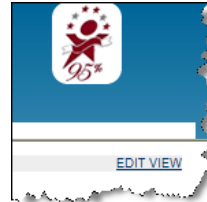


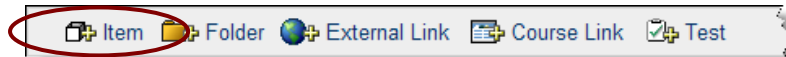
How do I Add Information to My Course?

1. While in your Blackboard Course, click on a Content Area from your course's main menu (buttons on the left of page).

2. Click the View Edit link in the upper right corner.



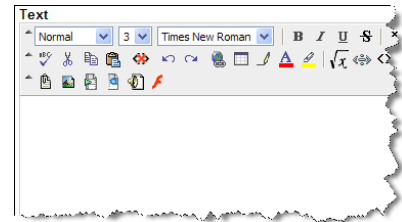
3. Click the Add Item button.



4. Type in a name for the content item & select a color for the title.

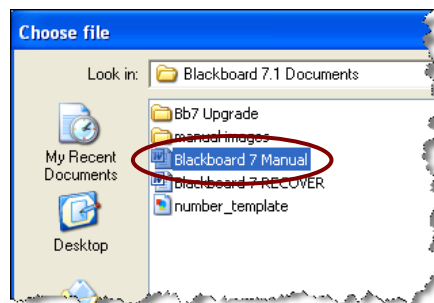


5. Enter the text for your content item in the space provided.



6. If you would like to attach a document to this item you can do so by clicking the **Browse...** button to the right of the "Attach local file" field.

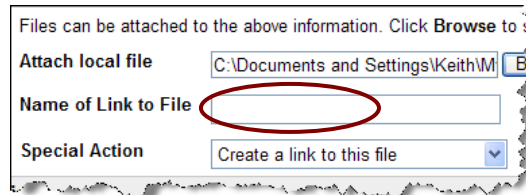
7. Select the file from the pop-up window by double clicking on the filename.



Blackboard

Adding Course Content

8. Type a name for the file if you do not wish it to be the same as the actual filename.



Files can be attached to the above information. Click **Browse** to s

Attach local file

Name of Link to File

Special Action

- You can ignore the “Special Action” field.

9. Select whether you would like to make the content available by checking the radio button that corresponds with your preference.



Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

Jun 12 2006 02:00 PM

10. Select whether or not you would like to see a summary of the number of clicks your folder receives by checking the appropriate radio button.



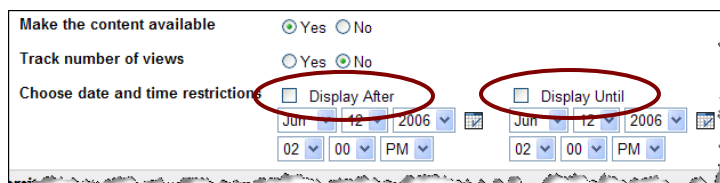
Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

Jun 12 2006 02:00 PM

11. You can restrict the dates that this folder is visible by modifying the date and time restrictions. You must remember to check either/both the “Display After” & “Display Until” boxes, if you want the dates you select to be used.



Make the content available Yes No

Track number of views Yes No

Choose date and time restrictions Display After Display Until

Jun 12 2006 02:00 PM

12. Click .

13. Click to continue.