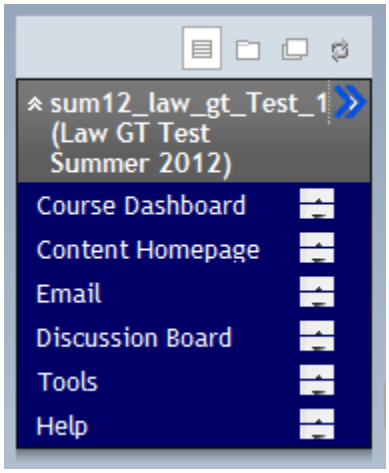
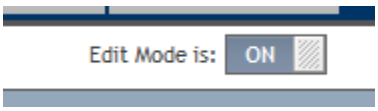
## *Course Documents aka Content Homepage*

The new **Course Documents** section, which has been renamed to **Content Homepage**, can be the most intimidating of the new Blackboard 9 server features. Once you sit down with it for a few minutes, however, you'll see it isn't as complicated as it first seems.

Initially, you should understand that the new section is called **Content Homepage** because it is meant as a one-stop shop for every piece of content in your course. The old Blackboard 8 server had different sections for **Course Documents, Assignments, External Links, Audio Recordings, Video Recordings**, etc. In order to streamline the interface and maximize usability, we've combined all of these related items into a single **Content Homepage**. The **Content Homepage** is the second item down in the navigation pane on the left-hand side of the screen.

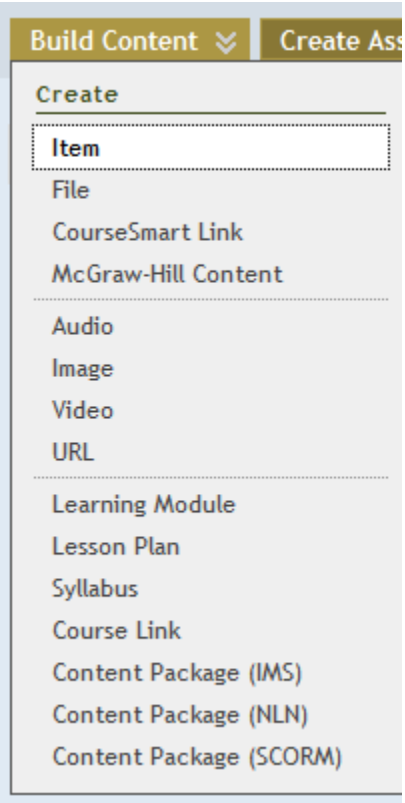



**It is very important to note that you cannot add/edit/delete any items in the Content Homepage unless Edit Mode is set to ON. You can find edit mode on the top right-hand section of your screen. If no materials are in it, the Content Homepage menu item won't even show up unless Edit Mode is ON.**

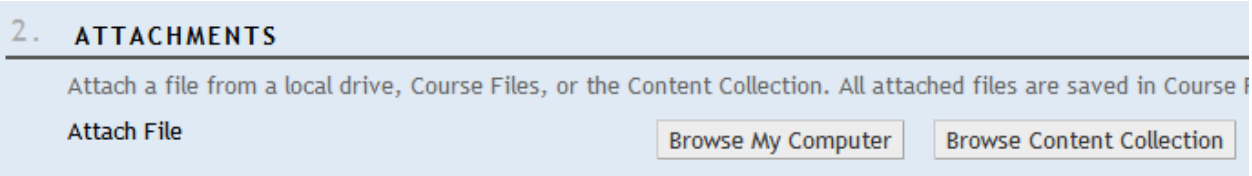



Questions?
Justin Barber
(610) 519-6706
barber@law.villanova.edu

The most common question we anticipate receiving is how to upload a file to the course. It's quite easy, simply mouse over or click the grey double down arrows next to **Build Content** and select **Item**.




You'll then see nearly the exact same file upload screen as in the old Blackboard 8 server. The only real difference is that under §2, Attachments, you can select the same old **Browse My Computer** (to attach a file from your computer) or the brand new option of **Browse Content Collection**.




**Browse Content Collection** allows you to select a file that you've already uploaded to the new Blackboard 9 server. This isn't limited to just this specific class. You can select a file from any of the classes that you're listed as an Instructor for. It's called **Content Collection** because it's a virtual catalog of all of the files that your user account has uploaded to the system, not just the class, in the past.

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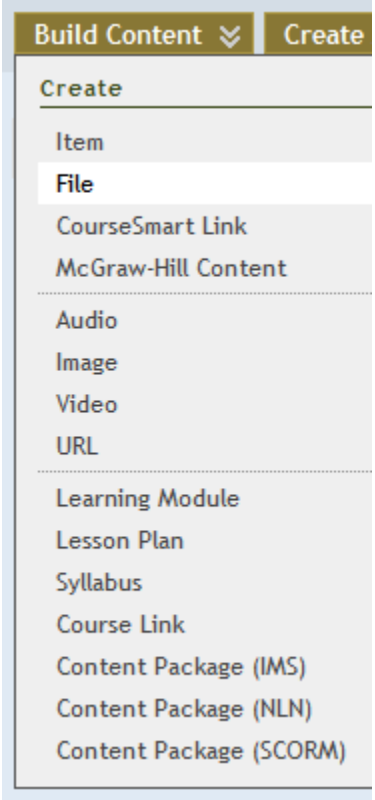
The second option in the **Build Content** drop-down menu is **File**. This is the same as the previous Item option, and either of the two can be used.




The fourth and fifth options, **CourseSmart Link** and **McGraw-Hill Content**, are meant for undergraduate use, but they are available for you if you would like to investigate them further.

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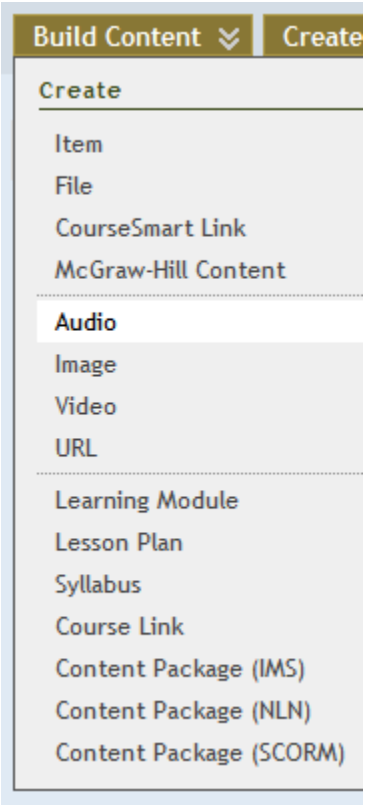
The next section has options for **Audio**, **Image**, or **Video**. While the specific settings for each item are slightly different, they all share common traits with the regular **Item** and **File** options discussed above. **Audio** has the extra options of including a transcript (if you have one available), as well as providing for auto start of the audio once clicked and whether or not the audio should loop once it's completed. **Video** is substantially the same except it also adds a Dimensions option in case you want to resize the video on the screen.




**Learning Module** and **Lesson Plan** are outside the scope of this document, and they are geared more towards the undergraduate schools and are available if you wish to investigate them further.

**Syllabus** allows you to upload an **Item** that is specifically tagged as a **Syllabus**. You do not need to use this method if you do not want to. Many people will simply choose to upload an **Item** named Syllabus, and that will be sufficient.

**Course Link** allows you to create a shortcut to any other area in this specific Blackboard class.

The final three options for Content Package are used to import standards based testing materials and are not currently supported for the upcoming semester. You are free to investigate the options, but we are not set up to support them at this time.

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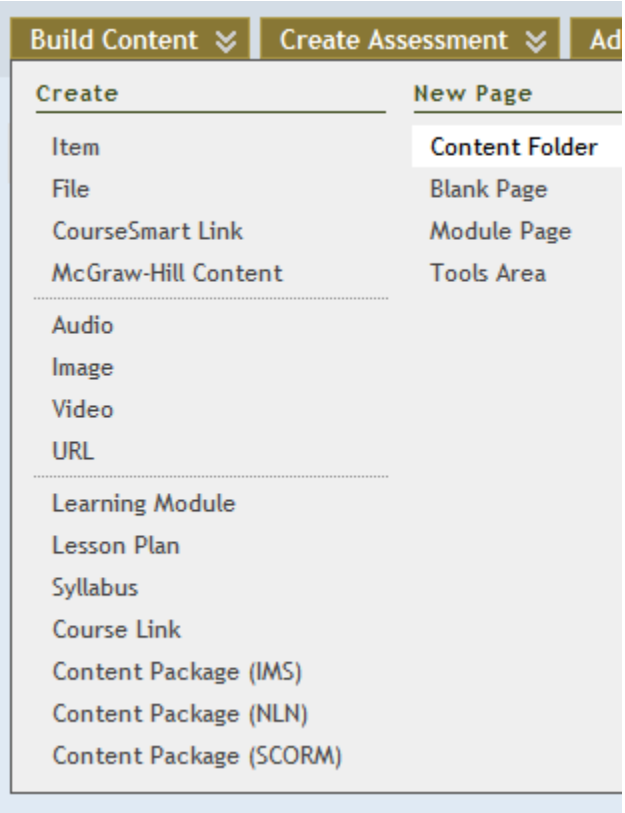
The second column under **Build Content**, titled **New Page**, first allows you to add a folder to house your content. This is identical to the way you would create a new **Course Documents** folder under the old Blackboard 8 server.




The second option under the second column is **Blank Page**. This is essentially the same thing as the previous Create **Item** or **File** screen.

The third option, **Module Page**, allows you to create a new section for "Modules" which are like Tools, only different. For example, you can create an online calculator should you or your students need to perform simple arithmetic at some point throughout the day. While most of the Modules are geared more toward the undergraduate classes, please feel free to explore and utilize them as you see fit.

The last option, **Tools Area**, lets you create a shortcut to any of the many Tools installed in Blackboard. The Tools section is detailed in another document.

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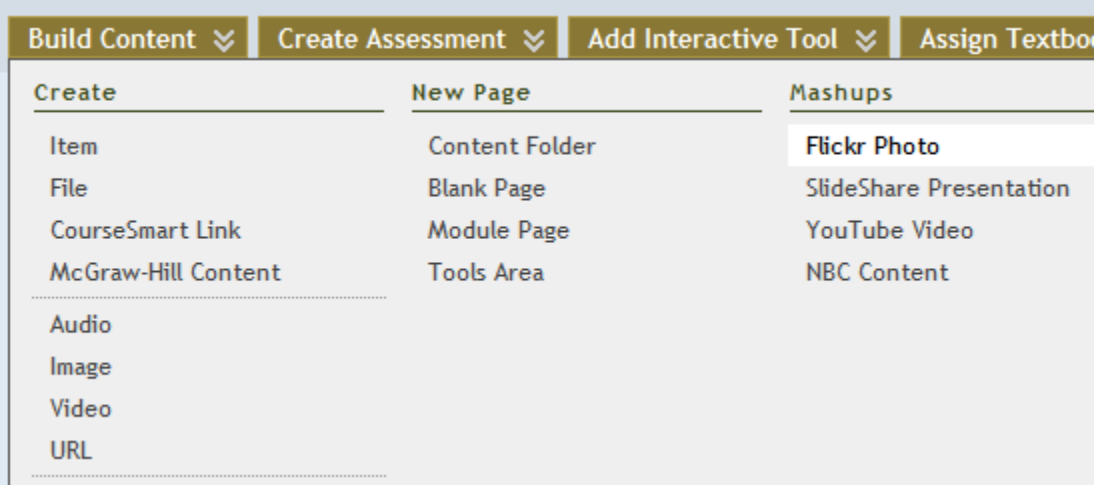
The final column under **Build Content** is titled **Mashups**. **Mashups** are a way of pulling content from third-party websites such as Flickr or Youtube and presenting them in your Blackboard course. The system treats them like any other course **Item** or **File**, so the standard options like statistical tracking or date/time restrictions still apply.

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