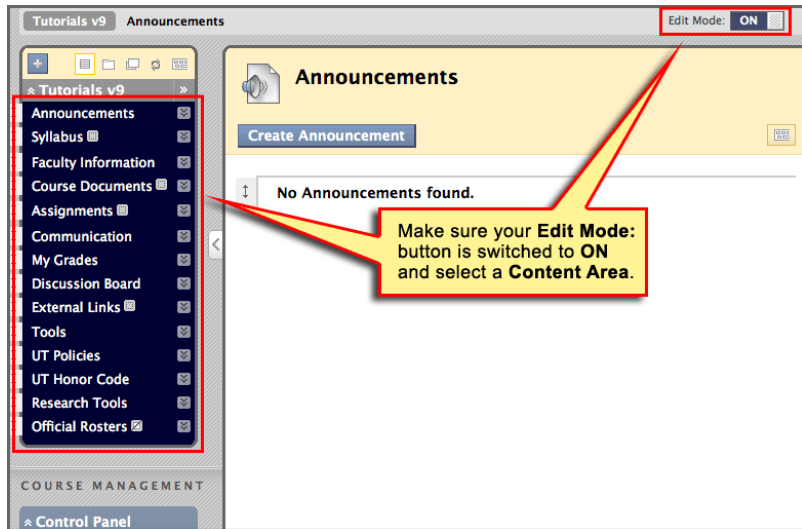


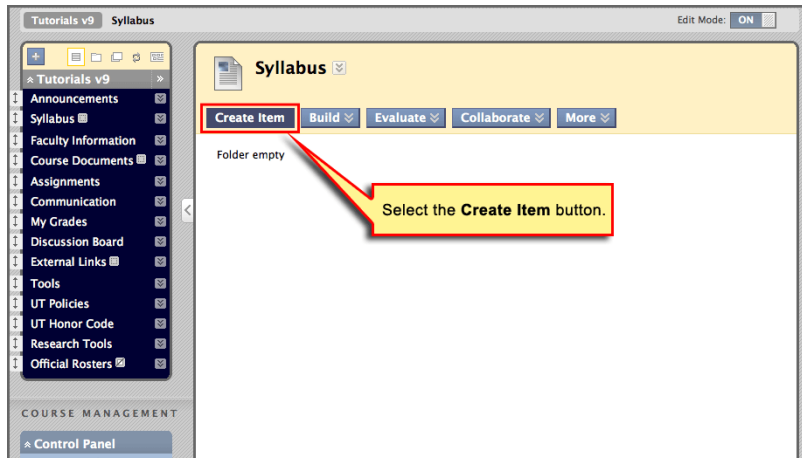
# Adding an item

Blackboard allows users to upload files to many different content areas. You'll learn how to navigate to the content areas in Blackboard, and how to name, classify, and upload your file.

1. Make sure your **Edit Mode:** button is switched to **ON** and select a **Content Area**. (Assignments, Course Documents, etc.)



2. Select the **Create Item** button.



3. In the **Content Information** section, type a Name and list any details/instructions in the text box provided.

**Add Item**

★ Indicates a required field. Cancel Submit

**1. Content Information**

★ Name

Color of Name

Text

Please print this document and bring it to class!

4. To add a document from your computer, in the **Attach Content** section, click on the **Browse** button next to **Attach Local File**.

**2. Attach or Link Content**

Attach Local File  Browse...

Link to Content Collection Item  Browse...

Name of Link to File

Special Action

5. In the browse dialog box, select your file, and click the **Open** button.

**Choose file**

Look in: blackboard

- About
- Faq
- Images
- Profiles
- tutorials
- courses
- Generic Document
- index
- training

File name: Generic Document Open Cancel

Files of type: All Files (\*.\*)

2 Item Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:  Browse...

6. In the **Options** section select the availability, tracking option, and date/time restrictions and click **Submit**.

**3. Options**

Permit Users to View the Content Item  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

**4. Submit**

Cancel Submit