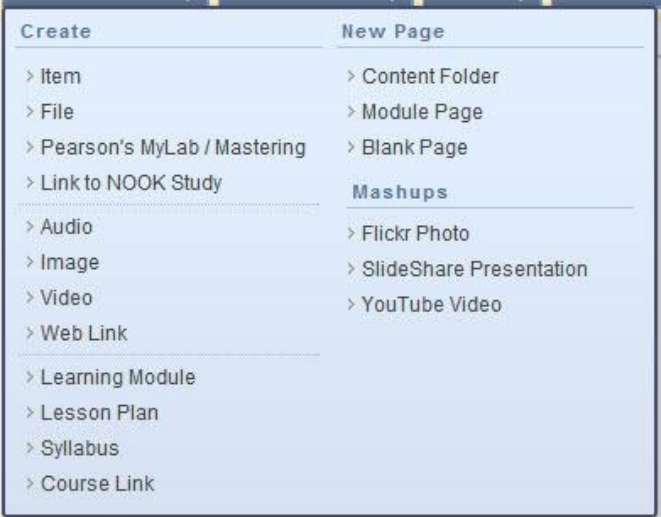
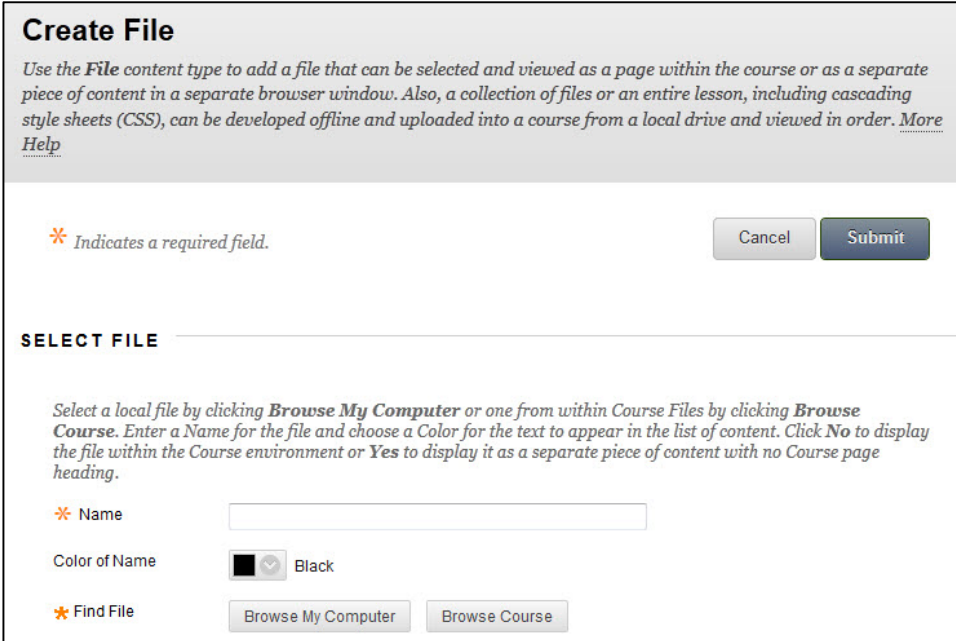





# Adding a File to Your Blackboard Course

This work instruction shows users how to add files within content areas in Blackboard. Files, much like items, are used to convey information to students. This document assumes that the user is logged into Blackboard, inside of a course shell, and in a content area.

1.	Hover the mouse over the <b>Build Content</b> button.
	<p>The <b>Build Content</b> menu displays.</p> 
2.	Click the <b>File</b> link.
	<p>The <b>Create File</b> screen displays.</p> 

3.	In the <b>Name</b> field, enter a name for the file. <i><b>This is a required field.</b></i>
4.	Click the <b>Browse My Computer</b> button and locate and select a file to be uploaded.
	<div style="border: 1px solid black; padding: 10px;"> <p><b>FILE OPTIONS</b></p> <p>Open in New Window <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Add alignment to content <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>STANDARD OPTIONS</b></p> <p>Permit Users to View this Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Select Date and Time Restrictions <input type="checkbox"/> Display After <input type="text"/>  <input type="text"/>   <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> <p><input type="checkbox"/> Display Until <input type="text"/>  <input type="text"/>   <i>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</i></p> </div>
5.	From the <b>File Options</b> section, ensure that the <b>Open in New Window</b> radio button is set to <b>Yes</b> . <i>By default it is set to <b>No</b>, so you must click to select the <b>Yes</b> radio button.</i>
6.	If desired, modify any of the three settings under the <b>Standard Options</b> section.
7.	Click the <b>Submit</b> button. A link to the file displays in the content area.