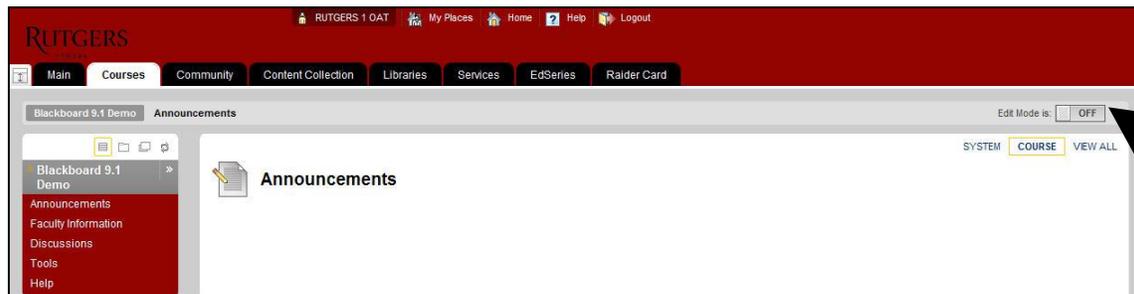


Posting a Document in Blackboard Using the File Option

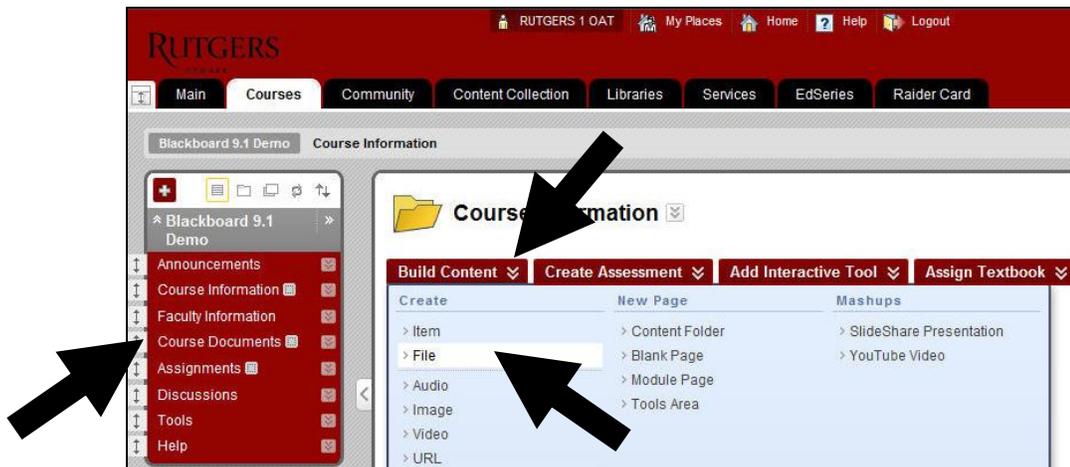
One of the most common uses of Blackboard is to provide your students with materials such as a syllabus, readings, or lectures. This can be easily accomplished using the "Build Content" button. You have several methods to post a document but the most commonly used ones are to create a "file" or an "item". Creating a "file" is the easiest way to add content to your course with the least number of clicks. You will be prompted to locate and open the file. At this point you can submit the file if you'd like although you do have the ability rename the link, have the file open into a new window and set availability if necessary. Creating an "item" allows you more flexibility in that you can name the item, describe or annotate it, and attach multiple files with options specific to file types such as images, audio, video, flash, or mashups. This process requires more clicks but allows you to develop richer content.

Creating a File

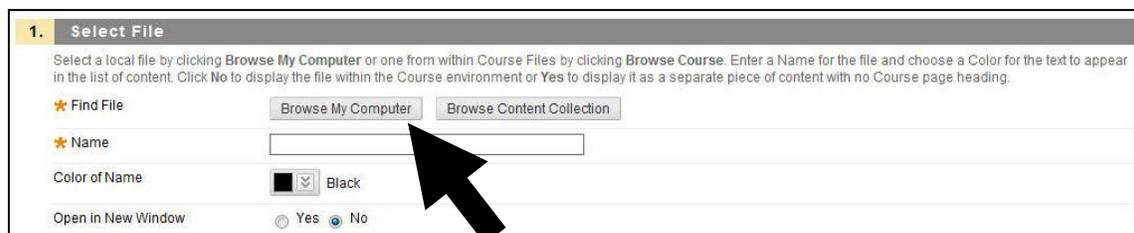
- Change **Edit Mode** to **On** if it is not already by clicking on the option at the top right of the window.



- Click on the area in the course where you would like to post the file (e.g. Course Documents).
- From the red Build Content menu towards the top left, select **Item**.



- Click the **Browse My Computer** button to locate, select and **Open** your file.



At this point, you can click the **Submit** at the top right or bottom right or continue with the options below.

- *Optional* - The **Name** field (i.e. the text that will show up as the link) will default to the file name but you can edit this if you'd like.
- *Optional* - By default, the file will open within the Blackboard window but you may choose to the option to have the file **Open in New Window**.

★ Indicates a required field. Cancel Submit

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

★ Find File

Selected File

★ Name

Color of Name

Open in New Window Yes No

- *Optional* - By default, students are able to access content immediately but if you want to restrict the content based on date and time, place check marks and select settings for the **Display After** and the **Display Until** options. Please note, the boxes must be checked and the overall **Permit Users to View this Content** option must be set to **Yes** to display correctly.

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- *Optional* – If you would like see information such as which students have accessed the content and how many times, select the Yes radio button for **Track Number of Views**.

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Click the **Submit** button at the bottom right or top right.