

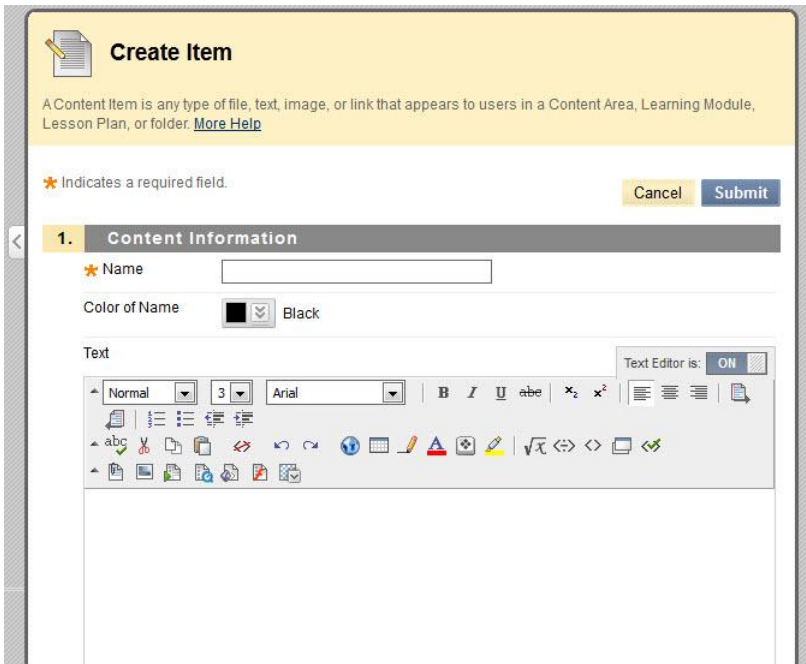



# Creating Items in Blackboard

This work instruction shows users how to create items within content areas in Blackboard. Items are used to convey information to students. *This document assumes that the user is logged into Blackboard, inside of a course shell, and in a content area.*

	<b>START PROCEDURE</b>
1.	Hover the mouse over the <b>Build Content</b> button.
2.	The <b>Build Content</b> menu displays.  <p>The screenshot shows a dropdown menu with two columns. The left column is titled 'Create' and includes: Item, File, Pearson's MyLab / Mastering, Link to NOOK Study, Audio, Image, Video, Web Link, Learning Module, Lesson Plan, Syllabus, and Course Link. The right column is titled 'New Page' and includes: Content Folder, Module Page, Blank Page, Mashups, Flickr Photo, SlideShare Presentation, and YouTube Video.</p>
3.	Click the <b>Item</b> link.
4.	The <b>Create Item</b> screen displays.  <p>The screenshot shows the 'Create Item' form. At the top, there is a yellow header with a document icon and the title 'Create Item'. Below the header, a description states: 'A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. <a href="#">More Help</a>'. There are 'Cancel' and 'Submit' buttons. The first step is '1. Content Information', which includes a required 'Name' field, a 'Color of Name' dropdown set to 'Black', and a 'Text' editor with a rich toolbar. The toolbar includes options for font style (Normal), size (3), font face (Arial), bold, italic, underline, text color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert page number.</p>

5.	In the <b>Name</b> field, enter a name for the item. <b><i><u>This is a required field.</u></i></b>
6.	If desired, click the <b>Color of Name</b> drop-down menu to modify the text color of the name.
7.	In the <b>Text</b> field, enter the text for the item.
8.	Click the <b>Submit</b> button. The <b>Item</b> displays in the content area.
	<b>END PROCEDURE</b>