

This **Blackboard Faculty Tutorial** provides instructions for adding course content (e.g. outlines, PowerPoints, etc) to a Blackboard course site.

In Module 2, the course navigation menu was customized to include a content area called Chapter 1. In this tutorial, we will add course content to the Chapter 1 content area.

Select the **Control Panel** link.

Select the **Chapter 1** link.

There are several ways to add content to a Blackboard course site. Since we already customized our course navigation menu and "chunked" our content into chapters, we will simply add content to the Chapter 1 content area without using folders.

Select the **Add Item** button.

Customize the name of the item to be added by typing a name in the **enter name** text box.

Click the **Attach File** button (first icon on the third row toolbar).

Click the **Browse** button to locate the file that you want to add to this content area.

Locate and select the document to be added to this content area

Click the **Open** button.

Select the **Yes** button to display the attached document in a new browser window (this option will make printing easier for your students).

Click the **Submit** button.

The **Content Link Added** page appears.

Click the **Submit** button on this page.

A link to the attached document now appears inside the text box.

Instructors may choose to time-release content items by using the **Choose date restrictions** options. For this tutorial, we will use the default availability options.

Click the **Submit** button.

The receipt page indicates that content has been added.

Click the **OK** button.

To add more content to the Chapter 1 content area, click the **Add Item** button.

Customize the name of the item to be added by typing a name in the **enter name** text box.

Click the **Attach File** button (first icon on the third row toolbar).

Click the **Browse** button to locate the file that you want to add to this content area.

Locate and select the document to be added to this content area.

Click the **Open** button.

Choosing the **Launch in new window** button is not necessary for a PowerPoint file. If students want to print the PowerPoint as a handout, they will need to download the ppt file and print using the Print function in PowerPoint.

Click the **Submit** button.

The **Content Link Added** page appears.

Click the **Submit** button on this page.

A link to the newly attached document now appears inside the text box.

Instructors may choose to time-release content items by using the **Choose date restrictions** options. For this tutorial, we will use the default availability options.

Click the **Submit** button.

The receipt page indicates that content has been added.

Click the **Submit** button

Additional content can be added by using the **Add Item** button.

Customize the name of the item to be added by typing a name in the **enter name** text box.

Content can be added by typing in the text box or using the copy/paste function.

Instructors may choose to time-release content items by using the **Choose date restrictions** options. For this tutorial, we will use the default availability options.

Click the **Submit** button.

The receipt page indicates that content has been added.

Click the **OK** button.

Notice that the newest item appears at the bottom of the page. To change the order of the items, click the numbered drop down list to the left of the content item to be moved. Select the number where this item should appear.

The Reading Assignment now appears as the number one item.

This concludes this tutorial.