

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 **COFF** to turn Edit Mode on.

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

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CONTENT

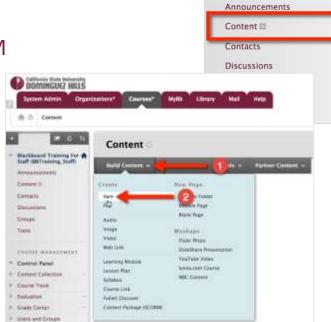
PLEASE NOTE: IN THIS DOCUMENT, FILES WILL BE CREATED IN CONTENT.

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.



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Blackboard Training For A Staff (BBTraining_Staff)





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

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TURN OFF EDIT MODE

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

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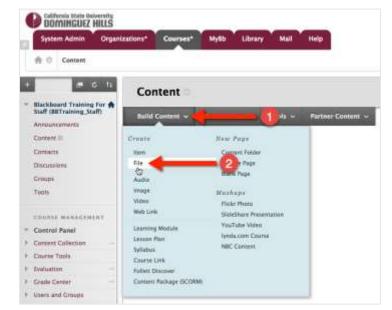




UPLOAD A FILE/DOCUMENT

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.

Un		add a file that can be selected and viewed as a page within the sourse or as a uding cascading style sheets (CSS), can be developed affline and uploaded into	
+	Finitizates a required fie	r.	Cancel Sutimit
1.		ing Browse My Computer or one from within Course Files by clicking Browse No to display the file within the Course environment or Yes to display it as a sepa Class File 2 Black Browse My Computer	







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3. Browse and attach a file.

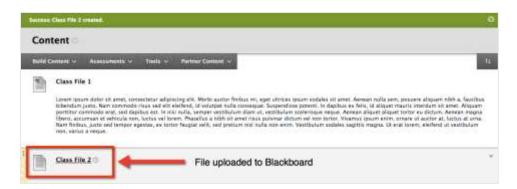
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4. Click SUBMIT.

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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 **CON** to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.

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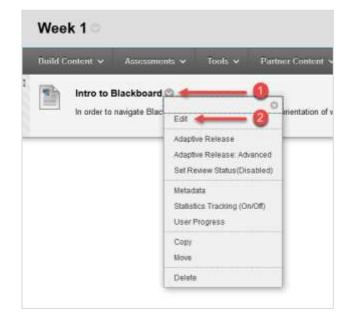




EDIT POSTED CONTENT

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

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4. Click SUBMIT



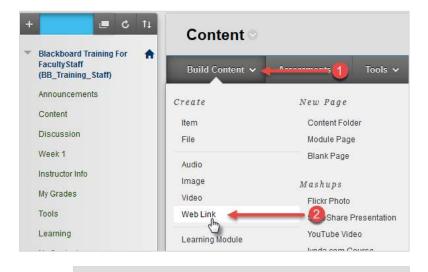




POST A WEB LINK

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

Text

A Web Link is a shartcut to a Web resource. Add a Web Link to a Content Area to provide a quick acc

1	Indicates a required field.	
1.	Web Link Information	
	- Name	CSUDH Campus video
	1.000	

sibe.com/watch?v=wbeE@nii_AU&feature=yssitu.be For example, http://www.myschool.edu/ This link is to a Tool Provider What's a Tool Provider? 2. Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac) T T T T Paragraph + Arial + 3(12pt) + Ξ + Ξ + T + ℓ + ℓ X D D Q の 0 日日日日 日日 T T, アク H H --- レ 💟・ This week shows the campus from above.





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- 6. 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 a	vant, click Do Not Attac l	h to remove the attachr	nent from
	Attach File	Browse My Computer	Browse Course	
4.	Web Link Options			
	Open in New Window	🕨 🍙 Yes 💿 No		

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

	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 increme
6	Submit

