Uploading Files & Building Your Course from Scratch

Please Note:

- Prior to uploading files and building your course, you must create your course menu. For information on how to do this, click on the link to open Creating Links on the Course Menu.
- You can build your course by copying the content from previous courses or by importing an exported file from another course in which you are an instructor. For information on how to do this, click on the link to open Course Copy and Importing Content.

This guide explains how to build your course from scratch by uploading files from your computer.

Introduction (Blank Page)

- This section includes your contact Information and optional information.
- Click on the **Introduction** link in your course menu and add your information in the text editor box. If the tabs in the text editor box are not showing, click on the downward chevron.
- Your contact information can include email, phone, office hours, office location, etc.
- Click on the image icon to add a picture.
- Add optional information.
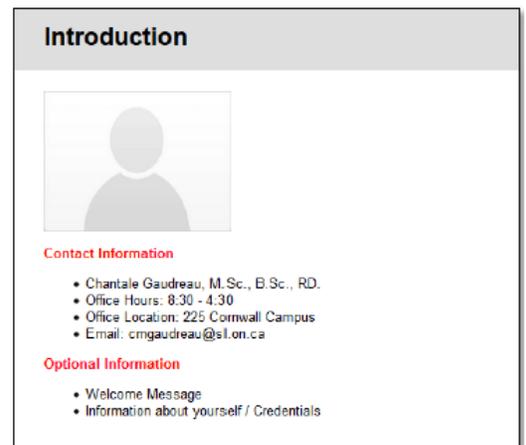

Course Information (Content Area)

- This section must include your signed PDF Course Outline & Appendix A

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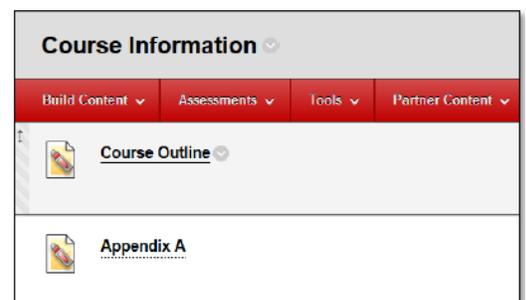
- Click on the **Course Information** link in your course menu > Build Content > Item > Name (type **Course Outline**) > Attach File > Browse My Computer (Find your course outline) > click Open.
- **Permit Users to View this Content** > Select **no** if you don't want students to see this item just yet. You can also select date and time restrictions > **Submit**.
- Repeat same steps to upload your Appendix A.
- You can edit any content by clicking on the arrow ⊙ beside the link to the item.

Content and Assessment

All your learning materials (documents, lessons, media, assessments, etc.) should be added to the **Content and Assessments** Section in your course menu. When you click on a link in this section, it will open a content area page and you will see the horizontal tab representing a content area.
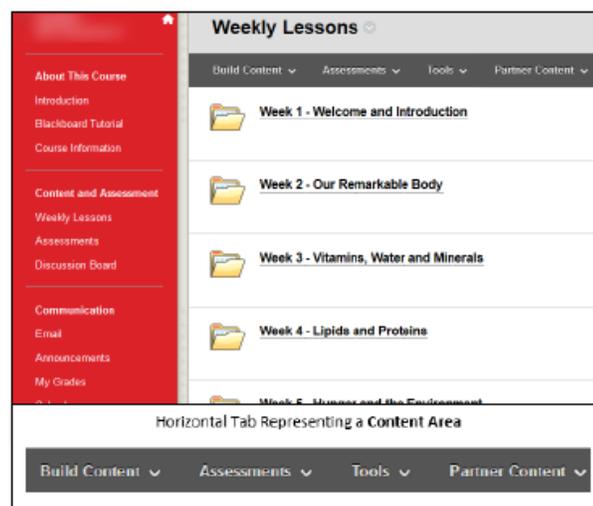
- **Build Content:** The Build Content drop down list contains all the types of content you can create within your course.
- **Content Folder:** To create some structure, you can organized your material int o folders (Build Content > Content Folder > give it a Name (e.g., Week 1) >
- Submit).
- **Create Item:** The most popular way to add any type of files (PPT, files, video, etc.) to your folder is by creating an Item (Click on the folder you created > Build Content > Create Item > Give it a Name > fill in optional information about that item > Browse My Computer to Attach a file > set the options > Submit).
- **Reorder your Folders:** You can reorder your folders or items by using the drag and drop controls (up and down arrows below the title box)
- **Statistics Tracking:** You can track students' usage and generate reports on the course usage and activity (Select the content Item that you want to track > right click to get to the contextual menu > Statistics Tracking > Select On or Off > Submit).
- **Assessment:** You can create online tests, surveys and assignments to be graded online using the Assessment tab. When you create an assessment using this tool, this will automatically generate a column in the Grade Centre.

Faculty interested in using the Collaboration tools (Blogs, Discussion Board, Wikis, Journals) can click on the link to open Working with Collaboration Tools.

For more information on course structure options, click on the link to open Blackboard Course Structure Options.

For more information on Blackboard, click on the link to open Blackboard Standards: A Guide for Faculty Members.

For Blackboard Assistance, please Contact your eLearning Specialists:

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 cboudreau@sl.on.ca
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or epero@sl.on.ca

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