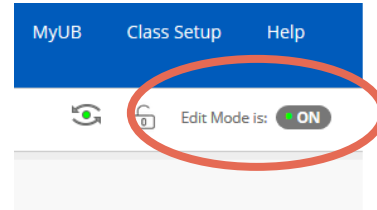# How to: Add content to your online course
Using UB Learns - Original Course View
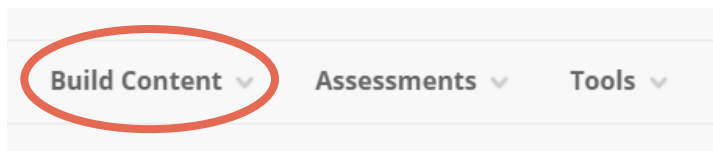
Before adding content

- Ensure you have prepared a content folder or module.
- Turn on *Edit Mode.*


Adding course content

1. Select your content folder or module.
2. Click *Build Content.*

3. Select the type of content you would like to insert.

   Note: When attaching or embedding items such as a pdf, journal article, hyperlink, photograph, document, spreadsheet, multi-media presentation, etc., upload using *Item* or *File.*
   - Selecting *Item* will allow you to add additional information such as a description, directions or question prompts.
   - Selecting *File* will upload the content as a link or downloadable item, but not allow you to write any additional information.
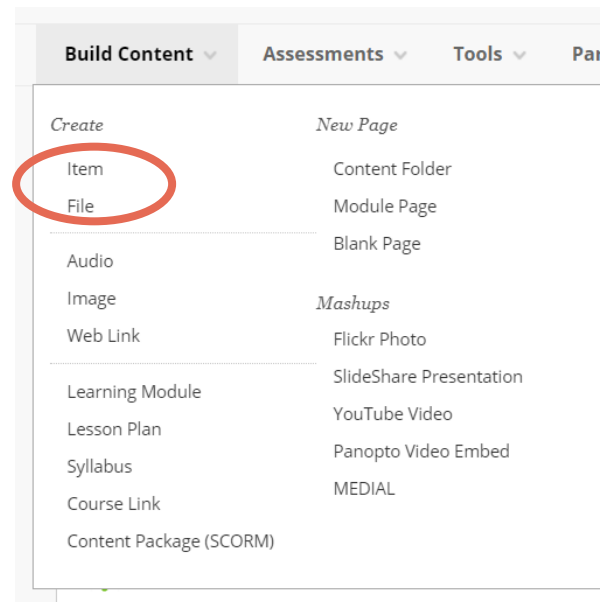
4. Name the item or file, upload by clicking *Browse My Computer* (or insert a hyperlink in the text box if using the *Item* feature).
5. Choose any remaining settings such as availability, date restrictions and view tracking.
6. Press *Submit.*

After adding content

- New content will show up at the bottom of the list. You can reorder items by hovering over the item until the arrows appear. Drag the item to the desired location within the list.
- To further edit previously uploaded content, click the gray and white arrow next to the item name. Then select *Edit*.

Additional Resources

Creating Content – UB Learns for Faculty

Create Content – Blackboard Help

Create Content Items or Documents – Blackboard Help