

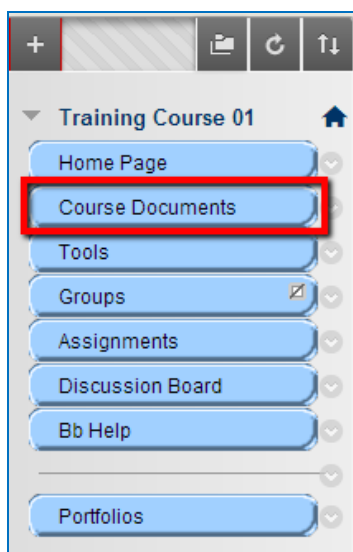
Adding Content: Items, Files, Folders, and Links

Content items are general pieces of content added to a course to which items may be attached. You may also add Folders and Learning Modules, both of which can contain multiple items. Below are instructions on how to add Items, Files, and Folders, and Web Links.

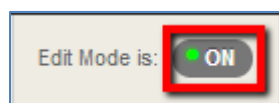
Creating an Item in a Content Area

The term *Item* refers to a file or a collection of related files uploaded to Blackboard that a user can view in the course or download by clicking the appropriate links. You can add an item to any Content Area, Learning Module, Lesson Plan, or Content Folder. In this example, we will use a Content Area called Course Documents.

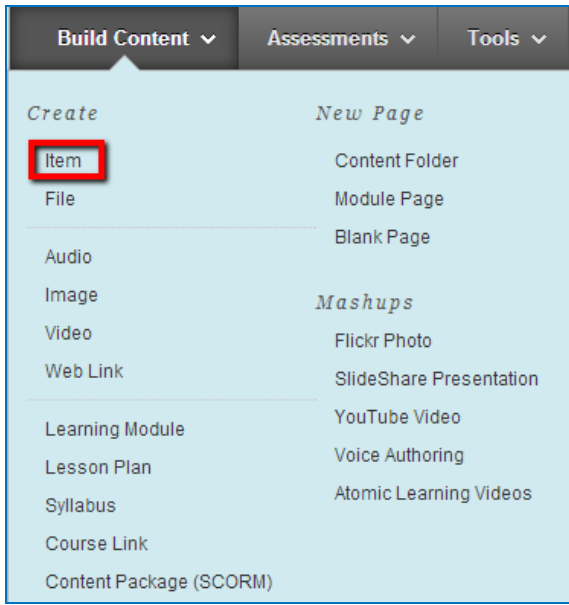
1. Open a Content Area by clicking its link on the Course menu.



2. Ensure **Edit Mode** is **ON**.



3. On the Action Bar, point to **Build Content**, and select **Item** from the drop-down list.



4. On the Create Item page, type a Name for the item and, optionally, select a color for the name.

CONTENT INFORMATION

* Name

Color of Name Red

5. Type instructions or a description in the Text box. Format the text using the Text Editor functions, if needed.

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Source, and HTML/CSS.

Path: p Words: 0

6. Click **Browse My Computer** or **Browse Course** for a file to attach. You may add multiple files, but only one at a time. You can type a Link Title to replace the complete file name. If you add the wrong file, click **Do not attach** in order to remove the file.

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

Attached files

File Name	Link Title	File Action
TM 1 Intro to Blackboard Proposed Revision.docx	<input type="text" value="Intro"/>	Create a link to this file <input type="button" value="Do not attach"/>
TM 2 Discussion Boards & Comm Tools Proposed Revision.docx	<input type="text" value="Discussion Board"/>	Create a link to this file <input type="button" value="Do not attach"/>

7. Determine the Options.

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.

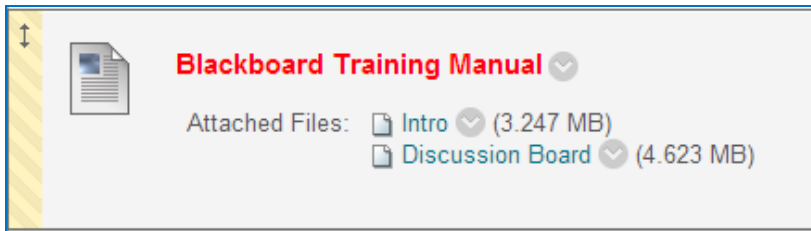
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Select **Yes** to **Permit Users to View this Content**, i.e. make it available to students.
- Select **Yes** or **No** for **Track Number of Views**.
- Use the **Display After** and **Display Until** date and time fields to limit availability of the content. Select the **Display After** and **Display Until** checkboxes in order to enable the date and time selections. Display restrictions do not affect the content, only the appearance of the content.

8. Click **Submit**. This uploads all files and returns you to the Content Area.

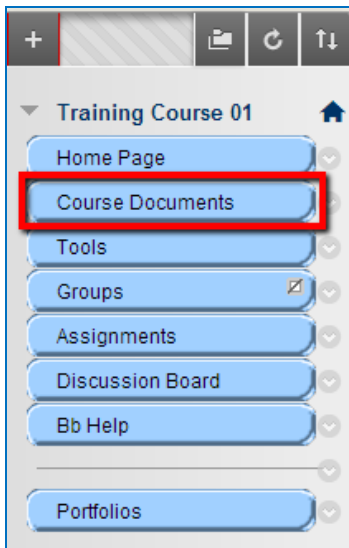
9. The Item appears last in the Content Area. Test the Item by clicking a link to view or download one of the files.



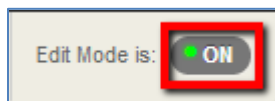
Adding a File

A File added to a Content Area is exactly that: a content item linking to a single file, which can be opened or downloaded by clicking the name of the item. Files are documents or graphics add to the course for students to review in connection with course readings, an assignment, or a test. It may also host the course's syllabus or the instructor's *curriculum vitae*. Unlike an Item, which may have multiple files attached to it, a File provides room for just one file.

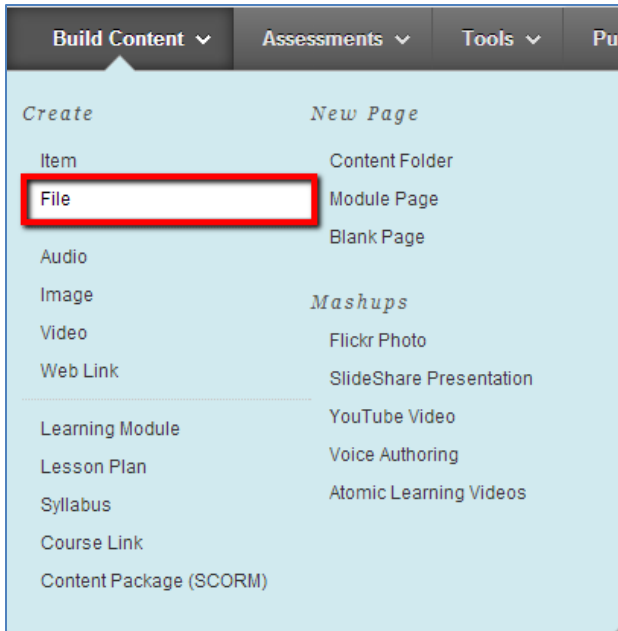
1. Open a Course Content Area.



2. Edit Mode is ON.



3. Point to **Build Content**, and select **File** from the menu.



4. Click **Browse My Computer** or **Browse Course** to locate the file. You may add only one file. Type a Name for the file, which need not be the same as the actual file name. Optionally, select a Color of Name to be displayed in the Content Area.



5. Click **Yes** to force the file to **Open in New Window**, which for most browsers means to open a new tab. **Recommended:** Click **Yes** for PDF and media files that can be viewed within a browser; click **No** for document files. (Ignore the **Add alignment to content** options for now.)



6. Click **Yes** to Permit Users to View this Content. Click **Yes**, if desired, to Track Number of Views. Select the Date and Time Restrictions.

STANDARD OPTIONS

Yes No
 Determine your options.

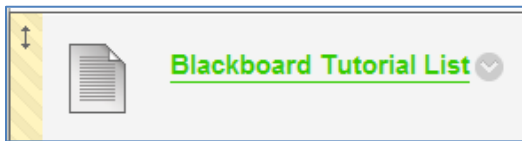
Yes No

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.

- Click **Submit** to upload the file and return to the Content Area.

- Test the File by clicking the name. Depending on the type of file and the browser used, it will either open or download.



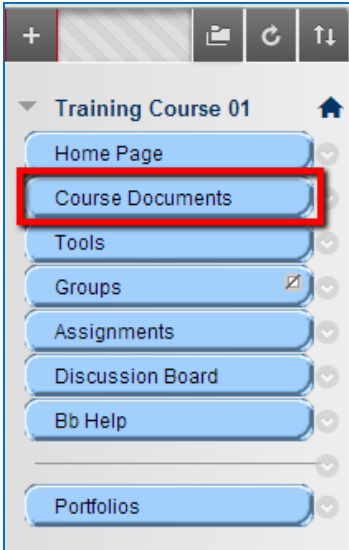
Content Folders

Folders are useful for organizing and structuring content in a Content Area. For example, Instructors may add folders for each week of the Course to a Content Area, or organize the Content Area by topic, such as separate folder for Assignments, Tests, and Group Projects.

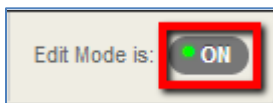
Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

To create a Folder:

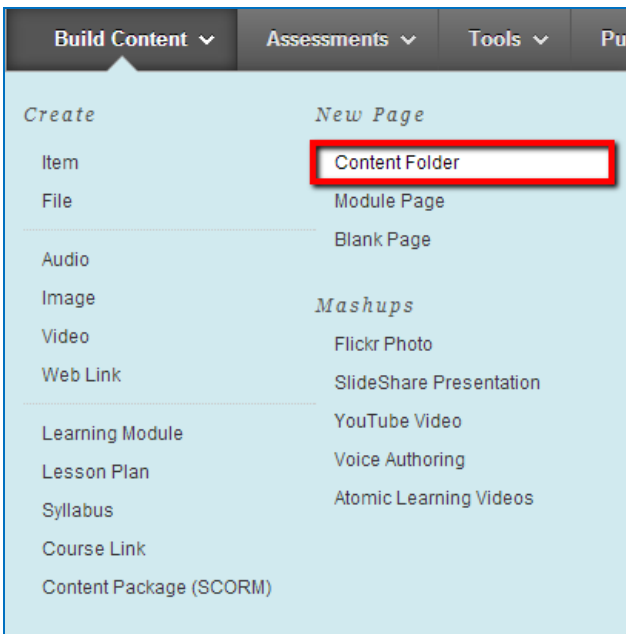
- Open a Course Content Area.



2. Ensure Edit Mode is ON.



3. Point to **Build Content**, and select **Content Folder**.



4. Type in the necessary Folder Information.

CONTENT FOLDER INFORMATION

✱ Name

Color of Name

Text

Path: p

5. Select appropriate **Folder Options**: availability, tracking, 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.

Determine your options.

6. Click **Submit**.

Folder Content Availability

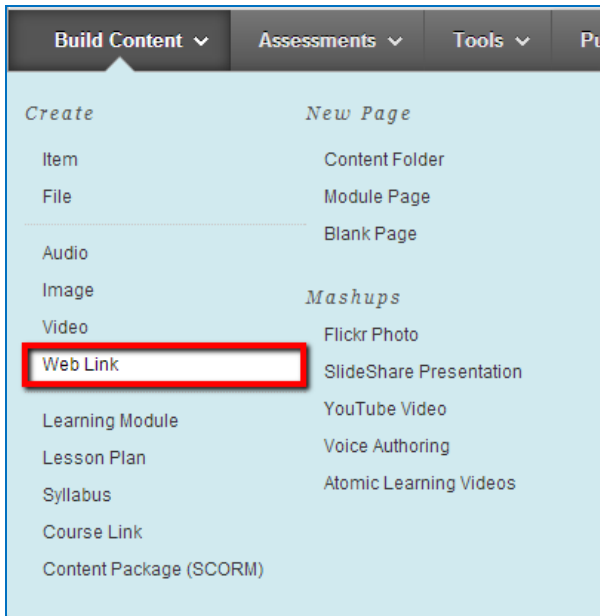
Availability of items in a Content Area is established on an item-by-item basis, but the actual display of items to users is contingent upon the availability of any parent folder on up to the root of the content area. If any parent folder is unavailable, the items within it are unavailable. For example, if a folder is set to **Unavailable**, but items within the folder are set to **Available**, users would be unable to view the items within the folder.

This is also true for items with Adaptive Release rules (a feature not covered in these tutorials). If a folder has a rule that makes it unavailable to a user or group, all content within that folder is also unavailable to that user or group.

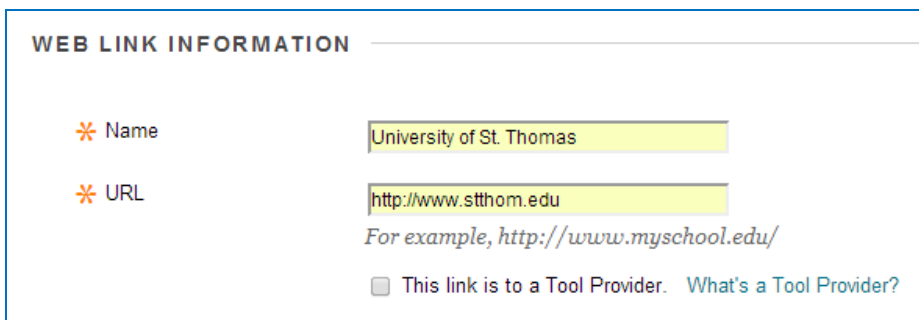
Adding Links to External Websites (URL's)

Links to websites on the Internet can be placed on Content Areas of a Blackboard course. This task is accomplished using the Web Link tool.

1. In the desired Content Area, point to **Build Content**, and select **Web Link** from the menu.



2. In the Name field, type the name or phrase that will be used to refer to the hyperlink. In the URL field, type (or copy and paste from your browser) the URL for the external website. For example, to create a link to the University of St. Thomas website, type or paste <http://www.stthom.edu> in the URL field. Both the Name and URL are required.

A screenshot of the 'WEB LINK INFORMATION' form in Blackboard. The form has two main fields: 'Name' and 'URL'. The 'Name' field contains the text 'University of St. Thomas'. The 'URL' field contains the text 'http://www.stthom.edu'. Below the 'URL' field, there is a note: 'For example, http://www.myschool.edu/'. At the bottom of the form, there is a checkbox labeled 'This link is to a Tool Provider.' with a link 'What's a Tool Provider?' next to it. The 'Name' and 'URL' fields are highlighted with a yellow background.

3. If desired, type a Description for the URL. This might include a synopsis of what students will find at the target website when they click on the hyperlink. Using the text editor, as shown below, the description may be formatted using different fonts and colors.

DESCRIPTION

Text

This link directs you to the home page of the UST website.

Path: p

4. A file may be included in the Blackboard course next to the hyperlink. This file might be a supplement to the content on the targeted website or instructions for using the website in the course. Click **Browse My Computer** to select a file that has been saved to the computer hard drive or an external storage device such as a CD or a flash drive. Alternatively, click **Browse Course** to attach a file that has been previously uploaded to the Blackboard course.

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. Several choices regarding the new hyperlink can be chosen from the list of **Options**. It is generally good practice for URLs to **Open in New Window** or browser tab. The instructor may decide whether or not to track the number of students who view the URL and may place date and time restrictions on when the URL will be available to students.

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.

6. Finally, click the **Submit** button to create the Web Link in the Content Area.



The new hyperlink will appear in the Content Area as shown below. Click the name to view the web content.

