

# Developing Course Content in Blackboard Learn

A quick start guide on the first essential steps to adding content in Blackboard Learn

For more information, please email us at [edutech@bu.edu](mailto:edutech@bu.edu)

Level 1

## Build Content - Basic

### Build Content ▾

Allows you to create folders to organize your course where you may place items, files, images, external links, etc. You can also add media that is pulled from an external Websites to your work through the Mashup tool.

### Assessments ▾

Allows you to create Tests, Surveys, Assignments, and SafeAssignments that link to the Grade Center.

### Tools ▾

Allows you to add a link to all Blackboard tools.

### Add content

1. Mouse over Build Content > click Item.
2. Type in the Name of the File and a description in the Text box.
3. Attach a file from a local drive or course Content Collection. File name is used as a title of the file by default. Consider providing a descriptive name of the content in the Link Title. Select the desired File Action Option for each attached file.
4. Select the desired Options.
5. Click Submit when finished.

TIP! When you save a file, DO NOT use any special characters (#, !, &, etc). The filename of any file you submit MUST include only letters, numbers, hyphens, and underscores and it MUST end with a file extension.

### Creating and adding content to a folder

1. Mouse over Build Content > click Content Folder.
2. Type in the Name of the folder and a description of what the folder contains in the Text box.
3. Select the desired Options > click Submit.

### Adding content to a folder

1. Click the title of the Folder to open it.
2. Add the desired content using the drop down menus on the Action Bar.

### Deleting content

1. With your Edit Mode turned on, click on the down-facing arrow to the right of the item name.
2. Select Delete from the list and confirm

### Adding weblinks

1. Mouse over Build Content > click Web link
2. Add a name and the URL (Note: the URL has to start with http://)
3. Add a description, attach a file and/or modify any options necessary
4. Click Submit

### Creating a learning module

1. Mouse over Build Content > click Learning Module.
2. Type in the Name of the module and a description of what the module contains in the Text box.
3. Select the desired Options > click Submit.
4. Click the title of the Learning Module to open it.
5. Add the desired content using the drop down menus on the Action Bar.

### Creating an assignment

1. Mouse over Assessment > click Assignment.
2. Type in the Name of the assignment and a description in the Text box.
3. Add a points possible (will be included in your Grade Center automatically)
3. Select the desired Options > click Submit.