

WHY WOULD YOU USE THIS FEATURE?

Adding an item or folder can be used in any of the content areas. This is where most content information is stored for your users. For example, in the syllabus content area you can use Add an Item to place your syllabus document in this part of your Blackboard class.

Using folders will allow you to chunk your course into small manageable units for your students. You may want to organize your course by weeks or modules. It is a good idea to plan ahead before you start creating items and folders in Blackboard. An item cannot be easily slid out of a folder, so plan ahead: create your folders first, and then place documents in them.

HOW DO I ADD AN ITEM?

- Access your course site and click Control Panel
- Select any content area in the top left corner of the Control Panel
- If you intend to place the item in a folder, you must create the folder first. See below for directions on creating a folder.
- Click the Add Item button on the Blackboard tool bar
- Type the name of your item.
- Select a color for your item name by clicking the Pick button. A separate window with several color swatches will appear. Click on a color to select it. Avoid light colors that may be difficult to see on a white background
- In the Text field, you may type in your entire body of information, a description of the item you are uploading, or leave this field blank. You can also upload media, or copy and paste in text from a word processing document.
- If you wish to attach a file to your Blackboard Item, click the Browse button in section two, find the file you wish to attach then click Open.
- When you are uploading files, keep in mind that students will need the appropriate programs to view the specific file types. Let your students know if they will need a program like MS Word or the PowerPoint viewer. PDF files and .html files are recommended because most users can access these types of files. Go to <http://utconline.utc.edu/plug-ins.php> for a list of plug-ins for opening documents and videos. Also, file extensions need to be included on every uploaded document.
- Choose the appropriate availability, date restrictions, tracking and searching options from the Options section
- Click Submit
- A Content Added message will appear to verify that the document has been posted. Return to the item via the Control Panel to modify or remove it at any time.

HOW DO I ADD A FOLDER?

- Access your course site and click Control Panel
- Select any content area in the top left corner of the Control Panel
- Click the Add Folder button on the top Blackboard tool bar
- Type the name of the folder.
- Select a color for your folder name by clicking the Pick button. A separate window with several color swatches will appear. Click on a color to select it. Avoid light colors that may be difficult to see on a white background.
- Type a description of the contents of the folder into the field labeled Text
- Select Yes or No to make the folder immediately visible or to save the folder to make it visible at a later date
- If you wish to make the folder available on or until a specific date, check Display After or Display Until and then set the appropriate dates
- Click the Submit button at the bottom of the page to create the folder
- A Content Added message will appear to verify that the folder has been created
- Click OK to return to the control panel page to add content to your folder.
- Click on the folder you just created (open it) and select Add Item, External Link, etc. (depending on what you would like to add).
- You can change where the folder appears in the list of items by changing the number in the dropdown menu to the left of the folder's name.

POTENTIAL PROBLEMS

Scanning articles and placing them in Blackboard is a violation of copyright and fair use laws. Either link to the document from the Library's database or put the item on reserve in the Library (see <http://www.lib.utc.edu/reserves-faq-for-faculty.html>). (See <http://edtech.Tennessee.edu/~set29/> for more information about copyright and fair use for higher education faculty.