


# Blackboard Quick Reference Guide

## Adding & Editing Items in Content Areas

One of the most popular tasks in building a Blackboard course is adding items to content areas (e.g., adding a syllabus or assignment list). The following instructions explain how to add text to an item, as well as attaching files and images to that item.

### Adding an Item to a Content Area


**Step 1:** From the control panel, open a content area (e.g., Syllabus).

**Step 2:** Click  **Item**. The Add Item page appears.

**Step 3:** Enter a name for the item in the Name box.

**Step 4:** Enter text in the Text box. (You can copy & paste text into this box.)

**Step 5:** Under the Content area,  to attach a file, if desired.


 When the attached file is opened by a student, the file displays in the same window. To open in a separate browser window, see instructions below for attaching the file within the Text box.

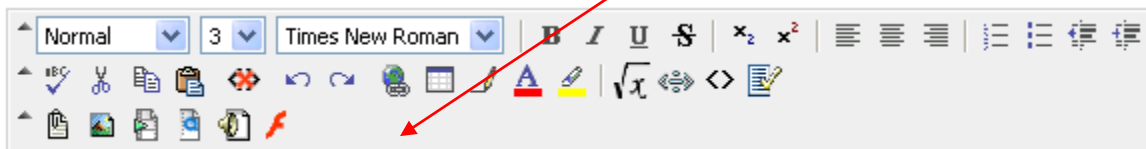
**Step 6:** Click .

### Attaching Files

Files in many different kinds of formats can be attached or linked to a Blackboard course: Word, PowerPoint, Excel, Access, HTML, URLs, graphics (gifs & jpegs), video, audio, and animations. However, there are some issues to consider:

- If the file is in a format like Word or PowerPoint, the student will need to have those software programs on their computer to be able to open the files. Some “viewers” are also available as free downloads that enable viewing without the software, but are somewhat difficult to access. Consequently, it is better to *use PDF files for things they need to print and HTML files for things they need to view.*
- Some files (especially audio and video) are too large to download and should only be used in conjunction with a broadband connection.


 All file attachment icons are on the third row of the text box editor.

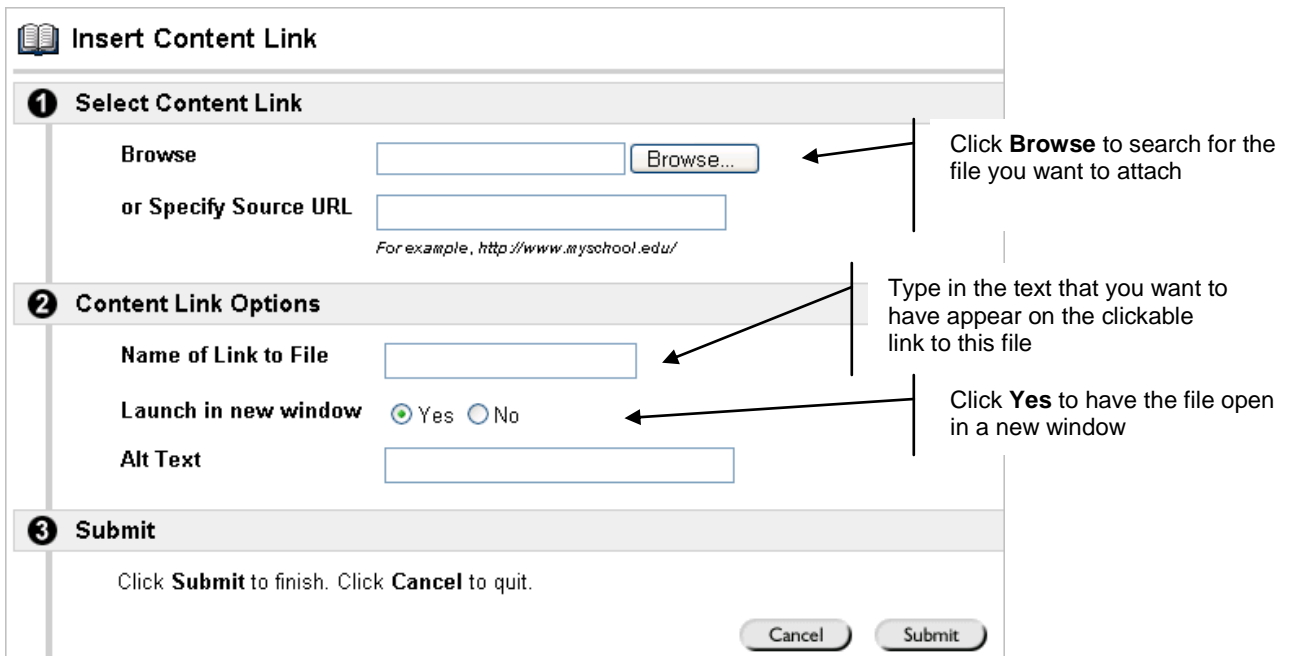


Links to all types of files can be created here. Use this function when you want to attach **any** type of file and have it open in a new window.

 On the Mac, the Firefox browser, as opposed to Safari, gives you access to all three

rows.

**Step 1:** In the Text box, position your cursor where you would like the file link to appear, and click the **Attach File**  icon. The Insert Content Link page appears:



**1 Select Content Link**

Browse   Click **Browse** to search for the file you want to attach

or Specify Source URL   
*For example, <http://www.myschool.edu/>*

**2 Content Link Options**

Name of Link to File  Type in the text that you want to have appear on the clickable link to this file

Launch in new window  Yes  No Click **Yes** to have the file open in a new window

Alt Text

**3 Submit**

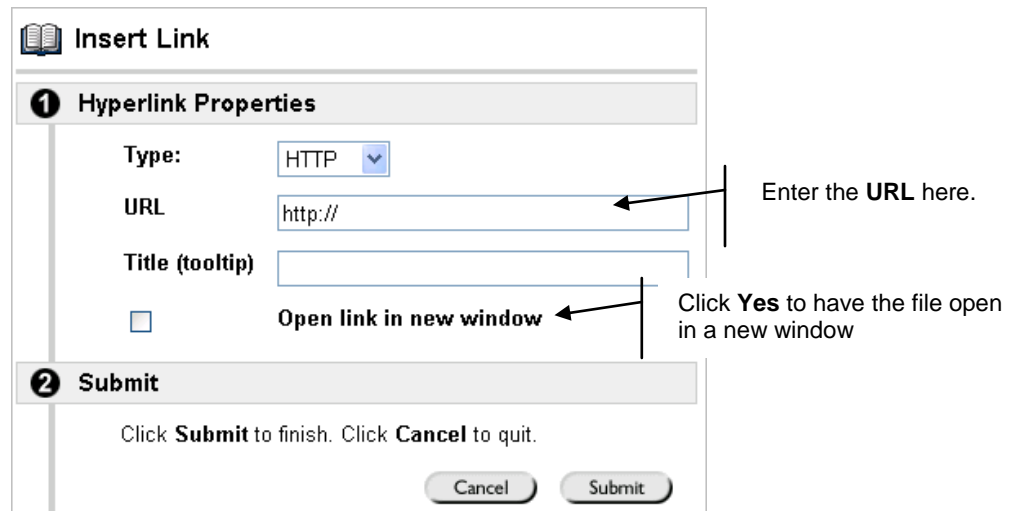
Click **Submit** to finish. Click **Cancel** to quit.

**Step 2:** Browse to find and select the file, specify the link name, then click  .

## Creating a Hyperlink

**Step 1:** In the Text box, highlight the text you want to turn into a hyperlink.

**Step 2:** Click the **Hyperlink icon**  (middle row).



**1 Hyperlink Properties**

Type: HTTP

URL  Enter the **URL** here.


Title (tooltip)

**Open link in new window** Click **Yes** to have the file open in a new window

**2 Submit**


Click **Submit** to finish. Click **Cancel** to quit.

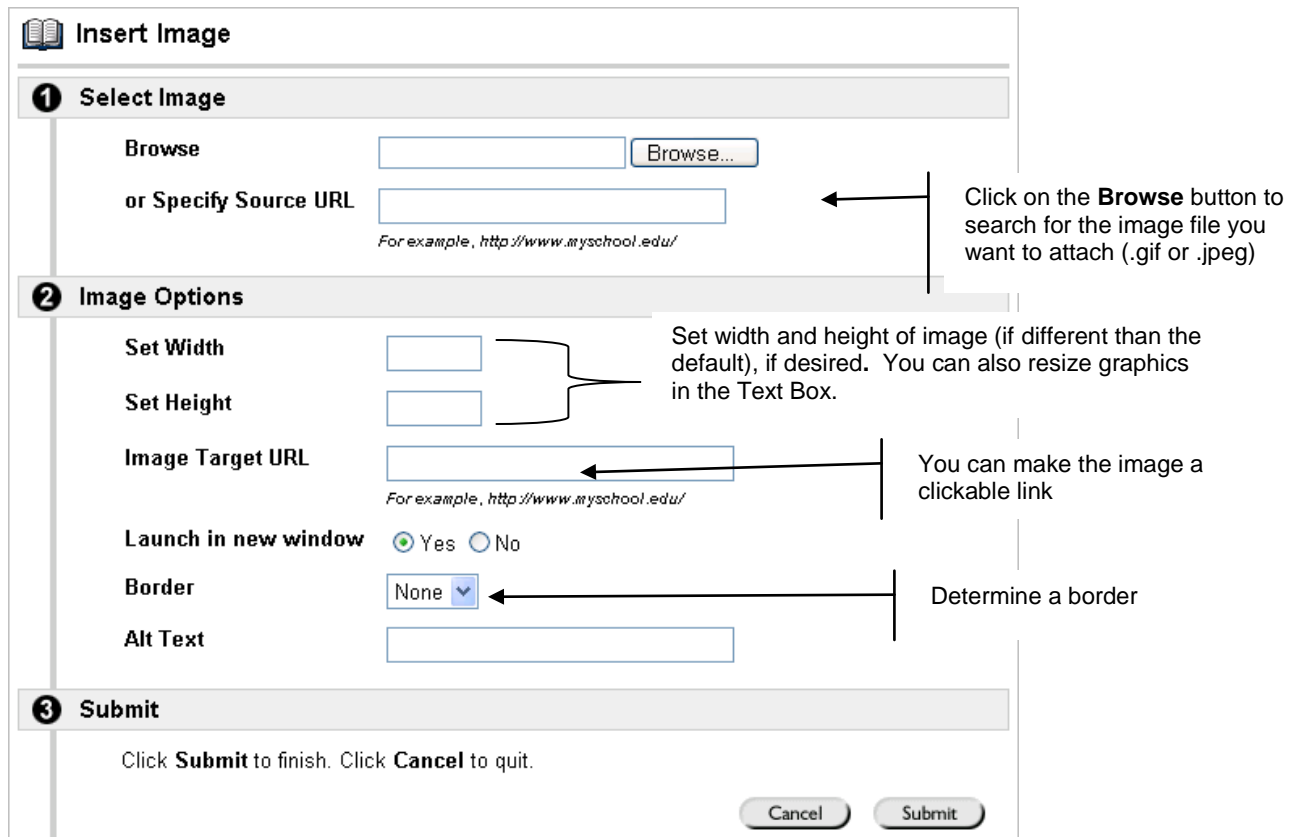
**Step 2:** Enter the URL, make it open in a new window, then click  .

 Alternately, you can type the full URL in the Text box – pressing a space after the URL turns it into a hyperlink (e.g., <http://www.scottsdalecc.edu> ).

## Inserting Images (graphic files)

This feature will allow you to embed .gif and .jpeg images in your Blackboard course. To ensure that students will be able to view the images through a dial-up connection, keep them small – no larger than **10k** per image is recommended.

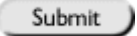
**Step 1:** In the Text box, position your cursor where you would like the graphic to appear, and click on the **Attach Image**  icon on the third row. The Insert Image window appears:



The screenshot shows the 'Insert Image' dialog box with three main sections:

- 1 Select Image:** Contains a 'Browse' button and a text field for 'Specify Source URL' with the example *http://www.myschool.edu/*.
- 2 Image Options:** Contains fields for 'Set Width' and 'Set Height', a text field for 'Image Target URL' with the example *http://www.myschool.edu/*, radio buttons for 'Launch in new window' (Yes/No), a dropdown for 'Border' (set to 'None'), and an 'Alt Text' field.
- 3 Submit:** Contains the instruction 'Click **Submit** to finish. Click **Cancel** to quit.' and 'Cancel' and 'Submit' buttons.

Annotations with arrows point to the 'Browse' button, the 'Image Target URL' field, the 'Set Width' and 'Set Height' fields, and the 'Border' dropdown.

**Step 2:** Browse to find and open the image file, adjust the settings, then click .

## Inserting Audio and Video Files

The following buttons can be used to add an audio or video file to your content item:



Using these buttons will insert a player into your Text box, which students use to watch a video or hear an audio clip.

 Students with slow Internet connections may have difficulty playing these files.