

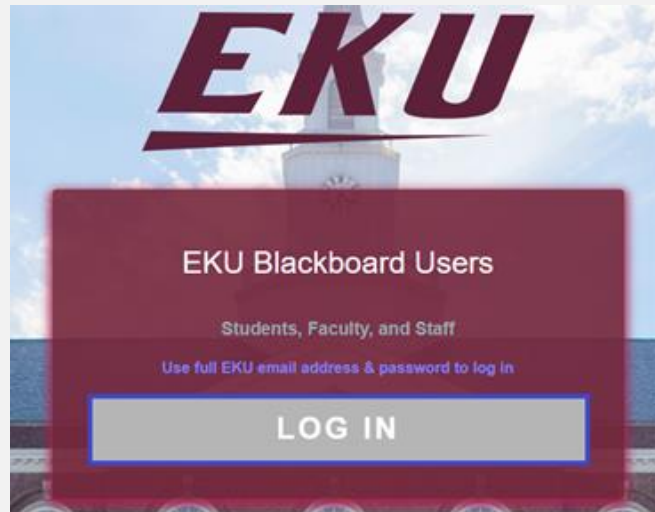
EKU ONLINE INSTRUCTIONAL DESIGN CENTER

CREATING AN ITEM IN BLACKBOARD

By adding an "item," instructors can efficiently share vital information and multimedia. Create organized and customizable materials and optimize your teaching by adding an item to a specific content module in your course.

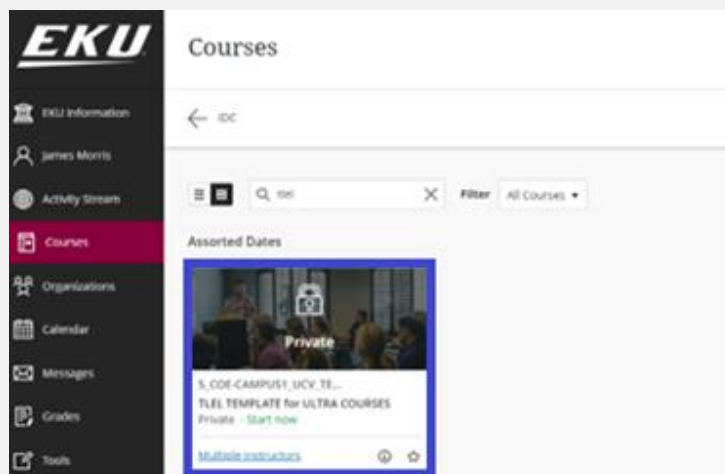
STEP 1

Log into Blackboard.



STEP 2

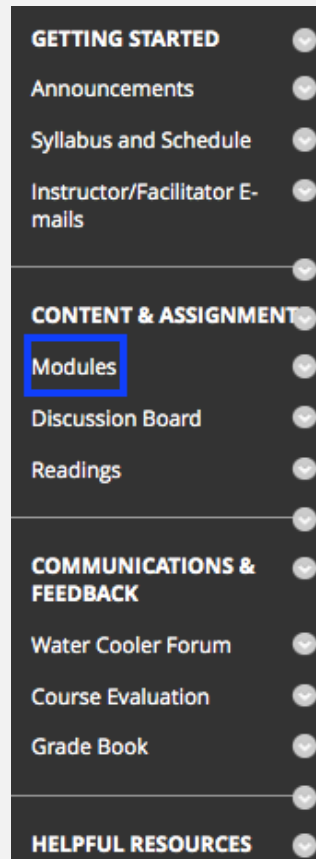
Select the appropriate course.



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STEP 3

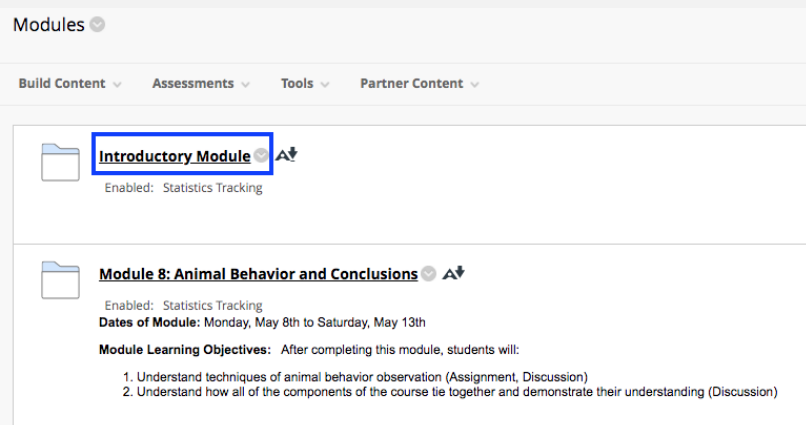
Click on the Content Area in the course's sidebar where you want to create your item. Most likely, you'll want to add course content to one of your Modules.



STEP 4

Click on the Module where you want to create the new item.

(Or if you want to create a new item on this page, move to the next step.)



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STEP 5

Hover your mouse over the Build Content button on the top menu and select item.

Introductory Module ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Create

Item	Content Folder
File	Module Page
	Blank Page
Audio	
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentation
Learning Module	YouTube Video

STEP 6

Create your item using the rich text editor, add images or video using the media button or embed code tool.

You can also add attachments.

Click Submit.

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.

CONTENT INFORMATION

* Name

Color of Name
■ Black

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

Rich text editor toolbar with icons for Bold, Italic, Underline, Paragraph, Arial, 10pt, and other formatting options.

Attachments

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Browse Local Files Browse Content Collection Browse Cloud Service

Click **Submit** to proceed.

Cancel Submit

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STEP 7

Once you click submit, your item will appear at the bottom of the Content Area

Introductory Module

Build Content Assessments Tools Partner Content

Introductory Module Overview

Hello!

I would like to welcome all of you to the course and am excited to get to know you!

Below is a list of things I would like you to do before beginning Module 1.

1. Read the syllabus **VERY** thoroughly.
 - o Post questions you may have regarding the syllabus to the Water Cooler Forum.
 - o The syllabus is located on the course navigation sidebar (to the left).
 - o Print save, and/or bookmark the syllabus for use over the term.
2. Familiarize yourself with the website and how to navigate it (I will post a video about navigating the co
3. Familiarize yourself with the Course Instructor (Dr. Makecha) and the Course Facilitators (more information on !
4. Finally, introduce yourself via the Icebreaker forum on the Discussion Board (this can be accessed under CON' Create Thread and then tell us about yourself!

This course incorporates the principles of Universal Design for Learning and is consistent with Web Content Accessibility please request your accommodation letter from the CSA. CSA will transmit your letter to the course instructor(s). It is r

If you believe you need an accommodation and are not registered with the CSA, please contact CSA in 361 Whit

A student with a disability may be an individual with a physical or psychological impairment that substantially limit standing, lifting, performing manual tasks and working.

Additionally, pregnancy accompanied by a medical condition(s), which causes a similar substantial limitation, ma

Once you have completed this list of things, you will be ready to start Module 1, which will be available Monday, Marc

IceBreaker Forum

Click on this link, click on Create a New Thread, and introduce yourself to the class by including your name, your maj

Nuts and Bolts

About this Course

Input your text or media here!

STEP 8

You can change the location of the item by hovering over the purple bar until the arrows appear, grab and drop the item in your desired location.

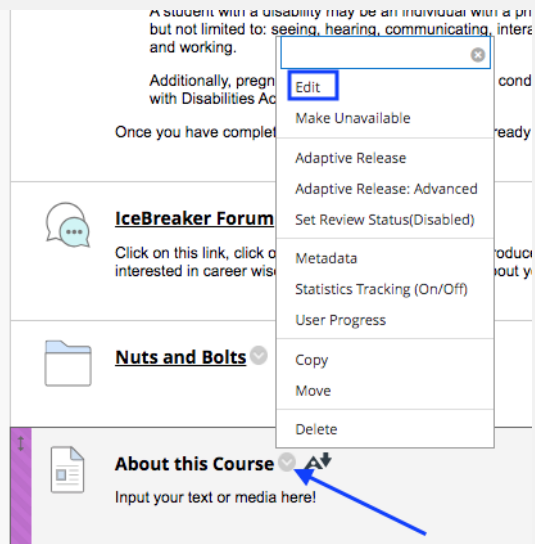
About this Course

Input your text or media here!

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STEP 9

You can edit the item by hovering over the down arrow and selecting edit.



The screenshot shows a list of course items. The 'About this Course' item is selected, and a dropdown menu is open over it. The menu options are: Edit, Make Unavailable, Adaptive Release, Adaptive Release: Advanced, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Copy, Move, and Delete. A blue arrow points to the 'Edit' option in the menu. The 'About this Course' item has a document icon and the text 'Input your text or media here!'.