

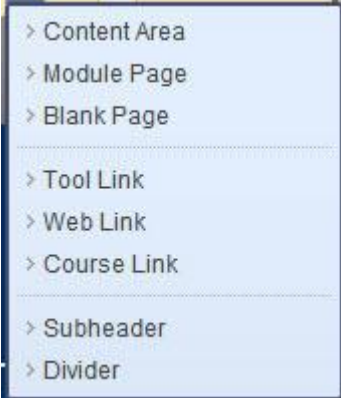
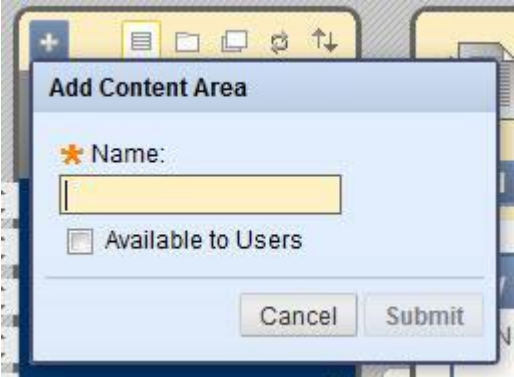



Creating Content Areas in Blackboard

This work instruction shows users how to create content areas in Blackboard. Content Areas are used to store items, assignments, links, and other types of Blackboard content. *This document assumes that the user is logged into Blackboard and inside of a course shell.*

	START PROCEDURE
1	 From the left-hand navigation menu, hover the mouse over the Add Menu Item button.
	The Add Menu Item menu displays.  The screenshot shows a dropdown menu with the following items: Content Area, Module Page, Blank Page, Tool Link, Web Link, Course Link, Subheader, and Divider. Each item is preceded by a right-pointing chevron.
2	From the Add Menu Item menu, click the Content Area link.
	The Add Content Area window displays.  The screenshot shows a dialog box titled "Add Content Area". It has a "Name:" field with a yellow background and a cursor. Below it is a checkbox labeled "Available to Users". At the bottom are "Cancel" and "Submit" buttons.
3	In the Name field, enter a name for the new content area.
4	Click to select the Available to Users checkbox.
	NOTE: If you are creating a content area that students should not see, do not select this checkbox.
5	Click the Submit button. The new content area displays at the bottom of the left-hand navigation menu.
	END PROCEDURE