

# THE UNIVERSITY of EDINBURGH

## How to add new content to a course

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### Adding course content

- 1. Go to the page where you want to add content (eg. Course home page)
- 2. Click "Build Content"

<b>A</b> ○	S 🕨 Est Mode is: 🚳
+ 🖻 C 14	Home 🗞
🔻 SoE Learn Course 🛛 🛖	
Home	Build Content V As sements V Tools V
Lectures	
Tutorials	Welcome to the SoE Learn Course!
Discussion Thread	This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this course, including:
Coursework	Lectures - includes lecture timetable, lecture sides, and lecture recordings     Tutorials - includes load timetable and sign-up formas, savel as everyly utorial questions and solutions
Other Resources	Discussion Thread - a place for discussion between students and teachers about various questions that come up throughout this course     Oursework - as tests and assignments become available for this course you fill find them here
My Marks and Feedback	Other Resources - includes various videos and links to things that may be useful to you throughout the duration of this course
Help	My Marks and Feedback - includes your marks and feedback for the various coursevork of this course     Help - includes links to helpful resources for students on how to use Learn
COURSE MANAGEMENT	
Control Panel	
Content Collection →	
Course Tools	
► Evaluation →	
For the second seco	
Users and Groups	
Customisation →	
Packages and Utilities →	
Help	
J X/ N	en X wen X wen X wen X wen X

3. The following menu opens up and asks you what type of content it is that you want to add/build

Home 🛛		
Build Content 🗸	Assessments 🗸 🛛 Tools 🗸	
Create	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Web Link	Flickr Photo	
Learning Module	YouTube Video	
Lesson Plan	Media Hopper Media	
Syllabus	xpLor Content	
Course Link		

#### Adding an Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder.

1. Click "Item" under the "Create" heading

Assessments V Tools V	
New Page	
Content Folder	
Module Page	
Blank Page	
Mashups	
Flickr Photo	
YouTube Video	
Media Hopper Media	
xpLor Content	
	New Page Content Folder Module Page Blank Page Mashups Flickr Photo YouTube Video Media Hopper Media

2. Enter a name for your item and an optional item description.

Create Item A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. <u>More Help</u>	
* Indicates a required field.	Cancel Submit
Name     Name of Item       Colour of Name     Image: Black	
Text For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). T T T T Paragraph $\Rightarrow$ Arial $\Rightarrow$ 3(12pt) $\Rightarrow$ $\equiv$ $\Rightarrow$ $T \cdot \checkmark \checkmark \checkmark$ $\checkmark \square \square \square \square \square \square \equiv$ $\equiv$ $\equiv$ $\equiv$ $\equiv$ $\equiv$ $T^{*} T_{*} \checkmark \checkmark \checkmark \checkmark \checkmark$ $\checkmark \square \square$ $\blacksquare$	♀ i 않 <
Enter item description here.	
Path: p	Words:4

3. And if you want, you have the option of adding an attachment to your item. You also have standard options at the bottom which are the same for all types of content that you can build; allowing you to permit users to view the item, track the number of views of the item, or select between which dates the item will be visible to users.

ATTACHMENTS	
If you select a file you do not	t want, click <b>Do Not Attach</b> to remove the attachment from the content item. The file itself is not deleted.
Attach File	Browse My Computer Browse Content Collection
STANDARD OPTIONS -	
Permit Users to View this Content	e Yes ○ No
Track Number of Views	◯ Yes ⊙ No
Select Date and Time Restrictions	Display After
	Display Until
	Enter dates as dd/mm/yyyy. Time may be entered in any increment.
Click <b>Submit</b> to proceed. Cl	lick Cancel to go back.
	Cancel Submit

- 4. When you are done, click "Submit" at the bottom of the page.
- 5. And now your new Item is added to the bottom of your current page. If you want to move it around on the page, simply drag it to wherever you want it.

Success: Name of Item created.	8
Home ©	
Build Content v Assessments v Tools v	†⊥
<ul> <li>Welcome to the SoE Learn Course!</li> <li>This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this course, including:</li> <li>Lectures - includes lecture timetable, lecture sides, and lecture recordings</li> <li>Tutorials - includes tutorial timetable and sign-up forms, as well as weekly tutorial questions and solutions</li> <li>Discussions Thread - a place for discussion between students and teachers about various questions that come up throughout this course</li> <li>Coursework - as tests and assignments become available for this course you fill find them here</li> <li>Other Resources - includes various videos and links to things that may be useful to you throughout the duration of this course</li> <li>My Marks and Feedback - includes your marks and feedback for the various coursework of this course</li> <li>Help - includes links to helpful resources for students on how to use Learn</li> </ul>	
Name of Item	

#### Adding a File

Use the File content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order.

1. Click "File" under the "Create" heading

Home ©		
Build Content 🗸	Assessments 🗸 Tools 🗸	
Create	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Web Link	Flickr Photo	
Learning Module	YouTube Video	
Lesson Plan	Media Hopper Media	
Syllabus	xpLor Content	
Course Link		

2. Enter a name for the File and find the file you want to attach (either from your computer or from Content Collection<sup>1</sup>).

	d a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate tion of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a iewed in order. <u>More Help</u>
* Indicates a required field. SELECT FILE	Cancel Submit
Select a local file by clicking 1	<b>Browse My Computer</b> or one from within Course Files by clicking <b>Browse Course</b> . Enter a Name for the file and choose r in the list of content. Click <b>No</b> to display the file within the Course environment or <b>Yes</b> to display it as a separate piece of heading.
🗙 Name	Name of File
Colour of Name	Black
★ Find File	Browse My Computer Browse Content Collection

4

<sup>&</sup>lt;sup>1</sup> For more information about Content Collection see the "How Content Collection works and where to find it" file on the Staff Resources website [insert link]

Click Submit to proceed. Click Cancel to go back.

3. Next you are presented with a couple of options. For the file itself you can choose whether it should open in a new window when opened, and whether you want to add alignment to content. You are also presented with the same standard options as when you add an Item.

FILE OPTIONS	
Open in New Window	🔿 Yes 💽 No
Add alignment to content	⊖ Yes 💿 No
STANDARD OPTIONS	
Permit Users to View this Content	O Yes ◯ No
Track Number of Views	🔿 Yes 💿 No
Select Date and Time Restrictions	Display After     Image: Comparison of the second sec
	Display Until

- 4. When you are done, click "Submit" at the bottom of the page
- 5. And now your new File is added to the bottom of your current page. If you want to move it around on the page, simply drag it to wherever you want it.

Success: Name of File created.	8
Home S	
Build Content v Assessments v Tools v	ti.
<ul> <li>Welcome to the SoE Learn Course!</li> <li>This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this course, including:         <ul> <li>Lactures - includes lecture timetable, lecture slides, and lecture recordings</li> <li>Tutorials - includes tutorial timetable and sign-up forms, as well as weekly tutorial questions and solutions</li> <li>Discussion Thread - a place for discussion between students and teachers about various questions that come up throughout this course</li> <li>Coursework - as tests and assignments become available for this course you fill find them here</li> <li>Other Resources - includes various videos and links to things that may be useful to you throughout the duration of this course</li> <li>My Marks and Feedback - includes your marks and feedback for the various coursework of this course</li> <li>Help - includes links to helpful resources for students on how to use Learn</li> </ul> </li> </ul>	
Name of File	

Cancel

#### **Adding Audio**

Select an audio file to play on the page. If Autostart and Loop are both set to Yes, the audio file will begin playing when users open the page and will continue to play until they stop it or navigate away from the page. Include a transcript for those that cannot hear the audio file. Audio files come in a variety of formats and will spawn a compatible player based on the user's computer system. Audio files have one of the following extensions: .aiff, .midi, .mp, .wav, or .wma.

1. Click "Audio" under the "Create" heading

Home ©			
Build Content 🗸	Assessments 🗸	Tools 🗸	
Create	New Page		
Item	Content Folde	er	
File	Module Page		
Audio	Blank Page		
Image	Mashups		
Web Link	Flickr Photo		
Learning Module	YouTube Vide	0	
Lesson Plan	Media Hopper Media		
Syllabus	xpLor Content		
Course Link			

2. Enter a name for the Audio file and find the file you want to attach (either from your computer or from Content Collection)

0 1 0	page. If Autostart and Loop are both set to Yes, the audio file will begi away from the page. Include a transcript for those that cannot hear t	
* Indicates a required field.		Cancel Preview Submit
<b>米</b> Name	Name of Audio file	
Colour of Name	Black	
★ Find File	Browse My Computer Browse Content Collection	

3. Next you are presented with a couple of options. For the audio file itself you can select whether you want the audio file to Autostart or Loop. You can also choose whether you want to add alignment to content and you have the ability to attach a transcript file for people who cannot hear the audio. You are also presented with the same standard options as when you add an Item.

AUDIO OPTIONS	
Autostart	🔿 Yes 💿 No
Loop	🔿 Yes 💿 No
Add alignment to content	🔿 Yes 💿 No
Include Transcript	Browse Browse to select a file containing a transcript for people who cannot hear the audio.
STANDARD OPTIONS	
Permit Users to View this Content	● Yes ◯ No
Track Number of Views	⊖ Yes ⊙ No
Select Date and Time Restrictions	Display After       Image: Constraint of the second s
Click <b>Submit</b> to proceed. Click	k Cancel to go back. Cancel Preview Submit

- 4. When you are done click "Submit" at the bottom of the page
- 5. And now your new Audio file is added at the bottom of your current page. If you want to move it around on the page, simply drag it to wherever you want it.

uild Content V Assessments	v Tools v			
Welcome to the SoE Le	arn Course! course's Learn-site. In the side bar you can r	avinate to the various parts of this cou	including:	
Tutorials - includes t     Discussion Thread -     Coursework - as tes     Other Resources - ii     My Marks and Feed	cture timetable, lecture sildes, and lecture re- torial timetable and sign-up forms, as well as a place for discussion between students and as and assignments become available for this olders various videos and links to things that wack – includes your marks and feedback for helpful resources for students on how to us	weekly tutorial questions and solution teachers about various questions that course you fill find them here may be useful to you throughout the of the various coursework of this course	come up throughout this course	
Name of Audio File	-40			

#### Adding an Image

Blackboard Learn supports the following image file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, and .wmf. Select an image to show on the page. Set the height and width options to display the image at the right size, and include a description for those who cannot see the image.

1. Click "Image" under the "Create" heading

Home ©			
Build Content 🗸	Assessments 🗸	Tools 🗸	
Create	New Page		
Item	Content Fold	er	
File	Module Page	I	
Audio	Blank Page		
Image	Mashups		
Web Link	Flickr Photo		
Learning Module	YouTube Vide	0	
Lesson Plan	Media Hoppe	er Media	
Syllabus	xpLor Conter	nt	
Course Link			

2. Enter a name for the image and find the image you want to attach (either from your computer, Content Collection or from another service (eg. Flickr)). Then you have the option of adding and alternative image name which will appear when the user hovers their mouse over the image, and a description of the image which will appear under it.

	following image file types: .gif, .jif, .jpg, .jpeg, .png, .tiff, and .wmf. Select an image to show the right size, and include a description for those who cannot see the image. <u>More Help</u>	on the page. Set the height and width
* Indicates a required field. SELECT IMAGE FILE		Cancel Preview Submit
* Name	Image name	
Colour of Name	Black	
₭ Find File	Browse My Computer Browse Content Collection Browse Mashups	
Alt Text	Alternative image name	
Long Description For the toolbar, press ALT+F10	) (PC) or ALT+FN+F10 (Mac).	
A long description of the imag	ge and its relevance.	
		Character count 58

3. Next you are presented with a couple of options. You can choose whether to keep the original dimensions of the image, or customize them as you see fit. You also have the option of adding a border around the image. If you enter a URL in the "Image Target URL" box then clicking the image will take the user to that website. You are also presented with the same standard options as when you add an Item.

IMAGE OPTIONS	
Dimensions	Original Custom
Border	Non 🖸
Image Target URL	
Open in New Window	⊘ Yes ○ No
Add alignment to content	◯ Yes ⊙ No
STANDARD OPTIONS	
Permit Users to View this Content	⊙ Yes ◯ No
Track Number of Views	⊖ Yes ⊙ No
Select Date and Time Restrictions	Display After     Image: Second
	Display Until     Image: Second
Click <b>Submit</b> to proceed. Click	
	Cancel Preview Submit

- 4. When you are done click "Submit" at the bottom of the page
- 5. And now your new Image is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.

Success: Image name Edited	8
Home ©	
Build Content V Assessments V Tools V	n I
Welcome to the SoE Learn Course!           This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this           • Lectures - includes lecture timetable, lecture slides, and lecture recordings           • Tutorials - includes tutorial timetable and sign-up forms, as well as weakly tutorial questions and solution.           • Discursion Thread - a place for discussion between students and treachers about various questions:           • Oursework - as tasts and assignments become available for this course you fill find them here           • Other Resources - includes various videos and links to things that may be useful to you throughout t           • My Marks and Feedback - includes your marks and feedback for the various coursework of this course           • Help - includes links to helpful resources for students on how to use Learn	tions hat come up throughout this course ne duration of this course
THE UNIVE THE UNIVE of EDINBUR	

#### Adding a Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials.

1. Click "Web Link" under the "Create" heading

Home ©		
Build Content 🗸	Assessments 🗸 Tools 🗸	
Create	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Web Link	Flickr Photo	
Learning Module	YouTube Video	
Lesson Plan	Media Hopper Media	
Syllabus	xpLor Content	
Course Link		

2. Enter a name for the web link as well as the URL you want to link to. You also have the option of adding a description to go along with the link.

Create Web Link A Web Link is a shortcut to a We	tb resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials.	More Help
* Indicates a required field.		Cancel Submit
WEB LINK INFORMATION		
Ӿ Name	Name of Link	
Ӿ URL	http://www.ed.ac.uk For example, http://www.muuniversity.ac.uk	
DESCRIPTION Text For the toolbar, press ALT+F10		
		<b>₽</b> i X ×
% D û Q ♥ ལ ☰	≣ Ξ Ξ Ξ Ξ Ξ T <sup>x</sup> T <sub>x</sub> ∂ ζ> M M ₩-	
🖉 🖬 🕨 丸 🔥 Mashups 🖓	- ¶ 44 © 🕃 🎝 🏥 🗮 🗮 🗰 🗰 🖽 🖽 🖬 🖬 🖬	
A description of the link.		
Path: p		Words:5

3. Next you are presented with a couple of options. You can choose to select an attachment (either from your computer or from Content Collection), and whether you want the link to open up in a new window or not. You are also presented with the same standard options as when you add an Item.

ATTACHMENTS	
If you select a file you do not w	ant, click <b>Do Not Attach</b> to remove the attachment from the content item. The file itself is not deleted.
Attach File	Browse My Computer Browse Content Collection
WEB LINK OPTIONS	
Open in New Window	● Yes ◯ No
STANDARD OPTIONS	
Permit Users to View this Content	S Yes ○ No
Track Number of Views	🔿 Yes 📀 No
Select Date and Time Restrictions	Display After     Image: Constraint of the second sec
	Display Until     Image: Constraint of the second sec
Click Submit to proceed. Click	c Cancel to go back.

- 4. When you are done, click "Submit" at the bottom of the page
- 5. And now your new Web Link is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.

Success: Name of Link created.	8
Home ©	
Build Content v Assessments v Tools v	t↓
<ul> <li>Welcome to the SoE Learn Course!</li> <li>This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this course, including:</li> <li>Lectures - includes lecture timetable, lecture sides, and lecture recordings</li> <li>Tutorials - includes studial timetable and sign-up forms, as well as weekly tutorial questions and solutions</li> <li>Discussion Thread - a place for discussion between students and teachers about various questions that come up throughout this course</li> <li>Coursework - as tests and assignments become available for this course you fill find them here</li> <li>Other Resources - includes various videos and links to things that may be useful to you throughout the duration of this course</li> <li>My Marks and Feedback - includes your marks and feedback for the various coursework of this course</li> <li>Help - includes links to helpful resources for students on how to use Learn</li> </ul>	
Name of Link	

#### Adding a Content Folder

A Content Folder is a way of organizing content items. Content Folders and subfolders set up a hierarchy to group related material together. Using folders to organise content items can make materials easier to find and reduce the length of a Content Area.

1. Click "Content Folder" under the "New Page" heading

Home ©			
Build Content 🗸	Assessments 🗸	Tools 🗸	
Create	New Page		
Item	Content Fold	er	
File	Module Page		
Audio	Blank Page		
Image	Mashups		
Web Link	Flickr Photo		
Learning Module	YouTube Vide	90	
Lesson Plan	Media Hoppe	er Media	
Syllabus	xpLor Conter	nt	
Course Link			

2. Enter a name for the Content Folder, and if you want you can also enter a description of its contents.

Create Content Folder	
A Content Folder is a way of organising content items. Content Folders and sub-folders set up a hierarchy to group related material together. M	ore Help
* Indicates a required field.	cel Submit
X Name Content Folder Name	
Colour of Name Black	
Text For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	
<b>T</b> $T$ <b>T T Paragraph</b> $\ddagger$ Arial $\ddagger$ 3 (12pt) $\ddagger$ $\Xi \cdot \Xi \cdot T \cdot \checkmark \checkmark \checkmark$	<b>⊒</b> i ⊠ <
Ϫ D D Q 9 9 Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ <sup>*</sup> T <sub>x</sub> ∂ δ • τ τ τ −	
Image: Second	
Description of Content Folder.	
Path: p	Words:4
rau, p	words.4 //.

3. You are also presented with the same standard options as when you add an Item. When you are done, click "Submit" at the bottom of the page.

STANDARD OPTIONS	
Permit Users to View this Content	⊙ Yes ◯ No
Track Number of Views	◯ Yes O No
Select Date and Time Restrictions	Display After     Image: Second
	Display Until Enter dates as dd/mm/yyyy. Time may be entered in any increment.
Click <b>Submit</b> to proceed. Click	Cancel to go back.

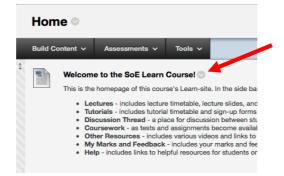
4. And now your Content Folder is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.

Hor	me 🛇	
Build	Content v Assessments v Tools v	t⊥
	Welcome to the SoE Learn Course!         This is the homepage of this course's Learn-site. In the side bar you can navigate to the various parts of this course, including:         • Lectures - includes lecture timetable, lecture sides, and lecture recordings         • Turorials - includes turorial timetable, and sign-up forms, as well as weekly turorial questions and solutions         • Discussion Thread - a place for discussion between students and teachers about various questions that come up throughout this course         • Coursework - as tests and assignments become available for this course you fill find them here         • Other Resources - includes various videos and links to things that may be useful to you throughout the duration of this course         • My Marks and Feedback - includes your marks and feedback for the various coursework of this course         • Help - includes links to helpful resources for students on how to use Learn	
‡ 	Content Folder Name         Image: Content Folder.           Description of Content Folder.         Image: Content Folder.	•

#### Adding Content to Content Folders

Content folders are not much use if they have no content inside them, so the following steps go through how to add things to your content folders.

1. Click the grey down-arrow next to the title of the content you want to move



2. Choose "Move" from the drop-down menu that appears

nd Course!		
Learn-site. Ir	Edit	th
etable, lectur etable and si	Adaptive Release	ito
or discussion signments be	Adaptive Helease: Advanced	ab u f
arious videos		se
rent pending resources for	Metadata	50
	Statistics Tracking (On/Off)	
	User Progress	1
	Сору	
	Move	
	Delete	

3. Select the course and content folder within that course where you want to move the content, and then click "Submit"

Move Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools, can be moved between Courses and Folders. Moving content deletes the content from the original location. <u>More Help</u>				
CONTENT INFORMATION	Cancel Submit			
Name	Welcome to Hanne's Playground Course!			
DESTINATION				
Destination Course	Hannes Playground course			
Destination Folder	/Home/Content Folder Name Browse			
Click Submit to proceed. Click	Cancel to go back.			

**Note:** It is also possible to move content folders into other content folders using the same steps.

#### Adding a YouTube Video

This allows you to embed or link a YouTube Video to your Learn course page.

1. Click "YouTube Video" under the "Mashups" heading

Home ©		
Build Content 🗸	Assessments V Tools V	
Create	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Web Link	Elicius Photo	
Learning Module	YouTube Video	
Lesson Plan	Media Hopper Media	
Syllabus	xpLor Content	
Course Link		

2. Search for the YouTube video you want in the search bar at the top of the page. Once you've found the one you want, click "Select" under its thumbnail.

Search Results Enter search information below. Click Go to view the results. The order of search results is deter	Provered by You Tube.
Search Blackboard Learn Language English O Go	
Displaying 1 to 10 of 264556 items	Page 1 of 26456 > Sort by Relevance Diploaded Any Time G Go
Blackboard Learn demonstration           Duration: (2:29) User: n/a Added: 08/07/14           YouTube URL: http://www.youtube.com/watch?v=ANcVKpBY0           Select	
Getting Oriented with Blackboard Learn           Duration: (2:51) User: n/a Added: 24/07/13           YouTube URL: http://www.youtube.com/watch?v=YtQkd23ts           Instructors, take a quick tour of your Blackboard Learn course environment. Find on the second se	out how to access your course controls, add and edit the course menu, and edit
Blackboard Learn Basics Duration: (12:50) User: n/a Added: 18/12/11 YouTube URL: http://www.youtube.com/watch?v=R21LXvrKUzc	

3. Now you have the option of altering the display name of the video you've selected, as well as adding a description about it. You can also select how users will see the video, your options include: thumbnail, text link with player, and embed video. Finally, you can decide whether to include the YouTube URL and YouTube information for your video.

Create Mash-up It Embed YouTube content directly	<b>rem</b> in a course. The content is streamed from YouTube and is not stored within the course.	Powered by You Tube-
* Indicates a required field. ADD YOUTUBE CONTENT	TO COURSE	Submit
Col Dura User	Name Blackboard Learn demonstration lour of Name Black ation: (2:29) r: //a - Added: 08/07/14 Tube URL: http://www.youtube.com/watch?v=ANcVKpBY0	
	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	i 55 «
Path: p		Words:5
MASH-UP OPTIONS Show YouTube URL creates and the date video was added.	a link to the YouTube website, enabling students to browse videos. <b>Show YouTube information</b> displays length of video	, name of creator
View	Thumbnail Thumbnail will show as full sized when the <b>View Link</b> is clicked. <b>Embed Video</b> will show the video player directly on th	ne page.
Show YouTube URL Show YouTube information	<ul> <li>Yes o No</li> <li>o Yes ○ No</li> </ul>	

4. You also have the option of adding an attachment (either from your computer or from content collection). You are also presented with the same standard options as when you add an Item. When you are done, click "Submit" at the bottom of the page.

Files can be attached here. Cl	lick <b>Browse</b> to select the file to attach and specify a name for the link to this file.
Attach local file	Browse My Computer Browse Content Collection
NDARD OPTIONS	
Permit Users to View this Content	O Yes ○ No
Track Number of Views	🔿 Yes 💿 No
Select Date and Time Restrictions	Display After  Display After  Enter dates as dd/mm/yyyy. Time may be entered in any increment.
	Display Until     Im     Im

Back Preview Submit

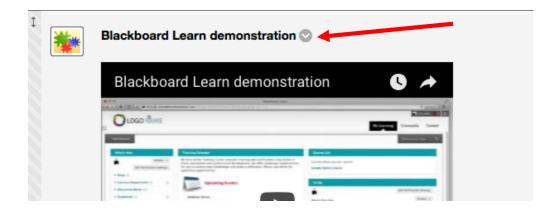
5. Depending on what viewing option you selected your YouTube video will appear slightly differently on your course page

**	Blackboard Learn demonstration
	Blackboard Learn demonstration       Thumbnail         Watch Video       Watch Video
*	Blackboard Learn demonstration Watch Video Blackboard Learn demonstration User: n/a - Added: 08/07/14 Text Link with Player
	<section-header><section-header><section-header><section-header><section-header><complex-block><image/></complex-block></section-header></section-header></section-header></section-header></section-header>

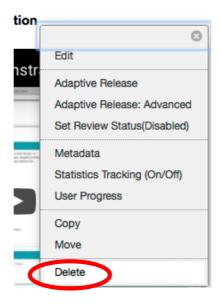
#### **Deleting course content**

After all of this you may come to the realisation that you have added content which you do not actually need. If this is the case, then the following steps will walk you through how to delete content from your Learn course page.

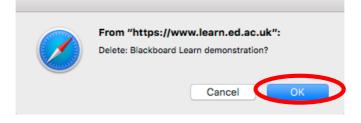
1. Click the grey down-arrow next to the title of the content you want to delete



2. Choose "Delete" from the drop-down menu that appears



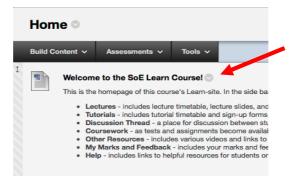
3. Select "OK" from the pop-up window, and your added content will be deleted.



#### Editing course content

After adding content to your course page you may realise that you made a typo or that you simply want to alter some of the options you selected for that content. If this is the case, then the following steps will walk you through how to edit content on your Learn course page.

1. Click the grey down-arrow next to the title of the content you want to edit



2. Choose "Edit" from the drop-down menu that appears

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	Adaptive Release: Advanced Set Review Status(Disabled)	
	Metadata	rse
	Statistics Tracking (On/Off) User Progress	
	Сору	
	Move	
	Delete	

 You'll be taken back to the same menu as when you originally created the content, and you can edit any of the text/attachments/options as you please. When you're done editing, click "Submit" at either the top or bottom right of the page.

Edit Item A content item is any type of file,	, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. <u>More Help</u>	
* Indicates a required field.		Canor Submit
* Name	Welcome to Hanne's Playground Course!	
Colour of Name	Black	
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