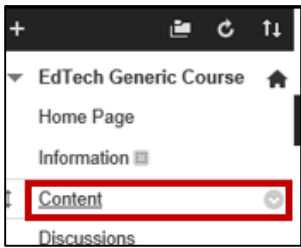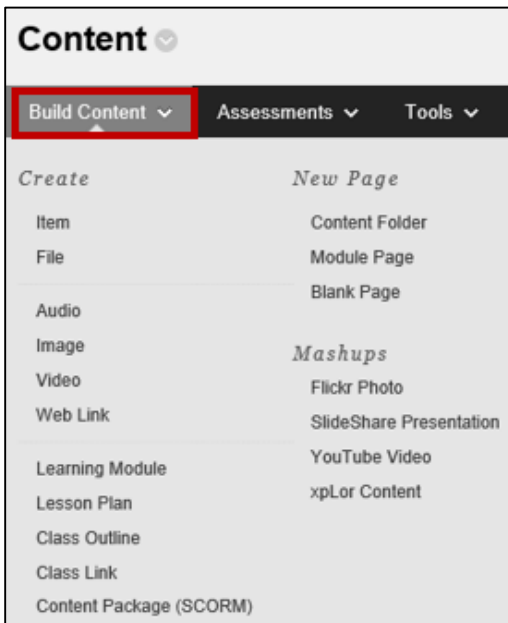**Adding Resources**

1. To add resources on a course, select the page that will contain the resource. You can rename pages by clicking on the ⌄.

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

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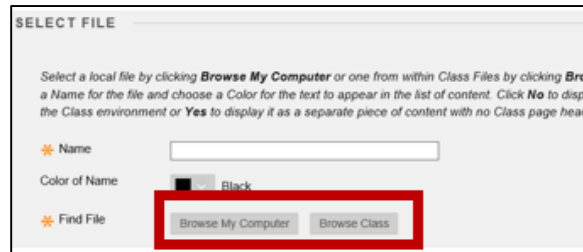
Select file and standard options and then click **Submit**.

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.
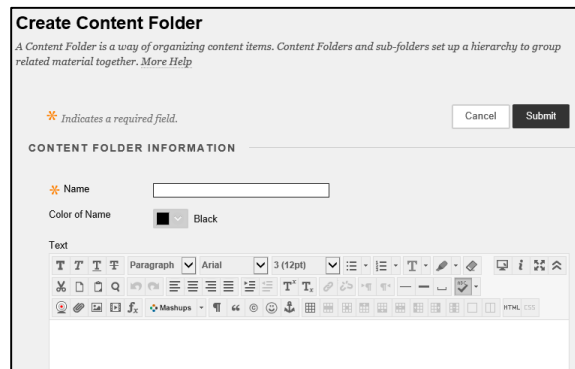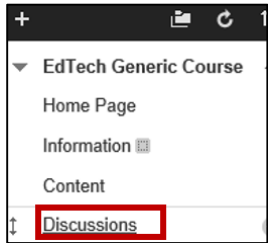
c) Adding YouTube videos: select **YouTube Video** from the **Build Content** menu. Type in key words or an exact title within the seach field and click **Go**.
Select the video to add.
Add additional details or complementary resources and options. Click **Submit** when finished.
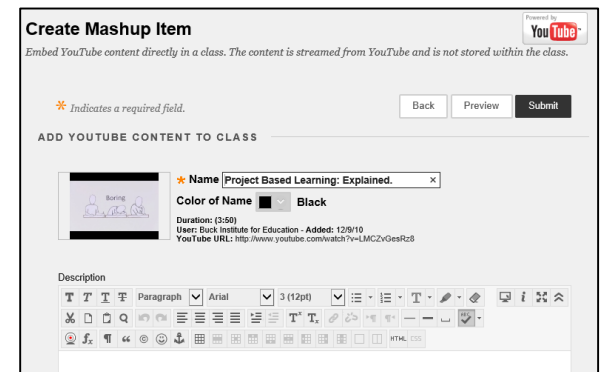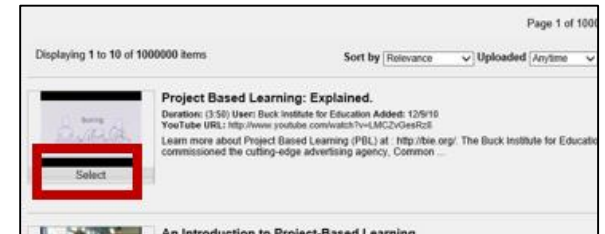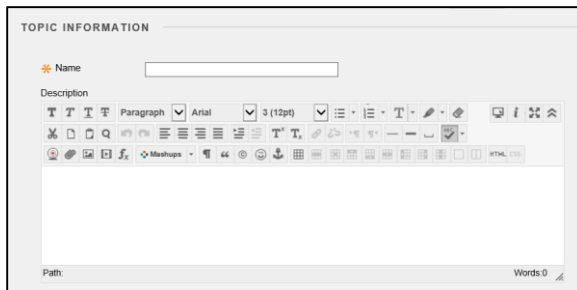
Adding Discussions

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

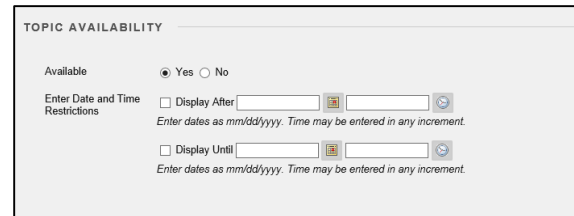2. Click **Create Topic** within the action bar.

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

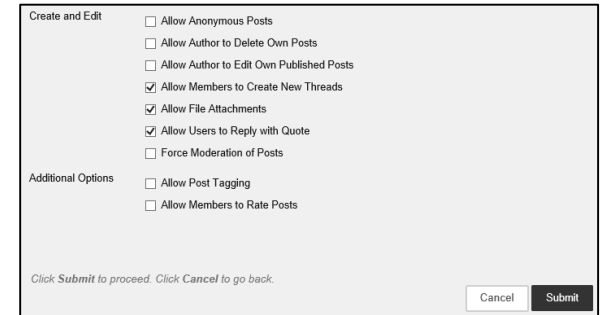*Note: There are various tools to customize your text and to add resources (files, videos, photos, etc.).*

5. Select the topic availability.

6. 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**.
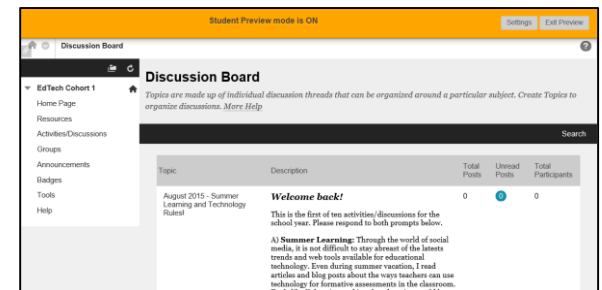7. Select grading options.
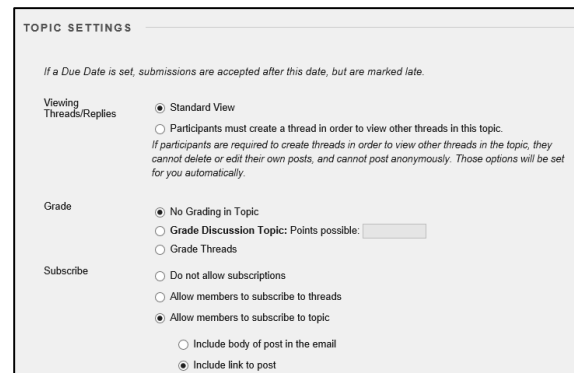
8. Choose creating and editing options.
9. Click Submit when finished.

Student View:

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

- Click **Exit Preview** when finished.