Blackboard: Adding Content

Library Home > Blackboard Center > Adding Content

Everything that you will need to add to your course, whether it is an announcement, a syllabus, or class notes, will be added through the Control Panel. Begin there.

To add an announcement, click on Announcements and fill in the form. Click Submit to finish.

To add a syllabus, click on Syllabus and fill in the form. If you are attaching a syllabus document, use the Browse button to locate the document, select it, then click submit to finish.

To add course materials, follow the same procedure as with syllabus (see above), but use the section titled Course Material or Assignments.

Before uploading any course materials to Blackboard, you should give some thought and preparation to how you would like to organize them within the Blackboard structure. Would you rather have folders set up in Blackboard for different file types? Would you rather create folders by chapter or by unit?

To create a folder, click on Manage Course Menu from the Control Panel. Choose Add Content Area and complete the form. Once the folder has been created, click into the folder and click Add Item to add your documents.

NOTE – In Blackboard, you have the ability to change the name of the buttons that appear on the left navigation bar for students. To do this:

1. Go to the Control Panel.
2. Choose Manage Course Menu.
3. Click on the appropriate section.
4. Type the desired name in the Area Name box.
5. Click Submit.

If you have questions about Blackboard or library research,

Ask A Librarian

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