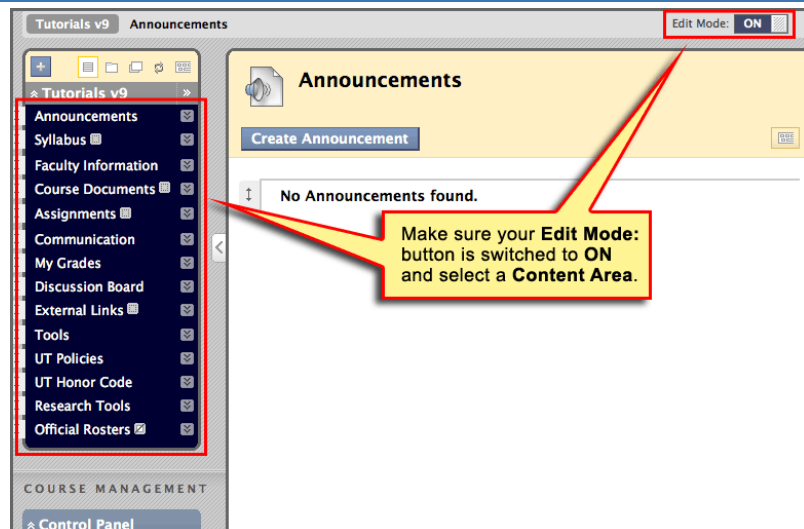


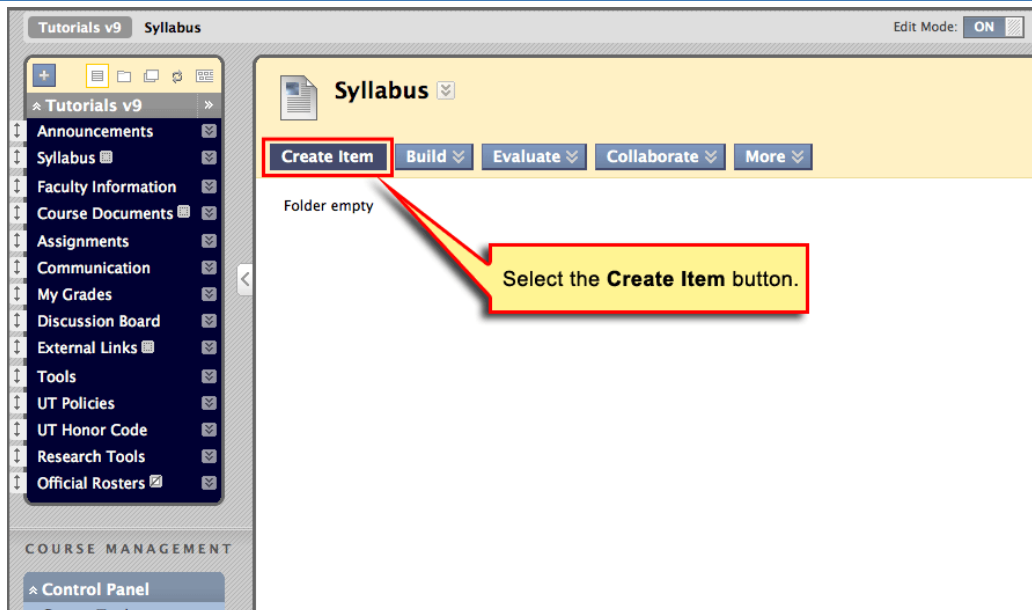
Adding an item

Blackboard allows users to upload files to many different content areas. In this tutorial you'll learn how to navigate to the content areas in Blackboard, and how to name, classify, and upload your file.

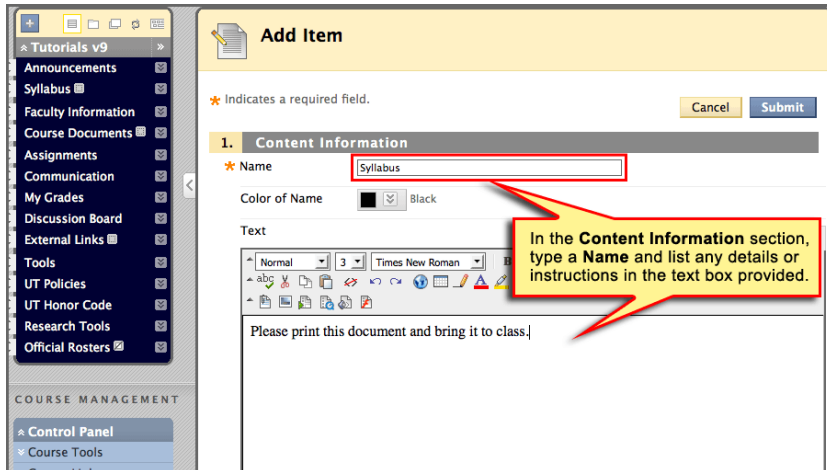
1. Make sure your **Edit Mode:** button is switched to **ON** and select a **Content Area**. (Assignments, Course Documents, etc.)



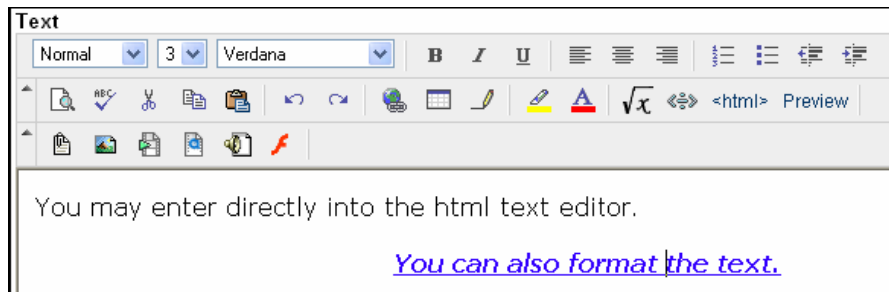
2. Select the **Create Item** button.






3. In the **Content Information** section, type a Name and list any details/instructions in the text box provided.



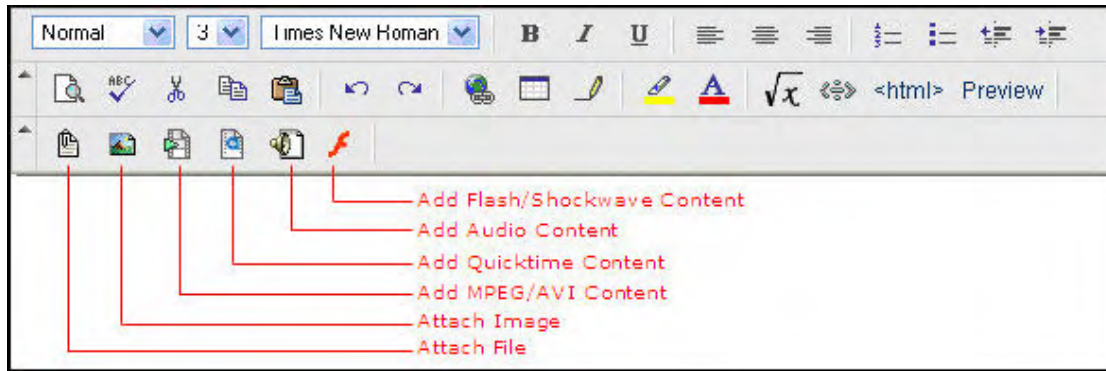
- You may enter text directly into the **html editor**. You can then format the text to change the font, the font size, include bolding, italics, underlining, etc.



- You may copy and paste text into the window if you have already created the text in another document, such as a Word document. You may not right-click to copy and paste so you must use keyboard shortcuts or the icons listed in the editor.

	Cut	Copy	Paste
Keyboard shortcut	Ctrl + X	Ctrl + C	Ctrl + V
tml editor			

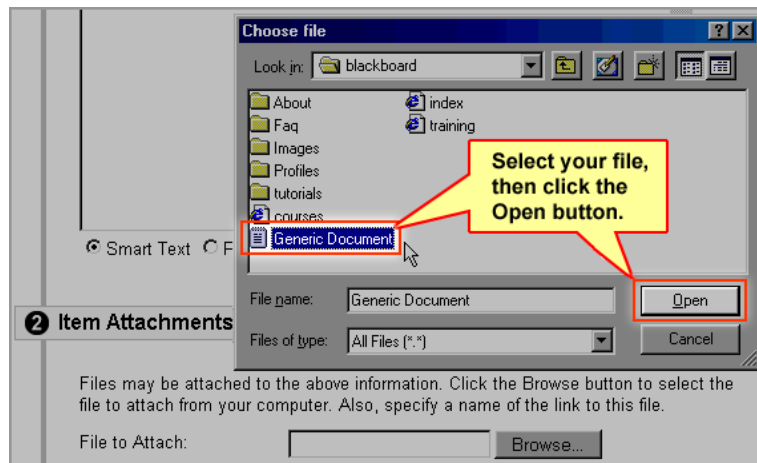
- You can also upload and create links for files that you have created outside of Blackboard. The icons on the third row of the editor allow you to attach the files, display images, or embed the players necessary for audio and video files.



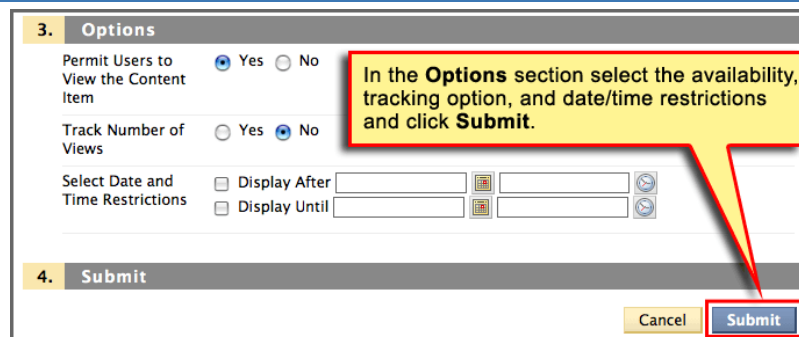
4. To add a document from your computer, in the **Attach Content** section, click on the **Browse** button next to **Attach Local File**.



5. In the browse dialog box, select your file, and click the **Open** button.



6. In the **Options** section select the availability, tracking option, and date/time restrictions and click **Submit**.



PowerPoint Tips

Instructors often want to place copies of their PowerPoint presentations on Blackboard so that students can review them later. Blackboard will accept a normal PowerPoint files (.ppt) just as it will a Word document. However, unless students have PowerPoint (or the PowerPoint viewer) installed on their computers they will not be able to view the presentation. Even if they do have PowerPoint installed, students unfamiliar with the program may not know how to start the slideshow. Some faculties also worry about allowing students to download and save a presentation that could then be edited and changed.

Here are some ideas about what you can do to address some of these concerns.

Save your presentation for delivery on the web:

1. In PowerPoint, click File > Save As
2. In the Save as Type box, select Single File Web Page (.mhtml) from the dropdown list.
3. Using previously discussed document insertion methods upload that file to Blackboard.

Advantages:

1. Will display in the browser. No PowerPoint needed.
2. Loads quickly.
3. Not editable. (sort of...)

Disadvantages:

1. May lose some special features, such as transitions.
2. Resulting file size may be very large.

Save your presentation as a non-editable presentation:

1. In PowerPoint, click File > Save As
2. In the Save as Type box, select PowerPoint Show (.pps) from the drop-down list.
3. Using previously discussed document insertion methods, upload that file to Blackboard.

Advantages:

1. Retains all elements of the original presentation.
2. Not editable.

Disadvantages:

1. Students still need PowerPoint (or the free viewer) to play the presentation.
2. File size may be large (i.e. slow download) depending upon how much media you have in the presentation.

Save your presentation as a PDF handout:

1. In PowerPoint, click File > Print
2. In the Printer Name box, select Adobe Acrobat

Note: You must have the fuller version of Adobe Acrobat installed, not just the free Acrobat reader.

3. Name the file.
4. In the Print What box, select Handouts from the drop-down list.

5. In the Handouts section, select the number of slides per page (3 and 6 are the most common. 3 provides 3 slides on the left and lines for notes on the right).
6. Using previously discussed document insertion methods upload that file to Blackboard.

Advantages:

1. Smaller file sizes.
2. Not editable by students.

Disadvantages:

1. Must have the full version of Adobe Acrobat to create.
2. Loses all animation and video.

There are many other types of media files that work within Blackboard. Consider using audio clips, images, and even compressed video to enhance your curriculum.

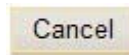
To add a link to your external Website from within Blackboard:

1. Click the **Content Area** where you'd like to place the external link (e.g., Course Documents, Course Information, External Links, etc.).
2. Click the **Build** menu button and then select **Create External Link**.
3. Type a name for the link in the **Name** textbox and your Website location/ address in the **URL** textbox.

4. To finish, click **Submit**.



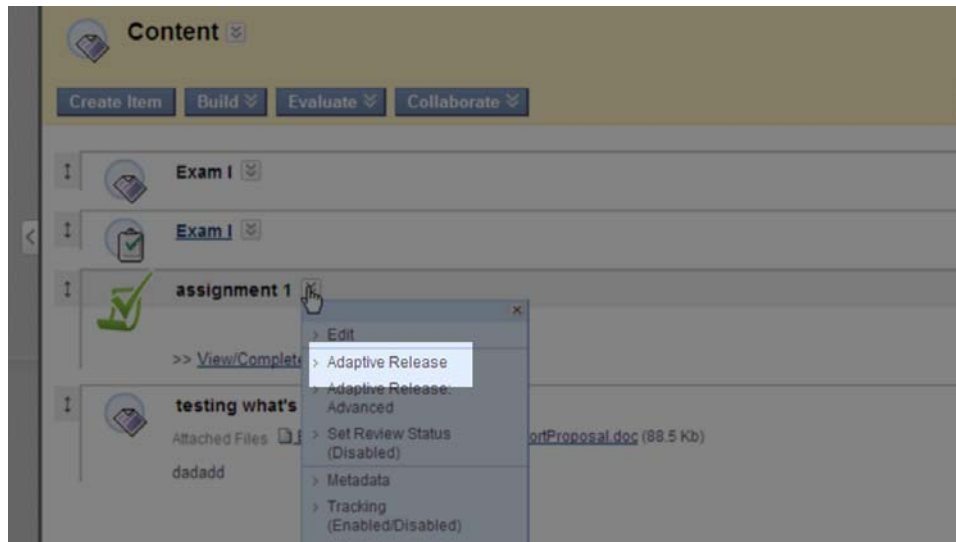
- Or, if you want to quit, click the **Cancel** button.



Restricting Item Access

The Adaptive Release functions in Blackboard allow instructors to restrict the access of documents based on certain rules. Instructors may restrict the release of an item based on date, selecting specific usernames (membership), a grade center item, or after a student reviews an item.

Click the **double "v"** icon to the right of an item or folder to create adaptive release rules. Select the first **Adaptive Release** option to create basic rules.





Setting Date Restrictions

This just provides another area to list date restrictions for items or folders. Just remember that Blackboard will default to the main availability option and you must place a check in the boxes for the restrictions to take effect.



1. Date

Setting a Date criteria for this item will restrict the dates and times of the visibility of this item.

Choose Date

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.

Setting Membership Restrictions

You can determine specifically which students can view specific documents, folders, and even exams. Items are available to all users until you specify a single user or group of users with access to the item.

1. Enter the usernames, separated by a comma OR
2. Click Browse to search for the usernames of the students who should have access to the item. You may search for the username, first name, or last name.

2. Membership

This content item is visible to all users until a Membership criteria is created. Users must be specified in the Username list or must be in a selected Group.

Username

Enter one or more Username values or click Browse to Search. Separate multiple Username values with commas.

Setting Grade Center Restrictions

You may restrict an item based on an item from the Grade Center

1. Select the item from the Grade Center that will determine access to the item.
2. Select the Condition to determine access.
 - a. If the student has attempted the item one time (taken the test, completed the assignment, etc.) then they may view the restricted item.
 - b. Restrict the item based on if the score is less than or equal to the specified score, greater than or equal to the specified score, or equal to the specified score.
 - c. Restrict the item if the score is within a specified range.

3. Grade

This content item is visible to all users until a Grade criteria is created. Possible points on a Grade Center column are listed in brackets beside the name. The score entered must be numeric.

Select a Grade Center column

Select Condition

User has at least one attempt for this item

An attempt is recorded in the Grade Center when the user submits a Test, Survey, or Assignment, or when a grade is entered or edited.

Score

Score Between and

Setting Review Status Restrictions

Restrict availability of an item based on self-reported reviewed status from students. Click the Browse button to specify the Content Area that must be reviewed before releasing the item.

4. Review Status

This content item is visible to all users until a Review Status criteria is created. Selecting an item will permit users to mark that item as reviewed.

Select an item

Browse...

Clear

Enable and Manage Blackboard Tools

You can make Blackboard tools available (visible) and unavailable (not visible) to both students and guests in your course.

1. Under **Control Panel** within your course, click the **Customization** button and the menu expands.
Note: Observer access is not functional at this time.
2. Click the **Tool Availability** button.
3. To make a Bb tool unavailable in your course, remove the check mark by clicking its check box in the **Available** column.
4. To make a Bb tool available to guests, check its box in the **Visible to Guests** column.

Tool 	Available	Visible to Guests	Visible to Observers	Available in Content Area
Accordent Presentation	-	-	-	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Notes:

A **Guest** is someone not enrolled in the course who will be able to view the course. Some tools (e.g., the **Discussion Board**) are not available to guests, and this cannot be changed. A grey box replaces the check box in these instances.

5. To finish, click **Submit**.

Submit

Or, if you want to quit, click the **Cancel** button.