through the **Control Panel** and by clicking on the **EDIT VIEW** link. In this example, we will illustrate both methods using the **Content Area** named **Course Materials**.

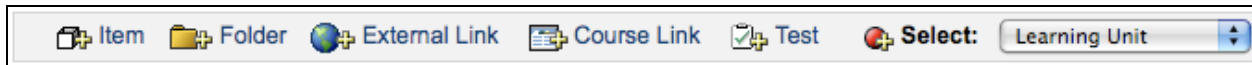
- To enter the edit mode through the **Control Panel**, click on **Control Panel** and select **Course Materials**.



- To enter the edit mode through the **EDIT VIEW** link, click on **Course Materials** from the navigation menu. Then, click **EDIT VIEW** on the upper right hand corner of the screen.

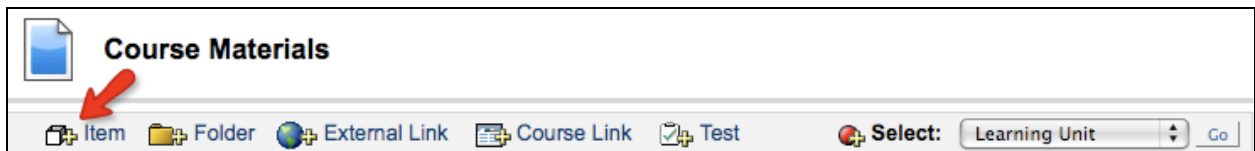


Once you enter the edit mode of a content area, you will see a tool bar showing the content types that can be added. We will discuss them in the order that they appear from left to right.



## Adding Items

1. Enter the edit mode of a **Content Area**.
2. Click **+ Item**.



3. Complete the **Add Item** page that displays:

- 1) **Content Information**

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

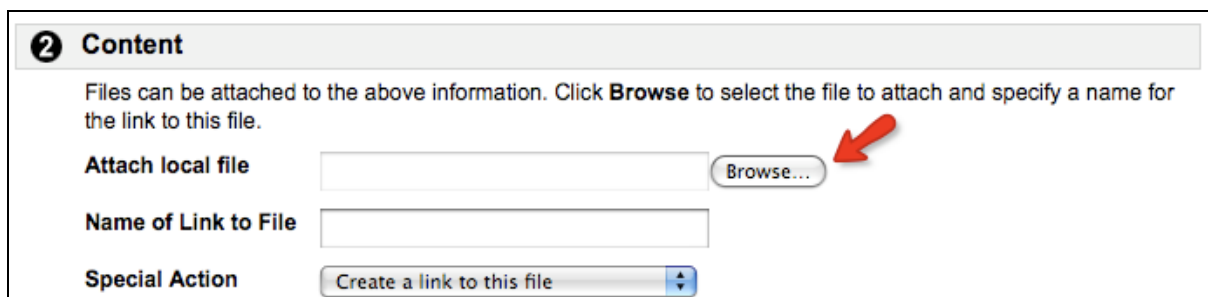
**Text** In this optional field, you can type a short description for the item.

- 2) **Content**

**Attach a Local File** Click the **Browse** button to locate the desired file. Select the file and click **open**. When you attach a file to an item, the file name becomes the visible link to open it.

**NOTE:** Uncompressed video and image files as well as documents scanned as image files tend to have large file sizes. If the file that you attaching is larger than 15 MB, you should attempt to reduce its size to facilitate its upload and download. Should you need help, email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.

**Warning:**  
We strongly recommend that you do NOT enter large amounts of text, attach files or copy and paste text from Word in the **Text** area. This causes a host of problems which are addressed the forthcoming document *Using the Text Editor*.



**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**

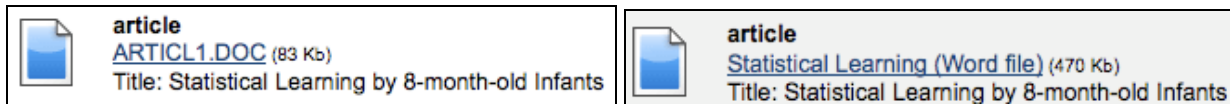
**Name of Link to File**

**Special Action**

**Warning:**

Filenames MUST not contain spaces or special characters as they can cause problems when they are being retrieved. You can use underscores in the string of a file name (e.g., Syllabus\_Spring\_09).

The **Name of Link to File** is an option and allows you rename the link to the attached file. In the image on the left below, the link is the name of the file “ARTICL1.DOC”. In the image on the right, the link has been renamed to “Statistical Learning (Word file)”.

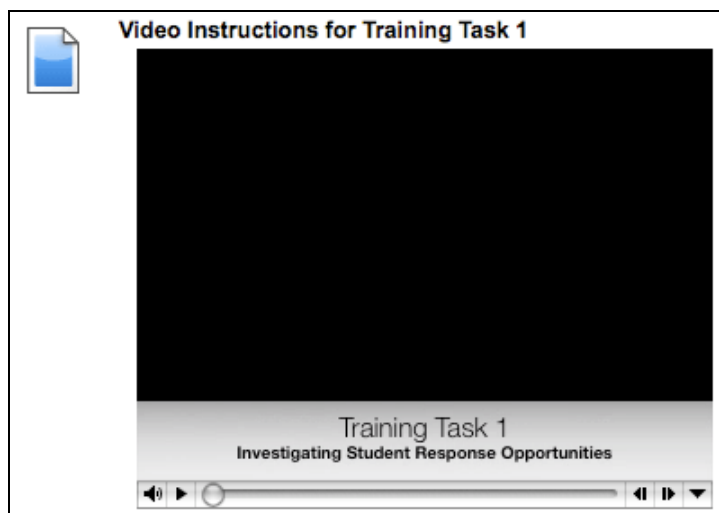


The **Special Actions** option allows you to select the behavior of files attached to an item.

The default is set to **Create a Link to this File**.

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

The **Display media within page** option embeds certain kinds of media within the page itself instead of creating a link. For example, you can display an image (in .jpg or .png format), an audio file (in .mp3 format) or a video (in .mov format) by selecting this option. An Embedded Media Information screen will appear allowing you to choose settings such as the alignment, width, and height and to enter “Alt Text”.

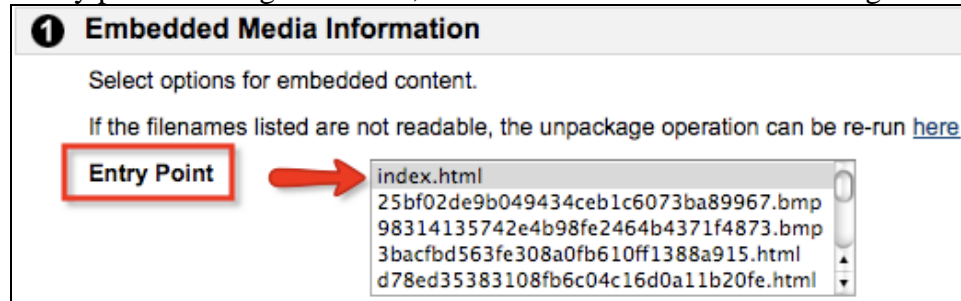


**What is “alt text”?**

“Alt text” is what appears as a replacement of an image when the image cannot be displaced. We recommend that you always enter “alt text” because it is especially useful for people who use screen readers.

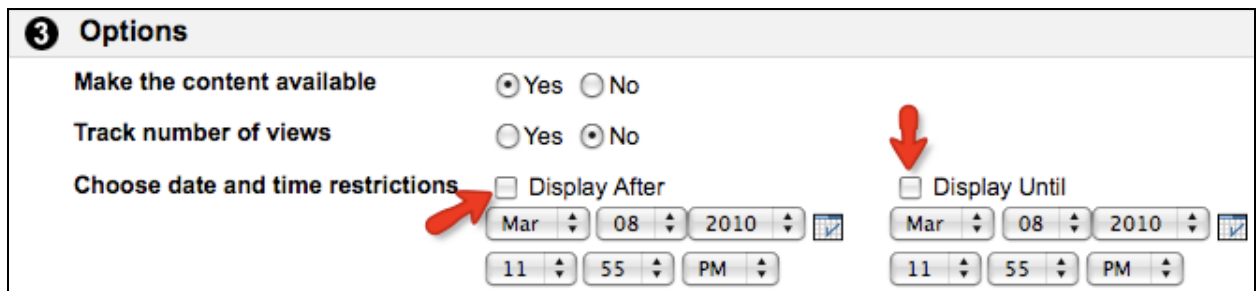
**NOTE:** If the file format is not one of the supported digital media formats (such as .m4v or .mp4), the **Display media file within the page** feature will default to the **Create a link to this file** feature.

**Unpackage this file** can be used for archive (zip) files containing html documents that include images and other objects. Using this option, the files contained in the archive (zip) file are stored individually on the server so that they display directly in the browser. Blackboard will prompt you to select an “entry point.” As a general rule, select the basic html file containing the text.

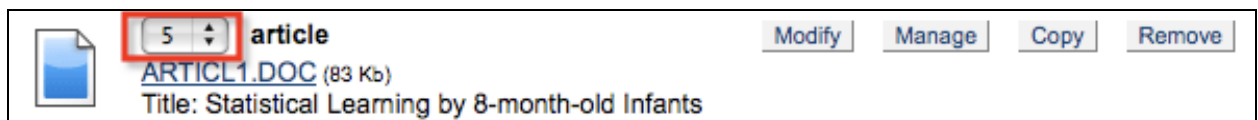


### 3) Options

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 item has been viewed. **NOTE:** In order for any date/time restriction to be in effect the matching box needs to be checked.



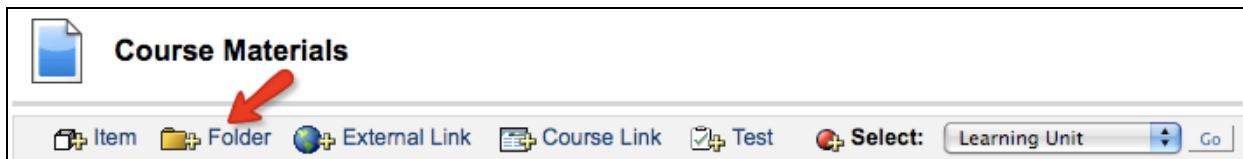
- 4) Click **Submit** when you are done setting your options. (If you want to attach multiple files to an item, click on the **Modify** button and repeat the steps for attaching files starting from step 2 above.)
- 5) Click **OK** to return to the **Course Materials** page containing links to all of the documents you have uploaded. If you would like to view a link that you uploaded, click on the link below the name to view the file. New items are added at the bottom of the list but you can change the order that an item appears. Click on the number next to its name and choose a larger number for it to appear further down the list or a smaller number for it to appear closer to the top.



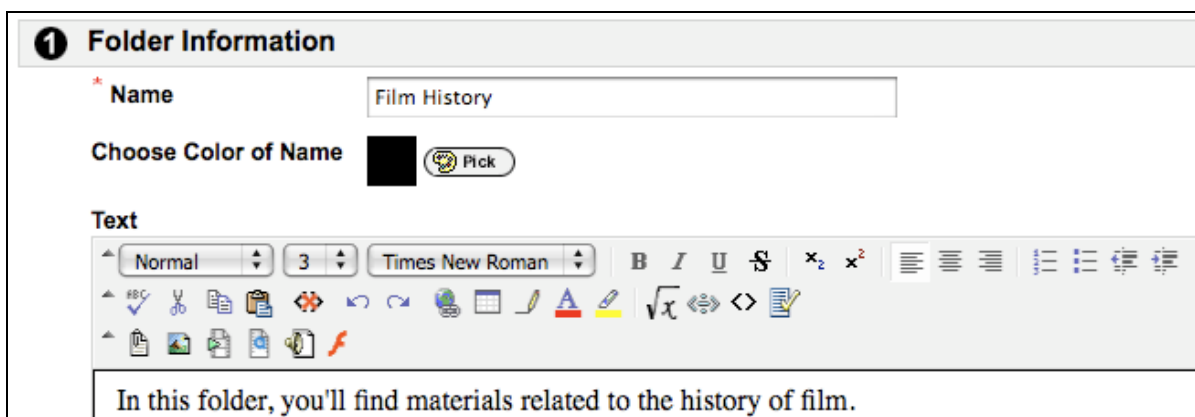
## Creating Folders

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, and relevant links will make it easier for your students to find them. To add a folder in a content area:

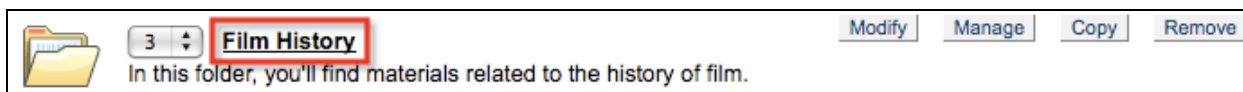
1. Enter the edit mode of a **Content Area**. (See instructions on page 1 of this document.)
2. Click **+ Folder**.



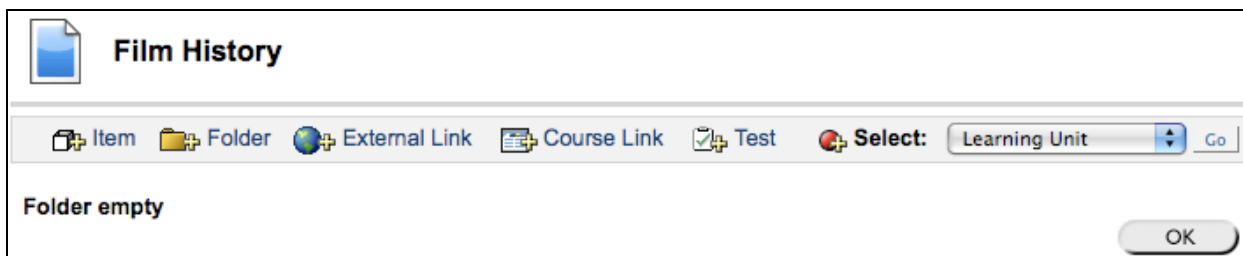
3. In the **Name** field, type the name for the folder (e.g., Unit 1, Topic: Film History).
4. (Optional) In the **Text** field, you can add a short description of what the folder contains.

A screenshot of the 'Folder Information' dialog box. It has a title bar with a question mark icon and the text 'Folder Information'. Below the title bar, there's a section for 'Name' with a text input field containing 'Film History'. Underneath is a 'Choose Color of Name' section with a black color swatch and a 'Pick' button. Below that is a 'Text' section with a rich text editor toolbar. The toolbar includes options for font style (Normal), font size (3), font face (Times New Roman), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), and superscript (x²). There are also icons for bulleted list, numbered list, and link. Below the toolbar is a text area containing the text: 'In this folder, you'll find materials related to the history of film.'

5. Scroll down and click **Submit**. A new page will appear indicating that the item has been added. Click **OK** to return to the **Content Area** and view the folder that you created.
6. Click the folder's name to enter the folder.

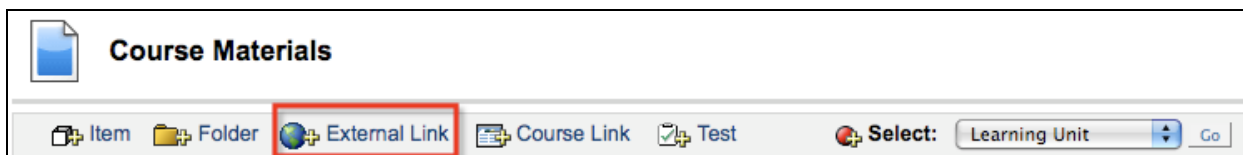


7. Once you are in the folder, you can add content to the folders from the action menu bar.

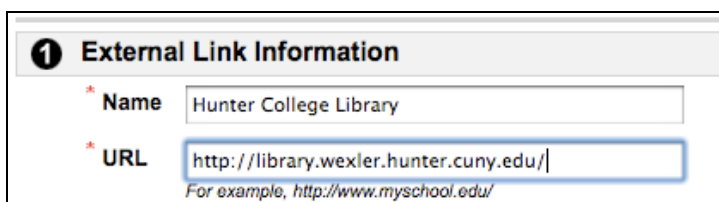


## Adding External Links

1. Enter the edit mode of a **Content Area**. (See instructions on page 1 of this document.)
2. Select the **+ External Link** button.



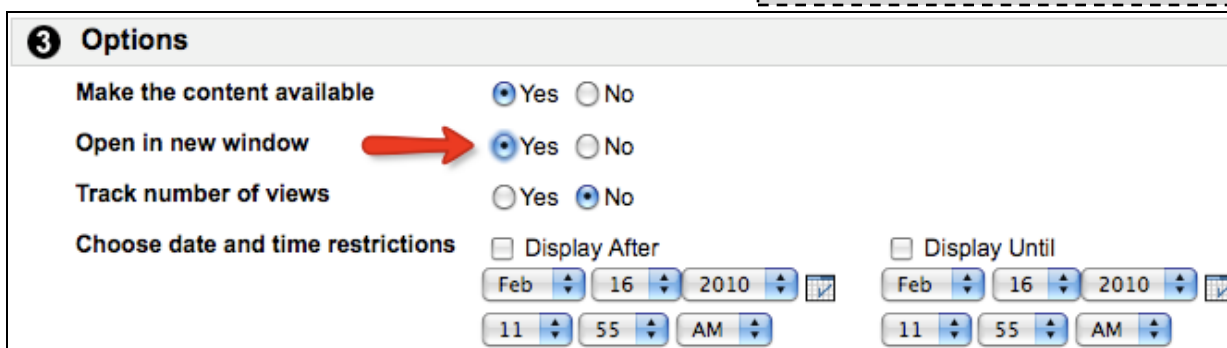
3. In the **Add External Link** page, enter the title of the web site in the **Name** field. In the **URL** field, type or copy the web address (e.g., <http://library.wexler.hunter.cuny.edu>). In the **Text** field, you can enter in a brief description of the site.

A screenshot of the 'External Link Information' form. It has a title '1 External Link Information'. There are two required fields: 'Name' with the value 'Hunter College Library' and 'URL' with the value 'http://library.wexler.hunter.cuny.edu/'. Below the URL field is a small note: 'For example, http://www.myschool.edu/'.

### Why open an external link in a new window?

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. Opening the web site in a new window also indicates that the professor is abiding by the good practice of not “trapping” content in his or her Blackboard course and not claiming authorship over the content. In addition, opening the website in a new window displays the web site in a full-sized window minimizing the likelihood of having to scroll to the right or down to view its content.

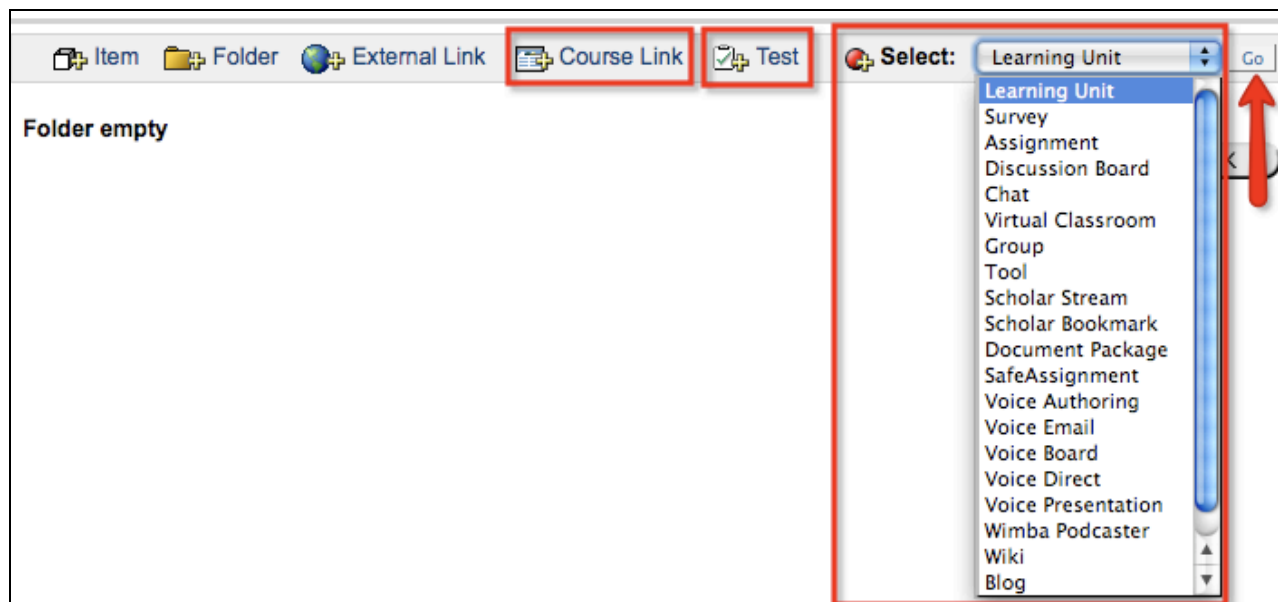
We recommend that you select **Yes** for the **Open in new window** option, which by default is set to **No**. Please see sidebar for more information.

A screenshot of the 'Options' section of the form, titled '3 Options'. It contains several settings: 'Make the content available' with radio buttons for 'Yes' (selected) and 'No'; 'Open in new window' with radio buttons for 'Yes' (selected) and 'No', with a red arrow pointing to the 'Yes' button; 'Track number of views' with radio buttons for 'Yes' and 'No' (selected); and 'Choose date and time restrictions' with two sections: 'Display After' and 'Display Until', each with dropdown menus for month, day, and year, and a time selection dropdown (AM/PM).

4. Click **Submit** and then **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 this link will open the webpage.



## Other choices on the menu



+ **Course Link** allows you to add links to other sections of your Blackboard course site such as the **Discussion Board** or a particular folder.

+ **Test item** allows you to make available (“deploy”) a quiz created in the Blackboard **Test Manager**.

+ **Select** allows you to add more content types. Click the **Select** drop-down menu to choose the one you want to add and then click the **Go** button. Additional content types include:

- [content area blogs](#)
- [content area wikis](#)
- [assignments](#)
- **SafeAssignments**
- **Voice Boards**
- **Wimba Podcasters**

Please see documents on these and other content types on our Blackboard Documents for Faculty page at <http://www.hunter.cuny.edu/icit/help-docs/blackboard/faculty-docs>.

If you have further questions or need assistance, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.