

Blackboard Content Areas – Adding Course Items

INTRODUCTION

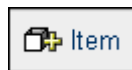
A "Course Item" is the actual content you add to your course. All of your course materials will be added as course items in the appropriate sections of your Blackboard course.

ADD A COURSE ITEM

1. In the section of the Control Panel titled "Content Areas", click on the name of the area you wish to add a course item to.



2. Click the Add Course Item button.



3. Select a name for the Course Item from the dropdown menu, or type a name into the text box. You may also choose a color for the name by using the color swatch under the item name.
4. In the text box provided enter your content, or if you would like to attach a file instead, enter a description for the file you intend to attach.

Note: If you are using a PC, you will see the editor below, which has many of the tools found in Microsoft Word. These tools will allow you to bold, italicize, change the font size and color, and much more without having to know any HTML. You will also be able to spell check your content before you submit it!

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:

Special Action:

Currently Attached Files:

6. After attaching the file, select a Special Action for it. The Special Action tells Blackboard how to display the file within the course item.
 - **Create a link to this file** will do just that. Enter text for the link in the textbox just above the Special Action dropdown menu (e.g. Homework 1). Your students will click on the link, which will be within the course item, to view the attached file. The file will either open up right in Blackboard or download to their computer.
 - **Display media file within the page** is used when attaching web-based multimedia files such as images (.jpg or .gif), sound files (.wav, mp3, etc.), or movie files (QuickTime, etc.). These files can be displayed right in Blackboard along with any text entered into the text box in Step 4. If you choose this option you will get another screen, after submitting, with options on where to position the file. Your students will see the media file displayed within the course item.
 - **Unpackage this file** is used when you are uploading a file that has been compressed with WinZip or a similar program. If you choose this option you will get another screen, after submitting that it asks which of the compressed files you would like the students to see first. Your students will click on a link, which will be within the course item, to view the attached file. The file will generally display within Blackboard.
7. Select the options you would like to use for this particular course item:
 - Make the course item available to students
 - Add offline content (this is a Blackboard compatible CDRom that sometimes comes with the students book)
 - Track the number of times the course item is viewed
 - Add metadata about this course item (copyright information)

- Choose between which dates and times you want the course item available to students if the information is time sensitive

Do you want to make the content visible?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you want to add offline content?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to track number of views?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to add metadata?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose date restrictions	
	<input type="checkbox"/> Display After
	Nov 18 2002 <input type="checkbox"/>
	09 25 AM <input type="checkbox"/>
	<input type="checkbox"/> Display Until
	Nov 18 2002 <input type="checkbox"/>
	09 25 AM <input type="checkbox"/>

8. Click the Submit button to save your changes.

Submit