

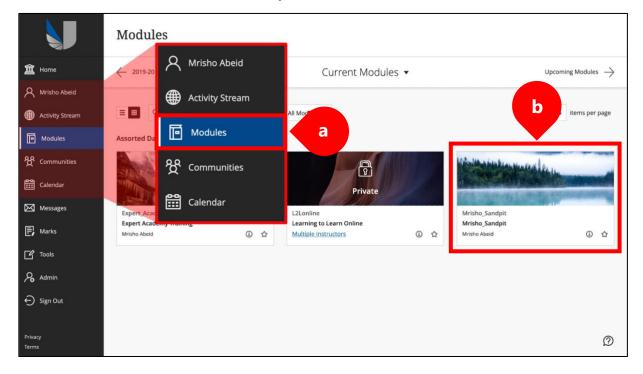
## BLACKBOARD: ADD A CONTENT AREA TO A COURSE, MODULE OR COMMUNITY

This document will show you how to add a content area to a course, module or community.

Blackboard	Courses		20	Caurie Catang	
1 entration frage	(- Demonstration Courses	Current Courses •	igeomig	countri ->	
· Balance Fanner	I BAR AND A REAL TO A REAL PROPERTY AND A REAL	Altitures +	8+1	101 DI 200	
(2). Organization	Kangelan	Manufacture 1	No.		
SE inven	Autrenomy 212	Chemistry 101	Food Science	Constitutes •	+
E terminet	in and an and a second	State (Shakes, Shakes, 1) Aunder Instatori, 🛊 🦛	Balack Person	Desert 10	Tel Loss
All hast			And a second sec	· · ·	
	Introduction to Anatomy D. NY, 17, Journal Multiple Instructors 🙊 🚥		thinks and the	edenergi # -	
	2011 Janua	And the second		-	
		all services	Nacional Inflamma Inf	B - Banka Banka B	
	-		Red care to	Contraction of the local division of the loc	1 A.
				E + destants 0 -	Property in the second s



- 1. After logging into Blackboard and while on the base navigation,
  - a. open modules (for courses and modules)
  - b. select a module in which you would like to add the content area link



2. While in the module/course or community select the + icon on the top righthand side of the left-hand vertical menu

	Mrisho_Sandpit Mrisho_S	andpit	Announcen	nents	3	Edit Mode is: ON	9
Ţ	ⓒ ୕୕↓ 〇 Mrisho_Sandpit (Mrisho_Sandpit)	₽ ♠	Announce New Announcer top of the list ar	<mark>⊛</mark> t₄ 2	eorder by dragging announcements to new positions. Move priority announcements above the reposit em. The order shown here is the order presented to students. Students do not see the bar and cannot.		the
	Announcements Module Information 🔳	•		Mrisho_Sandpit (Mrisho_Sandpit)		eorder announcements.	
Ī	Collaborate - Webinars	•	Create Anno	Announcements			0
	Learning Materials	•	New and	Module Information 🔳 - 🧟	•		
	UWL Replay Recordings			Collaborate - Webinars 🛛 🧧			
-	Assessments	•	Test lin Posted on	* Learning Materials		Posted by: Mrisho Abeid Omary Posted to: Mrisho_Sandpit Mrisho_Sandpit	
	Reading List Tools 🖾	•	BEng (Ho	UWL Replay Recordings	Nversity of West London		
	Blackboard Help 🛙	٠	oyusbdy	vilhsdjivni 🛇	-	Posted by: Mrisho Abeid Omary Posted to: Mrisho_Sandpit	
Γ.	Discussions	•		: Tuesday, 18 May 2021 16:21:08 o'clock BST askdnvba;kosmdlaw		Mrisho_Sandpit	
	Group for the module Module Wikis 🛙	•		where-online-student-engagement-ebook.p	at		



3. If you cannot see the option, make sure EDIT MODE for the module is on

Mrisho_Sandpit Mrisho_Sandpit	Announcements	Edit Mode is: • OFF
Mrisho_Sandpit (Mrisho_Sandpit) Announcements Collaborate - Webinars Learning Materials UWL Replay Recordings Discussions Assessments Reading List Discussions Group for the module Wiki	Announce Mrisho_Sandpit (Mrisho_Sandpit) Test lin Posted or BEng (Ho Beng (Ho Beng Ho UWL Replay Recordings Posted or Discussions Kjsntbkjr PoltEverywhere-online-student-engagement-ebook.pdf	Course Posted by: Mrisho Abeid ii tho Sandpit Course Posted by: Mrisho Abeid Comry Posted by: Mrisho Abeid Comry Posted by: Mrisho Sandpit Mrisho_Sandpit

i. not visible – the + icon is not visible

ii. **edit mode** – the edit mode must be off. You need to turn this on to see the option

- Mrisho\_Sandpit Mrisho\_Sandpit Announcements 🔄 🔓 Edit Mode is: 💽 🕐 0 8 ements ments above the repositionable bar to pin them to the see the bar and cannot reorder announcements. Add Content Area le Page Blank Page Name: i External Examiner's Area Course Link Available to Users ouncements appear below this line Cancel Submit iii ii osted by: Mrisho Abeid Test link sharing Omary Posted on: Thursday, 27 May 2021 10:58:53 o'clock BST BEng (Hons) Civil and Environmental Engineering at the University of West Londor Reading Lis Tools 🖾 ted by: Mrisho Abeid Blackboard Help 🖾 ovusbdvilhsdiivni 🔍 Omary Posted to: Mrisho\_Sandpit Posted on: Tuesday, 18 May 2021 16:21:08 o'clock BST
- 4. Select CONTENT AREA from the dropdown of the + icon

- i. **name** specify the name of the content. For instance: External Examiner's Area
- availability depending on whether you want the area to be available to students, select the checkbox next to *available to users*. For instance, not selecting this option as seen in the image above will not make the area available to students or guests enrolled on the module
- iii. **submit** press the submit button to save the changes made

\* Once saved, the new content area will appear the end of the vertical navigation menu on the left-hand side.