



Add Course Materials to your course site in Blackboard⁹

It is easy to add content to Blackboard. You can add a document like your course Syllabus, type in information such as a Help Desk phone number, and even add links to web pages and embed YouTube videos. The steps below will show you how.

Log in to Blackboard

1. Log in to Blackboard : <http://eaglebb.coppin.edu>
2. Go into your course site.

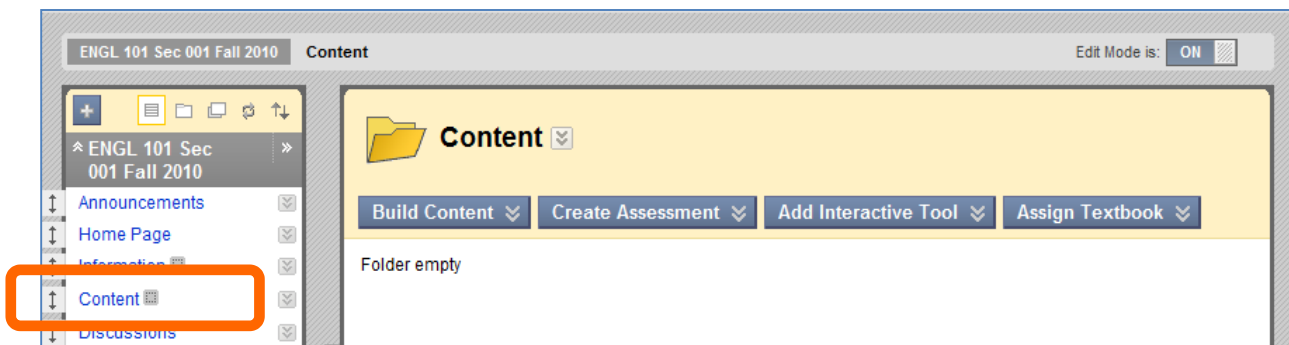
Go into the Content area

1. Turn on **Edit Mode** by clicking the button in the upper right to change from OFF to **ON**.



When edit mode is on, you will see the **Content** link.

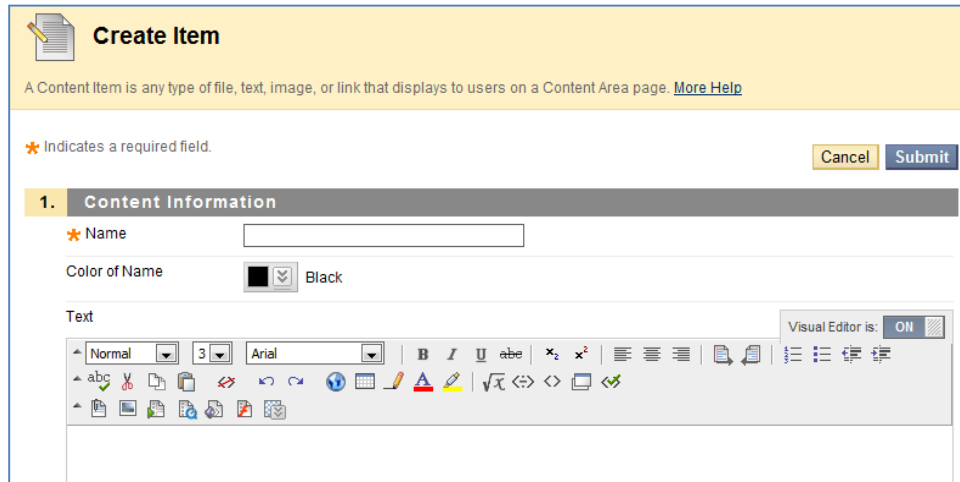
2. Click the **Content** link in left panel.



Add a document

3. On the Action Bar, point to **Build Content** to display the drop-down list.

4. Select **Item** from the Create column.

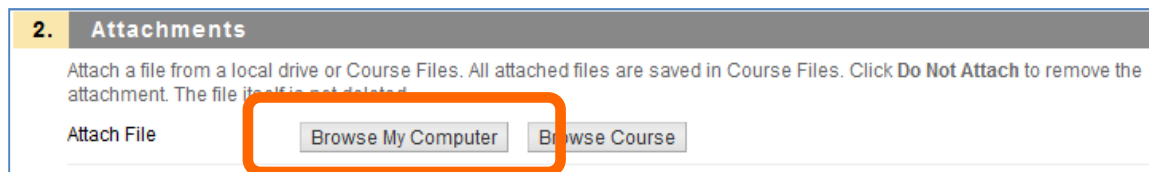


5. In the **Name** field, type a name for this document.

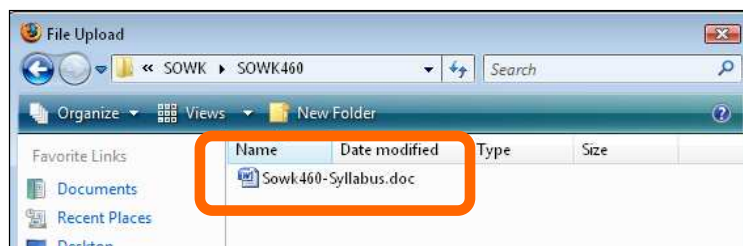
You can also select a color for the name.

6. In the **Text** area, you can type information about the document or instructions for students

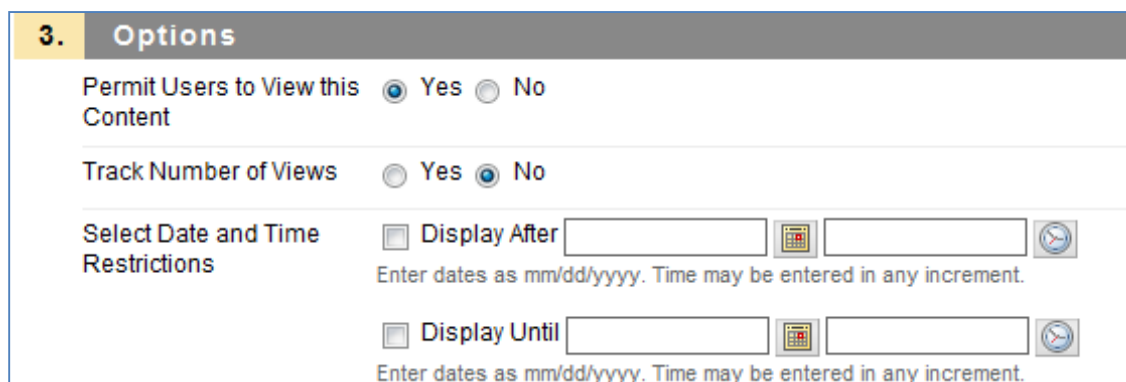
7. Scroll down to section 2, **Attachments**, and click the **Browse my computer** button.



8. Locate the document on your computer (or H: drive, or USB drive) and double-click it.



9. Determine the **Options**.



- a. •Select **Yes** to Permit Users to View this Content.
- b. •Select **Yes** or No for Track Number of Views.
- c. •Use the **Display After** and **Display Until** date and time fields to limit availability of the content.

10. Click **Submit**.

Congratulations! You have just added a document to your course site in Blackboard.


Add content that you type

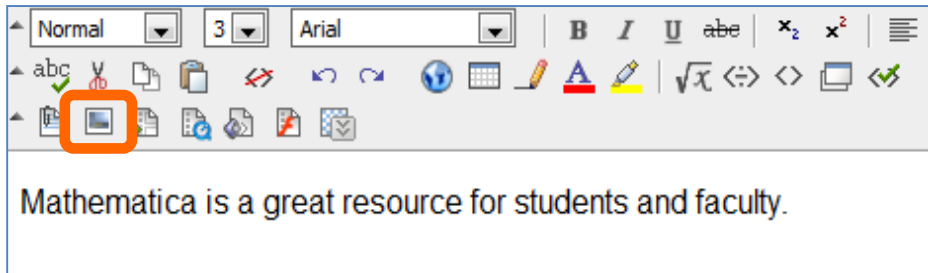
You may want to add the contact information for the 24x7 Help Desk so that students know how to get help with Blackboard and Tegrity. The steps below will show you how to add that content.

1. On the Action Bar, point to **Build Content** to display the drop-down list.
2. Select **Item** from the Create column.
3. In the **Name** field, type a title for the content.
4. In the **Text** area, type the information about how students can access the help desk. You can use the formatting toolbar to change the color and size of the text:

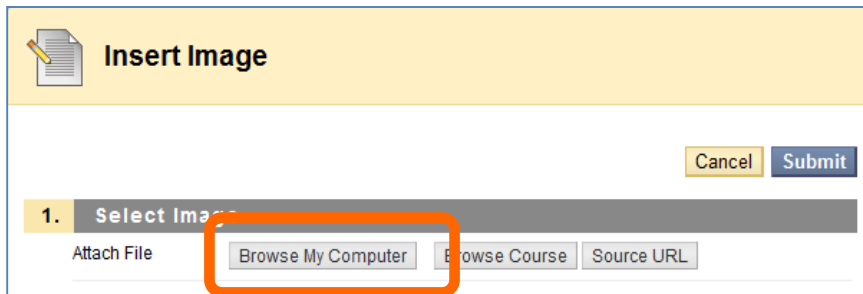
5. Click **Submit**.

Congratulations! You have just added the Help Desk information to your course site in Blackboard.

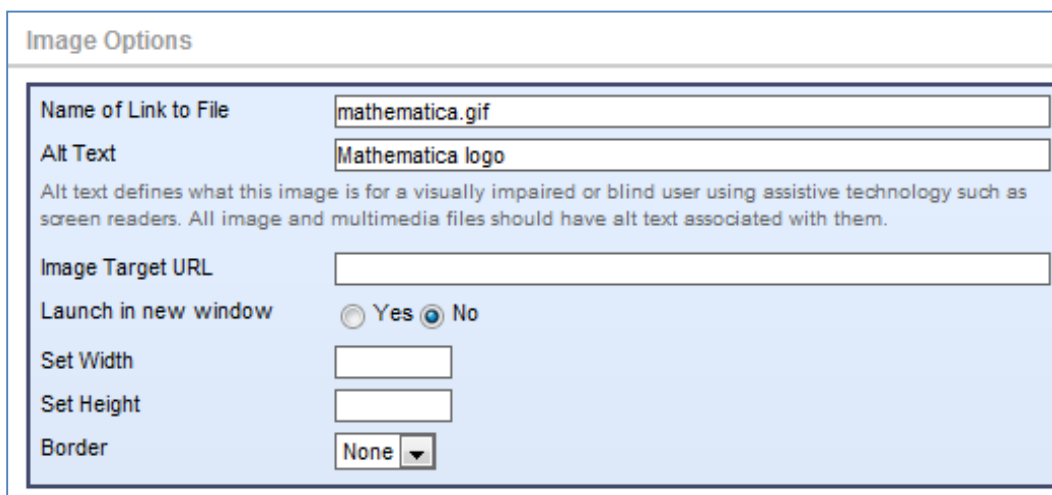
- In the Text box, add a description or instruction.
- In the Text Editor, position the mouse pointer and click where the image should appear.
- Click the  Attach Image function in the third row of the Text Editor functions.



- On the Insert Image page, click **Browse My Computer**, Browse Course, or Source URL.

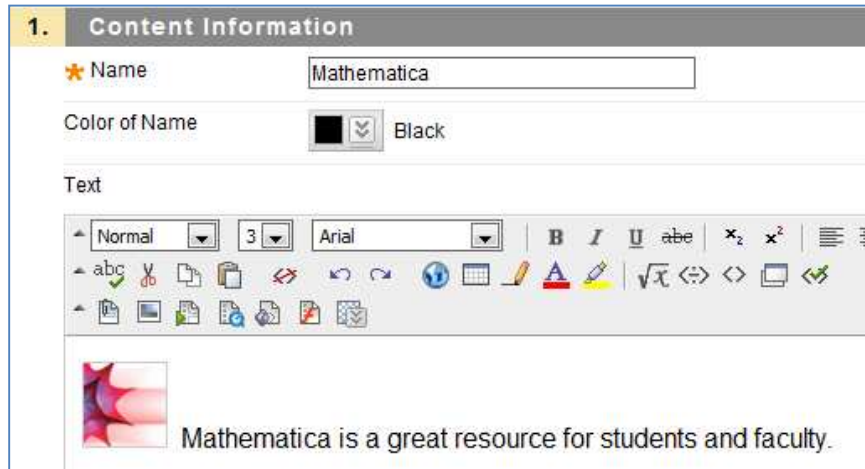


- Locate the image that you want to insert.
- Double-click the image to insert it.



- In the Alt Text field type a phrase that describes the image.
Alternate text appears when a user moves the mouse over the link and it is read by screen readers. It is important for accessibility.
- Use the Border drop-down list to select a border for the image. This option determines the thickness of the border around the image. If None is selected, there will be no border around the image.

13. Click **Submit**. The image is added to the Content Item and appears on the page.

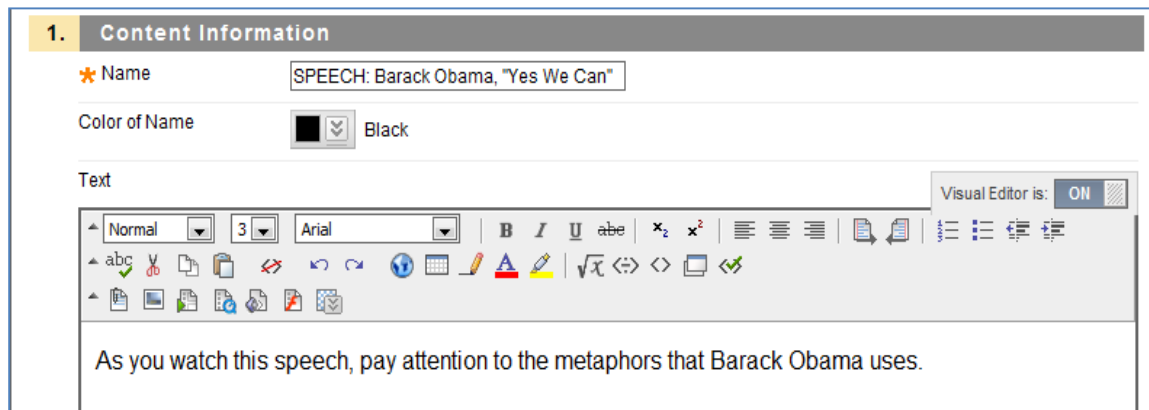


Congratulations! You have just added an image.

How to Add a YouTube video

There are many great videos available in YouTube that you may want to share with your class. You can either post a link to the YouTube video web page following the steps above to "Add a Link to a Web Page", or you can follow these steps to embed the video right in your Blackboard course site.

1. Go into the Content Area that you want to add this video to.
2. On the Action Bar, point to **Build Content** to display the drop-down list.
3. Select **Item** from the Create column.
4. In the **Name** field, type a title for the content.
5. In the **Text** area, type any instructions for students to watch the video:

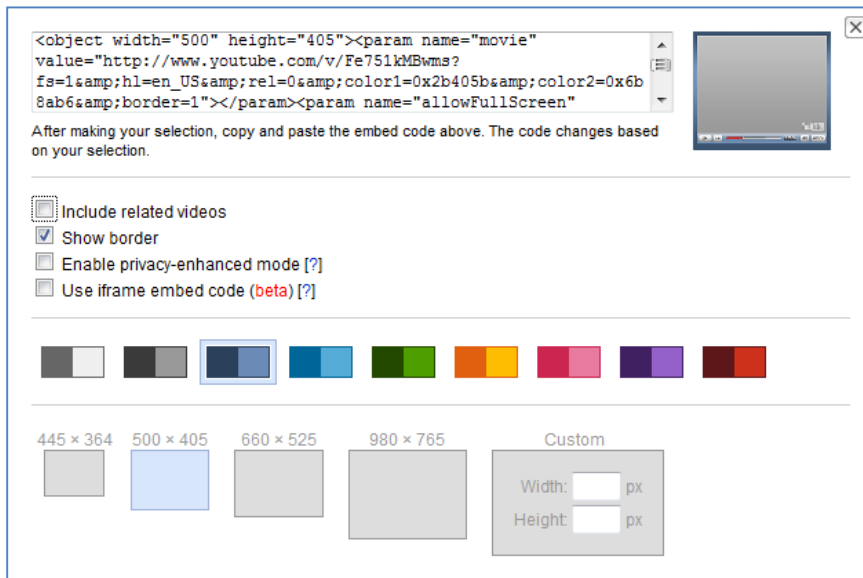


Now locate the YouTube video.

6. Open a new web browser window (so that you can keep the Blackboard window open) by pressing the **CTRL** and **N** keys on the keyboard while you have Internet Explorer open.
7. Find the video that you want to share with your students in YouTube, and click it so that it starts playing, then press **Pause**.



8. Click the **Embed** button in the lower right below the image. You will see some options for embedding the video

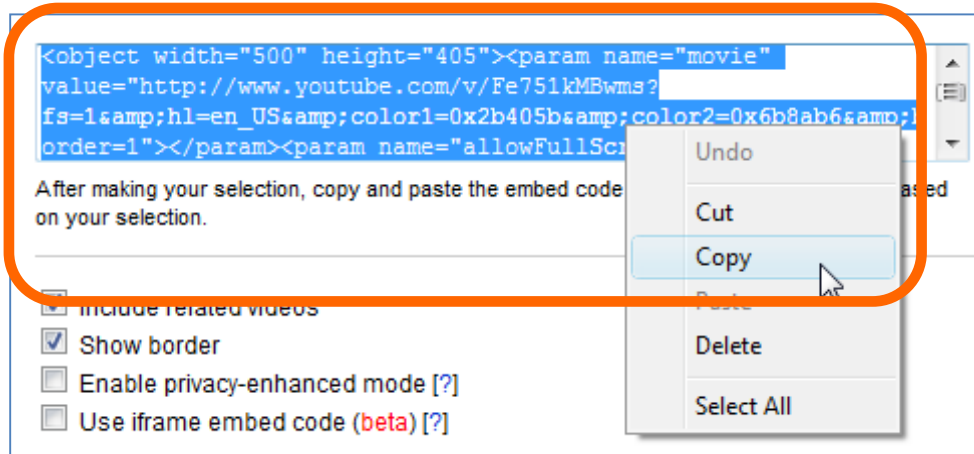



9. Uncheck the box **"Include related videos."**

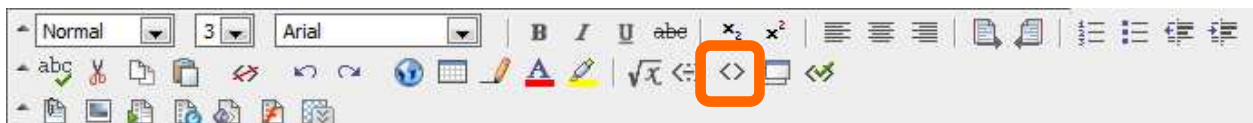
Options:

- a. Select **Show border** and choose a border color.
- b. .Select the size of the video -- 500x405

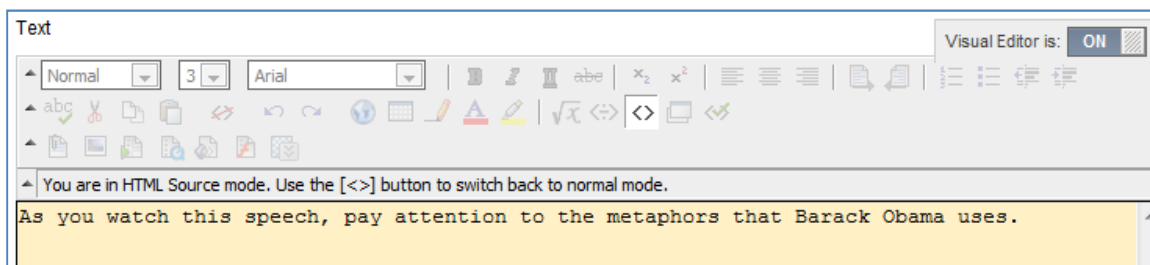
8. Now you need to copy the Embed code. Click ONCE in the Embed field, so that all the text in it is highlighted.



9. Right-click the text in the Embed field and select **Copy**.
10. Switch back to your Blackboard window.
11. Click the  button on the toolbar above the Text area.

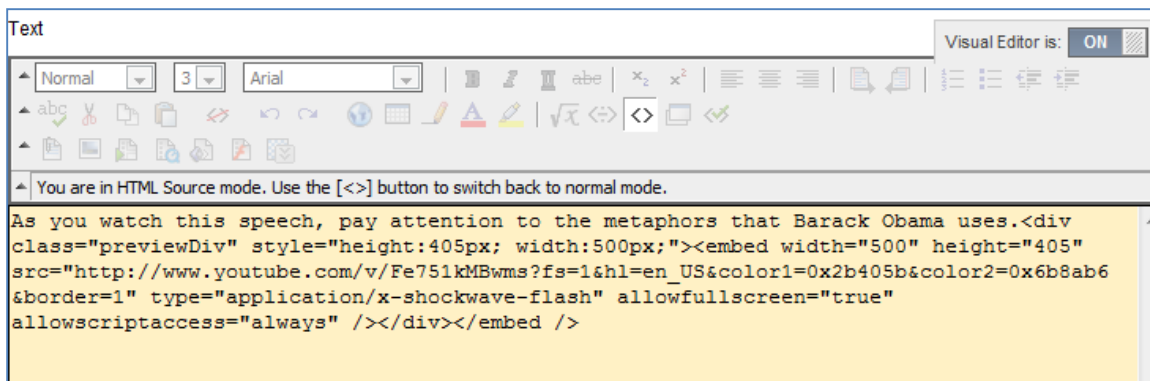


The text field now displays the HTML code for the content you typed. It may look like this:



12. Click to set the cursor in the place that you want the video to appear. Right-click and select **Paste**.

Now the Text field will look like this:



13. Click **Submit**.

You will now see the embedded video:



To play it, just click the  play button on the video.

Congratulations! You have just embedded a YouTube video to your course site in Blackboard.

Where to Get Help

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- Training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>
- On campus HelpDesk for faculty and staff:
410-951-3888
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872