# **CREATING CONTENT IN BLACK BOARD**

### A. Adding an Item

Click on the "Week One folder". This will take you inside this folder. You will see a blank canvas. For this example, you will build an "Item".

1. "ADDING AN ITEM": Click on Course Content/Build content/Item.

Build Content	Assessments v Tools v
Create	New Page Content Folder
File	Module Page Blank Page
lmage Video Web Link	Mashups Flickr Photo SlideShare Presentation
Learning Module Lesson Plan Svllabus	YouTube Video Blackboard Open Content
Course Link Content Package (SCOR	M)

2. Give the item a name, then type any text that you wish your students to read in the text editor.

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In this example, you'd like the students to review a PowerPoint presentation that you are going to attach for this course.

**NOTE:** *please remember the formatting we reviewed in the first video* regarding change colors. You can change the color of the title. You are also able to edit the text. You can also add pictures and or web links (mentioned below).

3. Click on "Browser My Computer" to add an attachment.

ATTACHMENTS			
You can drag files from your c <b>Do Not Attach</b> to remove a s	omputer to the Atto elected file.	ich Files area or use the b	rowse functions. Files are saved in the top-level folder in your course's file repository. Select
Attach Files	/		
Browse My Computer	Browse Course	Browse Cloud Storage	
i 			j

4. Choose the file you want to attach, which in this case is the PowerPoint presentation. And then choose open.



You will now see the file is linked to the course

Ge.			
Attach Files	Browse My Computer	Browse Course	Browse Cloud Storage
Attached files			
File Name		Link Title	
The Association Withold and the hi		Accessing Blackhoa	and output

5. The standard option section has several options. "*Track number of views*", we will cover more of this in a later video. "*Select date and time*" if you want your item to show up on a certain date, or for a selected time. For now, we will leave all options at default.

STANDARD OF HORS			
Permit Users to View this Content	● Yes ○ No		
Track Number of Views	⊖ Yes ⊛ No		
Select Date and Time Restrictions	Display After     Display		
	Display Until     Image: Second		
Click Submit to proceed.			
*		Cancel	Submit

6. Click submit on the bottom right. You now have a lesson (content) inside your week one folder.

Success	Success: Week 1 Lesson & amp; Presentation created.								
Wee	E 1 0								
Build C	content ∽	Assessments 🗸	Tools 🗸	Partner Content 🗸					
	Week 1 L Attached F Please revi	esson & Presentat	ion kboard.pptx C entation attach	) (358.618 KB) ed.					

So if you go back to course content on the left, you will see the 3 folders you created. And if you click on Week 1 again, you will see the lesson you just created. When a student views the lesson, they will now be able to click on the file. It will then download for the student and open in PowerPoint.

Build Content  Assessr	Week 1 Lesson & Presentation
Week 1	Attached Files: Accessing Blackboard.pptx (358.618 KB) Please review the Powerpoint presentation attached.
Week 2	
Week 3	

## B. The difference between adding a file and adding an item

Files and items are the two most comment types of content that you are going to use.

Build Content	Assessments 🗸 Tools 🗸	
Create	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Video	Flickr Photo	
Web Link	SlideShare Presentation	
Learning Module	YouTube Video	
Lesson Plan	Blackboard Open Content	
Syllabus		
Course Link		
Content Package (SCOR	M)	

## C. Adding a File

1. So above on page 1, we added an item. Now we will add a File.

Click on *Course Content/Build content/File*. Creating a file is limited compared to creating an Item. You will notice there is no Text editor allowing you to add a description and information like there was when you attached an Item. You can add a name, and change the title color if you like and add an attachment.

ELECT FILE			
Select a local file by clic Click No to display the	king Browse My Computer or file within the Course environmen	one from within Course Files by t or <b>Yes</b> to display it as a separa	clicking <b>Browse Cou</b> ite piece of content wit
* Name	Week 1 Lesson & Presenta	ation	
Color of Name	Light-Hard-Blue	ê	
Color of Name	Browse My Computer	e Browse Course	

2. To add an attachment, click on *Browse My Computer*". Then choose your file and open.



3. There are a couple of other options available when you create a file. Let's leave everything as default for now. Then click on submit on the bottom right.

Permit Users to Content ● Yes ○ No	View this	
Track Number o	f Views	
🔿 Yes 💿 No		
Select Date and Restrictions	Time	
Display After	1 🔄 🔄	
Enter dates as n	nm/dd/yyyy. Time may be entered in any increment.	
Display Until		
Enter dates as n	nm/dd/yyyy. Time may be entered in any increment.	
Chiele Contractor	4J	*
Click Suomit	lo proceed.	Cancel Submit

**NOTE:** When you click submit, you will notice under Week 1 a couple of differences in the file and the item.

#### **First Difference**

Top item: the icon shows a piece of paper with a picture and some lines for text.

Bottom File: the icon is just a paper with lines of text.



### **Second Difference**

Top Item: the name, is not clickable. All they can do is click on the attachment added in the Item.

Bottom File: the name is clickable.

Again, to go back, you can either click on "*Course Content*" on the left. Or click at the top left.

