

Posting Content

You can post different types of content to Blackboard's content areas:

- **Item.** Usually text that you type directly into Blackboard as the primary content or as a explanatory text to accompany a file that you can attach from either your computer or your course's Course Files area.
- **File.** A link to a file that you upload from either your computer or your course's Course Files area. There is no option to add explanatory text. You can choose to open the file in a separate window.
- **Audio.** Files in various formats (.aiff, .asf, .moov, .mov, .mp, .wav, .wma, .wmv) with the option to add a transcript for people who cannot hear the audio.
- **Image.** JPEG and GIFF files.
- **Video.** Files in MPEG/AVI, QuickTime, or Flash/Shockwave formats.
- **URL.** External links to sites on the web.
- **Course Link.** A link to another part of your course site.
- **Lesson Plan and Syllabus.** Templates for creating a lesson plan and syllabus directly in Blackboard.
- **Learning Module.** Template for combining a variety of content types into a module, with the option of requiring students to complete the module in a linear, step-by-step fashion.

Posting an Item

1. While in **Edit Mode**, click the menu button for the area to which you want to add the content.
2. Click **Build Content**, then select **Item** from the **Create** menu.
3. Enter a name for the document.
4. In the Text box, enter a description of the document (optional). Some faculty use this area for the actual document text. *If you do this, be sure to save an electronic version of whatever you enter here.* Other faculty use this area for explanatory text to accompany an attached document.

5. In the **Attachments** area, click **Browse My Computer** to upload your file from your computer or **Browse Course** to upload your file from your course's **Course Files** area if you have previously uploaded your file.
6. **Set Options:**
 - To make the content available immediately, click **Yes** for *Permit Users to View the Content Item*.
 - *Track Number of Views* allows you to find out who is accessing or not accessing your documents.
 - In the *Select Date and time Restrictions* area, you can set a “window” of time within which the document will be visible (useful if posting problem solutions or take-home exams.) If you use this area you *must* check **Yes** for *Permit Users to View the Content Item*. If you do not want to use date restrictions, leave the *Display After* and *Display Until* boxes unchecked.
7. Click **Submit**.
8. As a final check, you can view your document the way students will see it by clicking on the course menu link for the content area to which you posted the document or clicking **Edit Mode** (top right) to **OFF**. Click the link to the document to view it.

Posting a File

1. While in **Edit Mode**, click the menu button for the area to which you want to add the content.
2. Click **Build Content**, then select **File** from the **Create** menu.
3. Click **Browse My Computer** to upload your file from your computer or **Browse Course** to upload your file from your course's **Course Files** area if you have previously uploaded your file.
4. Enter a name for the file (required).
5. Select a color for the name (be sure to use colors that contrast with the background).
6. Determine whether or not to open the file in a New Window.
7. **Set Options:**
 - To make the content available immediately, click **Yes** for *Permit Users to View the Content Item*.
 - *Track Number of Views* allows you to find out who is accessing or not accessing your documents.

- In the *Select Date and time Restrictions* area, you can set a “window” of time within which the document will be visible (useful if posting problem solutions or take-home exams.) If you use this area you *must* check **Yes** for *Permit Users to View the Content Item*. If you do not want to use date restrictions, leave the *Display After* and *Display Until* boxes unchecked.
8. Click **Submit**.
 9. As a final check, you can view your file the way students will see it by clicking on the course menu link for the content area to which you posted the document or clicking **Edit Mode** (top right) to **OFF**. Click the link to the document to view it.

Posting Audio Files

[Note: Uploading the file(s) to a streaming server may be a better option if file sizes are large in order to avoid quickly reaching your course disk space quota.]

1. While in **Edit Mode**, click the menu button for the area to which you want to add the audio content.
2. Click **Build Content**, then select **Audio** from the **Create** menu.
3. Click **Browse My Computer** to upload your audio file from your computer or **Browse Course** to upload your file from your course’s **Course Files** area if you have previously uploaded your file.
4. Enter a name for the file (required).
5. Select a color for the name (be sure to use colors that contrast with the background).
6. You can upload a transcript of the audio file for people who cannot hear the audio.
7. Select options for **Autostart** and **Loop**. (If you are not putting the audio file in a folder, set **Autostart** to **No** to prevent the audio from playing when the page is opened.)
8. Set **Options**:
 - To make the audio content available immediately, click **Yes** for *Permit Users to View this Content Item*.
 - *Track Number of Views* allows you to find out who is accessing or not accessing your documents.
 - In the *Select Date and time Restrictions* area, you can set a “window” of time within which the document will be visible (useful if posting problem solutions or take-home exams.) If you use this area you *must* check **Yes** for *Permit Users to View the Content Item*. If you do not want to use date restrictions, leave the *Display After* and *Display Until* boxes unchecked.

9. Click **Submit**.
10. As a final check, you can view your file the way students will see it by clicking on the course menu link for the content area to which you posted the document or clicking **Edit Mode** (top right) to **OFF**. Click the link to the document to view it.

Posting Video Files

[Note: Uploading the file(s) to a streaming server may be a better option if file sizes are large in order to avoid quickly reaching your course disk space quota.]

1. While in **Edit Mode**, click the menu button for the area to which you want to add the audio content.
2. Click **Build Content**, then select **Video** from the **Create** menu.
3. Click **Browse My Computer** to upload your audio file from your computer or **Browse Course** to upload your file from your course's **Course Files** area if you have previously uploaded your file. Select **Browse Mashups** to add YouTube video.
4. Enter a name for the file (required).
5. Select a color for the name (be sure to use colors that contrast with the background).
6. Select options for **Dimensions**, **Autostart** and **Loop**. (If you are not putting the audio file in a folder, set **Autostart** to **No** to prevent the audio from playing when the page is opened.)
7. Set **Options**:
 - To make the audio content available immediately, click **Yes** for *Permit Users to View this Content Item*.
 - *Track Number of Views* allows you to find out who is accessing or not accessing your documents.
 - In the *Select Date and time Restrictions* area, you can set a “window” of time within which the document will be visible (useful if posting problem solutions or take-home exams.) If you use this area you *must* check **Yes** for *Permit Users to View the Content Item*. If you do not want to use date restrictions, leave the *Display After* and *Display Until* boxes unchecked.
8. Click **Submit**.
9. As a final check, you can view your file the way students will see it by clicking on the course menu link for the content area to which you posted the document or clicking **Edit Mode** (top right) to **OFF**. Click the link to the document to view it.

Posting External Links (URLs)

Being able to post direct links to web sites not only provides ready access to Web-based resources, but it is a convenient way to comply with copyright restrictions that might limit how you can make a document available.

Depending on how you use them in the course, you can post External links in different places:

- Post links of a general nature that might be useful throughout the course in a Web Links area in the main course menu.
- Post links specific to a weekly unit / module within the folder for that unit.

The procedure for adding external links is the same for both places:

1. Click the menu item to which you want to add external links.
2. From the **Build Content** menu, select **URL**.
3. Enter a Name for the link, the complete URL (for example, <http://www.myschool.edu>), and a description. (Suggestion: Copy the URL from the address field of your browser and paste it into the URL field in Blackboard. This saves typing and minimizes mistakes.)
4. You can use the Text box for explanatory material.
5. You can add additional documents and set options for how students will view the link.
 - If you launch the link in a new window, it's possible for students to view the link and your Blackboard site in separate windows. This is helpful if they are completing an assignment posted in Blackboard.) The trade-off is an accessibility issue. Launching a new window loses the history and back button functionality which is a challenge for screen readers.
 - You can also set a time period within which to make the link and any associated content available, as with posting documents.
6. Click **Submit**.

Adding a Folder and Posting Documents in the Folder

1. While in **Edit Mode**, click the menu button for the area to which you want to add the content.
2. Click **Build Content** and select **Content Folder** from the **New Page** menu.

3. Give the folder a name and an optional description. You can set date and time restrictions for a folder as you can for a single document. Click **Submit**.

Access to all documents in the folder is controlled by the time and date restrictions for the folder itself, so you do not have to set access for every document individually. This is useful if you want to easily make an entire “Weekly Unit” folder or similar collection of documents available only at a specified time.)

4. Click on the link to the folder and continue to add content to the folder, starting with **Build Content**, as above.