

Blackboard Create and Organize Materials

Blackboard can be used to organize and share course files with students. The best way to do this is in the Course Files area in Blackboard using Folders, Files and Items.

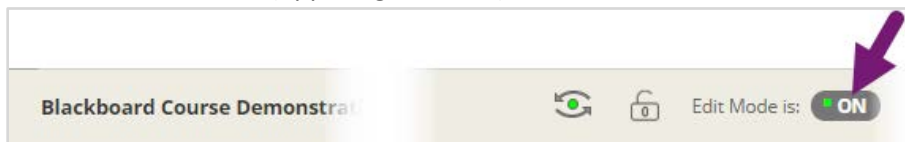
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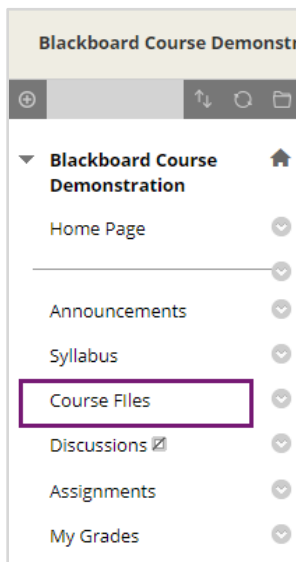
Blackboard Create Content Folders

Folders will help you create a logical filing system within Blackboard.

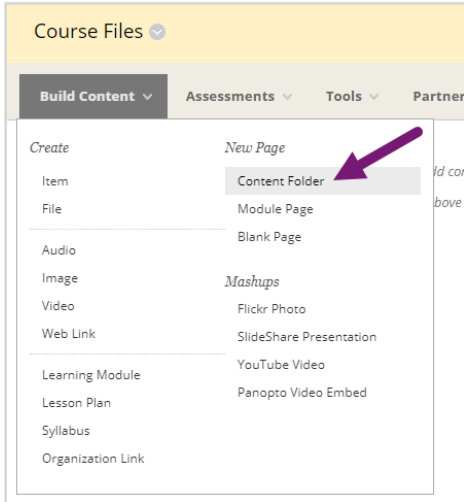
1. Access your Blackboard Course
2. Make sure **Edit Mode** (upper right corner) has been turned **On**



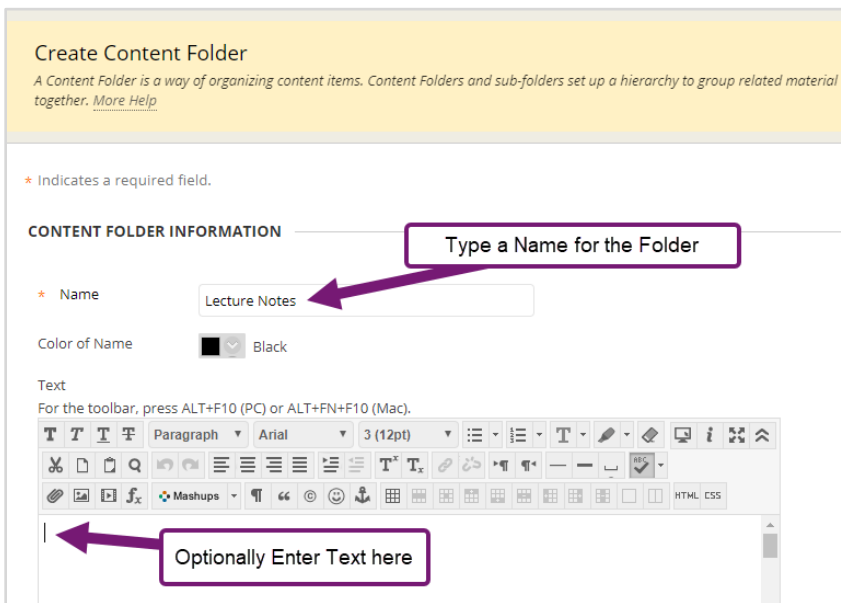
3. In the left menu, select **Course Files**
4. The **Course Files** area will open



5. Hover over **Build Content** to show the dropdown menu
6. Select **Content Folder**



7. The **Create Content Folder** page will open
8. Type a **Name** for your **Folder**



9. **Permit Users to View this Content** is **Yes** by default (recommended)
10. *Optionally add date and time restrictions by adding a checkmark and entering the date and time*
11. Select **Submit** to create the folder

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.

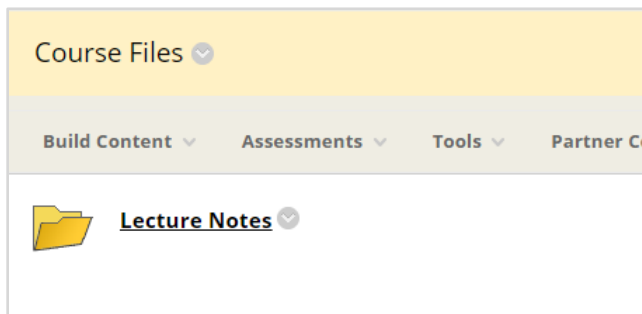
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **submit** to proceed.

Cancel Submit

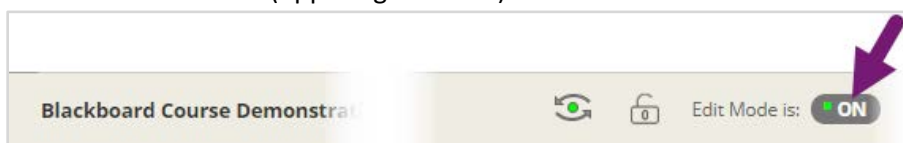
Example Folder:



Blackboard Create File

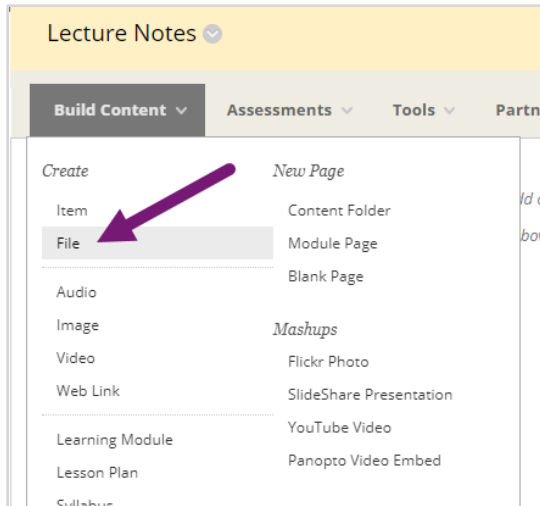
You can attach a file into Blackboard using the Create File option.

1. Access your Blackboard Course
2. Make sure **Edit Mode** (upper right corner) has been turned **On**



3. In the left menu, select **Course Files**
4. The **Course Files** area will open
5. Select the intended Folder (for example, Lecture Notes)

6. Hover over **Build Content** to show the dropdown menu
7. Select **File**



8. The **Create File** page will open
9. Type a Name for the File
10. Select **Browse my Computer** to select File
 - a. After selecting the File will appear below Browse my Computer
11. Under **File Options**, select **Yes for Open in New Window**.

The screenshot shows the 'Create File' page. At the top, there is a yellow header with the title 'Create File' and a paragraph of instructions. Below this is a section titled 'SELECT FILE' with a sub-instruction. The form contains several fields:

- Name:** A text input field containing 'Sample Lecture Notes Week 1'. A red box labeled 'Type a Name for the File' points to this field.
- Color of Name:** A dropdown menu set to 'Black'.
- Find File:** Two buttons: 'Browse My Computer' and 'Browse Course Files'. A red box labeled 'Select Browse My Computer to select File' points to the 'Browse My Computer' button.
- Selected File:** A section showing 'File Name: Sample Lecture Notes Week 1.pptx' and 'File Type: PPTX'. Below it is a 'Select a Different File' button.
- FILE OPTIONS:** A section with two radio button options:
 - Open in New Window:** The 'Yes' radio button is selected. A red box labeled 'Select Yes for Open in New Window' points to this option.
 - Add alignment to content:** The 'No' radio button is selected.

12. **Permit Users to View this Content** is **Yes** by default (recommended)

13. *Optionally add date and time restrictions by adding a checkmark and entering the date and time*

14. Select **Submit** to add the File

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.

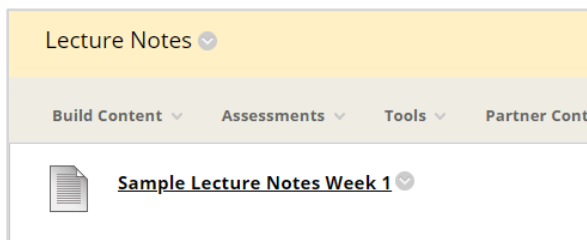
*Click **Submit** to proceed.*

Cancel Submit

Yes for Permit Uses to View this Content

Select Submit to add File

Example Item:



Blackboard Create Item

Blackboard items allow you to add text and multiple attachments into a content area.

1. Access your **Blackboard Course**
2. Make sure **Edit Mode** (upper right corner) has been turned **On**
3. In the left menu, select **Course Files**
4. The **Course Files** area will open
5. Select the intended Folder (for example, Lecture Notes)
6. Hover over **Build Content** to show the dropdown menu
7. Select **Item**
8. The **Create Item** page will open

9. Type a **Name** for the Item
10. Type **Text** into the text editor
11. Select **Browse my Computer** to attach file(s) (optional)
 - a. Note you can attach multiple files to an item

Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

* Indicates a required field.

CONTENT INFORMATION

* Name Type a Name for the Item

Color of Name █ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Attached are the lecture notes for Week 1. Please note that on slide 2 there is a link. Be sure to follow the link and read the article.

Enter Text here

Path: p > span Words:28

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.*

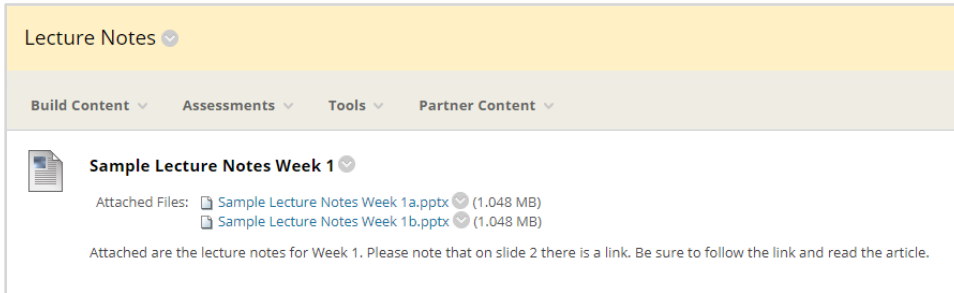
Attach Files

Browse My Computer
Browse Content Collection

Select Browse My Computer to attach File(s)

12. **Permit Users to View this Content** is **Yes** by default (recommended)
13. *Optionally add date and time restrictions by adding a checkmark and entering the date and time*
14. Select **Submit** to add the Item

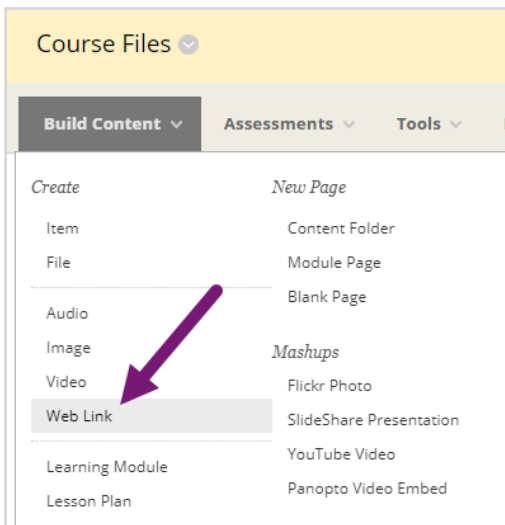
Example Item:



Blackboard Create Web Link

You can embed a link to web content into your course. For example, you can add a link to a YouTube video or an article freely available on the internet.

1. Access your Blackboard Course
2. Make sure **Edit Mode** (upper right corner) has been turned **On**
3. In the left menu, select **Course Files**
4. The **Course Files** area will open
5. Select the intended Folder (for example, Lecture Notes)
6. Hover over **Build Content** to show the dropdown menu
7. Select **Web Link**



8. The **Create Web Link** page will open
9. Type a **Name** for the **Web Link**
10. Enter the **URL**

Create Web Link
A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

* Indicates a required field.

WEB LINK INFORMATION

* Name Type a Name for the Web Link

* URL Enter the URL
For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

11. Optional: Type **Text** into the text editor
12. Optional: Select **Browse my Computer** to attach file(s)

13. **Open in New Window** is **Yes** by default (recommended)

WEB LINK OPTIONS


Open in New Window Yes No

14. **Permit Users to View this Content** is **Yes** by default (recommended)
15. *Optionally add date and time restrictions by adding a checkmark and entering the date and time*
16. Select **Submit** to add the Web Link

Example Web Link:

Course Files ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **JHU School of Advanced International Studies** ▾

Blackboard Edit

To edit most anything in Blackboard, select the down arrow beside the folder to access the options menu. Select **Edit** from the menu.

