

Hawai'i Pacific University

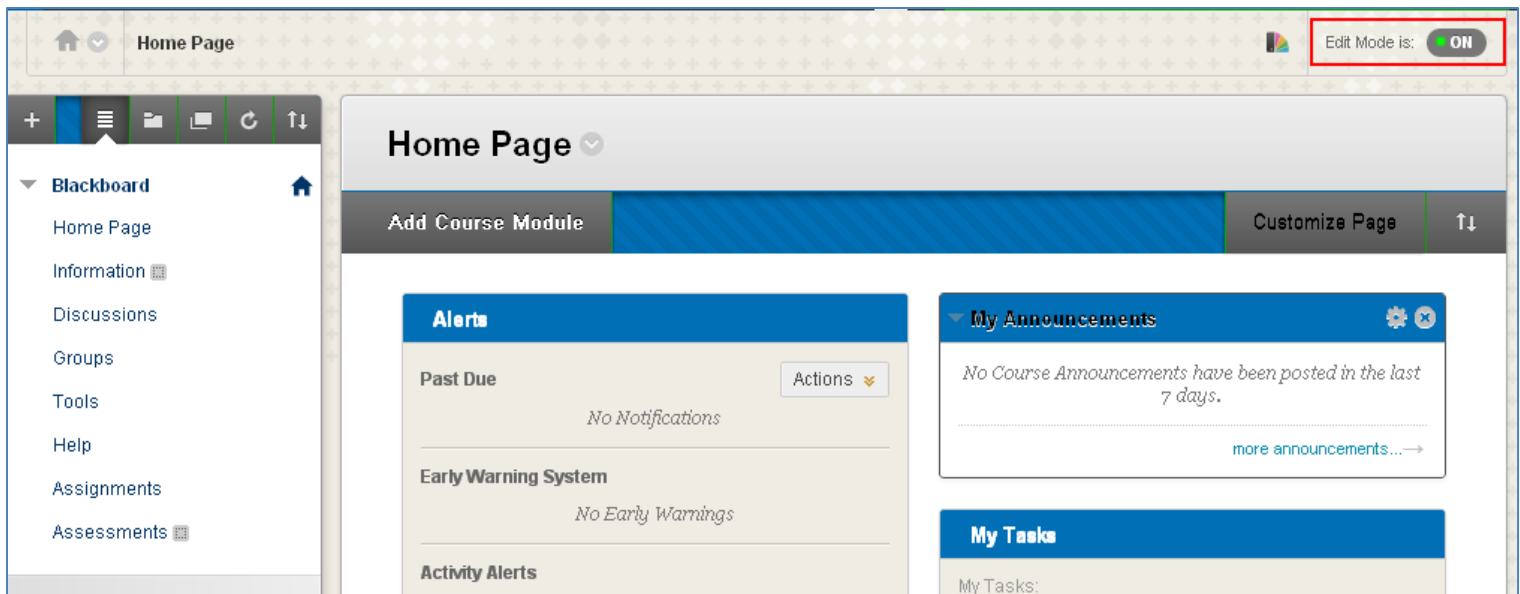


Creating a Course Information Page

By default, every Blackboard course comes with a pre-populated Course Menu, which can be edited by the instructor. Please see the Blackboard Course Menu instruction guide to learn more about it. This document will show you how create a Course Information page. To do this, you will:

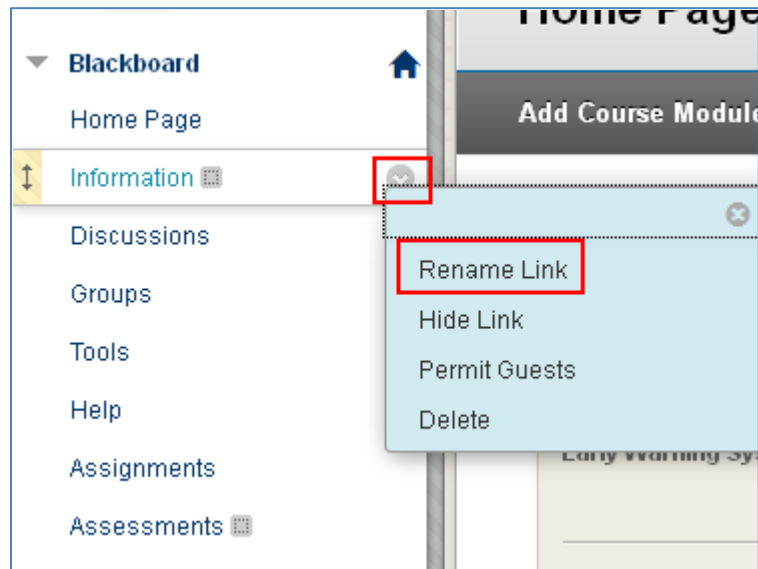
1. [Create a Course Information Content Area Menu Link](#)
2. [Upload a Syllabus](#)
3. [Create an Instructor Information Entry](#)
4. [Create Web Link](#)

Before you begin, make sure you have set the Edit Mode to ON. Edit Mode can be found at the top right hand of the course page.

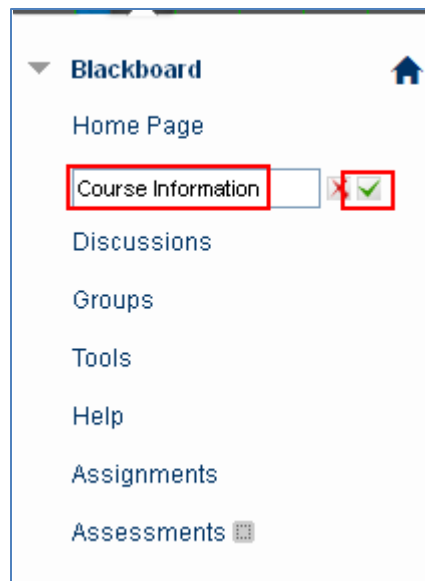


Create a Course Information Content Area Menu Link

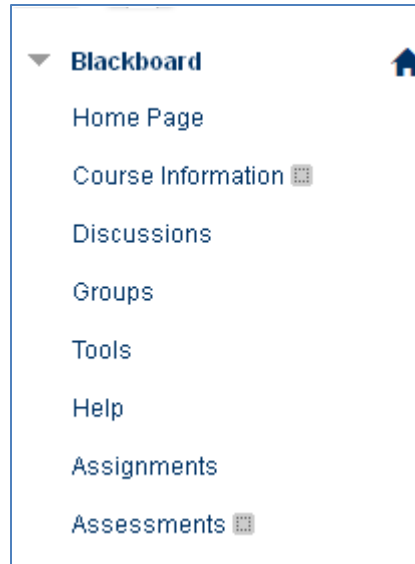
1. Hover your cursor on the right side of the Information link, and click on the drop down arrow when it appear to select Rename Link



2. In the text box, rename the Information link to Course Information and click on the green check

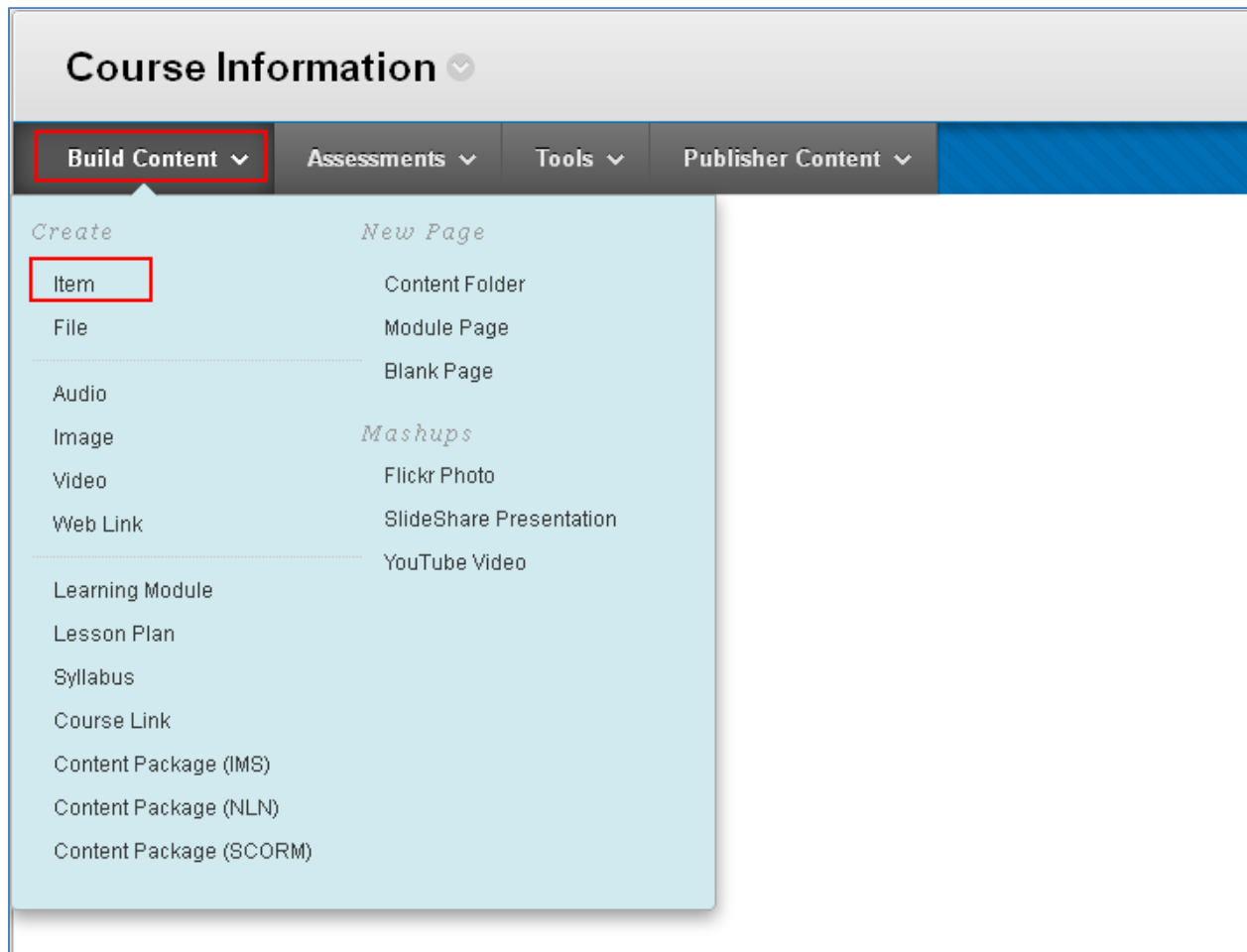


3. The link has now been renamed to Course Information. Click on the Course Information link to add the course syllabus, instructor contact information, and textbook



Uploading a Syllabus

1. On the Course Information Page, put your cursor over the Build Content link, and select Item



2. On the Create Item page,
 - a. Enter Syllabus in the Name text box
 - b. Description in the Text box

Create Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or Content Folder. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Information

* Name **a**

Color of Name Black

Text Text Editor is: ON

Normal 3 Times New Roman **B** *I* U abc x_2 x^2 [List Icons]

[Rich Text Editor Icons]

Please read the attached syllabus.

b

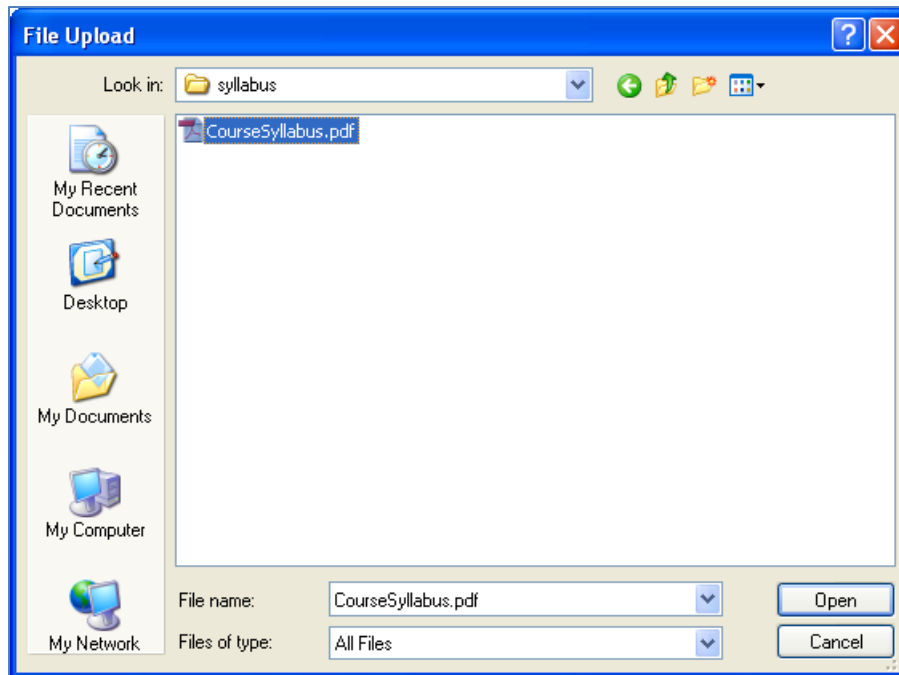
3. Scroll down to Attachments, click Browse My Computer to find your syllabus on your computer

2. Attachments

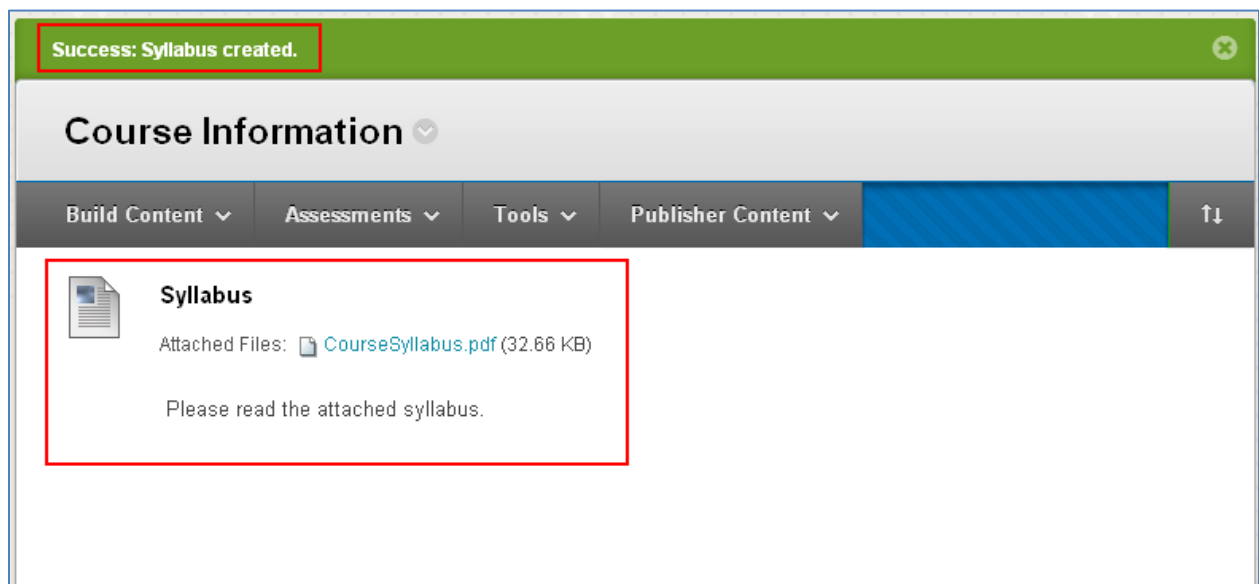
*Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.*

Attach File

4. On the File Upload page, browse to the location of your syllabus on your computer, select it, and click on Open

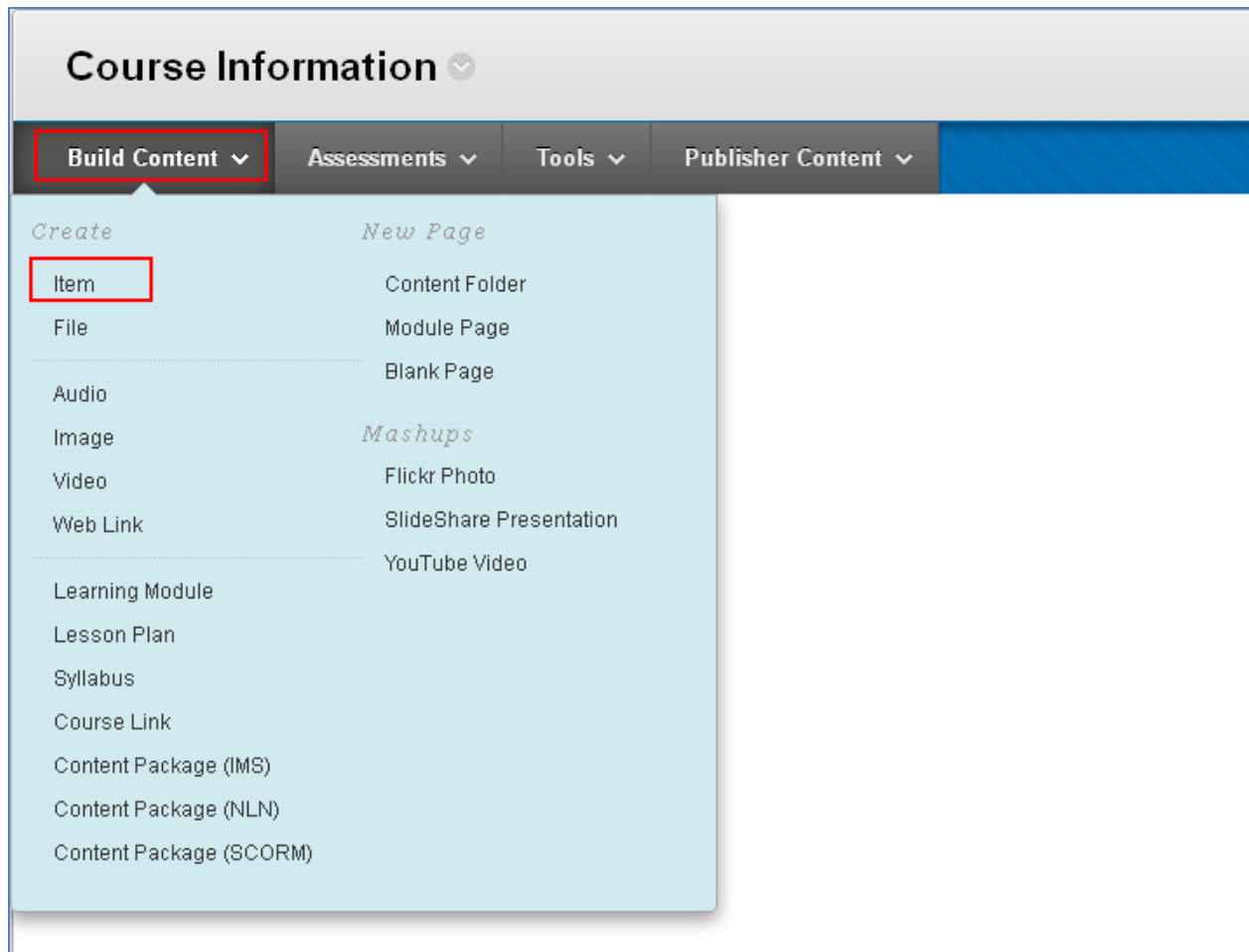


5. Click on the Submit button on either the top or bottom of the page
6. On the Course Information page, the Item you just created and a message at the top of the page indicating that you were successful in creating the Syllabus item



Create an Instructor Information Entry

1. On the Course Information Page, put your cursor over the Build Content link, and select Item



2. On the Create Item page:
 - a. Enter Instructor Information in the Name box
 - b. Enter your contact information in the Text box
 - c. Click Submit

Create Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or Content Folder. [More Help](#)

** Indicates a required field.*

c

1. Content Information

a

***** Name

Color of Name Black

Text

Text Editor is: ON

Normal 3 Times New Roman | **B** *I* U **abc** x_2 x^2 | [List Icons]

[Rich Text Editor Icons]

b

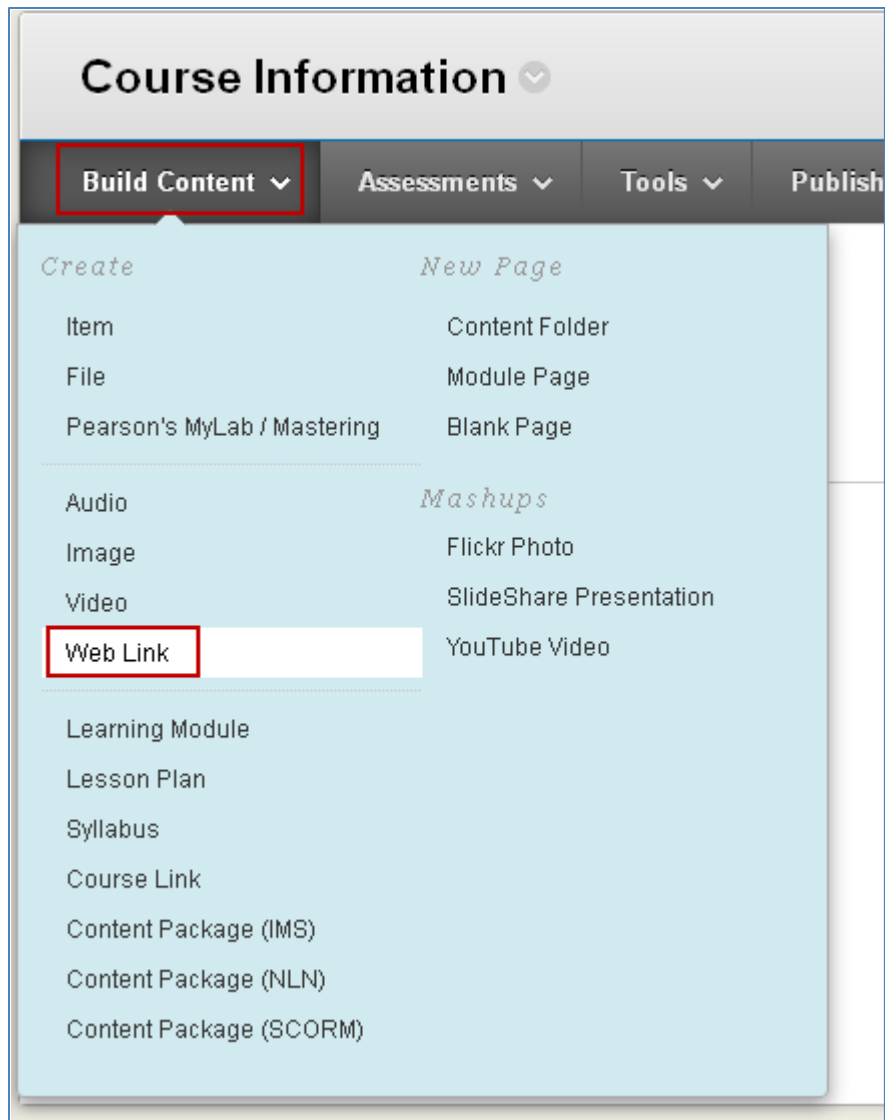
Dr. Hawaii Pacific University
(808)555-1234
drhpu@hpu.edu
Office Hours by appointment

3. On the Course Information page, the Item you just created and a message at the top of the page indicating that you were successful in creating the Instructor Information item

The screenshot displays a course management interface. At the top, a green banner contains the message "Success: Instructor Information created." with a close button. Below this is a header for "Course Information" with a dropdown arrow. A navigation bar includes "Build Content", "Assessments", "Tools", "Publisher Content", and a blue button with an up/down arrow. The main content area is divided into two sections. The first section, titled "Syllabus", shows an attached file "CourseSyllabus.pdf (32.66 KB)" and a note to read the syllabus. The second section, titled "Instructor Information", is highlighted with a red box and contains the following text: "Dr. Hawaii Pacific University", "(808)555-1234", "drhpu@hpu.edu", and "Office Hours by appointment".

Create Web Link

1. On the Course Information page, put your cursor over the Build Content link and Web Link



2. On the Create Web Link page, enter the name of the website in the Name textbox and the URL in the URL textbox.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide relevant materials. [More Help](#)

** Indicates a required field.*

1. Web Link Information

* Name

* URL
For example, <http://www.myschool.edu/>

3. If you want to write a description of the web link, you can do so in the Description textbox.

2. Description

Text

Text Editor is: **ON**

Normal | 3 | Arial | **B** | *I* | U | abc | x₂ | x² | [List Icons]

[Rich Text Editor Icons]

[Large Empty Text Area]

Path: body

4. Make sure that the Option to Open in New Window is set to Yes and then click on Submit.



4. Options



Permit Users to View this Content Yes No

Open in New Window Yes No

Track Number of Views Yes No

Select 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.

5. Submit



Click Submit to proceed. Click Cancel to quit.


5. The web link is added to the Course Information page along with a message at the top of the page indicating that you were successful in creating the weblink.


Success: Google created.

Course Information

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾ ↑↓

 **Syllabus**
Attached Files:  [CourseSyllabus.pdf](#) (75.5 KB)
Please read the attached syllabus.

 **Instructor Information**
Dr. Hawaii Pacific
(808)555-1234
drhpu@hpu.edu
Office Hours by appointment

 **Google**