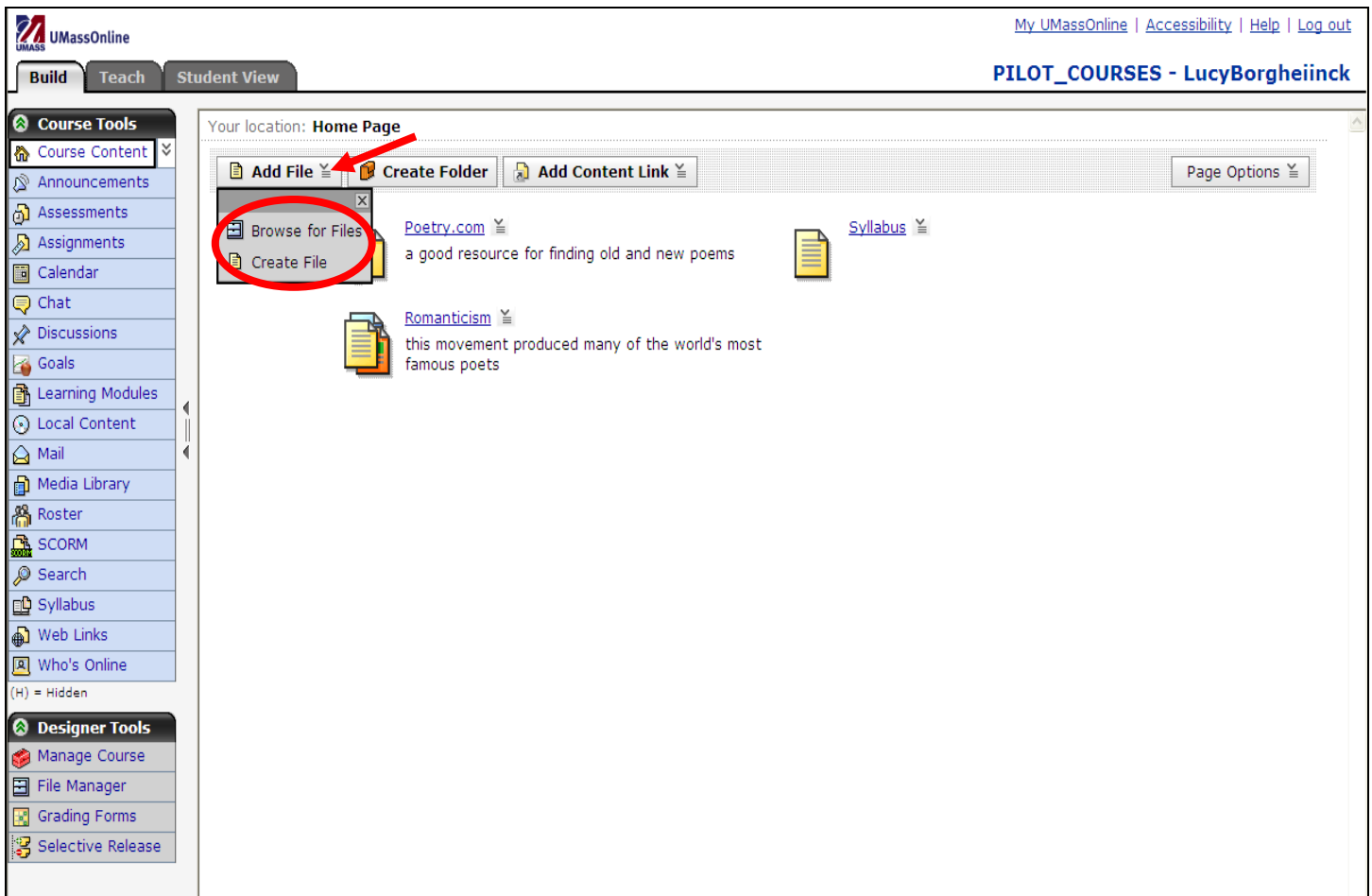


Creating a Content File

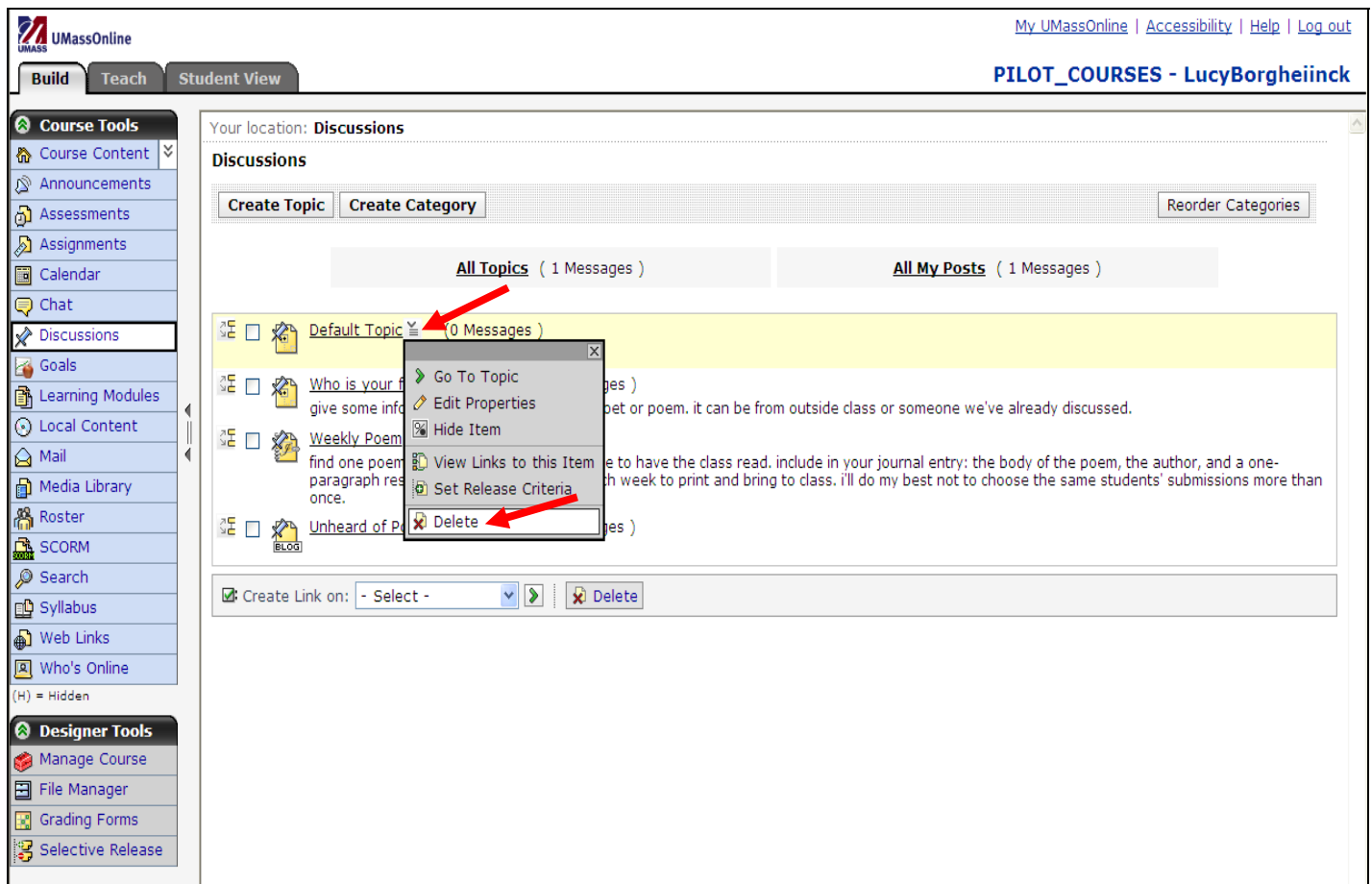
1. In the Build tab, select the Course Content tool on the left side of the screen.
2. Click on the Add File button.
3. If the file is on the computer you are currently using, click on Browse for Files and select the appropriate file. The file will be added to your course home page automatically.
4. If you want to create the content now, choose Create File. Click on Enable HTML Creator and type your content.
5. Remember to click Save.



The screenshot displays the Blackboard Vista 8.0.1 interface. At the top left is the UMassOnline logo. The top right shows navigation links: "My UMassOnline | Accessibility | Help | Log out" and the course name "PILOT_COURSES - LucyBorgheiinck". Below the logo are tabs for "Build", "Teach", and "Student View". A left-hand sidebar lists "Course Tools" (Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Goals, Learning Modules, Local Content, Mail, Media Library, Roster, SCORM, Search, Syllabus, Web Links, Who's Online) and "Designer Tools" (Manage Course, File Manager, Grading Forms, Selective Release). The main content area shows "Your location: Home Page" and a toolbar with "Add File", "Create Folder", and "Add Content Link". The "Add File" dropdown menu is open, with "Browse for Files" and "Create File" highlighted by a red circle and a red arrow. The main area contains links for "Poetry.com" (a good resource for finding old and new poems), "Syllabus", and "Romanticism" (this movement produced many of the world's most famous poets).

Deleting a Content File from your Course

1. In the Build tab, locate the content file you wish to delete. (It will probably be in the Course Content tool.)
2. Click on the small grey triangle to the right of the file's name.
3. Select Delete from the drop-down menu.
4. From the pop-up window, click on yes.



The screenshot shows the UMassOnline Blackboard interface. The top navigation bar includes 'Build', 'Teach', and 'Student View' tabs. The 'Build' tab is active. The left sidebar contains 'Course Tools' and 'Designer Tools'. The 'Course Content' tool is selected in the sidebar. The main content area shows the 'Discussions' tool. A red arrow points to the 'Delete' option in a context menu for the 'Default Topic'.

UMassOnline
PILOT_COURSES - LucyBorgheiinck

Your location: Discussions

Discussions

Create Topic Create Category Reorder Categories

All Topics (1 Messages) All My Posts (1 Messages)

Default Topic (0 Messages)

Who is your f... (0 Messages)

Weekly Poem... (1 Messages)

Unheard of P... (1 Messages)

Go To Topic
Edit Properties
Hide Item
View Links to this Item
Set Release Criteria
Delete

Create Link on: - Select - Delete

Questions? Contact the Library (617) 735-9927
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

Hiding and Showing Content Files

You have the option of controlling student access to certain content files.

1. In the Build tab, go to the Designer Tools menu and click on Selective Release.
2. In the Linked To column, one button toggles to allow you to either “Hide Item” or “Show Item” to the students.
3. To change the visibility status of a content file, simply click on the Hide/Show button for that particular file.
4. You may also click on Set Release Criteria in the Release Criteria column to control the file’s release date or groups of students who may access the content.

UMassOnline | My UMassOnline | Accessibility | Help | Log out

PILOT_COURSES - LucyBorgheiinck

Your location: Selective Release

Selective Release Map

Course Content Members

To make folders and links available to users, the following must be satisfied:

1. The "Linked to" item must not be Hidden.
2. The release criteria must be satisfied.

Title	Linked to	Release Criteria
Home Page		
Poetry.com	Poetry.com	Hide Item Set Release Criteria
Syllabus	Syllabus	Hide Item Set Release Criteria
Romanticism	Romanticism	Hide Item Set Release Criteria

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

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