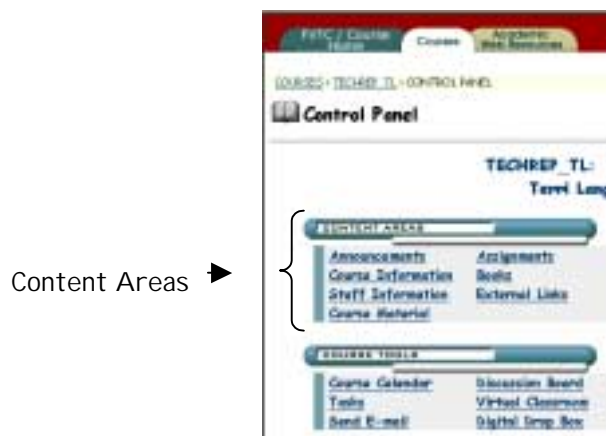


*BLACKBOARD: CONTROL PANEL*

*FOCUS: USING CONTENT AREAS*



## Working with *CONTENT AREAS* in Blackboard



### Content Areas:

Content Area	Purpose/Uses
<ul style="list-style-type: none"> <li>▪ <b>Announcements</b> (Permanent button—cannot be renamed or made invisible to students)</li> </ul>	Information students may need to know on an immediate basis; could be used to announce scholarships, out-of-office time, mainframe or firewall outages, changes in procedures, hints and tips—as they arise.
<ul style="list-style-type: none"> <li>▪ <b>Course Information</b> (Button is optional; may be renamed or made invisible)</li> </ul>	The “Housekeeping” area; could be used to house syllabus; competencies and learning objectives; work submission guidelines; communication guidelines, etc.
<ul style="list-style-type: none"> <li>▪ <b>Staff Information</b> (Button is optional; may be renamed or made invisible)</li> </ul>	Your self-introduction and contact information; consider including information about yourself that makes you “human” for your students. Photos are always welcome to students.
<ul style="list-style-type: none"> <li>▪ <b>Course Material</b> (Button is optional; may be renamed or made invisible)</li> </ul>	The “guts” of the course contents area; can be used to organize weekly work, modules, learning units or learning plans. May also house assignments, mini-lectures, presentations, etc, related to the teaching side of the course. Uses a folder-item structure.
<ul style="list-style-type: none"> <li>▪ <b>Assignments</b> (Button is optional; may be renamed or made invisible)</li> </ul>	An area designed specifically for assignments. Could be used for courses that provide all other teaching/learning content in a manual, text, or other materials that students already purchase.
<ul style="list-style-type: none"> <li>▪ <b>Books</b> (Button is optional; may be renamed or made invisible)</li> </ul>	An area designed to provide information about required text(s), recommended resources, and other materials used for a variety of purposes in the course.
<ul style="list-style-type: none"> <li>▪ <b>External Links</b> (Button is optional; may be renamed or made invisible)</li> </ul>	An area designed to house any or all related Web sites for the course. Makes adding URLs easy—all you do is copy/paste the URL into the address box and add a brief description of the site.

## FAQs About Content Areas

### 1. Buttons

- All but *Announcements* are optional—can be made invisible to students.
- All but *Announcements* can be renamed using Blackboard's list of options (Course Options->Course Settings->Area Availability)

### 2. Adding content using folders and items

- **Folders**—use for major sections of a course, e.g., Week 1 Work; Module 1; PowerPoint Presentations; Fun Stuff
  - a. Select "Add Folder."
  - b. Fill in the blanks and click "Submit." It's a good idea to let students know what's inside the folder, particularly if you are putting several separate items there. Make a short bulleted list, then add items following the order in which the bullets appear in the list.
- **Items**—Use for small units of instruction either as a standalone entry or as part of a folder.
  - a. As standalone entry—select "Add Item."
  - b. Fill in the blanks, add appropriate attachments, and click "Submit."
  - c. As part of a folder—**First**, open the folder in which the item will reside. **Then**, click "Add Item" and proceed as for standalone item entry.

### 3. Modifying folders and items

- Click on "Modify." Make changes and click "Submit."

### 4. Removing folders and items

- Click on "Remove." Follow screen directions.

### 5. 2 Ways to "Spiff up" and add Word documents to Blackboard Items

#### ☞ #1—Save Word documents as HTML

- Add colors and formatting (tables, etc.) in the Word document. Leave out clipart as it won't come through via the Web.
- Save the Word document as HTML (Web page) using the Save as function under File.
- Click on View->HTML Source.
- Scroll down till you see the <body> tag, e.g.,

```
</style>
</head>
<body lang=EN-US style=' tab-interval:.5in'>
```
- Copy all the content from there to the other body tag at the very end of the document.
- Paste that content into the message body of the Blackboard entry.
- Under the Message box in Blackboard, click the radio button next to HTML.
- Click "Submit."

#### ☞ #2—Put the Word document through FrontPage

- Compose and format the Word document. Highlight the contents and click Copy.
- Open FrontPage and open a new document in FrontPage.
- Paste the Word document contents into the FrontPage screen.
- Click on the "Preview" tab at the bottom of the FrontPage working screen.
- Click on the "Normal" tab and modify contents as needed.

- Click on the "HTML" tab. Locate the <body> </body> tags and highlight everything in between them. Copy/paste the content into the Blackboard Item message box.
- Click on the HTML radio button.
- Click "Submit."
- Close the FrontPage document without saving.

#### 6. Adding e-mail and URL hot links to Blackboard Item entries

- For **e-mail**, follow this example:

Contact Terri <**A HREF=mailto:langan@foxvalleytech.com**langan@foxvalleytech.com</b>A> for access.

- For **URLs**, follow this example:

Source: <**A**

**HREF="http://www.hcc.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/knowles.htm">http://www.hcc.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/knowles.htm</b>A>**

#### 7. Adding simple HTML tags to information typed into Blackboard folders and items—follow these examples for some of the simplest tagging:

**Bold** --> <b>will make the content show up bold</b>

**Italics** --> <i>will make the content show up in italics</i>

**Underlined**--> <u>will make the content show up underlined</u> (Be careful of using this one as many Internet users automatically think that anything that's underlined is a hotlink.)

#### Bulleted list

<ul>

<li>•bulleted list item</li>

<li>•bulleted list item</li>

</ul>

#### Numbered list

<ol>

<li>1. numbered list item</li>

<li>2. numbered list item</li>

</ol>

**Increase font size**--> <big>increases font size</big>

**Decrease font size**--> <small>makes font size get smaller</small>

#### Change font color

<FONT COLOR=#FF0000> turns the content red</FONT>

<b><FONT COLOR=#FF0000> turns the content bold red</FONT></b>

<FONT COLOR=#299C39>turns the content green</FONT>

For a list of **color codes** try one of these web sites:

<http://www.hypersolutions.org/pages/rgbhex.html>

<http://htmlgoodies.earthweb.com/tutors/colors.html>

8. Adding PowerPoint presentations as attachments. See next pages.

### Putting PowerPoint Presentations in Blackboard Courses

#### What you'll need:

- Completed, saved PowerPoint presentation
- Blackboard course and course area to house the PPT presentation
- FrontPage software (comes with Office 2000; can be checked out from the library or HelpDesk)
- FrontPage Web account (Contact Chad @ [blohowia@foxvalleytech.com](mailto:blohowia@foxvalleytech.com) or x4886 to get yours.)

Then, to add a PowerPoint presentation to your Blackboard course, follow these steps:

#### Blackboard--

1. Open your Blackboard course and the area, including folder and/or item that will contain the PowerPoint presentation. This is where you'll put your link to your PPT presentation.
2. Minimize—don't close--the Blackboard course (click the - sign at the top of the screen).

#### PowerPoint--

3. Open your saved PowerPoint presentation in PowerPoint.
  - Click *File*
  - Click *Save as Web page*; click *Save*. **Be sure you know where you saved it; you'll need to go back there later.**

This action creates both a *file* and a *folder* with the files you'll need later.

4. Close PowerPoint.

#### FrontPage--

5. Open FrontPage. *Remember, you need to have requested an account from Chad!*
  - Click *File*
    - a. Click *Open Web*
      - i. Click "<Name on its.foxvalleytech.com" or (if that doesn't appear), in the field called "Folder Name," type: <http://its.foxvalleytech.com/name> (your last name after the last slash mark).
      - ii. Click *Open* or press *Enter* on your keyboard.
      - iii. Enter your FrontPage authentication information (username will usually be your last name; password, your first name).
    - Click *File*
      - a. Click *Import*. A pop-up box will appear. Locate the buttons in the right side of the pop-up box.
      - b. Click *Add file*.

- c. Locate the PowerPoint presentation file you want to add. You're looking for the *filename.htm* version (this is where you have to remember where you saved your PPT presentation). Click on it.
  - i. Click *Open* when you find it. The file will appear in the pop-up box.
  - ii. Click *OK* and let it complete the *add* action.
- d. Click *Import* again. The same pop-up box appears.
- e. Click *Add folder*.
- f. Locate the PowerPoint presentation folder. You're looking for a folder called *filename\_files* this time. Click on it.
  - i. Click *Open* when you find it. The pop-up box will show a list of files.
  - ii. Click *OK*. Wait for FrontPage to import all the files. It may take several seconds.
- Drag and drop the .htm file from the lefthand panel (list of files and folders) to the righthand screen (work area) in FrontPage. This action **creates the link** that will be used by Blackboard to screen your PowerPoint presentation—but you're not quite finished yet!
- Click the hyperlink icon on the task bar (looks like a little globe with a chain link under it).
  - a. When the pop-up box comes up, find "Target Window" and the little pencil icon next to that field. Click on the pencil icon.
  - b. Select "New Window" and click "OK."
  - c. Click OK to close the other pop-up box. This series of 4 short steps will allow the user to open the presentation in a new window and, when finished viewing it, navigate back to Blackboard easily.
- In FrontPage, double-click on the link that is now in the work area of FrontPage (righthand side of the screen).
  - a. Click on the *HTML* tab at the bottom of the screen.
  - b. Click on Edit, Copy or press CTRL + C on your keyboard (to copy this line).

#### Blackboard--

- Maximize your Blackboard course, area, and folder/file. Enter whatever text you will use to introduce the presentation, e.g., Click on this link to open the PowerPoint presentation on Basketweaving: *Copy the link right here—Edit, Paste or CTRL + V on your keyboard*). Save and close; check it to see if it works.

#### FrontPage--

- Close FrontPage (Say "no" to the save question).