Creating Content Area Buttons

In your Blackboard Course, a Content Area is a page where you can build your course’s learning materials. To create a new Content Area and add a button to your course’s menu, follow this process.

1. First, make sure your “Edit Mode button” is set to “Edit Mode: On” (if it is not, click the Edit Mode button to turn Edit Mode on).

2. Then, roll your mouse over the + button at the top of your course menu. From the menu that appears, click on “Content Area”.

3. A form will appear. Give your new Content Area a name by typing in the text-field. Check the “Available to Users” checkbox to make this new page available to students. Then, click “Submit”.

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4. A new Content Area button will be added to the end of your course menu.

**New Content Area button** – Click on the button to access the page and add your content.

**Button Icons**

Please be aware of the following **icons** that may appear on your menu buttons and what they mean.

- **Hidden Button** – This button is not accessible to students. You can control the button’s accessibility to students through the button’s context menu control (found to the right of the button).

- **Empty Content Area** – Newly created Content Area buttons are empty and display this icon. Please be aware that empty Content Area buttons are invisible to students. The icon disappears and the button becomes accessible to students once content is added.