## ADDING CONTENT

1. Locate the folder to which you want to add content and click on it. You'll see a screen like this. Put your mouse over "Build Content" and a menu will appear.
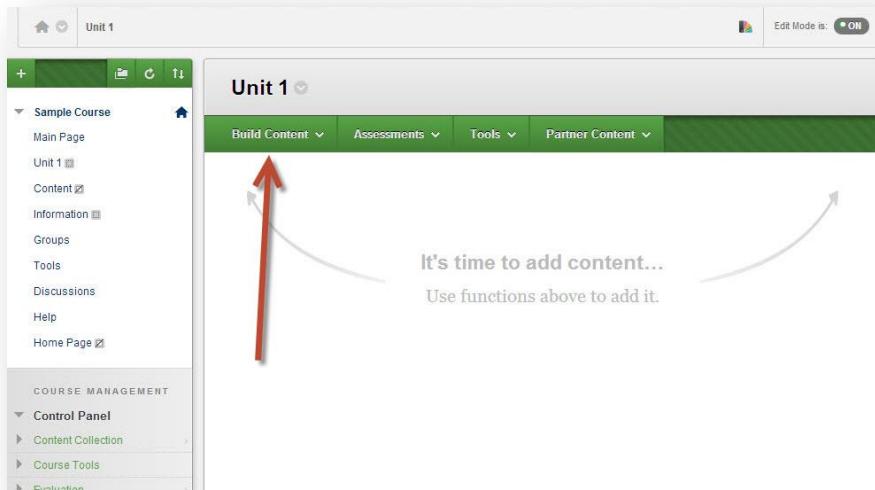
2. There are a lot of choices on this menu, but the three most important are:

- Item
- Web Link
- Content Folder

Ignore all the other choices.
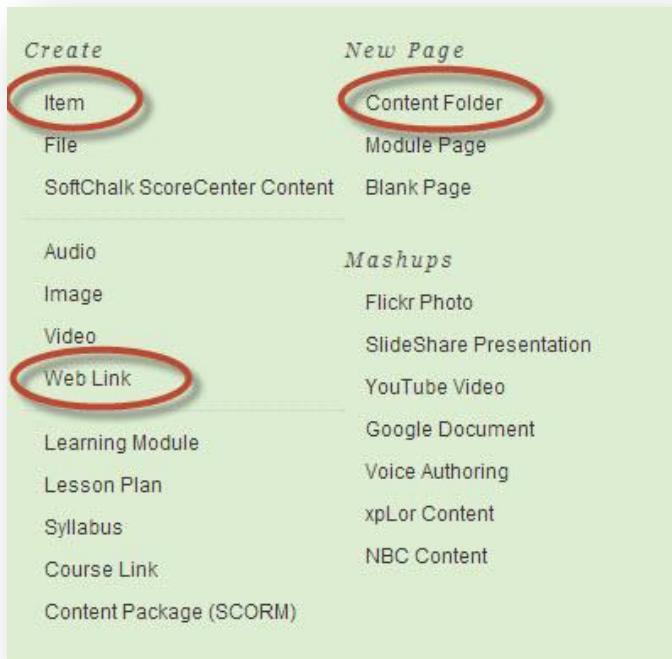
3a. Create an **Item** if you want to upload a file that you have on your computer (like a PDF or a Word document or a picture).

In section 1, you have to give your item a Name. You can choose a color for that name, and you can give a longer description if you like.

In section 2, click "Browse My Computer" to find the file you want to upload.

In section 3, choose the options that you want. The default options are usually OK.

Click "Submit" when you are ready.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help

✳ *Indicates a required field.*

Cancel   Submit

1. Content Information

✳ Name

Color of Name   ⬛ Black

Text
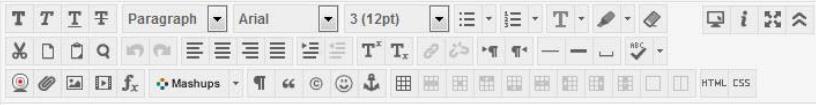
Path: p   Words:0

2. 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

3. 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.

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit

3b. Create a **Web Link** if you want to make a link to an external website.

In section 1, you must give your link a name (what the students will see and click on) and you must specify the web address in the URL box.

In section 2, you can give a lengthy description or instructions, if you want.

In section 3, you can attach a file from your computer if you want. You might use this to upload a page of questions the students have to answer about the website.

In sections 4 and 5, choose the options that you want. The default options are usually OK.

Click "Submit" when you are ready.

Hint: If you want to embed a video, this is the way to do it. Find (or put) the video on YouTube, and link to it using a URL. Blackboard can host and play videos, but not very well. It's better to do it this way.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. More Help

✱ *Indicates a required field.*   Cancel   Submit

1. Web Link Information

✱ Name [   ]

✱ URL [   ]
For example, http://www.myschool.edu/

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

2. Description

Text

Path: p   Words:0

3. 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

4. Web Link Options

Open in New Window   ◉ Yes ○ No

5. 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.

6. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit

3c. Create a **Content Folder** if you want to keep your files organized within the main folder. This creates another area to put files, just like organizing folders within folders on your computer hard drive.

In section 1, you must give your folder a name. You can choose a color for that name, and you can give a longer description if you like.

In section 2, choose the options that you want. The default options are usually OK.

Click "Submit" when you are ready.

Hint: You can have folders within folders, but it is usually best to only have one or two levels of nested folders. Any more than that, and students have difficulty finding exactly what they need.

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. More Help

✱ *Indicates a required field.*   Cancel   Submit

1. Content Folder Information

✱ Name

Color of Name   Black

Text

Path: p   Words:0

2. 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.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit