Preparing Your Unit Resources Area on Blackboard

In an attempt to beef up the graphical interface new icons are available for unit resources. A bit of initial setting up is needed.
1. Get the URLs for the content folders for your Unit

You will need the URLs to associate with the icons at the top level of your unit resources area.
• Navigate to your unit resources folder

• Make a note of all the URLs of your folders:
  • Right click on the folder and copy (Ctrl-C) the address of that folder
  • Paste the URL into a text editor or MS Word

  e.g.
  Workbook: https://blackboard.le.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_1364697_1&course_id=_11294_1

  Sessions: https://blackboard.le.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=_1364699_1&course_id=_11294_1
2. Add links to content folders to the Icons for your Unit
• Now navigate to the Semester 1 folder and add the links to the icons for your unit

• Make sure **Edit Mode** is on:

• Hover your cursor next to the **Quick Links** item

• Select **Edit** from the dropdown menu
• Click on an icon to highlight it
• In the toolbar click the link icon

• Paste the relevant URL from your text document into the Link Path dialogue

• Click Insert
• Repeat for the text i.e. ‘Workbook’ if you wish
• Repeat for all other icons
3. Add links to resources for each week
• Navigate to the folder for your unit resources

• Click on Sessions and select the session you wish to add to

• Make sure Edit Mode is on:
• Hover your cursor next to the resource title i.e Lecture n
• Select **Edit** from the dropdown menu

Your basic resources will be available in different formats: PDF, Audio, Handout (6 slides per page) you can link them to dedicated icons …

• Highlight the appropriate icon
• Click the **link icon** in the editor tool bar
- Navigate to the resource in the content collection (having first set up your WebDav folder and uploaded resources to the relevant session folder)

- Click the radio button to the left of the resource

- Select Open on New Window from the Target dropdown
• Repeat for other icons as necessary
• Click Submit