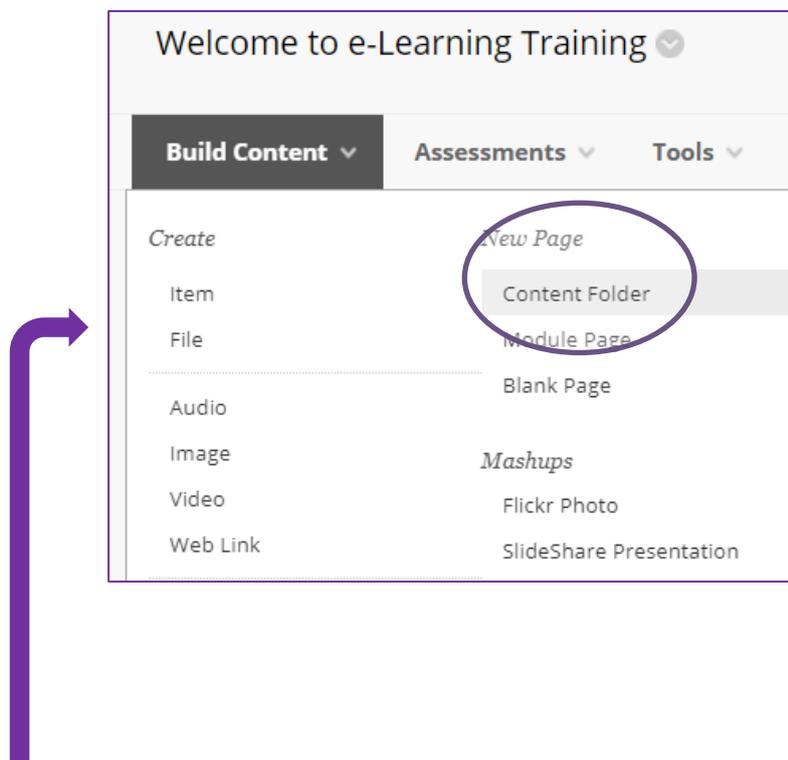


Blackboard basics – content management

Add a folder, file or item

Click on a content area and add a folder. Use the Build Content button on the dark grey bar and select Content Folder. Give it a name, select a colour for the title and give it a short description in the text box. Note that you can add images, files, equations and emoji's to the text, and edit the typeface, size, colour of the text.

Upward/downward chevron at the top right of the text editor box will hide/reveal the full function menu. You can import html into the text box by clicking on the html button, this will help format video and link to display



1. Add a file

Click on your newly-created folder, and click on the Build Content button again on the dark grey bar to create a FILE. Give the link a name; select a colour for the title. Now add a file by selecting BROWSE COMPUTER. Add a Word or PDF or an image file, then click Submit and view your content.

2. Add an item.

Now in your folder you're going to click the Build Content button again, and select Create Item. Again give the link a name, select a colour for the title, and this time write a description of the thing you're going to add. This is the difference between a FILE and an ITEM. An ITEM can provide more information than just the link to the file. Browse your computer for another file and attach it.

For further guidance, please refer to this [Knowledge Base article](#).