



Start on the Course Content page. Select the plus  sign wherever you want to add content.

## I – Create

Create new items (e.g., learning module, folder, document, test, assignment, discussion) in a course.

1. Click (+), select “Create” to open the Create Item panel
2. Select the item (e.g., Learning module) and customize it
3. Click **Save** to create

## II – Auto-Generate Modules

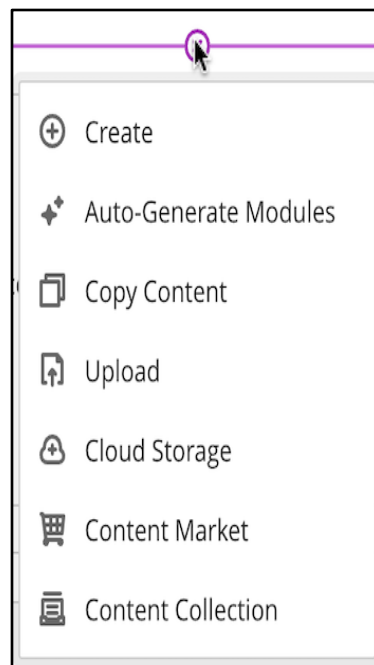
Automatically generate content modules based existing course information.

1. Click (+), select “Auto-Generate Modules” – provide a description (or learning objectives) for the modules
2. Click “Select course items” (if desired) and then select a choice from the auto-generated suggestions
3. Select **Add to Course** to auto-generate modules

## III – Copy Content

Copy content from one course (e.g., Blackboard original) to another (Blackboard UCV), and within the course itself.

1. Click (+), select “Copy Content”
2. Search the content you would like to copy into your course
3. Select the desired content
4. Click **Start Copy** to copy content



## IV – Upload Content

Upload content from items saved on your computer to your course.

1. Click (+), select “Upload”
2. Search for the content or item that you would like to upload
3. Select whether you want students to “view and download”, “view only” or “download only”
4. Click **Save** to upload content

## V – Cloud Storage

Locate and retrieve content from different cloud storage tools (e.g., OneDrive, Google Drive).

1. Click (+), select “Cloud Storage”
2. Select the cloud service you want to import the items from
3. Sign-in or connect to the desire drive to select file(s)
4. Select the file(s)
5. Click **Import** to complete

## VI – Content Market

Access various tools (e.g., Pearson, Panopto, My Course Evaluations, Zoom).

1. Click (+), select “Content Market”
2. Click (+) to select the tool

## VII – Content Collection

Add items from the content collection.

1. Click (+), select “Content Collection”
2. Browse and select (or upload) items in the content collection
3. Select “Submit” to add the content from your collection
4. Click **Save** to add item(s) to your course