

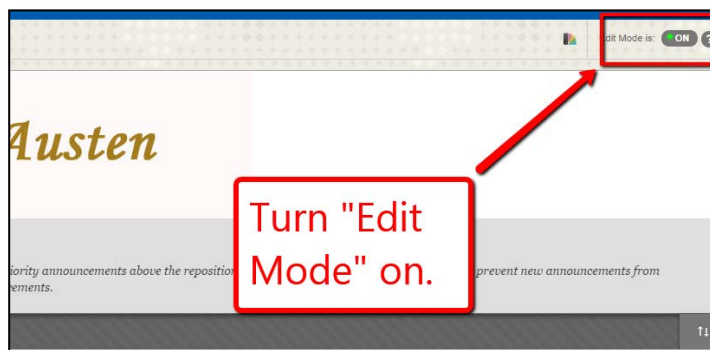
An Introduction to Blackboard for Faculty:

Part III: Creating and Managing Content

This quick guide shows you how to create, edit and manage content areas, tools, assessments and items in your Blackboard course site.

Step 1

First, make sure "Edit Mode" is turned on. The toggle button is located in the upper right corner of the screen.

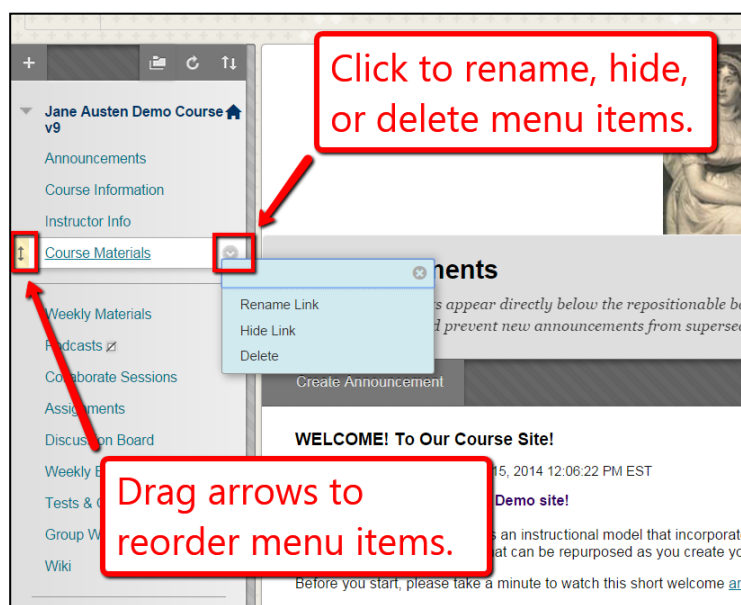


Step 2

Rearranging the Course Menu

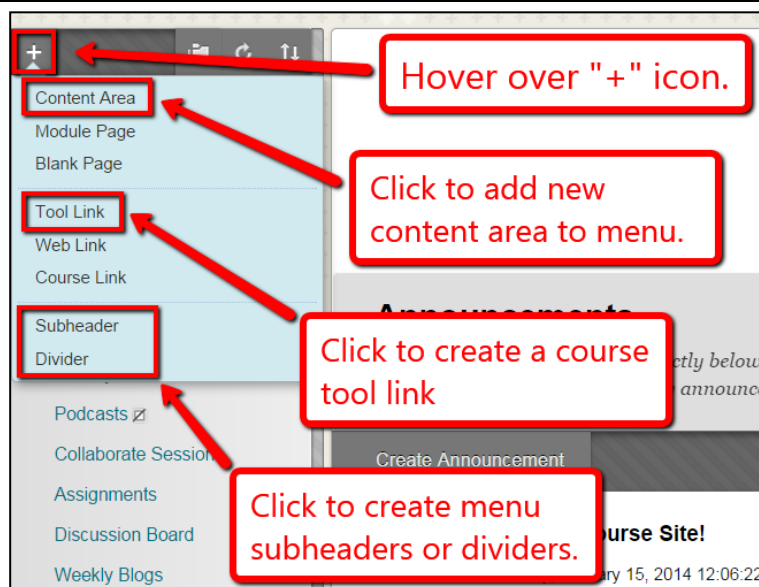
To rearrange the links on your course menu, just drag and drop the arrow icons that appear to the left of the links when you hover over them. The downward arrows to the right allow you to rename, delete, or hide these items from students.

Note: When you hide a course menu item from students, you will still be able to see it and interact with it. This is useful for planning or keeping placeholders in your course for future content.



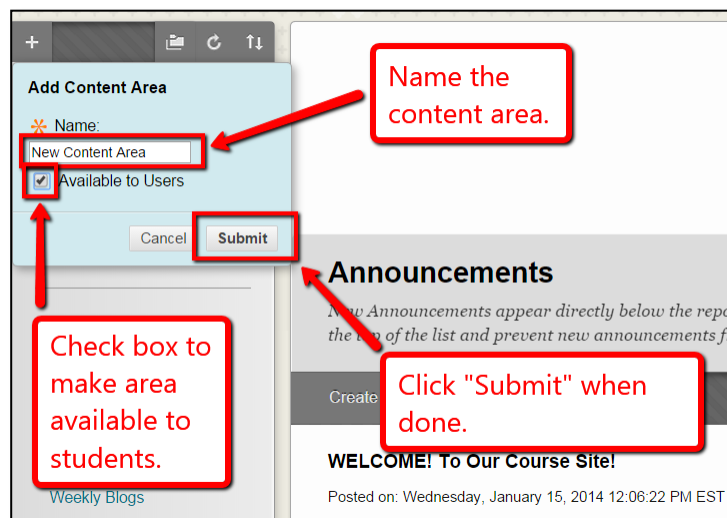
Step 3**Editing the Course Menu**

To create a new menu item, hover over the plus (+) icon in the upper left corner. From the menu that opens up, you can create a new course content area, add a link to a Course Tool (e.g. Discussion Board, My Grades, Blogs, etc.) or organize the navigation menu using Subheaders and Dividers.

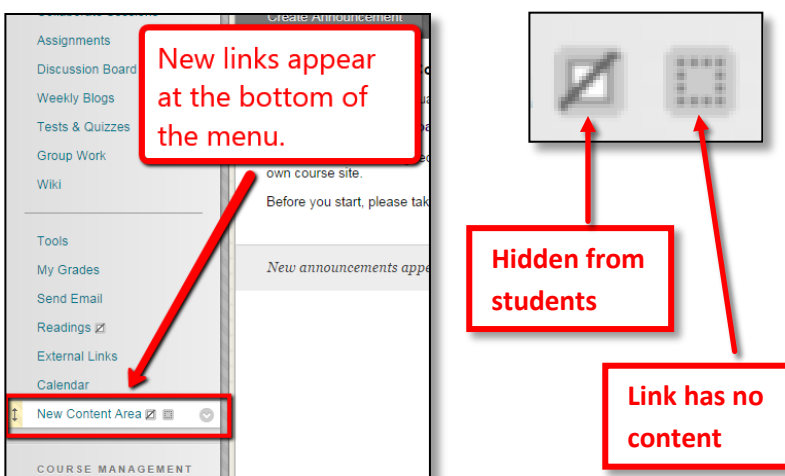
Step 4

If you would like to add a new, blank page to your course site, select "Content Area." You will be prompted to input a name for page (e.g. "Weekly Folders," or Week 1 Readings").

You can choose whether to make the link available to students or to hide it for the time being. Click "Submit" when done.

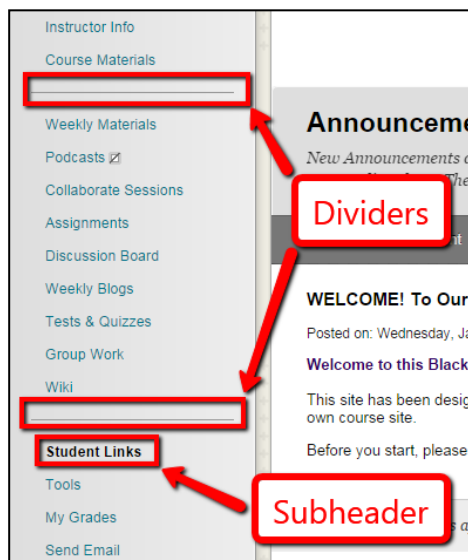
Step 5

Newly created links always appear at the bottom of the course menu. You will see empty square icon next to the link's name indicating there is no content on that page. Note that all links with this icon will be hidden to students by default. You might also see a crossed-out icon indicating the item is hidden. Move this new content area link by dragging it using the vertical arrows to the desired location.



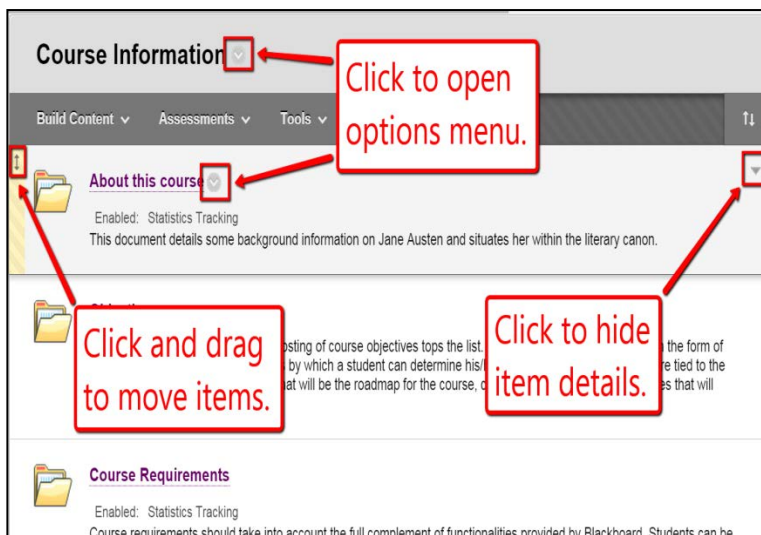
Step 6

In Step 3, we noted that you can also add Subheaders and Dividers to the course menu. These are helpful for organizing the course menu into distinct categories of links. As you can see, Subheaders contain text while Dividers are simply horizontal lines.

Step 7

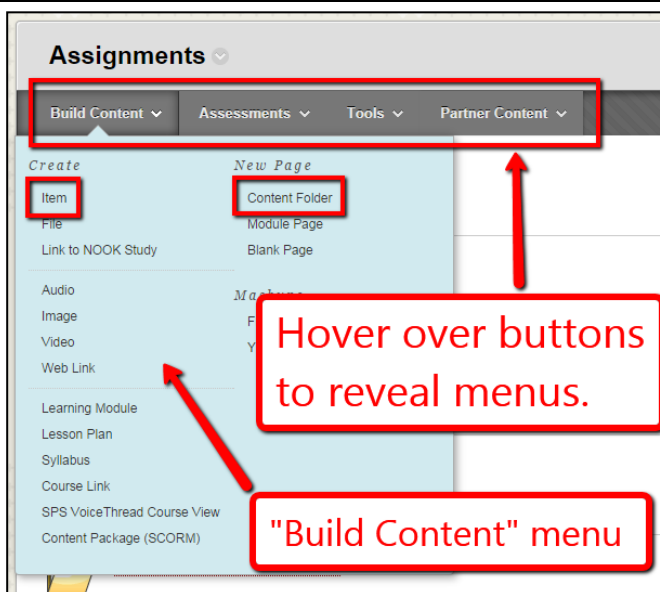
Within content areas, you will notice three contextual icons that appear whenever you hover over an item.

- 1) **Item Options:** Downward facing arrows appear next to the title of the content area and all items within it. These open up menus to edit, delete, or modify the availability of these items.
- 2) **Move Item:** If you want to move a content item, click and drag the vertical arrows to the left of it, then drop the item in the desired location.
- 3) **Hide Details:** If there are many content items on your screen, you may find it helpful to minimize items and hide their details; this does not affect how they are displayed in the Student View.



Step 8

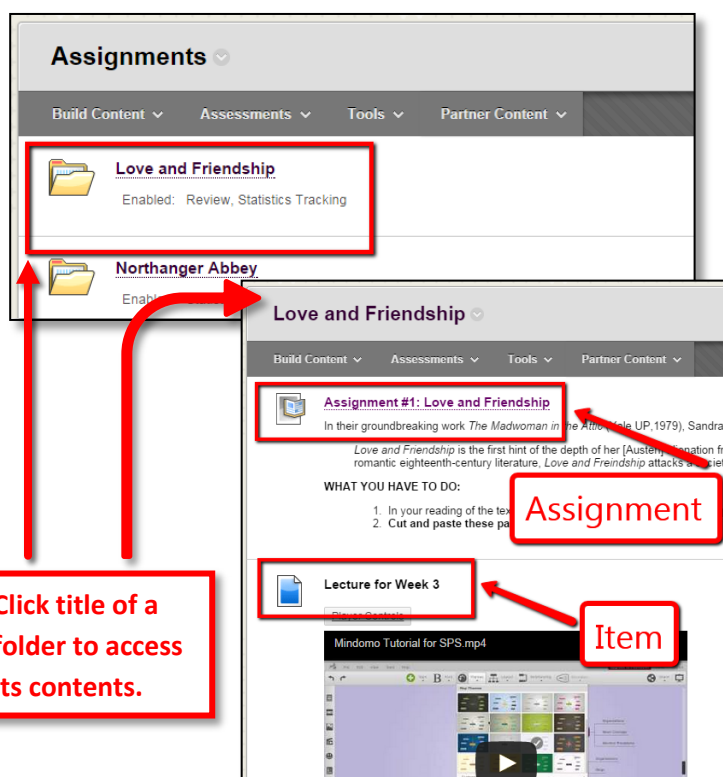
Within any content area, you will see a series of grey buttons listed under the name of the content area at the top of the screen. Hover over these buttons to open menus which allow you to add content to the current content area. In the example, we see the "Build Content" menu.

Step 9

The "Build Content" menu provides many options for adding content, the most basic of which are Content Folders and Items.

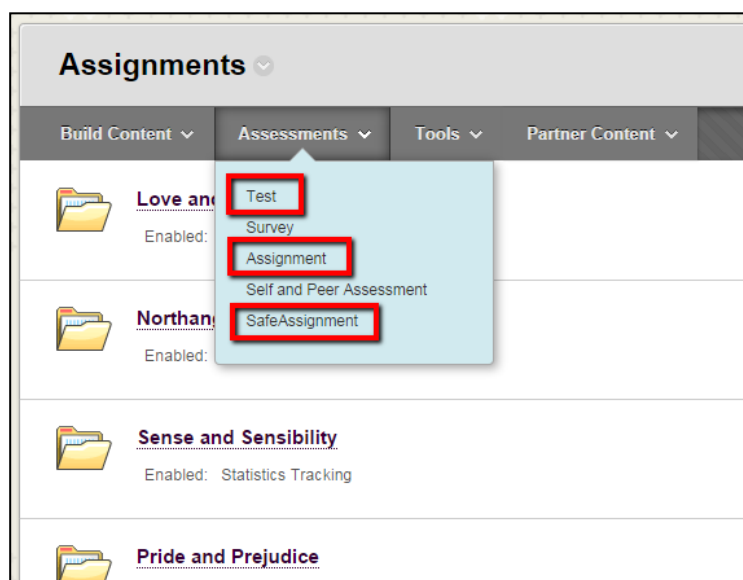
Folders are areas of the course into which similar content can be grouped. In our example to the right, the "Love and Friendship" folder contains one item and one assignment related to the "Love and Friendship" unit of this course.

An **Item** represents any kind of embedded content, be it text, images, video or web links. Items may include attached files that students can view in their browsers or download to their computers, and can be adjusted for standard viewing options.



Step 10

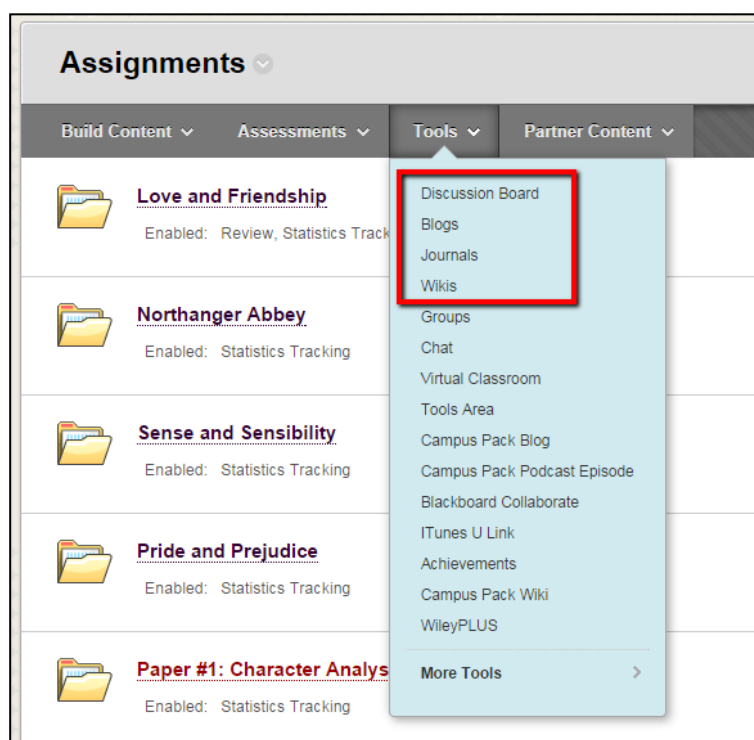
The "Assessments" menu contains all the content items which students can submit for grading. When you create an assessment, Blackboard automatically adds a corresponding column to the Grade Center where you can grade the assessment and offer students feedback. The most frequently used assessments are "Test," "Assignment," and "SafeAssignment" (an anti-plagiarism tool that checks students' writing against a database of academic papers).

Step 11

The "Tools" button allows you to create a link to a number of course tools, including Discussion Board, Blogs, Journals, and Wikis.

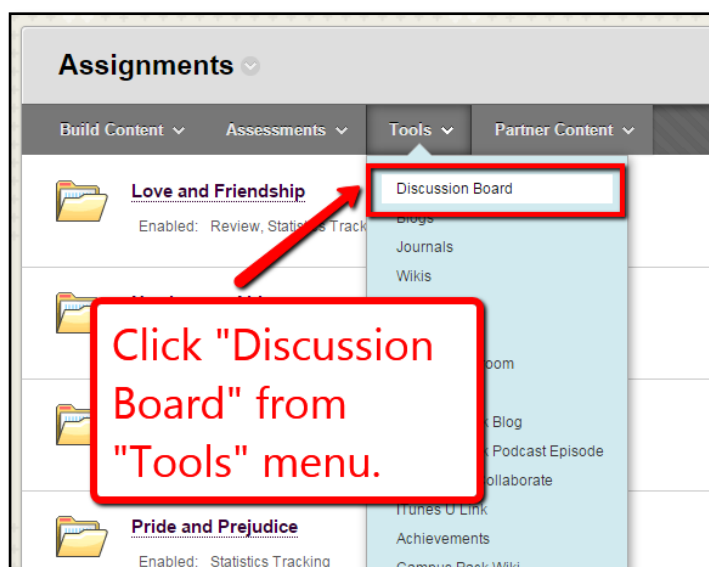
Note: The "Tools" button allows you to create **links** to these course tools; it does *not* create new blogs, journals, wikis or discussion boards themselves. To build a new tool activity, first create the link to the tool area, then use the link to access the area and create the new activity.

See our "Introduction to Blackboard II" Quick Guide for details:
<http://spsfaculty.commons.gc.cuny.edu/quick-guides/>.



Step 12**Example: Create Tool Link to Discussion Board.**

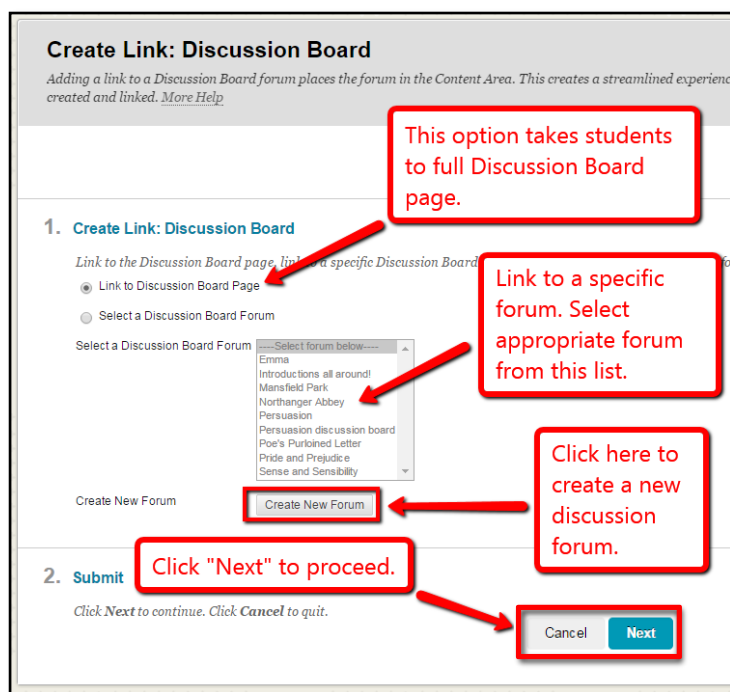
To create a link to either the full Discussion Board or to a specific Discussion Board forum, navigate to any content area in your course, hover over the "Tools" button, and click "Discussion Board" from the dropdown menu.

Step 13

On the next page, you can choose to link to the full Discussion Board page, or link to a specific Discussion Board forum. If you choose to link to a specific forum, make sure to select the appropriate forum from the list. Once you have made your selection, click "Next" to proceed.

Note: You can also select to create a new Discussion Board forum from this site by clicking the "Create New Forum" button. You will be taken out of the tool link editor and into the "Create Forum" editor. See the "Creating and Using the Discussion Board" Quick Guide for more details:

<http://spsfaculty.commonscs.cuny.edu/quick-guides/>



Step 14

On the next page, give the link a name, add a description (i.e. instructions for what students should do after clicking the link), decide on the link's availability options and click "Submit" when done.

Create Link: Discussion Board

* Indicates a required field.

1. Link Information

* Link Name: Discussion Board

Color of Name: Black

Link: Discussion Board

Text:

Click this link to access the Discussion Board and post your response to this week's reading in the appropriate forum.

Path: p

2. Options

Available: ☒ Yes ☐ No

Track Number of Views: ☐ Yes ☒ No

Date Restrictions:

Display After:

Display Until:

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Step 15

The new Tool link appears at the bottom of the content area. To move the link further up on the page, just drag and drop the arrow icons that appear to the left of the item when you hover over it.

Paper #3: Generalization

Enabled: Statistics Tracking

ePortfolio Readiness Quiz

Take this quiz before you create your ePortfolio.

Assignment 4: Sense and Sensibility

Enabled: Statistics Tracking

Please choose one of the characters from *Sense and Sensibility*, and consider the following questions as

1. Is the character major or minor? What role does he/she play in the plot?
2. What are the personal traits of the character?
3. What is the character's outlook on life? (How do other characters? on themes important to the book?)
4. What moral qualities does the character possess?
5. Is the character static or dynamic (developing)?
6. How would Austen have us judge the character?

Discussion Board

Click this link to access the Discussion Board and post your response to this week's reading in the appropriate forum.