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00:00:00,312 --> 00:00:07,072

Hello there. In this Quickguide I'm going to show you how to create a hidden content area in the main navigation within Blackboard.

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00:00:07,072 --> 00:00:09,432

I'm on a Blackboard shell just at the moment,

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00:00:09,432 --> 00:00:18,952

and I'm going to move my mouse toward the top left and click on the little Add Menu Item, little circle there, with the plus and I 'm going to select Content Area.

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00:00:18,952 --> 00:00:26,252

That's a left click with the mouse. Just for today's demonstration, I'm going to call this Hidden. in the real world

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00:00:26,252 --> 00:00:31,962

this might be a Content Area that we're using to communicate within the Instructors

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00:00:31,962 --> 00:00:35,842

on the shell. Maybe we might be creating this for our External Examiners.

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00:00:35,842 --> 00:00:40,852

But the key thing is, it doesn't matter exactly what we put in here, as long as it's relevant for our scenario.

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00:00:40,852 --> 00:00:45,322

The main thing is that we do not tick this box here Available to Users.

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00:00:45,322 --> 00:00:49,822

So in blackboard; Users equates to students.

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00:00:49,822 --> 00:00:55,072

So if we don't tick that box, the resultant Content Area will be created;

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00:00:55,072 --> 00:00:59,782

staff members or Instructors in Blackboard language will be able to see it, but the students won't.

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00:00:59,782 --> 00:01:05,332

So I'm going to click submit and my new Content Area then appears right at the bottom of my list.

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00:01:05,332 --> 00:01:12,252

I can drag that, move that around as is my want, but we'll notice there's two little icons here.

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00:01:12,252 --> 00:01:20,452

Two little grey squares, the one that has the little slash running from the top right to the bottom left, as the massive show in there,

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00:01:20,452 --> 00:01:25,882

that means that that is hidden from students. So I can click in there.

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00:01:25,882 --> 00:01:31,222

It presents as a normal Content Area. It's just that it's hidden from students,

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00:01:31,222 --> 00:01:36,742

and it's also recommended when we're using this technique for Blackboard to communicate within the

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00:01:36,742 --> 00:01:45,052

Instructor cohort or with our Externals that we then go to Build Content, create a creator content folder;

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00:01:45,052 --> 00:01:52,822

and then when we're creating this folder, we're also going to hide this from the students as well.

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00:01:52,822 --> 00:01:59,202

So for today's example, we just call that hidden folder.

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00:01:59,202 --> 00:02:05,202

And the bit we're really interested in for today is Permit Users to View this Content.

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00:02:05,202 --> 00:02:12,432

I'm going to change that to a No, click Submit, and I now will have a hidden folder.

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00:02:12,432 --> 00:02:20,712

There we go - Item is hidden from Students; so I've got my new hidden Content Area there with it's hidden folder within.

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00:02:20,712 --> 00:02:26,502

And also then the recommendation is any downloadable modifiable documents or anything that is

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00:02:26,502 --> 00:02:32,532

uploaded to here are also uploaded with password protection and that can be added within Word,

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00:02:32,532 --> 00:02:37,992

PowerPoint, Excel, whatever application we're actually authoring those materials or those documents in.

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00:02:37,992 --> 00:02:44,172

And we can have a password before we upload them into the hidden folder within the hidden Content Area.

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00:02:44,172 --> 00:02:44,893

Thank you.