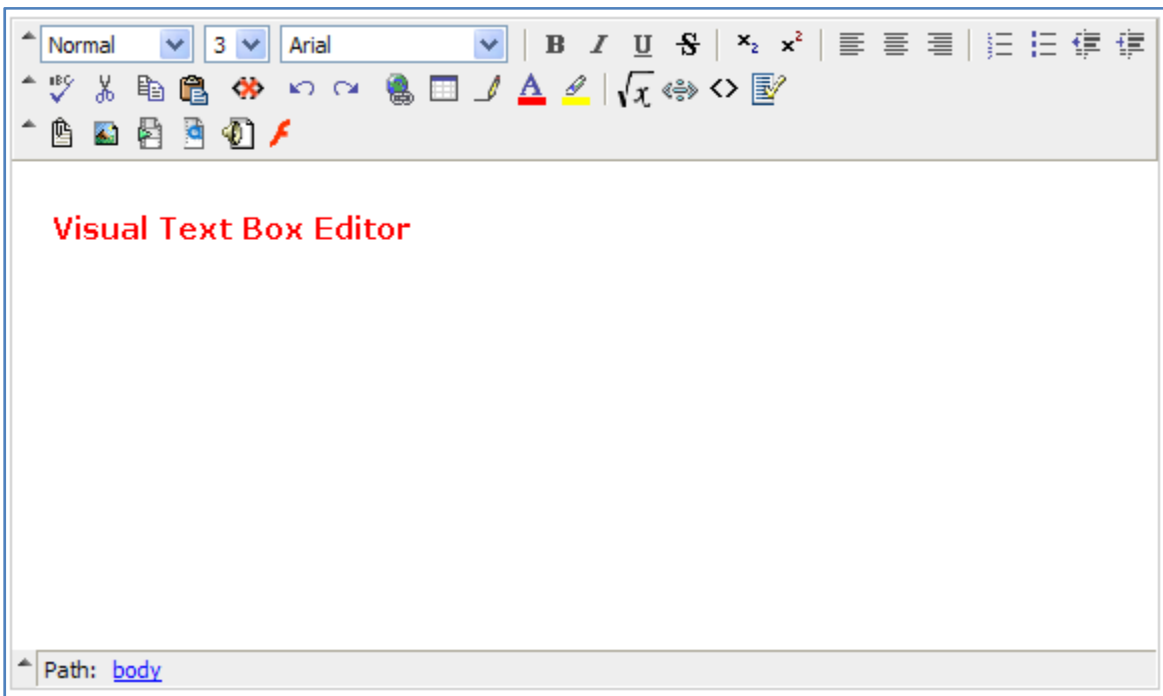




Blackboard: Adding Content to Your Course

Visual Text Box Editor

The visual text box editor, shown below, provides a place to type text directly or paste text copied from another application. The text box editor is available in content/communication areas of Blackboard where you can enter text, such as Add Item, Add Folder and Add Assignment areas. It has multiple rows of editing tools, for applying bold, italics, and color, etc.

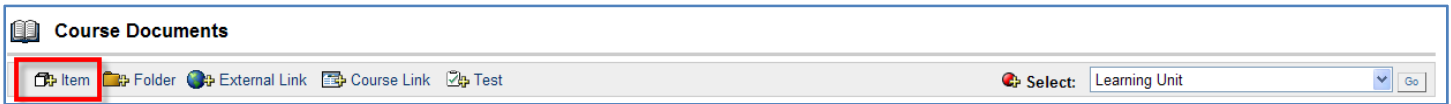


To add content:

1. Access the **Control Panel** for the course in which you'd like to place content.
2. Click on any **Content Area** link. (i.e. Course Documents)

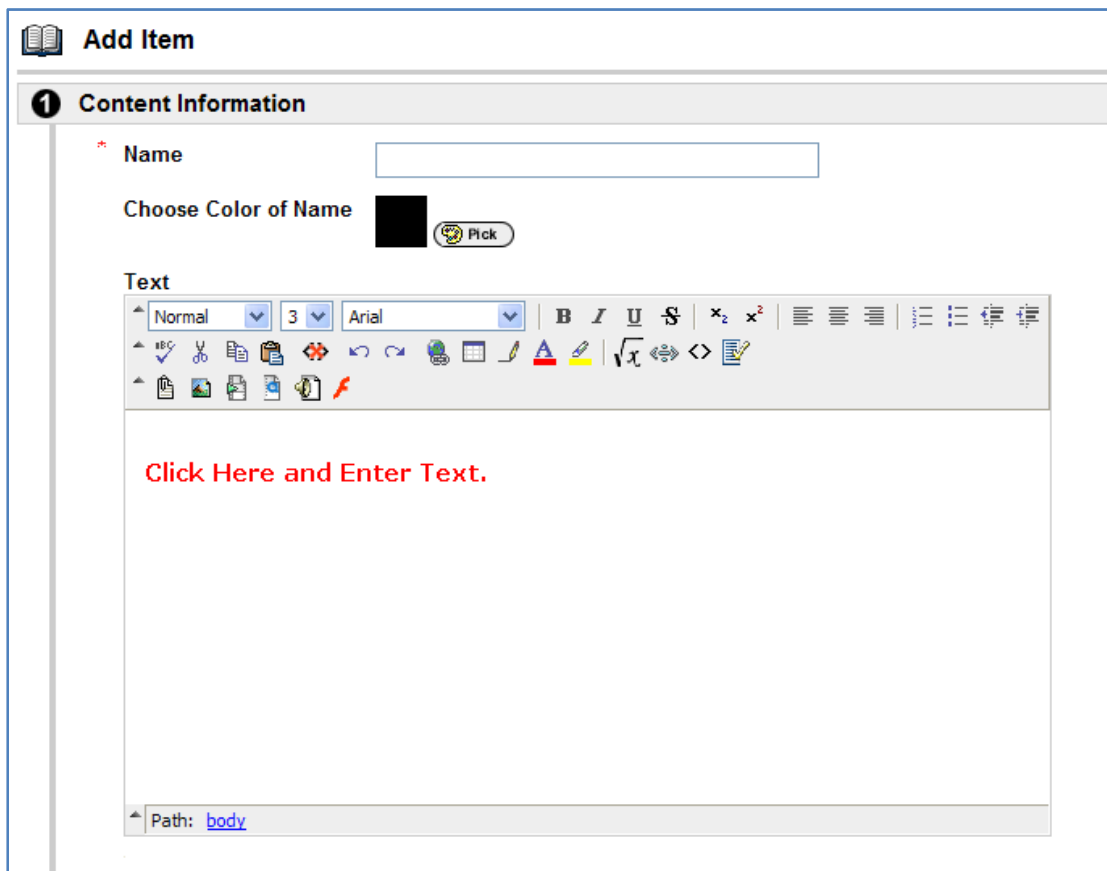
Content Areas	
Syllabus	Tests & Quizzes
Course Documents	Google Scholar
Assignments	Group Wikis
External Links	Learning Area

3. Click the **Add Item** option to add a content item.

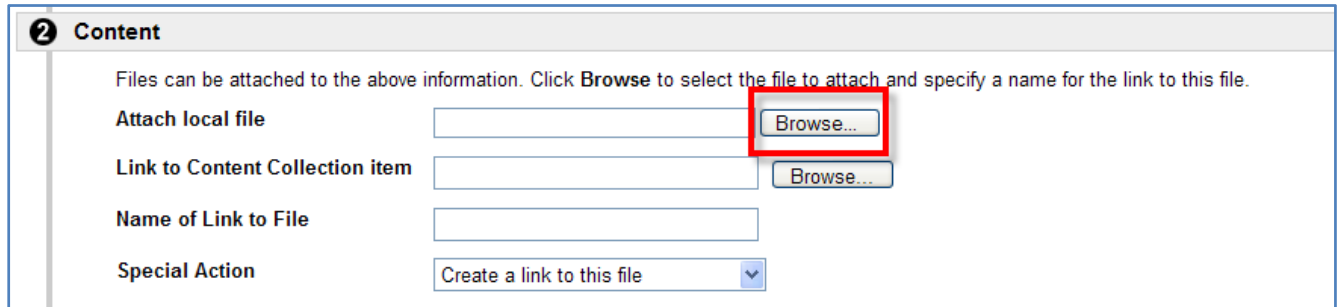


The next screen that appears contains 4 sections: **Content Information, Content, Options and Submit.**

4. In the first section, enter a name for the Content Item you are adding. You may choose a color for the name by clicking on the Pick button. A color palette pops up in a new window for your color choice. Select a color from the palette.
5. Place the cursor in the text box by clicking in the large white area. Enter your text in the textbox. You may enter all your information here OR you have the option to attach a document in the next section.



6. In section 2, you can attach a file (Word, Excel, PowerPoint or PDF). This step is optional. If you choose to attach a file, click the **Browse** button to the right of the **Attach local file** option.



2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

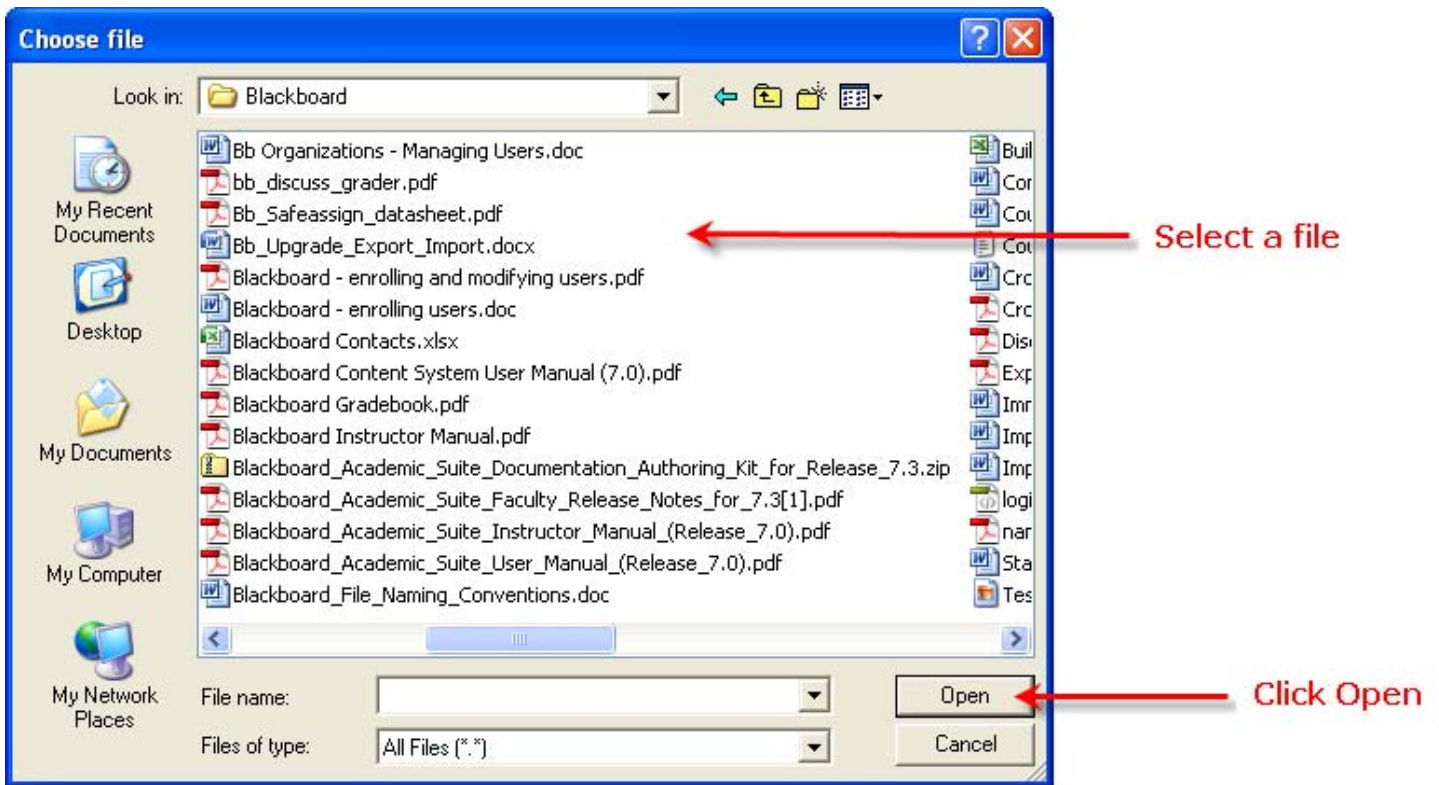
Attach local file **Browse...**

Link to Content Collection item **Browse...**

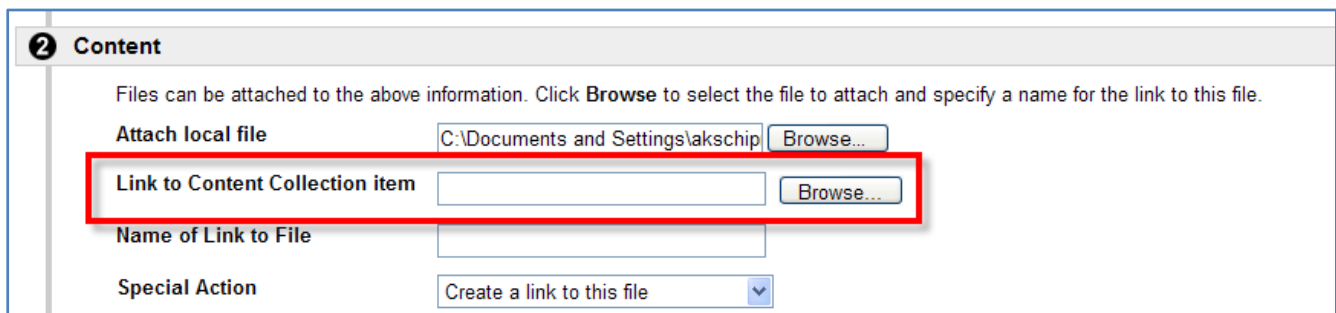
Name of Link to File

Special Action

7. Locate the file on your computer, click the filename and then click the **Open** button.



8. If you store your course documents in the Content Collection, then you may link to a Content Collection item using the same steps.



2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

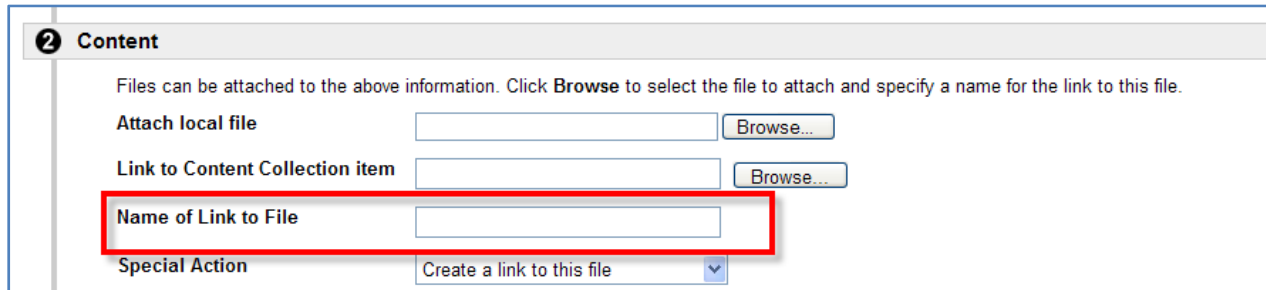
Attach local file **Browse...**

Link to Content Collection item **Browse...**

Name of Link to File

Special Action

9. In the **Name of Link to File field**, type the hyperlink that students will click in order to view the item you are adding. If you leave this field blank, then Blackboard will populate this field with the filename instead (i.e. lecturenotes.doc). For example you could enter “Click here for lecture notes” so that it does not display the filename of the document you attached.



2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file

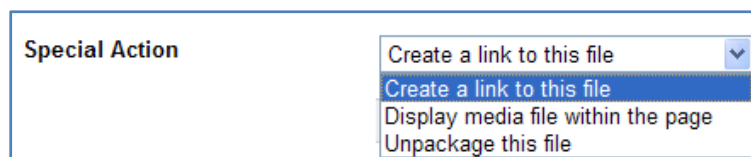
Link to Content Collection item

Name of Link to File

Special Action

10. For the next step, choose one of the three options from the **Special Action** drop-down menu:

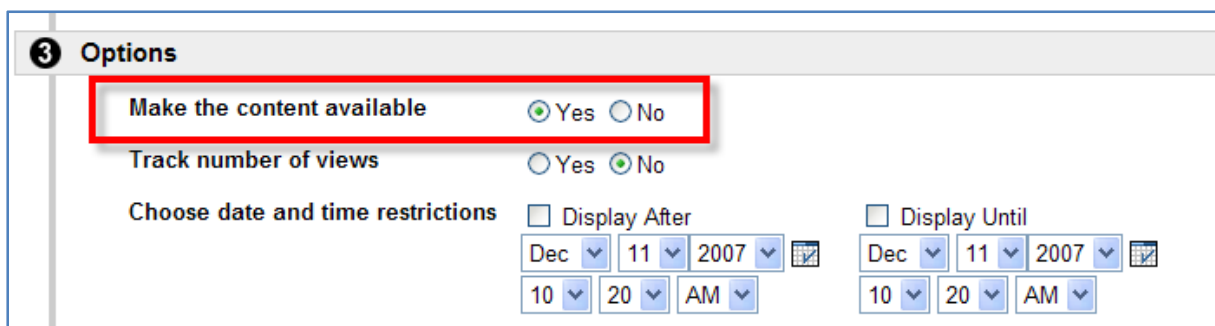
- Create a link to this file:** this is the default setting and the option you will select for most items you add to your course. This action makes a link that students click to view the file.
- Display media file within the page:** this option embeds media files directly on the page instead of creating a link to the file.
- Unpackage this file:** choose this option when the file you’re adding has been compressed (i.e. zipped).



Special Action

- Create a link to this file
- Create a link to this file
- Display media file within the page
- Unpackage this file

11. Under section 3, Options, you’ll select the **Yes** or **No** radio button to set the availability of the item. Choosing **Yes** makes the item available to students immediately after you click the Submit button. Choosing **No** makes the item unavailable to students until you return to this section and click the Yes button.



3 Options

Make the content available Yes No

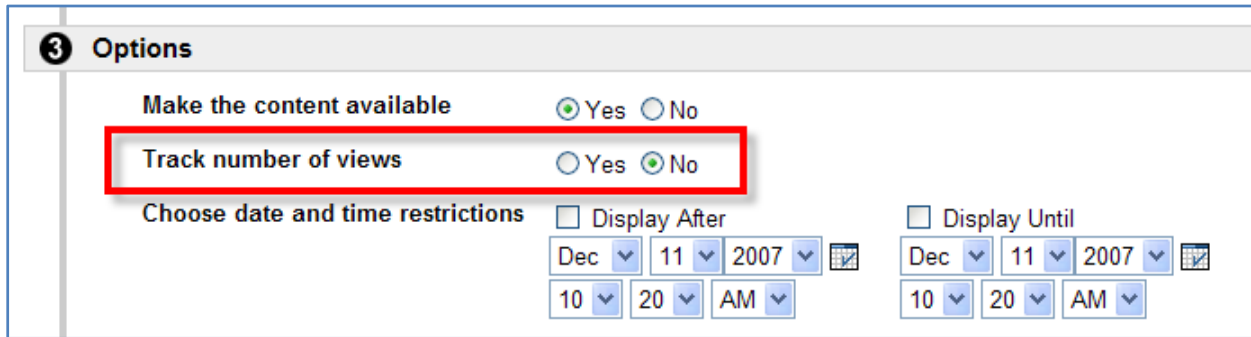
Track number of views Yes No

Choose date and time restrictions Display After Display Until

Dec 11 2007 10 20 AM

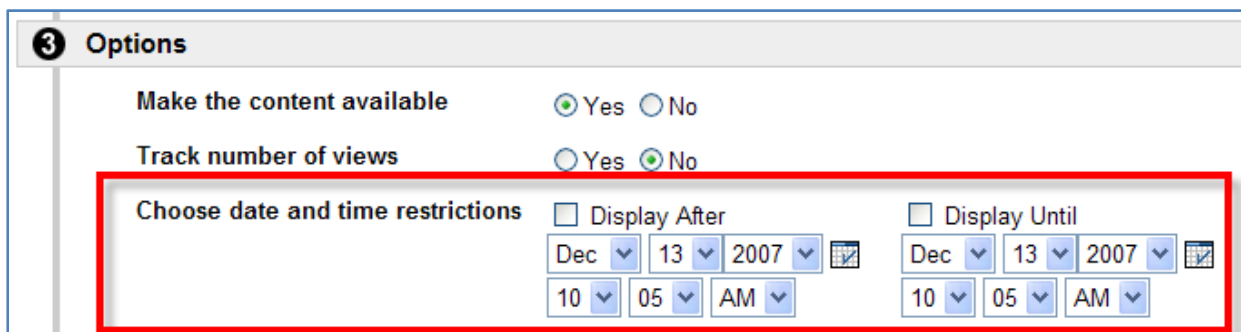
Dec 11 2007 10 20 AM

12. Next, click the Yes or No radio button for the Track Number of Views option. Enabling item tracking allows you to find out how many students have viewed the item.



The screenshot shows a form titled "Options" with a tab icon and the number 3. It contains three sections: "Make the content available" with "Yes" selected; "Track number of views" with "No" selected and highlighted by a red box; and "Choose date and time restrictions" with "Display After" and "Display Until" options, each with a date/time picker set to Dec 11, 2007, 10:20 AM.

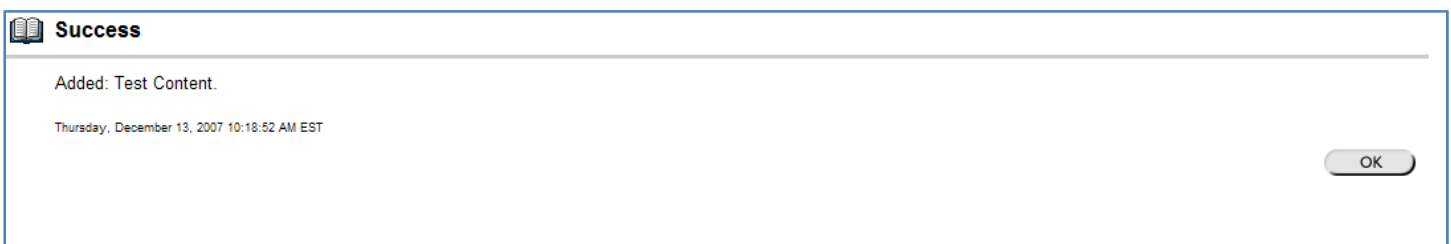
13. The next step (optional) will allow you to make the item available or unavailable on a specific date and time.



The screenshot shows the same "Options" form. The "Track number of views" section now has "Yes" selected. The "Choose date and time restrictions" section is highlighted with a red box, showing "Display After" and "Display Until" options with date/time pickers set to Dec 13, 2007, 10:05 AM.

- To have this item automatically become available on a specific date and time, select the **Display After** checkbox and set the date/time
- To have this item automatically become unavailable on a specific data and time, select the **Display Until** checkbox and set the date/time.

14. Click **Submit**. The Receipt: Success page lets you know that the addition was successful.



The screenshot shows a "Success" message box with a book icon. It contains the text "Added: Test Content." and "Thursday, December 13, 2007 10:18:52 AM EST". An "OK" button is located in the bottom right corner.

15. Click **OK** to return to the content area.