# TUHSD TECH QUICK GUIDE: Adding Resources and Discussions

## **Adding Resources**

 To add resources on a course, select the page that will contain the resource. You can rename pages by clicking on the <sup>O</sup>.



2. Place cursor over the **Build Content** item. Select a resource to create/add.

Content ©	
Build Content 🗸	Assessments 🗸 Tools 🗸
Create	New Page
Item	Content Folder
File	Module Page
Audio	Blank Page
Image	Mashups
Video	Flickr Photo
Web Link	SlideShare Presentation
Learning Module	YouTube Video
Lesson Plan	xpLor Content
Class Outline	
Class Link	
Content Package (SC	DRM)

a) Adding files: click **File** from the **Build Content** menu. Name the file and select it from your computer or from a class if you already uploaded it onto Blackboard.

ELECT FILE		
	by clicking Browse My Computer or one from and choose a Color for the text to appear in th	
	nent or Yes to display it as a separate piece of	
the cases environ	in the second provide a second process of	content marine ender page ner
* Name		
	Black	_

Select file and standard options and then click **Submit**.

b) Adding a folder: select Content
 Folder from the Build Content menu.
 Name the folder, add a description,
 select standard options, and click
 Submit.

Select the folder and repeat the process to add items to the folder.

Create Content Folder									
A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. More Help									
* Indicates a required field. Cancel Submit									
CONTENT FOLDER INFORMATION									
Wame Color of Name Black									
Text									
T T T T Paragraph ✔ Arial ✔ 3 (12pt) ✔ Ξ • Ξ • T • ℓ • ৫ ♀ i X ↔									
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 c) Adding YouTube videos: select YouTube Video from the Build Content menu. Type in key words or an exact title within the seach field and click Go.
 Select the video to add.
 Add additional details or complementary resources and options. Click Submit when finished.



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#### **Adding Discussions**

1. To add a discussion to the course, select the **Discussions** link.



2. Click **Create Topic** within the action bar.

Discussion	Board
Topics are made up organize discussion	of individual discussion threads that can be organized around a particular subject. Create Topics to 1. More Help
Create Topic	Search

- 3. Give the topic a name/title.
- 4. Type the discussion prompt in the Description section.



Note: There are various tools to customize your text and to add resources (files, videos, photos, etc.).

5. Select the topic availability.

TOPIC AVAILABILITY							
Available	● Yes ○ No						
Enter 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.						

- Select topic settings. To have students post their response before reading other responses, select Participants must create a thread in order to view other threads in this topic.
- 7. Select grading options.



- 8. Choose creating and editing options.
- 9. Click Submit when finished.



#### **Student View:**

- To preview what students see on the course page, click the sicon on the top-right corner of the page.
- Select the pages or items you wish to preview.



• Click **Exit Preview** when finished.