Blackboard gives instructors the ability to upload various types of documents. This documentation will explain how to do this in four sections: Getting Started, Building Content, Creating Assessments, and Adding Tools. There are so many options that it is difficult to include everything about each feature available, but the best effort has been made to document as much of it as is reasonably possible.

**GETTING STARTED**

1. Navigate to the course in which you would like to upload content.
2. Click on the content area where you would like the uploaded content to appear.

**NOTE:** A content area is any area that when opened has the following four buttons at the top of the screen: **Build Content**, **Assessments**, **Tools**, and **Publisher Content**.
BUILDING CONTENT ITEM

1. Click **Build Content**.

2. Click **Item**.

3. *(Required)* Type in the name of your content.
4. *(Optional)* Type text in the box provided.

5. *(Optional)* Attach a file. Click **Browse My Computer** to search for files on your computer. Click **Browse Course** to search for files already uploaded in your course.

6. *(Optional)* Choose whether to permit users to view the content immediately, track the number of views, and to display or remove the content at a certain time or date.

7. Click **Submit**.
CREATING ASSESSMENTS

Now that you know how to build basic content it is important to know what other features are available to you. This section will cover the options within the Create Assessment button.

- **Test** – This allows you to create a test. You can create a test from scratch or you can link to a test that has already been created. For more information on tests, visit the documentation on how to Create/Deploy a Test.

- **Survey** – Adding a survey is similar to adding a test. As with a test, you can create a survey from scratch or link to an existing survey. Surveys are NOT graded, but can be included in the Grade Center to keep track of those who have, or have not, taken the survey.

- **Assignment** – Create an assignment for your students. For more information see the Adding Assignments documentation located on the Educational Technology web site.

Additional assessment options may be available, but require some additional configuration within a course in order to make them active within a content area inside of a course. These are:

- **Self and Peer Assessment** – Create an assignment that requires students to reflect on their own assignments as well as to evaluate other students’ assignments after a period of time.

- **SafeAssignment** – A plagiarism detection tool. Submit student assignments to the SafeAssign database to check against assignments submitted by other students in the course and other students from around the world.

- **McGraw-Hill Assignment** – Some publishing companies have building blocks that integrate into Blackboard. These assignments can be tied into their own learning materials. Requires an active account with McGraw-Hill to work properly.
ADDING TOOLS

The **Tools** button has many features that allow students to collaborate with each other as well as with the instructor. **NOTE:** Configuration settings inside of Blackboard set by the system administrators and by individual instructors may change the menu of available tools considerably. The following is representative of what the menu looks like when a wide variety of tools have been enabled.

- **Discussion Board** – Allows students to post comments in response to something that (usually) has been posted by the instructor. These postings are grouped into threads with a main title and corresponding posts. This helps distinguish which comments go with a specific topic. For more information see the [Discussion Board](#) documentation located on the Educational Technology web site.

- **Blog** – Allows students to post any thoughts or ideas relating to a topic. These can be shared with all members of the class or kept private between you and the student. For more information see the [Blogs](#) documentation located on the Educational Technology web page.

- **Wikis** – These are similar to blogs in the respect that the student is commenting on a specific topic, but wikis usually have multiple authors. For more information see the [Wikis](#) documentation located on the Educational Technology web site.

- **Groups** – Allows the instructor to separate students into groups on Blackboard. The instructor can turn on specific tools for each group. For more information see the [Groups](#) documentation located on the Educational Technology web site.

- **Tools Area** – Adds a course link to the Tools area inside of the Blackboard course. This is functionally equivalent to the default Tools course menu button.
• **Voice Authoring / Email / Board / Presentation** – These are the interactive voice tools instructors and students can use for communication within the course. Authoring allows instructors to post quick voice messages. Voice email sends out audio messages to students. Voice board is a place where students can post their own messages, and so on.

• **Announcements** – Adds a link to the Announcements page inside of a Blackboard course.

• **Blackboard Collaborate Scheduling Manager** – If Blackboard Collaborate has been enabled inside of a course, this will create a link to that page.

• **Calendar** – Adds a course link to the Blackboard calendaring tool.

• **Email** – Adds a course link to the Blackboard email tool.

• **Glossary** – Adds a course link to the Blackboard glossary tool.

• **Messages** – Adds a course link to the Blackboard messages tool. The Messages tool is slightly different than the Email tool. Students must login to Blackboard to review any messages they receive using the Messages tool.

• **My Grades** – Adds a course link to the Blackboard My Grades tool. Only students can view the My Grades page (instructors can view grades using the Grade Center, of course).

• **Registration Block** – Adds a course link to the clicker registration tool. This makes it easy for students to register clickers. Students in most clicker-enabled courses are required to register their clicker in Blackboard in order to receive credit for answering clicker questions in TurningPoint.

• **Roster** – Adds a course link to the course roster. Students can see basic information about who else is in the course (first name, last name, and email, if applicable).

• **Tasks** – Adds a course link to the tasks tool. Instructors can post tasks for students to complete. Tasks are NOT assignments and are not tied to the Grade Center. However, instructors can use Tasks to remind students what they need to do in order to complete an Assignment. Tasks can also be monitored for completion by the instructor.