

Introduction to the Blackboard
Content System
United States Military Academy
Fall 2004

What is the Blackboard Content System?

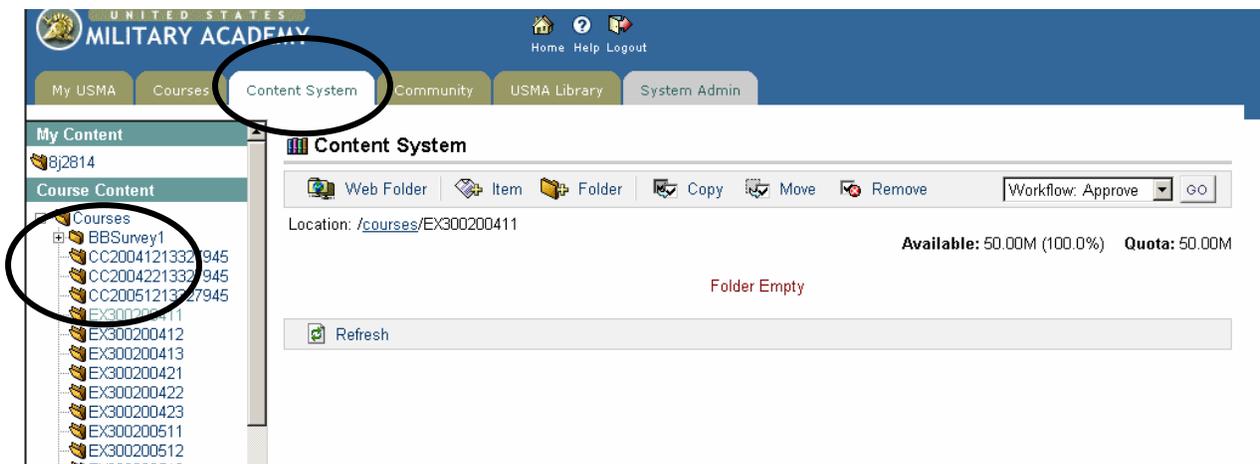
The Blackboard Content system is a new feature added to Blackboard which makes the management of content much easier. The great thing about the content system is that it allows for all files to be stored in a central location. So rather than having one document duplicated many times in each course section(s), each section can have a link back to content system.

How do I begin using the Content System?

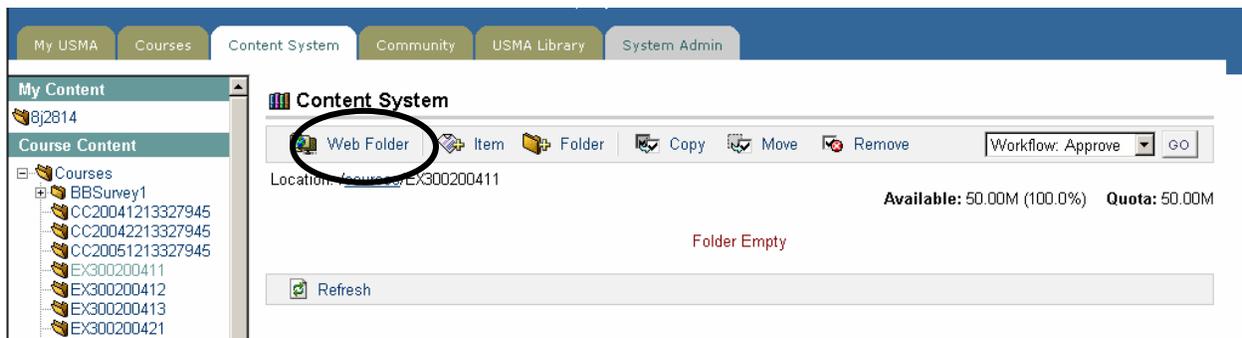
To add content into the Blackboard Content System, follow the steps below:

One: Click on the Content System Tab in your Blackboard Account.

Two: Find the course you want to add content to.

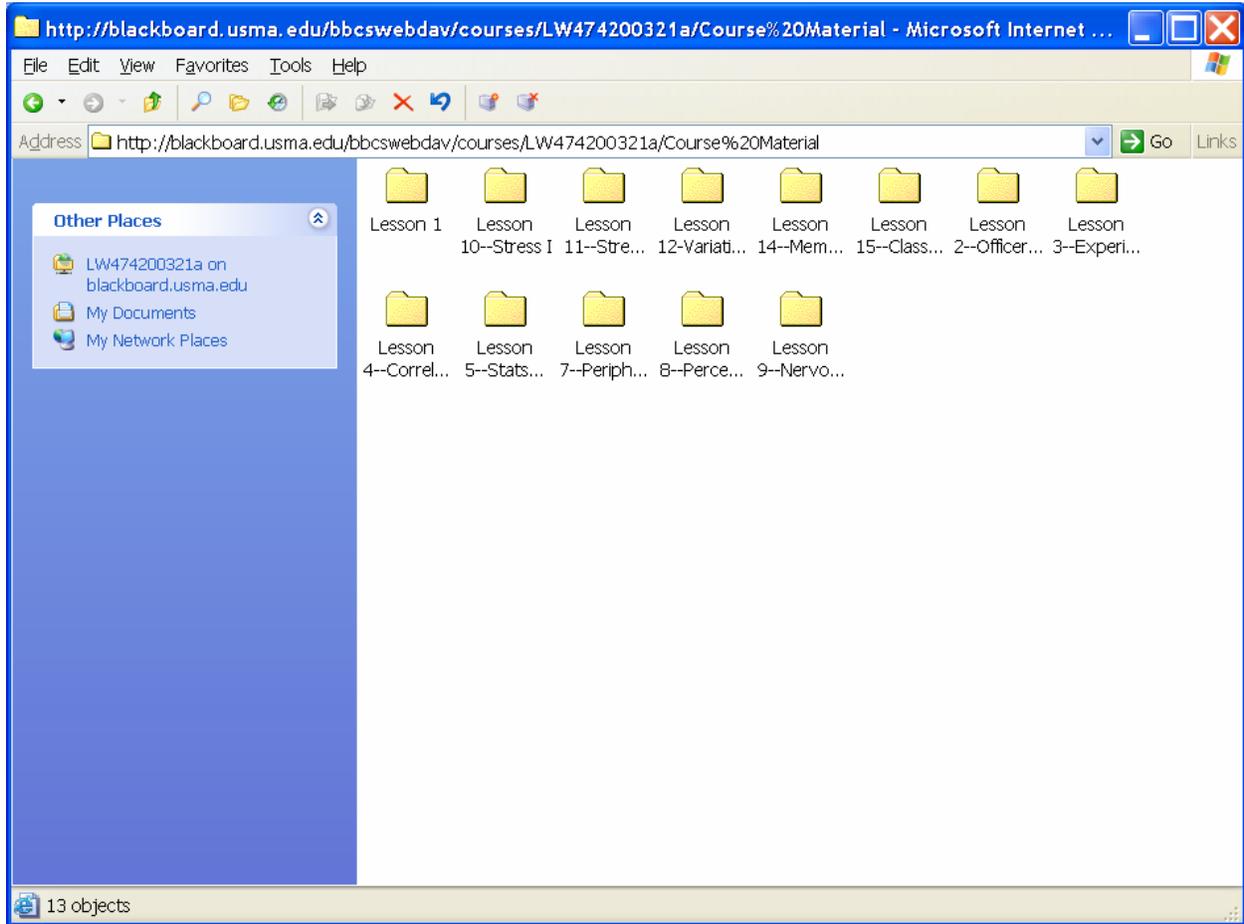


Three: Click on the Web Folder Button



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- Four: A new window will open. Drag and Drop your files into the new web folder
- Add Screen Shot of Web Folder



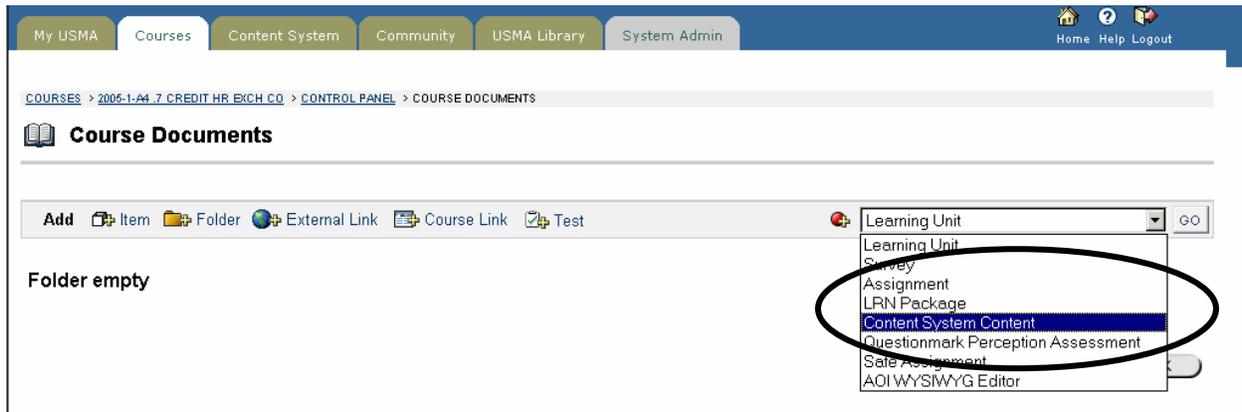
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You are now ready to create a link to your content from your Blackboard course

One: Go into the course were you want to create your link

Two: Go to control Panel and Choose the area in which you want to create the link

Three: Choose Add Content System Content and hit the Go button



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Four: Fill out the form (as below).

Add Content System Content

1 Content Information

Name:

Text:

Please read attached file.

Five: Browse for the file in the content system.

My USMA | Courses | **Content System** | Community | USMA Library | System Admin | Home Help Logout

2 Choose Content System Item or Folder

Browse Content System:

3 Options

Six: Choose your file.

my Content

- 8j2814
- Course Content
 - Courses
 - BBSurvey1
 - CC20041213327945
 - CC20042213327945
 - CC20051213327945
 - EX300200411
 - EX300200412
 - EX300200413
 - EX300200421
 - EX300200422
 - EX300200423
 - EX300200511

Select File or Folder

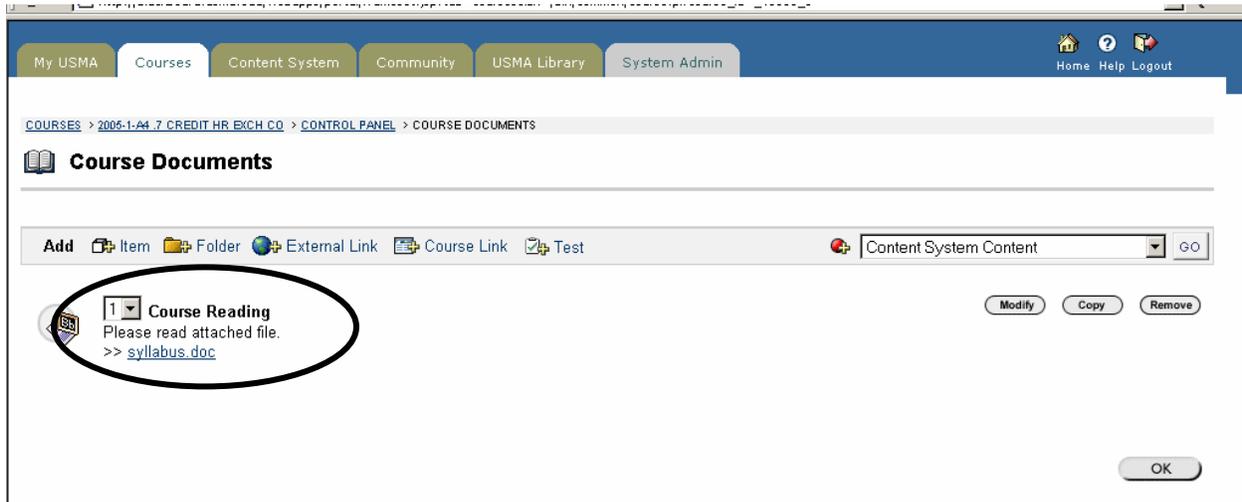
Web Folder | Item | Folder

Location: /users/8j2814

Name	Modified	Size	Versions	Comments
<input checked="" type="checkbox"/> syllabus.doc	Aug 3, 2004 08:37 AM	76K	Off	

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Seven: Hit submit from the content area and then hit submit again and your link to the content is created.



Eight: You can also use this method to create links to folders. You can even put in blank folders as placeholders. Simply drag and drop material into the folders later using the content system and they will appear inside the course.

Copy Consideration using the Content System: One good strategy is you have many course sections is to pick one as a template and then create all your links to content in the Content System. Then copy your course template to your other sections. Once this is done all your links are set and all you need to do is update the content system and all your sections are updated as well. Call Jeffrey Rohrluck at 4670 if you have any questions about this process.