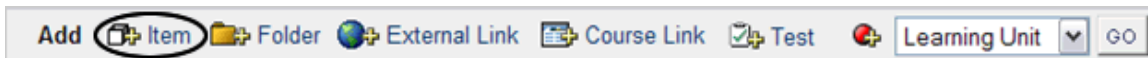


Adding Content in Blackboard

Uploading Word and PowerPoint Files

Blackboard allows you to attach complete documents such as Word documents, PowerPoint presentations, and other media content to your course.

1. Navigate to the content area you wish to edit.
2. Click the Edit View link in the upper right section of the content window.
3. Click on the Add Item Button.



4. Enter a name for your file into the text box and add descriptive text if needed.
5. In the second section, click Browse and select the file you wish to attach.
6. The default display name is the file name, so enter your desired display name for the link.
7. Click at the bottom of the window, and click at the confirmation screen.

Uploading Word and PowerPoint files into Blackboard is a very simple and fast method to provide students with content that has already been created. Unfortunately, these documents are more difficult to view because your students must have appropriate viewers for these documents. Students may also have to save the documents or open them in a new window.

Creating and Uploading PDF Documents

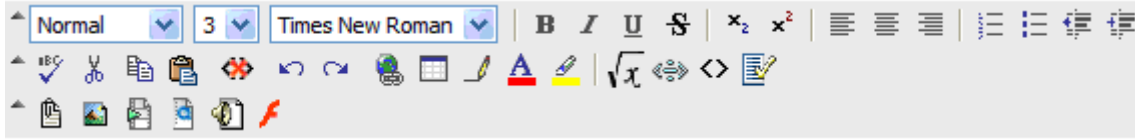
1. Open the document you wish to convert to a PDF document.
2. Select Toolbars from the View menu and check PDFMaker 7.0.
3. Click the Convert to Adobe PDF button from the toolbar.
4. Browse and select the location where you want to save the document and select Save.
5. The PDF document will open in a new window when the conversion is complete.
6. To upload your PDF document, see the directions provided above for **Uploading Word and PowerPoint Files**.



Creating and uploading PDF documents is advantageous because the documents are great for printing and the Adobe Reader is widely available. These documents do require a few extra steps to create and edit. In order to edit a PDF document, you must edit the original document and convert again to a PDF file. Then you must remove the original document from your course and replace it with the most recent version.

VTBE Editor

Blackboard features a Visual Text Box editor (VTBE). This allows you to format text that you enter into Blackboard textboxes in the same way as you would format a Microsoft Word document.



When a text box is displayed in Blackboard it features a set of formatting buttons.

The top row allows for setting of the font and font size, text formatting and listing options.

The second row features buttons to find, cut, copy and paste text, as well as icons for inserting web links and tables and mathematical equations.

The final row which is only featured in compatible content areas allows for inserting of attachments, pictures, macromedia flash objects and compatible video files (mpeg, avi and QuickTime).

Notes on Usage:

- Spacing defaults to double when typing directly into the editor and hitting ENTER on your keyboard. To maintain single spacing when you hit ENTER, hold down the SHIFT key, and then press ENTER.
- VTBE's third toolbar, which relates to adding media such as audio and video, does not appear in the Announcements area of Blackboard.
- Text can be copy/pasted from other software, such as MS Word, and will maintain some formatting. However some issues may occur and reformatting in Blackboard may be necessary.

Copying from Word to Blackboard

When copying content from Word to Blackboard make sure that you are using the Internet Explorer browser.




1. Navigate to the content area you wish to edit.
2. Click the Edit View link in the upper right section of the content window.
3. Click on the Add Item Button.

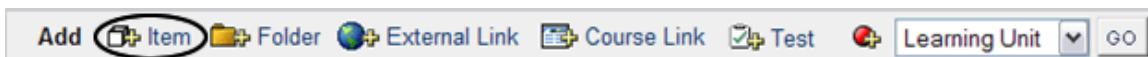



4. Enter a name for the item into the text box and add descriptive text if needed.
5. Copy the text from your Word document and paste it into the text box.
6. Click at the bottom of the window, and click at the confirmation screen.

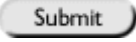
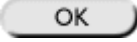
Copying content from Word documents into Blackboard is a very simple and fast method to provide students with content that has already been created. Unfortunately, sometimes these documents do not retain their format when they are copied and the HTML can be difficult to maintain.

Copying from Dreamweaver to Blackboard

1. Open Macromedia Dreamweaver 8 and click on the new page item  from the tool bar.
2. Click create.
3. Now you have the option of creating your document in Dreamweaver or copying existing content from a Word document into Dreamweaver.
4. If you copied existing content from Word, select Clean Up Word HTML... from the Commands menu at the top of the screen.
5. Click OK.
6. Click the Design button to ensure that you are in Design view. 
7. Press Ctrl+A to highlight all of the text.
8. Click the Code button in order to view the document in HTML code. 
9. Press Ctrl+C to copy the code to the clipboard.
10. Go to Blackboard and navigate to the content area you wish to edit.
11. Click the Edit View link in the upper right section of the content window.
12. Click on the Add Item Button.



7. Enter a name for the item into the text box and add descriptive text if needed.
8. In the WYSIWYG editor, select the html  button to enter HTML view.
13. Press Ctrl+V to paste the code from Dreamweaver into the text box and click Submit.

14. Click  at the bottom of the window, and click  at the confirmation screen

Copying content from Dreamweaver into Blackboard is advantageous because you have more control over the appearance of the documents. This process does require a few extra steps.

Package Files

This Blackboard feature allows you to upload a completely functional website or webpage containing multiple files into your course.

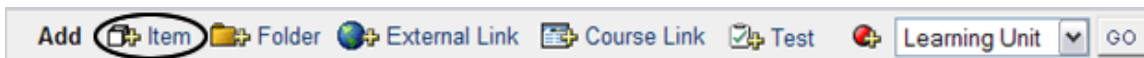
Step 1: Create the website in Dreamweaver and be sure to save all of the files into one folder.

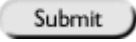
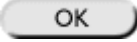
Step 2: Compress all of the files into a single zip file.

1. Select My Computer from the Start menu.
2. Navigate to the folder that contains your website.
3. Press Ctrl+A or select Select All from the Edit menu.
4. Right click and select Send To Compressed (zipped) Folder

Step 3: Upload the zip file into your Blackboard course.

1. Navigate to the content area where you would like to upload the file.
2. Click the Edit View link in the upper right section of the content window.
3. Click on the Add Item Button.



4. Enter a name for your file into the text box and add descriptive text if needed.
5. In the Content section click Browse to select the compressed file to attach and specify a name for the link to this file.
6. Select Unpackage this file from the Special Action dropdown menu.
7. Click Submit.
8. In the Package Entry Point section, select your desired starting page. This is usually the index page.
9. Depending on the content and size of images in your website, you may want to check the checkbox to launch the website in a new window.
10. Click  at the bottom of the window, and click  at the confirmation screen

Uploading compressed files into Blackboard is beneficial because you have more control over the appearance of the documents. This process does require additional steps.

Media Files

This Blackboard feature allows you to upload multimedia files including: flash files, mp3 sound files or podcasts, etc.

1. Navigate to the content area where you would like to upload the file.
2. Click the Edit View link in the upper right section of the content window.
3. Click on the Add Item Button.



4. Enter a name for your file into the text box and add descriptive text if needed.
5. In the Content section click Browse to select the multimedia file to attach and specify a name for the link to this file.
6. Select Display media file within the page from the Special Action dropdown menu.
7. Click at the bottom of the window, and click at the confirmation screen