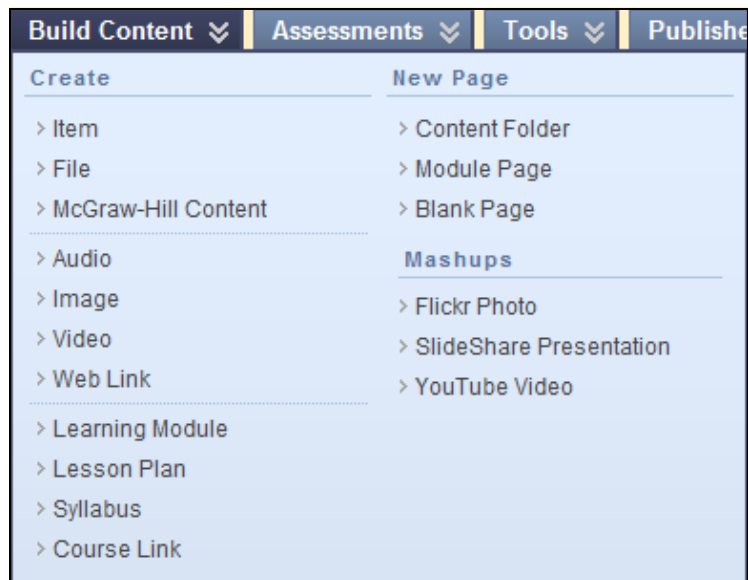# Adding content to your Blackboard 9.1 class

There are quite a few options listed when you click the "Build Content" button in your class, but you'll probably only use a couple of them most of the time.

Note that you should put all of your material in the area labeled "Course Materials."

We also suggest that you add your material inside the learning modules that have been added to most all classes. They look like the below screenshot.
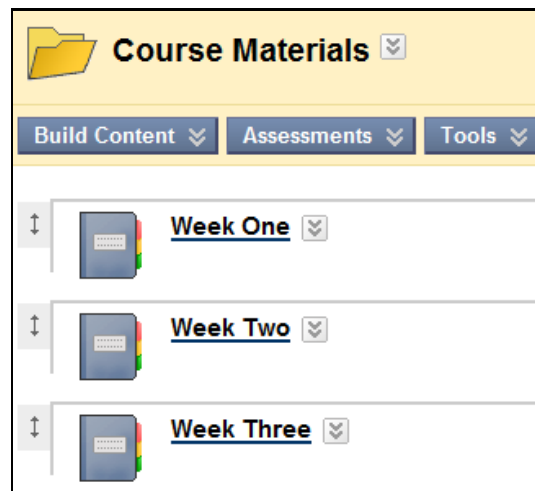
Click one of learning modules to open it. Note that you can change the name of these learning modules if you like.

You can also add material without clicking in one of them, but it may look cluttered if you add a lot. Another option for organizing your files is to create folders inside of the Course Materials area and place your items inside of the folders. A folder just lists your items in a column whereas a learning module lists them but also has a table of contents on the side and arrows for navigating through the items. See the examples below.

Here is how the learning modules look (note that the first item in the list is displayed automatically):

This is how a folder would look:

Options in the Build Content button

1. **Item**—This is used to type an html document directly inside of Blackboard. You can attach a file to the html document if you like. Below is a screenshot of how the Item creation page looks. Examples of Items in your class are the default Agendas and the Lecture files that were added by the DE staff. (You don't have to use those default items if you don't want them. They were just placed in your class as a starting point for you.)

2. **File**—Use this to load a file that you have created outside of Blackboard such as a PDF file. You will want to first load the file in the Files area in the Control Panel. This will allow you to place the file in a folder to make it easier to locate later, and you can also load more than one file at a time when you're in the Files area.
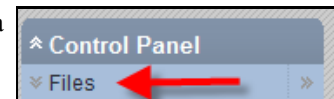
After you have loaded the file into the Files area, go to the Course Materials area, click the "Build Content" button and select File from the menu. Click the "Browse Course" button, locate the file, click the circle in front of the file name and click Submit. Note that you can change the name in the Name field, so the students won't have to see whatever you named the file, such as lec2Fall12.pdf.

3. The next three options are ones that you most likely won't want to use because of the size restrictions. These types of files loaded this way will cause your class to get too big real quick. You can add small images as needed using the Image option, but you may want to add audio and video material using a different method. Please contact one of us in the Distance Education office for assistance.

Audio– This will display an audio clip with a copy that can be downloaded as well. It will be listed right along side of your other files. There are audio options such as autostart and loop, which may be annoying for your students and should not be turned on. Be sure you only load very small audio clips this way. If you have something over 500kb, you should talk with one of us in the Distance Education office to have us place it in a better location. If you use this option, test that your audio clip works on a few different computers. Warning: This item can be hard for some students to access because it will require some kind of media player that can handle the type of file you load.

Image—This will display the image without the student needing to click anything. It can look odd if everything else is a file link beside it. You may want to use this image item at the top or bottom of a list of items or by itself in a folder. Adding a long description when you create this item may help the students when viewing the image.

Video—This will display a video clip with a copy that can be downloaded as well. It will be listed right along side of your other files. There are video options such as autostart and loop, which may be annoying for your students and should not be turned on. Be sure you only load very small video clips this way. If you have something over 500kb, you should talk with one of us in the Distance Education office to have us place it in a better location. If you use this option, test that your video clip works on a few different computers. Warning: This item can be hard for some students to access because it will require some kind of media player that can handle the type of file you load.

4. **Web Link**—This option allows you to add links to websites. You may want to create your links in the content area labeled Web Links, so that you can find all of them in one place. If you create a web link while in your Course Materials area, the link will only be located in that location.
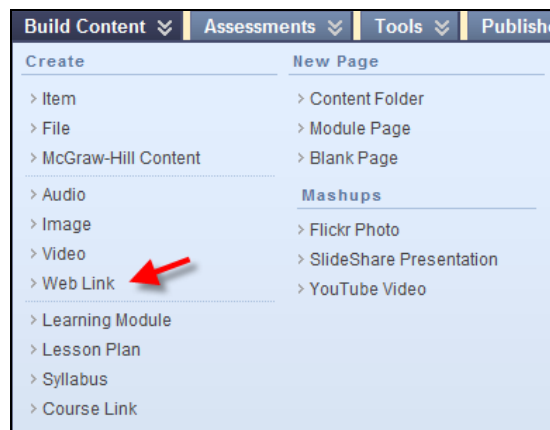
So the recommended method would be to first open the Web Links content area.

Then click the "Build Content" button at the top of that page.

Select Web Link from the list.

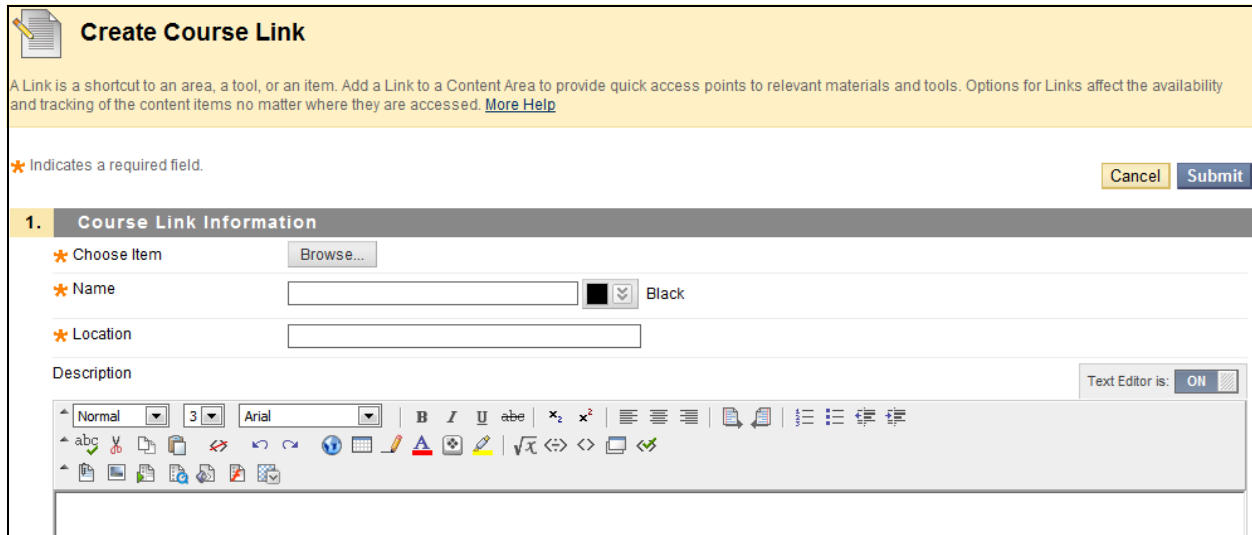Fill in the URL and a name for the link and click Submit.

5. **Learning Module**—You will already have some learning modules in your Course Materials area that are labeled by Weeks. You can either edit those or add new ones. To add new ones, you will click the "Build Content" button and select "Learning Module." Type a name for it and click Submit.

6. **Lesson Plan**—This option seemed kind of complicated to use. Feel free to explore it if you're interested. Note that there is a button labeled "Add Lesson Plan Section" at the top to add all sorts of different types of sections. If you need help using this type of item, please view the Blackboard provided help listed in the Control Panel on the bottom left side of your class in the area labeled "Help."

7. **Syllabus**—You won't want to use this option. It lets you build a syllabus right inside of Blackboard, but it doesn't look that great or give you much flexibility. Use the Syllabus area in the menu on the left side instead.

8. **Course Link**—This option you may use a lot. It lets you create links to any items in your class such as assignments, tests, web links, etc.

After clicking the "Build Content" button and then selecting "Course Link," you will see a page like the example below. Click the "Browse" button.

After clicking the 'Browse" button, a pop up displaying all the items you can link to as shown in the example on the right.

After selecting an item, the Name field and the Location field in the example above will auto populate for you. You can change the Name field if you want but don't change the Location field.
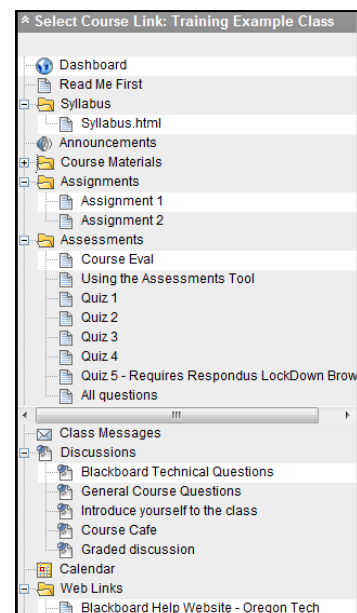
9. **Content Folder**—Folders can be used to organize files in your Course Materials area either instead of, or in addition to, learning modules in your Course Materials area. (The difference between a folder and a learning module was discussed on page two of this document.) You can also use folders in the Web Links area to group links.

10. **Module Page**—You won't want to use this option. You already have a module page. It is labeled "Dashboard." There wouldn't be a need to have another module page inside of your class.

11. **Blank Page**—This is a slightly different way to display an item. The Blank Page option is usually used to add an item directly to the course menu on the left side rather than used inside of the Course Materials area. The Read Me First item was set up as a Blank Page. Inside of your Course Materials area, you probably will want to select Item from the list instead of Blank Page but you can compare the two options to see which you prefer.

12. **Mashups—Flickr Photo, SlideShare Presentation and YouTube video** - Warning: Just because you have easy access to these items that people have posted on the internet, doesn't mean they aren't copyrighted. You are still responsible for making sure it is legal for you to post the item in your class.

The most used Mashups option is the YouTube one, so here is how to use it. After clicking the "Build Content" button and selecting YouTube Video, you will see a box like this one to enter your search criteria in.

After you type something in the search box and click the Go button, you'll get a list of videos that match (or sometimes you get something totally unexpected). View the videos by clicking Preview under the video clip then clicking the play arrow to start it.

Click Select under the video clip to select a video.

A box will display that allows you to change the Name of the clip and add a description if you like, such as what you want the students to notice or think about while watching the video. Click Submit and the video will be displayed with a thumbnail picture for your students to click on. This is an example of how it will look to the students.