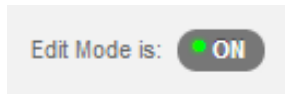


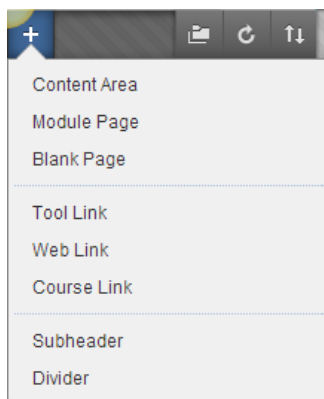
QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

CREATING CONTENT AREAS

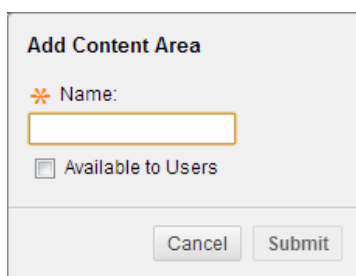
1. To add course content areas to a Course Menu verify that "**Edit Mode**" is on. If it is no on click the button next to "**Edit Mode**" in the upper-right corner of the screen.



2. Click the plus symbol on your Course Menu. Then, select "**Create Content Area.**"



3. Enter the name for the new Content Area. To make the Content Area available to students, check the "**Available to Users**" button and click **Submit**.

A screenshot of the 'Add Content Area' dialog box in Blackboard. The dialog has a title bar that says 'Add Content Area'. Below the title, there is a label 'Name:' with a red asterisk icon, followed by an empty text input field. Below the input field, there is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

The new Content Area will be available at the bottom of the menu. To move the folder, simply use the drag-and-drop functionality.