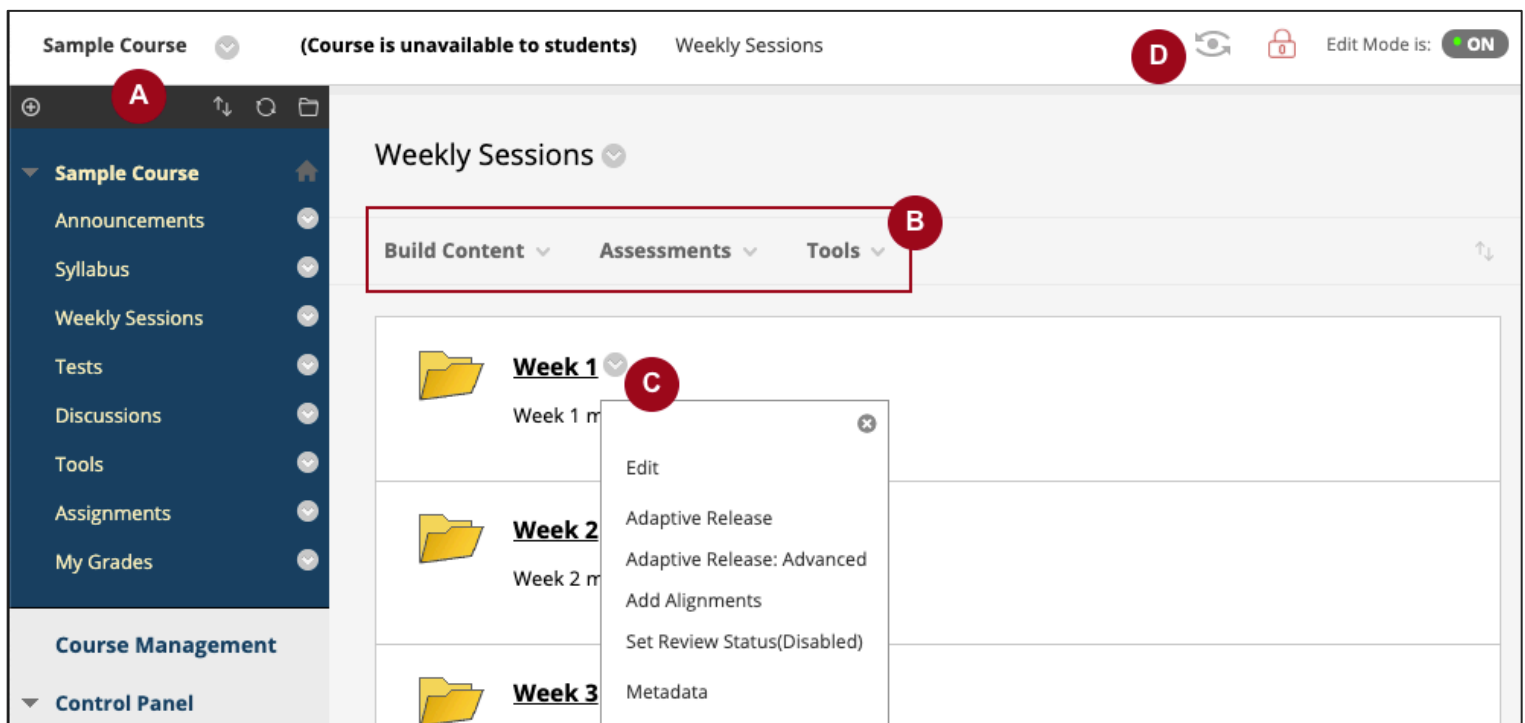# Blackboard: Create and Manage Course Content

Blackboard enables you to present various types of learning materials and experiences in an organized and engaging way. Use this guide to learn about adding and managing Blackboard course content.

Creating and Managing Content

A. Course Menu: Students' access point for all course content. Some links are included in the menu by default, but you can rename, delete, or add them as needed. To add links, click the plus icon. Types of content that can be added to the menu include:

- **Content Areas** (e.g., Syllabus, Outline, etc.) contain course materials like readings, videos, assignments, or quizzes.
- **Tool Links** (e.g., Announcements, Discussions, etc.) are direct links to specific tools.

B. Action Bar: To begin adding content, click on the menu link where you want to add content and then select an option on the Action Bar (e.g., Build Content, Assessments, Tools).

C. Options Menu: Click the down-arrow ⊙ to show a menu of actions associated with the item it is next to, like edit or delete.
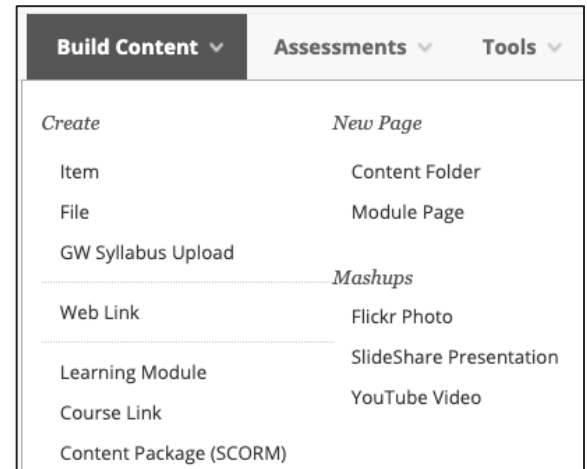
D. Student Preview Mode: View your course from the student's perspective. When you save the preview user account, the dot in the middle of the Student Preview icon turns green.

Types of Course Content

Within a Content Area, you can add a variety of content items to present your course materials. You can also add folders to organize your content. To add content, click on the Content Area in the Course Menu and select a function on the action bar to choose a content type.
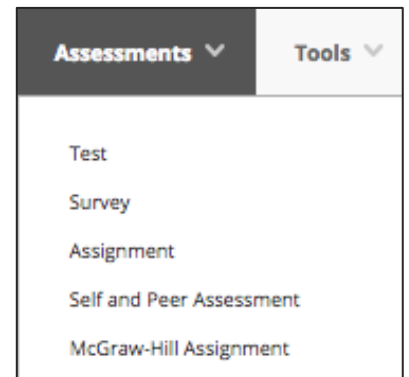
Build Content

- **File and Item:** Create a link to a single file or present a combination of content using an Item. With an Item, you can attach files and use a content editor to format text, attach files, embed multimedia, and insert links.

- **Content Folder:** Add a series of subfolders within a Content Area for more organization.

- **Mashups:** Search for and embed YouTube videos and other multimedia content.

Assessments

- **Test:** Create tests with question types such as Multiple Choice, True/False, Fill in the Blank, Matching, and Essay.

- **Survey:** Surveys are ungraded, anonymous tests. Use surveys to poll student opinion or conduct class evaluations.

- **Assignment:** Create Assignments to collect student papers in Blackboard and provide grades and feedback to each student or group. You can also enable the SafeAssign feature to assist with detecting plagiarism and help students learn to cite sources correctly.

Tools

- Provide links to tools near related content.

  For example, if you want students to read an article and then participate in a discussion, you can add a File for students to read and then, in the same area, add a Tool Link to the Discussion Board for easy participation.