

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.

Week 1 (dropdown menu)

Build Content (dropdown menu) **2**

Create (dropdown menu)

- Item** **3**
- File

Create Item **7**

* Indicates a required field. Cancel Submit

1. Content Information

* **Name** **4**

Color of Name Black

Text

Visual Editor: ON

Normal | 3 | Arial | B I U abc x₂ x² | [List icons] | [Link icon] | [Image icon] | [Table icon] | [Code icon] | [Undo icon] | [Redo icon]

Download the attached doc to help you organize the materials for this chapter. Also find some helpful studying hints other students have contributed over the years.

Path: [body](#)

2. Attachments **5**

Attach File Browse My Computer Browse Course Files

Attached files

File Name	Link Title	File Action
chapter1_study_guide.doc	<input type="text" value="Chapter 1 Study Guide"/>	Create a link to this file Do not attach

3. Options **6**

Permit Users to View this Content Yes No

Track Number of Views Yes No


Select Date and Time Restrictions



Display After






Display Until




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.

Edit Mode: **ON** 




 **Week 1** 


Build Content  **Create Assessment**  **Add Interactive Tool**  **Assign Textbook**  

  **Reading Materials** 

Attached Files:  [Reading for Chapter 1](#) (26.5 KB)

Please allow at least three hours to fully understand this information.

  **Chapter 1 Study Guide** 

Attached Files:  [Chapter 1 Study Guide](#) (26.5 KB)

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