جامعة الجوف
Jouf University

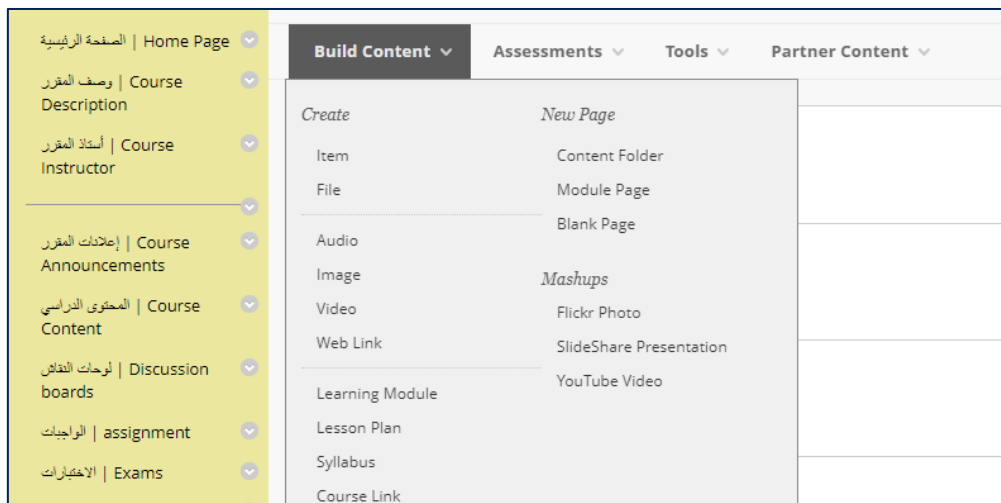# Course content

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:

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.
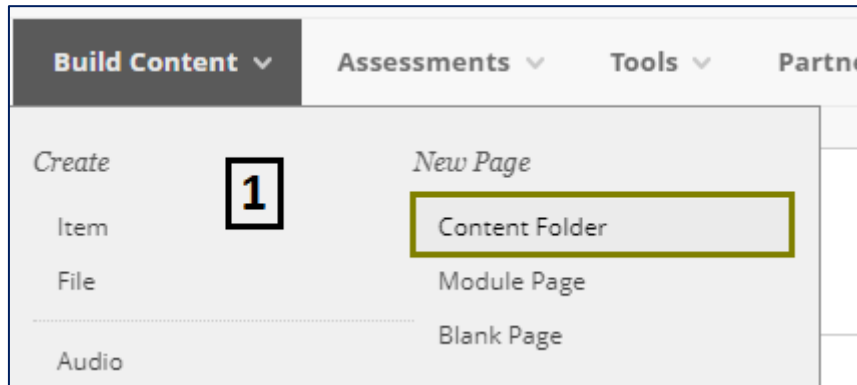
1. To add a content folder, select "**Content Folder**" from the "**Create Content**" menu.
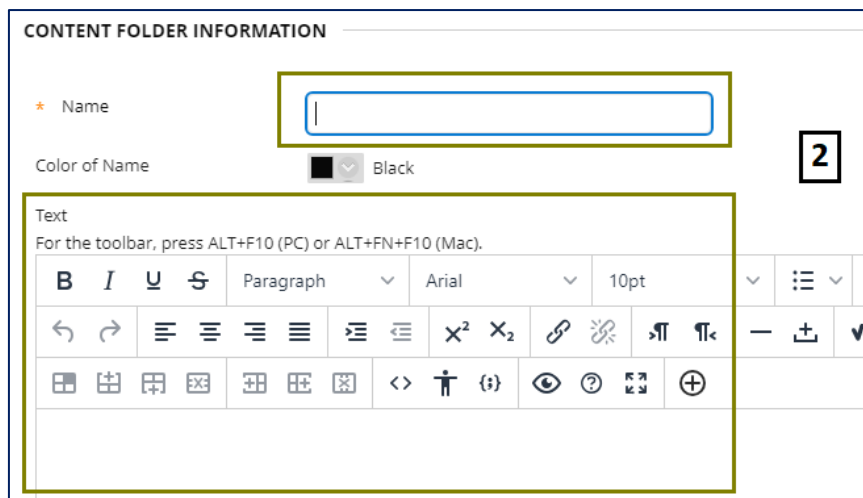
2. Enter the folder's **name** and **description** in the designated fields.

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

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

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.

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

* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name　　　　　■ ▾　Black

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

2

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

ATTACHMENTS

3

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-lev

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.

STANDARD OPTIONS

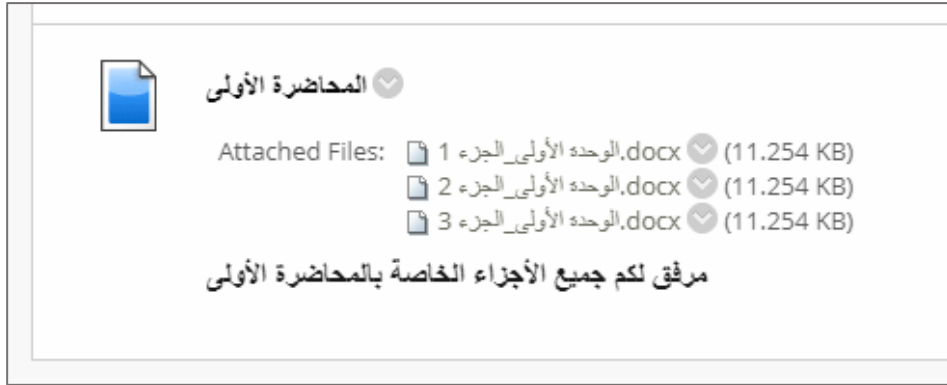Permit Users to View this Content　　　○ Yes　○ No

4

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

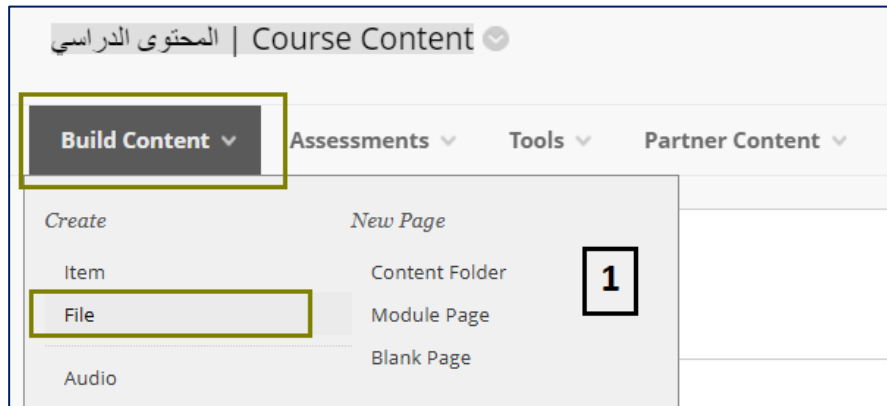Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

المحاضرة الأولى

Attached Files: الوحدة الأولى_الجزء 1.docx (11.254 KB)
الوحدة الأولى_الجزء 2.docx (11.254 KB)
الوحدة الأولى_الجزء 3.docx (11.254 KB)

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.

Course Content | المحتوى الدراسي

Build Content ∨   Assessments ∨   Tools ∨   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 clicking **Browse Local Files** or one from within Course Files by clicking **Browse Course Files**. Enter a Name for the within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* 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 [ ] 📅 [ ] 🕐

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.

4. Select *Permit users to view this content* (Yes or No), then Select the *date and time restrictions.*
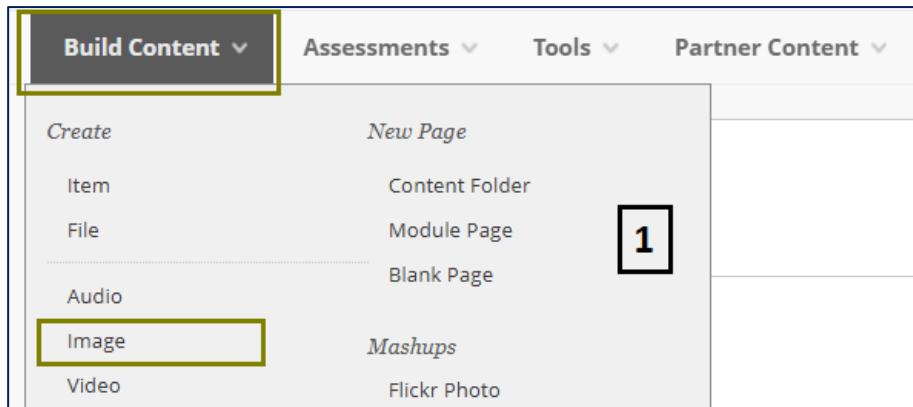
المحتوى الدراسي | Course Content ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

📄 **LEC_1** ⌄

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.
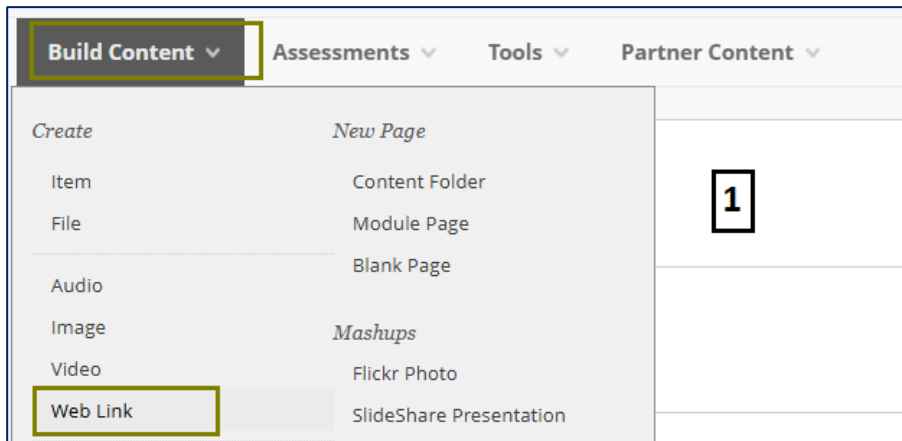

1. From the *Build content* menu, click on a *Image*.

2. Enter the image *Name* in the box.

3. On Find File Click *Browse local files* to add Image source to the content area.

4. 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.

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

2. Enter the Link *Name* in the box.

3. Enter the *URL* for the "Web Link".

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

WEB LINK OPTIONS

Open in New Window   ● Yes ○ No

5

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

Permit Users to View this Content	● Yes ○ No
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.

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6. 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.