عمدده المعليفر الإلا غرادتي والمدول الرقمني

Deanship of E-Learning and Digital Transformation



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Course content

Instructor Guides



Course content

The section that contains all the educational materials related to the course. This section may include lectures in the form of text files, multimedia files, links, or any other educational elements.

To add Course content, log in to Blackboard at Al-Jouf University and navigate to your course.

Then follow these steps

Creating Course Content:

👻 Home Page الصفحة الرئيسية	Build Content 🗸	Assessments V Tools V Pa	artner Content 🗸
 Course وصف المقرر Description 	Create	New Page	
Course أسكاذ المقرر 🕑 Instructor	ltem	Content Folder	
	File	Module Page	
Course إعلادات المقرر	Audio	Blank Page	
Announcements	Image	Mashups	
😒 Course المحتوى الدراسي	Video	Flickr Photo	
Content	Web Link	SlideShare Presentation	
Discussion لوحات التقائل 💿 boards	Learning Module	YouTube Video	
assignment 🛛 😒	Lesson Plan		
Exams الاختبارات	Syllabus		
	Course Link		

From the course menu, click on "Course Content," then select "Create Content."

Blackboard allows you to add various content elements (folder, file, image, video, web link, etc.).



✤ Create Content Folder:

A **content folder** used to organize content items. Content folders can group materials based on format, such as placing all media files in one folder, or grouping all lesson items in one place on a weekly basis.

Build Cor	ntent v	Assessments \lor Tools \lor	Partne
Create	1	New Page	
ltem	Ŀ	Content Folder	
File		Module Page	
Audio		Blank Page	

1. To add a content folder, select "Content Folder" from the "Create Content" menu.

CONTENT FOLDER INFO	DRMATION	
* Name		
Color of Name	Black	2
Text For the toolbar, press AL	T+F10 (PC) or ALT+FN+F10 (Mac).	
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~ ~ 트 프	Ξ Ξ Ξ Ξ X ² X ₂ 𝒞 𝔅 𝔄 Π.	- ± 🗸
	± ± ≅ ↔ † ↔ ⊙ 23 ⊕	

2. Enter the folder's name and description in the designated fields.



Permit Users to View this Content	● Yes 🔿 No	3	
Track Number of Views	🔾 Yes 💿 No		
Select Date and Time Restrictions	Display After	yyyy. Time may be entered in any increment.	\bigcirc
	Display Until	www. Time may be entered in any increment.	\bigcirc

3. Select the availability option (Yes or No), then set the date and time restrictions for

the item **Display After** and **Display Until**.

Course C المحتوى الدراسي	ontent 🛇	
Build Content V Assessm	ents v Tools v	Partner Content
[‡]		

4. Then click "Submit" to display the item as follows in the content area.

Create Item:

Item type content used to add one or more items at a time. All the items you add displayed together in a single list. You can also add a text description; include files, multimedia, and links.

)) المحتوى الدر اسي	ourse Content 🛇	
Build Content 🗸	Assessments V Tools V	Partne
Create	New Page	_
Item	1 Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	

1. From the *Build content* menu, click on an *item*.



* Name Color of Name Black Text For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). Black 2 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). Color of Name Paragraph Y Image: Alternative of the toolbar of toolbar of the toolbar of toolbar																
Color of Name Black Text For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). B I U S Paragraph × Arial × 10 pt × := × := × A															me	Nai
B I U \mathfrak{S} Paragraph \vee Arial \vee 10pt \vee \coloneqq \vee \models \vee A			2	[-	1			(10 (Mac).	Black	PC) or A	T+F10 (ress ALT	ne par. pr	of Nan	Color o Text
	~	~ <u>A</u>	Ē	= ~	~)pt	, 10		Arial	~	graph	Parag	÷	Ū	Ι	В
$\begin{array}{cccccccccccccccccccccccccccccccccccc$			⊞	×	⊞~		Ω	¶	± 🗸	- 2	¶<	Я	S.	8	X_2	X^2

2. Enter the *Name* and *description* data in the designated box.

ACHMENTS		3		
u can drag files from your o	computer to the Attach Files area o	or use the browse function	ons. Files are saved in the	top-le
Attach Files	Browse Local Files	Browse Course Files	Browse Cloud Service]

3. Attach files by clicking *Browse local files* to display them in the content area.

Content	● Yes ─ No		4
Track Number of Views	🔿 Yes 💿 No		
Select Date and Time Restrictions	Display After Enter dates as mm/dd/yyyyy	Time may be entered in any inc	crement.
	🗌 Display Until		\bigcirc
	Display Until Enter dates as mm/dd/yyyyy	. Time may be entered in any ind	crement.

Select *Permit users to view this content* (Yes or No), then Select the *date and time restrictions*.





💿 المحاضرة الأولى
docx ♡ (11.254 KB). الوحدة الأولى الجزء 1 📋 Attached Files: (11.254 KB) (مالوحدة الأولى الجزء 2 📋 docx (11.254 KB). الوحدة الأولى الجزء 3
مرفق لكم جميع الأجزاء الخاصة بالمحاضرة الأولى

5. Click *Submit* to make the item appear in the content area.

✤ Create File

This type of content used to add a file to the content list. You cannot add a description attached to the file, so be sure to use a meaningful title. You can choose whether students will open the file as a page within the course or in a separate window or tab.

C المحتوى الدر اسي	ourse Content 📀		
Build Content 🗸	Assessments 🗸	Tools 🗸 🛛 F	Partner Content 🗸
Create	New Page		
Item	Content Folder	1	
File	Module Page		
Audio	Blank Page		

1. From the *Build content* menu, click on a *File*.



SELECT FILE		
Select a local file by click within the Course enviro	ing Browse Local Files or one from within Course Files by clicking Brows nment or Yes to display it as a separate piece of content with no Course p	e Course Files . Enter a Name for the
* Name		2
Color of Name	Black	
* Find File	Browse Local Files Browse Course Files	3

- 2. Enter the file *Name* in the box.
- 3. On Find File Click *Browse local files* to add file to the content area.

STANDARD OPTIONS		
Permit Users to View this Content	● Yes ○ No	4
Track Number of Views	🔾 Yes 💿 No	
Select Date and Time Restrictions	Display After	yyyy. Time may be entered in any increment.
	Display Until	yyyy. Time may be entered in any increment.

4. Select *Permit users to view this content* (Yes or No), then Select the *date and time restrictions.*

Course Conte المحتوى الدراسي	nt 📀
Build Content V Assessments	✓ Tools ✓ Partner Content ✓
<u>LEC_1</u> ⊘	5

5. Then click *Submit* to add file in the content area.



Create Image

Through the Blackboard system, you can add several types of images such as (gif, jif, jpg, jpeg, png, and tiff), you can choice the dimensions of the image and add a description.

Build Content 🗸	Assessments 🗸	Tools 🗸	Partner Content 🗸
Create	New Page		
Item	Content Folde	r	
File	Module Page	1	
Audio	Blank Page		
Image	Mashups		
Video	Flickr Photo		

1. From the Build content menu, click on a Image.

ELECT IMAGE FILE		
* Name		2
Color of Name	Black	
* Find File	Browse Local Files Browse Course Files Browse M	lashups⊗ 3

- 2. Enter the image *Name* in the box.
- 3. On Find File Click *Browse local files* to add Image source to the content area.

Permit Users to View this Content	● Yes 🔿 No	4
Track Number of Views	🔾 Yes 💿 No	
Select Date and Time Restrictions	Display After	<i>ty. Time may be entered in any increment.</i>
	Display Until Enter dates as mm/dd/yy	<i>yy. Time may be entered in any increment.</i>

- Select *Permit users to view this content* (Yes or No), then Select the *date and time restrictions.*
- 5. Then click *Submit* to add *Image* in the content area.



Create Web Link

This type of content used to add a link to an external site in the content menu. The site opened within the Blackboard system or in a separate window or tab.

Build Content 🗸	Assessments V Tools V	Partner Content V
Create	New Page	
ltem	Content Folder	1
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Video	Flickr Photo	
Web Link	SlideShare Presentation	

1. From the *Build content* menu, click on a *Web Link*

WEB LINK INFORMATIC	N	
* Name		2
* URL	For example, http://www.myschool.edu/	der? 3

- 2. Enter the Link *Name* in the box.
- 3. Enter the URL for the "Web Link".

ATTACHMENTS	omputer to the Attach Files area o	4 or use the browse funct	ions. Files are saved in the to	-1-0
Attach Files	Browse Local Files	Browse Course Files	Browse Cloud Service	
i, <u>L</u>				

4. You can attach Files linked to a web link by clicking on browsing local files.





5. Select open the link within the Blackboard system or by opening in a new window

Permit Users to View this Content	í Yes ⊖ No	6
Track Number of Views	🔿 Yes 💿 No	-
Select Date and Time Restrictions	Display After	<i>and the second </i>
	Display Until	nyyy. Time may be entered in any increment.

- Select *Permit users to view this content* (Yes or No), then Select the *date and time restrictions.*
- 7. Then click *Submit* to add *Image* in the content area.