INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

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 an MSWord document, a PDF, 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.

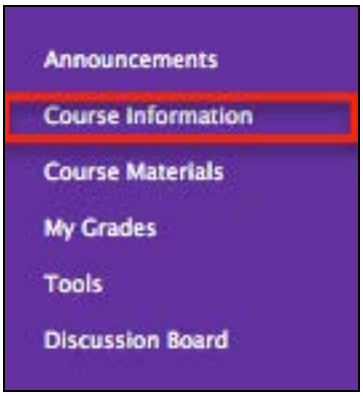
Entering the Edit Mode:

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

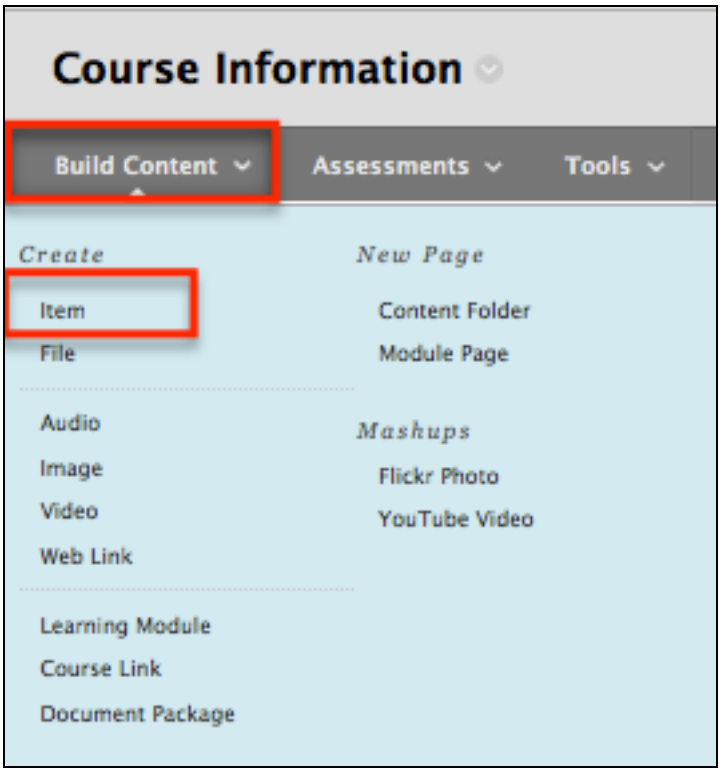
The edit mode must be "ON" in order to edit the materials on your Blackboard course. You can turn the edit mode "OFF" if you would like to view it exactly as your students do.

Adding Items:

1. Make sure that the edit mode of your course is "ON".
2. Click **Course Information** on the left side of your screen.



3. Click **Build Content** and a drop down menu will appear. Click **Item** under the **Create** column.



a) **Content Information**

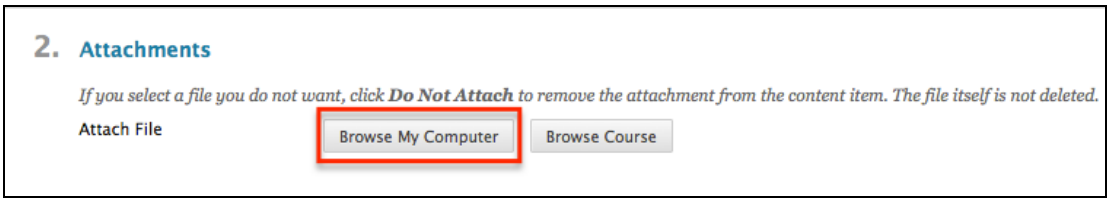
Name Type in a name for the item you are adding.

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

b) **Attachments**

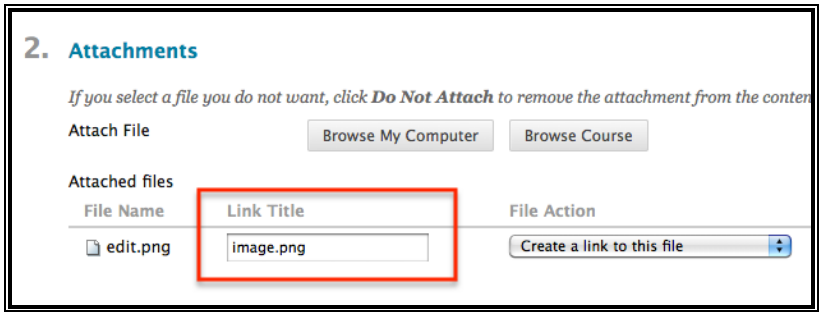
Attach File Click the **Browse My Computer** button to locate the desired file. Select the file and click **Open**. When you attach a file to an item, the file name becomes a visible link to open it.

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 25 MB, you should attempt to reduce its size to facilitate its upload and download. Should you need help, email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357.



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

c) The **Link Title** is an option and allows you rename the link to the attached file.

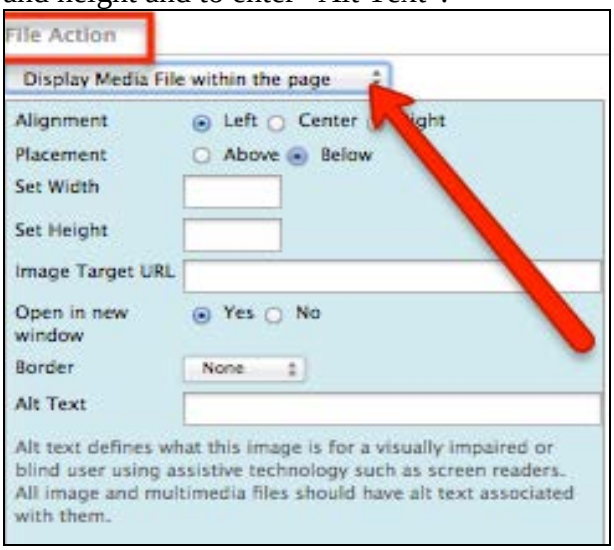


d) The **File Actions** option, only available after uploading a file, allows you to select the behavior of files attached to an item. The default is set to **Create a Link to this File**.

- 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 is only given when uploading a .jpg or .png file. This option embeds certain kinds of media within the page itself instead of creating a link. For example, you can display an image, an audio file (in .mp3 format) or a video (in .mov format) by selecting this option.

Once you have selected the **Display media within the page** option, an Embedded Media Information screen will appear. This allows you to choose settings such as the alignment, width, and height and to enter "Alt Text".



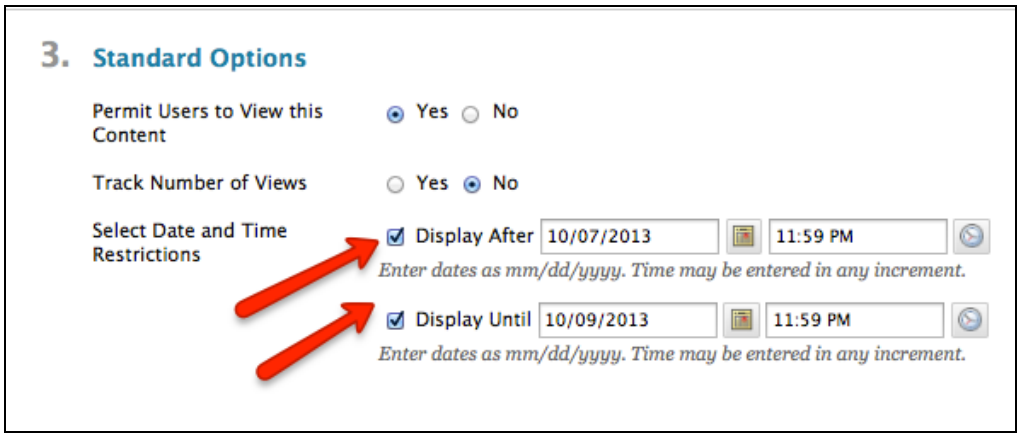
What is "alt text"?
"Alt text" is what appears as a replacement of an image when the image cannot be displayed. We recommend that you always enter "alt text" because it is especially useful for people who use screen readers.

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.

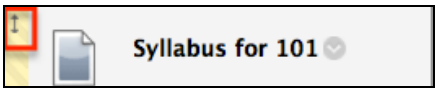
Once you have uploaded an item, you will also be given the **Do not attach** option. By selecting this option, you will remove the attached file.

If you select this option, you will get a pop up window verifying that you would like to remove the attached file.

4. **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.



5. Click **Submit** when you are done setting your options. After clicking **Submit,** you will be returned to the **Course Information** page containing links to all of the documents you have uploaded. 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 you would the links to be in.



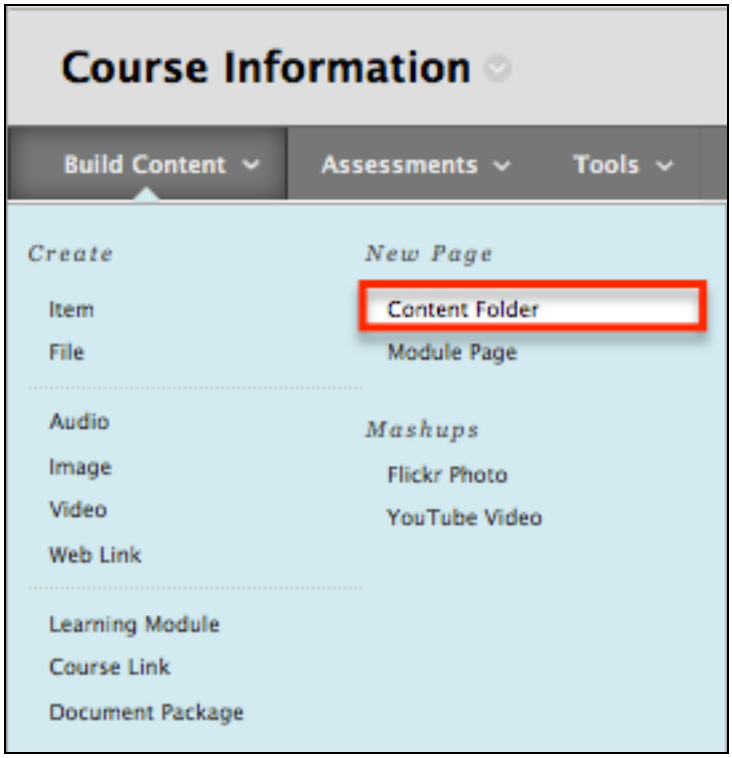
Creating Folders:

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.

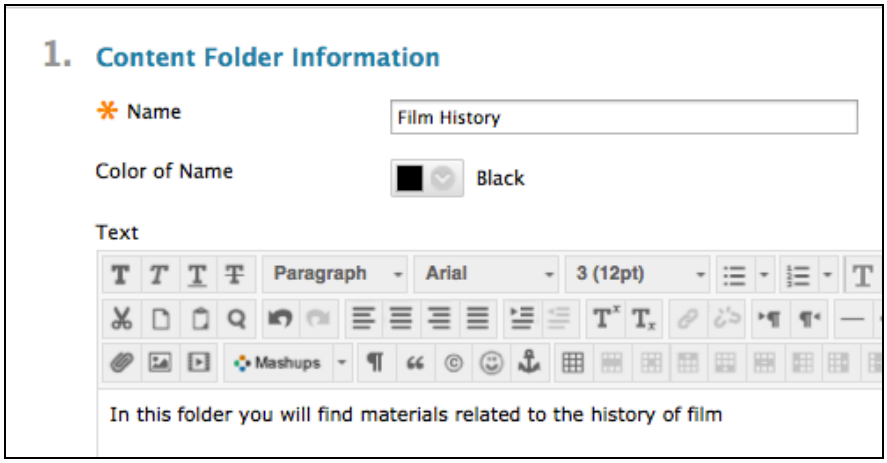
To add a folder in a content area:

1. Make sure that the edit mode of your course is “ON”. (See instructions on page 1 of this document.)

2. Click **Course Information** on the left side of your screen**.** Click **Build Content**, then **Content Folder** under the **New Page** column.



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

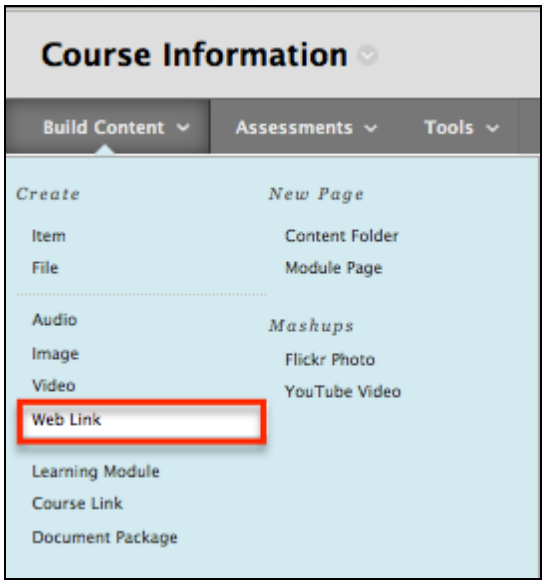


5. Scroll down and click **Submit**. You will then be returned to the **Content Area** where you can view the folder that you created.
6. Click the folder's name to enter the folder.

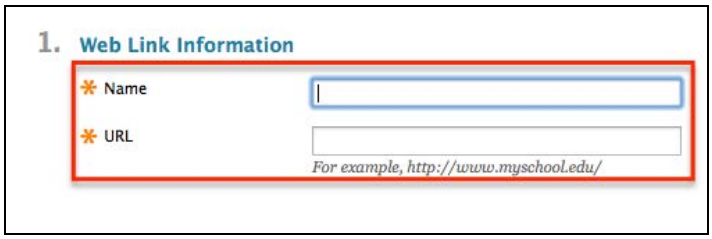
7. Once you are in the folder, you can add content to the folders from the content bars above.

Adding External Links:

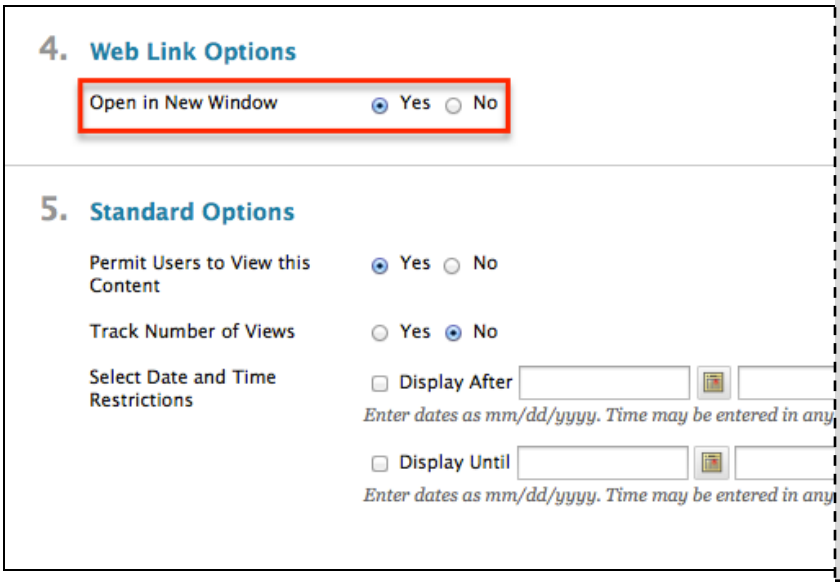
1. Make sure that the edit mode of your course is "ON". (See instructions on page 1 of this document.)
2. Click **Course Information** on the left side of your screen**.** Click **Build Content**, then **Web Link** under the **Create** column.



3. In the **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://library.wexler.hunter.cuny.edu). In the **Text** field, you can enter in a brief description of the site.



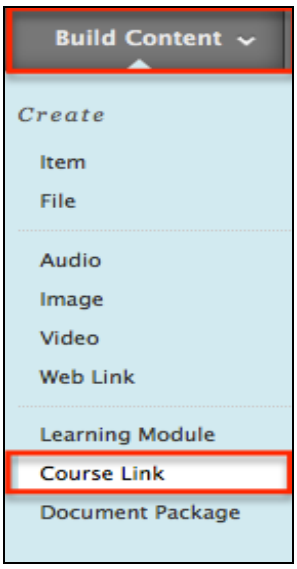
We recommend that you select **Yes** for the **Open in new window** option. Please see side note for more information.

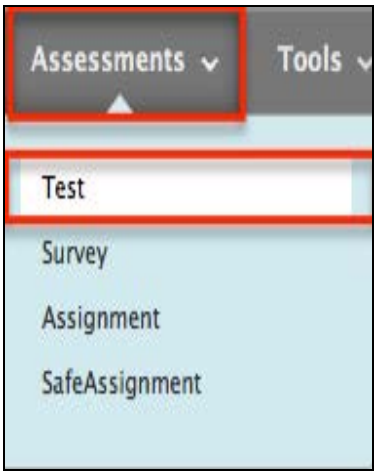


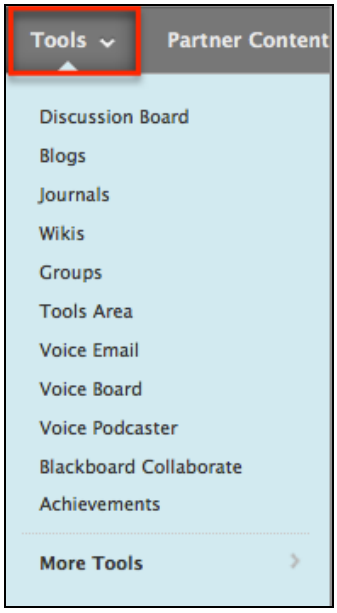
Why open an external link in a new window?
Opening the web site in a new window makes the web address visible, allowing students to copy it and access the site outside the current Blackboard course. Opening the web site in a new window also indicates that the professor is abiding by the good practice 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.

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.

More menu options:







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

b) **Test** under **Assessments** allows you to create and "deploy" (make available) tests and quizzes.

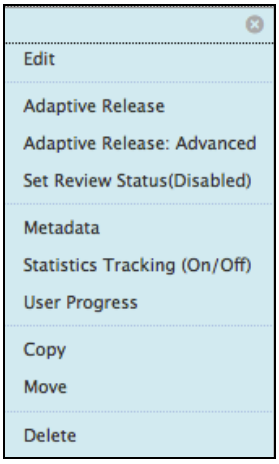
c) The **Tools** column allows you to add more content types. Additional content types include:

- Blogs
- Wikis
- Discussion Boards
- Groups

Once you have added materials:

Once your materials have been added, you have the ability to edit the material. Place your mouse over the title of the posted material. Directly to the right of the title of your added material, you will see a downward facing arrow. You must move the mouse over the name in order to see the arrow.

By clicking these arrows, you will see serveral options regarding your uploaded material.



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.