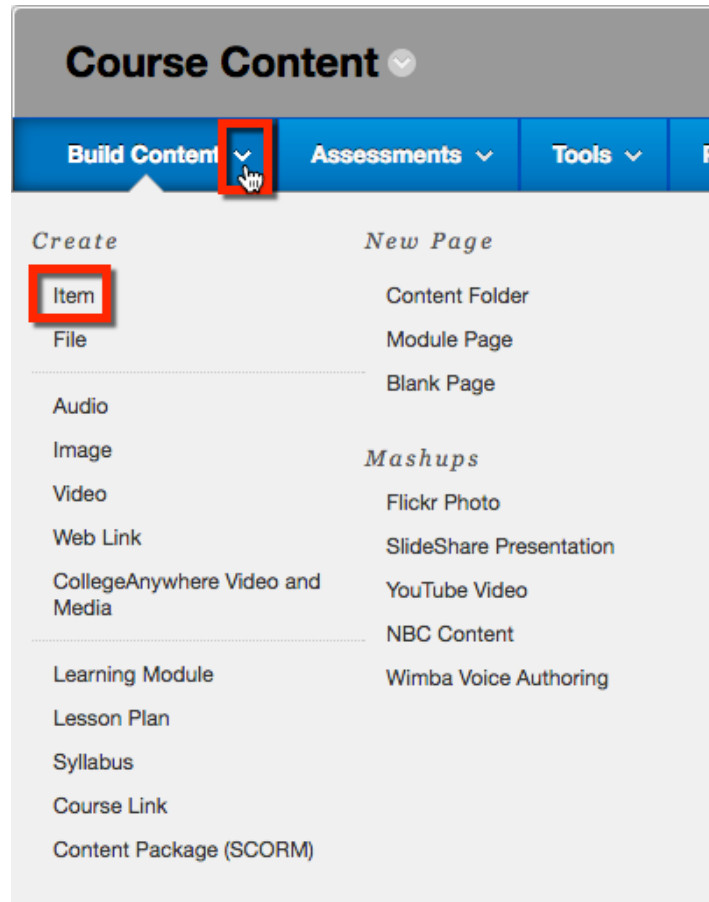


Create an Item

Enter a Blackboard course and select a content area to add content. Once you are in a content area, hover your mouse over **Build Content** to open the drop down menu. Select **Item**.

Note: A Blackboard Item is read only, unless you add a web link to the text, there is nothing for students to click.



Content Information:

Name: Create a name.

Text: Create content.

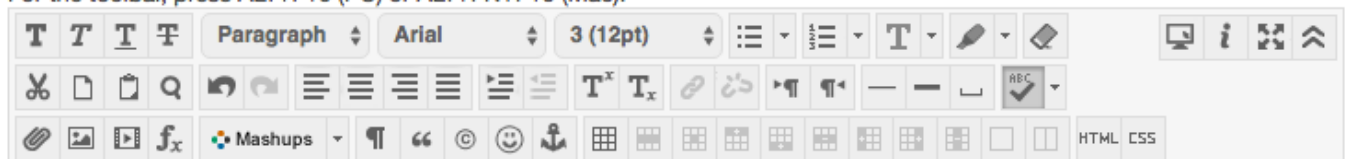
CONTENT INFORMATION

* Name

Color of Name Black

Text

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



Create content in this textbox.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

Attachments:

Browse My Computer: Find a file from your computer to add to Blackboard.

Browse Course: Find a file from your Blackboard course File Manager.

ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Browse My Computer

Browse Course

Standard Options:

Permit Users to View this Content: Make sure Yes is selected or students will not be able to view this content.

Track Number of Views: You will be able to keep track of how many users view this material.

Select Date and Time Restrictions: Select availability dates and times to limit when students can view this material.

Once you are finished, click **Submit**.

STANDARD OPTIONS

Permit Users to View this ☒ Yes ☐ No
Content

Track Number of Views ☐ Yes ☒ No

Select Date and Time
Restrictions

☐ Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

You have successfully created an Item.

Success: Item created.

Course Content

Build Content ▾

Assessments ▾

Tools ▾

Partner Content ▾

↑↓



Item

Create content in this textbox.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115