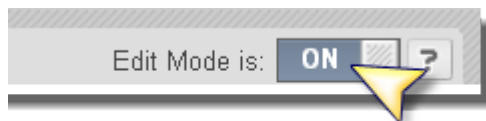


Adding a File

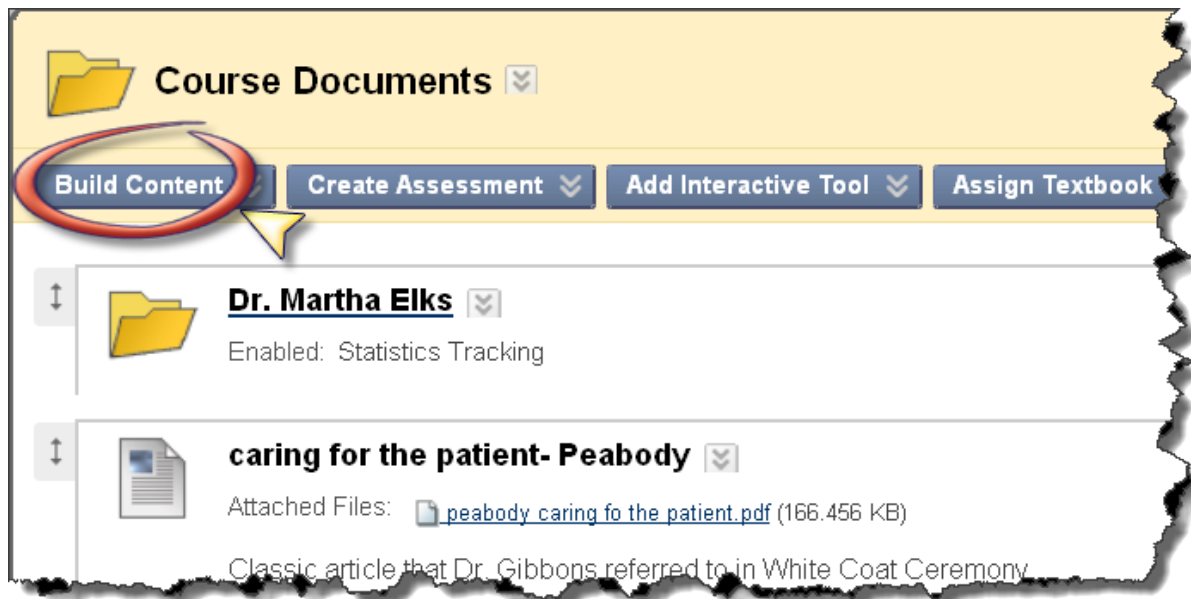
One of the primary tasks of building a Blackboard online learning environment is to provide students with learning materials such as course syllabus, documents, and PowerPoint presentations. Adding a File is one of the most frequently used functions. A file here refers to a text-based file such as a Word Document, a PDF file, or a PowerPoint Presentation, which is the focus of this tutorial. These files are the key elements of the content of the course. To do so, an instructor needs to add a file to the course.

To add a file to a Blackboard Learn 9 Course, follow the steps listed below.

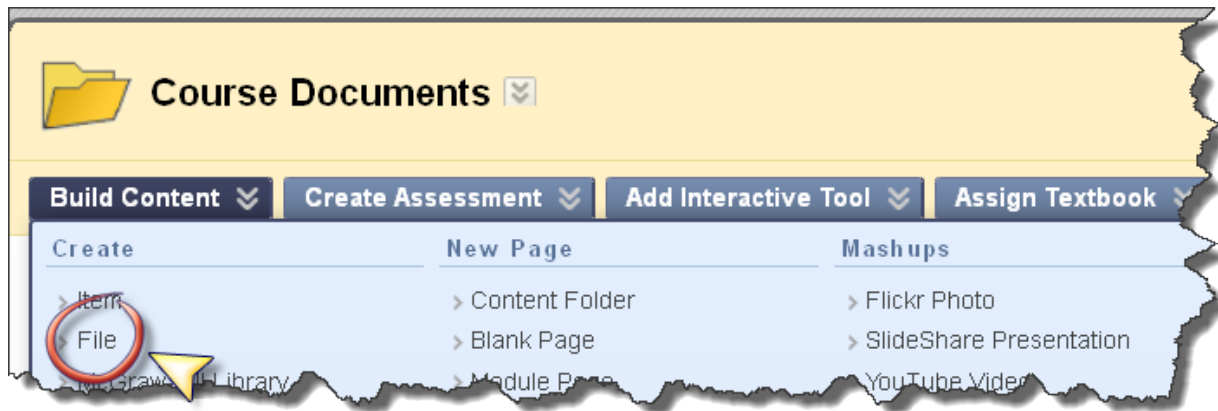
Step 1: Click the course you would like to add files to. Make sure **Edit Mode** is **ON**.



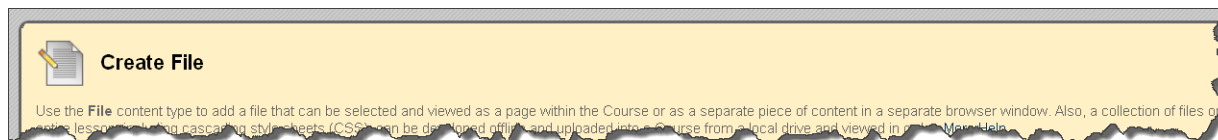
Step 2: On the Course Menu, click on **Content Documents**, and the Content Page will appear as a result.



Step 3: Hover over **Build Content** menu and click **File**. A **Create File** page will appear.



Step 4: With the **Create File** page, fill in the information as required.



4.1. **Select File** Use the **Browse My Computer** or **Browse Course Files** button to attach a file.

4.2. Enter a **Name** for the item (required)

4.3. Choose **Yes** or **No** for **Open in a New Window**.

 A screenshot of a form titled '1. Select File'. The form contains the following elements:

- A paragraph of instructions: '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.'
- A section labeled 'Find File' with two buttons: 'Browse My Computer' and 'Browse Course'.
- A section labeled 'Name' with a text input field.
- A section labeled 'Color of Name' with a color selection dropdown menu currently set to 'Black'.
- A section labeled 'Open in New Window' with two radio buttons: 'Yes' and 'No' (which is selected).

Step 5: Under Standard Options

5.1. Select **Yes** or **No** for **Permit Users to View Content Item**. In order for students to access to the file, **Yes** must be selected.

5.2. Select **Yes** or **No** for **Track Number of Views**. This will help the instructor to monitor the traffic to the file.

5.3. Select **Date and Time Restrictions** as desired.

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.

Step 6: Click **Submit** when finished.

3. Submit

Other Closely-related Functions

- Adding a URL
- Adding an Image
- Adding an Item
- Adding an audio
- Adding syllabus
- Adding a video
- Creating a Learning Module
- Adding materials to a Learning module