

Blackboard: Content Areas

The content areas (Course Information, Course Materials, Course Documents, and Books) will differ from course to course. You will find files such as your class syllabus in a Word document, to PowerPoint presentations, to audio and video clips.

Within each content area you will find folders and items.

In the picture below, the first is an **item** and the second is a **folder**. (Note the different icons that appear on the left.

Course Documents

Current Location: Course Documents



WinSCP Instructions

[WinSCP instructions](#) (Package file)

Learn how to transfer your web pages easily and securely to the web server.



User Submitted How-To's, Tips and More...

Please feel free to send us your best practices, hints, tips and finds.

Contents of this folder include:

- Teach Your Students How to Access Blackboard

Folders:

The folders in Blackboard have the same function as any other folder; they simply hold related information in one area. To access the contents of a folder, simply click on the name of the folder you would like to access.



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Items:

Items are usually links to documents or other types of files.



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To open a link, click on the blue, underlined word or phrase.

Sometimes a problem can arise if the file you are opening does not match any of the programs on your computer with which you would open the file. In other words if you are trying to open a PowerPoint file but do not have PowerPoint on your computer, the file would not open because you do not have the proper program to open the file with.

However, if you are using Internet Explorer as your browser, viewers for programs such as PowerPoint or Word are built in. This means that the files would open and you could print them, but if you save them to your computer you could not open them directly.

If you use Netscape as your browser, you would have to download plug-ins so that you can view the files.

These plug-ins can be found at

<http://wp.netscape.com/plugins/presentations.html?cp=pi1>.

If you have trouble opening a document or file contact the help desk at 358-2532.