

## OVERVIEW OF THE CONTENT ITEM

A Content Item allows instructors to post text and images directly on a Blackboard screen so that students do not need to click to open a page or download a file to access the content. Items are ideal for headings (such as an introduction to a module) or other instructional text you would like displayed along with the other, clickable, items. Below is an example of an Item that introduces the objectives of a module in the Blackboard workshop. You can see it differs from the other content on the screen in that there is no need to click on it to view its content.

Module 3: Accessibility of Digital Content

**Module 3 Objectives**

**Objectives -- At the completion of Module 3, participants will be able to:**

- Describe the difference between the terms "Accommodation" and "Accessibility".
- List the common categories of disabilities and explain the associated access barriers to learning for our students at SUNY Broome.
- Discuss design considerations for accessibility and explain how to incorporate them into their course using established best practices.

To complete this module, read through each of the documents below. When you are done, click on the **Self-Check #3** link and complete the brief assessment. You must score a 100% in order for Module 4 to become available to you. You may take the self-check multiple times until you receive a 100%.

**Common Types of Disabilities and the Access Barriers They Present**

**Accommodation, Accessibility, the Law, and Uni**

**Summary of Accessibility Requirements (Easy Fixes!)**

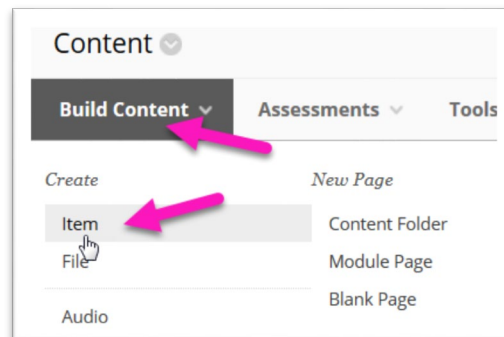
This is an Item. The information in the item is automatically displayed with no need to click on it to see it.

This is an uploaded file. A viewer must click on the link in order to display the content.

You can use Content Items to present a variety of course material. They can contain text, images, links to video, and attachments to files such as .pdfs. If adding text, you can format it using full content editor functionality.

## CREATING A CONTENT ITEM

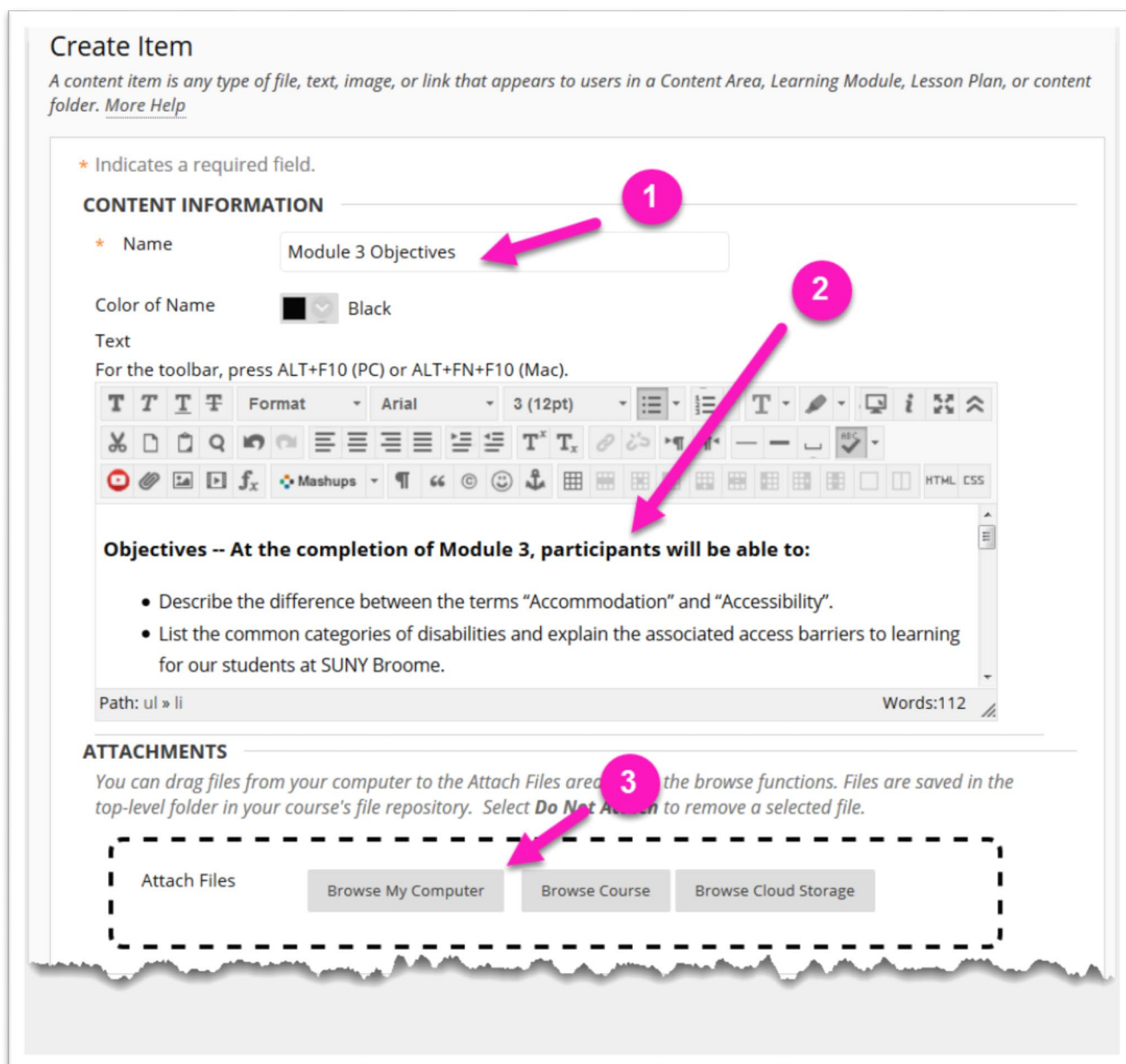
1. With Edit Mode ON, **navigate to the Content Area or folder** in which you would like to add the Content Item.
2. On the Action Bar, point to **Build Content** and click **Item**.
3. On the **Create Item** screen, enter the following information:



**Name (1):** Give your Item a descriptive title.

**Text (2):** Enter the text that you would like displayed in the Item and format it using the Content Editor toolbar.

**Attachments (3):** Use this area to browse and upload a file that will be attached to the Item for students to download.

A screenshot of the 'Create Item' form. The form is titled 'Create Item' and includes a description: 'A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help'. The form is divided into three main sections: 'CONTENT INFORMATION', 'Text', and 'ATTACHMENTS'. The 'CONTENT INFORMATION' section has a 'Name' field with the text 'Module 3 Objectives' and a 'Color of Name' dropdown set to 'Black'. The 'Text' section has a rich text editor with a toolbar and the text 'Objectives -- At the completion of Module 3, participants will be able to:' followed by a bulleted list. The 'ATTACHMENTS' section has an 'Attach Files' area with three buttons: 'Browse My Computer', 'Browse Course', and 'Browse Cloud Storage'. Three pink arrows with numbers 1, 2, and 3 point to the 'Name' field, the text editor toolbar, and the 'Attach Files' area, respectively.

**Permit Users to View this Content (4):** This MUST be set to “Yes” for the Item to be visible to students (even if date restriction settings are used).

**Track Number of Views (5):** Set to “Yes” to be able to run reports to verify which students have accessed the Item.

**Select Date and Time Restrictions (6):** This allows you to release the Item to students at a later date. If using this option, you MUST be sure to not only to enter the date and time, but also click the checkbox for the “Display After” setting. You MUST also be sure that the “**Permit Users to View this Content**” is also set to “Yes”. The Item will then become visible to students on the date you specify.

4. When finished click the **Submit** button (7). You should then see the Item in your Content Area.

The screenshot shows a form titled "STANDARD OPTIONS" with the following fields and callouts:

- Permit Users to View this Content:** Radio buttons for "Yes" and "No". A pink circle with the number 4 and an arrow points to the "Yes" button.
- Track Number of Views:** Radio buttons for "Yes" and "No". A pink circle with the number 5 and an arrow points to the "Yes" button.
- Select Date and Time Restrictions:**
  - Display After:** A date and time input field with a calendar icon. A pink circle with the number 6 and an arrow points to the "Display After" checkbox.
  - Display Until:** A date and time input field with a calendar icon.
- Buttons:** "Cancel" and "Submit" buttons. A pink circle with the number 7 and an arrow points to the "Submit" button.

Below the form, it says "Click **Submit** to proceed."

**Module 3 Objectives**

Enabled: Statistics Tracking

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