



# HOW TO POST CONTENT

There are several ways to populate your course with content. In this tutorial we will cover three of these options: Create a content item, upload a file/document, and post a web link.

## TURN ON EDIT MODE

Before creating and editing content, go to the Blackboard course and verify that **Edit Mode** is turned on. If Edit Mode is off, click **OFF** to turn Edit Mode on.

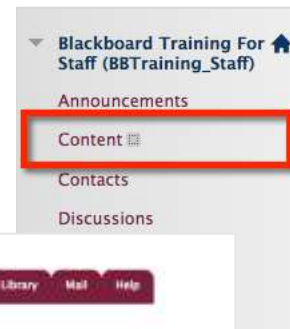
Edit mode can be found on the upper-right section of your course.



## CONTENT

PLEASE NOTE: IN THIS DOCUMENT, FILES WILL BE CREATED IN CONTENT.

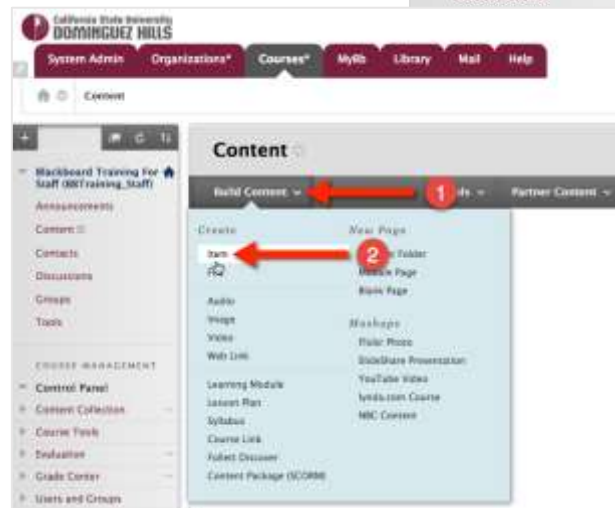
1. Once Edit Mode is turned on, go to the course menu and click **CONTENT**.



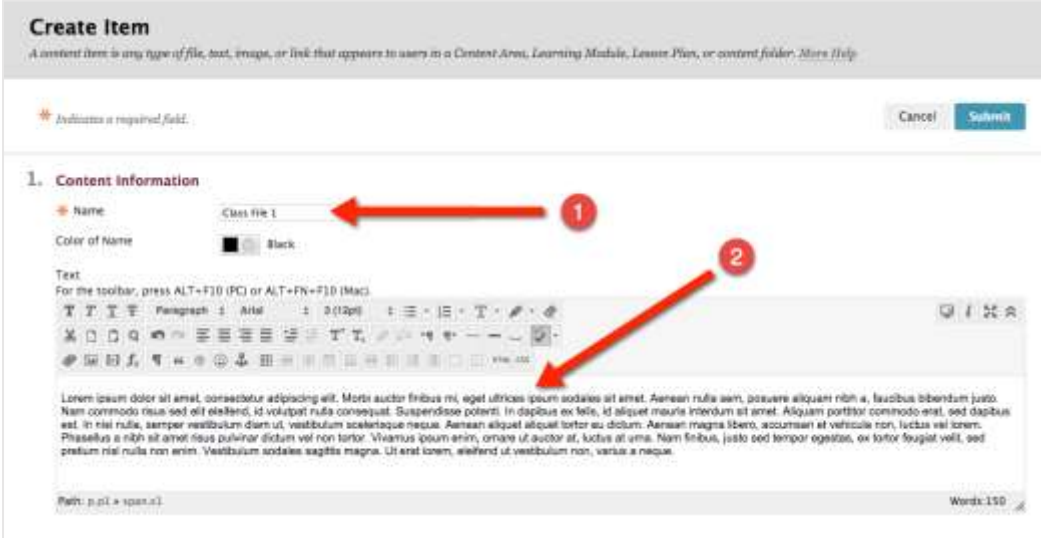
## CREATE A CONTENT ITEM

To create a file on Blackboard, do the following:

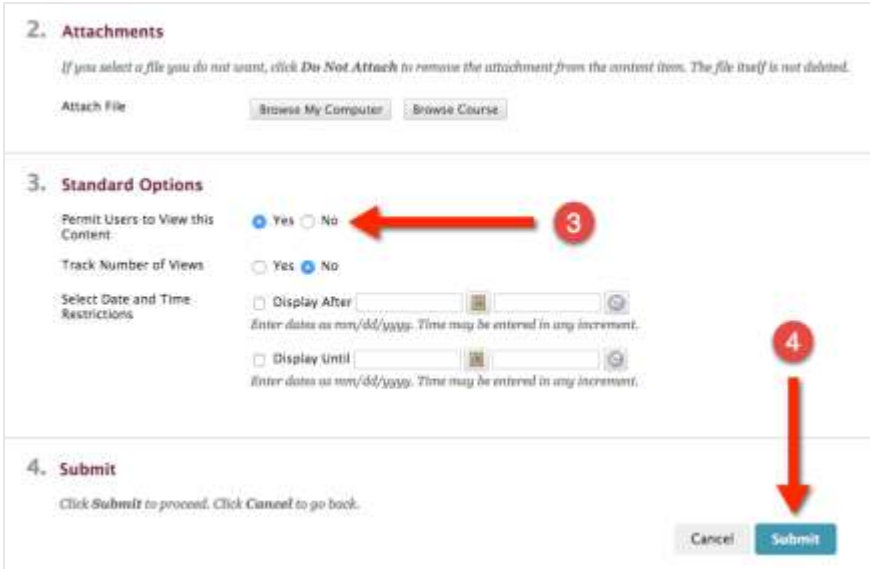
1. In **CONTENT**, select **BUILD CONTENT**.
2. Click **ITEM**.



In the **CREATE ITEM** page, do the following: 1) Enter a **NAME**, and 2) Enter **CONTENT TEXT**.



3. Click **YES**
4. Click **SUBMIT**



When a file is created, Blackboard will display the new file in the content area.



### TURN OFF EDIT MODE

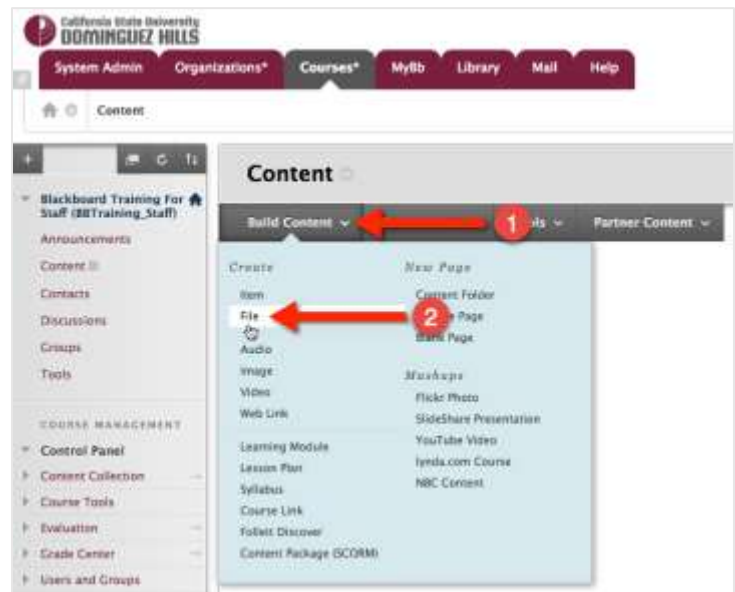
When content no longer needs to be added to the Blackboard course, click **ON** to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.



## UPLOAD A FILE/DOCUMENT

To upload a file to Blackboard, do the following:

1. In **CONTENT**, select **BUILD CONTENT**.
2. Click **FILE**.



In the Create File page, do the following:

1. Enter a **NAME**.
2. Click **BROWSE MY COMPUTER**.

**Create File**

*Use the File content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)*

\* Indicates a required field.

Cancel Submit

**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.*

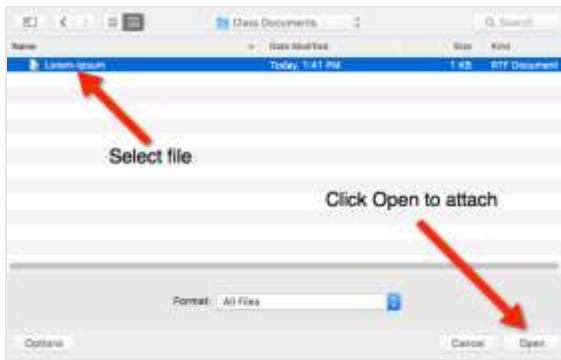
\* Name  1

Color of Name  Black

\* Find File:  2



3. Browse and attach a file.



4. Click **SUBMIT**.

### Create File

Use the **File content** type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field.

4 → Submit

#### 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 landing.

\* **Name:**

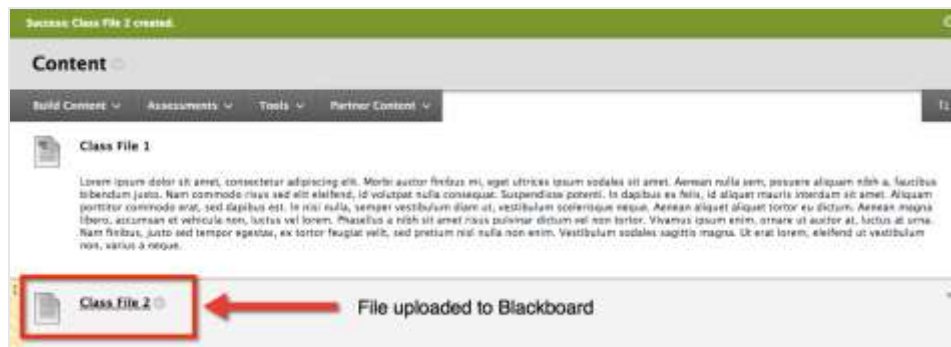
**Color of Name:**  Black

\* **Find File:**

**Selected File:**

<b>File Name:</b> Lorem-ipsam.rtf	<b>File Type:</b> RTF
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When the file is uploaded, Blackboard will display the file in the content area.



TURN OFF EDIT MODE

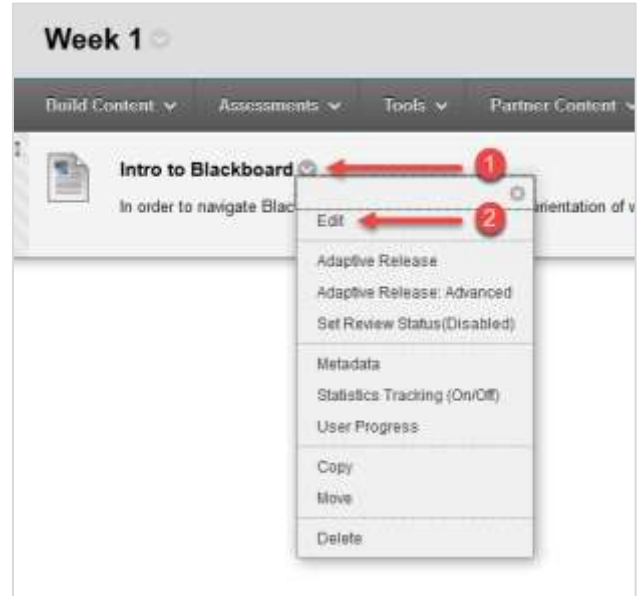
When content no longer needs to be created or edited, click ON to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.



## EDIT POSTED CONTENT

Access an item's menu for a list of options, such as Edit and Delete. If the option doesn't appear, it's not available for that content type.

1. For a content area, access the **MENU** by clicking on the chevron next to the title
2. Select **EDIT**



3. Make all changes in the **EDIT ITEM** Page

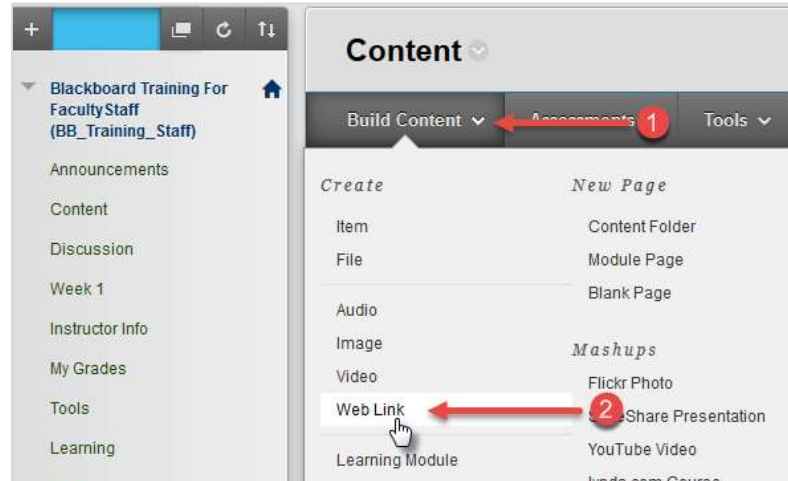
4. Click **SUBMIT**



## POST A WEB LINK

To post a web link, like to a website or a video

1. Select **BUILD CONTENT**
2. Click on **WEB LINK**



3. Type the **NAME** of the link
4. Copy and paste the link's **URL**, or web address, into the URL text box.

PLEASE NOTE THAT YOU MUST INPUT THE ENTIRE WEB ADDRESS, INCLUDING THE "HTTP://"

5. Enter a **DESCRIPTION** for the link

**Create Web Link**  
A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access.

\* Indicates a required field.

**1. Web Link Information**

Name: CSUDH Campus video

URL: tube.com/watch?v=w8tEEDnA\_AMS&feature=youtu.be  
For example, http://www.myschool.edu/

This link is to a Tool Provider: [What's a Tool Provider?](#)

**2. Description**

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)

This video shows the campus from above.



- You may attach any additional files
- Make sure that **OPEN IN NEW WINDOW** is selected

### 3. Attachments

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from*

Attach File

Browse My Computer


Browse Course

### 4. Web Link Options


Open in New Window   Yes  No

- Select **YES** to permit users to view the content.
- Click **SUBMIT**


### 5. Standard Options

Permit Users to View this Content  Yes  No 

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

### 6. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*