Purpose of Document

This document will show you how to access your course, create content areas, add items to content area, create a web link, and create a YouTube link. This document will also show you how to edit and delete an item.

Total Number of Pages

27

Topics

Accessing Your Course
Turning On Edit Mode (when making changes, edit mode must always be turned on)
Creating Content Areas
Adding Items to a Content Area
Creating A Web Link
Creating a YouTube Link
Editing Content Items
Deleting A Module
Deleting An Item
Renaming A Module
Hiding a Module
Accessing Your Course

STEP 1: Go to https://myclu.callutheran.edu/

STEP 2: Log in with your CLU username and password.

Step 3: Select the Blackboard button on the left side of the screen.
STEP 4: Select the Courses tab.

STEP 5: Find the term your course is located (ex. 2021 Fall Semester).
If necessary, click the name of the term to reveal the available courses. Then select your course from the menu.
Turning On Edit Mode

STEP 1: While in your course, select Edit Mode in the top right corner of the page.

Please Note: If Edit Mode is off, you won’t be able to make any changes to your course.
Creating Content Areas

**STEP 1:** In the top left corner of the navigation panel, select the "+" sign.

**STEP 2:** Select Content Area.
STEP 3: Enter a name for the module in the pop-up window

STEP 4: To make the module available to students, check the availability box.

STEP 5: Select Submit.
STEP 6: Once the content area has been created, it will appear on the bottom of your course navigation panel.

STEP 7: Hover on the left side of the newly created module, click then drag it up to where is appropriate.
Adding Items to a Content Area

**STEP 1:** Access a content area from the course menu by selecting the name of the module that you would like to edit.

![Screenshot of Blackboard Tutorial with Week 1 selected from the course menu.](image)

**STEP 2:** From the action bar on the top left of the page, select **Build Content**.

![Screenshot of Blackboard Tutorial with Build Content option highlighted.](image)
STEP 3: Select Item from the dropdown menu.

STEP 4: On the create Item page, enter the Item’s name and a description.
**STEP 5:** If you want to attach a file to the item, select browse local files, and locate the file. You can also drag and drop a file into the dotted outline box around the Attach Files section of the page.
STEP 6: When finished select **Submit** in bottom left corner of the page.

STEP 7: Your new item will appear in Blackboard and attached files will be available for download.
Creating A Web Link

STEP 1: From the action bar on the top left of the page, select **Build Content**.

STEP 2: Select **Web Link** from the dropdown menu.
STEP 3: On the next screen, fill in the name of the site and the web address (URL) and a brief description if you like. You also have the option to attach a file.

STEP 4: By default, Blackboard opens links in a new tab. If you prefer for students to open the link in the same page, on the bottom select No for Open in New Window.
STEP 5: Select Submit.

STEP 6: Your weblink will now be available on your Blackboard page.
Please note: Students must click on the name of the link to open the web page.
Creating A YouTube Link

**STEP 1:** From the action bar on the top left of the page, select **Build Content**.

**STEP 2:** Select **YouTube Video** from the dropdown menu.
**STEP 3:** Use the search bar to type the name of your video. Then select **Go**.

**STEP 4:** Locate your video on the list and select the **Select** button below the video.
STEP 5: In the next window, the name of the video will be populated automatically. You can leave the video name as is or click into the box to change the title. You also can write a description for the video.

STEP 6: Scroll down on the page to Mashup Options. Under the View dropdown menu select Embed Video.
STEP 7:   Select Submit.

STEP 8:   Your YouTube video will appear embedded in your course. Students can click on the video to play it while remaining in the course.
**Editing Content Items**

**STEP 1:** From the module page, select the down arrow (Chevron) next to the item you want to edit.

**STEP 2:** Select **Edit** from the dropdown menu.
STEP 3: Make the necessary changes to the item.

STEP 4: Select Submit in bottom left corner of the page.
Deleting A Module

**STEP 1:** From the course navigation panel, select the down arrow (Chevron ).

**STEP 2:** Select **Delete** to remove the module and its contents from the course.
**STEP 3:** Once you select Delete, a confirmation window pops up and asks you if you want to hide the module instead of deleting it. If you still want to delete the module select **Delete content**.

![Confirmation window](image1)

**STEP 4:** If you select Delete content, a new window will show you a list of the items that will be deleted. Click **Delete** to permanently delete this module.

![Delete confirmation](image2)
Deleting An Item

**STEP 1:** Select the down arrow (Chevron) next to the item.

**STEP 2:** From the dropdown menu, select **Delete**.

**STEP 3:** In the confirmation select **Ok**.
Renaming A Module

STEP 1: From the left panel, select the down arrow (Chevron)

![Image of Blackboard Tutorial]

STEP 2: From the dropdown menu, select Rename Link.

![Image of Rename Link]
STEP 3: Type a new name in the box, and select the green checkmark to save the new name.

STEP 4: The new module name will now be reflected in the course navigation panel.
Hiding a Module

**STEP 1:** From the left panel, select the down arrow (Chevron).

**STEP 2:** From the dropdown menu, select **Hide Link**.
STEP3: When you hide a module, a grey box with a line through it will appear next to the module. This means the module is hidden for students.