

## Blackboard 9.1 Adding Course Content: (Items, Files, and Folders)

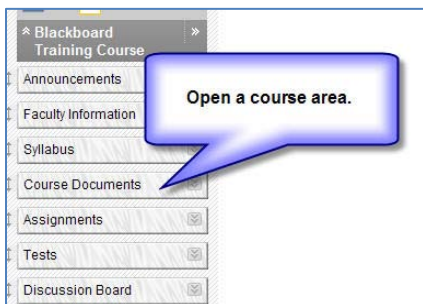
### Creating Content Items

Content Items are general pieces of content added to a Course to which items may be attached.

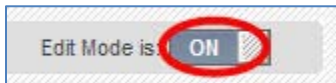
Below are instructions on how to add items, files, and folders.

### How to Create an Item in a Course Area

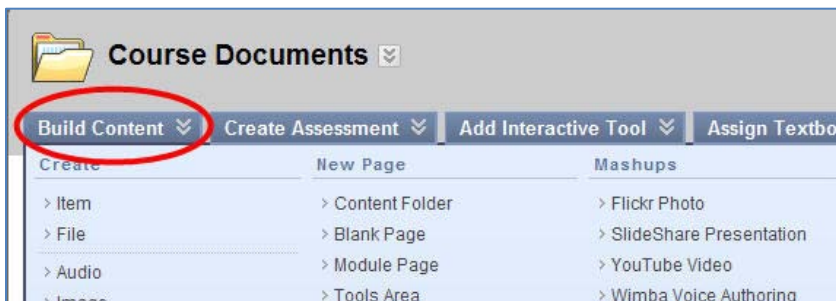
1. Open a course area, such as a Content Area, Learning Module, Lesson Plan, or folder.



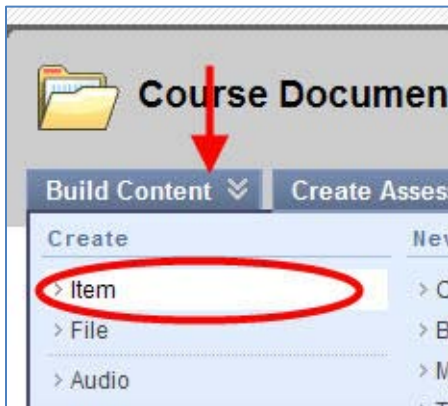
2. Ensure **Edit Mode** is **ON**.



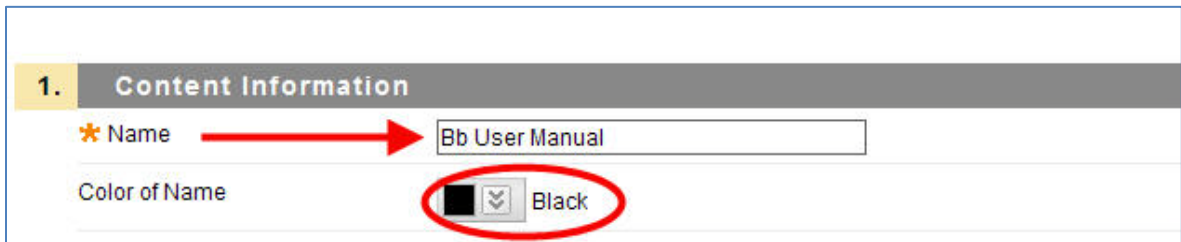
3. On the Action Bar, point to **Build Content** to access the drop-down list.



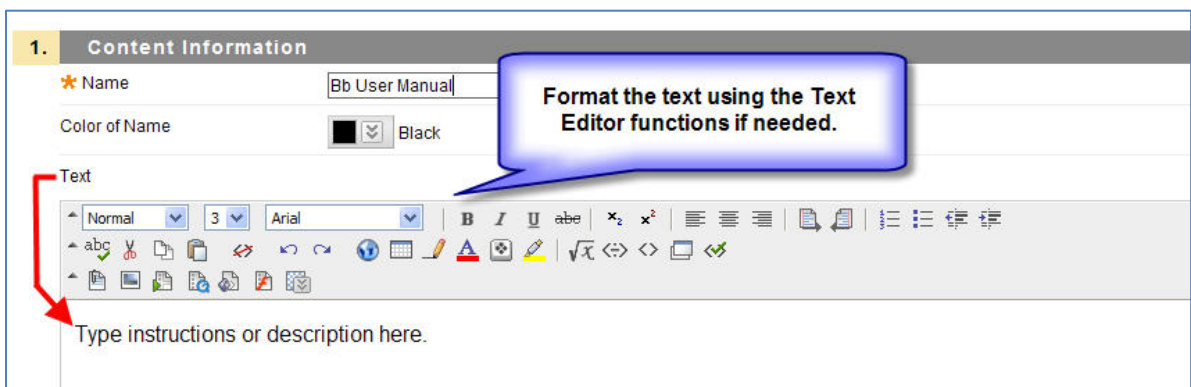
4. Select **Item** from the **Create** column.



5. On the **Create Item** page, type the item's **Name** and optionally, select a color for the name.



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



7. Determine the **Options**.

1. Select **Yes** to **Permit Users to View this Content**.
2. 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** check boxes in order to enable the date and time selections. Display restrictions do not affect the content, only the appearance of the content.

**3. Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

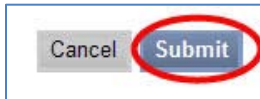
Select Date and Time Restrictions  Display After

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.

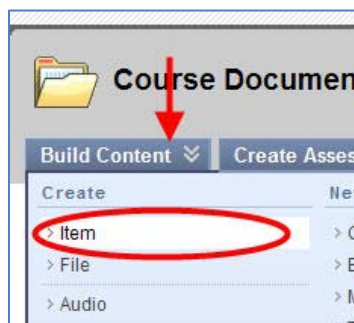
8. Click **Submit**.



**Attach a File to an Item**

Files added to a Content Item are shown as links under the title text of the Content Item and before any content or text added using the Text Editor. Multiple files can be added to a Content Item. Files can originate from a local drive and from Course Files.

Follow the steps below to attach a file to an Item from the **Create Item** page:



1. On the **Create Item** page, type the item's **Name** and optionally, select a color for the name.

**1. Content Information**

\* Name

Color of Name

2. Under **Attachments**, click **Browse My Computer**. Select the file.

**2. Attachments**

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

3. Type a name for the file in the **Link Title** box. This name appears to users. They click this link to open the attached file. If no Link Title is added, users see the file name in the course.

**2. Attachments**

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

File Name	Link Title	File Action
<input type="button" value="Admin_Users_Manual.docx"/>	<input type="text" value="Admin_Users_Manual"/>	Create a link to this file <input type="button" value="Do not attach"/>

Type a name for the file in the Link Title box. If no Link Title is added, users see the file name in the course.

4. Determine the **Options**.

1. Select **Yes** to **Permit Users to View this Content**.
2. 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** check boxes in order to enable the date and time selections. Display restrictions do not affect the content, only the appearance of the content.

**3. Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After

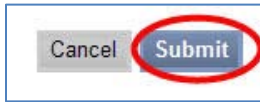
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

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

Determine your options.

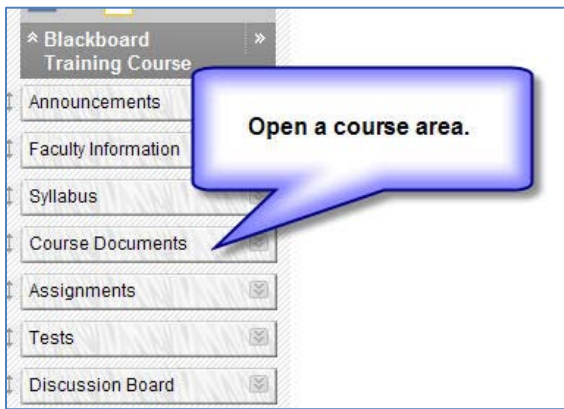
5. Click **Submit**.



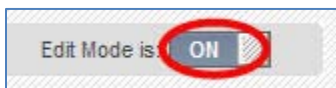
## Creating Files

### How to Create a File

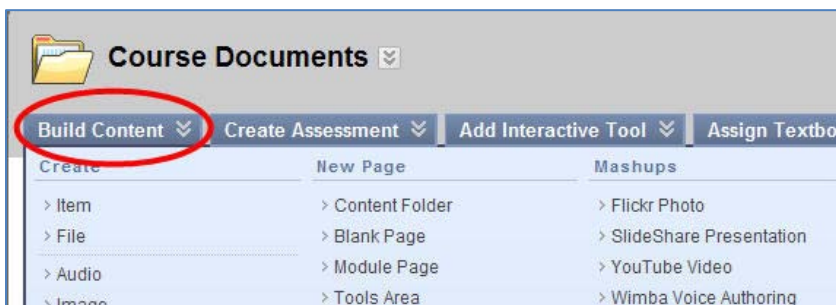
1. Open a Course Content Area.



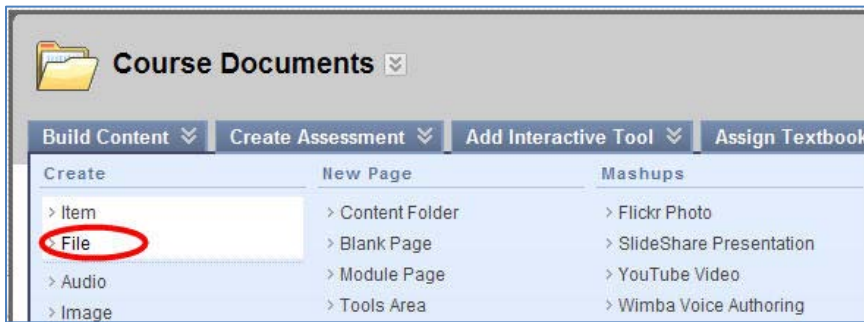
2. **Edit Mode** is **ON**.



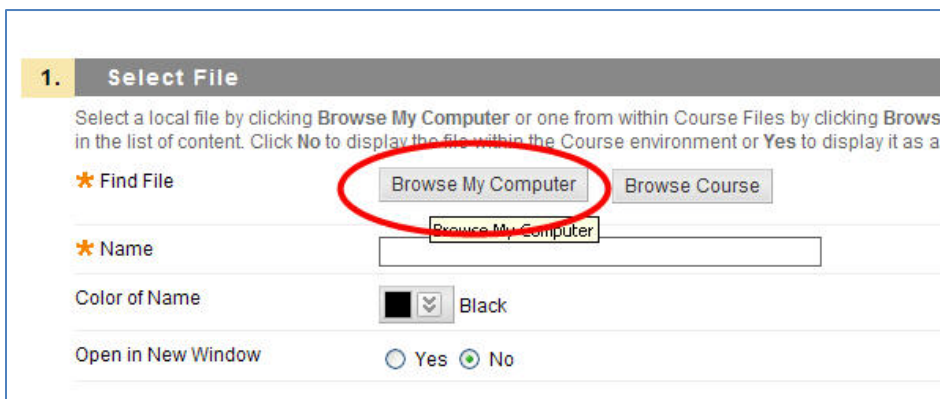
3. Point to **Build Content**.



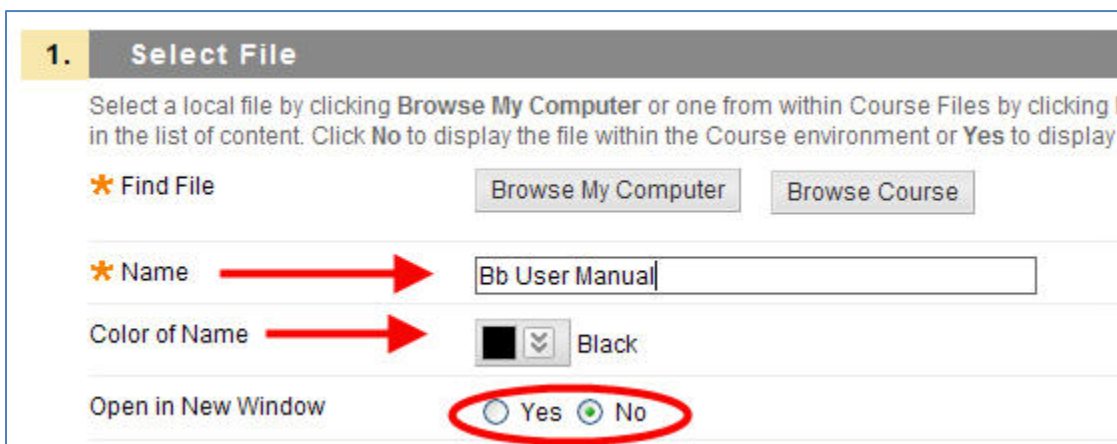
4. Select **File**.



5. Click **Browse My Computer** to locate the file.



6. Type a **Name** for the file. This is used as the link name for the file and is shown to users. Select a **Color of Name**. Click **Yes** to force the file to **Open in New Window**.



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

**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.

12. Click **Submit**.



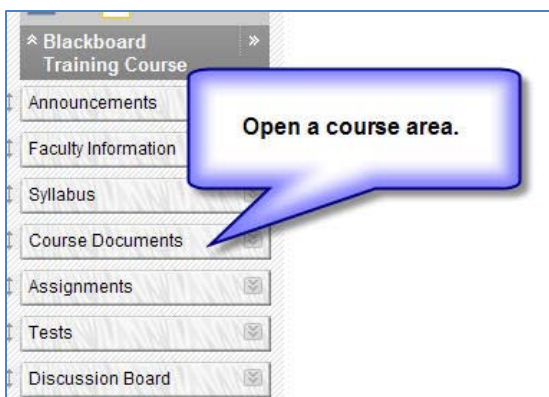
## Content Folders

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.

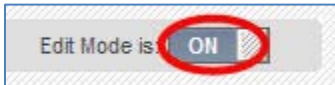
Once a folder is created, content and additional subfolders may be added to it. All of the Content Types available in Content Areas may be added to a folder.

## How to Create a Folder

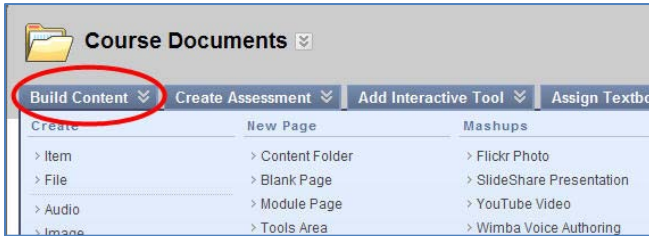
1. Open a Course Content Area.



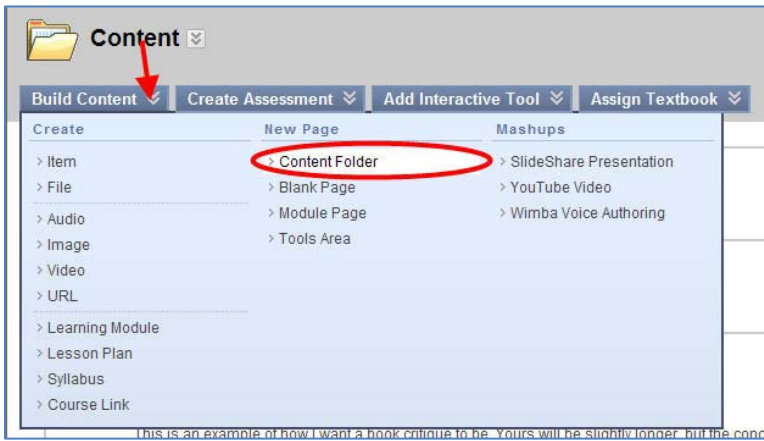
2. **Edit Mode** is ON



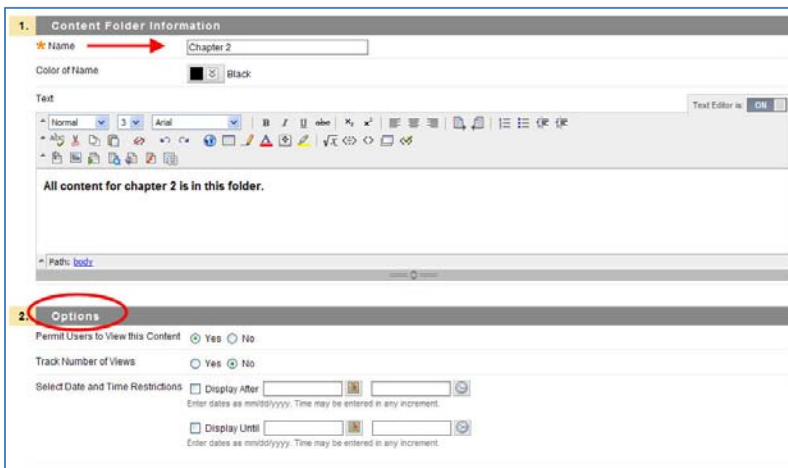
3. Point to **Build Content**.



4. Click **Content Folder**.

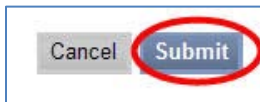


5. Type Folder Information and Folder Options.





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. If a folder has a rule that makes it unavailable to a Student, all content within that folder is also unavailable to the user.

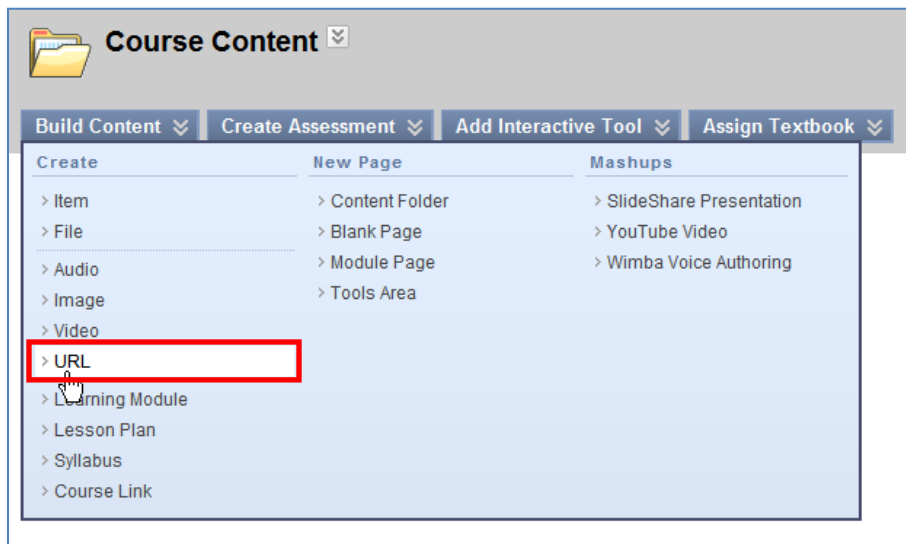
### Adding Links to External Websites

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

1. In the desired Content Area, click on **Build Content**.



2. Select **URL** from the expanded menu.



- 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 <http://www.stthom.edu> in the URL field.

**Create URL**

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field.

**1. URL Information**

\* Name

\* URL

For example, <http://www.myschool.edu/>

- 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.

**2. Description**

Text

Text Editor is: ON

Normal 3 Arial B I abc x<sub>2</sub> x<sup>2</sup> [List icons]

Type description here

Path: [body](#)

- If desired, 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 on **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. Alternately, click on **Browse Course** to attach a file that has been previously uploaded to the Blackboard course.

**3. Attachments**

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

6. 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**. 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.

The 'Options' dialog box contains the following settings:

- Permit Users to View this Content:  Yes  No
- Open in New Window:  Yes  No
- Track Number of Views:  Yes  No
- Select Date and Time Restrictions:
  - Display After: [text box] [calendar icon] [time icon]
  - Display Until: [text box] [calendar icon] [time icon]

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

7. Finally, click the **Submit** button to create the URL in the Content Area.

The 'Submit' button is highlighted with a red border.

The new hyperlink will appear in the Content Area as shown below.

The screenshot shows the 'Course Content' area with a newly created URL. Annotations include:

- A callout box pointing to the URL text: "Click here to view target website".
- A callout box pointing to the file attachment: "Click here to view file attachment".
- A callout box pointing to the description text: "URL Description".

To edit any of the information that was used in creating the URL, click on the Chevron next to the name of the URL and choose Edit from the expanded menu.

The 'Sample URL' entry is shown with a dropdown menu open, and the 'Edit' option is highlighted with a red arrow.