

# Adding Course Content in Blackboard

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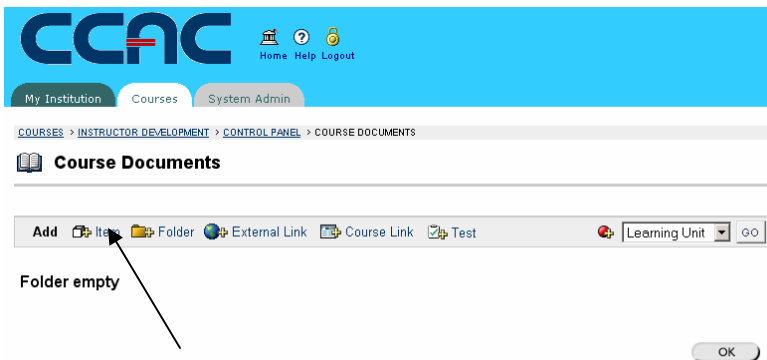
To create content in a Blackboard course site, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the *Content Areas* module of the Control Panel will be different areas of the course site where content may be added. Click on a Content Area link to begin.

1. Click on **Control Panel**
2. Click on one of the items in the *Content Areas* module (e.g. Course Documents or Course Information)



3. Click the **Add Item** button to create or upload a new item (content)  
(It is also possible to change existing items using the Modify button)



4. Under *Content Information*, type in the **Name** of the item or choose a predefined name from the drop-down menu
5. Optionally, enter a description in the **Text** box

CCAC Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > COURSE DOCUMENTS > ADD CONTENT

### Add Content

#### 1 Content Information

**Name:** Course Documents  
or specify your own name:

**Choose Color of Name:**

**Text:**

6. Under *Content*, click the **Browse** button to attach a document
7. Enter a name for the document in the *Name of Link to File* box

(The filename of the document will be used if left blank)

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### Add Content

#### 2 Content

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

**File to Attach:**

**Name of Link to File:**

**Special Action:** Create a link to this file

Currently Attached Files:

8. Under *Options* apply settings as needed
9. Click **Submit** to add the item

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### Add Content

#### 3 Options

**Do you want to make the content visible?**  Yes  No

**Do you want to add offline content?**  Yes  No

**Do you want to track number of views?**  Yes  No

**Do you want to add metadata?**  Yes  No

**Choose date restrictions**

Display After  
 Jul 28 2005  
 09 30 AM

Display Until  
 Jul 28 2005  
 09 30 AM