Blackboard basics – content management
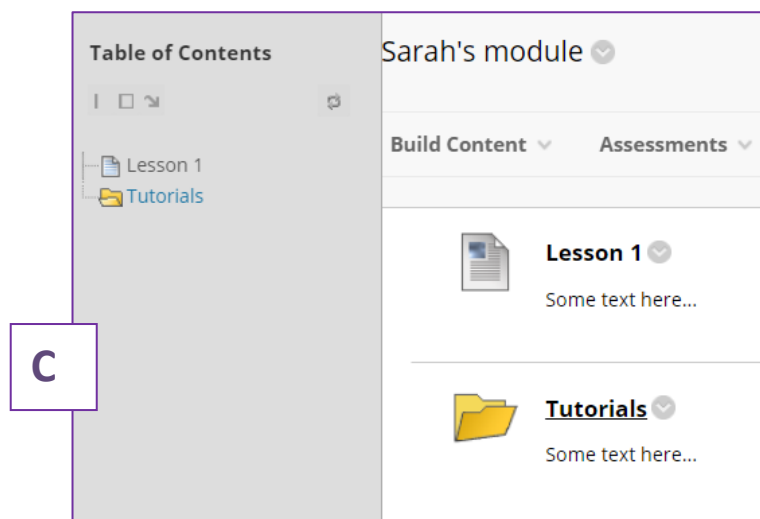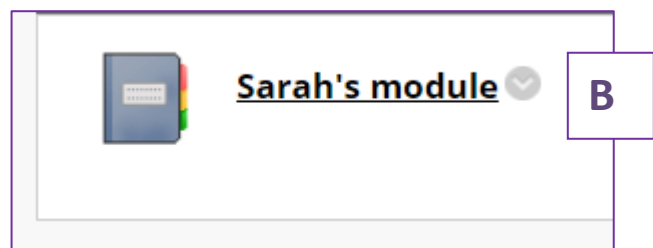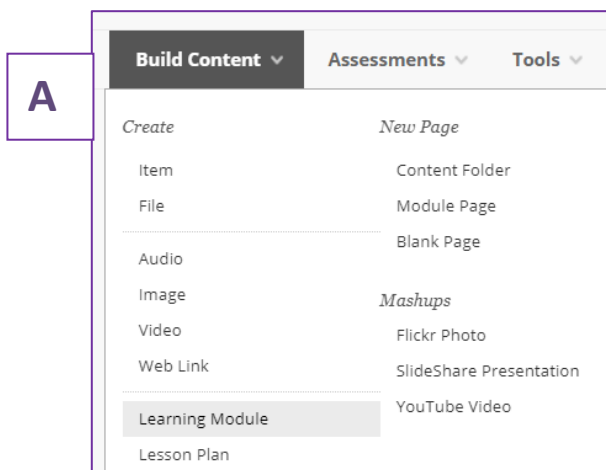
Content structure

Items and files placed straight into the body of your content areas can get very messy and cause your root directory to look full and unordered. Therefore it is useful to create some structure within your course to help both you organise the blackboard course and users to find items. There are a several way to structure your content within Blackboard, you may want to use a structure that suits your teaching style, or a structure that other courses use to keep consistency across your program. Think about what will work best for your course and the students accessing the content.

1. **Add a learning module**. Learning modules contain your content and a table with the structure of your content. **A.** Click Build Content > select Learning Module>Name the Learning Module and add an optional Description >Read through the setting options, applying as appropriate> Click Submit. **B.** Your new Learning Module will appear in the body of your page. **C.** Click the Learning Module to view, add items and move the structure around to suit your content. You can add files, folder, items and blank pages into the learning Module in the same was as before by using the Build Content button at the top. You can drag and drop to move the structure around, similar to moving items in the menu.

More central ways to create content structure can be gained through using the content collection.

2. **Add a folder for your files in the Content Collection** (also known as the file store – or Files on the Control Panel). Control Panel > Files, select the top name (a long string of letters and numbers). This is the File Store for the Blackboard space you are currently in. Use the Create Folder button to create your folder. Give your folder a name and click Submit.
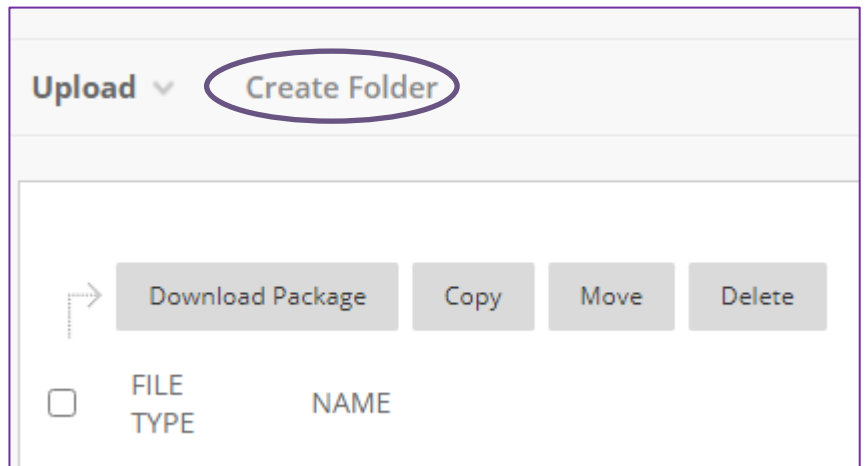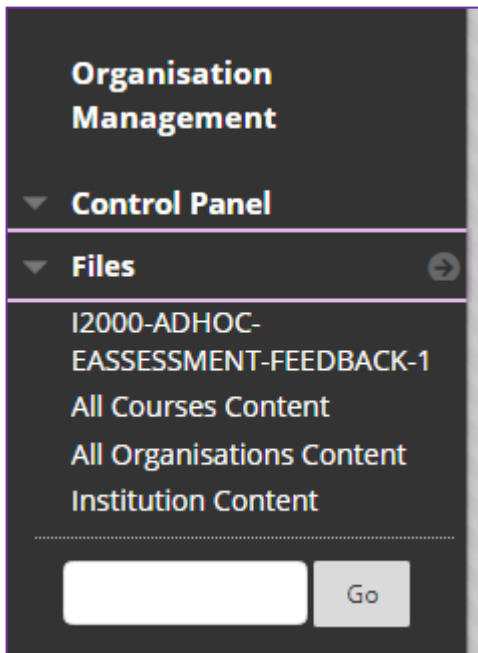
3. *Add a file to your folder in the content collection*
   Click on Control Panel > Content Collection > choose the first name (long string of text/numbers) - this is the collection for the course unit you are in now. Click on your folder name to open it. Click on Upload and select Upload Files. Select Single File (tab, top right). Click Browse and select a text file and then click Submit.