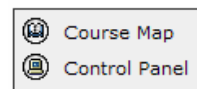


Blackboard 6: Adding a Document
8 Steps

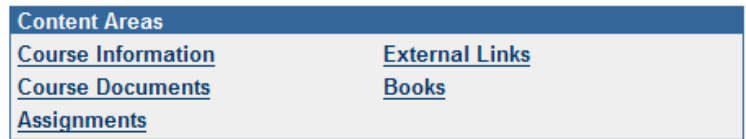
This Step-by-Step explains the procedure for adding a document to your Blackboard Course. Even though this procedure uses the Course Documents area as an example, the process is similar for Course Information and Assignments.

Prerequisite: You've logged into the Blackboard course that you are teaching.

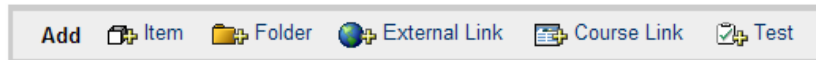
1) From the course's homepage, choose the **Control Panel** button.



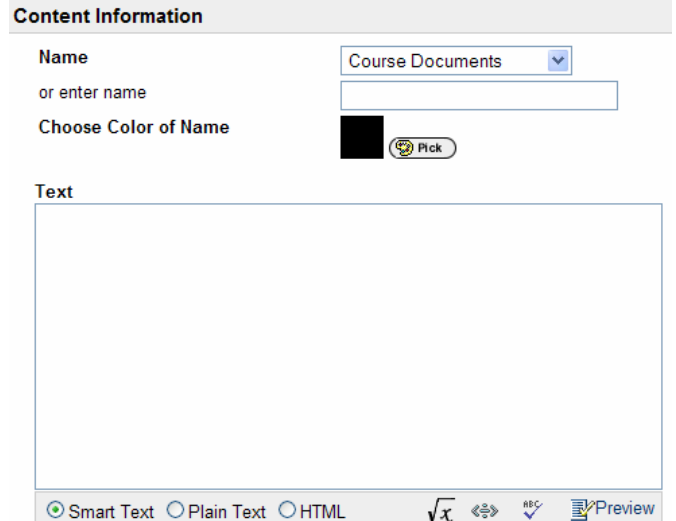
2) Choose **Course Documents** from **Content Areas**.



3) Click the **“Add Item”** button at the top of the page.



4.) Select or type the name of the content you are adding. You may also add text to the content.



5.) Click **“Browse”** to add the desired file.
 - Type the desired name of the link.
 - In the new window navigate to the desired file and click **“Open”**

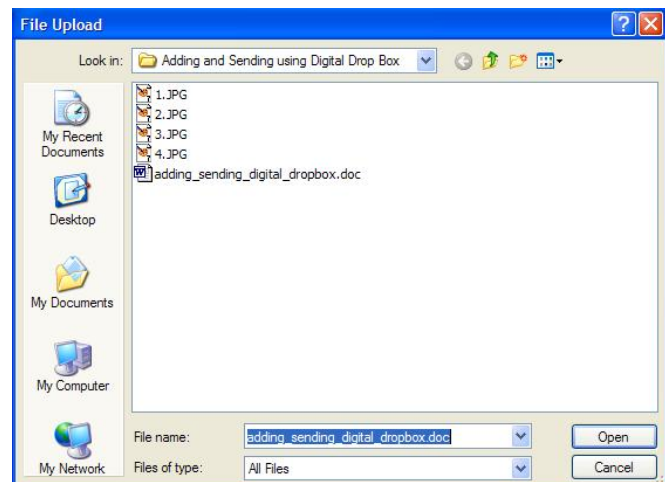
Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

File to Attach:

Name of Link to File:

Special Action:



- 6.) Under the “Options” section there are several options that you may choose.
- “Make the content available” Choose to make the content available or not.
 - You may add offline content by selecting “Yes” or “No”
 - You may track the number of views by selecting “Yes” or “No”
 - You may add metadata by selecting “Yes” or “No”
 - You may choose dates in which to start and stop displaying the content by checking the “Display After” and/or the “Display Until” box. Now enter the desired dates.

Options

Make the content available Yes No


Add offline content Yes No

Track number of views Yes No

Add metadata Yes No


Choose date restrictions

Display After

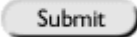
Nov 08 2004 

03 25 PM

Display Until

Nov 08 2004 

03 25 PM

7.) Click “Submit” 

8.) A receipt will appear showing what you just created, click “OK” and you are done.

Content Receipt

content added

Chapters

cabbit (28935 Bytes)

Chapters 1, 2, 3

2004-11-17 10:07:03 AM

