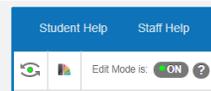


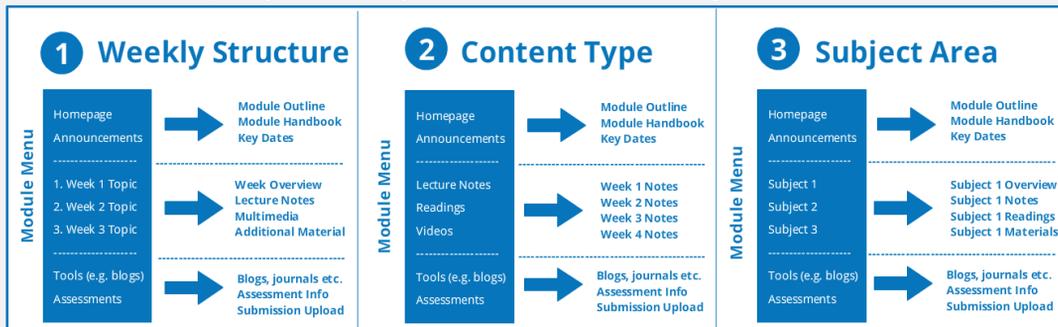


This Quick Guide gives the eLearning team's recommended settings for adding content to your Blackboard module. First, access your module and ensure that **Edit Mode** (top right of the screen) is on. Check with your school office if your module is not on your module list.



## 1. Structuring Your Module's Menu

Before you start adding content, consider how you will structure your module's menu. For example, you could structure it by **Week**, **Content Type** or **Subject Area**. Whichever option you choose, try to be consistent or students might be unsure where to find a particular item.



## 2. Adding a Content Area

1. Click on the **+** button at the top left of the module menu
2. Select **Content Area**
3. Give the area a name (e.g. 'Week 1: The Sun') and tick 'Available to Users'
4. Click **Submit**
5. The content area will appear in the left-hand menu



## 3. Editing a Content Area

1. To edit the name or visibility of a content area click on the down arrow next to it (1)
2. This icon ( ) indicates that the folder is empty
3. This icon ( ) indicates that the folder is **hidden from students**. Click on the down arrow (1) then **Show Link** to make a folder visible.
4. Click and drag the two-way arrow to move the folder's position in the module menu

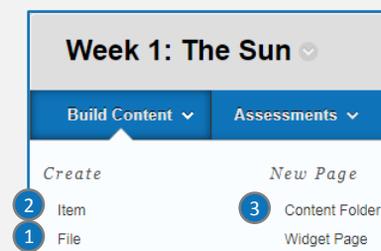


## 4. Adding a File

Click on the folder link (e.g. Week 1: The Sun) in the left-hand menu to open the folder. Use the **Build Content** menu to add your files. The options you will use most frequently at first are **Create File (1)** and **Create Item (2)**. You can also use **Content Folders (3)** to create subfolders to add further structure.

To upload a single file, click **Create File**. Give the file a name (e.g. Week 1: The Sun Lecture Notes) and then click **Browse My Computer** and attach the file. Leave the other options as-is for now and click **Submit**.

To edit a file or item, click on the down arrow ( ) next to it. You can also click and drag the two-way arrow ( ) to the left of a file to change its position in the folder.



## 5. Adding an Item

An **Item** lets you add text, images and videos to a content folder. Think of it like a post-it note that you can use to describe a folder's contents, add web links or embed YouTube videos.

Click on **Build Content** → **Create Item** to add an item. Use the editor to insert your text and media. Click on the two down arrows at the top right of the editor to access all its features. You can also drag and drop files to the attachments section to upload multiple files quickly.



## 6. Ensuring Content is Visible to Students

You can use the **Student Preview** button (top right of the page) to see what the module looks like for students. This can be useful for testing whether or not your content is visible to students. Click on **Exit Preview** at the top of the page when finished.



## 7. The Next Step

→ Visit <http://www.tcd.ie/CAPSL/resources/eLearning-staff/blackboard.php> for more guides and videos on getting started with Blackboard.