Step by Step: Adding A Content Area

A **Content Area** contains course folders and content that you create or add. Its link on the Course Menu creates the top level of the Course Menu tree directory. Blackboard adds some default content areas, though you may want to delete the defaults and add others. Content Areas appear on the Course Menu, though you can easily create a Course Link to them from another area.

1. Open the course and be sure **Edit Mode** is **ON**.

2. On the **Course Menu**, click the + and click the **Content Area** link.

3. The **Add Content Area** popup window displays. Enter a **Name** and click the checkbox to make it **Available to Users**.

4. Click the **Submit** button.

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5. The link to the new Content Area appears at the bottom of the Course Menu. The indicates the Content Area is empty.

To add content, click the new Content Area link.

6. The new, empty content area displays.

Place your cursor over one of the four sections on the action bar to add content. A drop-down menu will display.

Select the desired item to add to your content area.