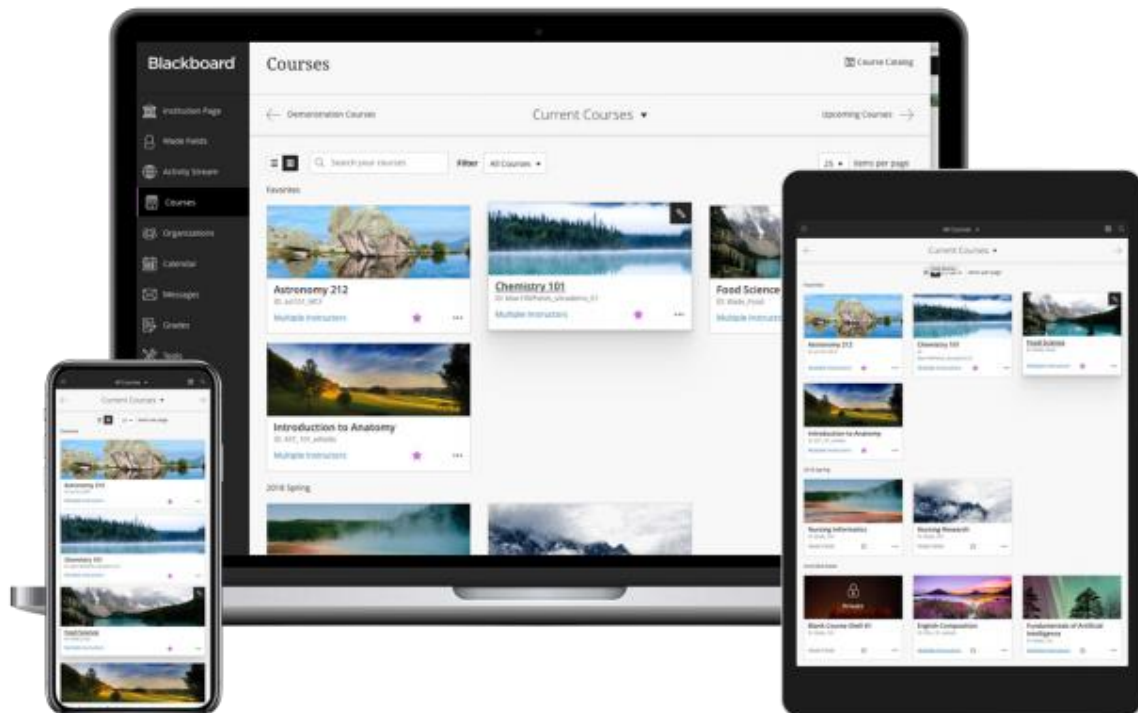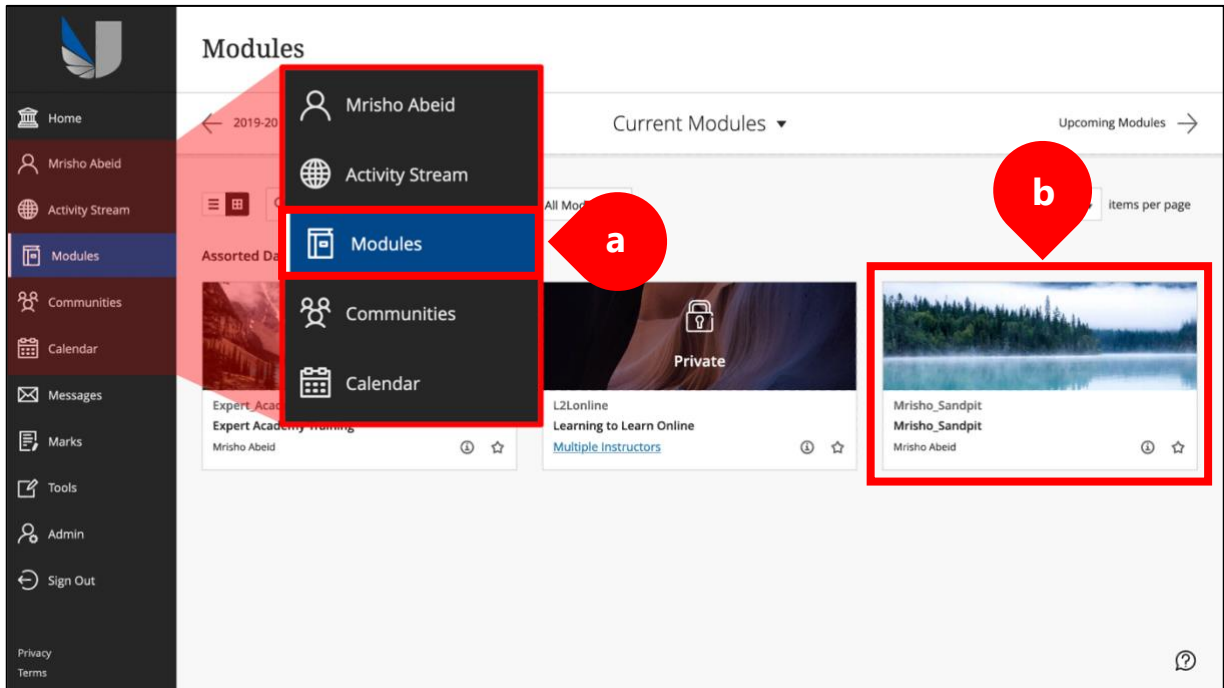![ExPERT ACADEMY logo]

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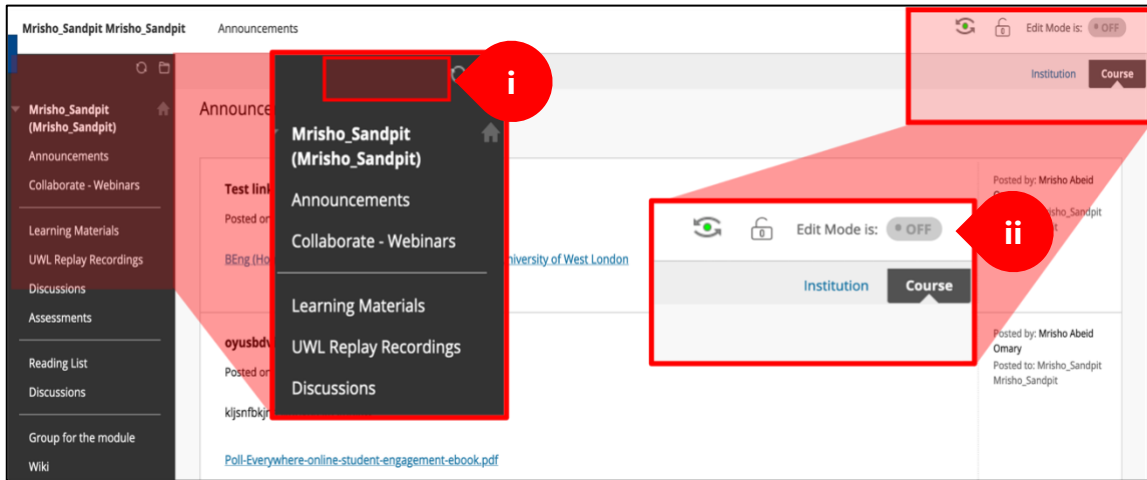
1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
   b. select a module in which you would like to add the content area link

2. While in the module/course or community select the **+** icon on the top right-hand side of the left-hand vertical menu
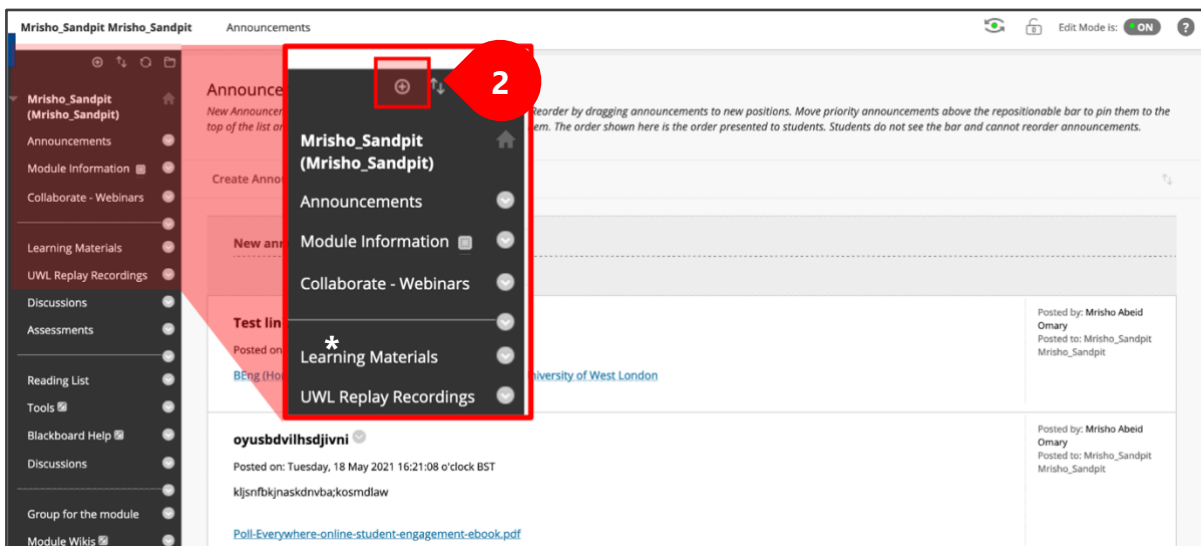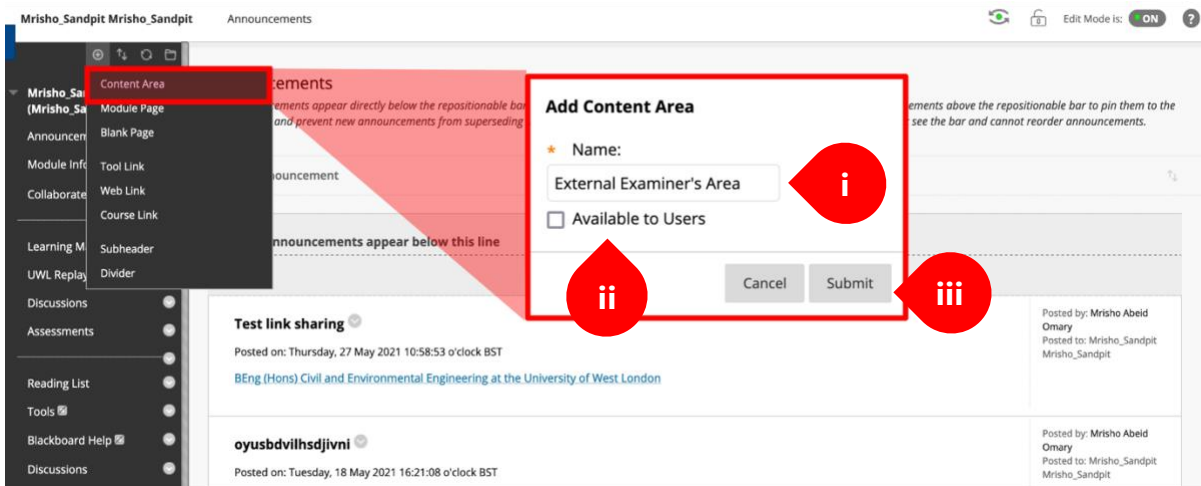
3. If you cannot see the option, make sure **EDIT MODE** for the module is on

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

4. Select **CONTENT AREA** from the dropdown of the **+** icon

i. **name** – specify the name of the content. For instance: External Examiner's Area
ii. **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.*