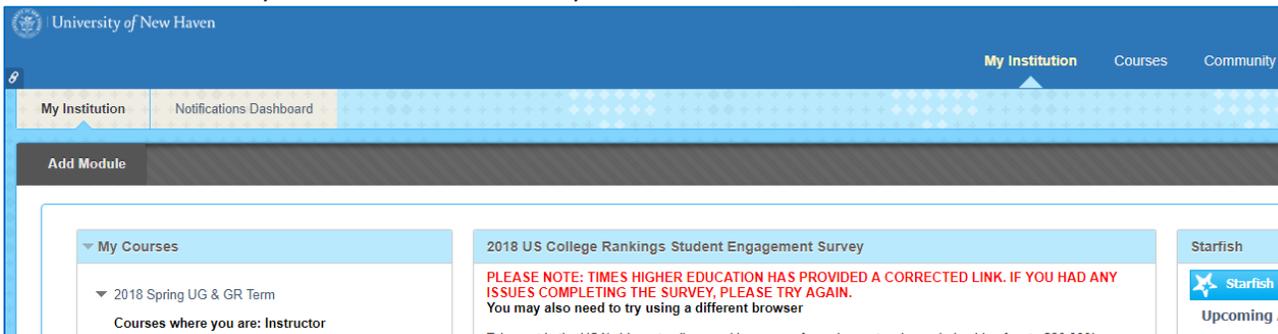# Adding Content to a New Blackboard Course - Concise Instructions
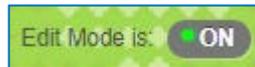
- If you do not have access to a required system, please email your request to help@newhaven.edu.

After logging into Blackboard, you will land on the Blackboard My Institution page.
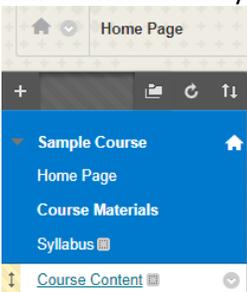From the list under My Courses>Courses where you are: Instructor, click on the course name.
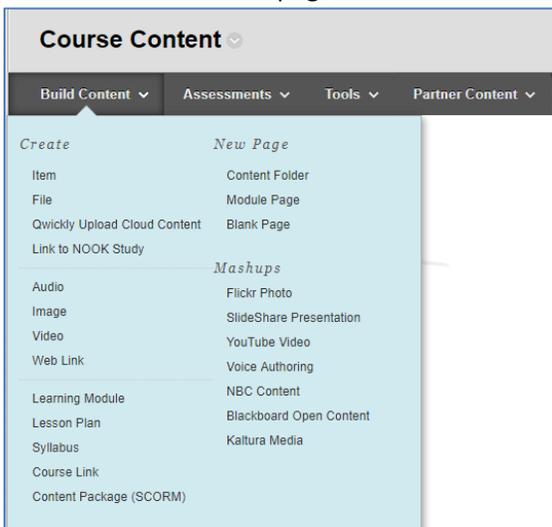
You will land on the home page of the course. **Make sure the Edit Mode is ON**

In the Course Menu, click on the link named "Course Content" (or "Information"). (The grey square icon means the link has no content yet.)

On the Create Content page, click on Build Content and click on Item.

Required fields are marked with an orange asterisk.

On the Create Item page, **type a name for your content** (ex: Reading Assignment 1).

You can type in the text box and/or click Browse My Computer to attach your content.

You can **format the text** by using the tools in above the text box.

You can also **add content in the text box** by using one of the tools in the bottom row of tools. Click on each icon to explore the tools.

You can **make changes to the Standard Options**, but if you want the content to remain visible to students, keep the default View settings (Permit Users to View this Content = Yes, and with no Date or Time Restrictions).

If you are interested in tracking how many times each student views the content, you can select Track Number of Views = Yes.

Click Submit.

Helpful Hints:

You can **create more Course Menu links** so your students can easily find content.

To create a link, click on the white plus sign on the Course Menu header [image] then choose the type of link from the dropdown list and type a name for the link. The most common type of link is Content Area (but explore the other link options too!).

Check the Available to Users box so students can access the content or do not check the box to keep the content hidden until you are ready to show it.
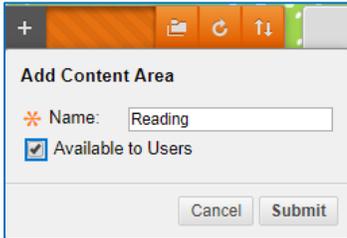

The new link appears at the bottom of the menu but you can **reposition the link** anywhere within the menu. Hover over the left side of the link and click-hold-and drag the up/down arrow to where you want the link to stay.

 The grey square indicates that the link has no content.

If links on the Course Menu are hidden from students, you will see a grey square with a slash. To **make the link visible** to students, hover over the link, then click on the grey options circle with the down pointing arrow, then choose Show Link.

This link has no content and is hidden.
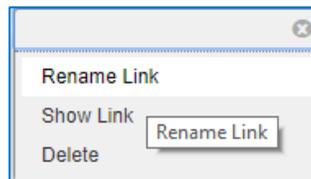
To **rename a link** in the Course Menu, hover over the link so that the grey circle with the down pointing arrow appears, then click on the grey circle and choose Rename Link. Type the new name and click the green check mark.

Updated January 15, 2019