

Create a Content Area

Overview

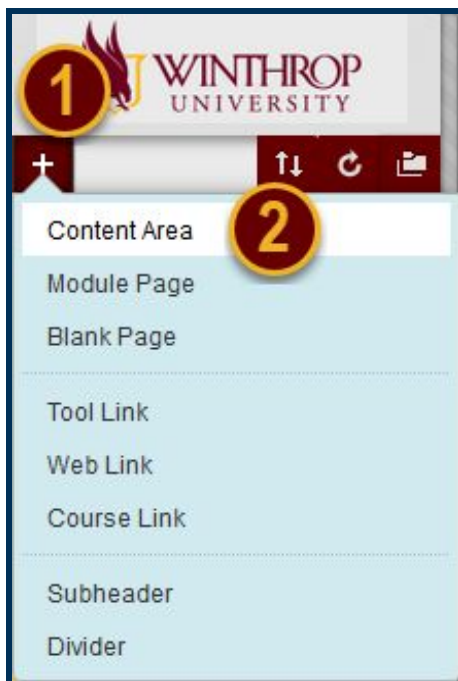
This tutorial will explain how to create a **Content Area**. Content Areas are a basic building block in Blackboard Learn and can be used to create sections of content that students will experience via a series of pages and items. Content Areas can also contain a singular piece of content for important information (like your syllabus, contact information, or calendar).

Quick Steps

Course Menu > Add Menu Item > Content Area > Name > Availability > Reorder Content

Step 1

From the Course Menu, click the *Add Menu Item* button (+) [1], and select “Content Area” [2].



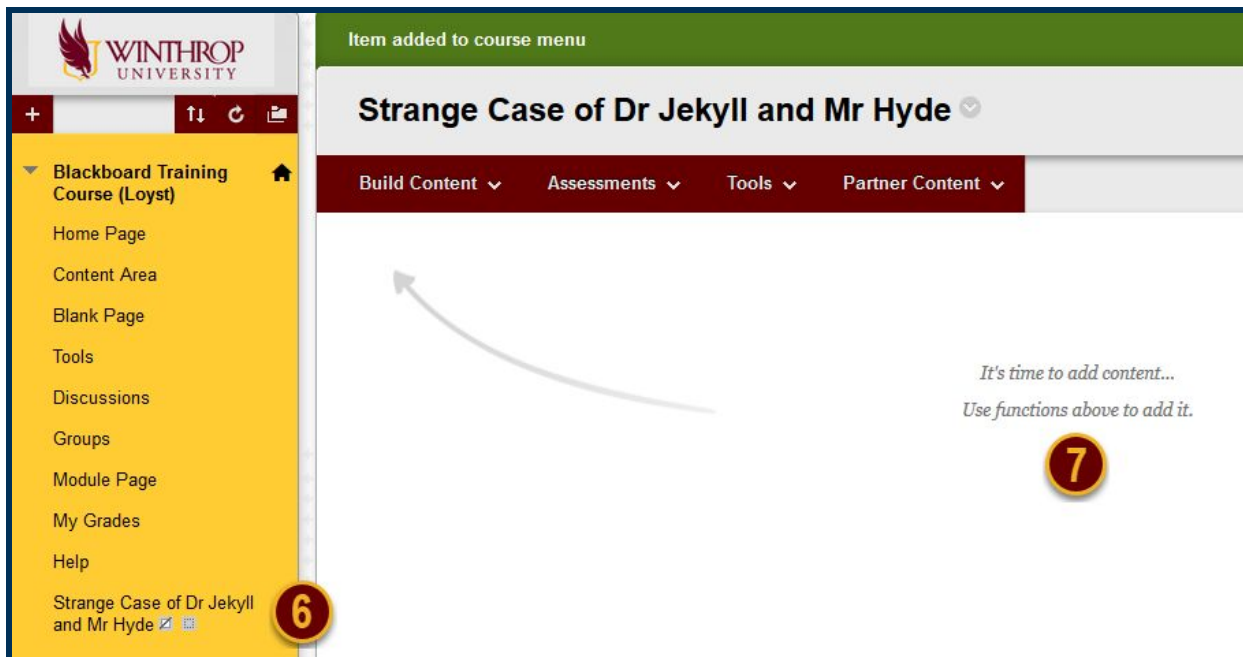
Step 2

From the Add Content Area menu, use the Name field to title the Content Area [3]. You can also use the checkbox preceding the “Available to Users” option [4] to make the Content Area visible to participants. When finished, click the *Submit* button [5].



Step 3

The new Content Area will appear at the bottom of the Course Menu [6]. Click on it to see the Content Area page [7].



Step 4

If you did not make the Content Area Available in [Step 2](#), you can change the Content Area's Availability by clicking the Item Options arrow that follows the Content Area's title in the Course Menu [8]. From the Item Options menu, select "Show Link" [9].



Step 5

If you want to move the Content Area to a different position on the Course Menu, hover over the Content Area. Click and hold your mouse on the double-sided arrows [10]. While holding, move the Content Area up or down in the Course Menu.

Alternatively, you can use the Keyboard Accessible Reordering Tool by clicking on the *Keyboard Accessible Reordering* icon [11] in the header of the Course Menu.

