

# How To Add New Content in Blackboard 9

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## About Edit Mode

As the Course Menu is created, you will work in Edit Mode. Edit Mode allows you to view all the instructor functions.

**NOTE:** In this workshop, the phrase “in Edit Mode” refers to Edit Mode being ON, showing all the instructor’s functions.

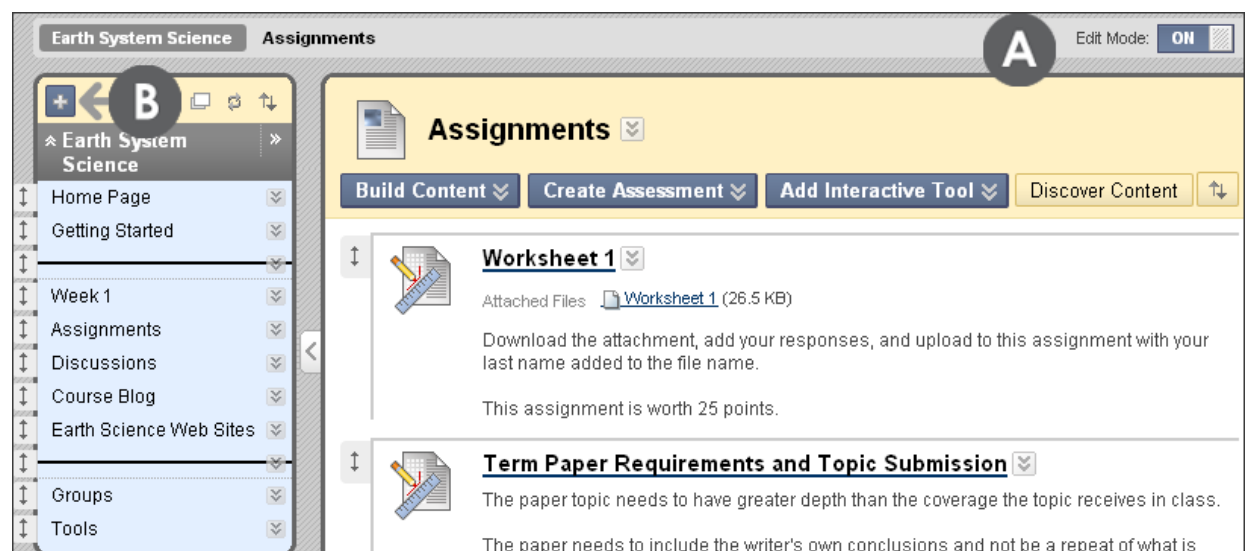


Figure 1 – Instructor view of the Course Menu and a Content Area

### ► Take Note

- Click Edit Mode to change from ON to OFF. When Edit Mode is ON, all instructor functions are available. When Edit Mode is OFF, you see what students see.
- When Edit Mode is ON, the Course Menu's **Add Menu Item** function is available, which is shown as a plus sign. Use this function to add links to the Course Menu. Whenever you add a new link to the Course Menu, it will appear at the bottom of the list. You will learn how to reorder the links later in this manual.

# Adding a Content Area

Once the method of organization is decided, you are ready to add the Content Areas. A Content Area starts as an empty container. Course materials and tools will be added in the next step.

In the following table, the arrow image indicates which substep is being described.

STEP 3: Create Content Areas	
THE FOUR SUBSTEPS	
	Determine how the Content Areas will be organized
▶	Add the Content Areas
	Add items and tools to the Content Areas
	Edit the items in the Content Areas

## ▶ QUICK STEPS: adding a Content Area

1. In **Edit Mode**, point to the plus sign above the Course Menu. The **Add Menu Item** drop-down list appears.
2. Select **Create Content Area**.
3. Type a **Name** for the new Content Area.
4. Select the **Available to Users** check box.
5. Click **Submit**.

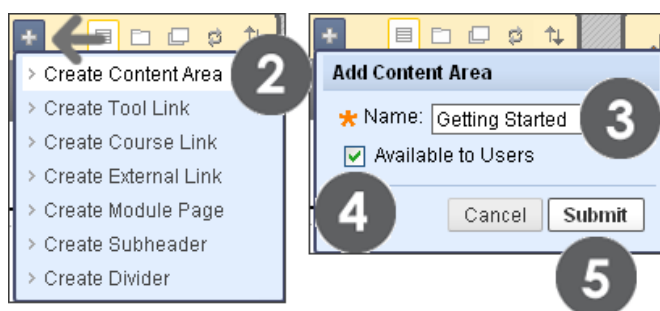


Figure 5

**TIP:** Content Areas can be created and made unavailable to users until needed.

## Adding Items to Content Areas

An item can contain text, audio, movies, files, images, and Mashups. If text is added, it can be formatted using the Text Editor functions.

### ► QUICK STEPS: adding items to Content Areas

1. In **Edit Mode**, access the Content Area from the Course Menu.
2. On the Action Bar, point to **Build Content** to access the drop-down list.
3. Select **Item** from the **Create** column.
4. On the **Create Item** page, type the item's **Name** and select a color for the name, if you want. Add optional instructions or a description in the **Text** box. Format the text using the Text Editor functions, if you want.
5. To add a file, click **Browse My Computer** or **Browse Course Files** to locate the file. Add a **Link Title** for the attached file; otherwise the file name appears in the Content Area. Alternatively, you can use the **Attach File** function in the Text Editor.
6. Under **Options**, select **Yes** for **Permit Users to View this Content** to make the item available to students. Select other options as needed.
7. Click **Submit**.

**NOTE:** In the **Build Content** drop-down list, additional content types are listed. Notice that Files, Audio, Image, Video, URL, and Mashups are listed, but can also be added using the Text Editor functions when adding a content item. The student view may be different depending on the method used, so experiment to determine which method meets your needs.

**Create Item**

\* Indicates a required field.

[Cancel](#) [Submit](#)

### 1. Content Information

\* Name

Color of Name   Black

Text

Visual Editor: ☒ ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

[Rich Text Editor Icons]

Download the attached doc to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

Path: [body](#)

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### 2. Attachments

Attach File

Attached files

File Name	Link Title	File Action
chapter1_study_guide.doc	<span style="border: 1px solid yellow;">Chapter 1 Study Guide</span>	Create a link to this file <a href="#">Do not attach</a>

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### 3. Options

Permit Users to View this Content ☒ Yes ☐ No



Track Number of Views ☐ Yes ☒ No


Select Date and Time Restrictions


<input type="checkbox"/> Display After	<input type="text" value=""/>	
<input type="checkbox"/> Display Until	<input type="text" value=""/>	


**NOTE:** Under **Attachments**, the **Browse Course Files** function takes you to a central storage location on the Blackboard server that is accessed directly from the course. Instructors can upload files to Course Files and link to them when creating course content. Within each course, Course Files displays content for that specific course, not for other courses taught by the instructor. Any file uploaded from your local computer using the **Browse My Computer** function is automatically added to Course Files. This repository is not seen by students, but is available to instructors when adding content or by accessing **Files** in the Control Panel. Course Files is discussed in-depth in the manual, *Using Course Files*.


Edit Mode: **ON**


 **Week 1** 


Build Content 


Create Assessment 


Add Interactive Tool 


Assign Textbook 










**Reading Materials** 


Attached Files  [Reading for Chapter 1](#) (26.5 KB)

Please allow at least three hours to fully understand this information.





**Chapter 1 Study Guide** 

Attached Files  [Chapter 1 Study Guide](#) (26.5 KB)

Download the attached doc to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

Figure 6.3 – Instructor view of a Content Area containing two items, each with a file attached

# Adding Folders to a Learning Module

Adding folders to a Content Area provides a way to organize content into groups. Content that is placed within a folder becomes a sub-section of the Course Content hierarchy. Numbers or letters can be used to label the hierarchy to further illustrate the relationship among items.

Each folder itself is a page in the Content Area. It is important to provide a description or other content in the text editor when adding a folder so that the page will not appear blank to students navigating through the Content Area.

When folders in a Content Area are hidden, all nested items are also hidden. For instance, if a folder is hidden, then none of its content is visible either.

## ► QUICK STEPS: adding folders to a Learning Module

1. In **Edit Mode**, access the Content Area.
2. On the Content Areas's Action Bar, point to **Build Content** and click **Content Folder**.
3. On the **Create Content Folder** page, enter a **Name**. The **Name** will appear in the Content Area representing the folder.
4. Enter text in the **Text** box. It is important to add a description or other information here so that the page does not appear blank when students access it. Use formatting options to select font face, size, alignment and color. Use the Text Editor to insert images, embed multimedia files and spell check.
5. Select the **Options** for availability, tracking, and date and time restrictions.
6. Click **Submit**.