

BLACKBOARD 9.1 QUICKSOURCE GUIDE ADDING CONTENT

Blackboard Short Reference Guide

FACULTY
EDITION

ADDING CONTENT TO YOUR BLACKBOARD COURSE

1 Enter your specific course that you want to add content to

2 Click into a Content area on the Course Menu

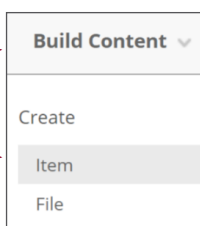
* Note: Content areas can be added, removed, and renamed.

3 Make sure the **Edit Mode** button is on

Edit Mode is: **ON**

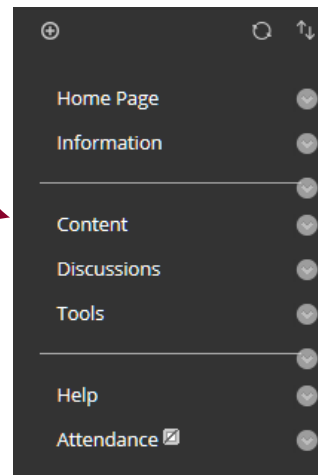
*Edit mode allows you make changes. When the Edit Mode Mode button is Off it previews the Content from the Students' perspective.

4 Click **Build Content**

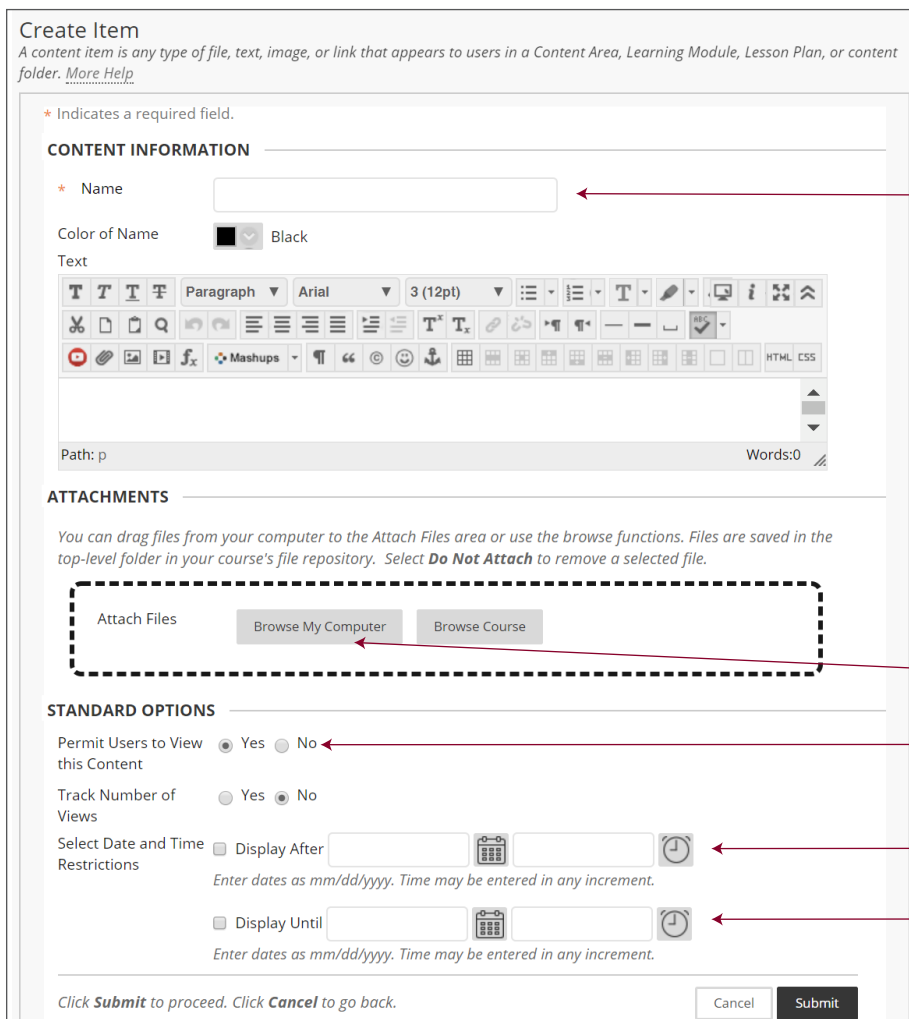


Build Content ▾
Create
Item
File

5 Click **Item**



6 Complete the necessary items on the Creation Page and click **Submit** for it to be added to your course



Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name Black

Text

Path: p Words:0

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Display Until

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

*Name your Item

Click on **Browse My Computer** to create a link to a file students can click on to view/save

*Default is Yes. This allows the students to see this Item

*Date and Time Restrictions can be set for the file Availability

*When set to Display Until, the item will be invisible to the students on that date & time