



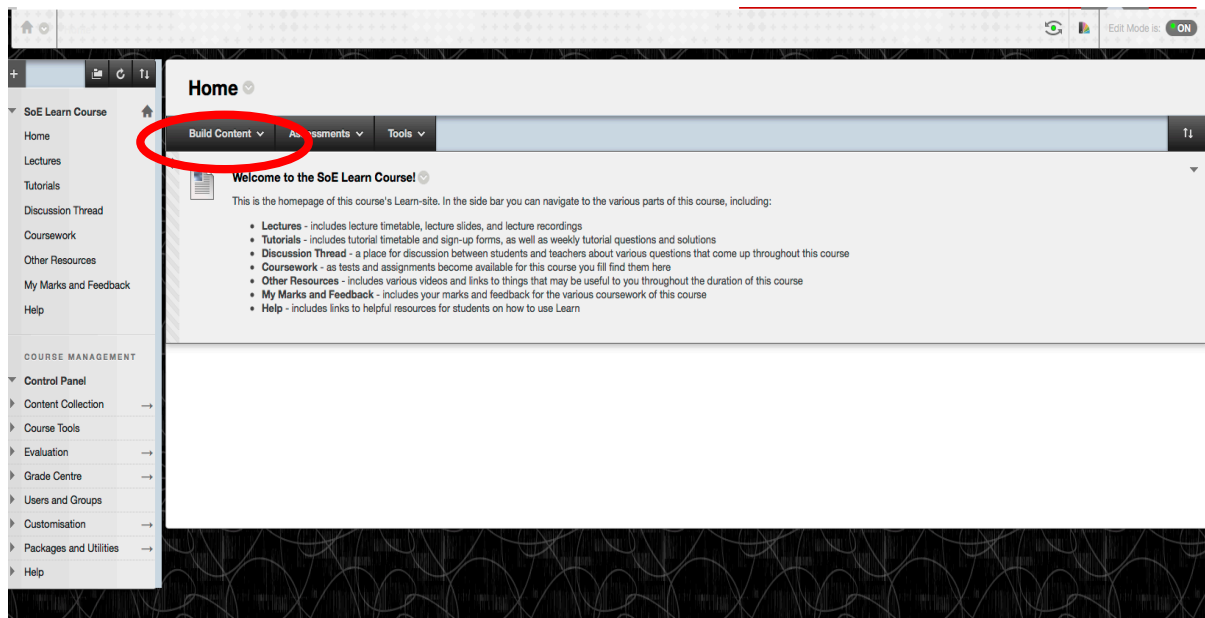
THE UNIVERSITY *of* EDINBURGH

How to add new content to a course

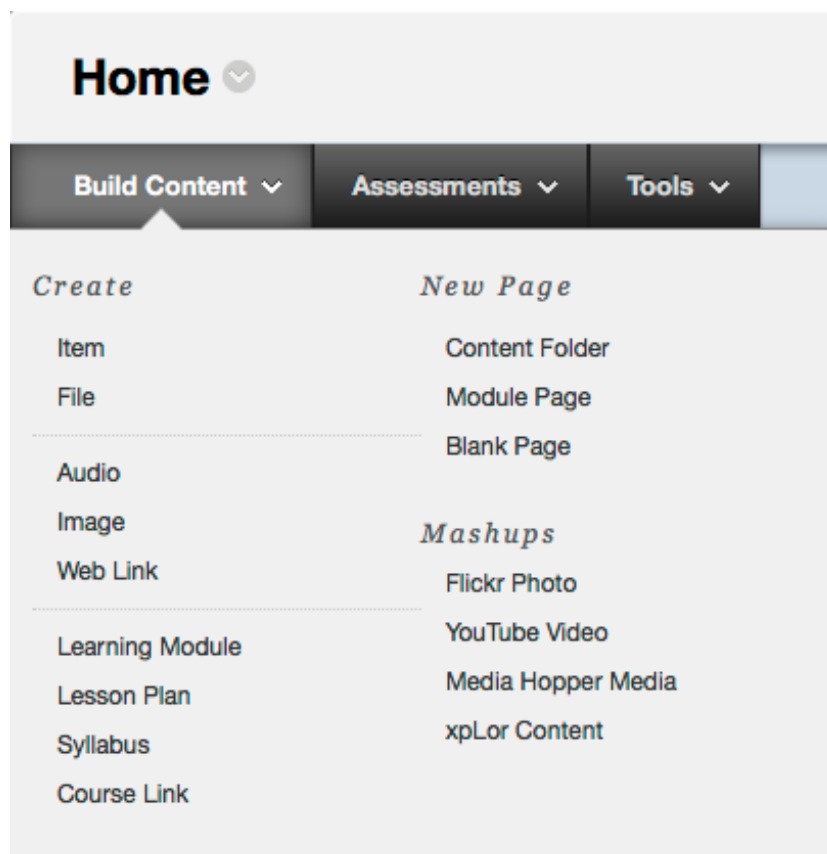
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Adding course content

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



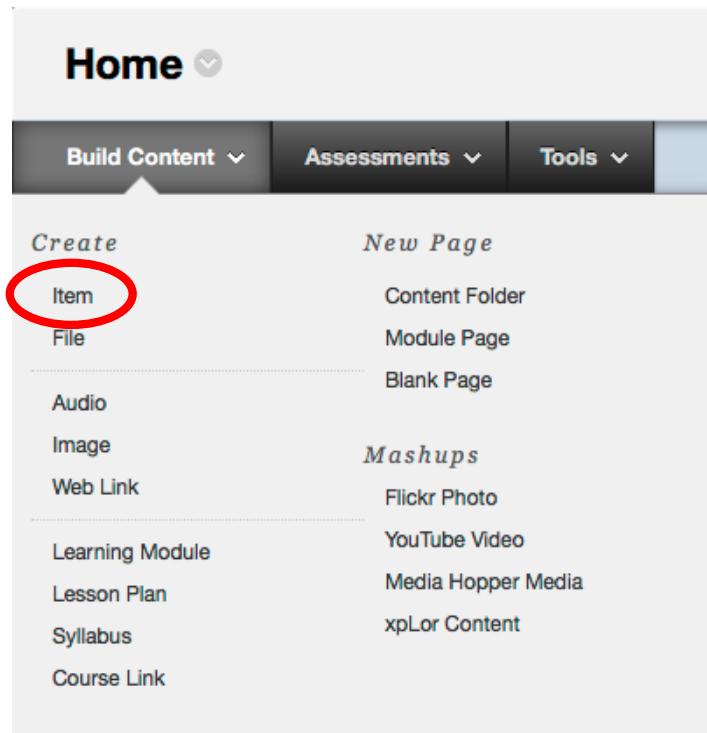
3. The following menu opens up and asks you what type of content it is that you want to add/build



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



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. [More Help](#)

* Indicates a required field. Cancel Submit

CONTENT INFORMATION

* Name

Colour of Name

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

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and HTML/CSS.

Enter item description here.

Path: p Words:4

- 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 want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

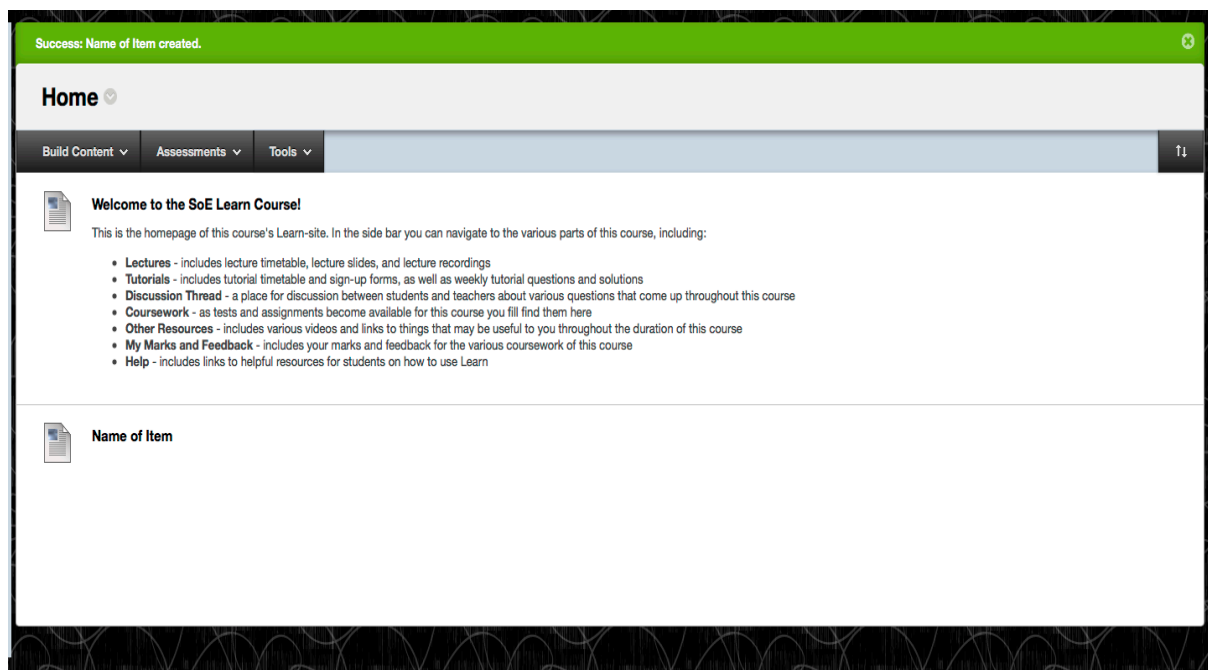
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

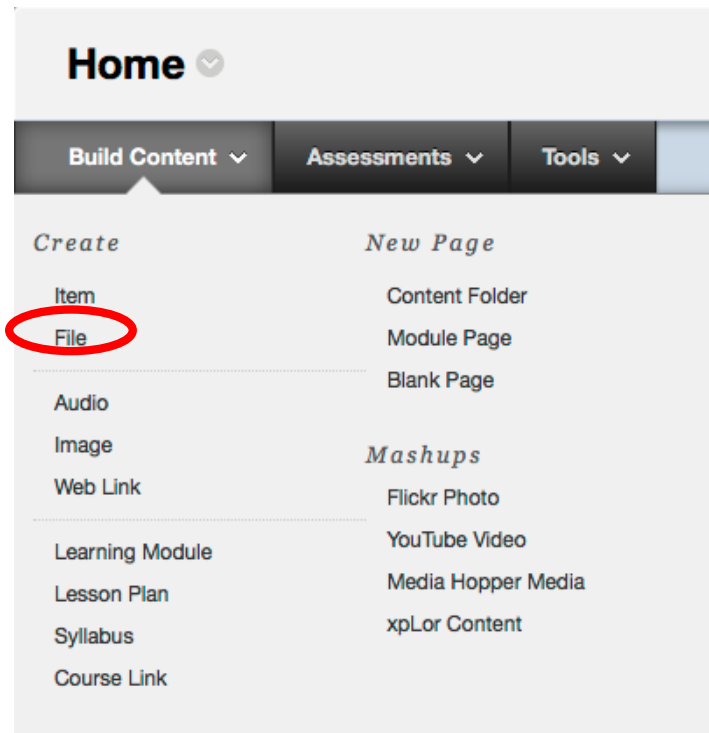
- When you are done, click “Submit” at the bottom of the page.
- And now your new Item is added to the bottom of your current page. If you want to move it around on the page, simply drag it to wherever you want it.



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



2. Enter a name for the File and find the file you want to attach (either from your computer or from Content Collection¹).

Create 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. [More Help](#)

* Indicates a required field. Cancel Submit

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Colour for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Colour of Name Black

* Find File





¹ 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]

- 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

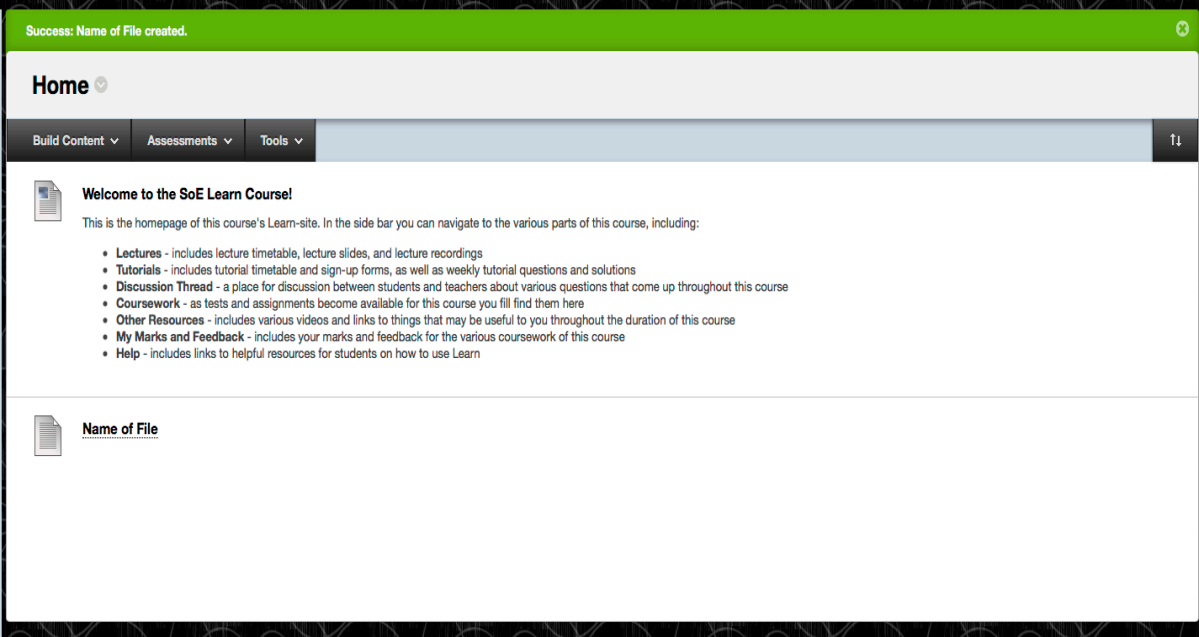
- Permit Users to View this Content Yes No
- Track Number of Views Yes No
- Select Date and Time Restrictions
- Display After  
Enter dates as dd/mm/yyyy. Time may be entered in any increment.
- Display Until  
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit


- When you are done, click “Submit” at the bottom of the page
- 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.


Home

Build Content ▾ Assessments ▾ Tools ▾

 **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:

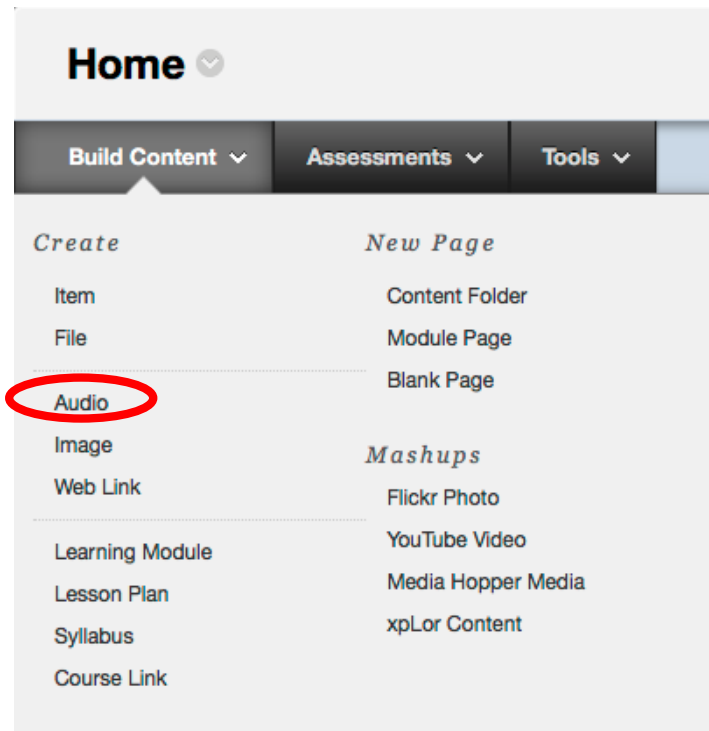
- **Lectures** - includes lecture timetable, lecture slides, and lecture recordings
- **Tutorials** - includes tutorial timetable and sign-up forms, as well as weekly tutorial questions and solutions
- **Discussion Thread** - a place for discussion between students and teachers about various questions that come up throughout this course
- **Coursework** - as tests and assignments become available for this course you will 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

 **Name of File**

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



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

Create 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. [More Help](#)

* Indicates a required field.

Cancel Preview Submit

SELECT AUDIO FILE

* Name

Colour of Name

* Find File

- 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 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

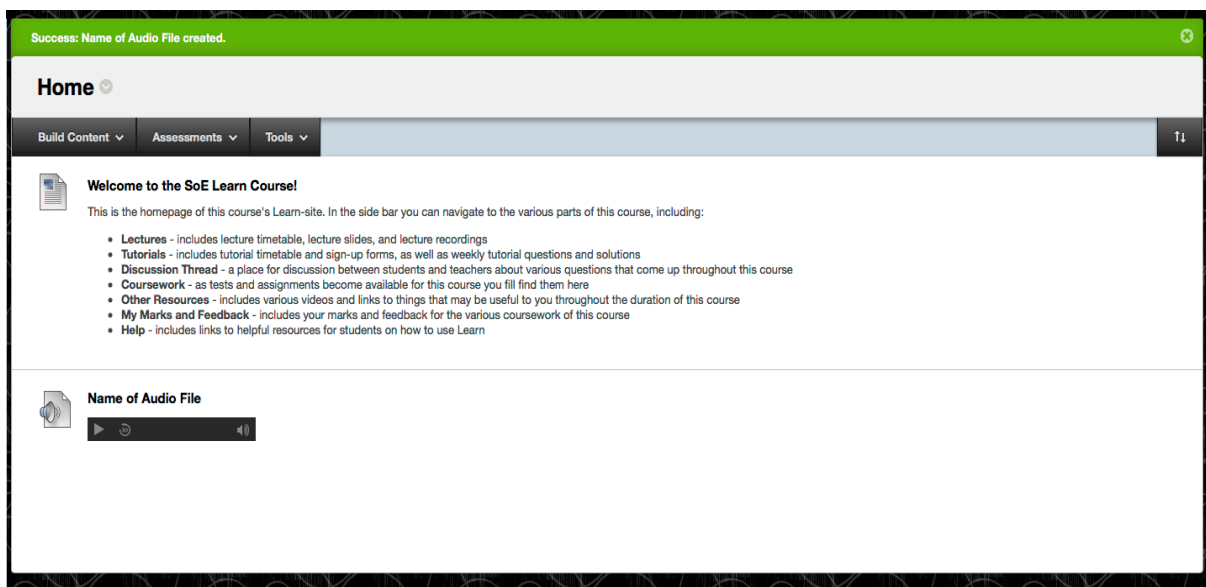
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

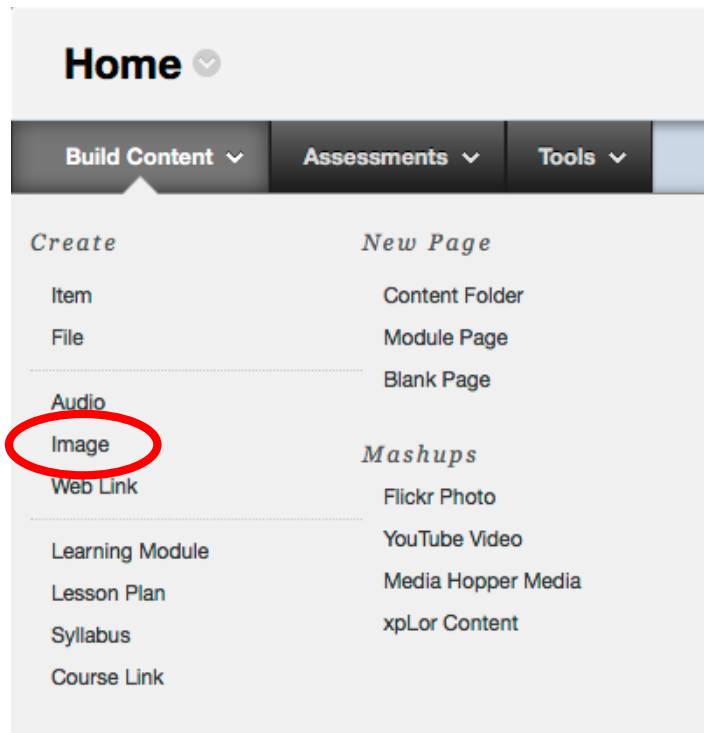
- When you are done click “Submit” at the bottom of the page
- And now your new Audio file is added at the bottom of your current page. If you want to move it around on the page, simply drag it to wherever you want it.



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



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.

Create 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. [More Help](#)

SELECT IMAGE FILE

* Indicates a required field.

* Name

Colour of Name Black

* Find File

Alt Text

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

A long description of the image and its relevance.

Character count 58

Provide a description for people who cannot see the image.

- 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

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

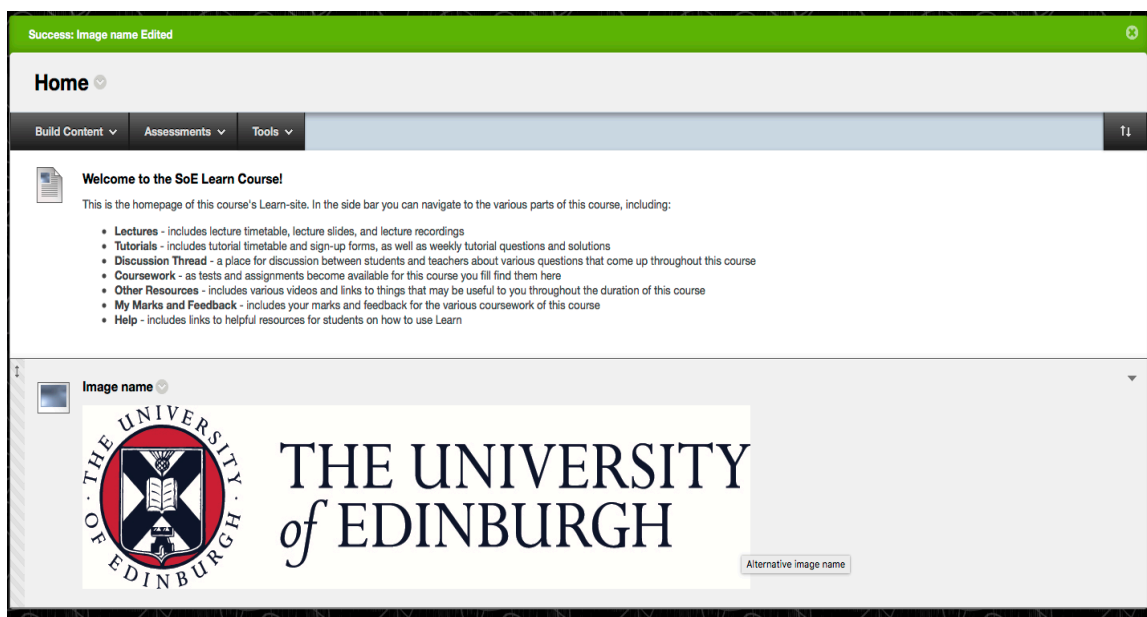
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

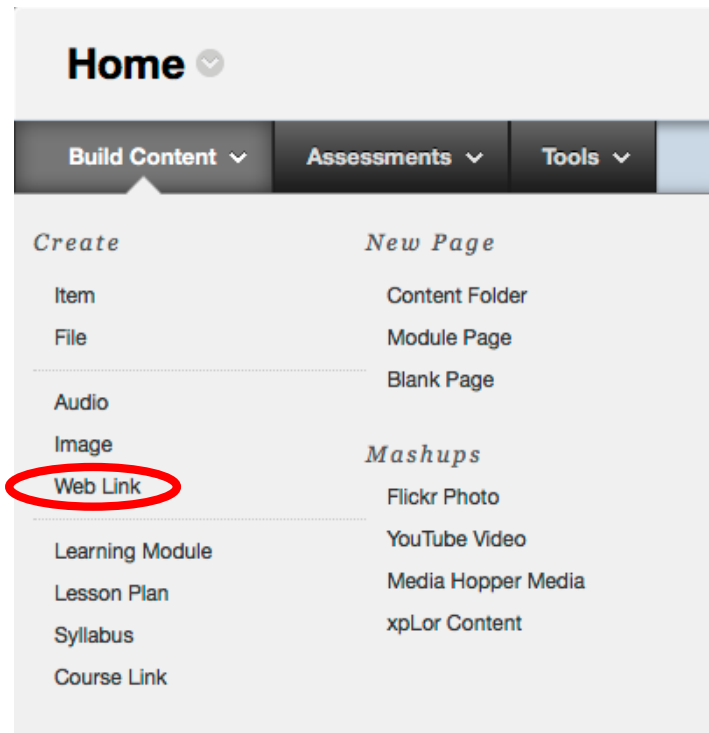
- When you are done click “Submit” at the bottom of the page
- And now your new Image is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.



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



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 Web 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

* Name

* URL
For example, http://www.myuniversity.ac.uk

DESCRIPTION

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

A description of the link.

Path: p Words:5

- 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 want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

WEB LINK OPTIONS

Open in New Window 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
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

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

*Click **Submit** to proceed. Click **Cancel** to go back.*

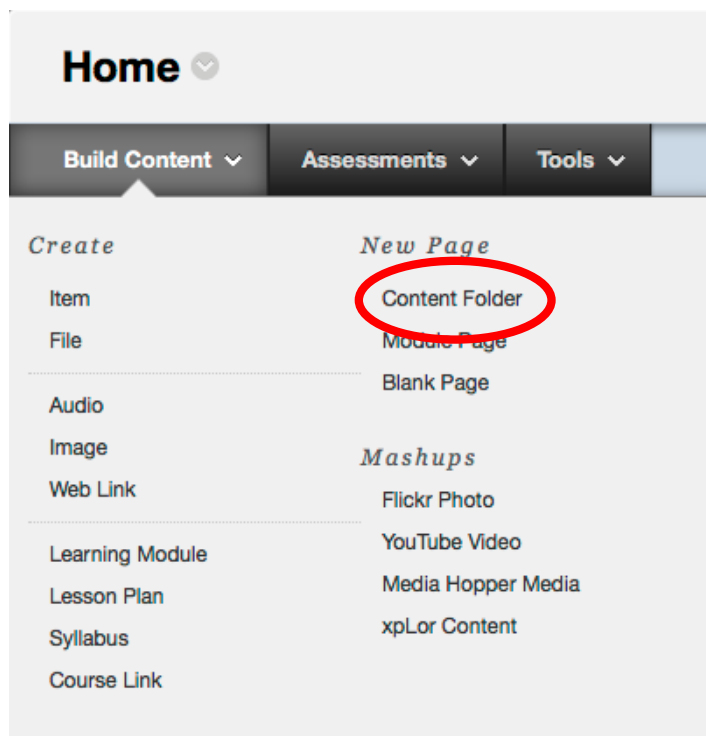
- When you are done, click “Submit” at the bottom of the page
- And now your new Web Link is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.

The screenshot shows a course management interface. At the top, a green banner displays the message: "Success: Name of Link created." Below this is a navigation bar with "Home" and a dropdown menu. Underneath, there are three tabs: "Build Content", "Assessments", and "Tools". The main content area features a "Welcome to the SoE Learn Course!" section with a list of resources: Lectures, Tutorials, Discussion Thread, Coursework, Other Resources, My Marks and Feedback, and Help. At the bottom of the page, a new web link titled "Name of Link" is visible, accompanied by a globe icon.

Adding a Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders 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



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. [More Help](#)

* Indicates a required field. Cancel Submit

CONTENT FOLDER INFORMATION

* Name

Colour of Name Black

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

Description of Content Folder.

Path: p Words:4

- 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 No

Select Date and Time Restrictions

Display After

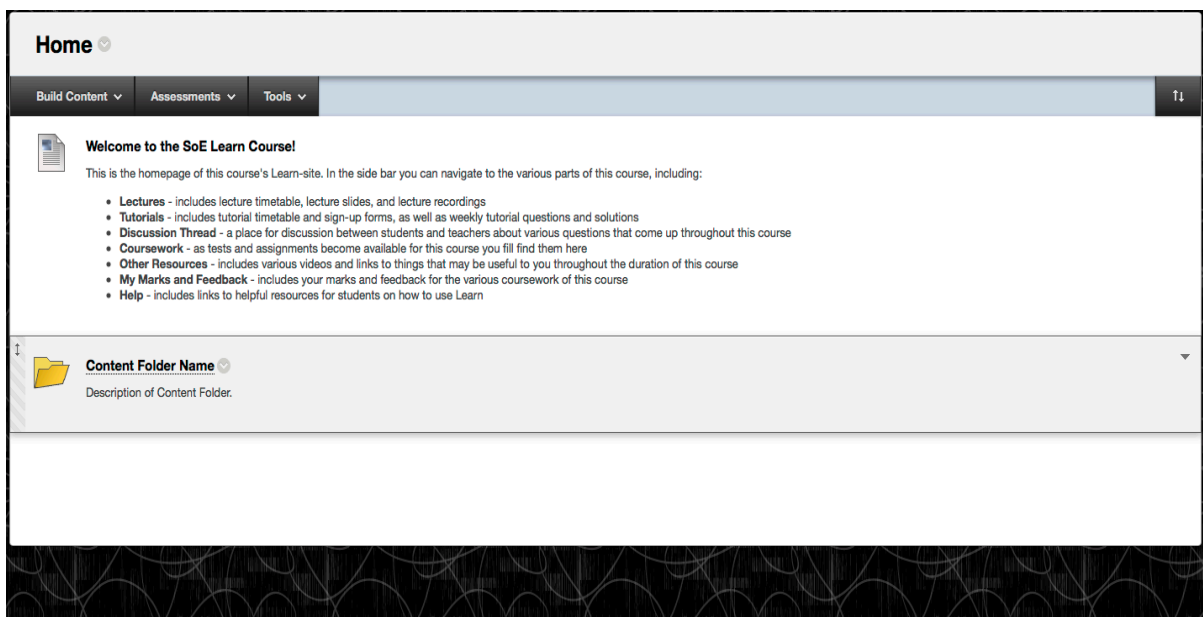
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

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

Click **Submit** to proceed. Click **Cancel** to go back.

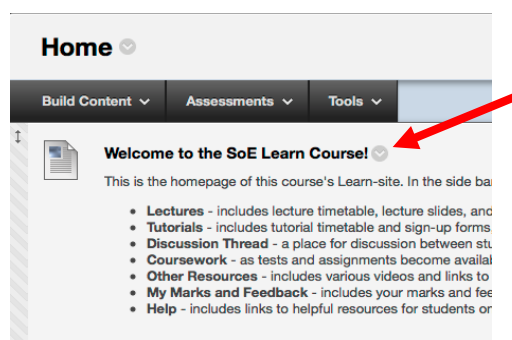
- And now your Content Folder is added at the bottom of your current page. If you want to move it around the page, simply drag it to wherever you want it.



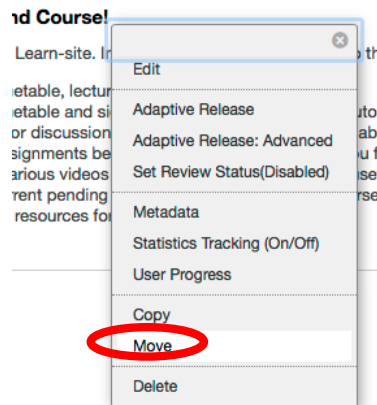
Adding Content to Content Folders

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.

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



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



- 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. [More Help](#)

Cancel Submit

CONTENT INFORMATION

Name Welcome to Hanne's Playground Course!

DESTINATION

Destination Course Hannes Playground course

Destination Folder /Home/Content Folder Name

*Click **Submit** to proceed. Click **Cancel** to go back.*

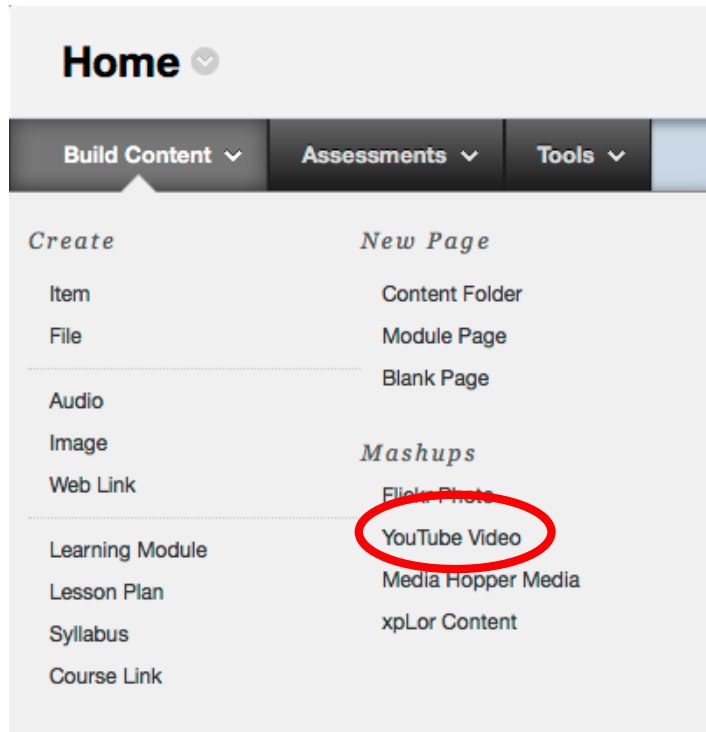
Cancel Submit

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

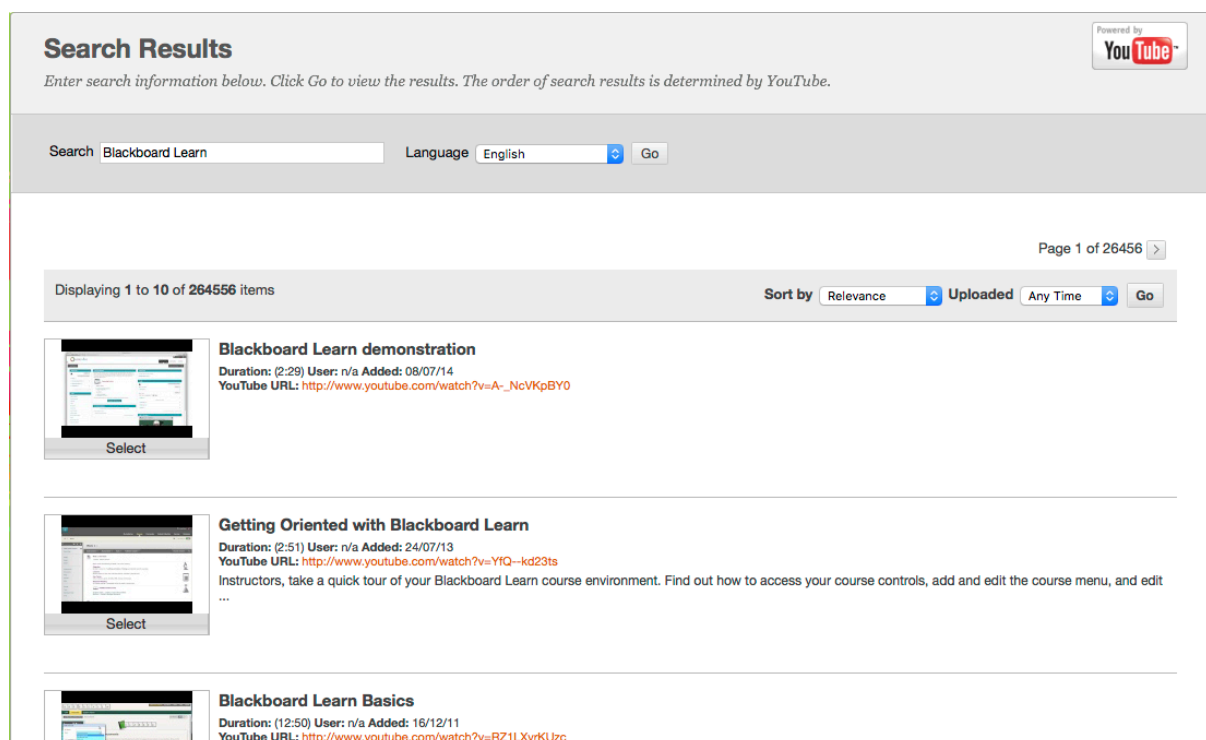
Adding a YouTube Video

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

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




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.



- 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 Item

Embed YouTube content directly in a course. The content is streamed from YouTube and is not stored within the course.



* Indicates a required field.

ADD YOUTUBE CONTENT TO COURSE



* **Name**

Colour of Name **Black**

Duration: (2:29)
User: n/a - Added: 08/07/14
YouTube URL: http://www.youtube.com/watch?v=A-_NcVKpBY0

Description

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

T T T Paragraph Arial 3 (12pt)
[Icons]

Add your own description here.

Path: p Words:5

MASH-UP OPTIONS

Show YouTube URL creates a link to the YouTube website, enabling students to browse videos. *Show YouTube information* displays length of video, name of creator and the date video was added.

View

Thumbnail will show as full sized when the View Link is clicked. Embed Video will show the video player directly on the page.

Show YouTube URL Yes No

Show YouTube information Yes No

- 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.

ATTACHMENTS

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

Attach local file

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After


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

Display Until


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

Click Submit to proceed.

- 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
User: n/a - Added: 08/07/14

Watch Video

Thumbnail




Blackboard Learn demonstration

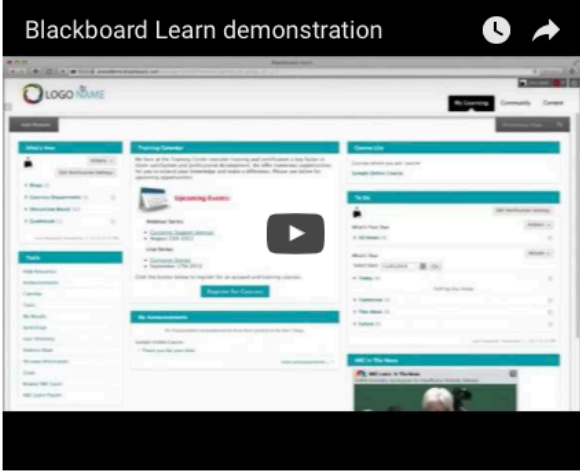
[Watch Video](#)

Blackboard Learn demonstration
User: n/a - Added: 08/07/14

Text Link with Player



Blackboard Learn demonstration



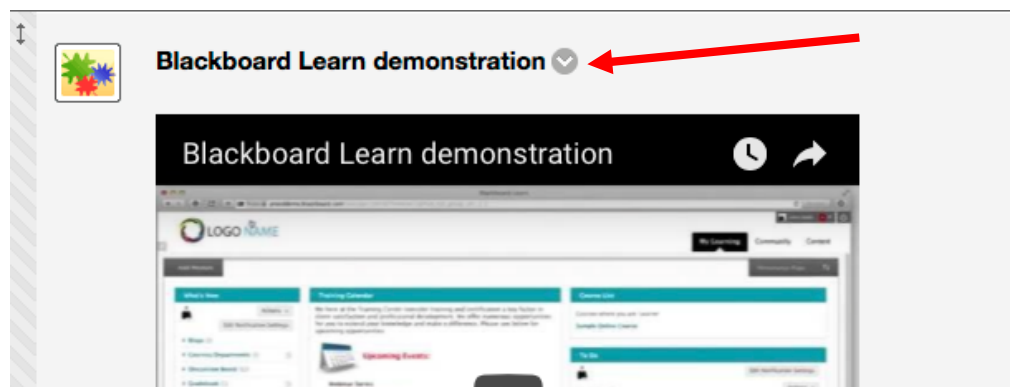
Blackboard Learn demonstration
User: n/a - Added: 08/07/14

Embed Video

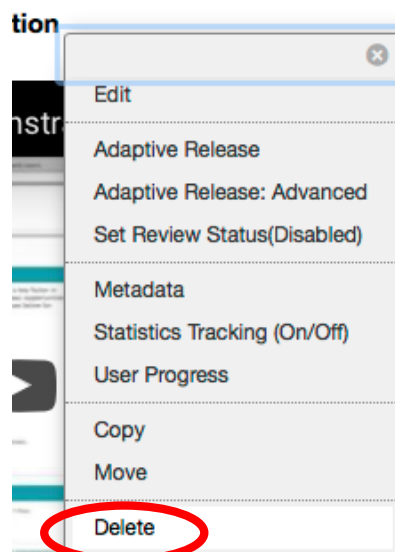
Deleting course content

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.

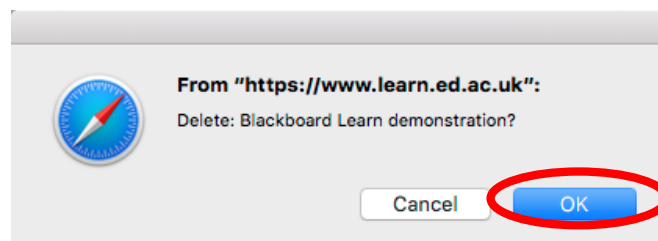
1. Click the grey down-arrow next to the title of the content you want to delete



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



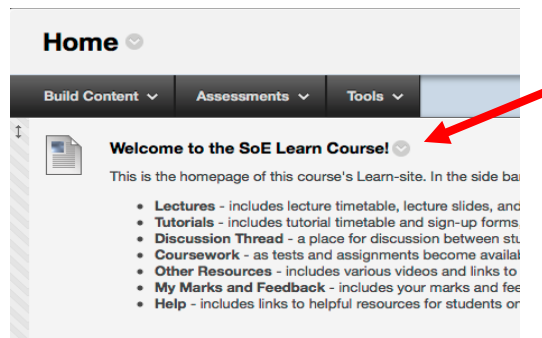
3. Select "OK" from the pop-up window, and your added content will be deleted.



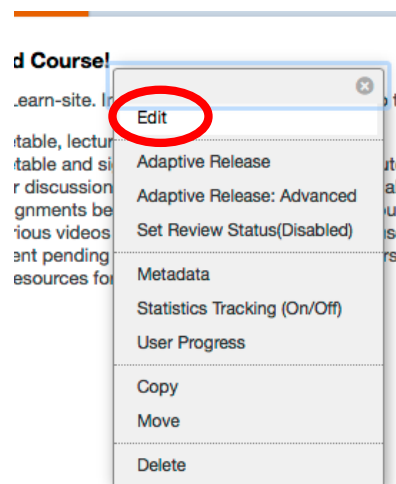
Editing course content

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



3. 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.

