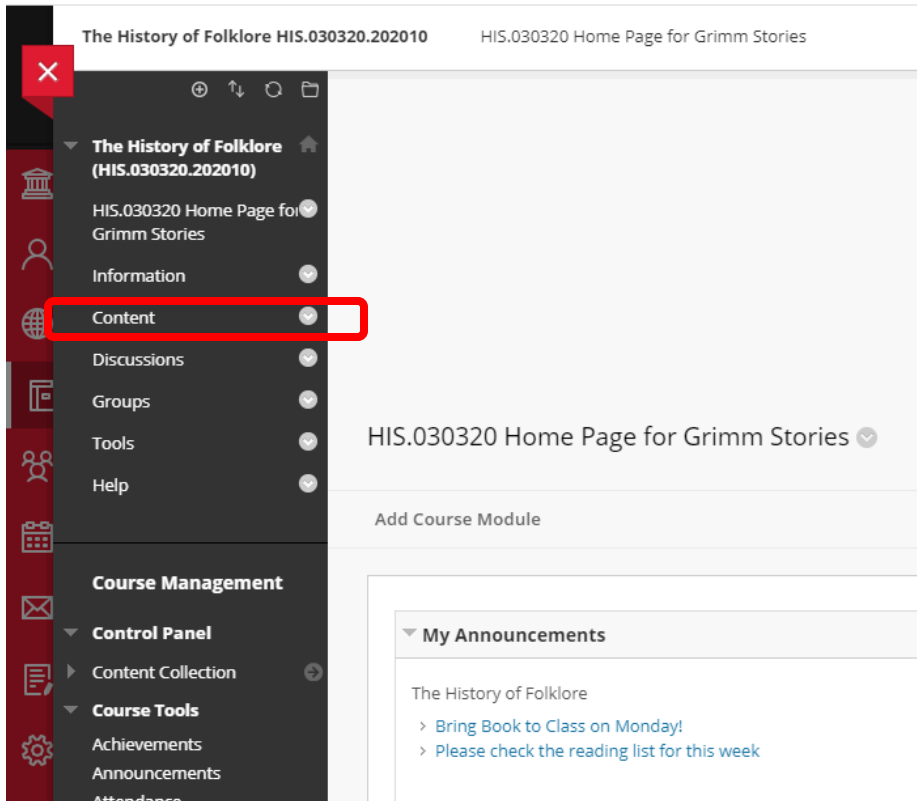
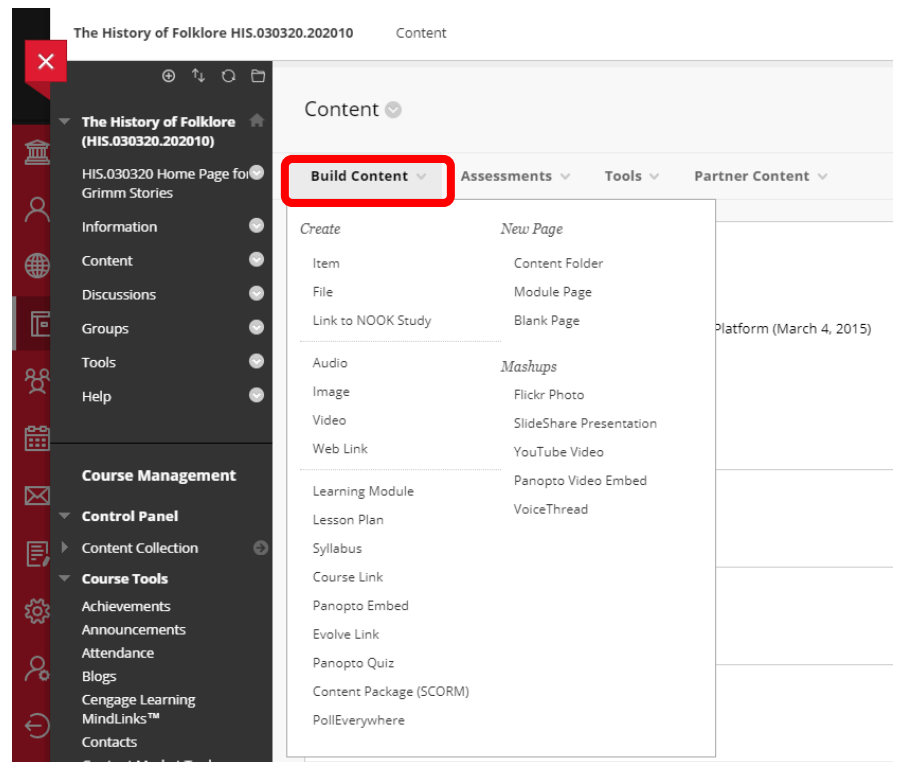


How to Create Content in Blackboard



- When in a Blackboard course, **Click** on “Content” in the left navigation bar.

- In the top left corner, **Hover** “Build Content” and choose which type of content you want to make. The most common types of content created are “Item”, and “File”. Although, you can create other types, these are just the types that are most often created.

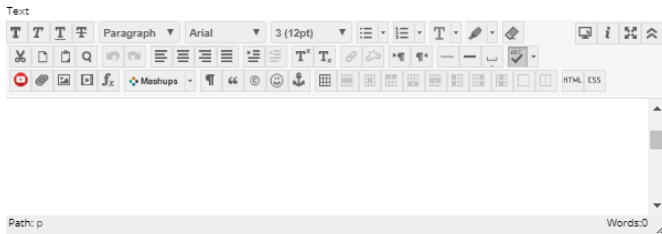


CONTENT INFORMATION

Name

Color of Name Black

Text



Path: p Words:0

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

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.

Click **Submit** to proceed.

- Once you click on the type of content you want to create, **Fill in** the information for the content item and hit submit. Make sure you make the item available to students if you want your students to see it.