

# Blackboard Help

Home Learn / Instructor / Course Content

## Create Content



A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.

## Create content containers and content



👉 Doesn't seem familiar? [Jump to the "Ultra" help about creating content.](#)

**Ready to add content to your course?** You create your individual pieces of content in content containers: content areas, learning modules, lesson plans, and folders. In a content container, you create content from menus for content items, tests, assignments, and links to tools.

👉 [More on the types of content you can add](#)

As you create content, you can set its options, such as availability. You can create content and make it unavailable to students until you're ready for them to view it. You can also limit which content items students see based on date, time, individual users, course groups, and their performance on graded items.

**Example:** Release an assignment after a test is taken

You can restrict access to the next assignment until each student completes a test. You can also require that the assignment doesn't appear until students complete the test **and** earn a score of at least 70 percent.

👉 [More on setting release options](#)

The screenshot shows the 'Units' menu in Blackboard. The 'Build Content' dropdown menu is open, displaying a list of content types. The menu is organized into two columns: 'Create' and 'New Page'. The 'Create' column includes Item, File, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, Course Link, and Content Package (SCORM). The 'New Page' column includes Content Folder, Module Page, Blank Page, Mashups, Flickr Photo, SlideShare Presentation, and YouTube Video.

Units		
Build Content	Assessments	Tools
<i>Create</i>	<i>New Page</i>	
Item	Content Folder	
File	Module Page	
	Blank Page	
Audio		
Image	<i>Mashups</i>	
Video	Flickr Photo	
Web Link	SlideShare Presentation	
	YouTube Video	
Learning Module		
Lesson Plan		
Syllabus		
Course Link		
Content Package (SCORM)		

## ULTIMA. CREATE CONTENT

➞ Doesn't seem familiar? [Jump to the "Original" help about creating content.](#)

Your course creation starts on the *Course Content* page. You'll find it's easy to discover features and complete actions.

The screenshot displays the 'Course Content' page with several content items. A plus sign (+) is visible above the 'Getting Started' folder. A context menu is open for the 'Case Study 1' item, showing options: Create, Copy Content, Upload, Content Market, Cloud Storage, and Content Collection. Another context menu is open for the 'Sociology in the News' folder, showing options: Visible to students, Hidden from students, and Conditional availability. A third context menu is open for the 'Getting Started' folder, showing options: Batch Edit, Import Content, Copy Content, and Export Course Package. A purple arrow points to the 'Copy Content' option in this menu. A fourth context menu is open for the 'Lesson 1: Gender Infographic' item, showing options: up/down arrows and a three-dot menu. A purple arrow points to the 'Visible to students' option in the 'Sociology in the News' menu.

**Add content.** Select the plus sign wherever you want to add content. You can also expand or create a folder or learning module and add content. Create new content, upload something you already have, or add content from external sources or from another course.

*Create:* Add learning modules, documents, links, folders, discussions, assignments, and tests. A panel opens and you can choose the content type you want to add.

*Copy Content:* Copy an entire course or [select items from the Ultra courses you teach](#). Want to copy an entire Original course or import a course package? Open the menu on the right side above the content list and select the *Import Content* option.

➞ [More on exporting and archiving your course](#)

*Upload:* Browse for files on your computer. They will appear in the content list. Students select a file title to download it. [Supported file types](#) include DOC, DOCX, HTM, HTML, MP3, MPG, PDF, PPT, PPTX, XLS, XLSX, RTF, TXT, ZIP, and most image types.

*Content Market:* Discover and add content and tools from external sources. Access valuable learning

materials from Blackboard's partner publishers, such as Macmillan and Jones & Bartlett.

### ➞ [More on copying and importing content](#)

**Cloud Storage:** Instantly connect to multiple web apps where you store files, such as OneDrive® and Google Drive™. You may choose multiple files from cloud storage to add to your *Course Content* page in one action. The files you add are copies. If you make a change to a file in cloud storage, you need to upload a new copy in your course.

### ➞ [More on cloud storage](#)

**Content Collection:** Add files from your institution's shared repository. You can store and find content in personal, course, and institution folders in the Content Collection. If you stored files from other courses in the Content Collection, you'll be able to easily find and add them.

### ➞ [More on browsing and adding files from the Content Collection](#)

**Control what students see.** Students can't access your content until you decide to show it, but you can always see it. Select an item's visibility to change it. You might show only the first week of content—and keep the rest hidden as you refine it. Have fun! Experiment! You can also [create rules to release content](#) based on date, time, or how a student performs on other items in your course. When you create these rules, you can choose whether the item is visible to students before they have access.



*With your keyboard, tab to the visibility list and press Enter to open the menu. Use Alt/Option + the up and down arrows to select an option.*

**Organize with folders.** You can create two levels of folders to organize your content. Students can navigate easier when they don't have to search for materials. Optionally, add folder descriptions to help students understand what content you've included in them. After you already have two levels of folders, you can't create a third level or upload a folder into the second-level folder.

**Organize with learning modules.** You can use learning modules in your course as containers for organized collections of content. Modules let students navigate from one content item to the next without distractions or extra clicks.

### ➞ [More on learning modules](#)

**Reorder content easily.** Point to an item to reveal its management functions. Select the *Move* icon and drag the item to a new location in the list.



*With your keyboard, you can move an item to a new location, move an item into an expanded folder, and move a folder into another expanded folder.*

1. Tab to an item's move icon.
2. Press Enter to activate move mode.
3. Use the arrow keys to choose a location.
4. Press Enter to drop the item in the new location.

**Edit and delete content.** In an item's row, open the menu to access the *Edit* and *Delete* functions. You can make changes or delete an item from your course. If you delete a folder or learning module that has content, the content is also removed from the *Course Content* page.

**Add goals and standards.** You and your institution can use goals to measure student achievement across programs and curriculums. After you successfully upload a file to your course, you can align one or multiple goals. Students won't be able to see the goals you align with a file.

➔ [More on how to align goals with course content](#)

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## ULTRA: Watch a video about adding content



[Video: Add content to the course content page](#) explains how to add content to your course by creating new content, copying content from other courses, uploading content, or adding content from your Content Collection.

