When you first open a new Blackboard shell, it will look similar to this image below.

-To begin adding content to your course, it is important to set up a content area. To do this, click on the plus sign at the top left corner of your Blackboard page.
- Name your content area. We recommend keeping these links consistent so students can locate what they are looking for in any course. For the link where the majority of your course content will be located, we recommend the naming convention to be “Course Content”. Be sure to check the box to make the content available to your students.

- In order for students to see the course content as soon as they log into the course, you will have to change the entry point. To change the entry point click on “Customization” at the bottom right of your Blackboard page. Choose “Teaching Style”.

- This page will take you to the entry point selection and theme selection. Click on the drop down menu and select your entry point. “Course Content” is recommended.
-After you have chosen your entry point, click on the homepage icon up at the top left corner of your page to verify that your entry point has changed to the link you selected.

-When you click on your new content area, you will have a few different options to begin adding content. Here are a few things you can add to your content area.

**To Add Images to a Content Page**

**There are two ways to add images. You can choose image or item. Image will not let you change the size of your image and limits how you can modify the image. Using item is recommended instead**

-Under the “Build Content” tab, you can select “Create Item”. This option allows you to add an image, text, documents, embed videos, math formulas, etc.
-To add an image that is not in attachment form click on the image icon in the tool box that opens up a new page.

![Create Item Image]

* Indicates a required field.

**CONTENT INFORMATION**

- Name
- Color of Name: Black

-When you click the image icon, a new window will pop up. You can now browse your computer or content collection for the image you would like to add to your content page.

-Fill in the image description and title for your image.

**Filling these areas in is very important for accessibility. Adding the alt text allows screen readers to identify the image for students who are visually impaired.**
Click insert and this will take you back to the toolbar. You can now align your image and add text if you wish. You have several other options in this toolbar. You can change the font, font color, and font size. Just be sure to keep accessibility in mind as you do this.

Before you submit, add a title for your new item.

* Indicates a required field.

**CONTENT INFORMATION**

- **Name**: [Success Tips]
- **Color of Name**: Black

Be sure to pace yourself so you do not become overwhelmed.
To Add a Weblink

- To add a weblink, go to the “Build Content” tab as you did to add an item. Select “Web Link”.

- When you click on this link, it will open up a new window. Fill out all the information you want your students to know about this web link. It is helpful to add a description. Click Submit.
To Add a Course Link

- You may want to add a link to another part of your course within a content area. For example, if you want to add a quick link for your students to check their grades, you can add a course link in a content area to have them do so.

- From the “Build Content” tab, select “Course Link”

- Click on “Choose Item”. Choose the item you want to link to your content page. Name the item and write instructions or a description so students know what to do with the link you provided.
-Click submit and your new link will now appear on your content page. You will know it is a course link because it will have a chain link icon next to the item. Click on your new link to make sure it is functioning properly.

To Embed Videos

-Instead of creating a web link to a video, you can embed the video so students can access the video without having to click multiple times to get to the material.

-From the “Build Content” tab, select “YouTube Video”.

***If the video is not on YouTube, you may need an embed code or you can create a weblink to that video***
-When you click on this link you will get a YouTube Video search bar. You can either search using text or if you have the URL to the video you want to use, you can paste it in the search bar to find a specific video. You can also search for videos in other languages.

![Search for a YouTube Video](image)

-Once you find the video you want to use, click select.

![Search Results](image)

-When you click “Select”. A new window will open with options for your video. You can change the title of the video or leave the default title. You can also add a description or instructions for the video. To embed the video so that it is bigger than a thumbnail, change the view option to “Embed Video”. It is also recommended to include the URL so students can watch the video full screen in a new window if needed. You can also attach a document with your video. If you video does not included captions you can attach a transcript for the video using this option. Click Submit when you have chosen all your options. (See image on next page)
ADD YOUTUBE CONTENT TO COURSE

Name: The University of New Mexico – #YouAreWelcome
Color of Name: Black

Duration: 1:51
User: n/a - Added: 2/18/17
YouTube URL: http://www.youtube.com/watch?v=Kx8RWcsAu3o

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

Please watch this welcome from UNM main campus.

View: Embed Video
Show YouTube URL: Yes
Show YouTube information: Yes

ATTACHMENTS
Attach local file: Browse My Computer, Browse Content Collection
To Add Kaltura Media

- If you are using Kaltura Capture Space Lite to capture media for your class, you can upload media in any content area. To do this, choose “Kaltura Media” from the “Build Content” menu.

- When you click on this link a new window will open with you pre-recorded Kaltura media. Choose the media file you wish to publish and click “Select”.

** Be sure your media has been published and it is not set to private. Otherwise, your students will not be able to see the content.

- When you click “Select” it will take you to a new page. Fill out the information about your Kaltura Media. Be sure to make it visible to students by changing the option to permit users to view the content from no to yes. See image on next page.
You also have the option to display the video for a period of time if you wish.
To Add a Content Folder

- Depending on your teaching style, you may want to use content folders or module pages to hold your content. To add a content folder, click on “Content Folder” in the “Build Content” tab.

-A new page will open where you can set your preferences for your content folder.

**If you plan to set a date restriction, pay close attention to the time you set your folder to open and close. Be sure that the folder opens when students need to access their assignment and close when all assignments, quizzes and content are no longer needed** (See image on next page)
Create Content Folder

* Indicates a required field.

**CONTENT FOLDER INFORMATION**

* Name
  Week 1 Assignments

Color of Name
  Black

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

Due May 5th

Path

**STANDARD OPTIONS**

Permit Users to View this Content
  ○ Yes  ○ No

Track Number of Views
  ○ Yes  ○ No

Select Date and Time Restrictions
  Display After 04/22/2019 12:30 AM
  Display Until 05/05/2019 11:50 PM
To Create a Learning Module

-Creating a learning module is similar to creating a content page. Both hold content, but the format in which they hold the content is slightly different.

-To create a module page, click on “Module Page” from the Build content tab.

-Fill in the information for your Learning Module. This step will be similar to the step above for filling in information for content folders except for the learning module options. You can change the module so you only see one page at a time or keep it at the default to see all the content in the module at once. This is a matter of teaching preference.

**LEARNING MODULE OPTIONS**

- Enforce Sequential Viewing of the Learning Module? [ ] Yes [ ] No
- Open in New Window [ ] Yes [ ] No
You will notice that content folders and module pages have different icons. If you set a date to open it will appear under the folder/module.

**Week 1 Assignments**

Availability: Item is not available. It will be available after Apr 22, 2019 12:30 AM.
Due May 5th

**Week 1 Module**

Availability: Item is not available. It will be available after Apr 22, 2019 12:30 AM.
Due May 5th

**To Add Assignments**

-To add an assignment go to the “Assessments” tab and click on “Assignment”.

![Week 1 Module menu](image)
- Name your assignment and add the instructions for your students. You can also add attachments, web links or images for the assignment in the instructions. Be sure to set the due date and the availability for the assignment. You will also have to indicate how many points the assignment is worth. If you want to use a rubric with the assignment, you can add a rubric or create one within the assignment.
To Add Assessments

- To add an assessment go to the “Assessments” tab and click on “Test”.

- If you are creating a test for the first time, click create. Otherwise, choose the assessment you want to use.
To set up your quiz, you will need to fill out information about the test/quiz. The description allows you to tell the students what type of quiz it is, what material it covers, and how long the quiz will be. The Instructions allow you to give the students specific details they will need while completing the quiz. See image on next page.

**Test Information**

* Indicates a required field.

**TEST INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>Description</td>
<td>This quiz covers the material from chapters 1 &amp; 2. You have 30 mins and two attempts.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Refer to chapters 1 &amp; 2 to complete this quiz.</td>
</tr>
</tbody>
</table>

The next step will be to add questions to your quiz. You also have the option to reuse a question or upload questions. (This guide will focus on creating a new question.) To create a new question choose the type of question you want add to your quiz in the “Create Question” tab. See the image on next page.
Follow the instructions for each type of question requires and then click submit. When you have added all your quiz questions be sure to check the total points for your quiz and the points each question is worth.

<table>
<thead>
<tr>
<th>Description</th>
<th>This quiz covers the material from chapters 1 &amp; 2. You have 30 mins and two attempts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions</td>
<td>Refer to chapters 1 &amp; 2 to complete this quiz.</td>
</tr>
<tr>
<td>Total Questions</td>
<td>1</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
</tr>
</tbody>
</table>
Once you have set up your quiz, click okay to add it to your content area. This time instead of clicking on create, highlight the quiz you want to use and click submit.

**ADD TEST**

Create a New Test

Add an Existing Test

---

-- Select Test Below --

Quiz 1

---

When you click submit, the test options will appear. I have highlighted a few important features with the arrows below.

1. If you want students to see the instructions before they open the test, check the box.
2. If you want the test to open in a new window, select yes.
3. If you want students to get an announcement that the test has been posted, select yes.
4. If you are giving students more than one attempt, indicate how many. It is best to choose score attempts using “Highest Grade”.
5. If you are timing the test, set the time and indicate the time.
6. Add the release dates and times along with a due date and time.
You can also choose how students receive feedback. You can indicate whether you want them to see the correct answers with feedback or just receive feedback. There is also a way to indicate how the test will be presented to students. You can choose to set it so they only see one question at a time or all questions at once. If you do not want students to back track you can also indicate this on the test options.

### SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

<table>
<thead>
<tr>
<th>When</th>
<th>Score per Question</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Submission</td>
<td>☑</td>
<td>☐ All Answers ☐ Correct ☐ Submitted</td>
</tr>
<tr>
<td>After Due Date</td>
<td>☑</td>
<td>☐ All Answers ☐ Correct ☐ Submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When</th>
<th>Score per Question</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/2018 11:59 PM</td>
<td>☑</td>
<td>☐ All Answers ☐ Correct ☐ Submitted</td>
</tr>
</tbody>
</table>

### TEST PRESENTATION

- ☑ All at Once
- ☐ One at a Time Prohibit Backtracking
- ☐ Randomize Questions

All of these features are optional but it is good to have some type of feedback available to students.
To Add Discussions

- To add a discussion topic, use the tools tab and choose “Discussion”.

- If you have not created a discussion topic yet, you will have to create a new link.

CREATE LINK: DISCUSSION BOARD

- When you click on “Create New Forum”, a new page will open. Fill out the instructions for your discussion and the forum settings.
- If you will be giving students points for their discussions, be sure to indicate that the forum will be graded. When you choose this option the due date and rubric option will also be enabled. Indicated when the discussion is due and add a rubric if needed. Click “OK”.

**FORUM SETTINGS**

- Viewing Threads/Replies
  - Standard View
  - Participants must create a thread in order to view other threads in this forum.
- Grade
  - No Grading in Forum
  - Grade Discussion Forum: Points possible: 10
  - Grade Threads
- Due Date
  - 09/30/2018
  - 11:59 PM
- Associated Rubrics
  - Add Rubric

**Subscribe**

- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
  - Include body of post in the email
  - Include link to post

- Once you click ok, this will take you to the create link page again. This time, select the discussion you just created and click next. Fill out the link information. It is a good idea to copy it from the previous setup so the instructions are consistent.

**CREATE LINK: DISCUSSION BOARD**

- Link to Discussion Board Page
- Select a Discussion Board Forum
  - Select forum below
  - Discussion 1

- Create New Forum

---
**Blackboard Learn course shells do not come with My Grades or Courses Messages by default. These are essential links for students. Be sure to add them to every new Blackboard course shell.**

-To add "My Grades" and "Course Messages", click on the plus sign at the top left corner of your Blackboard page. Click on tool link to search for the tool you would like to add. Both of these features are in the tool links.

-When you choose the tool you wish to add, name it with the default name to be consistent. Also, be sure to make the tool available to students.