

Adding an Item

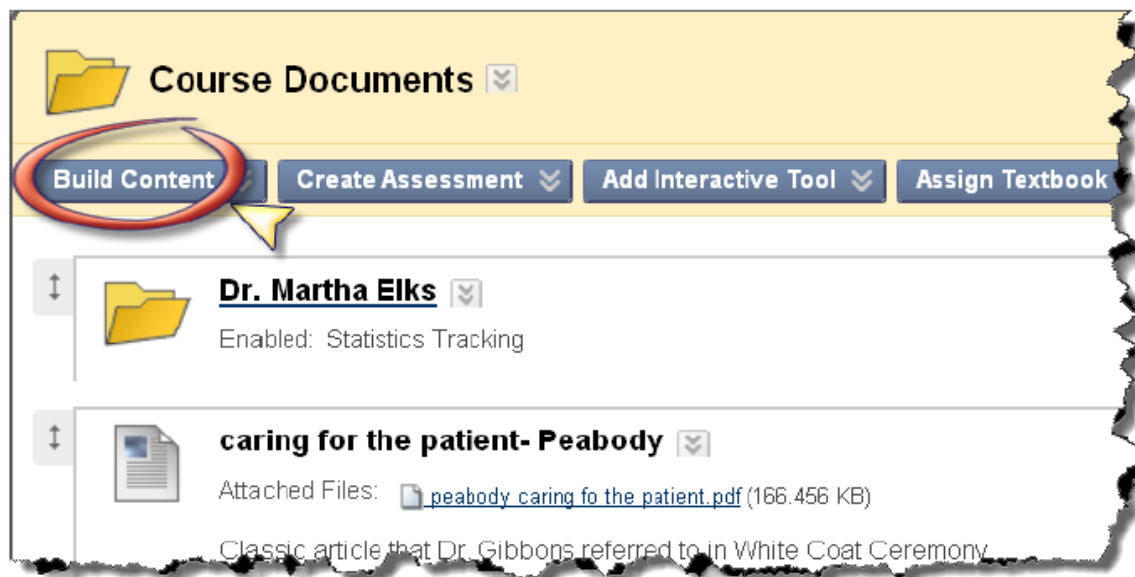
An item is any type of file, text image, or link that display to students on a Content Area Page. While adding an item can achieve nearly the same outcome as “adding a file”, Create File can only be used for file uploading/file linking. The description of the file cannot be included. When “Create Item” is used, the Text Box Editor is displayed and if a file is attached, a different name for it may be included as well. So, when an instructor wants to give additional explanation of an uploaded file, Create Item is a better choice than “Add a File”.

To add an item to a course, follow the steps listed below:

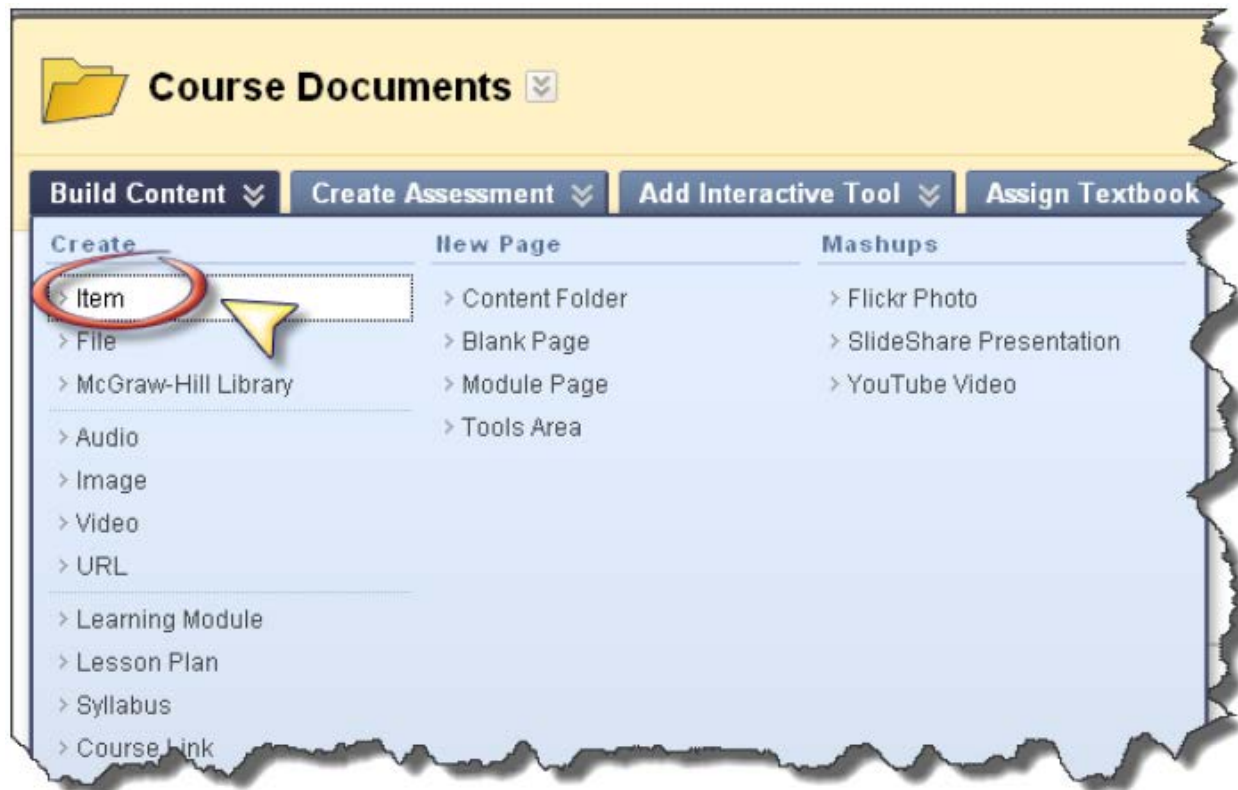
Step 1: Click the course you would like to add files to. Make sure **Edit Mode** is **ON**.



Step 2: Click on **Content Documents** in the Course Menu, which will bring you to the **Content Area Page**.



Step 3: Hover the mouse over **Build Content** menu and select **Item**.



Step 4: Enter a **Name** for the item (required) and a **Description** (optional).

A screenshot of the '1. Content Information' form in Blackboard. The form has a title bar '1. Content Information'. Below the title bar, there are three sections. The first section is 'Name', with a text input field containing 'Lecture Notes' and a 'Color of Name' dropdown menu set to 'Black'. The second section is 'Text', which contains a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, etc.) and a text area containing the text 'Please review these notes before class.'.

Step 5: To add the attachment, Click on **Browse My Computer** (if the file is located in the local computer); or **Browse Course Files** (if the file is located in the Blackboard server) button to add a file.

Once you've added your file it will show up under **Attached Files** In the box to the right under **Link Title** type "Click to Open" (The name of the file is automatically filled in but it will look much neater and more consistent to always type "Click to Open" as the link.

Step 6: Under Options

6.1. Select **Yes** or **No** for **Permit Users to View Content Item**. When **Yes** is selected, students will have access to the item.

6.2. Select **Yes** or **No** for **Track Number of Views**. Click **Yes** so that Blackboard will track the number of times the item has been viewed. You can view a report of the traffic of the course item.

6.3. Select **Date and Time Restrictions** as desired.

Step 7: Click on the **Submit** button.

Other Closely-related Functions

- Adding a file
- Adding a URL
- Adding an Audio File
- Adding a Video File
- Adding an Image