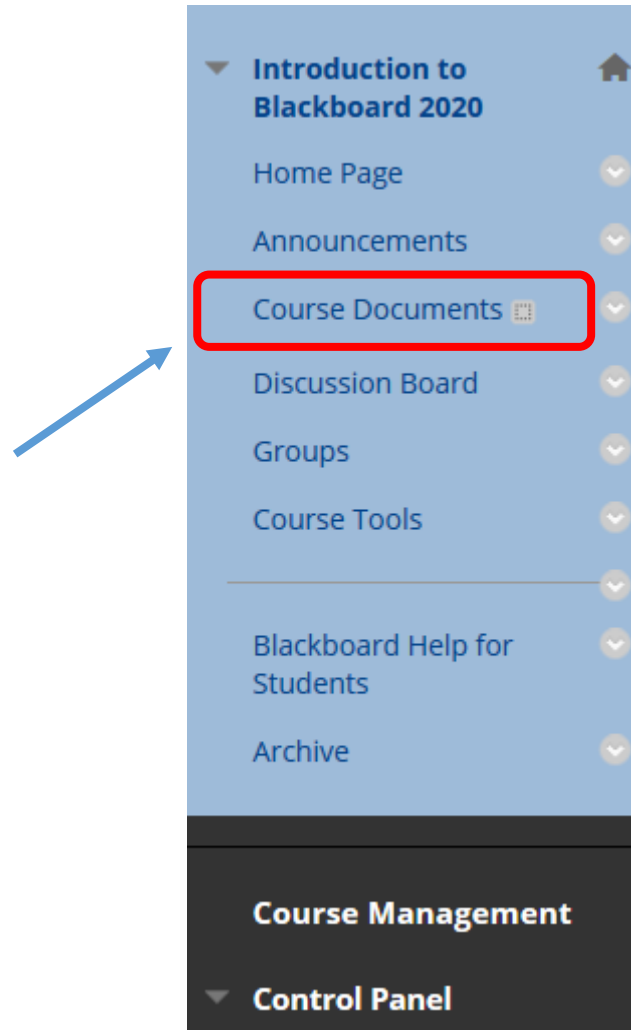




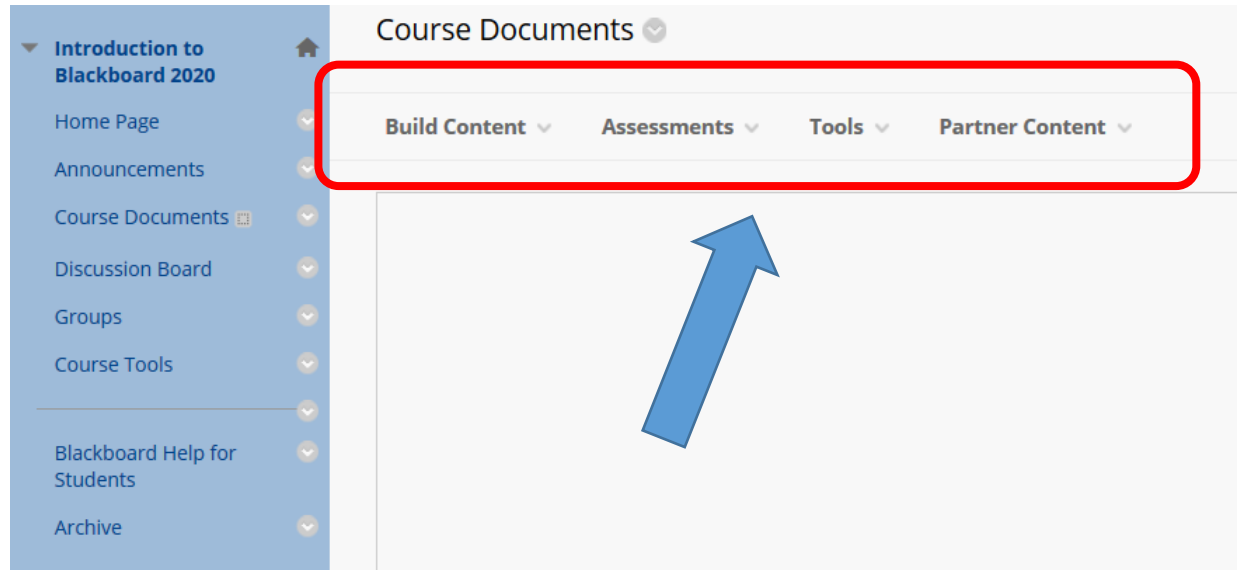
## How to Enable *Edit Mode* in Blackboard

*If Edit Mode is OFF in your course, you will not be able to upload new course material, or edit existing course material. This guide will show you the quick process of enabling Edit Mode.*

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

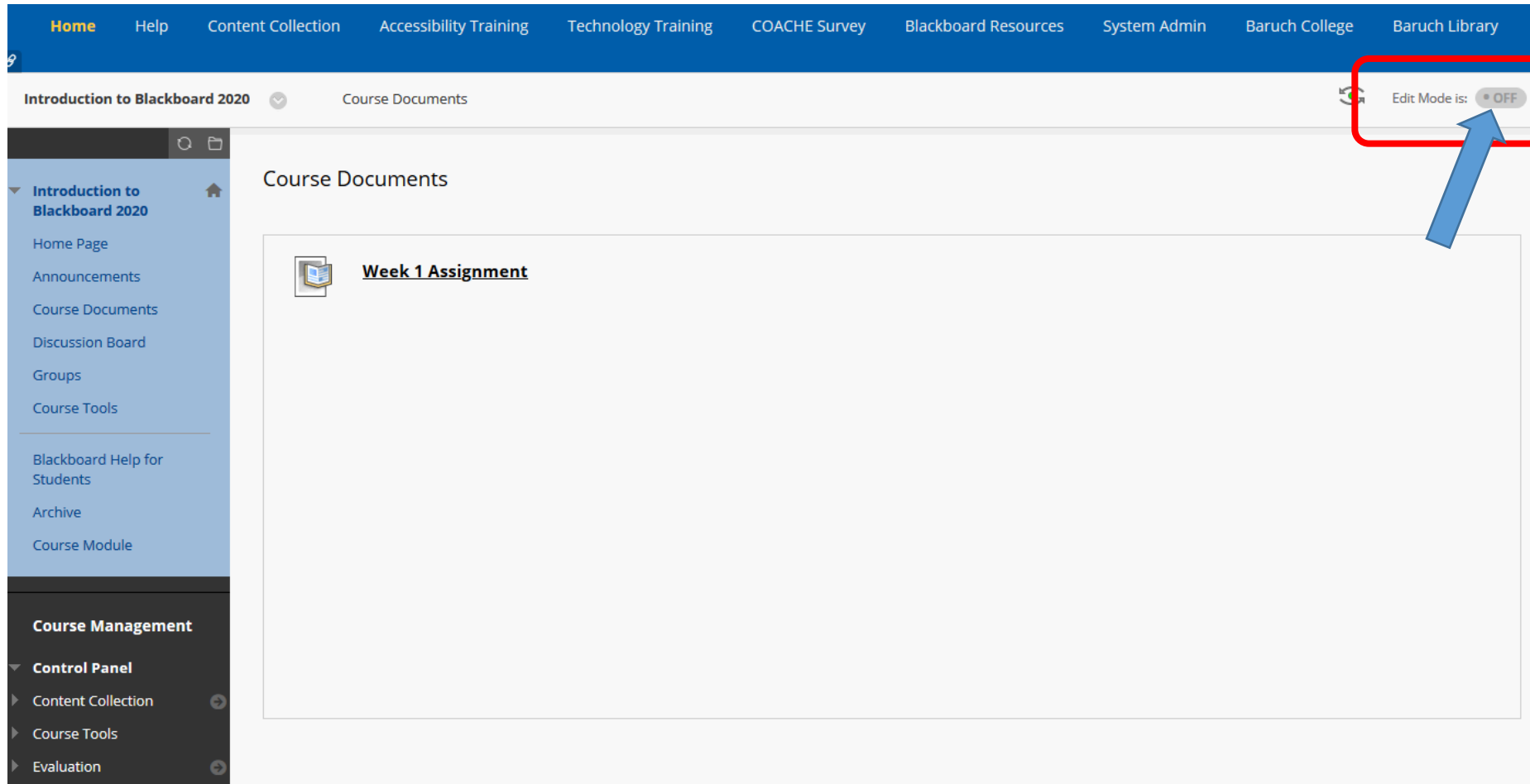


2. If you **don't see** the options below (Build Content, Assessments, Tools, and Partner Content), then this confirms that "Edit Mode" is currently Off, within your course. The next step will show you how to turn Edit Mode back On.



3. Look to the top right of your course's web page. You should see ***“Edit Mode is: OFF”***.

With your mouse, left click where it says **“OFF”** to turn Edit Mode **ON**.



The screenshot displays the Blackboard interface for a course titled "Introduction to Blackboard 2020". The top navigation bar includes links for Home, Help, Content Collection, Accessibility Training, Technology Training, COACHE Survey, Blackboard Resources, System Admin, Baruch College, and Baruch Library. Below this, the course name "Introduction to Blackboard 2020" and "Course Documents" are visible. On the right side, the "Edit Mode is: OFF" indicator is highlighted with a red rectangle, and a blue arrow points to the "OFF" text. The main content area shows "Course Documents" with a "Week 1 Assignment" item. A left-hand navigation menu lists various course options, including "Introduction to Blackboard 2020", "Home Page", "Announcements", "Course Documents", "Discussion Board", "Groups", "Course Tools", "Blackboard Help for Students", "Archive", "Course Module", "Course Management", "Control Panel", "Content Collection", "Course Tools", and "Evaluation".

4. Now that **Edit Mode is: ON**, you will see the options “**Build Content, Assessments, Tools, and Partner Content**” appear. This allows you to upload and edit course materials.

The screenshot displays the Blackboard 2020 user interface. At the top, a blue navigation bar contains links for Home, Help, Content Collection, Accessibility Training, Technology Training, COACHE Survey, Blackboard Resources, System Admin, Baruch College, and Baruch Library. Below this, the course title "Introduction to Blackboard 2020" and "Course Documents" are visible, along with an "Edit Mode is: ON" toggle. A left-hand navigation menu lists various course components. The main content area shows a "Course Documents" section with a red box highlighting the "Build Content", "Assessments", "Tools", and "Partner Content" options. Below these options, a "Week 1 Assignment" is listed with a document icon.