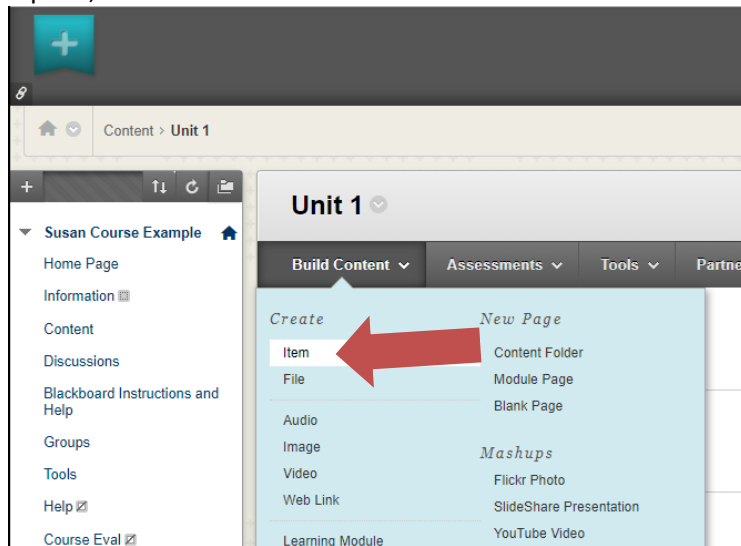


2. **Add an Item.** With an Item, instructors can add a variety of content to the course. The most common are typed text, an image, a link, and a document. The following steps will explain these common content types.
 - a. In the Content pane, hover mouse over Build Content. Click on Item.



- b. Type a name for the Item and desired text. When you are finished adding content to the Item, click Submit to save changes.

* Indicates a required field.

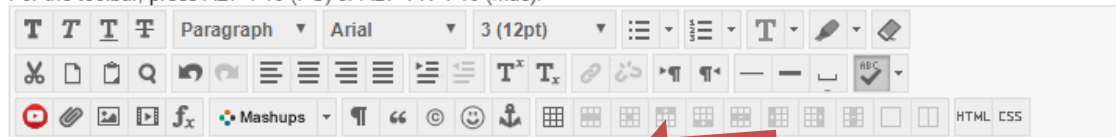
CONTENT INFORMATION

* Name A red arrow points to the text input field.

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



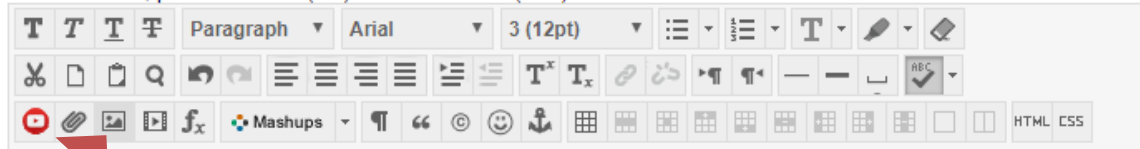
Welcome to the course! I'm Susan Gallanis, your course instructor| A red arrow points to the end of the text in the editor.

- c. To add an image, click on the image icon (bottom row, third icon from the left).

* Name

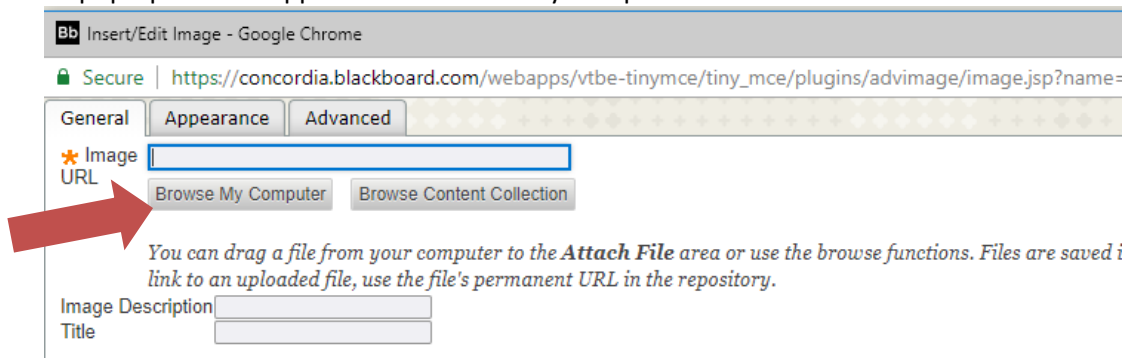
Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Wellcome to the course! I'm Susan Gallanis, your course instructor.

- d. A pop-up box will appear. Click Browse My Computer.



Secure | https://concordia.blackboard.com/webapps/vtbe-tinymce/tiny_mce/plugins/advmage/image.jsp?name=

General Appearance Advanced

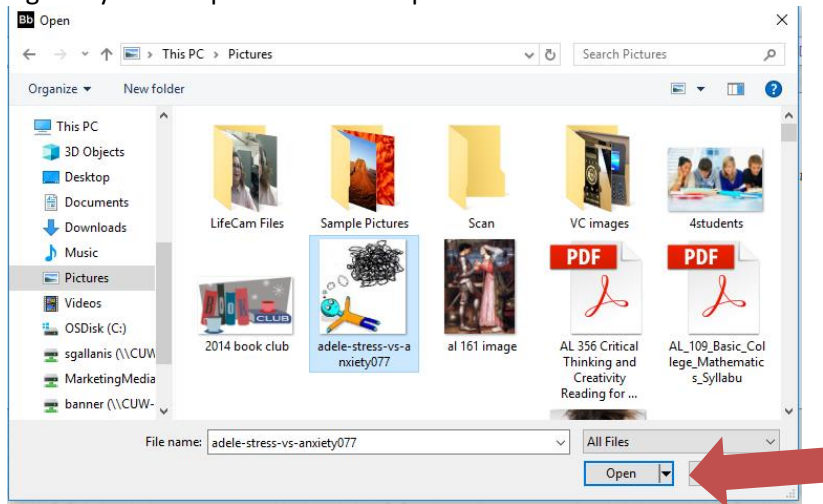
* Image URL

*You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved i link to an uploaded file, use the file's permanent URL in the repository.*

Image Description

Title

- e. Find the image on your computer and click Open to choose it.



Open

This PC > Pictures

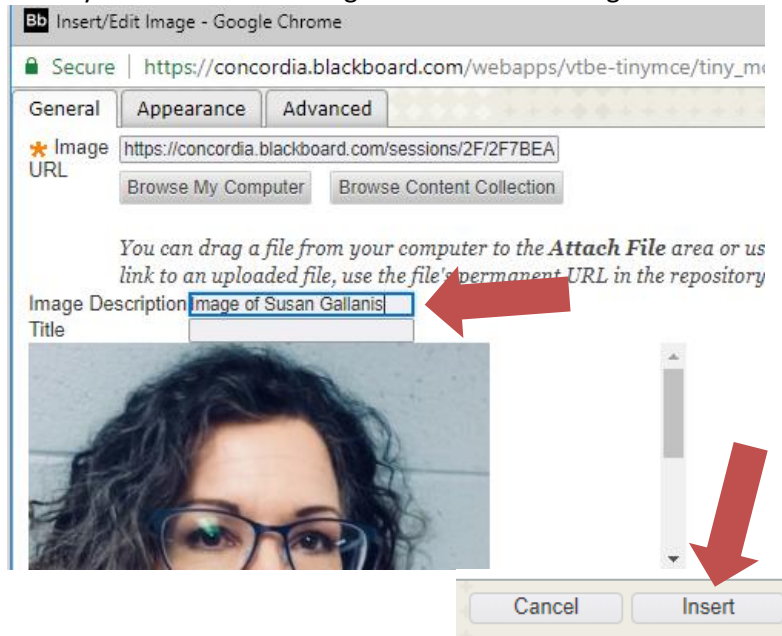
Organize New folder

LifeCam Files Sample Pictures Scan VC images 4students

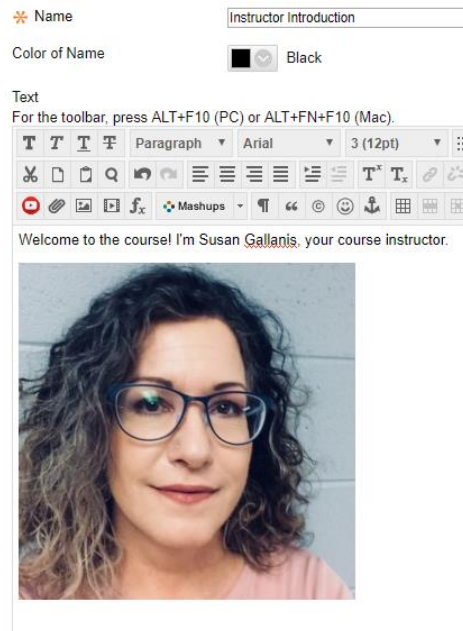
2014 book club adele-stress-vs-anxiety077 al 161 image AL 356 Critical Thinking and Creativity Reading for ... AL_109_Basic_College_Mathematics_Syllabus

File name: All Files

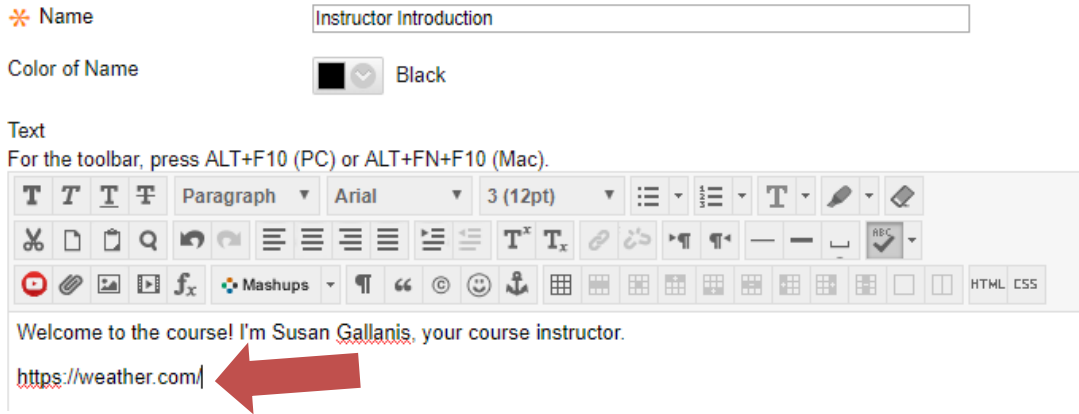
- f. Type an image description (for people with visual impairments) and click Insert. NOTE: Image size is important. You may need to edit the image size before inserting it in an Item.



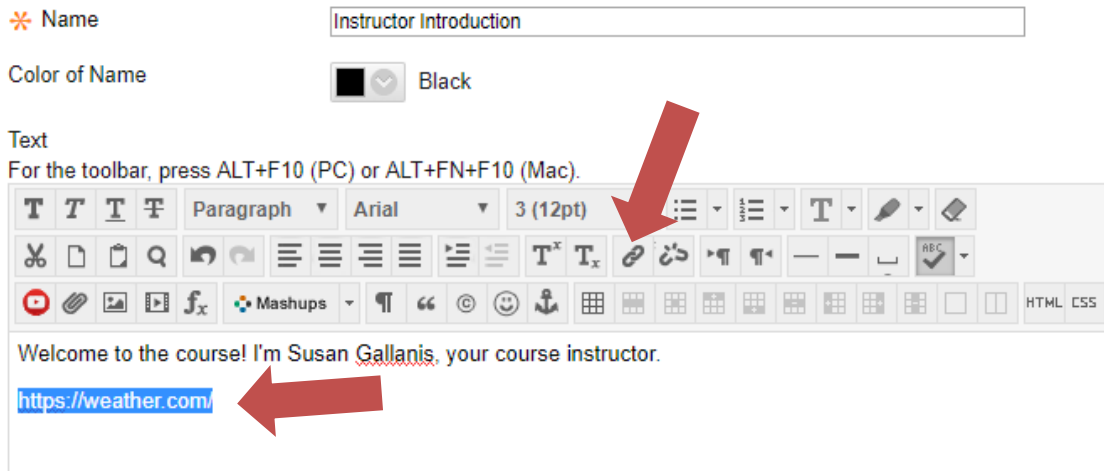
- g. The image is added. When you are finished adding content to the Item, click Submit to save changes.



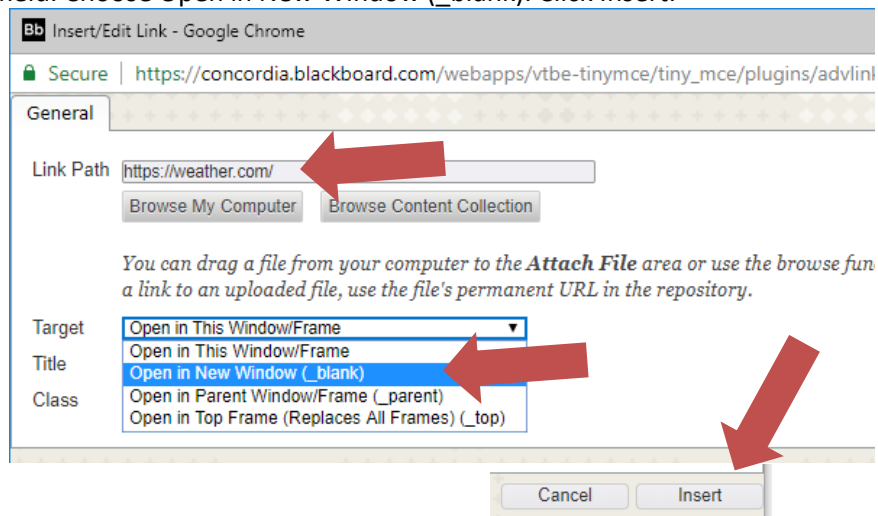
- h. To add a link to an item, copy the link then paste it into the Item description box.



- i. Highlight the link you just pasted, then click on the hyperlink icon (looks like a chain link).



- j. A pop-up box will appear. Paste the link in the Link Path box. Click on the drop down menu for the Target field. Choose Open in New Window (_blank). Click Insert.



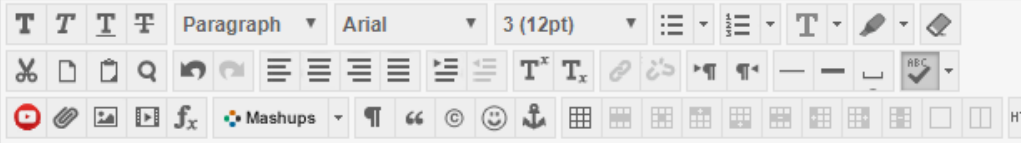
- k. The link will now appear as a hyperlink and open in a new browser window when clicked. Click Submit to save changes.

Name

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Welcome to the course! I'm Susan Gallanis, your course instructor.

<https://weather.com/>

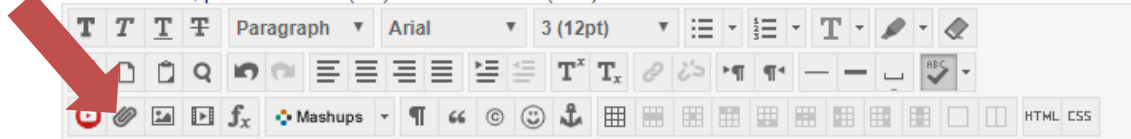
- l. To add a document to an item click on the paperclip icon.

Name

Color of Name Black

Text

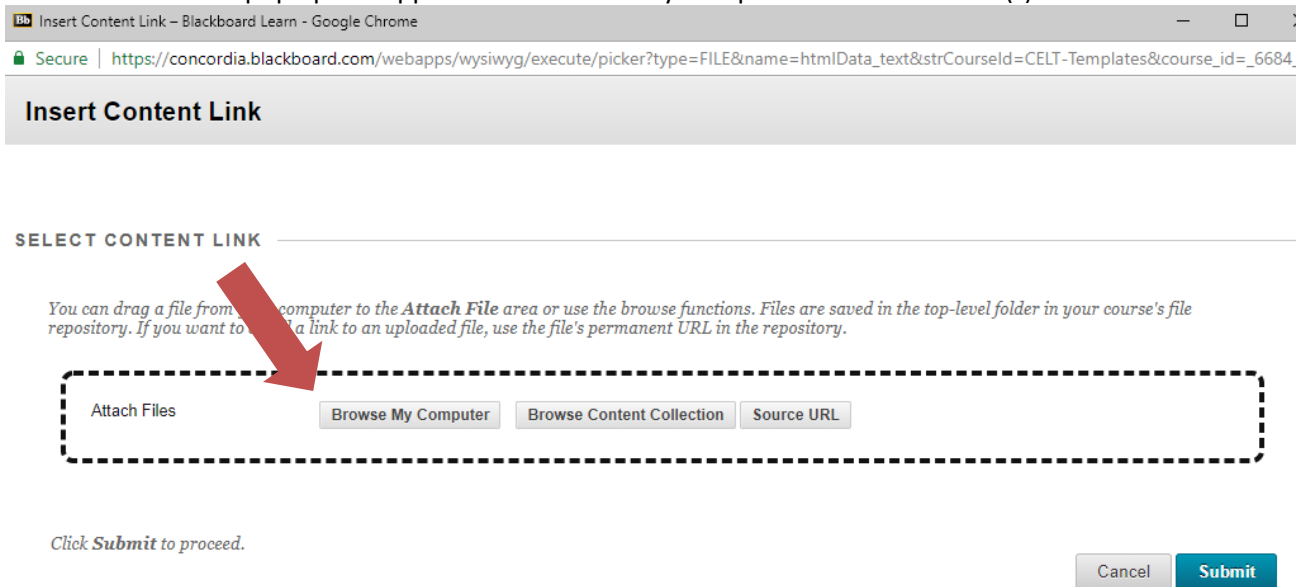
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Welcome to the course! I'm Susan Gallanis, your course instructor.

<https://weather.com/>

- m. A box will pop up will appear. Click Browse My Computer to locate the file(s).



BB Insert Content Link - Blackboard Learn - Google Chrome

Secure | https://concordia.blackboard.com/webapps/wysiwyg/execute/picker?type=FILE&name=htmlData_text&strCourseId=CELT-Templates&course_id=_6684

Insert Content Link

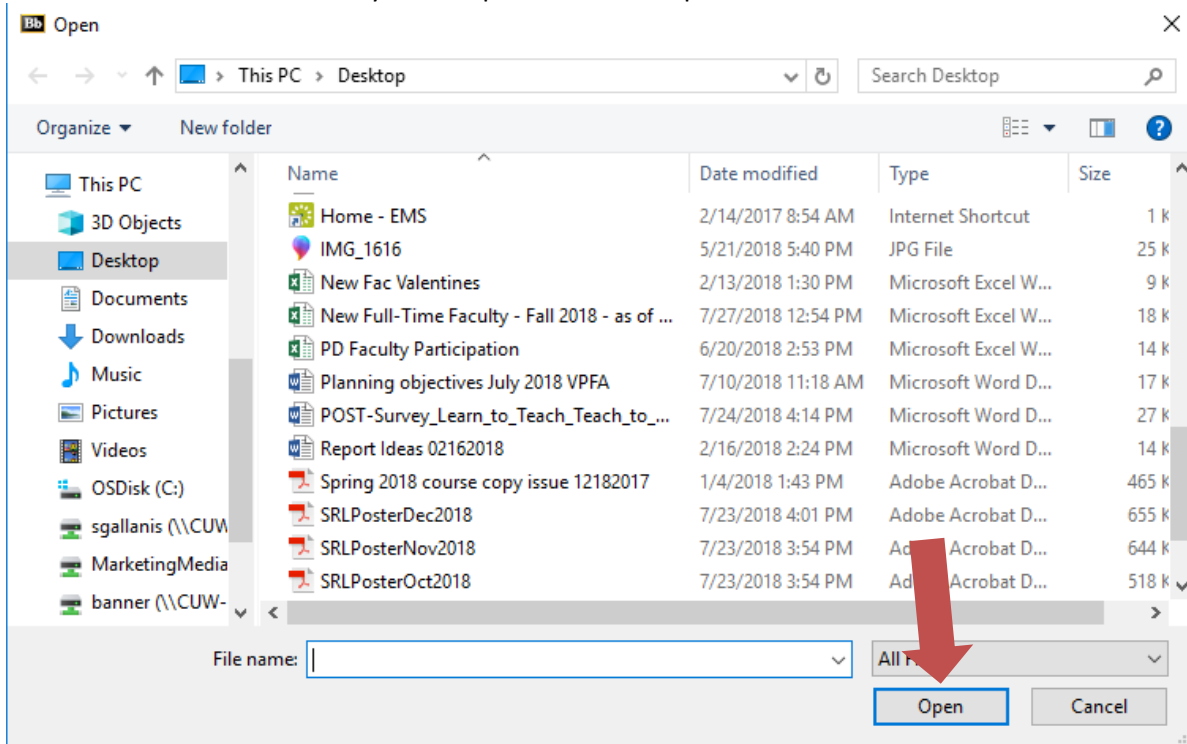
SELECT CONTENT LINK

You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to add a link to an uploaded file, use the file's permanent URL in the repository.

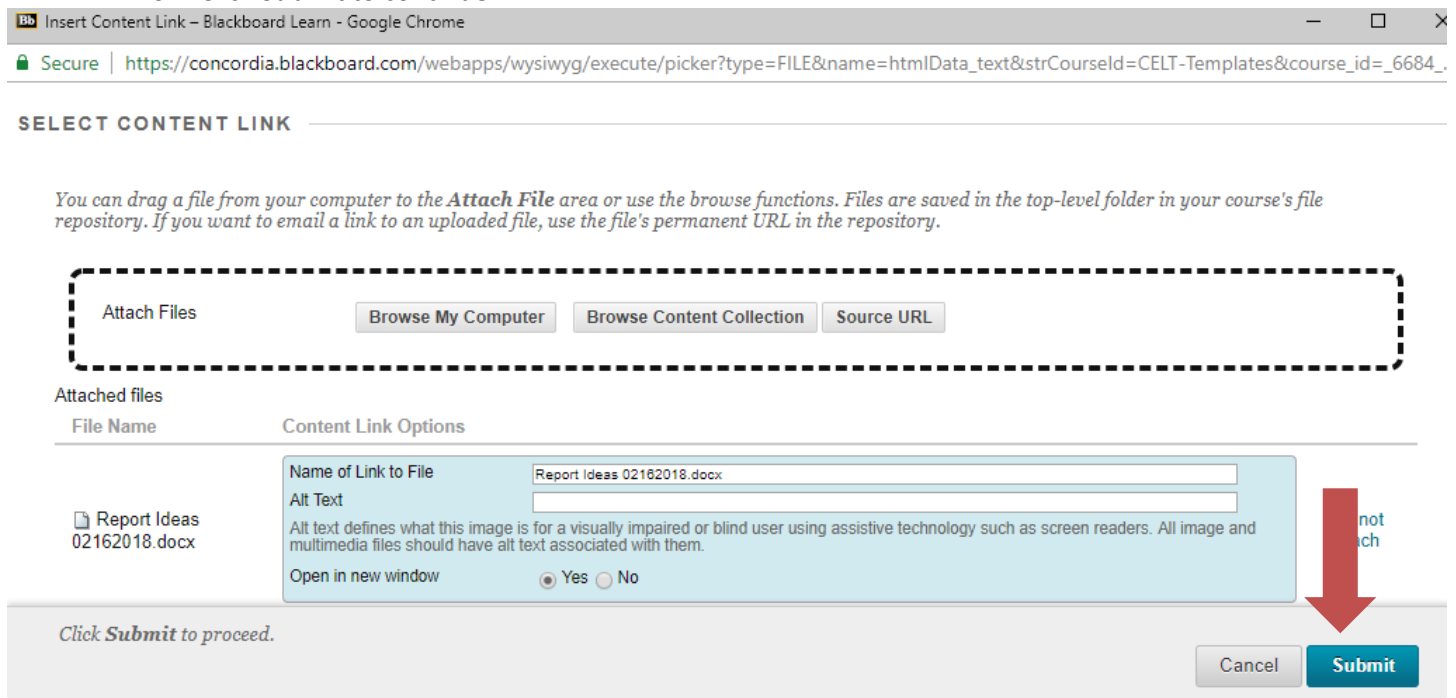
Attach Files

Click **Submit** to proceed.

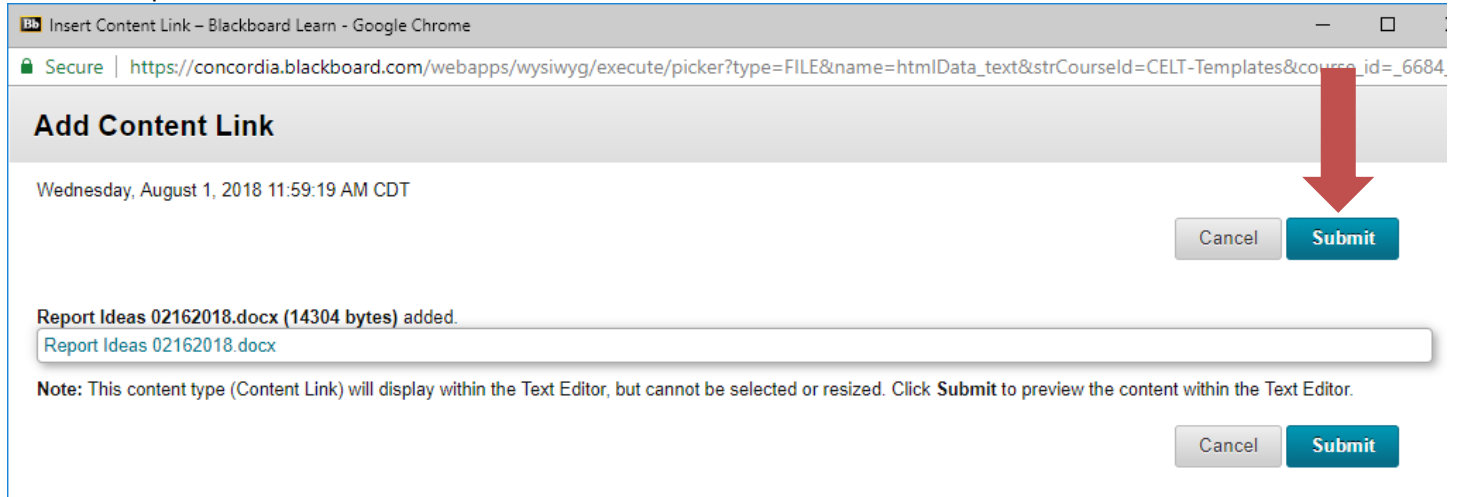
n. Locate the document on your computer and click Open to choose it.



o. Click Submit to continue.



p. Click Submit to continue.



Insert Content Link – Blackboard Learn - Google Chrome

Secure | https://concordia.blackboard.com/webapps/wysiwyg/execute/picker?type=FILE&name=htmlData_text&strCourseId=CELT-Templates&course_id=_6684

Add Content Link

Wednesday, August 1, 2018 11:59:19 AM CDT

Cancel Submit

Report Ideas 02162018.docx (14304 bytes) added.

[Report Ideas 02162018.docx](#)

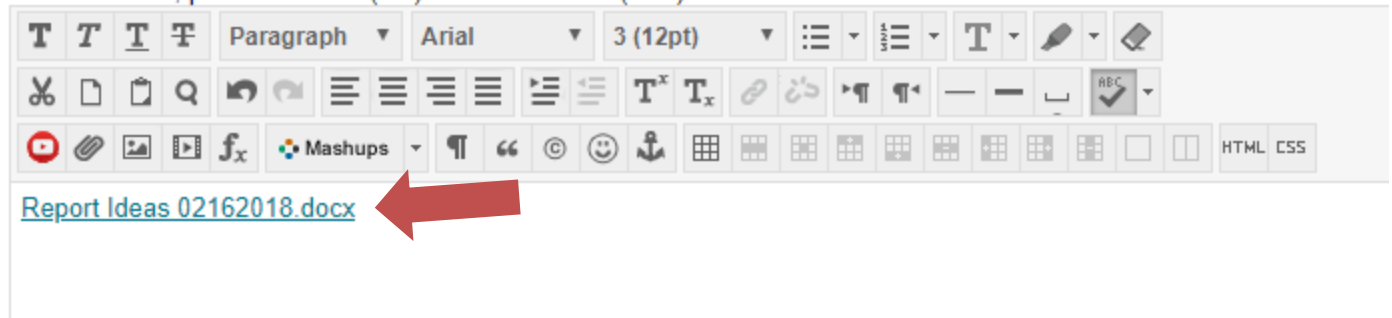
Note: This content type (Content Link) will display within the Text Editor, but cannot be selected or resized. Click **Submit** to preview the content within the Text Editor.

Cancel Submit

q. The document will appear as a hyperlink in the Item text box. Click Submit to save your changes.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Text Editor Toolbar:

- Text formatting: Bold (T), Italic (T), Underline (T), Strikethrough (T)
- Paragraph: Paragraph (dropdown), Arial (font face), 3 (12pt) (font size)
- List: Bulleted list, Numbered list, Indent left, Indent right
- Text: Text color (T^x), Background color (T_x)
- Link: Insert link, Remove link
- Media: YouTube, Image, Video, Audio, Mashups
- Other: Quote, Copyright, Smiley, Anchor, Table, Grid, HTML, CSS

[Report Ideas 02162018.docx](#)