

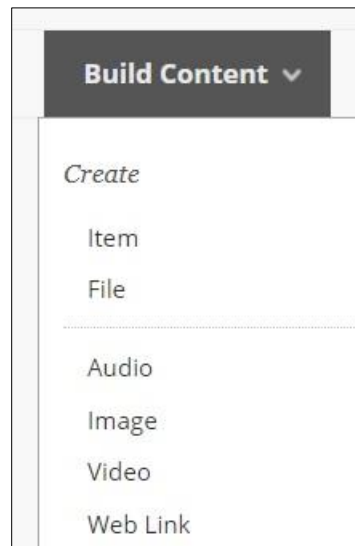
Build Content Options

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Instructors can add different materials and media through the Build Content option in any Content area in Blackboard.

Build Content Options

1. Navigate to a content area, for example Course Materials. Mouse over the **Build Content button** and access the dropdown menu. There are multiple selections under **Create** that can be used.



Item – This selection be used to add a combination of content such as text descriptions, attached files, media like web links and embedded video.

File – This selection creates a link to a file. You can't add a description with the link, so you want to be sure to use a meaningful title. For example, include "Syllabus" in the title. If you need to add more description, it is better to use **Item**.

Audio – This selection allows instructors to upload specific audio files, such as .mp4

Image – This selection allows instructors to add images within a content area.

Video – This selection allows instructors to add video files directly to Blackboard.

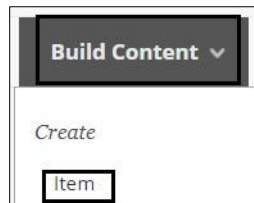
Web link – This selection allows instructors to add URL links to outside resources and webpages.

Note: John Jay Blackboard Support does not recommend uploading audio or video files directly into Blackboard as this can take up the **1.5GB** Course Quota quickly. Please refer to Yuja, CUNY Dropbox or using YouTube for adding media files.

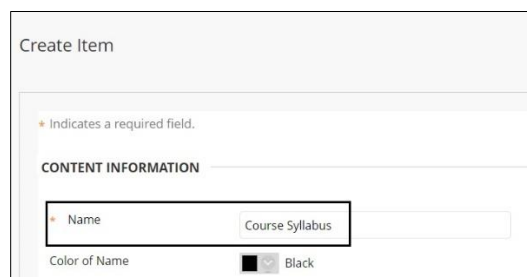
Create An Item

Most materials can be added in a course by using the **Create Item** selection as it has a text editor for written instructions, can attach files, add media such as videos as well as URL links. This item should be used for posted content only and not as an assignment.

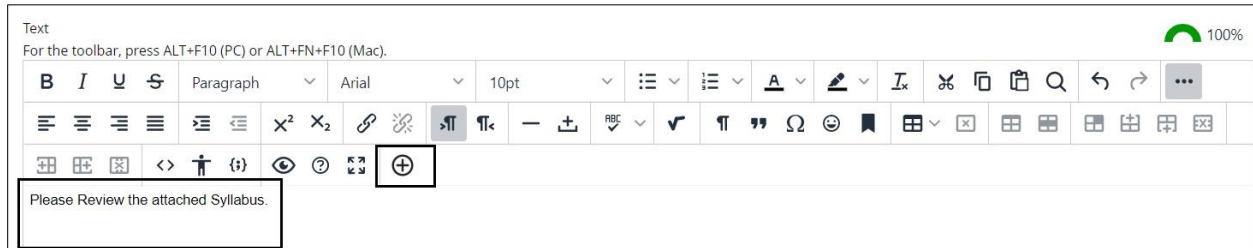
1. Navigate to Content area, for example Course Materials. Select **Build Content > Item**.



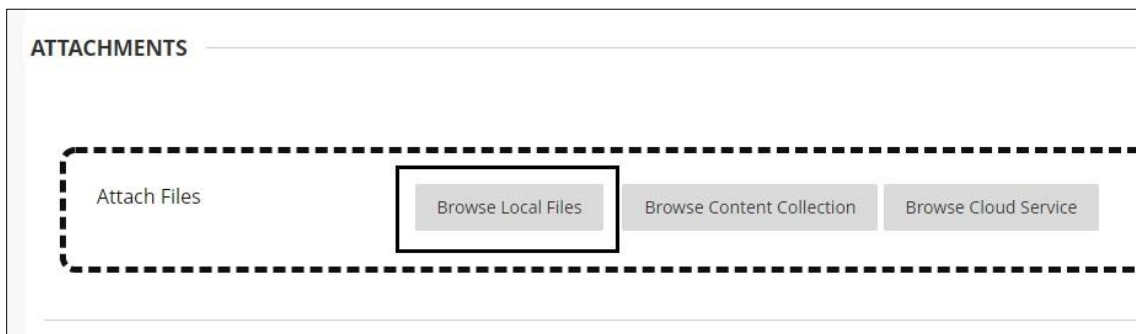
2. On the Create Item page, enter a **Name** for the item.

A screenshot of the 'Create Item' form in Blackboard. The form has a title 'Create Item' and a note '* Indicates a required field.' Below this is a section titled 'CONTENT INFORMATION'. The 'Name' field is highlighted with a black border and contains the text 'Course Syllabus'. Below the 'Name' field is a 'Color of Name' section with a 'Black' option selected.

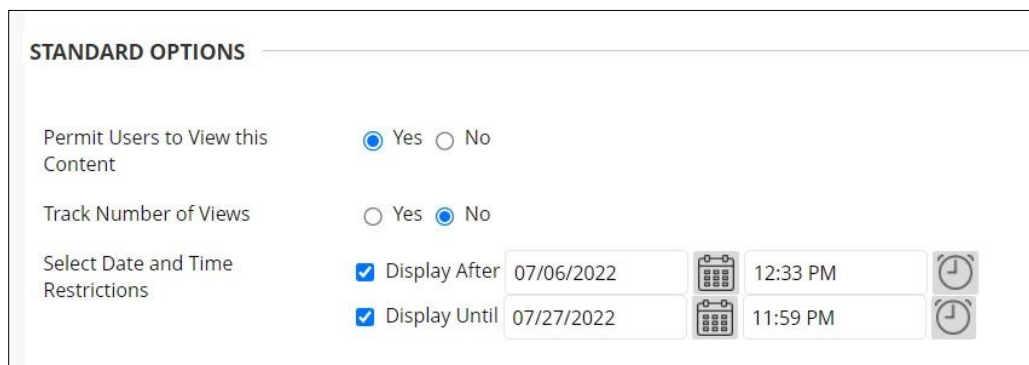
- In the Content Editor, text can be entered. Other materials can be added such as attached files, media, images, URL links and other tools using the **Plus Symbol Circle** icon.



- Additional attachments can be added to the item by selecting the **Browse Local Files** button.

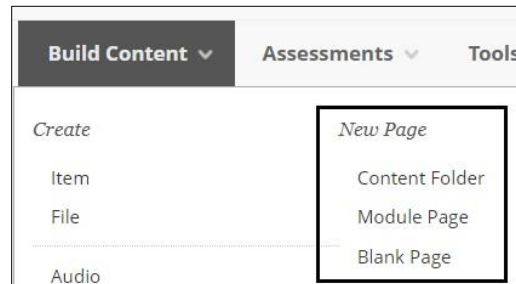


- Under **Standard Options**, restrictions can be set for the item. **Permit Users to View** this content will make the item available to students. **Track Number of Views** is for Statistics Tracking, if turned on, will keep track of the number of times a student clicks on a file. **Select Date and Time Restrictions**, this restricts access to the students for an item. If it is before or after the Display date, students will not see the item.

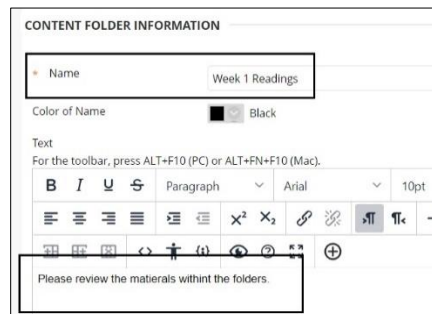


Content Folders

1. Under **Build Content > New Page**, instructors can create **Content folders** which will house additional items. This can allow instructors to divide their content into specific weeks or topics within the same content area.

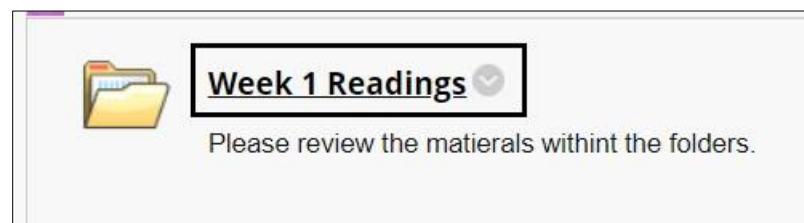


2. On the Create Content Folder page, enter a **Folder Name**. Enter any instructions in the Content Editor.



Note: It is not recommended to put specific dates in the folder name but rather a general topic or week number. This makes the course easier to copy and fewer changes need to be made from semester to semester.

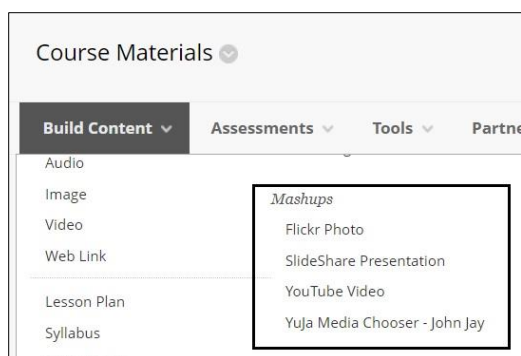
Note: Items and Files should be added **within the folder** not on the Content Folder page itself. Once the folder is created, click on the **Folder Name** to access within and select **Build Content > Item**.



Mashup Tools

Mashup tools allow viewing and sharing of media content from external sites.

1. Under **Build Content > Mashup Tools**, four selections are available: **Flickr Photo**, **SlideShare Presentations**, **YouTube** and **John Jay Yuja**



Flickr Photo – Search and add images from Flickr database.

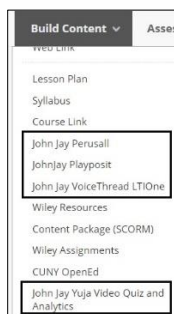
SlideShare Presentations – Search and add presentations.

YouTube – Add public YouTube videos.

John Jay Yuja Media Chooser – Upload videos into Yuja on Blackboard and link them within a content area.

Other Integrated Tools

There are multiple other tools that instructors can use under Build Content. Such tools are **Perusall**, **Playposit**, **VoiceThread** and **Yuja Video**. For more information on these integrated tools please contact Blackboard Support.



For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu