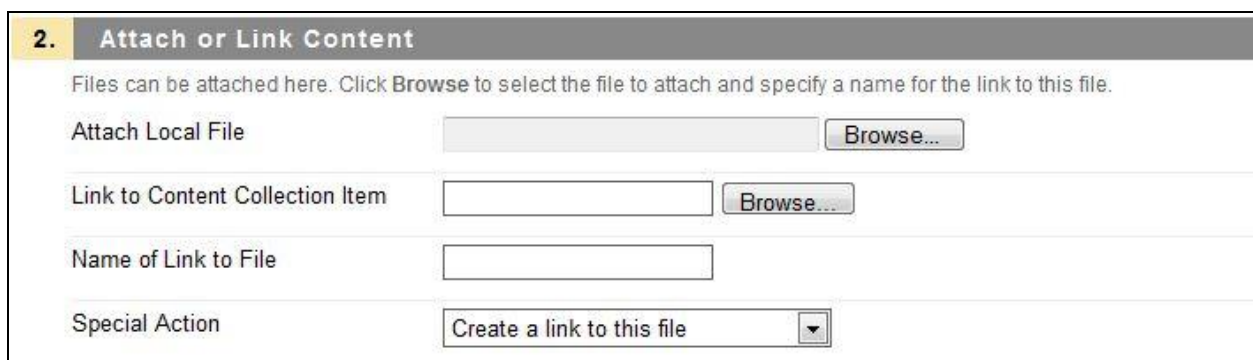


Upload Content Files

Content Areas are where you populate your course with course materials. Materials can be uploaded into folders that you have added, or into a general content area. Materials that can be uploaded include:

- HTML documents or MS Office documents (lecture notes, handouts, assignments)
- PowerPoint presentations
- video and audio files
- sample documents (perhaps previous student projects or tests)
- graphics, animations, or other media

1. From the *Course Menu*, select the *Content Area* where you would like to upload a file.
 - Steps on how to add a Content Area to the course menu can be found on the last page of this guide.
 - To add content to a folder within a content area, you must click the name of the folder to open the folder. Then continue with steps 2-7.
2. Click the **Create Item** button on the toolbar.
3. Under the *Content Information* area, enter a name for the content, choose a color for the name (optional), and enter any text you want to describe the content.
4. Under the *Attach or Link Content* area, click the Browse button next to Attach Local File to locate the file you wish to upload to Blackboard.



2. Attach or Link Content

Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach Local File

Link to Content Collection Item

Name of Link to File

Special Action



“Link to Content Collection item” can be used to link to content stored in either the My Content or Institution areas of the Content System. (See separate guides on this Blackboard component.)

5. Enter a “Name of link to file.” This will be the link the student clicks to open the file. If you leave it blank, Blackboard will use the name of the file you are uploading.

6. At Special Action, make sure "Create a link to this file" is selected.



"Display media file within page" can be used to add images, audio and video. This is covered in the Embed Media (Images, Audio/Video) guide. "Unpackage this file" is used to add zip files (e.g. PowerPoint saved as html, websites, and SoftChalk LessonBuilder activities) so they open properly for students.

7. Under the *Options* area:

- Select Yes at "Permit Users to View the Content Item" if you are ready to make it visible to students
- Optional: select yes to track the number of times the item is viewed by students
- Optional: Set date and time restrictions for the item to be available to students

8. Click Submit to upload the item.

Add a Folder

Folders are used to group similar materials, lessons, units, or chapters. Folders can be embedded within folders. You could, for example, create a folder for Unit 1 that contains folders for each chapter within the unit. The chapter folders could contain folders with lesson or module folders. Think carefully about how you will organize your class so students are clear about where to go and what to do.

1. From the *Course Menu*, select a *Content Area* where you want to add a folder.

2. From the Build drop-down menu, select Create Folder.

3. Under the Folder Information area, enter a name for the folder, choose a color for the folder name (optional), and enter any text you want to describe the contents of the folder.


4. Under the *Options* area:

- Select Yes at "Permit Users to View the Content Item" if you are ready to make it visible to students
- Optional: Select yes to track the number of times the folder is viewed by students
- Optional: Set date and time restrictions for the folder to be available to students

5. Click Submit to create the folder.

Copy or Move Items

Content items may be copied or moved from one course to another course, or to a different content area or folder within the same course.

1. Click the double chevron  symbol next to the item you wish to copy or move to display the menu.

2. Select Copy from the menu.


3. On the Copy or Move page, select the Destination Course you wish to copy or move the item to if other than the current course.

4. Next to Destination Folder, click the Browse button to display the Course Map for the Destination Course.



5. Select the content area/folder to which you wish to copy/move the item. You may need to click the plus to expand the content areas and folders.
6. If you wish to Move the item rather than Copy the item to the new location, select Yes at "Delete Item After Copy."
7. Click **Submit**.

Reorder Content Items

1. In Edit Mode, press the mouse pointer on the move icon  next to the item.
2. Drag the item to the new location within the content area.

Add a Content Area

1. In Edit Mode, above the Course menu, click the plus sign to display the menu.
2. Select Create Content Area.
3. Enter a Name for the Content Area.
4. Select whether to make it Available to Users.
5. Click **Submit**.