



Blackboard

# Content Building

## Creating Course Content Areas

### Issues and Answers

**Issue:** I can't place tests, assignments, or other items inside my course.

**Answer:** A Content Area must exist for items including Learning Modules and Folders. Once you have a Content Area, open it to see options to add items.

**Issue:** How many Content Areas can I create?

**Answer:** This is virtually unlimited although it is highly recommended that you only have one main Content Area. More information on this can be found in the **Organizing Your Course Contents** job aid.

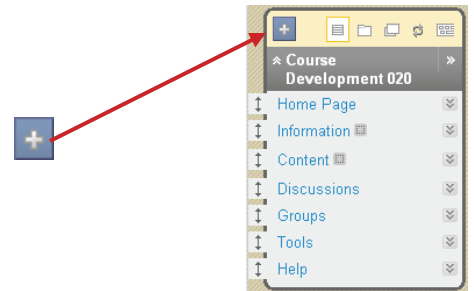
**Issue:** I need documents available to me that students don't see?

**Answer:** You can create a Content Area that you leave the checkbox empty for Available to Users. You can place virtually anything in there and organize to suit your needs.

The meat and potatoes of any course is the content. Blackboard offers many ways that content can be organized (see **Organizing Your Course Materials** job aid for more details) but all organization methods pivot around the use of Content Areas. Here is how you work with Content Areas:

### Creating a Content Area:

Click the + button in the navigation menu.



Click on **Create Content Area** in the drop down menu that appears to add one to the menu.

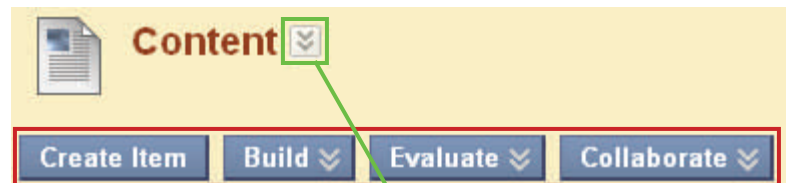


Provide a Name for the Content Area and remember to check the box to make it available to students unless you need it to remain hidden.

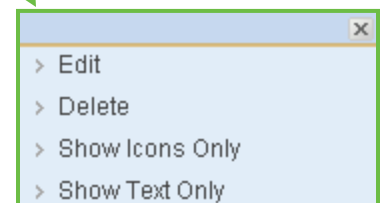
Click Submit to complete the creation.

### Opening a Content Area:

Click on the Content Area off the menu to open it. You will see something similar to this image:



Click the Action Menu (highlighted in green above) behind the Content Area title to see the drop down menu options (highlighted in green to the right) to Edit, Delete, or change display options for the Content Area.



The buttons above (highlighted in red above) are items that can be placed inside a Content Area. See the job aid, **Understanding Icons and Building Blocks**, for an overview of these options.



### Tips and Tricks

**Tip:** If you are interested in tracking, consider what elements you want to track.

The Content Area is the main container. You may create Folders or Learning Modules, dividers, inside the Content Area plus items such as documents, multimedia, tests, and more can be placed within any of the above. At each level you have the ability to turn tracking on to run reports so try to target the data that you are most interested in knowing.

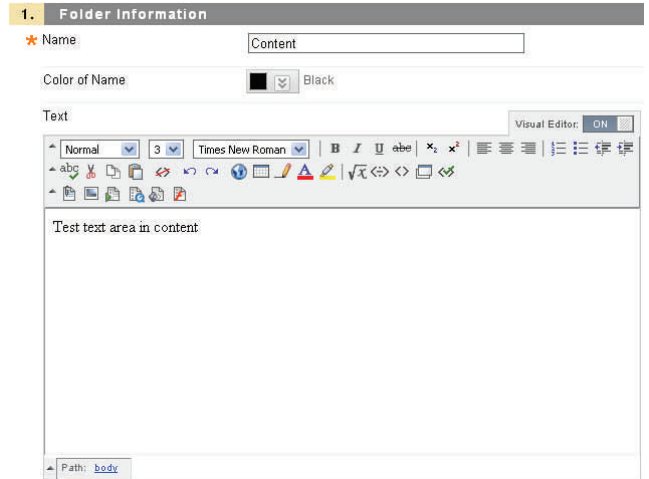
**Tip:** Keep in mind that if you enable an option that disables the view of a Content Area, all items inside that area will be disabled as well including links that you may have to those items inside the Content Area.

### Options for Content Areas:

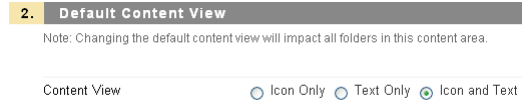
These options are available when you click on the Action Menu then the Edit drop down menu item.

Section 1 provides the option to change the Name for the Content Area.

**Note:** The Text box provided does not display anywhere within the course.



Section 2 provides the option on how each item in the Content Area is displayed. You can choose Icon (picture) Only, Text Only, or Icon and Text.



Section 3 provides options relating to viewing the Content Area. You can choose if the students can view (access) the Content Area, if you want to track the number of times this Content Area is accessed, and set dates and times for when this Content Area becomes available to students or when it is no longer available to students.

