Add Course Materials to your course site in Blackboard

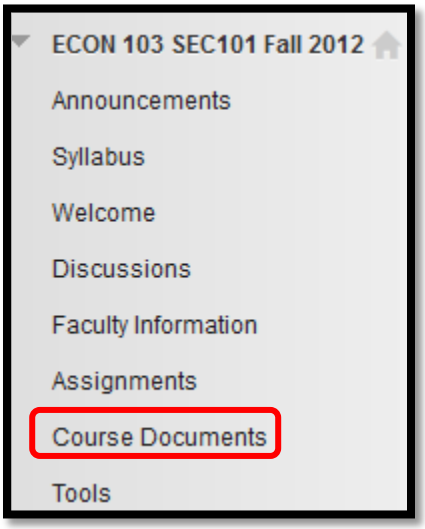
It is easy to add content to Blackboard. You can add a document like your course Syllabus, audio, links to web pages and even embed YouTube videos. In addition, you can create assessments and add interactive tools such as blogs, wikis and chat. The steps below will show you how.

1. Log in to Blackboard https://eaglebb.coppin.edu

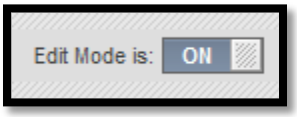
2. In the "My Courses" panel on the right, click the name of your course to go into the course site.

Go into the Course Documents *(or other content area such as Information)*

3. Click the **Course Documents** link in left panel.

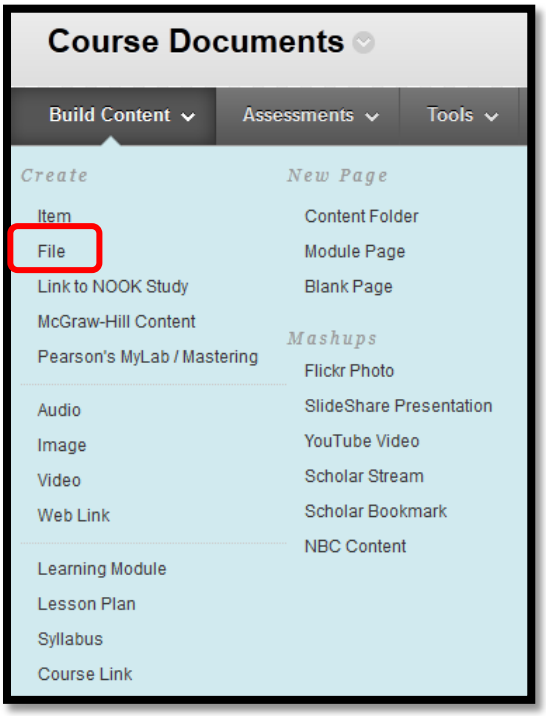


4. Change **Edit Mode** to **ON** in the upper right corner of the Course Documents content area.



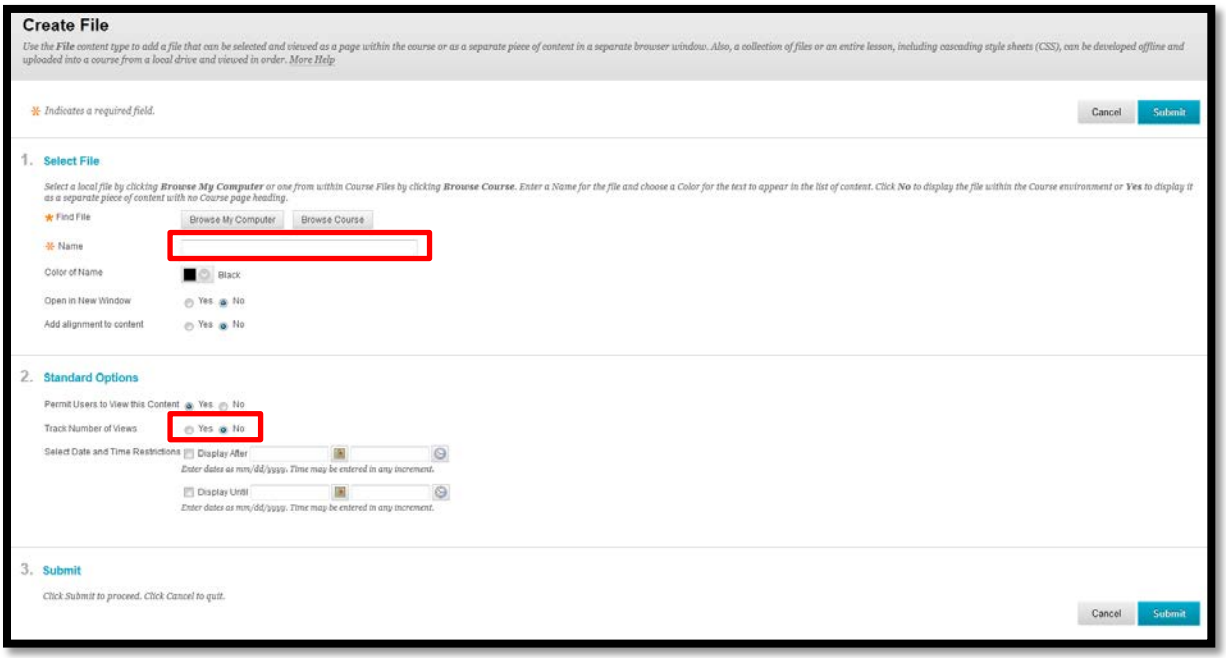
Add a File

5. Click **Build Content** then click **File**:



6. Click **Browse My Computer** to find your file. In the **Name** field, type a title for the document.

7. You can turn on "**Track number of views**" in the Options section, so that you will be able to run a Blackboard report and find out which students clicked the document. Then click **Submit**.

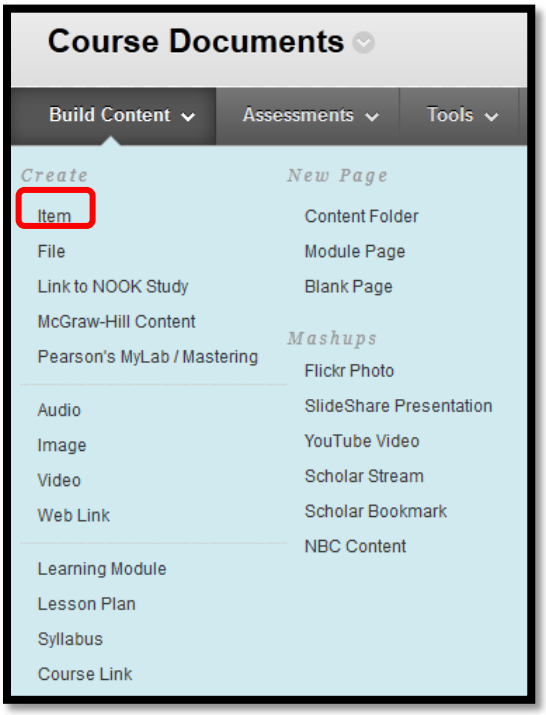


Congratulations! You have just added a document to your course site in Blackboard.

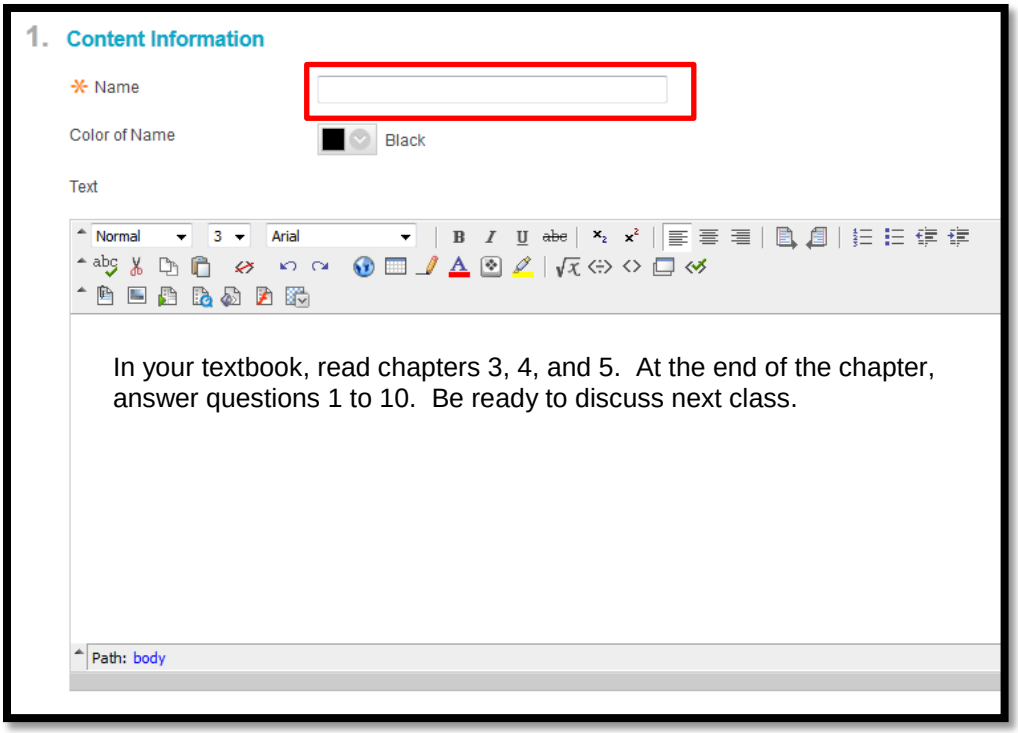
Add an item (content that you type)

The steps below will show you how to add that content.

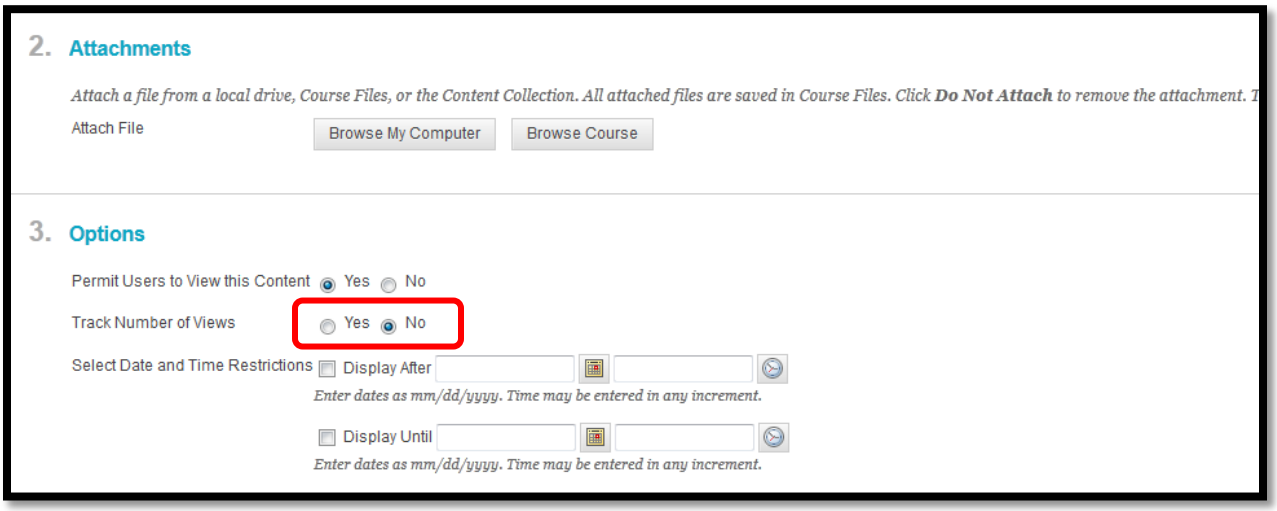
8. Repeat steps 3, 4 and 5 above. Click the **Item** button.



9. In the **Name** field, type a title for the content.
10. In the **Text** area, type the information. You can use the formatting toolbar to change the color and size of the text:



11. You can also add attachments and select your options. You can turn on "**Track number of views**" in the Options section, so that you will be able to run a Blackboard report and find out which students clicked the document.

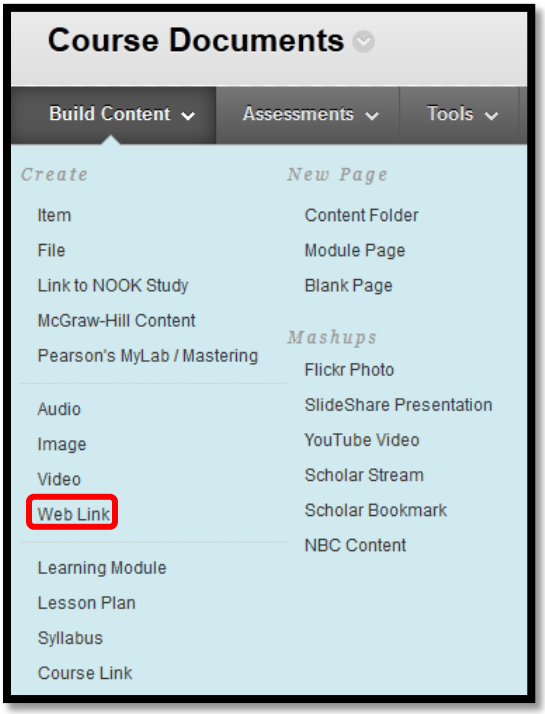


12. Click **Submit** in the lower right corner.

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

Add a link to a web page

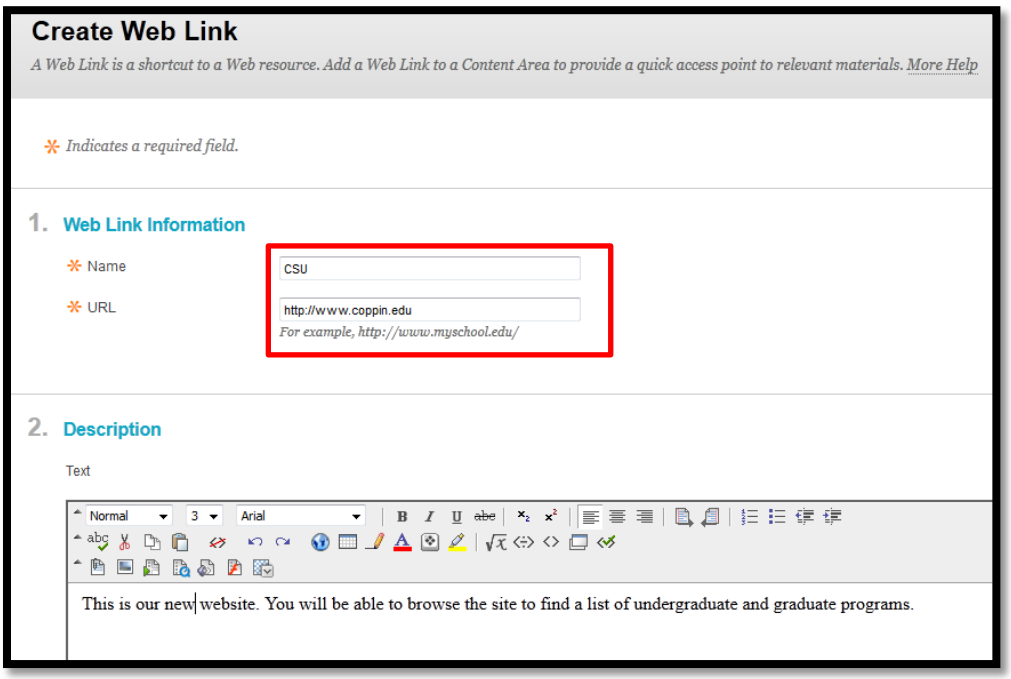
13. Repeat steps 3, 4 and 5 above. Then click the **Web Link** button.



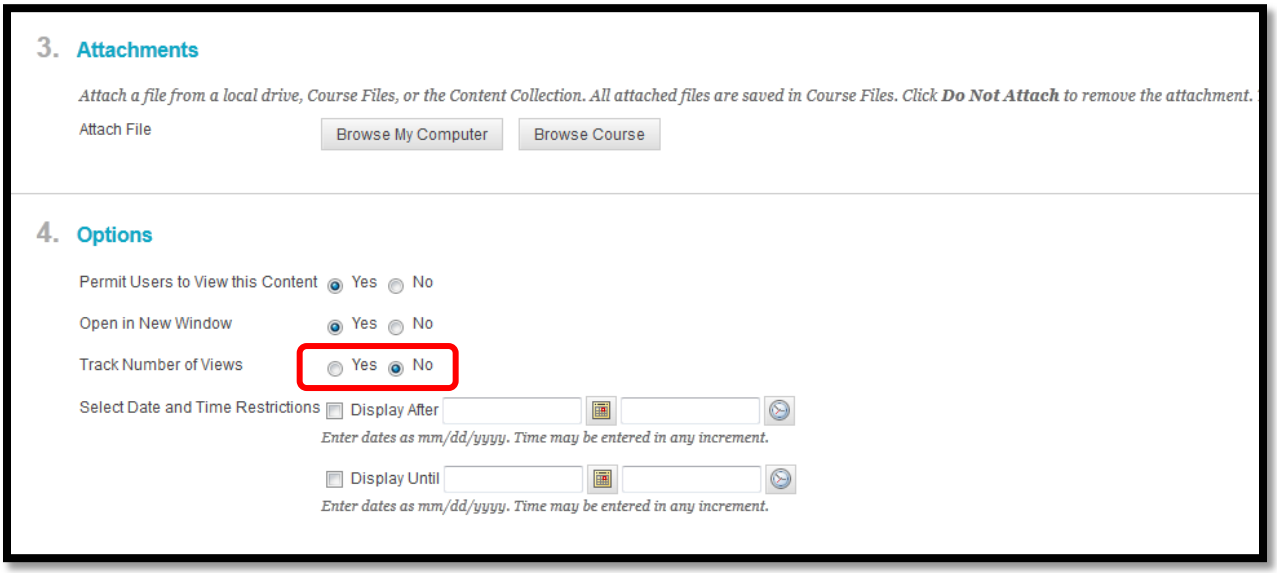
14. In the **Name** field, type a title for the Web Page, so that students will know what they are going to access.

15. In the **URL** field, type the web address, for example: http://www.coppin.edu is the web address for the Coppin home page.

16. In the **Text** area, you can type additional information about the web page.



17. You can also add attachments and select your options. You can turn on "**Track number of views**" in the Options section, so that you will be able to run a Blackboard report and find out which students clicked the document.

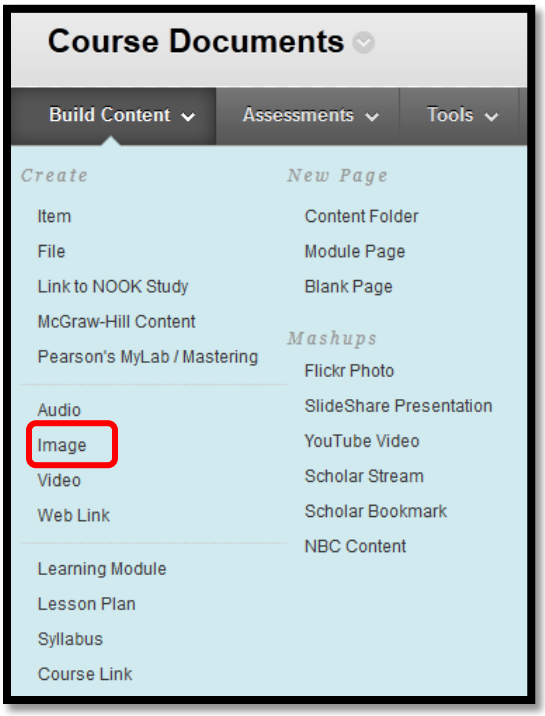


18. Click **Submit** in the lower right corner of the web page (you may need to scroll down to see it).

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

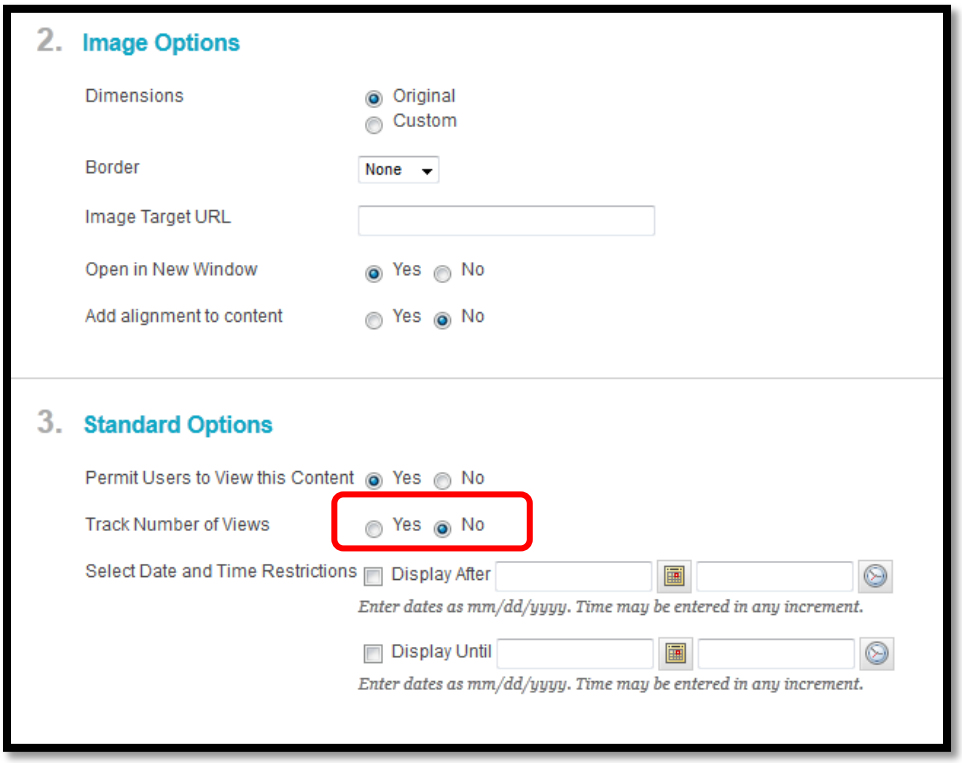
Add an image

19. Repeat steps 3, 4 and 5 above. Then click **Image**.



20. Type the **name** of the image and a **description** for people who cannot see the image.

21. Select your image options and standard options. You can turn on "**Track number of views**" in the Options section, so that you will be able to run a Blackboard report and find out which students clicked the document. Click **Submit**.

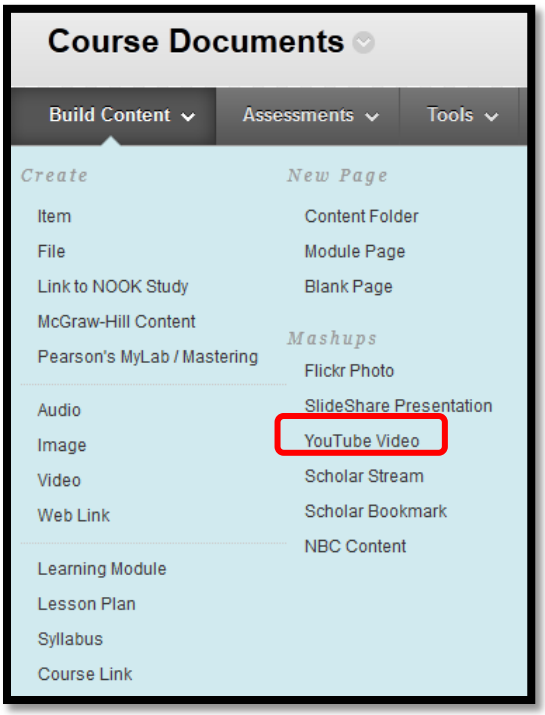


Congratulations! You have just added an image to your course site in Blackboard.

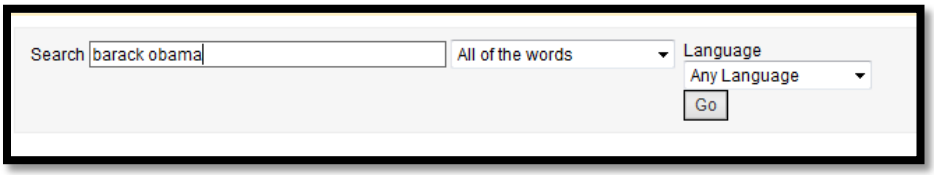
Embed a YouTube video

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.

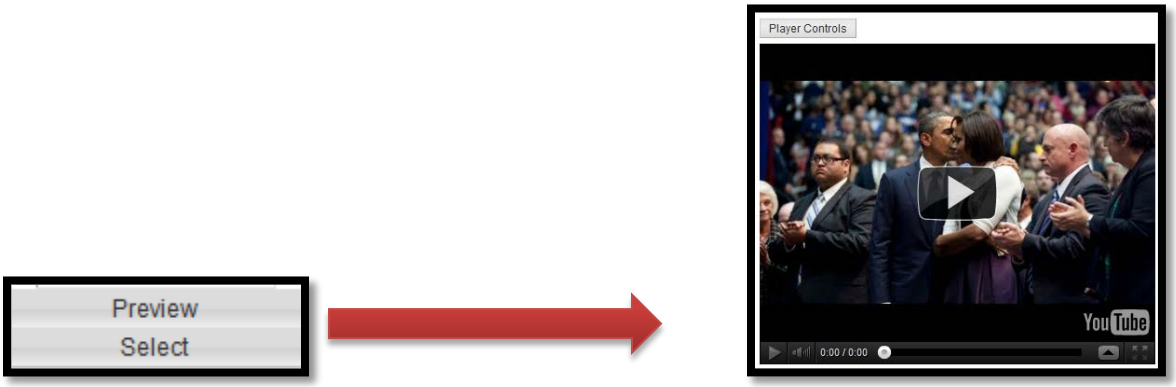
22. Repeat steps 3, 4 and 5 above. Then click the **YouTube Video** button.



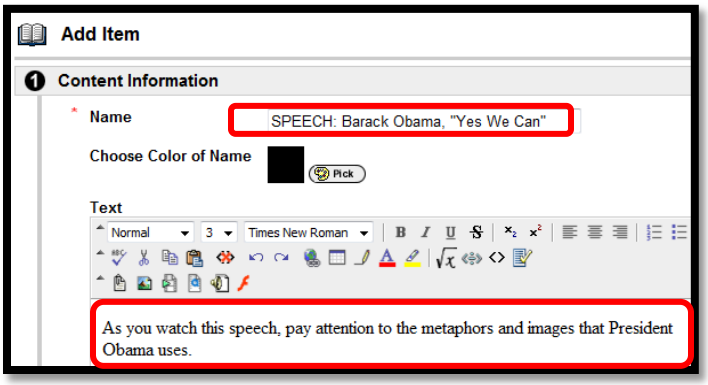
23. In the **search** field, type a title for the content. Click **Go**.



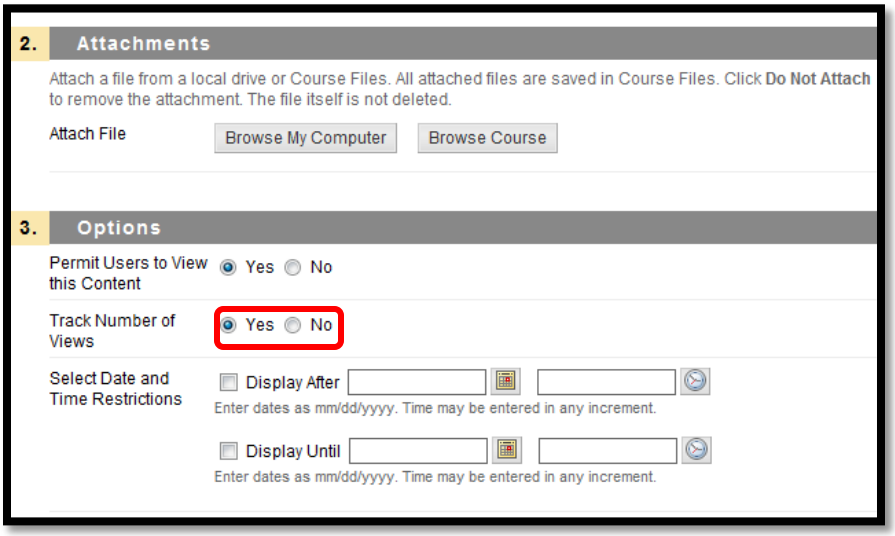
24. You can **Preview** the video to ensure that it contains the information you desire or click **Select** if you are ready to embed.



25. The **Name** field will automatically populate. In the **Text** area, type the information about the video or special instructions. You can use the formatting toolbar to change the color and size of the text:



26. Select your image options and standard options. You can turn on "**Track number of views**" in the Options section, so that you will be able to run a Blackboard report and find out which students clicked the document. Click **Submit**.

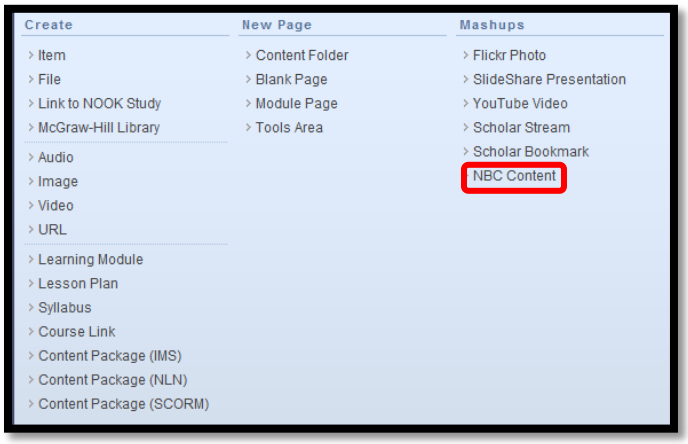


27. You will now see the embedded video.

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

Add NBC Content

28. Repeat steps 3, 4 and 5. Click **NBC Content.**



29. You will be redirected to the **NBC learn webpage** on Blackboard. You can **browse** for content by collection or conduct an **advanced search**.

30. When the video pops up, click Embed.

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

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**