

New Content Types

Instructors now have a Build Content button in Blackboard they can utilize to add content to their courses such as items, folders, audio, video, modules, and mashups.

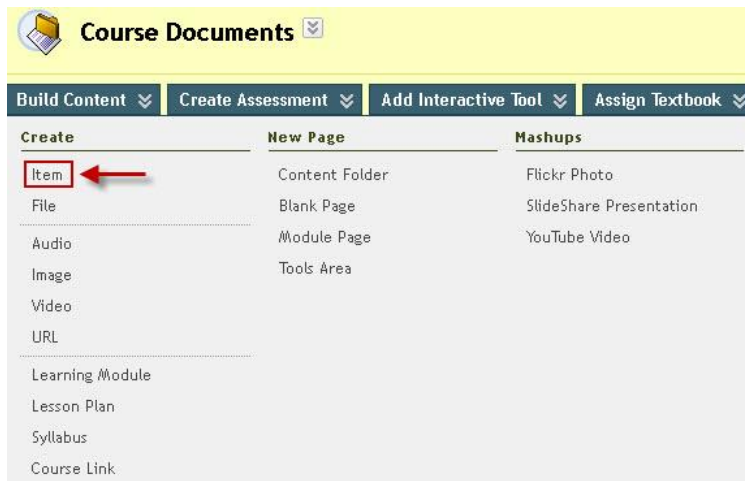
Adding Content is done by using the Build Content button in Blackboard.

Add an Item

Items are used to add materials and information to a content area. An Item is any type of file, text, image, or link that displays to users. Items are often used to share documents or files with students and provide short text information.

Follow these step by step instructions to add an **Item**:

- Navigate to the desired area where you want to add an item. Click **Build Content**.
- Click on **Item**.



- Enter a name for the item
- Type instructions, a description, or a question in the textbox
- Attach any files the students may need to the item. Under **Attachments**, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course files, click **Browse Content Collection**.

2. ATTACHMENTS

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

Browse My Computer

Browse Content Collection

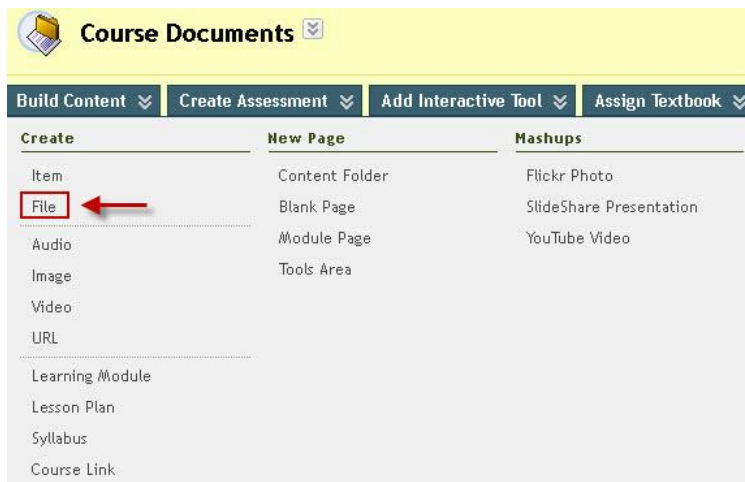
- Set the desired **Options** for the item
- Click **Submit**. The Item now appears in the content area.

Create a File

You can create a simple link to a file in a content area. When adding a file to a course, you cannot add any text or other information about the file, only the actual file will appear.

Follow these step-by-step instructions to add a **File**:

- Navigate to the area you want to add the file. Click **Build Content**.
- Click on **File**.



- On the **Create File** page, attach a file using one of the following options:
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course files, click **Browse Content Collection**.

1. SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

★ Find File

Browse My Computer

Browse Content Collection

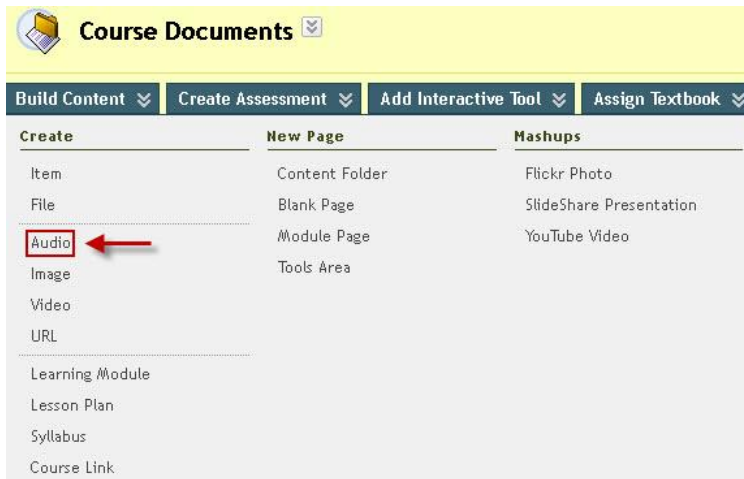
- Give the file a Name. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link.
- Set the **Options** for the file:
- Click **Submit**. The file now appears in the content area.

Add an Audio File

Audio files can be added to Blackboard to provide lecture content, feedback, or descriptions of activities. Blackboard supports MP3, WAV QuickTime, and RealPlayer audio files.

Follow these steps to add an **Audio** file:

- Navigate to the area you want to add the audio file. Click **Build Content**.
- Click on **Audio**.



- On the **Create Audio** page, click **Browse My Computer** or click **Browse Content Collection** to choose the audio file to upload.
- Enter a name for the audio file. To include a transcript of the audio file, click on the **Browse** button (you must create this yourself)

1. SELECT AUDIO FILE

Find File	Browse My Computer	Browse Content Collection
Name		
Color of Name	<input type="color"/> Black	
Include Transcript	Browse	Browse to select a file containing a transcript for people who cannot hear the audio.

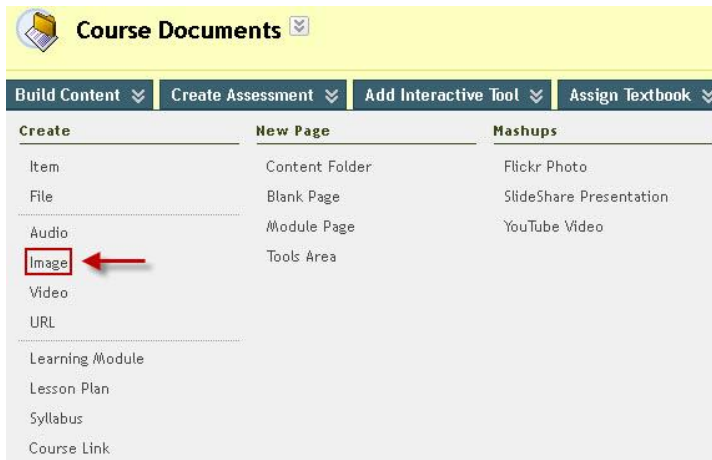
- **Set Audio Options:**
 - Selecting **Yes** for **Auto Start** will cause the audio to open as soon as students open the content area. Select **No** to allow students to start and stop the audio on their own.
 - Selecting **Yes** for **Loop** will cause the audio to play continuously while the content area is open. Select **No** to allow students to start and stop the audio on their own.
 - Click **Submit**. The audio file now appears in the content area.

Add an Image

Images can be used to provide educational context (maps, graphs, etc.) to a course site. In addition, visuals and images can break up the text within a Blackboard course site to make students feel more connected and engaged with course content. Images can be added to any content area in the following formats: gif, jpg, jpeg, .png, .tiff, and .wmf. Before adding any image to your course site, it is recommended that you check the file size and reduce the size of any large image files.

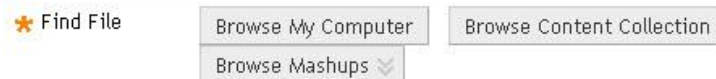
Follow these steps to add an **image** file:

- Navigate to where you want to add the image. Click **Build Content**.
- Click on **Image** (see also Mash-Ups for Flickr)



- On the **Create Image** page, you can browse to the local **Computer**, to the **Content Collection**, or **Mashups** to select image files.

1. SELECT IMAGE FILE



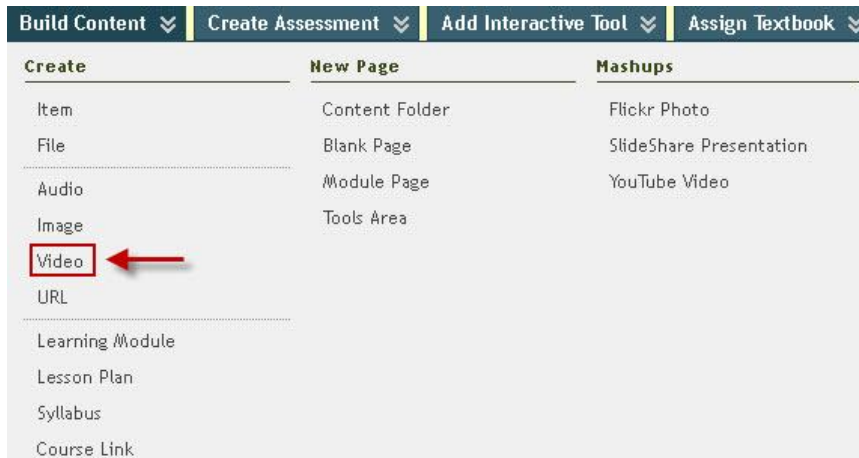
- Enter a name for the image.
- Set Image Options:
 - Select **Original** to keep the image at the original size.
 - Select **Custom** to allow the instructor to set the width and height.
 - Select a **Border** to include a solid black line.
 - **Target URL** to make the image a link by providing a target URL. When a user clicks on the image, a new browser window will open to the URL you provided to display the image.
 - Click **Submit**. The image file now appears in the content area.

Add a Video File

Videos can be added to Blackboard content areas to provide a more robust learning experience for students. Video files can be loaded in several formats including MP4, MPEG, AVI, FLV, SWF and QuickTime MOV.

Follow these step-by-step instructions to add a **Video** file:

- Navigate to the desired area to add the video file. Click **Build Content**.
- Click on **Video** (see also Mash-up for YouTube)



- On the **Create Video** page, you can browse to the local **Computer** or to the **Content Collection** or **Mashups** to select **Video** files.
- Enter a name for the video.
- Select **Video Options**:
 - Selecting **Original** will keep the video's original size.
 - Selecting **Custom** allows the instructor to set the width and height in pixels for the video.
 - Selecting **Yes** for **Auto Start** will cause the audio to open as soon as students open the content area. Selecting **No** will allow students to start and stop the audio on their own.
 - Selecting **Yes** for **Loop** will cause the audio to play continuously while the content area is open. Selecting **No** will allow students to start and stop the audio on their own.
- Click **Submit**. The video file now appears in the content area. **Note**: For accessibility and multiple learning styles, it is important to also include a transcript of your video file with your video.

Add a URL/External Link

A URL is a shortcut to a Web resource and can provide a quick way to access relevant content or materials needed for the course. URLs are a Blackboard content item which link to external websites such as a media, library, or government website. URLs are often used to supplement class text, share additional resources, and provide links to multimedia on the web.

Follow these step-by-step instructions to add a **URL**:

- Navigate to the area where you want to add the URL. Click **Build Content**.
- Click on **URL**.

Build Content	Create Assessment	Add Interactive Tool	Assign Textbook
Create Item File Audio Image Video URL Learning Module Lesson Plan Syllabus Course Link	New Page Content Folder Blank Page Module Page Tools Area	Mashups Flickr Photo SlideShare Presentation YouTube Video	

- Type a name for your URL as well as the full web address.

1. URL INFORMATION

Name	Distance Learning and Instructional Techno
URL	http://www.virginiawestern.edu/distance/ For example, http://www.myschool.edu/

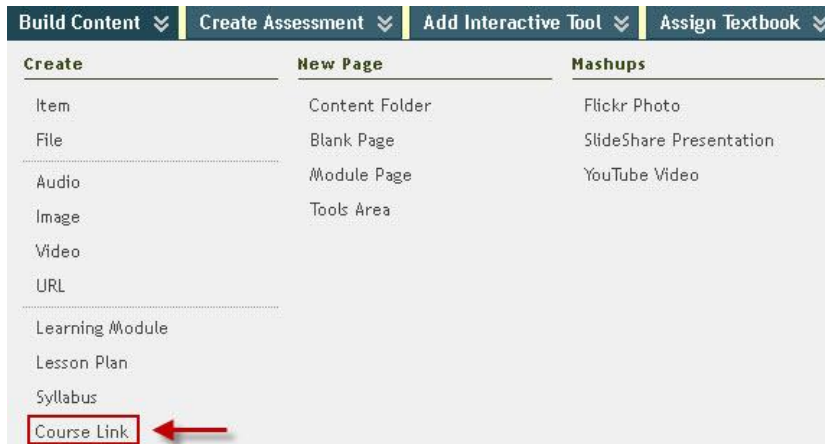
- Type a **description** of the URL in the text box. This provides students with context about what the link is and why they should visit it. URLs should not be added without a description of the resource or material to provide clarity to the students.
- Attach any files the students may need to use or understand the **URL** by clicking **Browse My Computer** or **Browse Content Collection**.
- Set the options for the URL.
- Click **Submit**.

Add a Course Link

A Course Link is a shortcut to an existing area, tool, or item in a course. Course Links can be added to a content area, Learning Module, Lesson Plan, folder, the Course Menu, and within some tools. For example, if you have created all assignments in their own content area, you can create Course Links to individual assignments in other areas of the course, such as in a unit folder or Learning Module.

Follow these step-by-step instructions to add a **Course Link**:

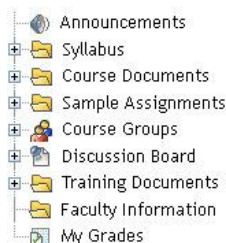
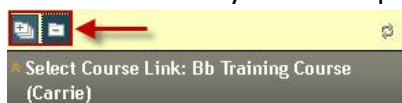
- Navigate to the area where you want to add a Course Link. Click **Build Content**.
- Click on **Course Link**.



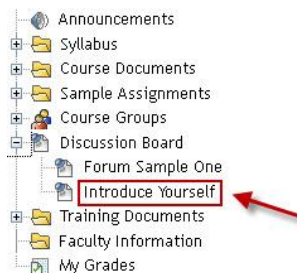
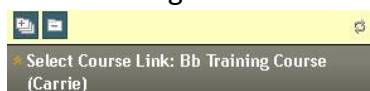
- Click **Browse** to select the course location.



- A **Course Map** opens. Click on the **Plus/Minus** symbol to expand or contract one folder or click on the **+** symbol at top to expand all.



- Click on the *content area* or *tool* you want to link to via a **Course Link**. For example, here we are linking to the **Introduce Yourself** Discussion Board.



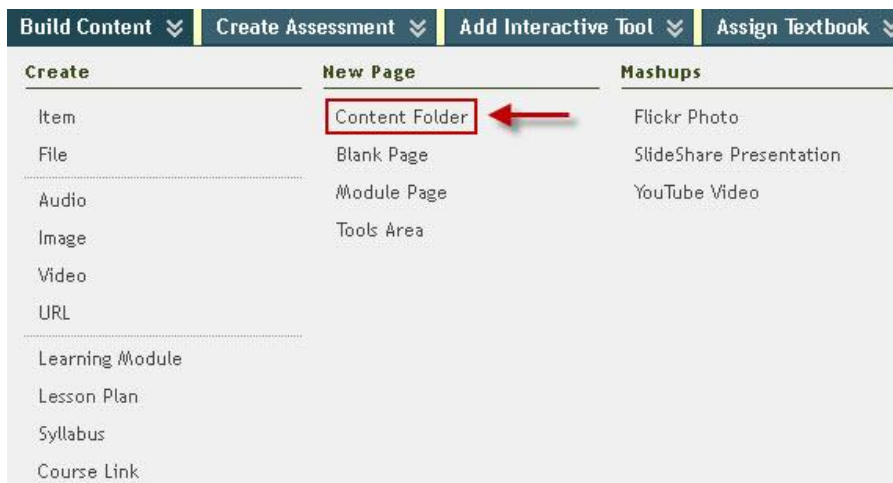
- Blackboard will default the name of the Course Link, you can change this.
- Enter a description of the **Course Link**.
- Set the options for the course link.
- Click **Submit**.

Add a Content Folder

Content Folders are used to simplify student navigation by organizing content and material within content areas of Blackboard. A recommended best practice is to create one folder for each lesson in your course. Each folder should contain the content a student would need for a lesson, such as a list of objectives and the task listing of “to do’s”, lectures, handouts, activities, assignments, and assessments. This folder organization eases student navigation and streamlines the learning process.

Follow these step-by-step instructions to add a **Content Folder**:

- Navigate to the area where you want to add a folder. Click **Build Content**.
- Click on **Content Folder**.



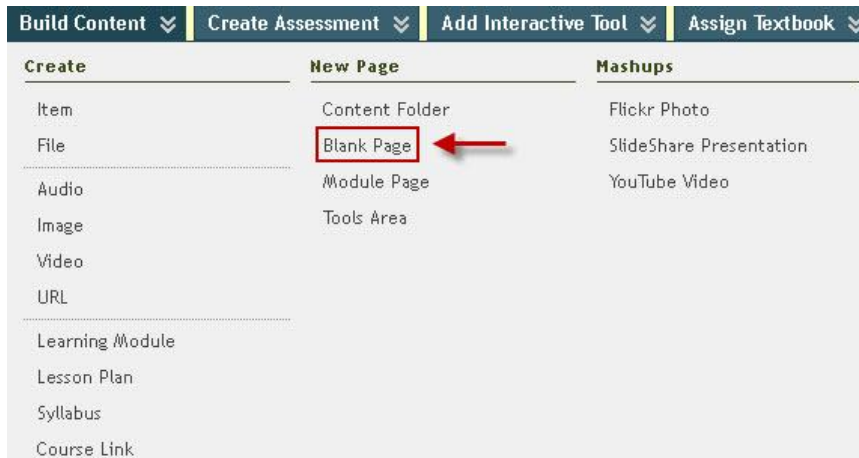
- Type a name for the folder and instructions or information about the folder.
- Set option for the folder:
- Click **Submit**.

Add a Blank Page

The Blank Page tool allows you to include files, images, and text as a link in a course area. Blank pages present content in a different way than items do. There is no description that appears below the title of the page. Users see your content only after clicking the link. This reduces the amount of scrolling and streamlines the appearance of the course area. Blank pages can include Mashups, links to course content, and file attachments.

Follow these step-by-step instructions to add a **Blank Page**:

- Navigate to the area you want to add a Blank Page. Click **Build Content**.
- Click on **Blank Page**.



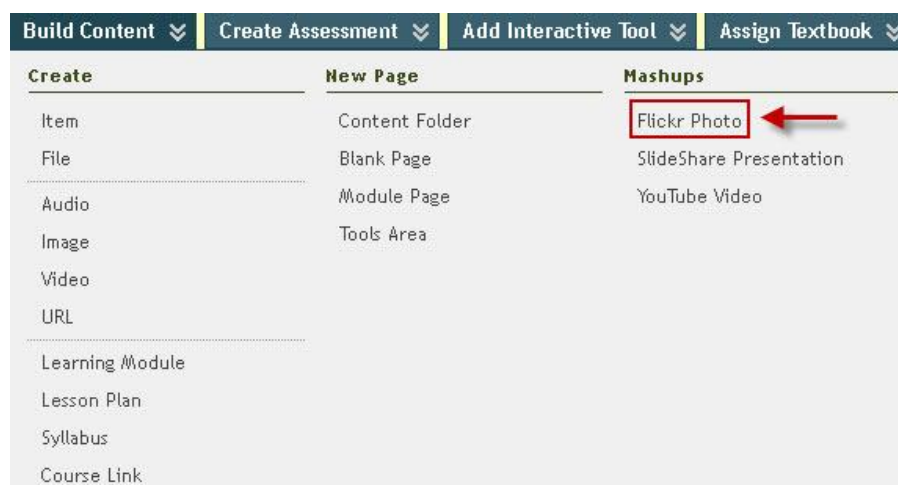
- On the **Blank Page** display, replace the "New Page" title with a descriptive name for the page. This becomes the link in the course area. Type your content for the page in the box. You can format the text and include files, images, web links, multimedia, and Mashups.
- Set the options for the page:
- Click **Submit**. The link of the page now appears in the content area

Add a Flickr Photo

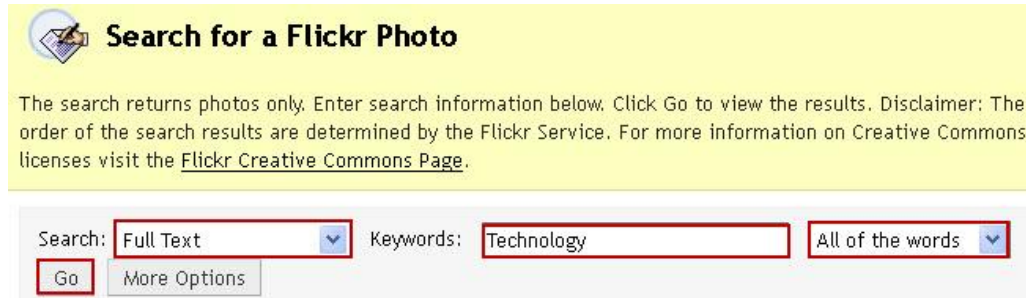
Flickr® Photo Sharing is an online photo management and sharing application. It enables users to make photos available to public or private audiences. Blackboard is linked to **Flickr® Photo Sharing** as a service so instructors can easily access and share photos with students.

Follow these step-by-step instructions to add a **Flickr Photo**:

- Navigate to the area where you want to add a Flickr image. Click **Build Content**.
- Click on **Flickr Photo**.



- The **Search for a Flickr Photo** page appears. Enter search parameters and click **Go**.



Search for a Flickr Photo

The search returns photos only. Enter search information below. Click Go to view the results. Disclaimer: The order of the search results are determined by the Flickr Service. For more information on Creative Commons licenses visit the [Flickr Creative Commons Page](#).

Search: Keywords:

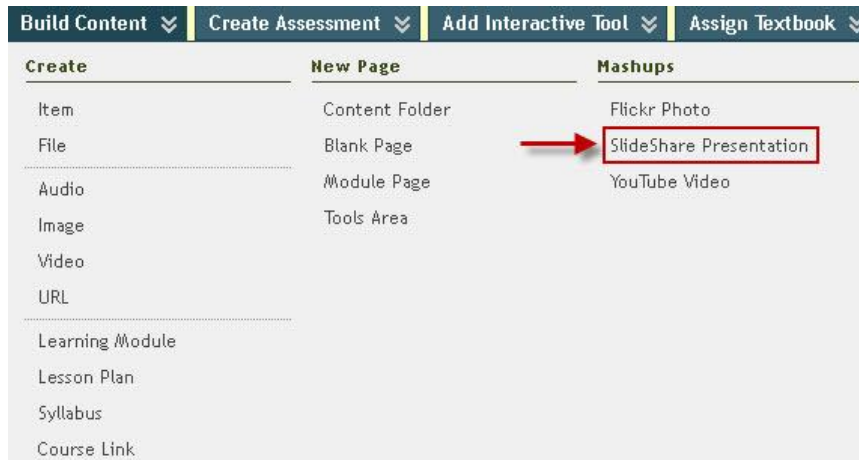
- Photos matching the search criteria will appear. Click **Preview** to view the Photo in a separate window and click **Select** to place the photo in the content area.
- The **Create Mashup Item** page will appear. Enter a name for the photo in the **Name** field and enter a description of the photo in the **Description** text box.
- **Set Mashup Options:**
 - Display as a **Thumbnail** will appear as a small picture.
 - The **Embed Photo** will display the photo in the center frame of the course site.
- **Mashup Options** also allow instructors to pick the size of the photo.
- Instructors have the option to **Show the Flickr Photo URL** and to **Show the Flickr Photo information**. Select **No** for these options to keep the students in the Blackboard course site.
- Click **Submit**. The link of the **Flickr Photo** now appears in the content area.

Add a SlideShare Presentation

A SlideShare Presentation is a presentation, video, or document that has been shared publicly at SlideShare.net. In Blackboard 9.1, **SlideShare Presentations** are categorized as **Mashups**. They are easy to add and increase the interactivity for a lesson.

Follow these step-by-step instructions to add a **SlideShare Presentation**:

- Navigate to the area you want to add a SlideShare Presentation. Click **Build Content**.
- Click on **SlideShare Presentation**.



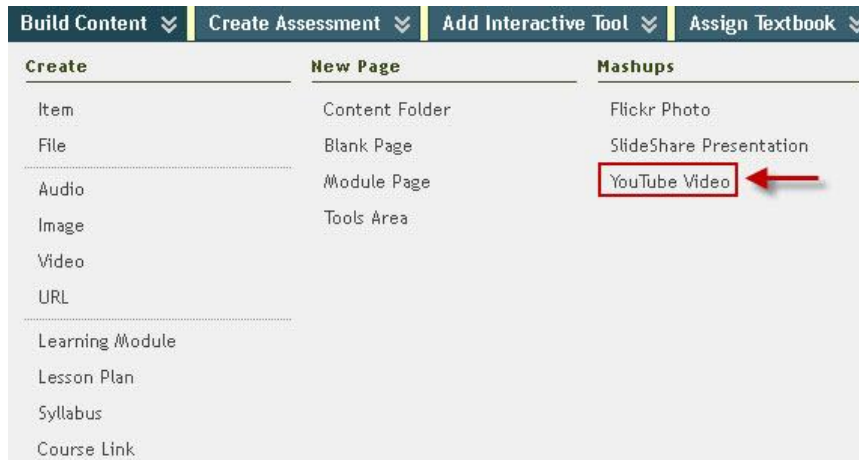
- The Search for **SlideShare Presentation** page appears. Instructors can choose how to search for presentations and how to sort results.
- Click **Preview** to view the presentation, document, or video in a separate window. Click **Select** to place the slide show in the course site..
- The **Create Mashup Item** page opens. Enter a name for the video in the **Name** field. Enter a description of the video in the **Description** textbox.
- **Set Mashup Options:**
 - Display as a **Thumbnail** will appear as a small picture of the presentation, which the user can click to start.
 - The **Text Link with Player** will display as hyperlinked text.
 - The **Embed Presentation** choice will display a presentation viewer in the center frame of Blackboard.
- Instructors have the option to **Show the SlideShare URL** and to **Show SlideShare Information**.
- Click **Submit**.

Add a YouTube

YouTube has hundreds of educational videos available in nearly every content area; it can be a free, easy way to add more engaging content to your course. **YouTube Videos** can be directly embedded or linked directly within your Blackboard course site using **Mashups**.

Follow these step-by-step instructions to add a **YouTube Video**:

- Navigate to the area you want to add a YouTube Video. Click **Build Content**.
- Click on **YouTube Video**.



- Enter search parameters and click **Go**.
- Click **Preview** to view the video, which will open in a new window. Click **Select** to use the video which will open the **Create Mashup Item** page.
- On the **Create Mashup Item** page, enter a name for the video in the **Name** Field. Enter a description of the video in the **Description** textbox.
- **Set Mashup Options:**
 - Display as a **Thumbnail** will appear as a small picture of the video which the user can click to start.
 - The **Text Link with Player** will display as hyperlinked text.
 - The **Embed Video choice** will display a video player in the center frame of Blackboard.
 - Click the radio buttons to indicate if you want **Show YouTube URL** or **Show YouTube information** to display to students.
- Click **Submit**. The link of the **YouTube Video** now appears in the content area.