

Adding and Removing Content on your Blackboard Course

Introduction

Adding items to your Blackboard course allows your students to view and print course materials such as the course syllabus, reading assignments, and PowerPoint presentations. You can even add folders to help organize related materials. To do these things follow the steps below.

Brief instructions for adding items

1. Login to your Blackboard course website:

<http://campus.fsu.edu/>

2. Click on **Control Panel**.
3. Click on one of the links in the **Content Areas** (e.g., **Syllabus**, **Assignments**, **Course Library**)
4. Click on the **Add Item** icon
5. Either select or type in a descriptive title for the item you are going to add
6. Type in a brief description of the item you are adding
7. Attach a file by browsing and selecting which file you wish to attach
8. Type in a brief descriptive title of the file you are attaching
9. Select the options for the item
10. Click on **Submit** and then click on **OK**

To removing items

1. Follow steps 1 – 3 above for adding items
2. Click on the **Remove** button for the item you wish to remove

To modify items

1. Follow steps 1 – 3 above for adding items
2. Click on the **Modify** button for the item you wish to modify

To add folders

1. Follow steps 1 – 3 above for adding items
2. Click on the **Add Folder** icon

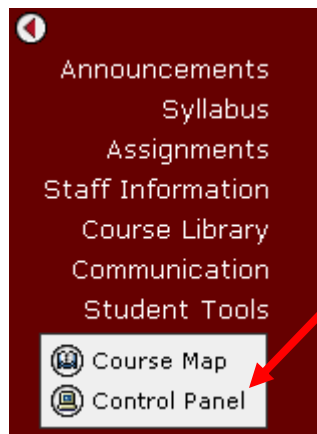
Adding items

Adding items to your Blackboard course allows your students to view and print course materials such as the course syllabus, reading assignments, and PowerPoint presentations.

To do this, first go to the home page of your Blackboard course by logging into Blackboard and opening your course, or if you are already logged into Blackboard, then click on the Home tab located at the upper left hand side of the screen.



From the webpage that opens, click on the Control Panel menu item.



Next, click on one of the links in the Content Areas.



From the page that opens, click on the Add Item icon.



Either select or type in a descriptive title for the item you are going to add.

A form titled "Content Information" with a tab icon and the number "1". It has three main sections: "Name", "Choose Color of Name", and "Text". The "Name" section includes a dropdown menu with "Syllabus" selected, a text input field, and a "Pick" button. The "Choose Color of Name" section includes a black color swatch and the "Pick" button. The "Text" section is a large text area with a red arrow pointing to it from the right. At the bottom, there are radio buttons for "Smart Text", "Plain Text", and "HTML", and icons for mathematical symbols, alignment, and a "Preview" button.

Type in a brief description of the item you are adding in this space.

Attach a file by browsing and selecting which file you wish to attach.

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

File to Attach:

Name of Link to File:

Special Action:

Type in a brief descriptive title of the file you are attaching.

Now select from the following options for the item. The most common options are the default selections shown below.

3 Options

Make the content available Yes No

Add offline content Yes No

Track number of views Yes No

Add metadata Yes No

Choose date restrictions

Display After

Jun 24 2005 11:35 AM

Display Until

Jun 24 2005 11:35 AM

Always remember to click on the Submit button to finish.



Removing items

To remove items you no longer need in your Blackboard course, follow the directions on page 1, and then click on the Remove button for the item you wish to remove.



Modifying items

To modify items already in your Blackboard course, follow the directions on page 1, and then click on the Modify button for the item you wish to modify.

Adding folders

To add a folder that will contain multiple related items, click on the Add Folder icon and follow steps similar to adding items.

