

# Blackboard Tips:

## Add a Content Item



Blackboard Content Items (<http://blackboard.uscupstate.edu>) are flexible text boxes just like blog posts, WordPress blocks, or any other content area you may have created in another format. Add a Content Item instead of a File, Video, or Web Link to create more complex and richer content items.

### Purpose and Applications

You can use the Add Item option in Blackboard to combine descriptions with images, video, or files for a nature reading experience.

### How to Add an Item

- Navigate to the Content Area where you would like the item to be located (examples in the default menu include Course Documents, Course Information, or Assignments). Be sure **Edit Mode** is ON in the upper-right corner.
- In the course menu, go to **Build Content** → **Item**.

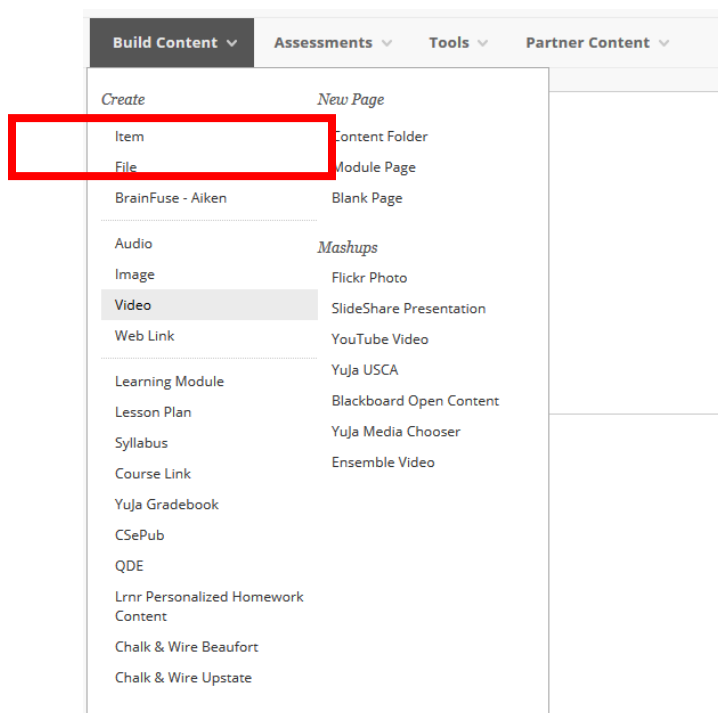


Figure 1: Build Content Menu

- Enter a **Name** for the item in the text box. You can update the color of the link under the name box.
- Begin typing in the Text area as desired. You may include several forms of content:
  - Links to Web Sites. Type content, highlight the words you wish to link, click the chain icon.
  - Links to Files. Click the paperclip icon.

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- Embedded images. Click the small icon of a mountain on a sunny day.
- Embedded videos. Click the movie reel icon.
- Math equations or formulas. Click the function icon.



- As you work on the text box, an embedded video appears as a blank yellow square. A completed **Item** will display images, playable video, and links directly within the text box.

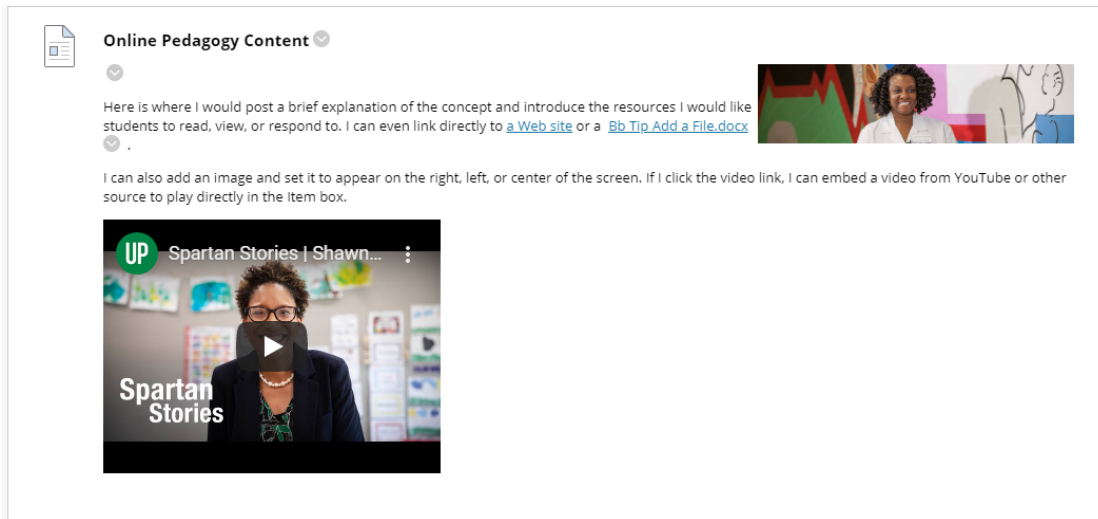


Figure 2 Sample Course Item

- Under **Standard Options**, make sure that **Permit Users to View this Content** has 'Yes' selected.
  - You may wish to track views, but it is not required.
  - It is recommended that you do **not** set date and time restrictions.
- Click **Submit** to deploy the item.

### Quick Tips for Use

- Use the **Ally** accessibility report to correct any issues with Universal Design for Learning and Accessibility. Click the red, orange, or green gauge icon to find more details about the accessibility of your document and follow the instructions to correct any issues (such as alt text on an image).
- Use **Content Items** to add a description, citation, reading questions, or background context to a reading with the link to a Web file or an attachment included as part of the citation.
- Use **Build Content** → **Content Folder** (See Fig. 1) to add layers of organization to your Content Area. Create one folder per unit or per week, then add all related content, discussions, assignments, and/or quizzes within each labeled folder.

### Additional Resources

- [Quick Start Guide to Using Ally for Instructors](#)
- [Student Guide to Using Alternative Formats with Ally](#)
- [Types of Course Content](#) (Original View)
- [Create a Content Item](#)
- [Edit and Move Content Items](#)

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