Managing Course Areas and Content

Course areas and content items are edited and managed in a similar way. Each of these course elements features an *action link* in the form of a downward facing arrow to the right of its title. A click to the action link reveals the item’s context menu, which allows you to change settings, modify availability, create metadata, and enable options such as review status, adaptive release, and statistics tracking, as well as copy, move, and delete content. Content items can be reordered by dragging and dropping and collapsed to save screen real estate by hiding the details.

![Image of Week 1 Learning Module](image)

**Managing Course Areas and Content**

A) Access an item’s contextual menu by clicking the downward facing arrow (known as an *action link*) to the right of the item name. Here, you can change settings, modify availability, create metadata, and turn on options such as review status, adaptive release, and statistics tracking as well as copy, move, and delete content.

B) Use the drag-and-drop function (up-down arrow button) to reorder links in the course area.

C) Alternatively, use the Keyboard Accessible Reordering tool in the action bar to reorder the links.

D) Click the downward pointing triangle to the far right of an item title to collapse the description and save screen space. Click the now left-pointing triangle to expand the item’s description.

Reordering Content

Content automatically appears in any course area in the order that it was added, but it is easy to rearrange items by dragging and dropping the representative icons. Simply ensure that *Edit Mode* is ON, then hover over an item until a double-headed arrow or handle appears, indicating that it is grab-able. Simply drag the icon to the desired position and drop it where you want it to be. Alternatively, choose *Keyboard Accessible Reordering*, represented by two opposite-pointing arrows (↑↓), from the action
bar that appears at the top of any course area. Within the resulting dialog, select an item to be reordered with the arrow buttons, tab from the selection box to the up-arrow and down-arrow buttons below it. Press enter while the up-arrow is selected to move the highlighted item upward in the list and likewise with the down-arrow to move it downward in the list. Finally, tab to the submit button and press enter to finalize the new order, all without using the mouse.

Hide Details to Limit Scrolling
A content area that features a great deal of different items or items with lengthy descriptions may become very long from top to bottom, necessitating excessive scrolling to see the entire page. However, it’s possible to economize on screen real estate by hiding the details of all or selected content items. Ensuring that Edit Mode is on, collapse the description of a given item by hovering then clicking on a downward-pointing arrow to the far right of the item’s title (not to be confused with the action link that appears right-adjacent to the item). Click the arrow again to expand the item.

Edit Existing Course Areas and Content Items
The properties and settings of a course area or content item are not set in stone after they are created. It is easy to change the name, description, appearance, options, and availability for these items by selecting Edit from the menu that appears upon clicking the action link (the downward-facing arrow right of the title). This reopens the interface you used to create the item or area, allowing you to make any desired changes at this point.

Dictate Availability of Content
For various reasons, you may wish to keep certain elements of course content hidden from students either temporarily or indefinitely. This is easy to do either during initial creation of an item/course area or when revisiting an existing one. Whenever you create an item, file, image, web link, learning module, course link, content folder, or page, you have the opportunity to set “Standard Options,” which include the choice of whether the content should be visible to users at all and the definition of a date range during which the content will be visible. (Select Edit from the action link next to any existing item to revisit these options.) Set visibility with the click of a radio button where you see the words “Permit Users to View this Content” and set the date range using the checkboxes and calendar dropdowns where you see “Select Date and Time Restrictions.” It is possible to set just one or both of the date/time restrictions if you wish to have an opening date for the content but not a closing date, or vice-versa. If you wish instead to set criteria that must be met for a user to view the content, see the section “Controlling Release of Content” for instructions.

Please note that making an item/area unavailable is only effective for the primary means of access to the item. If a course link to that item has been created anywhere else within the course, users may still access the content via the course link. In order to block this alternative, find the course link to the hidden content, hover/click on the action link to the right of the link, and choose Hide Link.

Although Content Areas also feature the standard options for availability described above, they are primarily accessed through links in the course menu, which have their own visibility settings. When first creating a Content Area, you have the option via checkbox to make it available to users or not. (Whether “available” or not, the link will not appear to users until you have added content to the area.) To change
the visibility of an existing course link, hover/click on the action link (downward facing arrow) right of the link text, and choose “Show Link” or “Hide Link” from the context menu. This is also a necessary step to block “back-door” access to any hidden content that has been linked anywhere in the course other than its primary entry point. Otherwise, content that has ostensibly been made “unavailable” will remain accessible via any course links to it that have been established.

Copying, Moving, and Deleting Content and Course Items

How to Copy and Move Course Areas and Content Items
You can copy and move content in order to organize and rearrange your course material. If your course area contains a large number of items, folders can be used to sort content to make it easier to navigate for students. If teaching more than one course, you can even copy and move content, including entire course areas, between the different courses.

Some content items have copy and move restrictions. For example, Course Links can only be copied or moved to another area within the same course. Tests, surveys, and assignments can be moved within the same course, but cannot be copied.

Follow the steps below to copy or move a course area:

1. Make sure that Edit Mode is ON.
2. Navigate to the area of the course containing the item you wish to copy or move.
3. Hover/click on the action link of the desired item and click on Copy or Move in the context menu.

4. On the “Copy” or “Move” page, select the Destination Course from the drop-down list.
5. Click Browse to select the Destination Folder.
6. Choose how to handle items, such as tests, that cannot be copied. Select Yes to create links to such items.
7. For copying only, choose how to handle attachments and embedded links that come with the copied object, and select the appropriate radio button.
   a. The copied object can include copies of any attached or embedded files.
   b. The copied object can simply include links to the original attachments or embedded files.
8. Click Submit. The moved or copied course area will appear in the specified destination.

Deleting Course Areas and Content Items
Follow the steps below to delete a course area or content item:
1. Be sure that Edit Mode is ON.
2. Navigate to the area of the course containing the item you wish to delete.
3. Hover/click on the action link of the desired item and click Delete in the context menu.
4. Click OK to confirm the deletion. This action is final and cannot be undone.

While a deletion cannot be undone, the removal of some objects is more permanent than others.

- **Files** that were added to a course area from the Content Collection and files uploaded from your computer will be removed from the visible part of the course but will remain stored in the Content Collection and can be reinserted into a content area later on.
- **Items** that were created within the course using Build Content will be permanently deleted.
- **Tests** and survey links are removed, but the test or survey will remain available from the Tests, Surveys, and Pools course tool and can be added again.
- **Assignments** created in a course area and all of the associated submissions will be permanently deleted. The assignment grades, however, remain in the grade center.
- **Links** to tools, such as blogs, discussion boards, or journals will be deleted, but the tools themselves are not deleted.
In some cases it may be better to make a course area or item unavailable instead of deleting it. If there are items within a course area that will be permanently deleted that you wish to save, move them into a different course area that has been made unavailable to students before deleting the course area.

Adding Metadata to Content
Metadata is stored information about a content item, including lifecycle, bibliographic, and copyright information. Metadata allows content to be imported and exported to other applications that use Instructional Management Systems standards. The information provided in metadata cannot be tracked or reported on; it can only be viewed on the Course Item Metadata page as reference information for that item.

Follow the steps below to set up metadata for a content item:

1. Make sure that Edit Mode is **ON**.
2. Navigate to the area of the course containing the item for which to enable metadata.
3. Hover/click on the action link of the desired item and click **Metadata**.
4. On the “Course Item Metadata” page, enter whatever information about the item you wish.
   There are four types of metadata that can be added to an item:
   a. **General Information**: Includes the title, catalog, entry, source, language, and description of the item.
   b. **Lifecycle Information**: Includes the creation date and time, contributors, the name and role of the author or editor, the organization, and the date of the latest change or update.
   c. **Technical Information**: Includes the format and location of the content item.
   d. **Rights Management Information**: Copyright restrictions and a description of any conditions for item usage.
5. When adding General Information or Lifecycle Information, be sure to click “Add Catalog Entry” or “Add Contributor,” respectively, to commit your input into metadata.
6. Click **Submit**. The Course Item Metadata page will reflect the changes you made the next time it is opened.
Course Item Metadata

Content Metadata stores information about a Content Item, including bibliographic, lifecycle, and copyright information. Metadata allows content to be imported from and exported to other applications that use IMS (Instructional Management Systems) standards, creating interoperability for learning content. More Help

1. General Information
   - Title: Week 2 PowerPoint Slides
   - Catalog Entries: Source Entry
   - New Catalog Entry: Source Entry
   - Language: English (United States)
   - Description

2. Lifecycle Information
   - Creation Date: May 30, 2013 1:59:38 PM
   - Contributors: Person Role Organization Date
   - New Contributor: Person Role Organization Date

3. Technical Information
   - Resource Format: application/vnd.ms-powerpoint
   - Resource Location: https://team.unm.edu/webapps/blackboard/contentListContent.jsp?course_id=6785_1&content_id=328842_1

4. Rights Management Information
   - Free Resource: Yes No
   - CopyrightInfringement: Yes No
   - Description

5. Submit
   - Click Submit to proceed. Click Cancel to quit.
**User Interaction Metrics**

**Statistics Tracking**

Item statistics provide detailed usage information about individual pieces of content, such as when and how many times a given item was accessed. If you find this useful, begin tracking statistics as follows:

1. Make sure that Edit Mode is **ON**.
2. Navigate to the area of the course containing the item you wish to track.
3. Hover/click on the action link of the desired item and click **Statistics Tracking**.
4. On the “Statistics Tracking” page, click the **ON** radio button to enable tracking.
5. Click **Submit**.

Statistics Tracking is a type of Course Report. Other types of reports can be run on overall user activity or activity in content areas, forums, and groups. To access the full range of reports, visit the Control Panel, Expand the “Evaluation” section, and select “Course Reports.” In addition to that method, the statistic report can be accessed via the action link for each content item for which you have tracked statistics.

1. Make sure that Edit Mode is **ON**.
2. Navigate to the area of the course containing the item you wish to track.
3. Hover/click on the action link of the desired item and click **View Statistics Report**.
4. On the “Course Reports” page, hover/click the action link for “Content Usage Statistics” and select **Run** from the context menu.
5. On the “Run Reports” page that appears next,
   a. **Choose** a format for the report
   b. **Specify** the date range
   c. **Select** users to report on, using the ctrl button to select multiple users (if no users are selected, the report will default to include them all)
6. Click **Submit**.
7. On the “Successful Run: Content Usage Statistics” page that appears next, click **Download Report** to view the results. Alternatively, click **Run a New Report** to re-run the report with different parameters.

**Review Status**

Review status can help you keep track of students’ progress in a course. This feature shows you who has and has not accessed specific material. The review status of one item can be used as criteria for Adaptive Release to trigger availability of other course content. If this is helpful to you, enable review status as follows:

1. Make sure that Edit Mode is **ON**.
2. Navigate to the area of the course containing the item you wish to track.
3. Hover/click on the action link of the desired item and click **Set Review Status**.
4. On the “Review Status” page, click the **ENABLE** radio button to allow users to mark the item as “reviewed.”
5. Click **Submit**. The next time a student sees the item, they will encounter a radio button that they should click to mark the item “reviewed.”

**User Progress**

After Review Status is enabled, you can use it to check which students have and have not accessed specific content items. View User Progress as follows:

1. Make sure that Edit Mode is **ON**.
2. Navigate to the area of the course containing the item you wish to track.
3. Hover/click on the action link of the desired item and click **User Progress**.
4. The “User Progress” page displays:
   a. Any Adaptive Release rules that apply to an item
   b. Which students can see the item
   c. Which students have reviewed the item
A) An open eye icon in the “Visibility” column indicates the item is visible to users. An eye with a slash icon indicates the item is not visible to users because of an Adaptive Release rule or the item’s availability settings.

B) The existing Adaptive Release rule that affects visibility of the item is listed under the page title. The type of rule appears in parentheses. You can click the rule name to edit it. To learn more about rules, see Error! Reference source not found..

C) A check mark in the “Reviewed” column indicates the item has been reviewed and the student has clicked the item’s “Mark Reviewed” button. A gray radio button indicates the item has not been reviewed.

D) The date and time of the review are listed in the “Date Reviewed” column.

It is also possible to check user progress from the Performance Dashboard. To learn more, see the section “Using the Performance Dashboard”.

2. For any user, click the number that appears in the Review Status column.
3. The “Review Status: <User>” page displays, for the specified user:
   a. Which items are visible to the user
   b. Which items the user has reviewed
# Review Status: Christie Gross

The list below contains content items with the visibility status as well as review status for items that have Review turned on.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Visibility</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>#Home Page/Course Syllabus &amp; Schedule</td>
<td>🔄</td>
<td>Not Reviewed</td>
</tr>
<tr>
<td>#Home Page/Course Content/Week 1 Learning Module/Week 1 Course Survey</td>
<td>🟥</td>
<td>Not Reviewed</td>
</tr>
<tr>
<td>#Assignments/Week 1 Assignment</td>
<td>🟥</td>
<td>Not Reviewed</td>
</tr>
</tbody>
</table>

Review Individual Status