

Adding Course Content

Blackboard gives you two basic ways of getting content into your course site: [typing/pasting it in directly](#) or uploading it from your computer. In the latter method, the system automatically generates links to your uploaded files and requires no reformatting of your documents.

What kinds of files can I upload?

You can upload nearly any file type into Blackboard. Just be sure that your students have the proper software application to open the files you use. The following file formats are commonly used in Blackboard content areas:

- Adobe PDF
- MS Office (Word, PowerPoint, Excel)
- JPG, GIF and TIFF images
- HTML
- Archived web sites ("zipped" HTML + images)

Content Areas

In the upper-left area of Control Panel, you'll find your site's Content Areas. By default, these areas will be named Course Information, Course Documents, and Assignments.

Adding a Content Area

By default, a specific number of Content Areas appear in a Course. Instructors may decide to create additional Content Areas or edit existing Content Areas. For example, a Content Area for Assignments may be added and the name of the area may be changed to Homework.

Follow the steps below to add a Content Area to the Course Menu:

1. Set Edit Mode to ON
2. Select the **Add** button (+) on the Course Menu.
3. Click **Content Area**.
4. Enter a **Name** for the Content Area.
5. Click the **Available to Users** checkbox to grant access to Students and other users in the Course.
6. Click **Submit**.

The new Content Area appears on the Course Menu. If the Content Area contains no content, an icon of a dotted square appears. If the Content Area is unavailable to students, an icon of a square with a line through it appears.

Edit Content Areas

Use the Contextual Menu to **Edit**, **Delete**, **Show Icons Only** or **Show Icons and Text** for the Content Area.

Manage Content Areas

These areas have the same tools, which are located in the toolbar along the top of the area. For example, if you click Course Information, you will find the toolbar shown in the image below:



All content can be added and edited within the Content Areas. Select a Content Area on the Course Menu to open the main Content Area page. All actions related to managing content are available from this page. This includes:

- Create Item - add any single Content Item
- Build - add organizational elements such as folders, tools and links
- Evaluate - add tests, surveys and assignments
- Collaborate - add group and communication tools such as blogs, discussion boards and chat sessions

How to Upload Content

To upload a file into Course Documents, enter your course site and:

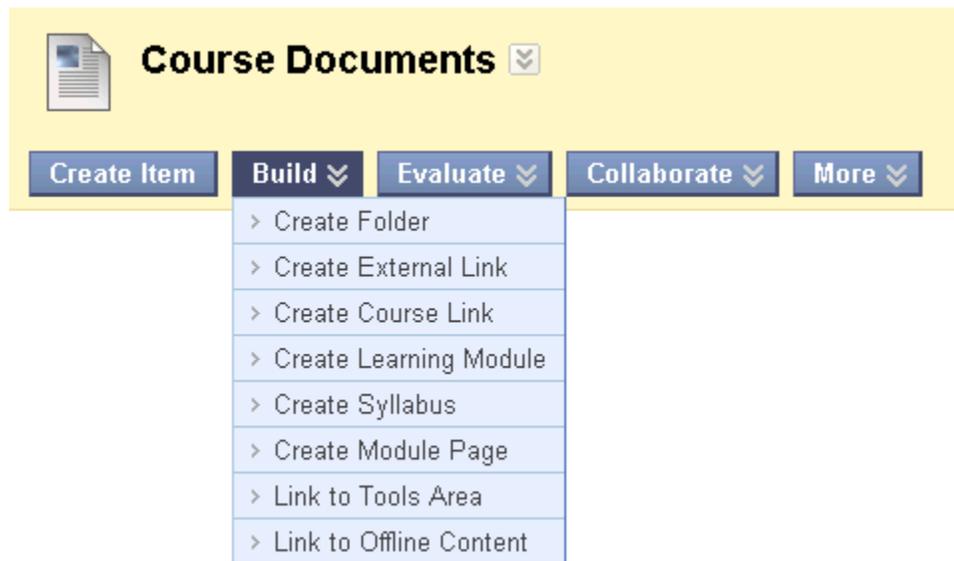
1. Click **Course Documents** heading on the left side bar;
2. Click **Create Item**;
3. Under (1) provide a name for your document;
4. Under (2) click the browse button and locate the file you wish to upload*. Provide link text for the file (optional) and leave the pull-down menu to its default setting of "Create a link to this file."
Note: for information on what types of files you can upload, see "What kinds of files can I upload" see [above](#));
5. Select any additional desired options from under (3) and;
6. Click **Submit**, under (4).

*Blackboard has a problem with certain special characters used in file names. These characters traditionally act as a parser, so Blackboard saves the file with a different name and as a result breaks the link that you just tried to create. Characters to avoid include commas, ?, @, #, \$, %, &, *, !, (,), ', and ". The safest way to create a file name is to only use alphanumeric characters, the hyphen, and underscore (instead of blank spaces).

Create a Folder

Use folders to organize your content. Tip: organizing your content into folders can make the task of [copying content](#) significantly easier.

1. Click **Course Documents** > **Build** > **Create Folder**;
2. Provide a name for the folder;
3. Add descriptive text to the folder name in the text box;
4. Select any additional desired options and;
5. Click **Submit**.



How to Add a URL

External links are one of the content types available in any content area. To add a link to a course site:

1. Enter a Content Area, such as "Course Documents";
2. Click **Build** > **Create External Link**;
3. Provide a name for the link, enter URL of website and provide annotation (optional);
4. Select any additional desired options and;
5. Click **Submit**.

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