Blackboard v9.1.12 for Faculty
Adding a File to a Blackboard Course Site

This document describes, for faculty, how to add a file to a content area in a Blackboard course site.

Brief Instructions

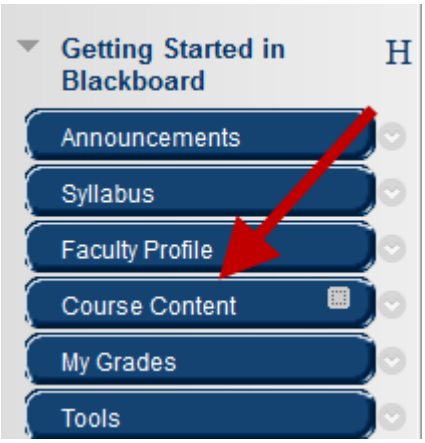
From anywhere within your Blackboard course site:

- Click the *Course Content item in the course's menu*.
- Mouse-over the *Build Content* button.
- Click the *Item* option in the menu.
- Enter a title for the content item in the *Name* field.
- Enter content and instructions in the text box editor.
- Click the *Browse My Computer* button in section *2. Attachments*.
- Find the appropriate document on your computer and click on the file name.
- Click the *Open* button to attach the file.
- Click the Submit button in section *4. Submit*.
- Verify the file has been added.

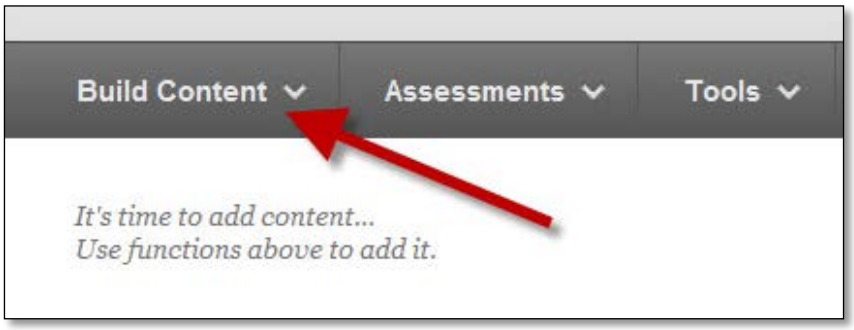
Process complete.

Detailed Instructions

1. Click the *Course Content item in the course's menu.*



2. Mouse-over the *Build Content* button.



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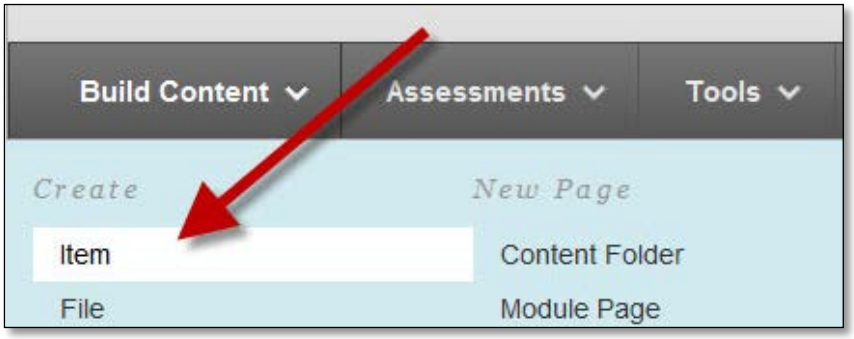
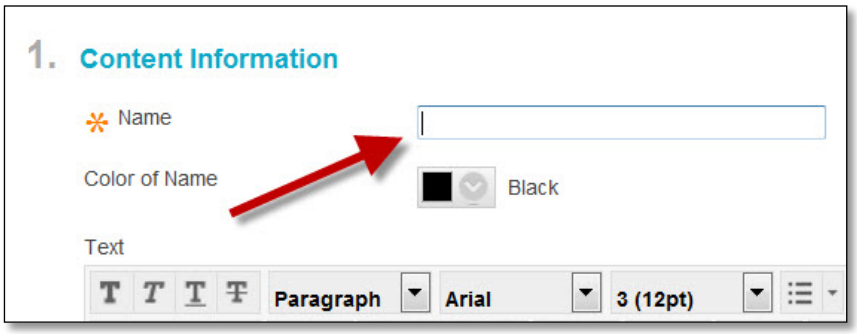
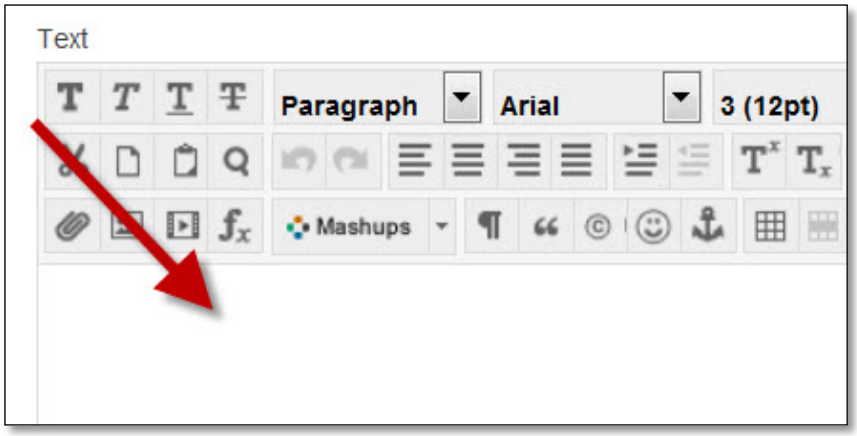
3. Click the *Item* option in the menu.



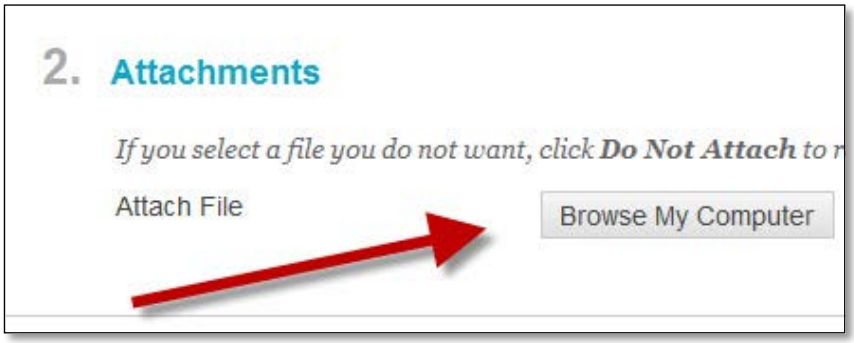
4. Enter a title for the content item in the *Name* field.



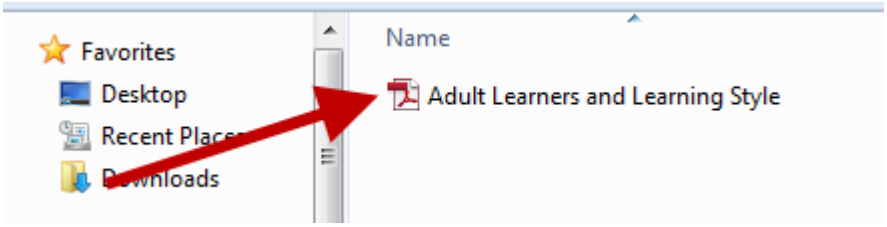
5. Enter content and instructions in the text box editor.



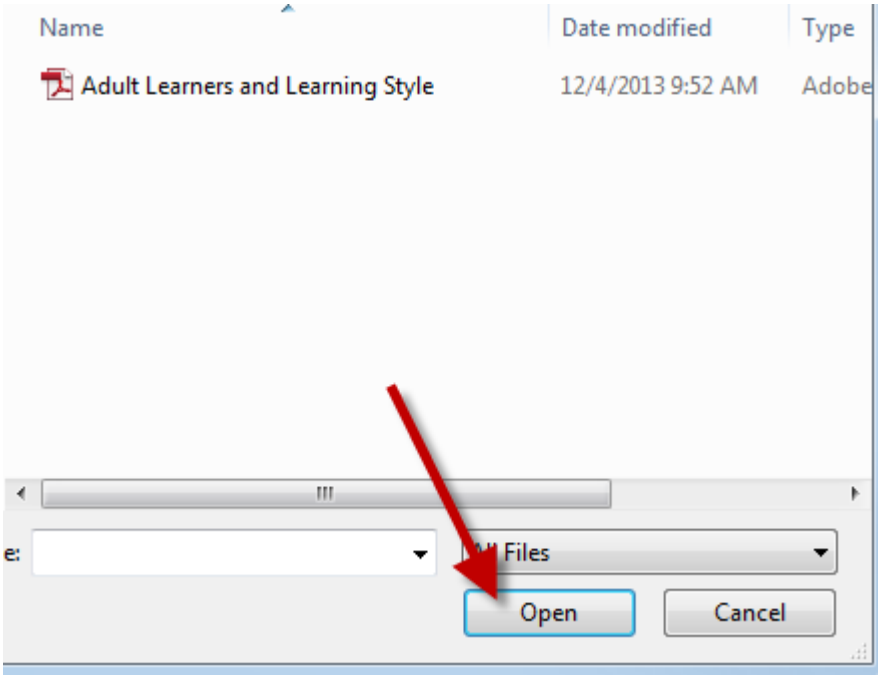
6. To add a file or attachment, click the *Browse My Computer* button in section *2. Attachments*.



7. Find the appropriate document from your computer and click on the file name.



8. Click the *Open* button to attach the file.



9. Click the Submit button in section *4. Submit*.

10. Verify the file has been added.