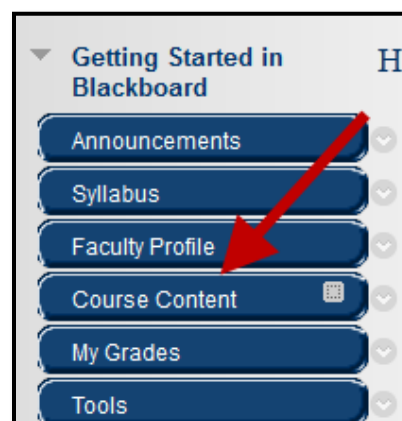

Blackboard for Employees

Adding a File to a Blackboard Course Site

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

Instructions

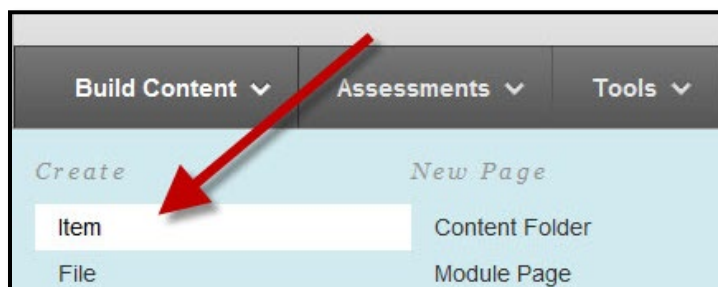
1. Click the **Course Content** item in the course's menu.



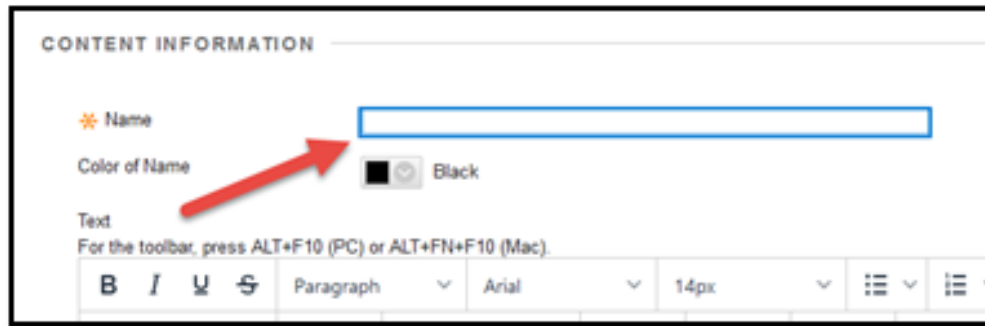
2. Mouse-over the **Build Content** button.



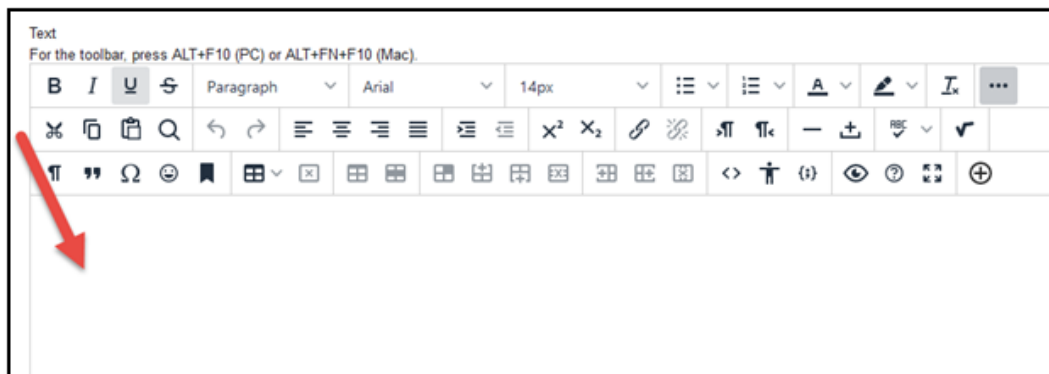
3. Click the **Item** option in the menu.



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



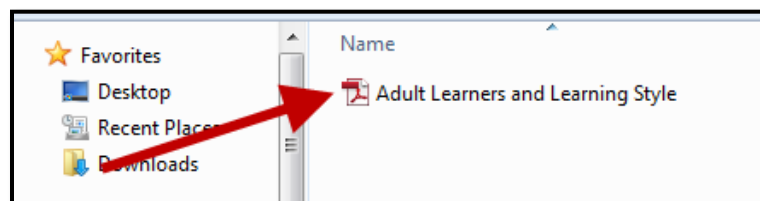
5. Enter content and instructions in the text box editor.



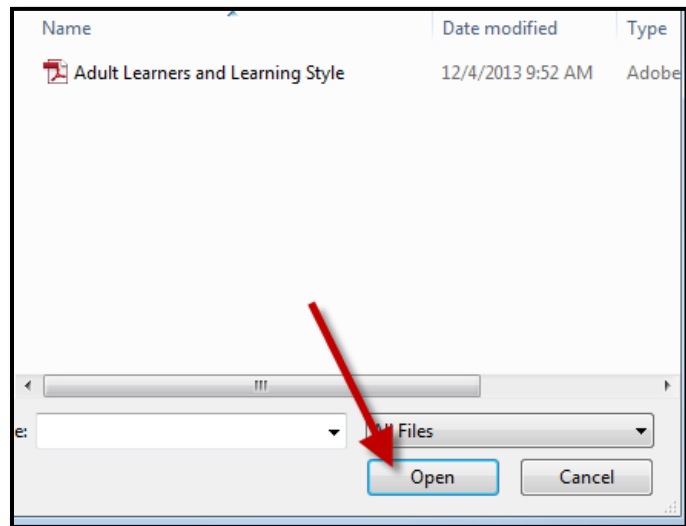
6. To add a file or attachment, click the **Browse My Computer** button under the **Attachments** section.



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.



10. Verify the file has been added.

