Adding Items to Content Areas

Lesson 4: Sharing Materials

An **Item** can contain text, audio, movies, files, images, and Mashups. If text is added, it can be formatted using the Text Editor functions.

QUICK STEPS: adding items to Content Areas

- 1. In **Edit Mode**, access the Content Area from the Course Menu.
- 2. On the Action Bar, point to **Build Content** to access the drop-down list.
- 3. Select Item from the Create column.
- 4. On the **Create Item** page, type the Item's **Name** and select a color for the name, if you want. Add optional instructions or a description in the **Text** box. Format the text using the Text Editor functions, if you want.
- 5. To add a file, click **Browse My Computer** or **Browse Course Files** to locate the file. Add a **Link Title** for the attached file; otherwise the file name will appear in the Content Area. Alternatively, you can use the **Attach File** function in the Text Editor. This function allows you to place the link to the file wherever you want in relationship to the rest of the Item's content.
- 6. Under **Options**, select **Yes** for **Permit Users to View this Content** to make the Item available to students. Select other options as needed.
- 7. Click Submit.

NOTE: In the **Build Content** drop-down list, additional content types are listed. Notice that **Files**, **Audio**, **Image**, **Video**, **URL**, and **Mashups** are listed, but can also be added using the Text Editor functions when adding a content Item. The student view may be different depending on the method used, so experiment to determine which method meets your needs.



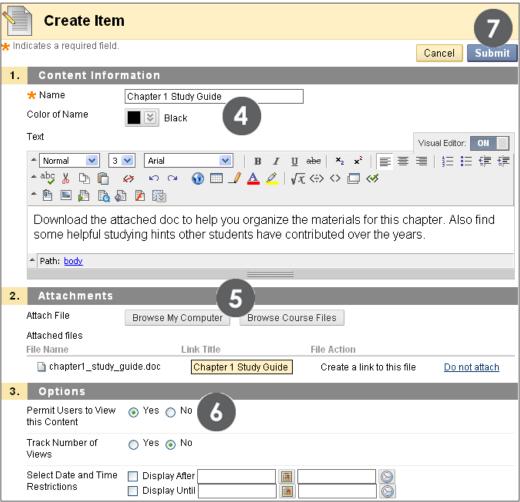


Figure 1

NOTE: Under Attachments, the Browse Course Files function takes you to a central storage location on the Blackboard server that is accessed directly from the course. Instructors can upload files to Course Files and link to them when creating course content. Within each course, Course Files displays content for that specific course, not for other courses taught by the instructor. Any file uploaded from your local computer using the Browse My Computer function is automatically added to Course Files. This repository is not seen by students, but is available to instructors when adding content or by accessing Files in the Control Panel.

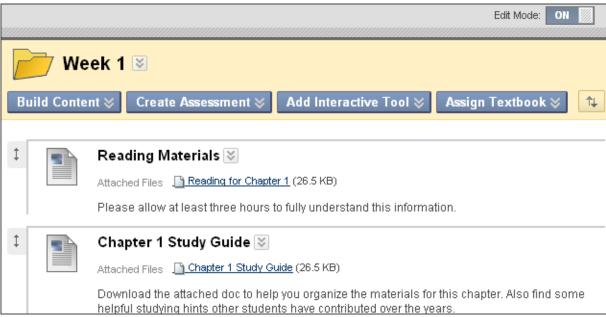


Figure 2 – Instructor view of a Content Area containing two Items, each with a file attached.