

Creating a Blackboard Item

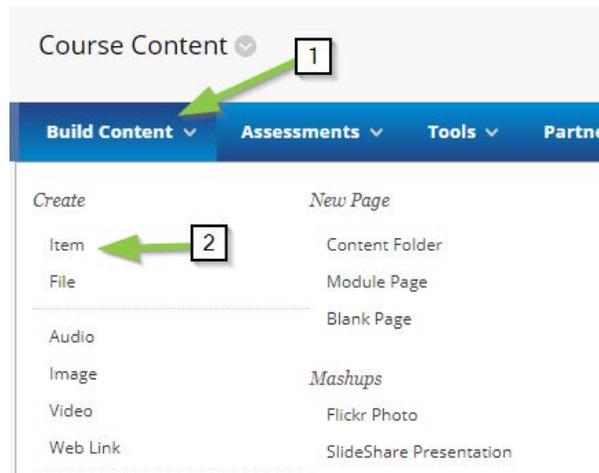
An "Item" is one of the most useful tools for building content in your Blackboard course site. Use it when you want to put text and/or image on the page. You can also attach files and include links. Choose an "Item" with attachments instead of "File" when you want to add a description to a file you are making available to your students.

An Item can have:

- A Name
- A description or other text (can include formatted text, images, links and inline attachments).
- Attached Files
- Restrictions or time limits on availability

Items can be placed in any Content Area or Folder.

From the Build Content Menu choose Item



Content Areas and Folders within them all have the buttons "Build Content", "Assessments", "Tools", etc. at the top.

- Move your mouse cursor over **Build Content (1)** and choose **Item (2)**.

Give your Item a Name and description or other text

CONTENT INFORMATION

* Name 1

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph Arial 14pt

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Use this model to help you with your assignment. Look at the information th
between ideas. 2

Give your Item a **Name (1)** and enter a description or other text in the **Textbox (2)**. (Note that only the fields with orange asterisk are required.)

You can add images, links and inline attachments

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph Arial 14pt

Use this model to help you with your assignment. Look at the information that is included in the model, and note the use of transitions between ideas.

Add content

Common Tools

- Insert Local Files **Browse your computer to insert documents, images, and videos**
- Insert Course Files **Insert files from elsewhere in your course**
- Insert from Cloud Service **Insert files from Google Drive, Dropbox, or OneDrive**

Tools in the Rich Text Editor will let you:

1. Insert a hyperlink - select the text you want to be a link and then click the chain links. Paste the URL into the URL box.
2. Add attached files within your text - after clicking the plus (+), you will be given options to "Add Content". You can browse your computer, your course files, or a cloud service to add a link to an attached file that will appear directly in the text of your description. The file can be a document, image, video, VoiceThread, etc.

There are a number of other editing and formatting tools that one would find in any document editor.

If you don't see all of the text editing tools ...

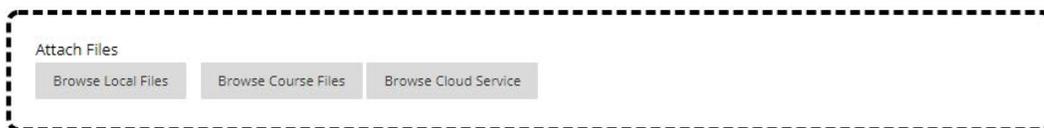


If you don't see all the rows of text editing tools you may need to click the three dots on the upper right of the text editing box.

Attaching one or more files

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.



Scroll down and you can also attach one or more files to your Item.

- "Browse Local Files" lets you upload files from your computer
- "Browse Course Files" lets you attach previously uploaded files
- "Browse Cloud Service" lets you attach files from Google Drive, OneDrive, Dropbox, etc.

To attach additional files, simply repeat the process. The links to the attached files will appear beneath the Item name and above the description.

Restricting availability

STANDARD OPTIONS

Permit Users to View this Content Yes No "No" means never available!

Track Number of Views Yes No

Select Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

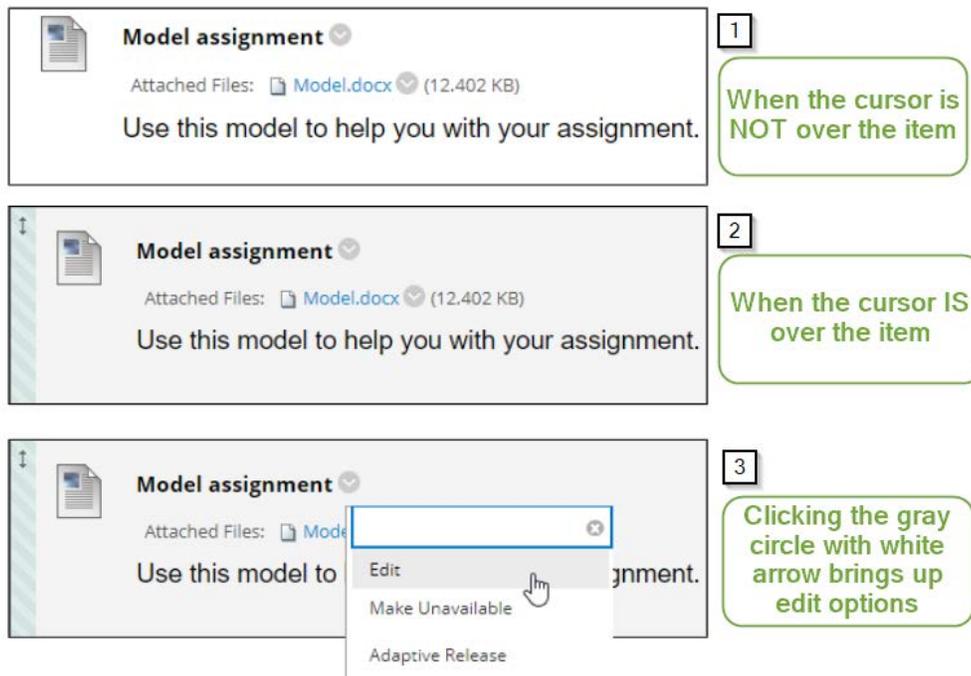
Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

As with almost all Blackboard components you can restrict availability

1. **To make the item completely unavailable** - change the choice "Permit User to View this Content" to "No". "No" means the Item will NEVER be available to students.
2. **To date restrict the Item**, leave the choice as "Yes", but check the boxes and select times and dates you want the Item to be available.

Click **Submit** to finish

Editing the Item

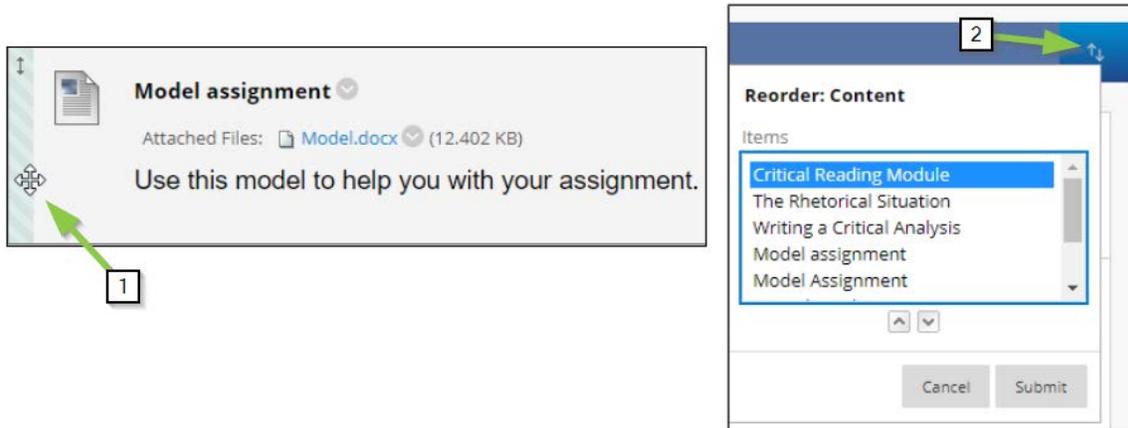


Edit the item to change text, attachments, availability, etc by using the drop-down menu next to the Item name and choosing Edit.

- Make sure "Edit Mode" is ON in the upper right
- No editing tools are visible until you move your mouse/cursor OVER the Item you wish to edit
- When the mouse/cursor is OVER the Item you'll see a circle with arrow indicating a menu
- Click on the circle and choose Edit from the menu.

This same menu allows you to copy, move, or delete the item.

Re-ordering Items



Items (and other things in the content area or folder) can be re-ordered either by

- (1) Moving your mouse over the Item until a cross-hair appears in the lefthand side - then drag the Item into place
- (2) Click on the tool in the upper right with up/down arrows - you'll see a list of all items - click on any to select then use the arrows below the list to move up or down.