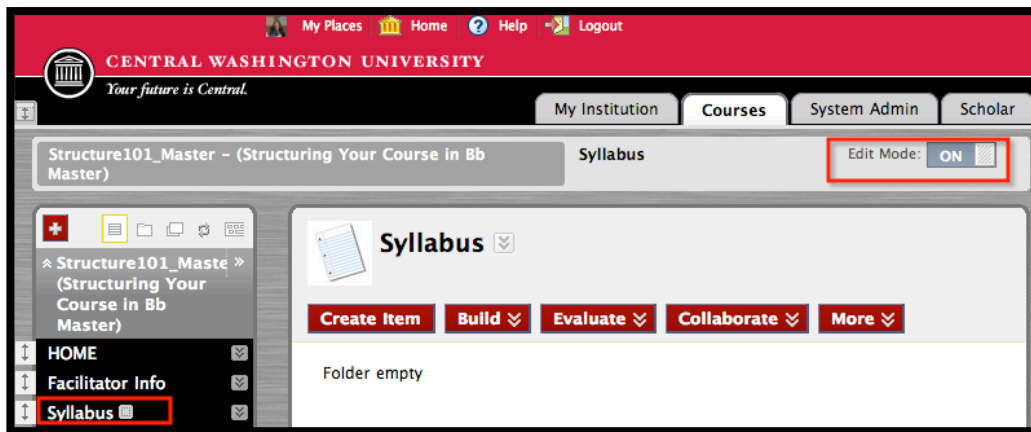


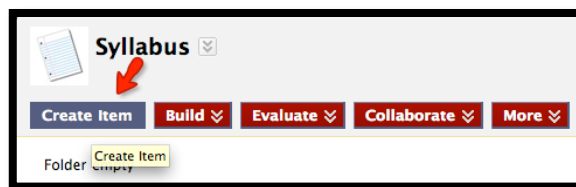
Adding Items to Content Areas

Individual files including, PowerPoint, Microsoft Word, Excel, and many other file formats can be uploaded into Blackboard. It is wise to set up a folder structure first before you begin uploading document because it is an extra step to move into a folder after the fact. In this example we will upload a syllabus to the Syllabus content area in a sample course.

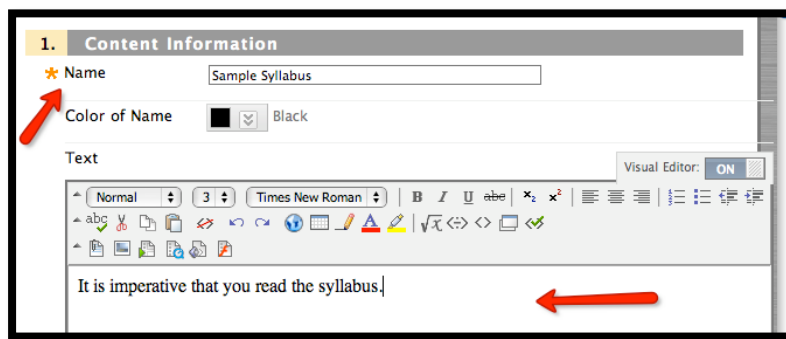
1. Click the Syllabus link in the menu on the left. Click the Edit Mode button in the upper left hand corner if it is OFF, setting it to ON.



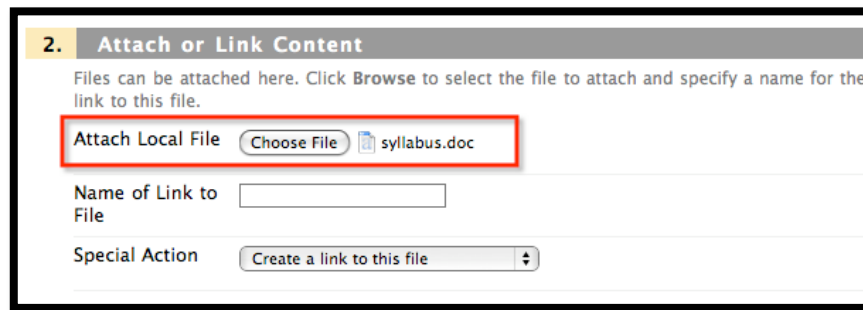
2. Notice that now the menu on the left has changed and you can see the Content area links in the menu on the left. In Bb 9 when Content Area menu items have no content they don't show up for students.
3. Click the Create Item button on the page.



4. Begin to fill out the form entering the name (required) and description if desired.




- Continue down the page to option #2 and browse for your document on your computer. On the Mac the button will say, “choose” while on a PC it will say, “browse”.



2. Attach or Link Content

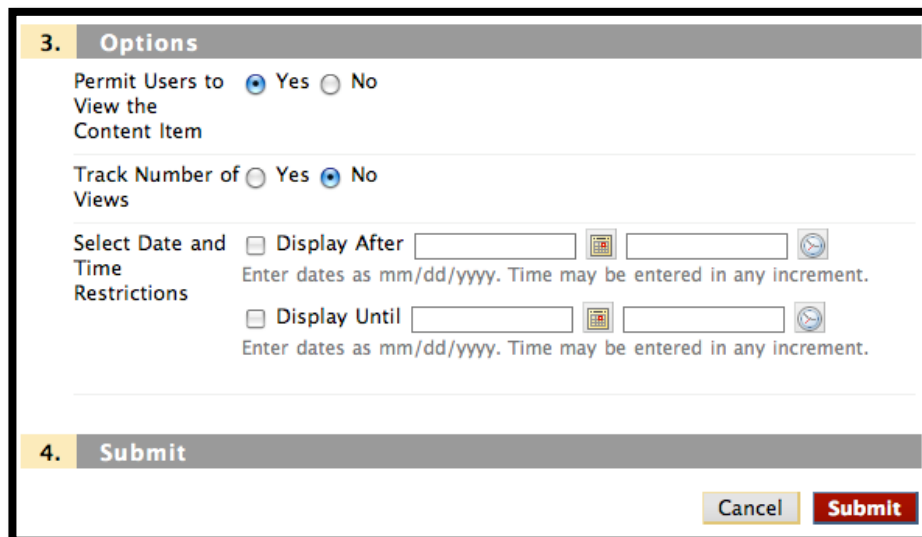
Files can be attached here. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach Local File  syllabus.doc

Name of Link to File

Special Action

- Under Option 3 the default is to permit users to view the content item. If you would like to track student views of the syllabus you can click “Yes” to do so. Since a syllabus isn’t something that you want to put a date restriction on we won’t select date and time restrictions. Finally, click the Submit button.







3. Options

Permit Users to View the Content Item Yes No

Track Number of Views Yes No

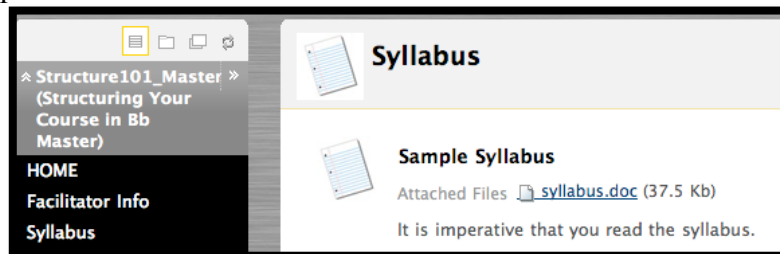
Select Date and Time Restrictions

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.

4. Submit

- After adding the syllabus to the Syllabus content area turn of the Edit Mode and student view will appear as below:



TIP: Continue adding files to your course by repeating the steps covered in this tutorial. If the content is to reside inside a folder click the folder (to be inside it) before adding items.