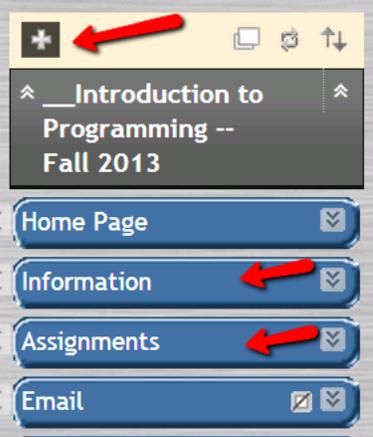
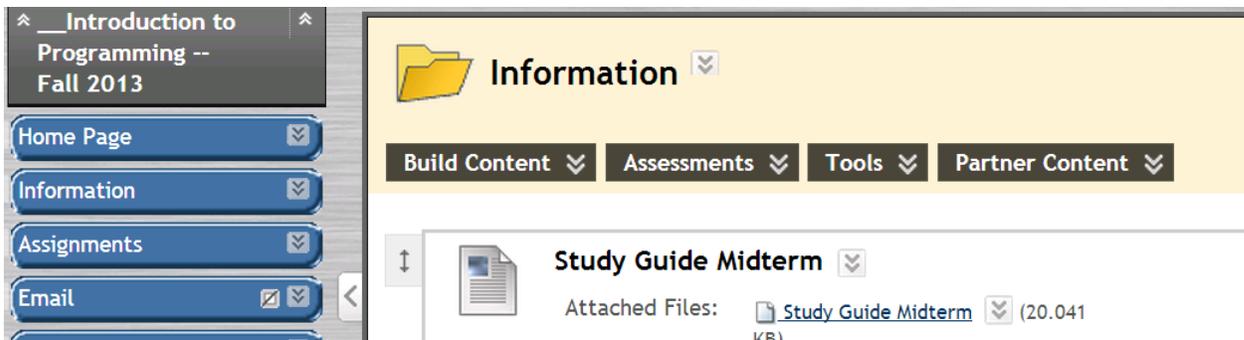


How to add content to your Blackboard site

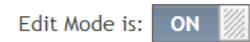
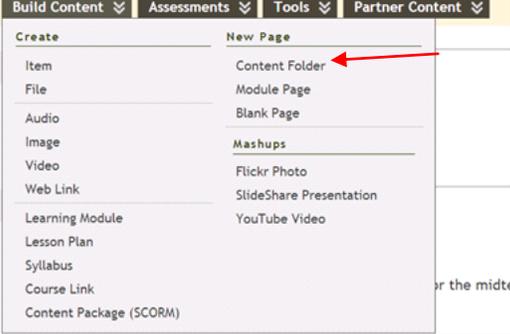
 <p>A screenshot of the Blackboard navigation menu for a course titled "Introduction to Programming -- Fall 2013". At the top left, there is a plus sign icon in a yellow box, which is highlighted by a red arrow. Below the course title, there are four menu items: "Home Page", "Information", "Assignments", and "Email". Red arrows point to the "Information" and "Assignments" menu items.</p>	<p>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.</p>
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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.



A screenshot of the Blackboard interface showing the "Information" content area. The left sidebar shows the course navigation menu. The main content area has a yellow header with a folder icon and the word "Information". Below the header, there are four tabs: "Build Content", "Assessments", "Tools", and "Partner Content". Under the "Build Content" tab, there is a section for "Study Guide Midterm" with a document icon and the text "Attached Files: Study Guide Midterm (20.041 KR)".

To Add Content:

 <p>A screenshot of the "Edit Mode" toggle switch. The text "Edit Mode is:" is followed by a button labeled "ON" and a small icon of a switch.</p>	<p>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.</p>
 <p>A screenshot of the "Build Content" menu. The menu is divided into two columns. The left column lists various content types: "Item", "File", "Audio", "Image", "Video", "Web Link", "Learning Module", "Lesson Plan", "Syllabus", "Course Link", and "Content Package (SCORM)". The right column lists "New Page" options: "Content Folder", "Module Page", and "Blank Page". A red arrow points to the "Content Folder" option. Below the "New Page" options, there is a section for "Mashups" with options: "Flickr Photo", "SlideShare Presentation", and "YouTube Video".</p>	<p>There are four choices you can make at this point: Build Content, Assessments, Tools and Partner Content.</p> <p>This handout covers Build Content. The others will be covered in other tutorials.</p> <p>If you choose Build Content, you will see the choices at the left.</p>

- You will probably want to start by creating a Content Folder. This will allow you to organize 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.”

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

BB PRACTICE > CONTROL PANEL > ASSIGNMENTS > SAMPLE > ADD ITEM

 Add Item

Content Information

* Name

Choose Color of Name 

Text

Normal 3 Times New Roman **B** *I* U ~~S~~ x_2 x^2 

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 content. 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.

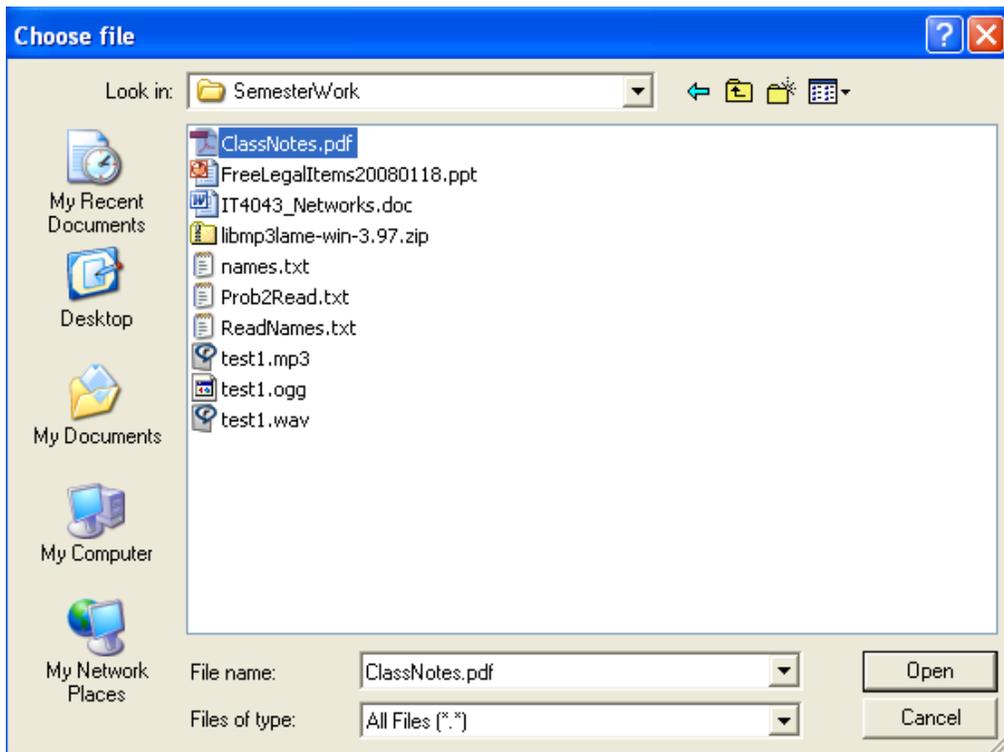
The other way to add content through the Item feature is to link to a file you have stored on your computer. Complete the template above, adding the Item name and explanatory text (if needed). Scroll down until you see Attachments. Click the Browse My Computer button.

2. ATTACHMENTS

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



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.



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.

Attached files		
File Name	Link Title	File Action
 SyllabusIT2033FA13.doc	SyllabusIT2033FA13.doc	Create a link to this file

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.

