



## Blackboard... Learn more... go further...

### Build a Course Content

Basic course content can be created directly in Blackboard, or imported from backup. Files of different formats can be uploaded from a personal computer. Hyperlinks to external resources (like videos from Youtube, Flickr, etc) may also be added by the instructors. Learning modules which combine different course materials may also be used by more advanced users.



The top-level course areas are called content areas, which you create, link, and manage on the course menu. Courses may contain multiple content areas. The next level of course areas includes folders, learning modules, and lesson plans. These course areas are created within an existing content area or other course area. The content could be text, file attachments, links to websites, tests, assignments, and multimedia.

### Steps to build a Course Content

1. On the Course Content page, hover the mouse pointer over Build Content. The Build Content drop-down menu displays.
2. From the Build Content drop-down menu, under the New Page heading (center column), click Content Folder. The Create Content Folder page displays.
3. On the Create Content Folder page fill out the fields as follows:
  - a. Name: Provide the name of the folder. The content folder names should correspond to the file folders you built in the Content Collection.
  - b. Color of Name: Click the drop-down arrows. The color swatch displays.
  - c. Text: In this field you may provide a description of the folder or leave it blank
  - d. Adjust the Options according to your preferences/needs.
  - e. Click Submit. The Course Content page displays your new folder.
4. Click the "Learning Module" link to begin building/adding content for the module.

### References

**How to build a course content:**

[https://www.cmu.edu/blackboard/build/#add\\_content/module](https://www.cmu.edu/blackboard/build/#add_content/module)

**Youtube video**

<https://www.youtube.com/watch?v=OPnek3CcLb4>

**ccis shared folder:**

<\\10.10.70.70\Blackboard\video>