Getting Started with . . .
Course Content

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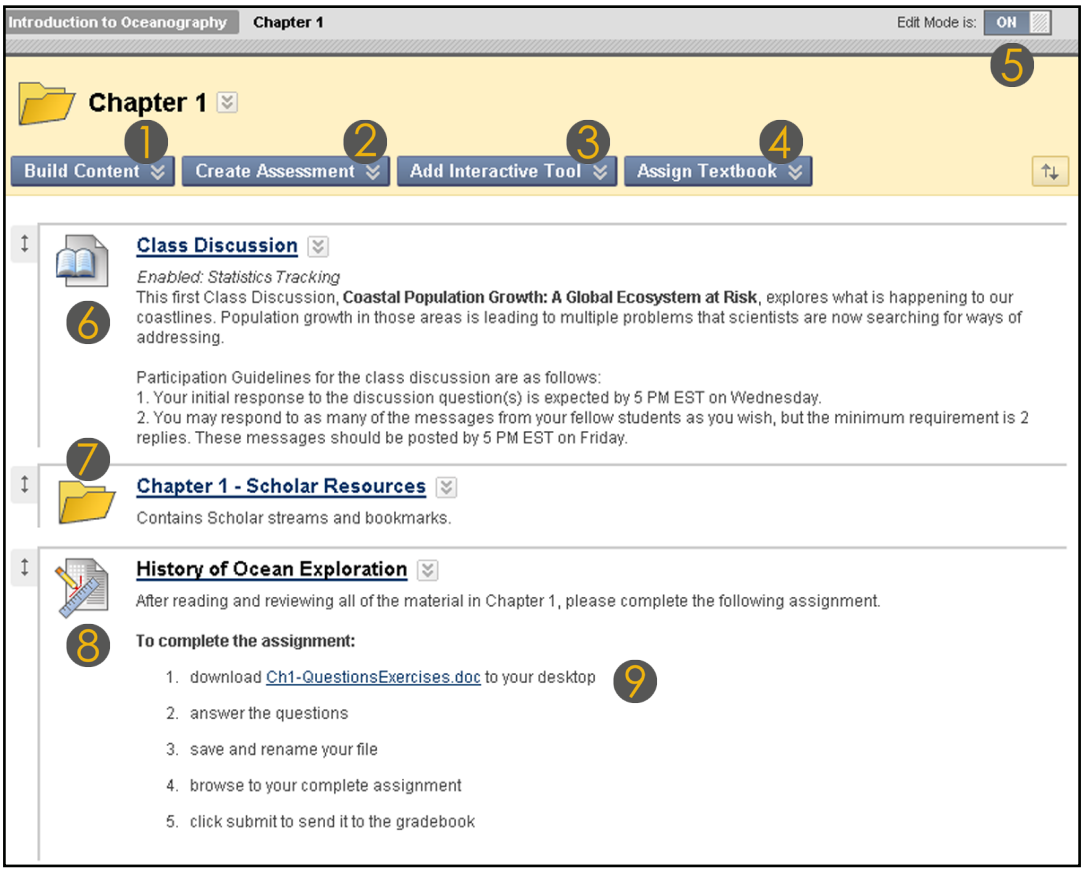
1	Build Content	The Build Content drop down list contains all the types of content you can create within your course. There are options to create content, create a new page, or create a Mashup. All of this content can be organized in folders to create a structure and flow through the Course.
2	Create Assessment	The types of Assessments that you can add to your Course include: Tests, Surveys, Assignments, and Self and Peer Assessments. All of these items will automatically generate a column in the Gradebook.
3	Add Interactive Tool	All of the interactive tools can be used to collaborate with the students in your course. The tools available in the menu include: Discussion Boards, Blogs, Journals, Wikis, Groups, Chat, and Virtual Classroom.
4	Assign Textbook	The Assign Textbook feature allows you to add the textbooks that you use within your course as a piece of content.
5	Edit Mode	The Edit Mode button allows you to change the view of content on screen from the instructor's view (Edit Mode: On) to the student's view (Edit Mode: Off).



6	Item	An Item is a file, folder, or other discrete piece of content.
7	Folder	A Folder is the storage area for files and other folders.
8	Assignment	An Assignment is a defined type of content that allows the Instructor to give users instructions and ask them to upload files to be managed and graded.
9	Course Tool or Link	A Course Link is a shortcut from one place in a course to another location within the same course.

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Task	What You Need to Know	Steps to Accomplish
Create a Content Item	Content items are containers that display content directly on the page or link to content. For example, you can create and upload a package of HTML files or a slideshow and link to it.	1. Select the preferred Content Area on the course menu. 2. Point to Build Content on the action bar. 3. Click Create Item. 4. Type a brief name for the new content item. 5. Provide any text or information about that item. 6. Attach any files and set the options for the item. 7. Click **Submit**.
Attach a File to an Item	You can attach a file from your computer or from Course Files as a Link to a Content Collection Item, a Folder, a Link to a file, or an External Link.	1. From the Create Item or Edit Item page, click **Browse** to locate the file. 2. Click **Submit**.
Control Access	Control Access by setting a content item link or tool to available or unavailable. If marked available, the item will be visible to students. In this instance, availability can be restricted by date. If an item is unavailable, it does not appear, no matter what date settings are also given. More advanced access control can be set using Adaptive Release.	Add a Basic Adaptive Release Rule 1. From the Content Item's contextual menu select **Adaptive Release**. 2. Set the Date, Membership, Grade, and Review Status options. 3. Click **Submit**.
Add a Course Link	Adding a course link will link to a specific places within your course. You can link to an item, an assessment or a tool.	1. In Edit Mode, access a Content Area. 2. Point to **Build Content** and select **Course Link**. 3. In the Text box, enter the text to appear under the link name in the Content Area. 4. Open the Course Map by clicking **Browse**. Select the item you want to link to. 5. Set the Options. 6. Click **Submit**.
Display Content as Items or Text	In the Content Area, you can display the contents as "Show Icons and Text" or "Show Icons Only" View. In the "Show Icons and Text" view, you will see the corresponding icon with the content name and description. In the "Show Icons Only" view, you will see the corresponding icon and content name.	1. From the Course Menu open the content area. 2. Click the Action Link Icon beside the name of the content area. 3. Select **Show Icons Only** or **Show Text Only**.
Reorder Content	Items can be reordered using the drag and drop controls or by using the Keyboard Accessible Reordering Tool.	1. Click the **Keyboard Accessible Reordering Tool** beside the Edit Mode button. 2. Select the item you wish to move in the list. 3. Use the up and down arrows below the title box or on your keyboard to adjust the order. 4. Click **Submit**.

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Track Usage	Tracking Reports area can be used by instructors to generate reports on the course usage and activity. Instructors can view specific Student's usage to determine if Students are actively using the course.	1. From the Course Menu select a Content Area. 2. Select the Content Item where you want to apply the Tracking Report. 3. From the Content Item's contextual menu select **Statistics Tracking**. 4. Select **On** or **Off**. 5. Click **Submit**.
Apply Metadata	Content Metadata stores information about a piece of content.	1. From the Content Area select a Content Item. 2. From the Content Item's contextual menu select **Metadata**. 3. Complete the necessary fields for the General Information, Lifecycle Information, Technical Information, and Rights Management Information. 4. Click **Submit**.

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Glossary

Adaptive Release	Adaptive Release is a tool that customizes the release of content. With Adaptive Release you can control when and to whom course content is available. You create rules based on criteria to control the availability of content items to users.
Advanced Adaptive Release	Advanced Adaptive Release rules enable instructors to create an unlimited number of complex rules with multiple instances of the same criteria. Multiple rules can be applied to a single content item so that the same content can be released to students who meet the criteria for different rules.
Basic Adaptive Release	Basic Adaptive Release rules enable the instructor to create and edit one rule that is based on a limited number of criteria used to control the availability of a single piece of content.
Blogs	Blogs are a web-based communication tool for sharing thoughts and ideas with a broad audience. Blogs encourage feedback and discussion through comments.
Content Area	A Content Area is a top-level folder. Content Areas appear in the Course Menu and can contain content items, links, and other folders.
Course Link	Course links are shortcuts from one place in a course to another location within the same course.
Discussion Board	Discussion Boards are a communication tool where users post and respond to messages in an open forum.
Edit Mode	Edit Mode is a button that toggles between the Instructor View, where content can be created and changed, and the Student View, which can be used to preview the content you include in the course.
External Links	External links link to Web sites outside the Blackboard Learn system.
Journals	Journals are a private Web diary that can be shared with the instructor.
Metadata	Metadata is descriptive information about an item, wherein you can assign metadata values to suit your course content and pedagogical requirements. You can add the following types of metadata: Categories, Topics, Levels of Difficulty, and Keywords.
Offline Content	Offline Content is an instructor-created link from a course or organization which points to specific content on a CD-ROM or another external location, such as a Real Media server. The user viewing this content must have possession of the CD-ROM which contains the content or access rights to the external server.
Statistics Tracking	Statistics Tracking enables the system to record every instance that a user interacts with an item.
Text Editor	The Text Editor provides an interface resembling a word processor where you can format text, create tables, insert links to Web sites and files, add multimedia, and embed images.
Tool Link	A Tool Link connects users to a tool from within a content folder.

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