


Adding Basic Course Content


This tutorial will explain how to add basic course content to your Blackboard course. Basic course content includes items, files and web links.



Creating an Item

An item can contain a file, image, text or a link.

 **Notes on Writing Styles**

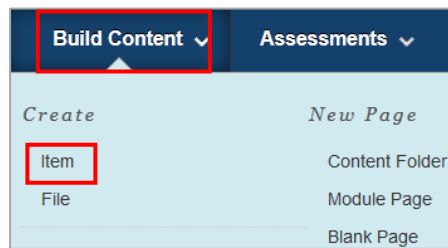
Attached Files:  Examples of Writing Styles.docx (10.173 KB)

Please find attached my notes reviewing the most common used writing styles.

Be prepared to discuss them in our first discussion forum which opens next Monday.

Feel free to post questions to the blog or email me privately.

1. Click on **Build Content** and select **Item**.




2. **Name** the item.

 Name

Color of Name  Black

3. The **Text** box gives you access to the text editor where you can add text, files, images, web links and multimedia.

 Name

Color of Name  Black

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, HTML, CSS, and other formatting tools.

4. If you want to attach a file, select the **Browse My Computer** button to locate the file to upload or select **Browse Content Collection** if the file has already been uploaded.

Please note: Files that you upload from your computer are saved in an area called **Content Collection** (similar to the manage files area in D2L).

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

5. Select your options. These include date and time restrictions.

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. When done, scroll down and click on **Submit**.

Adding a File

A **file** is a document that can be viewed as a page within your course or as a separate piece of content in a browser window. When students click on the content link they will be prompted to open or save the file.



1. Click on **Build Content** and select **File**.

Build Content

Create New Page

Item Content Folder

File Module Page

Blank Page

2. Name the file.



* Name

Color of Name Black

3. Select the **Browse My Computer** button to locate the file to upload or select **Browse Content Collection** if the file was already uploaded.

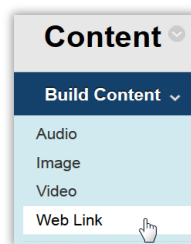
*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

4. Set the options you want. These may include date and time restrictions. Then, scroll down and hit **Submit**.

Creating a Web Link

1. Click on **Build Content**. Select **Web Link**.



Content ▾

Build Content ▾

- Audio
- Image
- Video
- Web Link

2. Name the link. Enter the web link address. If the website is open on another tab, copy the web address and then paste it into the URL field.

WEB LINK INFORMATION

* Name

* URL
For example, http://www.myschool.edu/

3. Use the text box to enter instructions, a description or “mini-lecture.” Click on “Browse My Computer” or “Browse Content Collection” to upload a file.

Text

Paragraph Arial 3 (12pt)

Path: p

ATTACHMENTS

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

Attach File

4. Select your options. These may include date and time restrictions.

WEB LINK OPTIONS

Open in New Window Yes No

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.

5. Click on **Submit**.