ITIBB-0100-WEB: INTRODUCTION TO BLACKBOARD
UNIT 5: CONTENT BASICS

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UNIT 5 – CONTENT BASICS

UNIT INTRODUCTION

The goal of this unit is to provide a light introduction on how to add content items to a given Blackboard course shell. The primary focus of this unit will be to share the steps necessary to add a course syllabus file to a Blackboard course shell. This unit will also cover how to add, edit, delete, and reorder content area folders. Please keep in mind the steps for adding/deleting course syllabus documents is the same process for adding/deleting course content related files to a given course.

UNIT OBJECTIVES

Upon completion of this unit you will be able to:

- Explain the best file types that should be used for sharing course content.
- Add and delete a course syllabus document for a given Blackboard course shell.
- Explain how to properly label content folders enabling students to easily navigate course content areas.
- Add, edit, delete, and reorder course content folders.
- Add a YouTube video to a course content area.

PART I – UNIT INTRODUCTION & BEST CONTENT FILE TIPS

When adding course content to Blackboard courses, always make sure to use files that are easily opened on a wide variety of computer and/or mobile devices.

We recommend always publishing course content (for student use) in either of the file formats:

- File Type Name: **Rich Text Format**
- File type extension: **RTF**
- *Easily created from most any word processor during the "File Save As…"*

- File Type Name: **Printable Document Format**
- File Type Extension: **PDF**
- *Easily created from most any current word processor during the "File Save As…"*

Why are RTF and PDF the best formats for presenting student content in Blackboard?

- Both RTF and PDF document types are easily opened by all computing systems used by today's students.

Exceptions to using PDF & RTF files:

- Disciplines needing to use special types of files to successfully conduct courses can use necessary files other than RTF and PDF when needed.
- Examples: Graphics-related students might need to use graphic files such as Photoshop, GIS students might need to use ESRI files, accounting/statistics students might need to use spreadsheet related files.

NOTES:_____
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PART II – WORKING WITH COURSE SYLLABUS FILES

The following steps can be used to add/remove content related files in Blackboard course content areas.

HOW TO ADD A COURSE SYLLABUS

Use the steps below to add (upload) a syllabus document to a course syllabus area that does not have a syllabus document loaded – in other words the syllabus area is empty and void of any syllabus information/document.

1. Enter the course to add your syllabus, and make sure your course's **Edit Mode** is set to **ON**.

2. Navigate to the content area in the course that will hold the course's syllabus. At CSCC the content area where the syllabus is located will generally be the *"Course Information"* area.

3. **Hover/Click** on the **Build Content menu** button.

4. **Select Item** from listing.

5. **Type** in "**Syllabus"** in the *Name* text area.

6. Type in a brief description of the information found in the syllabus file being added in the *Text* area.

7. Under the *Attachments* area**, Click** the **Browse My Computer** button and locate your syllabus on your local computer. Once you have found the syllabus using the Windows dialog box, double click on the syllabus file name to select. *Note: you can use the browse button to load syllabus files from zip disks, thumb drives, etc.*

8. In the text area labeled *Link Title*, type in "***Click here to view syllabus***".

   Attached files

File Name	Link Title
SYLLABUS.rtf	Click here to view syllab

9. For students to see the syllabus, select **Yes** for the *Permit Users to View Content* selection.

10. To track the number of times students view the syllabus, select **Yes** for the *Track number of views* selection.

11. To make the course syllabus visible during specific times/dates use the date/time tools to specify desired date/time limits.

12. **Click** the **Submit** button to add the syllabus document to the Blackboard course.

HOW TO REMOVE A COURSE SYLLABUS

Use the following steps to remove a course syllabus from a course content area.

1. Enter the course and make sure your course's **Edit Mode** is set to **ON**.

2. Hover mouse pointer over the existing course syllabus, and **click** on the syllabus's **contextual drop-down menu** and **select Delete**.
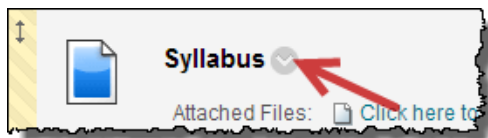
HANDS-ON EXERCISE:

PART III – WORKING WITH CONTENT FOLDERS

Folders enable you to easily setup course content areas in a more manageable way. Use folders to break content down into chunks based on how the class will flow through the academic term. For example, if the content is based on a weekly schedule, then creating weekly folders to separate the content for the students might be a good way to organize.

Folder Etiquette Best Practice Tip:

When creating folders do the following:

HOW TO ADD A FOLDER

1. Enter the course to add a folder(s) and make sure the **Edit Mode is** set to **ON**.

2. Use the course menu to navigate to the content area to add a folder(s).

3. **Hover/Click** on the **Build Content menu** button.

4. **Select** the **Content Folder** menu item listed under the *New Page* section.
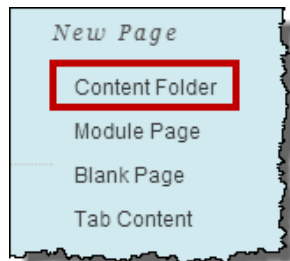
5. Type the name of the folder in the *Name* text area.

6. Type a brief description of the folder in the *Text* area.

7. For the option *Permit Users to View the Content Item*:

    a. Select **Yes** for users to have access to the folder.

    b. Select **No** to make the folder unavailable to users. Keep in mind by selecting **No**, users will not be able to see the folder until the yes option is selected.

8. (Optional Setting) To track the number of times users view this folder, select **Yes** for the *Track number of views* selection.

9. To display the folder after, or until a certain date and time, use the date restrictions area to set the dates and times.

| Select Date and Time Restrictions	☐ Display After		
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.		
	☐ Display Until		
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.		

NOTE: It is not necessary to use the date restriction tool unless you have a specific date and time that needs to be addressed.

10. **Click** the **Submit** button to add the folder.

HOW TO EDIT A FOLDER

Use the following steps to change the name, description, or settings of a course content folder.

1. Enter the course to edit a folder and make sure the **Edit Mode** is set to **ON**.

2. Go to the content area that has the folder to edit.

3. Hover mouse over folder and **click on the folder's contextual menu** drop-down and then **select Edit**.
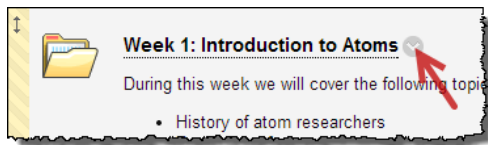
4. Update needed folder information and settings as needed.

5. **Click** the **Submit** button to update folder.

CHANGE THE ORDER OF FOLDERS IN A CONTENT AREA

Use the following steps to change the order of how folders are listed in a content area.

1. Enter the course to change the order of a folder(s) and make sure the **Edit Mode** is set to **ON**.

2. Go to the content area that has the folder(s) to reorder.

1. Change the order of the folder by hovering over the folder, then left-click and hold on the area with the up/down arrow (highlighted below) then drag/drop the folder to its new position.
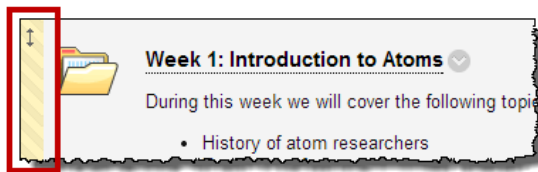
HOW TO DELETE A FOLDER

Use the following steps to delete a folder from a content area.

1. Enter the folder to delete a folder and make sure the **Edit Mode** is set to **ON**.

2. Go to the content area that has the folder needing to be deleted.

3. Hover mouse pointer over folder and **click on the folder's contextual menu** drop-down and **select Delete**.
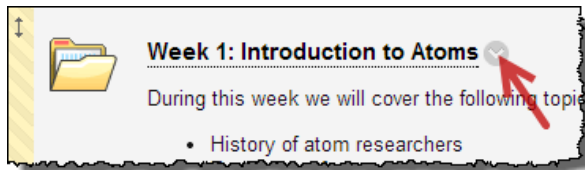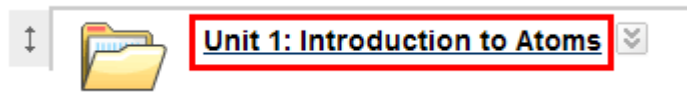

4. When prompted **Click** the **Ok** button.

HOW TO ADD CONTENT INTO A FOLDER

Enter the folder area in order to add content into a folder.

1. Enter a folder by **Clicking** on the folder's **Title** Link

2. Once inside the folder proceed to add content as normal.

HANDS-ON EXERCISE:

PART IV – ADDING YOUTUBE VIDEOS TO COURSE CONTENT AREAS

1. Enter the course to add a YouTube video, and make sure your course's *Edit Mode* is set to **ON**.

2. Go to the content area where you would like to add a YouTube video.

3. **Hover/Click** on the **Build Content menu** button and select

4. Select the ***YouTube Video*** menu item listed under the *Mashups* area.
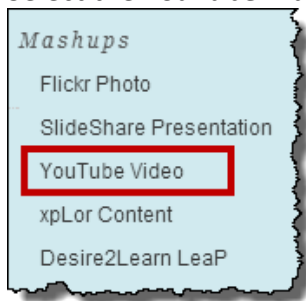
5. Type in the subject matter for the Youtube video in the Search for content text area. If needed adjust filter dropdowns to meet your search needs. Then **click** the **Go** button.

6. Next you will see a list of YouTube videos matching your search. While browsing the listing of videos, **click** on the ***Preview button*** to review the video for your needs.
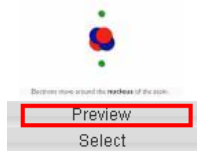
7. Once you have found a video that will suite your needs **click the *Select button.***
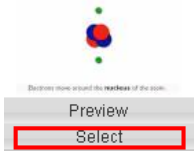
8. Type in your own name for the video, if needed into the ***Name*** text area.

9. Type in any information you would like to share about the video in the ***Description*** text area.

10. Set the ***Mashup Options***:

    a. ***View*** – use this setting to determine how the YouTube video will be displayed in your course content area.

    b. ***Show YouTube URL:***
        i. YES – will show the video's YouTube related information that will be clickable to launch the video in a new YouTube window.
        ii. NO – will hide any YouTube related video information. No is generally the desired setting for this option.

    c. **Show YouTube Information** – please make sure to keep this option set to NO.

11. If you would like to attach a supporting document for students to use while viewing the video, use the ***Attach or Link Content*** area to add necessary files.

12. Click ***Yes to Permit Users to View this Content***.

13. Click the ***Preview button*** to examine the Mashup, if the view is not working to your liking, then go back and adjust the settings in the Mashup Options to meet your needs.

14. Click ***Submit***.

    YouTube Mashup (or any video link) Tip:

    Never rely on just one YouTube video link for supplying key course content videos. Instead, always locate two additional video links and have them added to the content area as well, but hidden from student view! By having three different YouTube links for an important content subject, allows for backup video links to be quickly used (unhidden) in the event the primary video link becomes unavailable.

LESSON SUMMARY

- When adding course content to Blackboard courses, always make sure to use files that are easily opened on a wide variety of computer and/mobile devices.

- We recommend always publishing course content (for student use) either as a *Rich Text File* (RTF) or Printable Document Format (PDF) as both files are universal files easily open by most computing systems.

- The steps for adding/deleting course syllabus files can also be used for adding/deleting course content files.

- Always use content folders to organize and group course content into manageable structures.

- Always make sure when creating course content folders to properly label them.

Week 1: Introduction to Atoms ← Always use meaningful content folder titles.

During this week we will cover the following topics:

- History of atom researchers.
- Properties of an atom. ← Provide an overview of key subjects being covered.
- Using the periodic table.

- Never rely on just one YouTube video link for supplying key course content videos. Instead, always locate two additional video links and have them added to the content area as well but hidden from student view! By having three different YouTube links for an important content subject, allows for backup video links to be quickly used (unhidden) in the event the primary video link becomes unavailable.

- If you run into any questions or need help with Blackboard, please contact the Faculty Assistance Center at 614-287-5991.