Create a Content Area

Overview

This tutorial will explain how to create a Content Area. Content Areas are a basic building block in Blackboard Learn and can be used to create sections of content that students will experience via a series of pages and items. Content Areas can also contain a singular piece of content for important information (like your syllabus, contact information, or calendar).

Quick Steps

Course Menu > Add Menu Item > Content Area > Name > Availability > Reorder Content

Step 1

From the Course Menu, click the Add Menu Item button (+) [1], and select “Content Area” [2].

Step 2

From the Add Content Area menu, use the Name field to title the Content Area [3]. You can also use the checkbox preceding the “Available to Users” option [4] to make the Content Area visible to participants. When finished, click the Submit button [5].
Step 3

The new Content Area will appear at the bottom of the Course Menu [6]. Click on it to see the Content Area page [7].
Step 4

If you did not make the Content Area Available in Step 2, you can change the Content Area’s Availability by clicking the Item Options arrow that follows the Content Area’s title in the Course Menu [8]. From the Item Options menu, select “Show Link” [9].

Step 5

If you want to move the Content Area to a different position on the Course Menu, hover over the Content Area. Click and hold your mouse on the double-sided arrows [10]. While holding, move the Content Area up or down in the Course Menu.

Alternatively, you can use the Keyboard Accessible Reordering Tool by clicking on the Keyboard Accessible Reordering icon [11] in the header of the Course Menu.