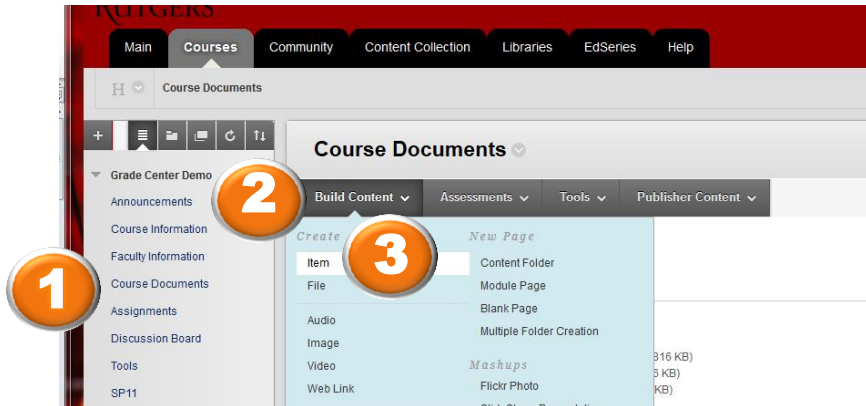


Post a File (using Blackboard's Item feature)

1. On the left side of the screen, click on the area in the course where you would like to post the file (e.g., Course Documents).
2. Click **Build Content**
3. Click **Item**



4. In the **Name** field in the **Content Information** section, type the title you would like displayed in Blackboard for the document.
5. In the **Text** box, enter a more detailed description of the file or instructions.
6. In the **Attachments** section, click **Browse My Computer**

Create Item

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 fo

* Indicates a required field.

1. Content Information

* Name 4

Color of Name Black

Text

Please read the attached article and be prepared to discuss in class this week.

5

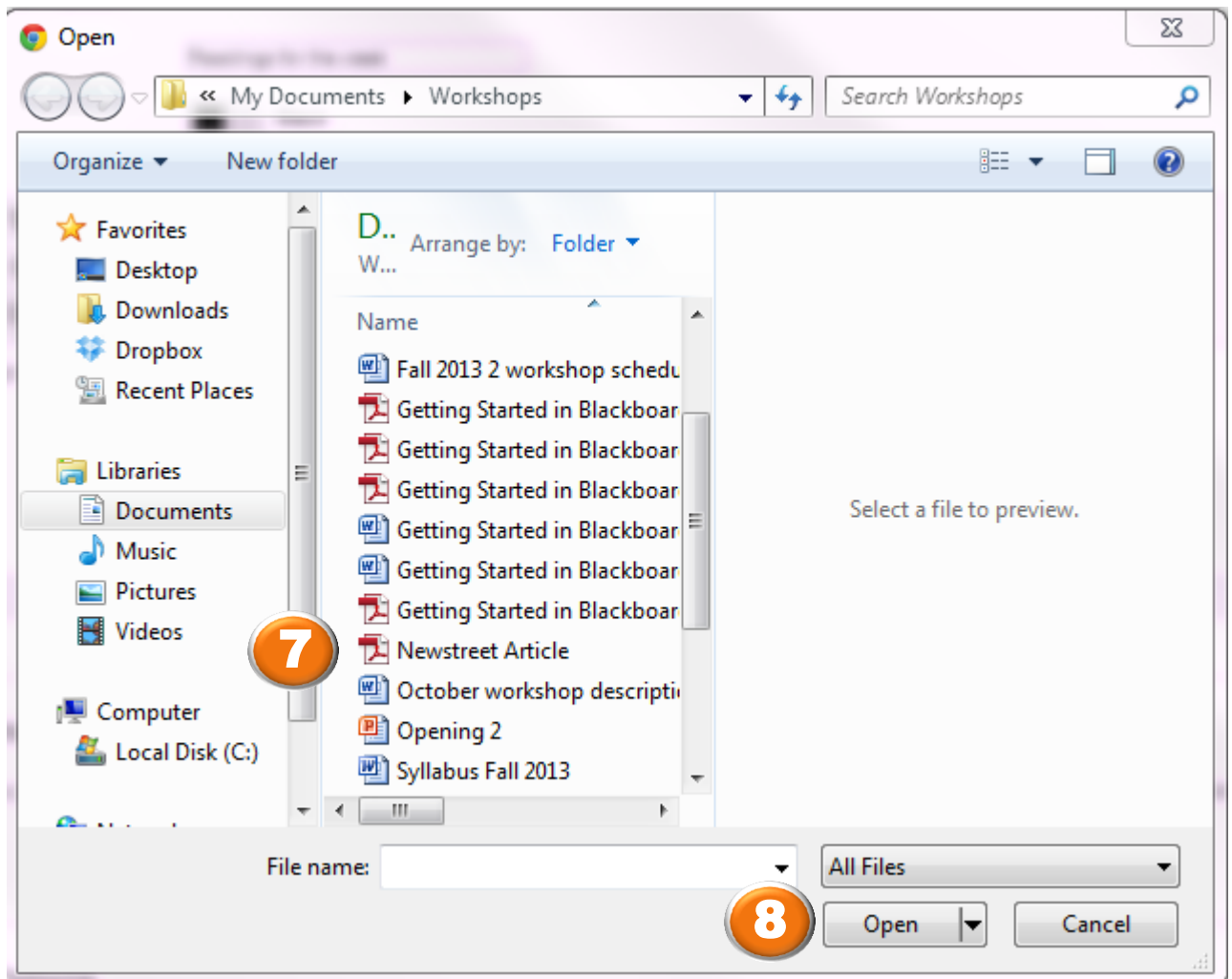
Path: p

2. Attachments

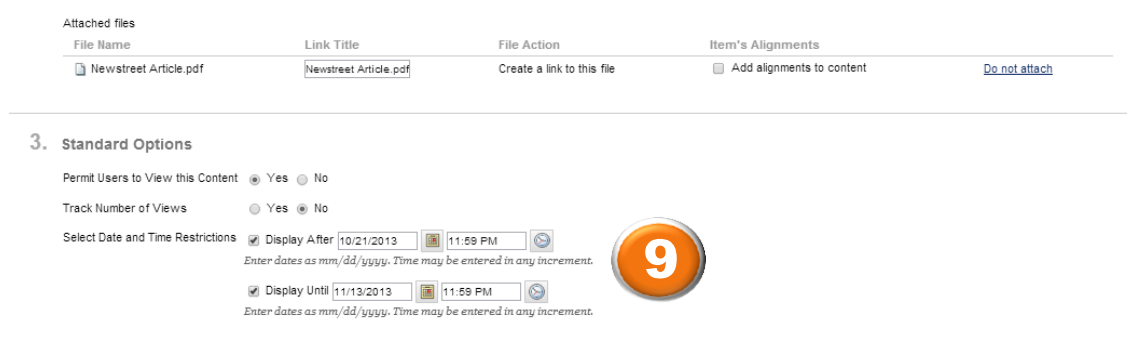
If you select a file y... at want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deletc

Attach File 6

7. Click on the name of your file.
8. Click **Open**.



9. Optional: If you would like to restrict when students can access the file, select the date and time in the **Display After** and **Display Until** sections.
10. Click **Submit**.



Additional Blackboard tutorials and instructions can be found here:
<http://blackboardinfo.newark.rutgers.edu/tutorials.html>