

Overview

This article details how you can add HTML content to your Blackboard course. It covers the three main ways of working with HTML in Blackboard:

- Using the text editor in *Pages* or Blackboard *Items*
- Adding HTML files created outside Blackboard to a *Content Folder*
- Adding HTML files created outside Blackboard to a *Learning Module*

There are important issues related to HTML in Blackboard, however, which are not covered in this article. These issues concern working with HTML files in the '*Files*' area of your Blackboard space; we recommend that you also refer to the article [How to manage files and file permissions for HTML content in Bb](#) and [FAQ HTML in Bb](#) for more details.

N.B. Content Collection vs. Files

Since a 2014 upgrade to Blackboard, the term 'Content Collection' has been replaced by 'Files'. However, the new term is not used consistently throughout the system, and you will often encounter 'Content Collection' to refer to the 'Files' area. For this reason, some of the screenshots in this article show the term 'Content Collection', but in the Blackboard context this is synonymous with 'Files'.

Different approaches to adding HTML in Blackboard (Bb)

When building HTML content in Bb, there are three approaches to choose from. The table below outlines the advantages and related issues for each:

Different approaches to adding HTML in Bb

Approach (method)	Advantages	Related issues
1. Write HTML directly into a Bb <i>Item</i> or <i>Page</i> using the text editor	<ul style="list-style-type: none"> You can edit your HTML directly in Bb. It allows you to 'copy and paste' HTML content from an external source into a Bb <i>Item</i> or <i>Page</i> (<i>NB the copy and paste buttons in the text editor do not work in all browsers. Use keyboard shortcuts instead</i>). You can attach files to the HTML page that you create, in the same way you would for any Bb <i>Item</i>. <p>Good for:</p> <ul style="list-style-type: none"> (<i>Items</i>) creating short surrounding text to give 'context' to files and materials in a content folder. (<i>Pages</i>) creating longer sections of text that open a new screen within the main content pane – but using the default Bb styling. 'tweaking' the HTML that Bb automatically creates when you add text to the visual text editor of a Bb <i>Item</i> or <i>Page</i>. 	<ul style="list-style-type: none"> In terms of formatting, your HTML will have to use the standard Bb styles. If you want to use your own CSS then use method 2 or 3 below. You cannot use a linked CSS or use <style> tags in Bb items. Bb will strip out these elements upon update/submission. In the HTML view in the visual editor, HTML is presented in a format that can be difficult to edit, particularly if you have a lengthy document. You may prefer to edit offline in an HTML editor such as Dreamweaver or NVu and then copy and paste your document into the Bb text editor. Heading styles are poorly defined. Sub-heading styles (e.g. Sub Heading 1 and 2) display with smaller text than normal paragraph text.

Continued over

Different approaches to adding HTML in Bb (continued)

Approach (method)	Advantages	Related issues
2. Add HTML files to a Bb <i>Content Folder</i>	<ul style="list-style-type: none"> You can safely link your HTML content to a CSS style sheet for formatting. You can fully integrate images, audio, Flash and other 'multi-media' content with your text. You can edit html files created outside of Blackboard within the Blackboard interface. <p>Good for:</p> <ul style="list-style-type: none"> larger sections of content that you want to appear in the main Bb content pane rather than in a new window or launching an application such as Word or PowerPoint. 	<ul style="list-style-type: none"> You must edit offline (i.e. outside Bb). To update pages, you must use the 'overwrite' facility of the <i>'Files' area of your Blackboard space</i>. In order for linked files (e.g. CSS, images, audio) to be accessible to students, you must set the correct permissions in the <i>'Files' area of your Blackboard course space</i> on either the files or the parent folder (recommended). Students will not be able to download content in this format. If downloading is important, attaching a PDF document to a Bb <i>Item</i> is an alternative.
3. Add HTML files to a Bb <i>Learning Module</i>	<ul style="list-style-type: none"> <i>Learning Modules</i> can 'wrap up' your HTML pages into a single asset, with a navigation menu on the left. If you add pages as files, you can link to a CSS style sheet for formatting without causing problems to the surrounding Bb interface. <p>Good for:</p> <ul style="list-style-type: none"> creating a unified set of pages that you want students to work through sequentially. Using a sequence of HTML pages in your <i>Learning Module</i> is an alternative to building it with PDF files. You may prefer this if you don't want the usual PDF controls surrounding your content. 	<ul style="list-style-type: none"> As for approach 2 above. When you add HTML pages to a Bb <i>Learning Module</i>, create them offline and add them as a 'file' (not as attachments to a Bb Item). If you want students to be able to download material, then it may be better to build the <i>Learning Module</i> with PDF files rather than HTML.

Approach 1: Writing HTML directly in a Bb *Item* or *Page* using the text editor

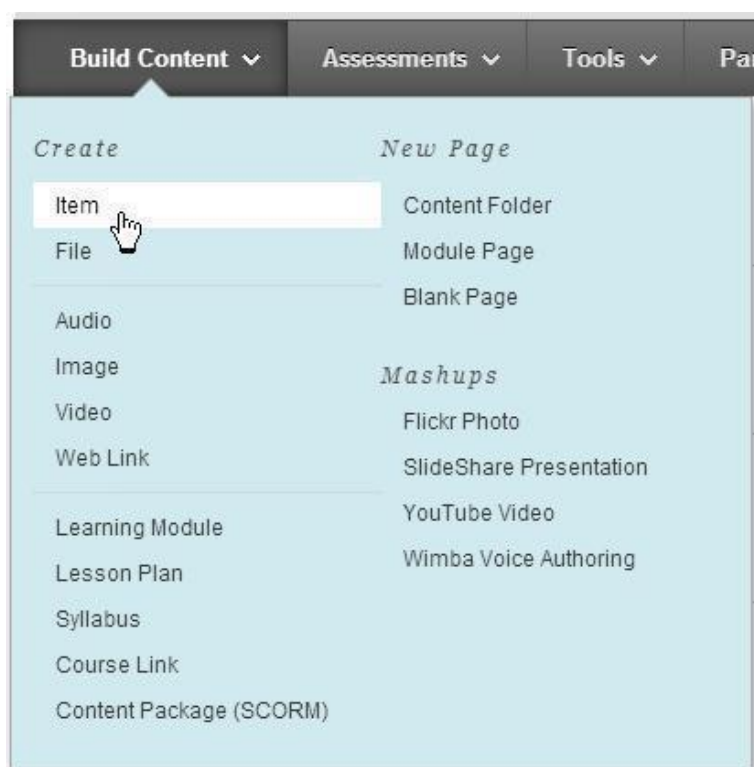
When you create a Bb *Item* or *Page*, you can add text using the visual text editor. Bb automatically creates HTML 'behind the scenes'. It is possible to edit this HTML, or even to create your text entirely with HTML, by switching to the HTML view in the text editor.

***Item* or *Page*: What's the difference?**

In Bb, *Items* and *Pages* are created in much the same way (outlined below). The difference is the way they work inside a folder.

Items are 'always visible' within the folder. Students don't need to click on an *Item* in order to see it. When you add a *Page* to a folder, however, the page itself is not immediately visible within the folder. Students need to click on a link in the folder in order for the page to open in the main content pane.

1.1 Inside a content folder, create a new item: **Build Content > Item**



(To create a *Page* rather than an *Item*, choose **Build Content > Blank Page** and then follow the same steps described below)

1.2 Give a name to your Item and add content in the text editor.

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.

Cancel Submit

CONTENT INFORMATION

* Name A

Colour of Name Black

Text

Paragraph Arial 3 (12pt)

HTML CSS

Aims

In this task you will be thinking about your previous experiences of the topic and identifying areas for improvement.

Task

B Consider your previous experience of the topic. Where did you gain this experience and knowledge? Who helped you? What was missing from the experience? Write these into your reflective journal, along with a short 300 word statement about how you plan to work on your areas for improvement.

Deadline

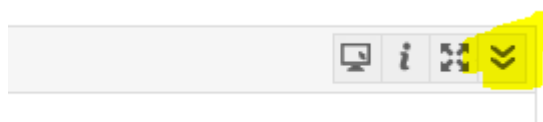
Complete this activity by April 30th at 5pm.

Path: p Words: 0

A) Add a name.

B) Add content in the visual text editor widow and use the edit tools for formatting.

C) You can switch to the HTML edit mode by clicking HTML (HTML Source Code). The example given above is shown again below in the HTML code mode. (N.B. If the HTML button is not visible, click on the 'expand' button in the top right corner of the editing window - shown below - to reveal more editing tools.)



D) Click **Submit**

HTML code view - Google Chrome

https://online.manchester.ac.uk/webapps/vtbe-tinymce/tiny_mce/themes/advanced/source_editor.jsp?v=9.1.140152.0_11.1.1042992

HTML code view ☒ Word Wrap

```
<h4 style="font-size: 12px;">Aims</h4>
<p>In this task you will be thinking about your previous experiences of the topic and identifying
areas for improvement.</p>
<h4 style="font-size: 12px;"><span style="font-size: 1em;">Task</span></h4>
<p>Consider your previous experience of the topic. Where did you gain this experience and knowledge?
Who helped you? What was missing from the experience? Write these into your reflective journal, along
with a short 300 word statement about how you plan to work on your areas for improvement.</p>
<h4 style="font-size: 12px;">Deadline</h4>
<p>Complete this activity by April 30th at 5pm.</p>
```

Cancel Update

If you want to create a large number of HTML pages but keep them within the same *Content Folder*, using *Bb Items* isn't the recommended approach. Doing so will, in effect, create a single, long HTML page requiring a lot of scrolling to read. Instead, create *Pages* or choose from Approaches 2 or 3 outlined in the rest of this article.

Approach 2: Adding HTML files to a Bb Content Folder

You can add files to a Bb *Content Folder* which will open for the students inside the main content pane. These files can be PDFs or PowerPoint presentations, but they can also be HTML files. Adding HTML files to a Bb Content Folder in effect allows you to add 'web pages' of your own design that will open within the Bb content pane. This section explains how this can be achieved.

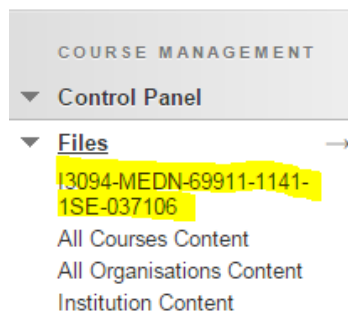
2.1 Create your HTML file(s) offline using Dreamweaver or similar HTML editor.

2.2 If necessary, create a 'root' folder offline which holds your HTML page(s) and any related, dependent files such as CSS style sheets, images, audio, etc.

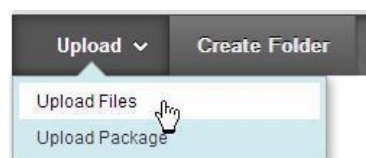
TIP:

- Creating a root folder for your HTML related files in the *Bb 'Files'* area will allow you to use **relative paths** in `` tags to reference dependent files kept in the same root folder.
- Give your root folder a meaningful name that will make it easy to locate once you have uploaded it to the *Bb 'Files'* area of your Blackboard course space.

2.3 Upload your root folder, or your single HTML file if there are no dependent files, to the *Bb 'Files' area (a.k.a. Content Collection)* using the drag and drop interface *:



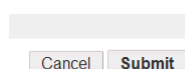
Click on **Files** on the left hand menu and choose the course specific '*Files*' area (the top of the *Files* list, with the course code).



In the *Bb 'Files'* pane, Click **Upload > Upload Files**.



Make sure **Multiple Files** is selected (top right) and drag and drop * your pre-prepared HTML files or root folder containing all your HTML related files from **My Computer** (or equivalent) into the target space in the centre of the *Bb 'Files'* pane.



Click '**Submit**'. (You may need to scroll down the screen for the 'Submit' button to appear.)



Your root folder will now appear in the *Bb 'Files'* list of folders and files.

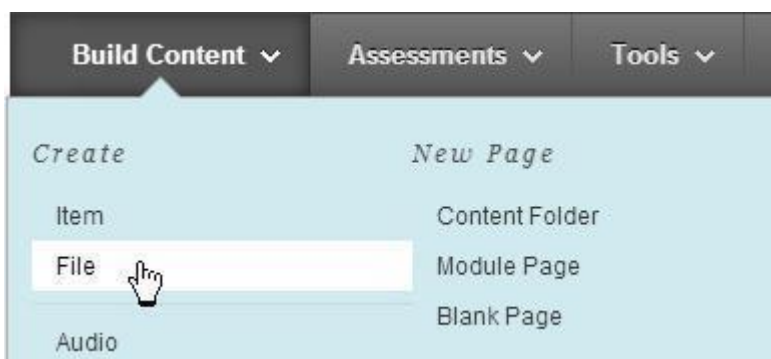
2.4 Set permissions for your HTML and related files so that your students will be able to see the HTML content correctly. For details on how to do this, refer to this related article: [How to: Manage files and file permissions for HTML content in Bb.](#)

Once you have the HTML pages and any related files in the *Bb 'Files' area of your Blackboard course space*, you need to make them available to students by adding them to a content folder in the student-facing side of Bb.

2.5 Come out of the *Bb 'Files'* area and in the main Bb content pane navigate to the folder you would like the HTML content to appear (or create a new content folder). Inside the folder, choose: **Build Content > File:**

*N.B. The drag and drop feature requires Java to be enabled in your browser, and some browsers no longer allow Java to run at all (e.g. Google Chrome from Sept 2015). If the drag and drop feature appears not to be working, try one of the following:

- enable java in your web browser.
- switch to a java compatible browser e.g. Firefox (at the time of writing).
- use the 'Single file > Upload Zip Package' option.



2.6 Click **Browse Content Collection** and select the HTML file you wish to add. On clicking **Submit** you will be given the following choices regarding file permissions:

Selected File	File Name	index.html
	File Type	HTML
	Manage Access	<input type="radio"/> Give users access to all files and folders in the folder <input checked="" type="radio"/> Give users access to this file only <input type="radio"/> Give users access to selected files in folder
		<input type="button" value="Browse"/>

If you are uploading only a single HTML file with no dependent files, then select 'Give Users access to this file only'. If your HTML pages have dependent files (CSS or related media content), refer to this related article: [How to: Manage files and file permissions for HTML content in Bb](#)

2.7 Give your file a name – essentially this name will be the link that students click on in the content folder in order to open the HTML file.

2.8 Under 'Standard Options', ensure that 'Permit Users to View this Content' is set to 'Yes'.

STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Select Date and Time Restrictions ☐ Display After
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

☐ Display Until
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

2.9 Click **Submit** (you may need to scroll down the page to reach the 'Submit' button).

A link to your HTML page has now been added to the content folder (as in the screen shot below). To check it from a student's perspective, switch Edit Mode off, navigate to the content folder and click on the link. Your newly added HTML page(s) should open in the main content pane.

Course Content



Welcome to Biostatistics

IMPORTANT NOTE: Edit Mode off or Student Preview may not show exactly what students see
You should be aware that, although you are able to view files in Bb with Edit Mode off, or in the Student Preview, it does not follow that students will be able to do so. This is because, as a member of staff, you are granted 'Read' permission for all files in the 'Files' area of your Blackboard course space. However, students do not have 'Read' permission for files as a default. In some circumstances this must be set manually in the 'Files' area (a.k.a. *Content Collection*). For more details, refer to this related article: [How to: Manage files and file permissions for HTML content in Bb.](#)

The screenshot below shows how the HTML file appears to students inside the content pane (after clicking the link in the content folder).



Welcome to biostatistics

Biostatistics Introduction



Aims

Welcome to the Biostatistics course unit. The objective of this unit is to educate students in the fundamentals of quantitative analysis as it applies to dental research. We hope that this will provide you with a valuable foundation for understanding and interpreting biostatistics as it applies to dental research literature. Having completed this Biostatistics course unit, students will be competent in the collection and analysis of data, and interpretation of clinical or clinically-related research projects.

Learning objectives

The specific learning objectives are as follows:

- Appropriately describe and present quantitative data.
- Understand the principles of sampling, estimation and confidence intervals.
- Understand the principles underlying hypothesis testing.
- Choose and apply the appropriate parametric or non-parametric test.
- Carry out such analyses by hand or using a statistical software package

In the example above, the HTML page includes an image and some styling using CSS. For these to work correctly in Bb, it is important that:

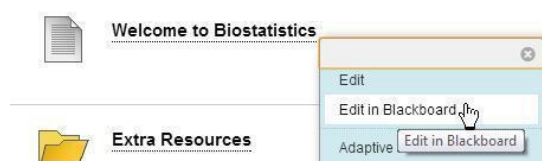
- any dependent files are referenced correctly in the HTML document.
- file and folder permissions are set correctly in the Bb 'Files' area (*a.k.a. Content Collection*).

For more details on these issues, see the articles on [How to manage files and file permissions for HTML content in Bb](#) and [FAQ HTML in Bb](#).

Editing html created outside of Blackboard

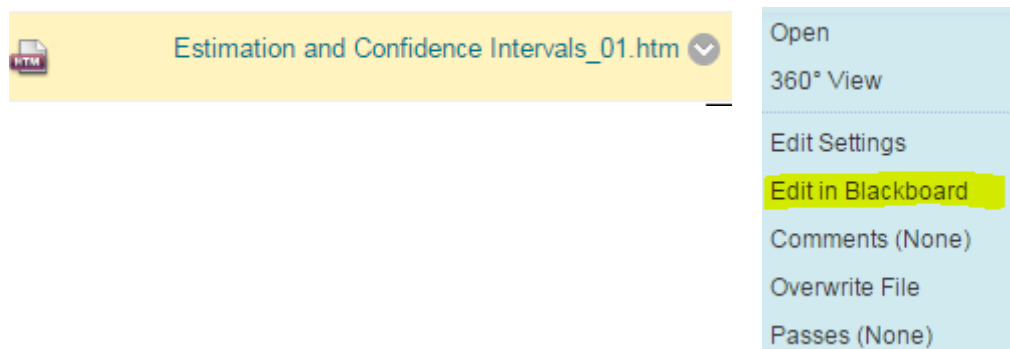
Should you wish to edit html files that were created outside of Blackboard you can either

1. Return to the editing software such as Dreamweaver, update the file and then re-upload the html file to the 'Files' area (*a.k.a. Content Collection*), **or**
2. Edit within Blackboard by clicking on the chevron next to the html file and selecting **Edit in Blackboard**. NB this will only update the instance of the file within Blackboard and will not update the original file held on your computer:



or

3. Locate the file in the course 'Files' area or the File Manager. Click the chevron at the end of the file name. Choose **Edit in Blackboard** from the drop down menu that appears.



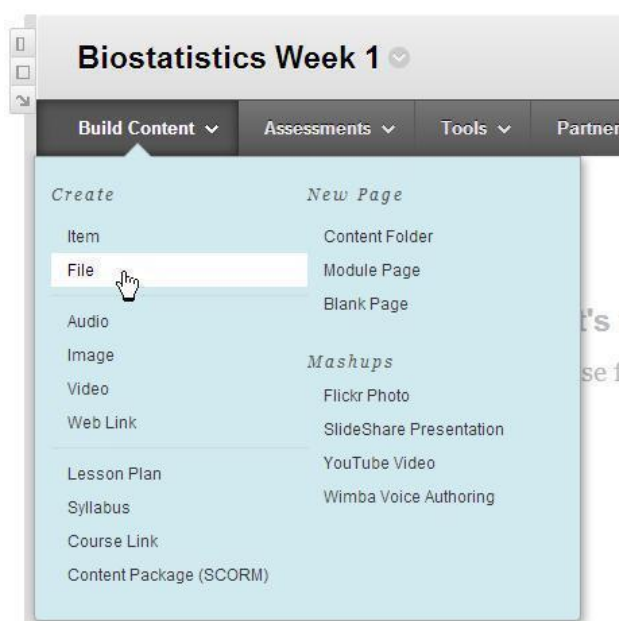
Approach 3: Add HTML files to a Bb Learning Module

Adding HTML files to a *Learning Module* is much the same as adding HTML files to a content folder. The only difference is that you must first create your *Learning Module*. For details on how to create a Learning Module, refer to the related article [How to: Create Learning Modules in Bb](#).

3.1 Create your HTML pages and related files off line and save them in a root folder. Upload your folder to the Bb 'Files' area (*a.k.a. Content Collection*) of your Blackboard course space as described earlier of this article (**Section 2.1 – 2.3**).

3.2 In the student facing side of Bb, create a new Learning Module in the content folder of your choice.

3.3 Open the Learning Module and add your HTML files: **Build Content > File**.



3.4 Add the HTML file(s) you want from the Bb 'Files' area to the *Learning Module*:

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. Colour for the text to appear in the list of content. Click **No** to display the file within the content with no Course page heading.

* Name

Colour of Name Black

* Find File

Selected File	File Name	File Type	Manage Access
	index.html	HTML	<input type="radio"/> Give users access to all files and folders in the folder <input checked="" type="radio"/> Give users access to this file only <input type="radio"/> Give users access to selected files in folder <input type="button" value="Browse"/>

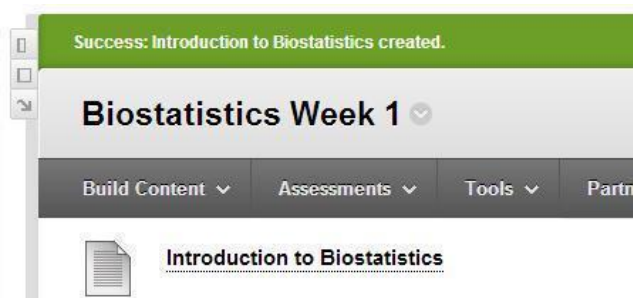
Browse the Bb 'Files' area to find the root folder you created where all your HTML files and related files are stored.

Select the file you want to add and click **Submit**.

Select the correct file permissions. For more details, refer to this related article: [How to: Manage files and file permissions for HTML content in Bb](#)

In the 'Name' field, give the file a more meaningful name. This name will appear in the Learning Module's menu. By default, Bb uses the file name and extension, so it's best to change this.

3.5 Scroll down and click **Submit**.



The HTML file has now been added to your *Learning Module*.

3.6 Switch Edit Mode off in order to see what the finished file looks like from a student's perspective. The screenshot below shows how the HTML file appears to students inside the *Learning Module*.

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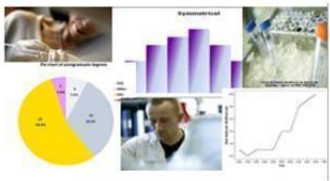
[Introduction to biostatistics](#)

Introduction to biostatistics

If this item does not open automatically you can [open Introduction to biostatistics here](#)

Introduction to Biostatistics

Page 1 of 1



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam et lectus luctus, vestibulum arcu scelerisque, porta vel. Vivamus lacinia pellentesque dolor. Quisque elementum elit dui, id sollicitudin arcu tempor quis. tempor egestas. Mauris laoreet ligula sed mi elementum dapibus. Curabitur laoreet scelerisque eros et con ullamcorper in lorem nec laoreet. Pellentesque lobortis lorem mauris, sed condimentum purus congue ut. Et Vestibulum id risus sem. Duis at pulvinar orci.

IMPORTANT NOTE: Edit Mode off may not show exactly what students see

As noted earlier, you should be aware that, although you are able to view files in Bb with Edit Mode off, it does not follow that students will be able to do so. For more details, refer to this related article: [How to: Manage files and file permissions for HTML content in Bb.](#)

In the example above, the HTML page includes an image and some styling using CSS. For these to work correctly in Bb, it is important that:

- any dependent files are referenced correctly in the HTML document.
- file and folder permissions are set correctly in the Bb 'Files' area (a.k.a. Content Collection).

Again, for more details on these issues, see the related articles: [How to manage files and file permissions for HTML content in Bb](#) and [FAQ HTML in Bb](#).