

How to Build Content in Blackboard

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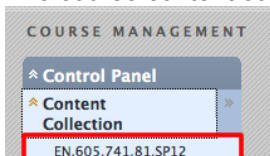
Introduction

This guide provides detailed, step-by-step instructions for instructors who are “starting from scratch” and would like to build content in the Course Content area of their Blackboard course site.

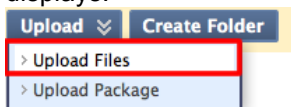
Uploading Files to the Content Collection

The Content Collection is where you store files in your course site. This is where you should upload PDFs, Word documents, or anything you would like the students to access. It is important to note that students do not have access to the Content Collection of your course so you can use this area to store any documents related to your course. You will provide students access to the documents you wish by linking them in the Course Content section (a step described later in this document). To upload files to the Content Collection:

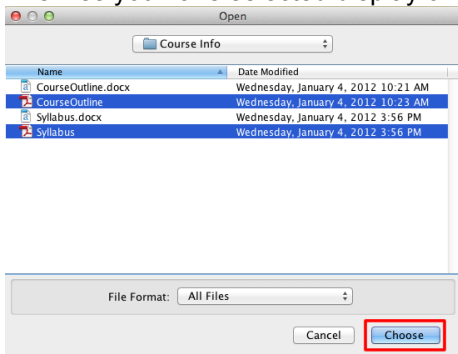
1. On your course site Home page, under the Course Management heading (in the lower left-hand corner of the page), click Content Collection. The Content Collection drop-down menu displays.
2. From the Content Collection drop-down menu, click the course title link (ex. *EN605.741.81.SP12*). The course content collection page displays.





3. On the course content collection page, navigate to the folder you wish to upload to (ex. *Module 3*) and hover your mouse pointer over the Upload button (top left). The Upload drop-down menu displays.
4. From the Upload drop-down menu click Upload Files. The Upload Multiple Files and Folders page displays.



5. On the Upload Multiple Files and Folders page, click the Browse button. The Open dialog box displays.
6. From the Open dialog box, navigate to the file(s) you wish to upload. If you want to upload multiple files:
 - a. Click the folder name containing multiple files to upload the entire folder.
 - b. For multiple consecutive files within a folder, click the first file in the list, then, while holding down the SHIFT key (PC or Mac), click the last file in the list.
 - c. For multiple non-consecutive files within a folder, click the first file, and then, while holding down the CTRL key (PC) or the ⌘ key (Mac), click each file you would like to upload.
7. Once you've selected the file(s) you would like to upload from the Open dialog box, click Choose. The files you have selected display on the Upload Multiple Files and Folders page.

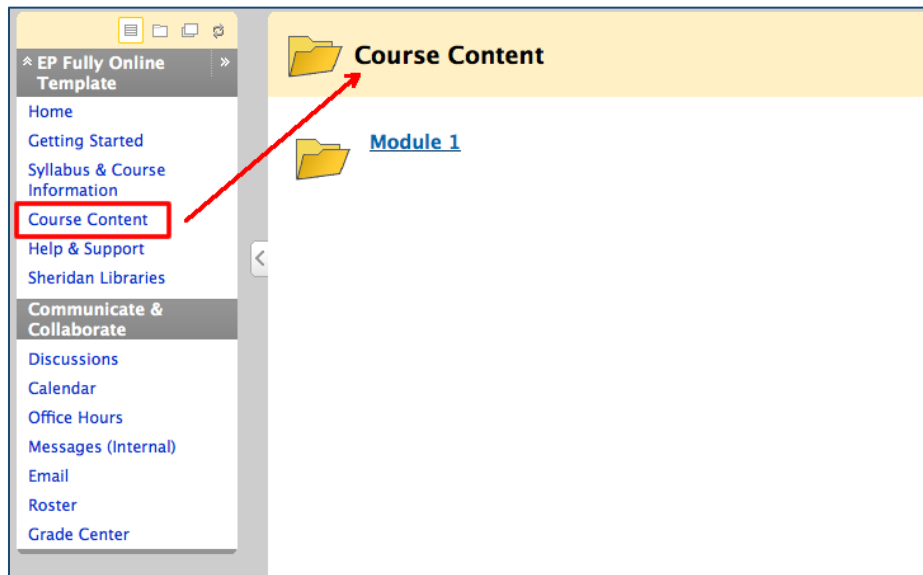


8. On the Upload Multiple Files and Folders page, click Submit. The files are uploaded and the content collection folder page displays the newly uploaded files.

Name	Size	Remove
CourseOutline.doc	64.5 KB	
CourseSyllabus.docx	44.7 KB	
109.2 KB Total		

Accessing Course Content Area

Once you've established your course's folder/file structure and uploaded content files, you're ready to begin building the content in your course site. To access your course's Course Content area (where content is displayed for students), click the Course Content link in the left-hand course navigation. The Course Content page displays.



Adding Content

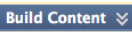
For most course sites, you'll notice that the first time you access the Course Content area it is completely empty except for one Content Folder. This section outlines the steps for creating content folders as well as adding items, files, URLs, assessments, and tool links to those Content. In order to edit any part of your Blackboard course site, you should first make sure Edit Mode (upper right-hand corner of the page) is set to "On."

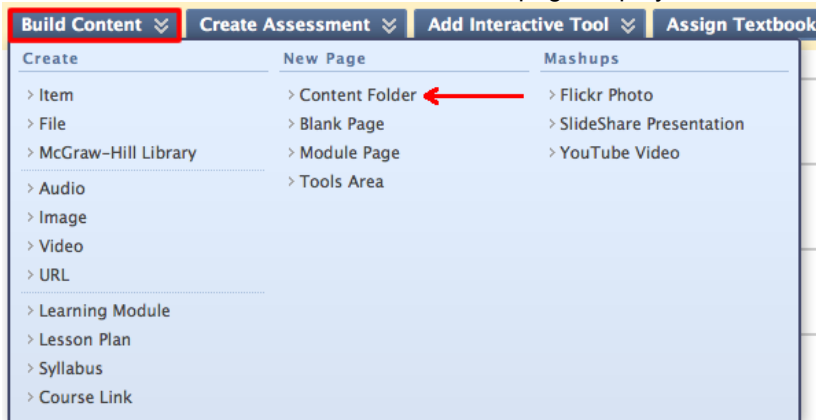
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Creating Content Folders

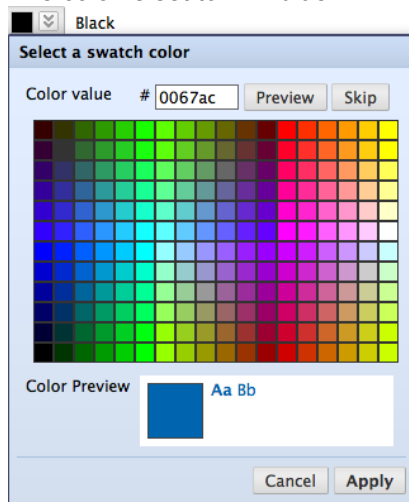


To create Content Folders:

1. On the Course Content page, hover the mouse pointer over Build Content . The Build Content drop-down menu displays.
2. From the Build Content drop-down menu, under the New Page heading (center column), click Content Folder. The Create Content Folder page displays.



3. On the Create Content Folder page fill out the fields as follows:
 - a. **Name** – Provide the name of the folder. The content folder names should correspond to the file folders you built in the Content Collection. (ex. *Module 1: Introducing Distributed Database Systems*)
 - b. **Color of Name**
 - i. Click the drop-down arrows. The color swatch displays.
 - ii. In the Color value field, type the code 0067AC (not case sensitive). Click Apply. The color is set to “EP blue.”



- c. **Text** – In this field you may provide a description of the folder or leave it blank (blank is recommended for top-level content folders).
 - d. Adjust the Options according to your preferences/needs.
 - e. Click Submit. The Course Content page displays your new folder.
4. Repeat steps two and three until you have built each content folder for your course site.

Building Content: Adding Content Items, Files and URLs



Content Item – Any type of file, text, image, or link that appears to users in a Content Folder. For EP Online courses, Content Items are used for module overviews, reading assignments, etc.



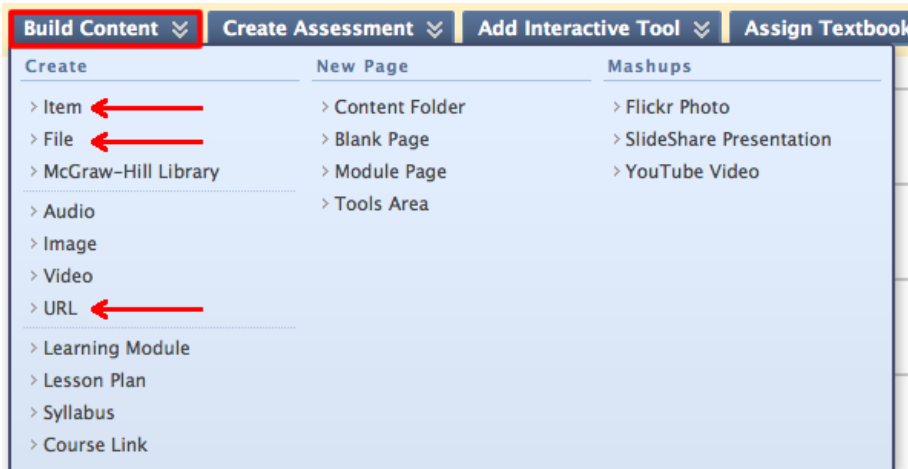
File – Use the **File** content type to add a file that can be selected and viewed as a page within the Course or as a separate piece of content in a separate browser window. In EP online courses, Files are added for content PDFs in which the bulk of the module content is text- (and image-) based.



URL – A shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials. In EP online courses URLs are added in order to link to voiceover PowerPoint presentations using Camtasia Relay.

To add a Content Item, File, or URL:

1. On the Course Content page, click the content folder link in which the new Content Item will be added (e.g., *Module 1 – Course Introduction*). The content folder page displays.
2. On the content folder page, hover the mouse pointer over Build Content. The Build Content drop-down menu displays.
3. From the Build Content drop-down menu, under the Create heading (left column), click Item, File, or URL.



4. Fill out the fields on the Create Item, File, or URL page as follows:
 - a. **Name** – Provide a name for the Item, File, or URL (e.g., *Overview*).
 - b. **Color of Name** (as applicable)
 - i. Click the drop-down arrows. The color swatch displays.
 - ii. In the Color value field, type the code 0067AC (not case sensitive). Click Apply. The color is set to “EP blue.”
 - c. **Text:**
 - i. Item – This is where the actual content for a Content Item is built. For example you could provide directions for a reading assignment.
 - ii. File – n/a
 - iii. URL – Provide a description of the URL link.
 - d. **Attachments/Select a File** – Click Browse Content Collection to attach any files that are associated with this Item, File, or URL that you’ve previously uploaded to the Content Collection. (see “Uploading Files to the Content Collection” above).
 - e. **Set the Options** according to your preferences. Click Submit. The Content Folder displays your new Content Item, File, or URL.

Creating Assessments: Adding Tests (Quizzes), Surveys, and Assignments



Test – Creating a Test deploys the Test (or quiz) to a content area. Once a Test has been deployed, you can change the Test Options to make it available for students to take. This tool is especially good for non-narrative question types (e.g., multiple choice, true/false, etc.) **Note:** Blackboard Tests operate differently than Sakai Tests; in Blackboard, students are not required to go to a separate Tests & Quizzes tool. Rather, they take the quiz inline with the rest of the module contents.



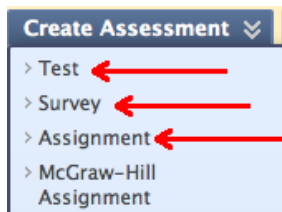
Survey – The survey tool can be used to conduct student polls, or for any other general information-gathering purpose.



Assignment – Assignments are a form of assessment that adds a Column to the Grade Center. An Assignment acts as a drop box whereby the students can electronically submit their completed work—whether it is an essay quiz/test, problem set, or other electronic assignment. Likewise, the Assignment is where you return the graded assignment with feedback.

To add a Test, Survey, or Assignment:

1. On the content folder page, hover the mouse pointer over Create Assessment. The Create Assessment drop-down menu displays.
2. From the Create Assessment drop-down menu, click Test, Survey, or Assignment.



- a. For Tests and Surveys, click the Create button. Then click Submit. You will be guided through the steps of creating the Test (quiz) or Survey.
 - b. For Assignments proceed to step 3.
3. Fill out the fields as follows:
 - a. **Name and Color:**
 - i. In the Name and Color field, type the name of the name of the Assignment (e.g., *Module 1 Submission, Estimation Problem Set*)
 - ii. Click the drop-down arrows. The color swatch displays. In the Color value field, type the code 0067AC (not case sensitive). Click Apply. The color is set to “EP blue.”
 - b. **Instructions** – Provide instructions for the students to complete the assignment. It is recommended that you instruct the students to click the [Assignment Name] link in order to submit their assignment.
 - c. **Assignment Files** – Click Browse Content Collection to attach any relevant files (e.g., problem sets, etc.) from the Content Collection. (see “Uploading Files to the Content Collection” *above*)
 - d. Complete the remaining fields according to your preferences.
 - e. Click Submit. The Assignment link displays on the content page.

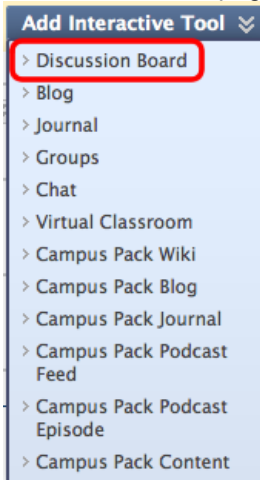
Adding Interactive Tools: Discussion Board

There are a variety of course tools that you can add to your site, the most common of which is the Discussion Board.



To add a link to your course's discussion board:

1. On the content folder page, hover the mouse pointer over Add Interactive Tool. The Add Interactive Tool drop-down menu displays.
2. From the Add Interactive Tool drop-down menu, click Discussion Board. The Create Link: Discussion Board page displays.



3. By default, the Link to Discussion Board Page radio button is selected (recommended). Alternatively you can link to a specific forum (provided you've already set the forum up) or create a new forum.
4. Click Next. The Link Information page displays.
5. Fill out the fields as follows:
 - a. **Link Name** – Provide a name for the link (e.g., *Module 3 Discussion*)
 - b. **Color of Name** – Set the color to “EP blue” following step 3b under “Creating Content Folders” (*above*).
 - c. **Text** – You may provide the actual discussion questions in this field or provide general directions for responding to the discussion forum.
 - d. **Select the Options** according to your preferences.
 - e. Click Submit. The Discussion Board link displays on the content page.