How to add content to your Blackboard site

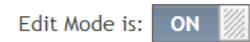The content will be added to a content area on Bb. This may be the Information menu item, the Assignments menu item, or a new menu item you create. The method for adding content to any of these areas is the same. To create a new menu item, click on the plus sign and choose content area. To add content to one of these pages, click on the menu item.

Once you have clicked on a menu item, you will see a new screen, similar to the one below, appear. This is where you will add your content.
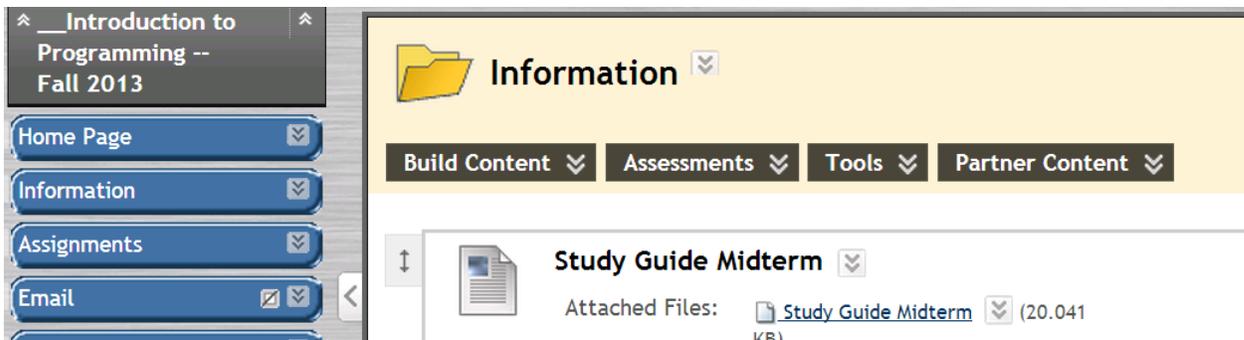
To Add Content:

To add content, you will start by checking in the upper right hand corner of the screen and making sure that Edit Mode is ON. If it says OFF, click and change to ON.
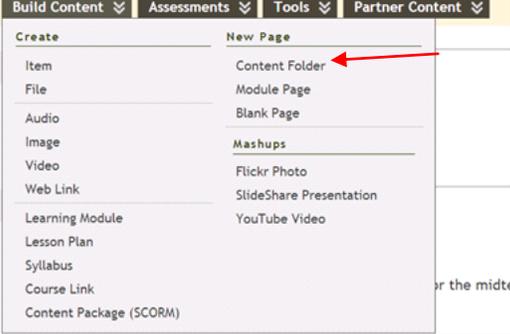
There are four choices you can make at this point: Build Content, Assessments, Tools and Partner Content.

This handout covers Build Content. The others will be covered in other tutorials.

If you choose Build Content, you will see the choices at the left.

- You will probably want to start by creating a Content Folder. This will allow you to orgainze your material for your students. You might create a folder called Chapter 1 and another called Chapter 2 and so on.

- Once you have the folder created, click on the Folder link (e.g., Chapter 1) in order to add content to that folder.

- Choose from the list the type of content you want to add. You will need to complete the template provided. The information needed is fairly self-explanatory. I have included a sample of the template you would see if you choose "Item."

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You will see a dialog box where you will enter a name for the item. (See image below.)

Add Item

① **Content Information**

* Name | Questions - Chapter 1

Choose Color of Name | ⬛ (Pick)

Text

[Normal] [3] [Times New Roman] | **B** *I* U S | x₂ x² | ≡ ≡ ≡ | ≣

Answer questions 1 - 20 at the end of Chapter 1 (pages 45 - 47). You **must type** the answers to the questions and print a paper copy. This assignment is due at the beginning of class Tuesday (1/29).

> There are basically two ways to add content as an Item. One way is to just type the content into the Text box and click Submit at the bottom of the page.

This is the simplest way to enter coontent. You may use the format buttons on the toolbar to add bold, color, bullets, etc. There is also a spell check feature, but it doesn't check as you type like the spell checker in Word. If you have already created a syllabus or an assignment in Word and would like your students to have access to this information, but you don't want to retype it, you can attach your file to the BlackBoard class site.
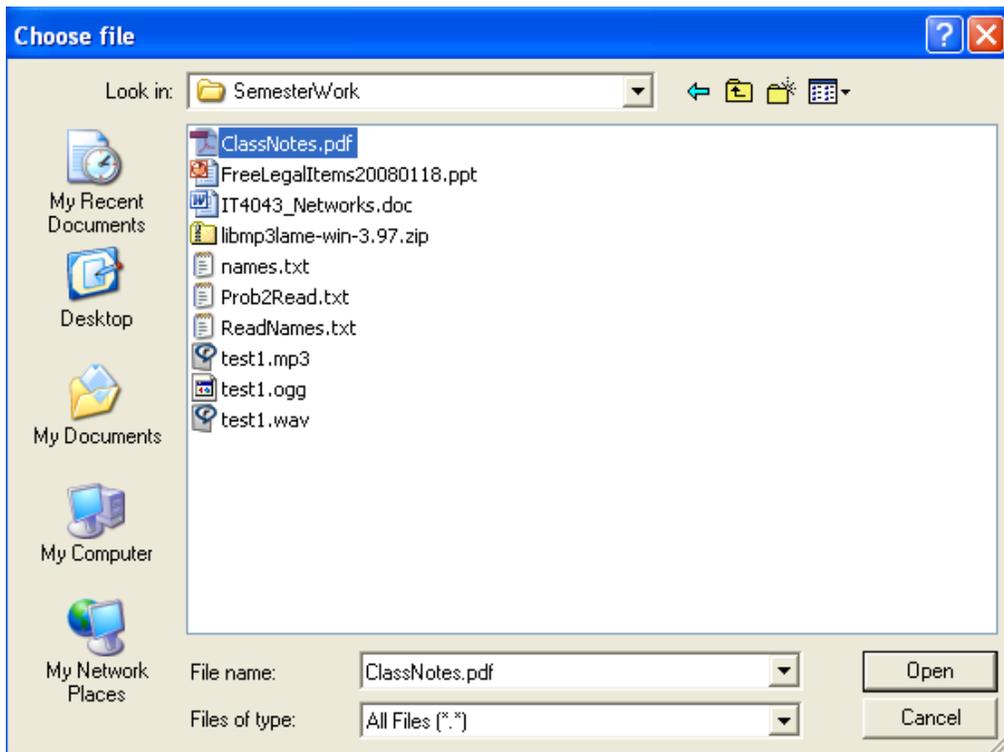
The other way to add content through the Item feature is to link to a file you have stored on your computer. Complete the template above, adding the Item name and explanatory text (if needed). Scroll down until you see Attachments. Click the Browse My Computer button.

2. **ATTACHMENTS**

If you select a file you do not want, click **Do Not Attach** to remove the attachm

Attach File   Browse My Computer   Browse Course

This will bring up a dialog box similar to when you are opening a file in any other application. Choose the file that contains your information and click Open.

Choose file

Look in: SemesterWork

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

ClassNotes.pdf
FreeLegalItems20080118.ppt
IT4043_Networks.doc
libmp3lame-win-3.97.zip
names.txt
Prob2Read.txt
ReadNames.txt
test1.mp3
test1.ogg
test1.wav

File name: ClassNotes.pdf   Open

Files of type: All Files (*.*)   Cancel

You can change the Link Title to something more readable, such as Syllabus. You must click Submit at the bottom of the page to complete the process. This file is added to the Blackboard server, which is where the students will access the file. They will never access the file from your drive.

You may do this with any type of file such as Word documents, Excel worksheets, mp3 or pdf files.

There are some disadvantages of adding content this way:
- It takes longer for the information to display on the student's screen, especially if they have slow Internet access.
- Your student will have to have the application that was used to create the file in order for them to open the file. For instance, if you post a Word file, your students will have to have Word to open the file. In the case of Word, however, you can eliminate this problem by saving your file as an .rtf (rich text format) type. This will allow your file to be opened by any word processor. To do this, choose Save As in Word and change the file type to .rtf when saving your file.