



Adding a File

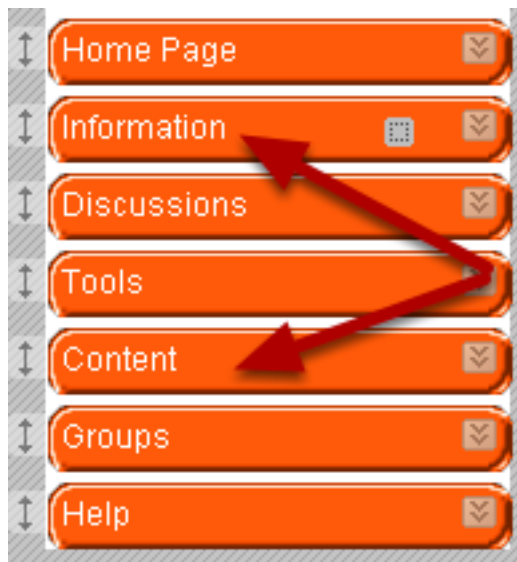
Use **Create File** to add a file that can be selected and viewed as a page within the Course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a Course from a local drive and viewed in order.

Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **File** will be added.



Select Create File Option

The screenshot shows the Blackboard navigation menu with three main sections: **Build Content**, **Create Assessment**, and **Add Interactive Tool**. The **Build Content** section is expanded, showing three columns: **Create**, **New Page**, and **Mashups**. Under the **Create** column, the **File** option is highlighted with a red arrow. Other options in the **Create** column include Item, Image, URL, Learning Module, Lesson Plan, Syllabus, and Course Link. The **New Page** column includes Content Folder, Blank Page, Module Page, and Tools Area. The **Mashups** column includes Flickr Photo, SlideShare Presentation, YouTube Video, Scholar Stream, and Scholar Bookmark.

Hover your cursor over the **Build Content** drop down menu. From the **Create** menu, select **File**.

Select File

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Find File

* Name

Color of Name

Open in New Window Yes No

Under **Select File**:

1. Use the **Browse My Computer** or **Browse Course Files** button to attach a file (required).
2. Enter a **Name** for the item (required)
3. Choose **Yes** or **No** for **Open in a New Window**.





Standard Options



2. 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.

Under Standard Options

1. Select **Yes** or **No** for **Permit Users to View Content Item**. In order for students to access the file, **Yes** must be selected.
 2. Select **Yes** or **No** for **Track Number of Views**.
 3. **Select Date and Time Restrictions** as desired.
- 6. Click **Submit** when finished.

Submit

Click **Submit** to add the Item. Choose **Cancel** if you do not wish to keep the information.

Frequently Asked Question: What is the difference between adding an Item and adding a File?

While nearly the same thing can be accomplished with either, adding a File can only be used for file uploading/file linking. Adding an Item will open the Visual Text Box editor, where you can enter text and/or HTML.