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.

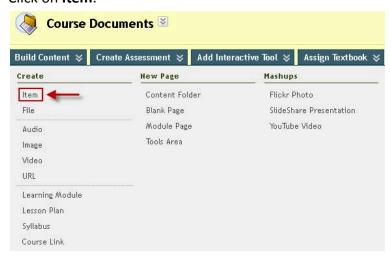
Adding Content is done by using the Build Content button in Blackboard.

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.



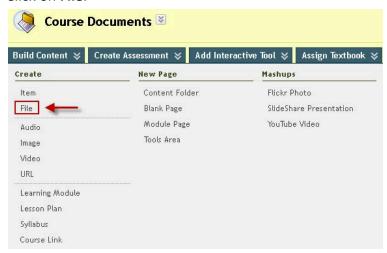
- Set the desired **Options** for the item
- Click **Submit**. The Item now appears in the content area.

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.



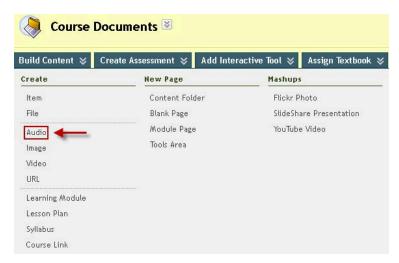
- Give the file a Name. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link.
- Set the **Options** for the file:
- Click **Submit**. The file now appears in the content area.

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)



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.
- o Click **Submit**. The audio file now appears in the content area.

Add an Image

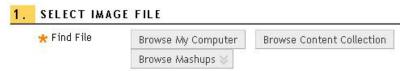
Images can be used to provide educational context (maps, graphs, etc.) to a course site. In addition, visuals and images can break up the text within a Blackboard course site to make students feel more connected and engaged with course content. Images can be added to any content area in the following 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.



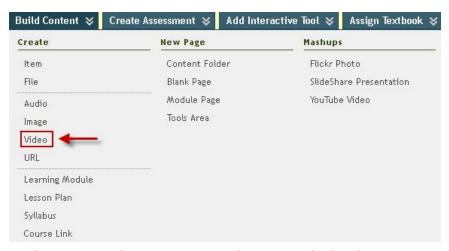
- Enter a name for the image.
- Set Image Options:
 - Select Original to keep the image at the original size.
 - Select Custom to allow the instructor to set the width and height.
 - Select a **Border** to include a solid black line.
 - Target URL to make the image a link by providing a target URL. When 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)



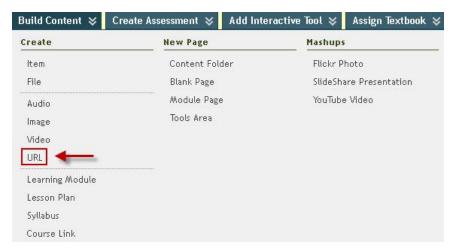
- On the Create Video page, you can browse to the local Computer or to the Content Collection or Mashups to select Video files.
- Enter a name for the video.
- Select Video Options:
 - Selecting Original will keep the video's original size.
 - Selecting Custom allows the instructor to set the width and 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.



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



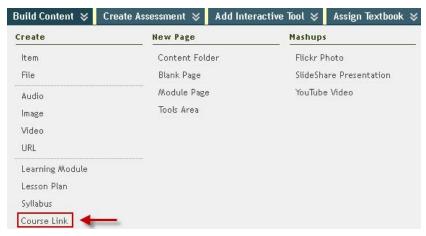
- Type a description of the URL in the text box. This provides students with context about
 what the link is and why they should visit it. URLs should not be added without a
 description of the resource or material to provide clarity to the students.
- Attach any files the students may need to use or 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.



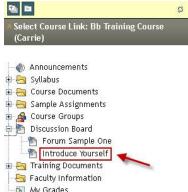
Click Browse to select the course location.



 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.



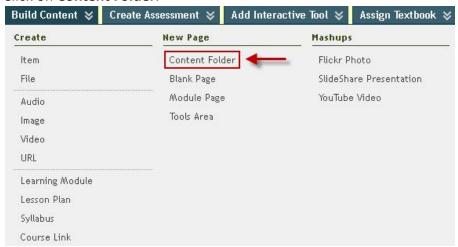
- Blackboard will default the name of the Course Link, you can change this.
- Enter a description of the Course Link.
- Set the options for the course link.
- Click Submit.

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.



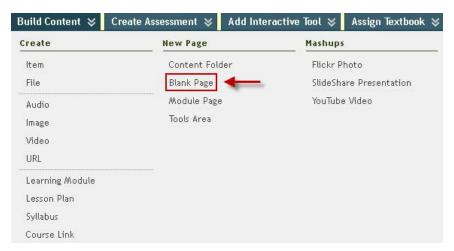
- Type a name for the folder and instructions or information about the folder.
- Set option for the folder:
- Click Submit.

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.



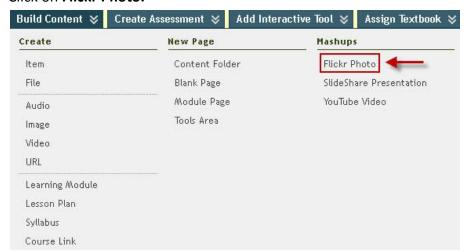
- On the Blank Page display, replace the "New Page" title with a descriptive name for the page. This becomes the link in the course area. Type your content for the page in the box. You can format the text and include files, images, web links, multimedia, and Mashups.
- Set the options for the page:
-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



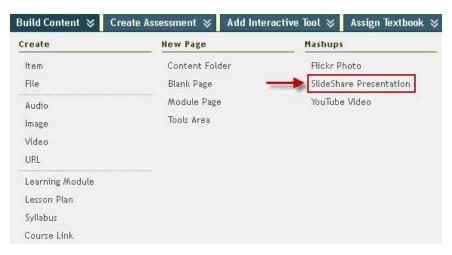
- Photos matching the search criteria will appear. Click **Preview** to view the Photo in a separate window and click **Select** to place the photo in the content area.
- The Create Mashup Item page will appear. Enter a name for the photo in the Name field and enter a description of the photo in the 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 Presentaiton. Click **Build Content**.
- Click on SlideShare Presentation.



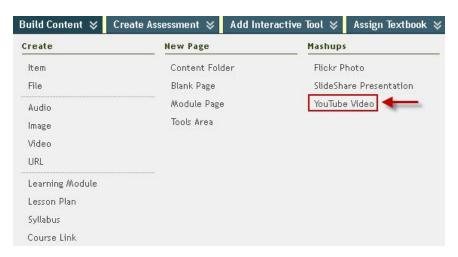
- The Search for SlideShare Presentation page appears. Instructors can choose how to search for presentations and how to sort results.
- Click Preview to view the presentation, document, or video in a separate window.
 Click Select to place the slide show in the course site..
- The Create Mashup Item 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.