

How To Add Content to a Learning Module

This manual provides step-by-step instructions for faculty on how to add content to a learning module within a Blackboard. Learning modules are used to structure and deliver course content to students.

2. Accessing the Learning Management System (LMS)

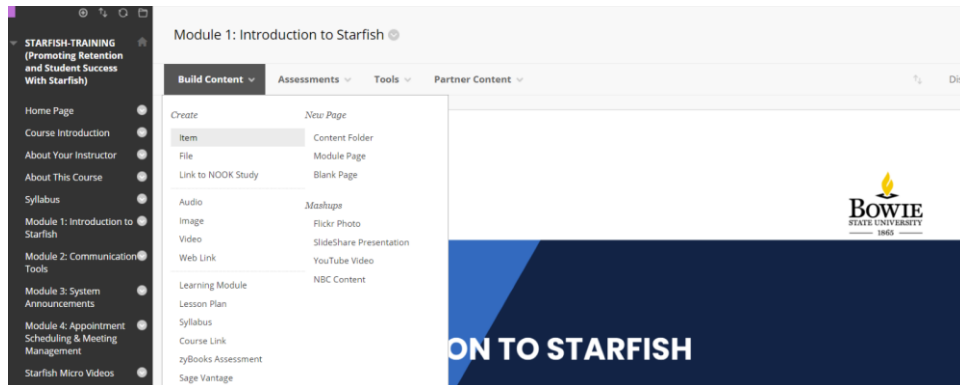
Before you can create a learning module and add content, you need to access the Blackboard. Follow these general steps:

- a. Open your web browser.
- b. Enter the URL for the Bowie State Blackboard page.
- c. Log in using your faculty credentials (username and password).

3. Creating a New Learning Module

Once you've logged into the Bowie State Blackboard, follow these steps to create a new learning module:

- a. Navigate to the course you want to add the module to.
- b. Find the "Content" or "Course Materials" section within the course.
- c. Select "Add Module" or a similar option.
- d. Give your module a name and, if necessary, a description to provide context for students.
- e. Save or publish the module.



4. Adding Content to the Learning Module

To add content to the learning module, you can follow these steps:

- a. Inside the module you created, select "Add Content" or a similar option.
- b. Choose the type of content you want to add. Common options may include:
 - Text: For adding text-based content.

- **File:** For uploading files (e.g., PDFs, Word documents, PowerPoint presentations).
- **Link:** For linking to external websites or resources.
- **Video:** For embedding videos or providing links to video content.

c. Follow the prompts to upload or create the content.

d. Add a title and description for the content to help students understand its purpose.

e. Save the content.

The screenshot shows a content creation interface. At the top, there is a 'Name' field and a 'Color of Name' dropdown menu set to 'Black'. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font style (Arial), font size (10pt), bulleted and numbered lists, indenting, link, unlink, and image insertion. Below the toolbar is a large text area for content entry. At the bottom of the interface, there is an 'ATTACHMENTS' section with a dashed border and three buttons: 'Attach Files', 'Browse Local Files', 'Browse Content Collection', and 'Browse Cloud Service'. A small text note above the attachments section reads: 'You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select Do remove a selected file.'

5. Making Content Available to Students

To ensure that your students can access the content, you'll need to make it available to them:

- Within the learning module, locate the content you want to make available.
- Check for an option like "Make Available" or "Publish."
- Click on this option to allow students to access the content.
- Be sure to save your changes.

STANDARD OPTIONS

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.

Click **Submit** to proceed.