

# Blackboard Basics II

## Part II - Creating a Course Menu

Placing a handout in a content file

Adding Internet links to a content file

How you set up the course menu is something you need to consider. Are you going to do this by Units or another arrangement.

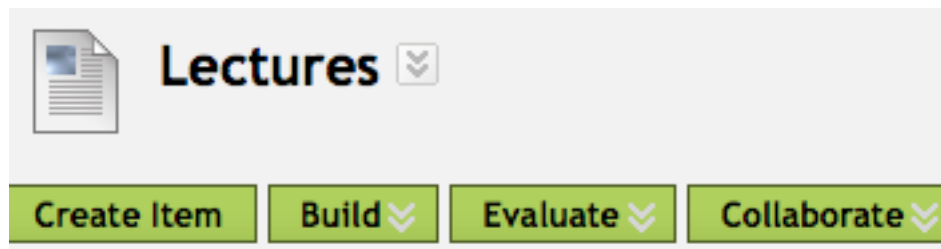
For now, we're just going to add a content folder.

1. At the top of the menu, click on the [+] and in the dropdown, "Content Area."
2. Provide a name.
3. Check "Available to Users"
4. Click Submit
5. When you're back at the Menu, you can use the up-down arrow at the left to move your new content area to where you want it in the Menu list.

6. You will see a small square to the right of the title of your added Content Area; this means the folder is empty.

Adding a folder or document to a content area—

1. Click on the newly added Content Area on the menu.
2. Check out the buttons and the dropdown menus.



Folder empty

3. Create Item
  - a. Give it a title
  - b. Type your verbiage into the text box
  - c. Browse to a file on your computer or content collection if necessary
  - d. Track the number of views if you want

e. Click Submit

#### 4. Create Folder

a. Build -Click on the button to see the drop-down menu. Note the choices. Click on Create Folder.

b. Type in a title

c. In the Text Box, provide a description if desired.

d. Set the dates if needed

e. Click Submit

f. You should be returned to a frame that contains your new folder. Now you can add stuff. You should see the same buttons you saw before.

#### 5. To add a link to the Content Area or Folder -

a. While we're in the new folder we created, click "Build."

b. Click on "Create External Link."

c. Provide Title

d. Type or paste the complete URL (http://.....)

- e. Type description, directions, etc in the text box if desired.
- f. Attach a local file or content collection file if necessary.
- g. Check Yes under Options.
- h. Set date restrictions if you want.
- i. Click Submit.

Note that any time in the process, you should see a drop-down arrow to the right of a title. This brings up a menu that would allow for editing, deleting, etc. of that item.

Sample Menus (Carol Green)

## Sample Menus

Sample 1 - This arrangement has quizzes and assignments included in the unit folders.

Announcements

Start Here (Syllabus)

Student Services

Textbooks

Unit I

Each unit may have several items or folders —course materials, lecture notes, sample math problems, assignments, quizzes, etc.

Unit II

Course Materials

Assignment

Quizzes

Etc.

Discussion

Message Center

My Grades

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Sample 2-- This arrangement has a folder for each unit under course materials. Assignments and quizzes have their own area.

Announcements

Start Here (Syllabus and Student Services Links)

Textbooks

Course Materials

Unit I

Unit II

Assignments

Quizzes

Discussion

Message Center

My Grades