

Blackboard "How To's"



Adding Content

To add content items:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

Edit Mode is: **ON**

Click the menu button where you want to upload content. Then, select one of the following buttons:

- Build Content
- Assessments
- Tools
- Partner Content

Build Content Assessments Tools Partner Content

Build Content

There are three categories for content:

- **Create** – used to upload a document such as Word Documents, PDF files, PowerPoint Presentation, audio, images, videos, Learning Module, or Lesson Plan.
 - **Item** – way of organizing content items.
 - **File** – select a content item by clicking Browse My Computer for a local file or Browse Class Files for an item stored in Class Files.
 - **Audio** – attach audio files that have the extensions aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv.
 - **Image** – attach an image to show on the page. Set the height and width options to display the image at the right size.
 - **Video** – attach a video file that has the extensions .mpeg, .avi, QuickTime, or Flash/Shockwave.
 - **Web Link** – used to create a shortcut to a web resource.
 - **Learning Module** – used to create a set of content items with a path for progressing through the items.
 - **Lesson Plan** – is a special content type that combines information about the lesson itself with the curriculum resources used to teach it.
 - **Syllabus** – used to create a class syllabus.

Create	New Page
Item	Content Folder
File	Module Page
	Blank Page
Audio	
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentation
	YouTube Video
Learning Module	Kaltura Media
Lesson Plan	
Syllabus	
Course Link	
Content Package (SCORM)	

- **Course Link** – used to create a link to another location within the course.
- **New Page** – use to create a folder, blank page, or create a shortcut to a Blackboard tool.
 - **Content Folder** – is a way of organizing content items. Content folders and sub-folders set up a hierarchy to group related material together.
 - **Module Page** – is a specialized content page that presents content in discrete boxes.
 - **Blank Page** – allows a blank page to be created.
- **Mashups** – is a web page or application that uses or combines data or functionality from two or many more external sources to create a new service such as SlideShare.
 - **SlideShare Presentation** – is the world's largest community for sharing presentations. You can add PowerPoint Presentation, PDFs, etc. from this site to your course.
 - **Flickr Photo** – is home to over five billion of the world's photos.

Assessments

There are four main types of assessments:

- **Test** – add or create a test.
- **Survey** – add or create a survey.
- **Assignment** – create an assignment for students to submit work. (SafeAssign is located within this type of assessment. View the BB Help page on SafeAssign to learn more.)
- **Self and Peer Assessment** – have students evaluate their own work or have a peer do an evaluation.

Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test
Kaltura Video Quiz

Tools

Use tool to create direct links to discussion boards, blogs, journals, etc. Here is a description of the most commonly used tools.

- **Discussion Board** – used to add a link to a discussion board keeping the discussion board within the appropriate content.
- **Blog**– used to create a link to a blog allowing students to post personal reflections, discuss or analyze class materials.
- **Journal** – allows students to create a personal reflection.
- **Wiki** – used to create a link to a Wiki allowing students to add and update content on the site using their own Web browser.
- **Groups** – creates a link to a group area.

Discussion Board
Blogs
Journals
Wikis
Groups
Tools Area
Achievements
SoftChalk Course Content
Podcast
Kaltura Media
More Tools >

- **Tools Area** – gives students easy access to all the available course tools in a single location.
- **Podcast** – audio or video files released episodically and often downloaded through Really Simple Syndication.

Partner Content

Partner content allows users to add a link to a textbook that you would like your students to use.

- **Search for Textbook** – search for a textbook you are currently using with your students.
- **Manual Entry Textbook** – you provide information on the textbook you want to add to your course.

Search for Textbook

Manual Entry Textbook