


Structuring the Blackboard Course Site


How do I add an item to a Content Area or folder?

Items may contain text, links, images, audio and video files. There are a number of ways to use them. The basic process is as follows:

1. Go to the Content Area or folder into which you wish to insert a new item.
2. Click the Edit View link in the upper right.
3. Click the Add Item icon .
4. Specify the name of the item.
5. Change the color of the link to the item if you wish.
6. Add text or embed images, audio, or video using the Visual Text Box Editor (VTBE).
 - a. Any text, images, audio, or video added to the VTBE will display immediately below the name of the item. Therefore, if you are adding several pages like this to a content area or folder it is probably wise to organize them into folders or sub-folders.
 - b. *Please do not paste html code into the VTBE.* This is one of the easiest ways to corrupt a folder or content area beyond repair. Likewise, do not copy and paste from one item to another, as this can result in the same corruption. (Because most HTML tags come in pairs, it is vital to ensure that all tags are properly closed.) If you find yourself in a situation where you need to do this, and have not tried it previously, please talk to a member of the Learning Technologies Team.
7. Clicking the Browse button for "Attach local file" allows you to upload files of almost any type for students to download. If no name is supplied in the "Name of Link to File" box, the filename itself will be used as a title. In most circumstances do not change the "Special Action" from "Create link to this file." Note that more than one file may be attached to an item.
8. Choose to make the item available to users (make it unavailable only if you do not wish students to see it), to track the number of views, or to release it to students only on within a specific range of dates.
9. Click Submit.

How do I add a folder to a Content Area (or to another folder)?

Folders are important organizational elements in Blackboard. Use them to keep your content areas organized. Folders may contain anything a Content Area can contain.


1. Go to the Content Area or folder into which you wish to insert a new folder.
2. Click the Edit View link in the upper right.
3. Click the Add Folder icon .
4. Specify the name of the folder.
5. Choose to change the color of the link to the folder, insert text (as a description), to make it available to users (make it unavailable only if you do not wish students to see it), to

track the number of views, or to release it to students only on within a specific range of dates.

6. Click Submit.


How do I add an external link to a Content Area or folder?

An external link is a particular website that you would like to have a link to within your course. The basic process is as follows:

1. Go to the Content Area or folder into which you wish to insert a new external link.
2. Click the Edit View link in the upper right.
3. Click the Add External Link icon .
4. Specify the name of the External Link.
5. Change the color of the link to the item if you wish.
6. You can also add additional items to the link – check out previous steps 6 and 7 to do so.
7. Choose to make the item available to users (make it unavailable only if you do not wish students to see it), open it in a new window, to track the number of views, or to release it to students only on within a specific range of dates.
8. Click Submit.

How do I add a Course Link to a Content Area or folder?

A course link is a link between two areas within your Blackboard course site. The basic process is as follows:

1. Go to the Content Area or folder into which you wish to insert a course link.
2. Click the Edit View link in the upper right.
3. Click the Add Course Link icon .
4. Specify the name of the Course Link.
5. Choose to change the color of the course link, insert text (as a description), to make it available to users (make it unavailable only if you do not wish students to see it), to track the number of views, or to release it to students only on within a specific range of dates.
6. Browse for the link or area of the course that you would like to link to.
7. Click Submit.

How do I move/remove an item?

Go to the Content Area or folder where you would like to move or remove an item/folder.

1. Click the Edit View link in the upper right.
2. To remove an item, click the Remove button opposite it. Confirm the deletion.
3. To move an item, click the Copy button opposite it.
 - a. Choose the destination course and folder (that is the location to which you wish to move or copy it.)

- b. Set "Remove item after copy" to "no" if you are simply copying.
- c. Set "Remove item after copy" to "yes" if you are moving it.

How do I add/remove buttons from the course menu?

To add buttons,

1. Open the Control Panel.
2. Choose Manage Course Menu.
3. Select the kind of item you wish to add. There are four kinds:
 - a. *Content Areas* are places where you can add your own documents, audio, video, links, quizzes, and assignments.
 - b. *Tool Links* allow you to place specific tools (such as My Grades or Discussion Boards) directly into the Course Menu. Tools may also be placed inside any content area.
 - c. *Course Links* provide direct access to any given folder within your Blackboard course.
 - d. *External Links* are regular hyperlinks to web sites.
4. Depending on what you select, you will be queried for a name for the content area, the name of a tool, a folder within the site, or a URL. You will need to fill in any fields with a red asterisk beside them.
5. Click Submit.

To remove buttons,

1. Open the Control Panel.
2. Choose Manage Course Menu.
3. Click Remove for the button you wish to remove. (Note that clicking Modify allows changing the name of the item.)
4. Click Submit.

The buttons may be reordered through the numbered pull-down menus next to the button's name.

Generally, try to limit yourself to no more than 8 buttons. More than about 10 buttons tends to lead to organizational and cognitive confusion. Also, use short, descriptive names for the buttons. Avoid adding external links to the course menu unless they are links that will be used almost every time students access your Blackboard course.