

Adding Items to Content Areas

Individual files including, PowerPoint, Microsoft Word, Excel, and many other file formats can be uploaded into Blackboard. It is wise to set up a folder structure first before you begin uploading document because it is an extra step to move into a folder after the fact.

1. Choose a content area link on the left menu. (Make sure the Edit Mode button in the upper left hand corner if it is set to ON.)

2. Click the down-arrows on the Build Content button on the page and choose Item.



3. Begin to fill out the form entering the name (required) and instructions/content if desired.

4. Continue down the page to option #2 to browse for any document on your computer that you wish to add.

2. Attachments

If you select a file you do not want, click Do Not Attach to remove the attachment from the content item.

Attach File

3. 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.

5. Under Option 3 the default is to permit users to view the content item. If you would like to track student views of the syllabus you can click “Yes” to do so.

6. Finally, click the Submit button.

TIP: If the content is to reside inside a folder, click that folder before adding items.

Adding Folders to Content Areas

While it is possible to customize the names of the content areas in your Bb courses, by default they are labeled, Information and Content. Creating folders is an important step in organizing the content of your Blackboard courses.

1. To create a folder in the content area where you would typically post lecture notes, handouts, worksheets and PowerPoint presentations do the following:

2. Click the Build Content drop-down menu. Next select Content Folder.



3. For option number one on the add folder page enter a folder name and description of your choice (indicating the folder contents.)

4. Under option number 2, accept the default to “Permit Users to View the Content Item.” If you are interested in setting a date restriction then put a check in the display after and display until boxes. Note that you can click the calendar icon to better determine your chosen dates.

5. Lastly, you can indicate a time and click submit. Continue setting up your folders by repeating the steps covered in this tutorial.