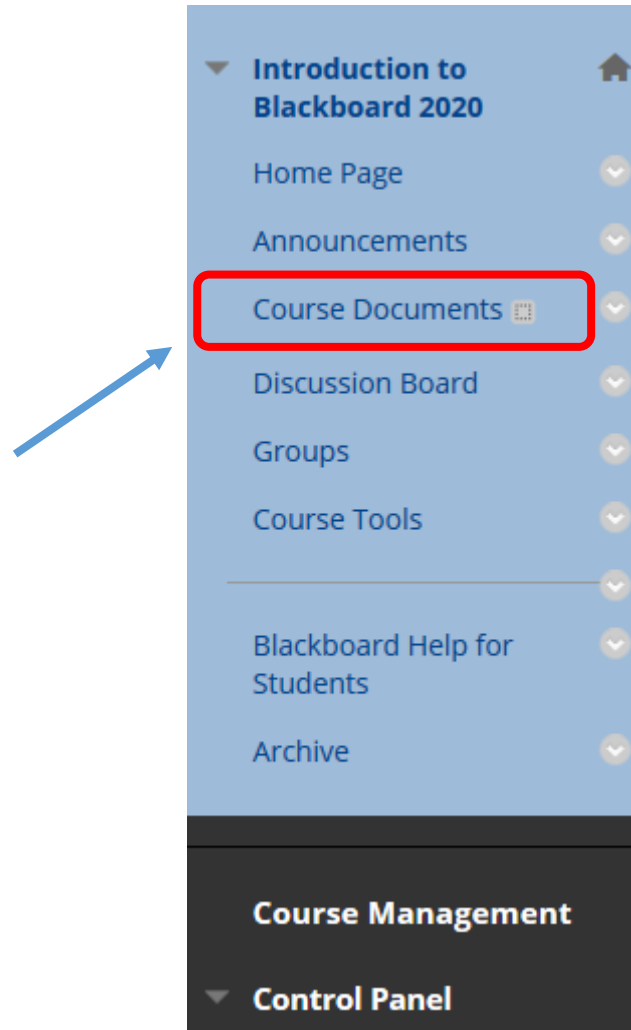


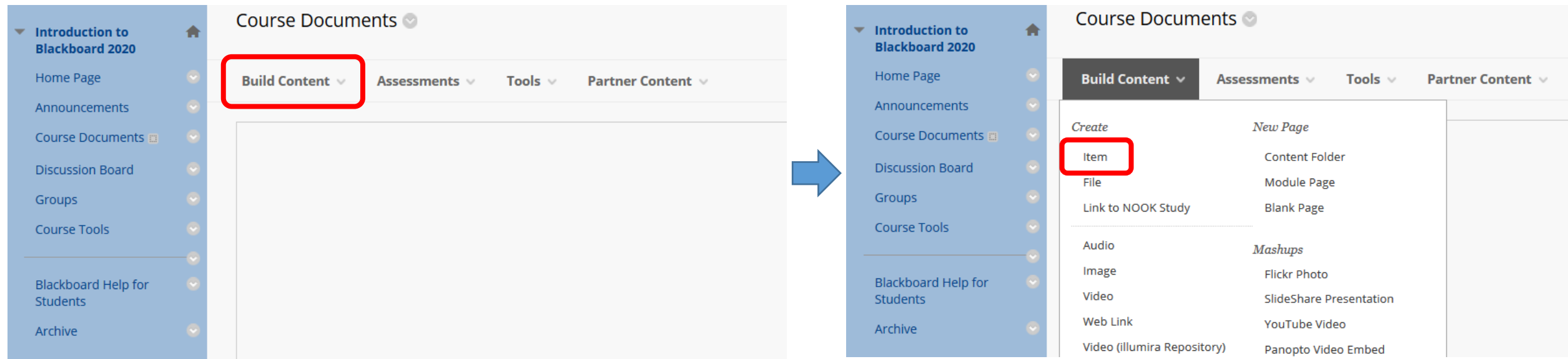


## **How to Add Course Material to Blackboard**

1. Log in to the Course on Blackboard. Go to a content area in your course, like ***Course Documents***.



2. Click **Build Content**, and then click **Item** from the drop down menu.



3. Enter a **title** for the item, a **description** of the item in the text box, and **attach any relevant files**. In this example, we posted the Syllabus for the course, with a short description, and attached the Word document containing the Syllabus.

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 folder. [More Help](#)

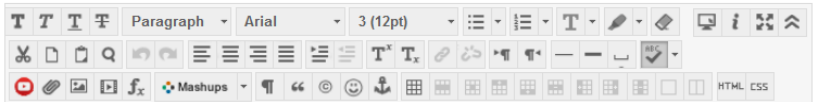
\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Color of Name  Black

Text



Path: p Words:0

**ATTACHMENTS**

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Click **Submit** to proceed.

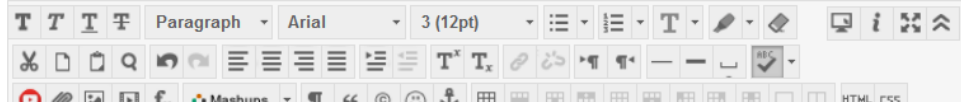
**CONTENT INFORMATION**

\* Name

Color of Name  Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).




Please refer to this syllabus for all course requirements and expectations.

Path: p Words:11

Attach Files

Attached files

File Name	Link Title	File Action
 Syllabus for Intro to Blackboard.docx	<input type="text" value="Syllabus for Intro to Blackb"/>	Create a link to this file <a href="#">Do not attach</a>

**4. OPTIONAL:** Under the **Standard Options** section, you are able to **Select Date and Time Restrictions** for all course material posted on Blackboard. This is not required, but has benefits.

For example, you can configure each **Item** you create (by following this guide) to schedule course material to appear and disappear from Student's view of your course progressively throughout the semester, without having to manually intervene. Course material will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure this syllabus to **Display After** on the first day of classes for the Summer 2020 Term at 8:00am, and **Display Until** on July 2<sup>nd</sup>, 2020 at 8:00am.

The image shows two side-by-side screenshots of the 'STANDARD OPTIONS' section in Blackboard, with a blue arrow pointing from the left to the right. The left screenshot shows the 'Display After' and 'Display Until' checkboxes unselected. The right screenshot shows these checkboxes selected, with specific dates and times entered in the adjacent fields.

**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.*

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After 06/08/2020  08:00 AM

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

Display Until 07/02/2020  08:00 AM

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

5. Click **Submit** on the bottom right to finalize **Item** creation. Continue on the next page for an example.

\* Name

Color of Name

Text

Paragraph Arial 3 (12pt)

Please refer to this syllabus for all course requirements and expectations.

Path: p Words:11

---

**ATTACHMENTS**

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Attached files

File Name	Link Title	File Action
Syllabus for Intro to Blackboard.docx	Syllabus for Intro to Blackb	Create a link to this file <a href="#">Mark for removal</a>

---

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

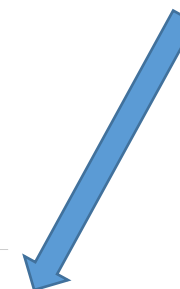
Display After 06/08/2020 08:00 AM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 07/02/2020 08:00 AM  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

---

Click **Submit** to proceed.

\*Please note: **Permit Users to View this Content** must be set to **Yes** for Date and Time Restrictions to be enabled.



Below is a screenshot of the **Item** created in this guide. Students would click the **title of the file** to access the course material.

The screenshot displays a Blackboard course interface. On the left is a navigation menu for 'Introduction to Blackboard 2020' with options like Home Page, Announcements, Course Documents, Discussion Board, Groups, Course Tools, and Blackboard Help for Students. The main content area features a purple success banner that reads 'Success: Syllabus created.' Below this is a 'Course Documents' section with a dropdown arrow. A horizontal menu contains 'Build Content', 'Assessments', 'Tools', and 'Partner Content', each with a dropdown arrow. The main content area shows an item titled 'Syllabus' with a document icon and a dropdown arrow. Underneath, it lists 'Attached Files: Syllabus for Intro to Blackboard.docx (323.676 KB)'. The file name is enclosed in a red rectangular box, and a blue arrow points from the top right towards the box. Below the file list, there is a text instruction: 'Please refer to this syllabus for all course requirements and expectations.'