

How to create and populate folders and items for weekly instructional content

John P. Walsh
Associate Professor and Assistant Dean
Leonard Davis School of Gerontology
University of Southern California

- KSOM Teaching Enhancement Resources
 - Announcements
 - About Us
 - Workshops
 - Members/Staff
 - Agenda/Minutes
 - Resources
 - Tools
 - USC Code of Ethics
 - Organization Home
- Organization Management

Resources

Build Content | Assessments | Tools | Partner Content

Create

- Item
- File
- Web Link
- Learning Module
- Lesson Plan
- Organization Link
- Content Package (SCORM)

New Page

- Content Folder
- Blank Page

Mashups

- Flickr Photo
- SlideShare Presentation
- YouTube Video

It's time to add content...

Use functions above to add it.

1. Scroll cursor over "Build content"

2. Click on "Content Folder"

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

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



Below you will find an example "Content Folder" that will include he following FOUR modules:

- 1) an "Item" used to place an instructional video
- 2) an "Item" used to place material for students to learn from on their own time as well as to be referred to during lectures (if you like).
- 3) A "test" to be used to test student understanding of the material.

Path: Words:97

Click **Submit** to proceed.

Cancel

1. Enter the name of the folder as you want it to appear – For example, Week 1: Diet and Cancer (see below)

2. You have the option of entering further text instructions here, or to add anything the above task bar offers (i.e. an attachment, a link, an image) For example, Week 1: Diet and Cancer

3. Click on submit when you are done

- KSOM Teaching Enhancement Resources
 - Announcements
 - About Us
 - Workshops
 - Members/Staff
 - Agenda/Minutes
 - Resources
 - Tools
 - USC Code of Ethics
 - Organization Home
- Organization Management
- Control Panel
 - Content Collection

1. Scroll cursor over "Build content"

- Build Content
- Assessments
- Tools
- Partner Content

2. Click on "Item"

- Create
 - Item
 - File
 - Web Link
 - Learning Module
 - Lesson Plan
 - Organization Link
 - Content Package (SCORM)
- New Page
 - Content Folder
 - Blank Page
- Mashups
 - Flickr Photo
 - SlideShare Presentation
 - YouTube Video

It's time to add content...
Use functions above to add it.

KSOM Teaching Enhancement Resources

- Announcements
- About Us
- Workshops
- Members/Staff
- Agenda/Minutes
- Resources

Tools

- USC Code of Ethics
- Organization Home

Organization Management

- Control Panel
- Content Collection
- Organization Tools
- Users and Groups
- Customization
- Packages and Utilities

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

1. Enter the name of the "Item" for example, I have called this one "How to create an Item, test, and discussion"

Color of Name Black

Text

2. You have the option of entering further text instructions here, or to add anything the above task bar offers (i.e. an attachment, a link, an image) For example, Week 1: Diet and Cancer

Path: p

ATTACHMENTS

Click **Submit** to proceed.

3. Click on submit when you are done

Cancel

This video from John Walsh's Playlist provides step-by-step instructions on how to make content areas in Blackboard. It starts with a short addition for tutorial 2 of the series on making Turnitin assignments

**Bb tutorial 3 engaging content areas ice video 20200526
130553**

<https://www.youtube.com/watch?v=vJZjFZJVOQo&list=PLWN8mkJvNZSaKjVid4JsISa9aOswPprsu&index=3>