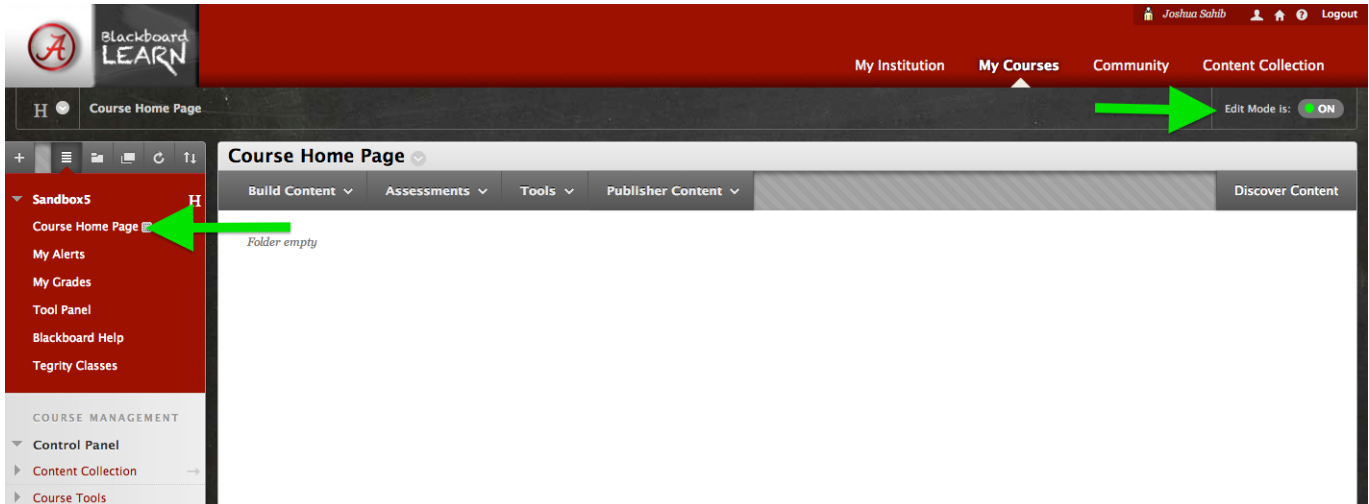


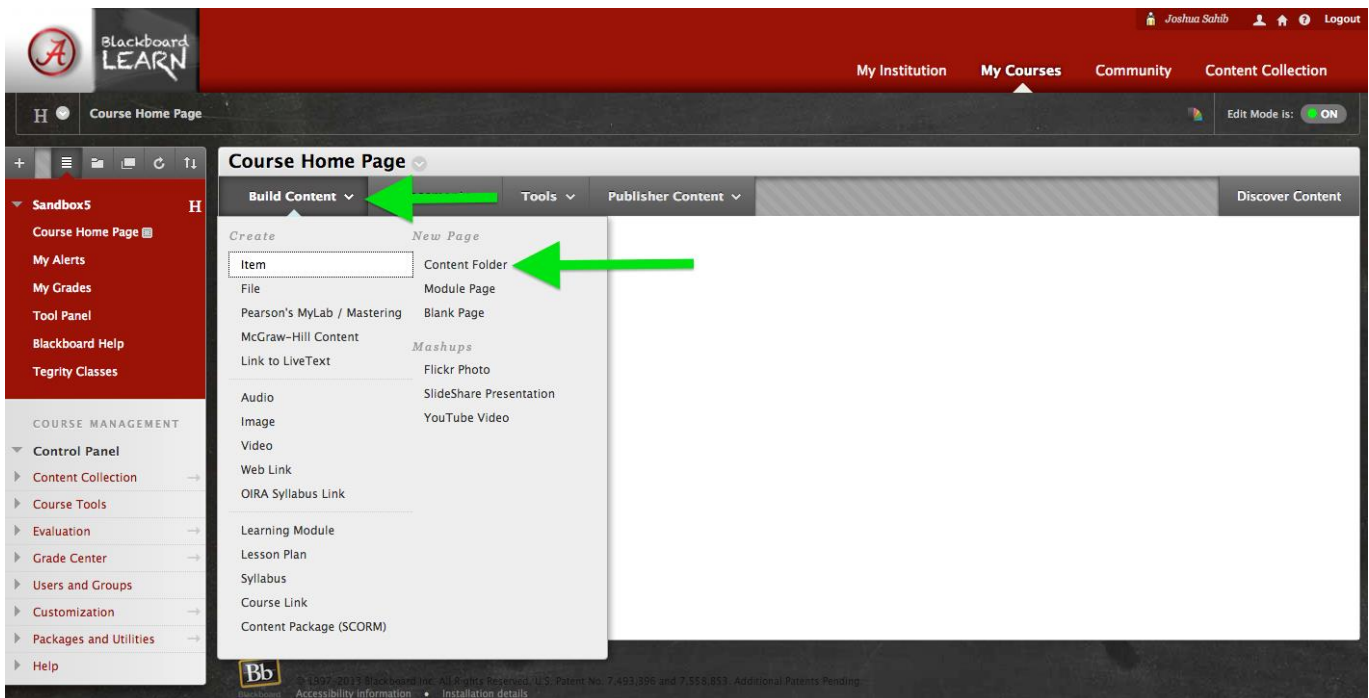
Adding a File to a Blackboard Learn Course

From within a Blackboard Learn course, follow these steps to add a link.

1. With Edit Mode On, navigate to a content area (example: Course Home Page) using the course menu on the left.



2. When the Content Area screen appears, click on Build Content, located above the main page frame, and choose Content Folder from the list that appears. -- Using a folder will allow you to organize all of the course readings into one location.



- Name the folder something descriptive such as Course Readings. For most situations, entering text describing the folder is not required and the default folder options are appropriate. If desired, you can use the options to adjust the availability of the folder and readings within. Click Submit to save the changes and create the folder with your desired specifications.

Blackboard LEARN

My Institution My Courses Community Content Collection

Course Home Page > Create Content Folder

Edit Mode is: ON

Create Content Folder

A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Folder Information

* Name

Color of Name

Text

Path: p Words: 0

2. 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

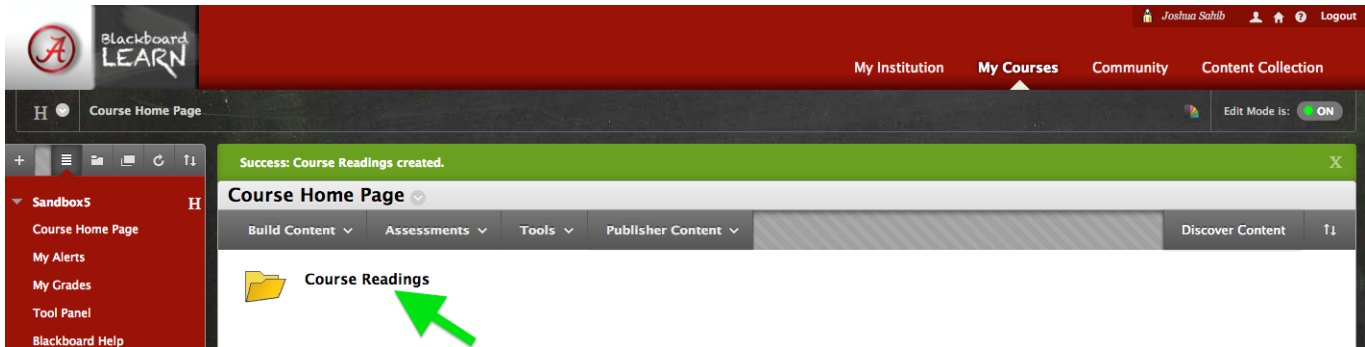
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Submit

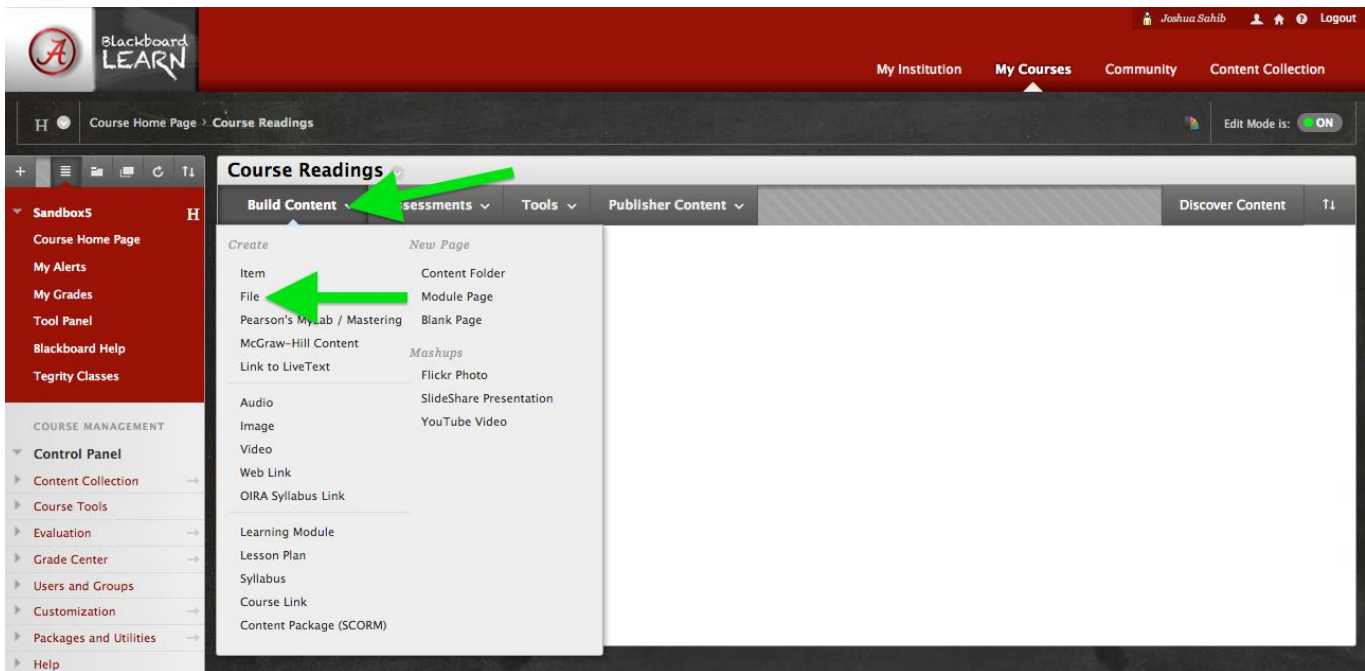
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- Click on the name to get into the newly created folder.



- Now that you are within your newly created folder, you can fill it using files such as Word documents or PDFs. Click on Build Content, located above the main page frame, and choose File from the list that appears.



- Click the Browse My Computer button to open a box to navigate to your file. Click Open to attach the file. Input a descriptive name in the box below the Browse My Computer button, this name is what will display to students. For most situations, the rest of the default options are appropriate. If desired, you can use the options to adjust the availability of the link. Click Submit to save the changes and the file will be uploaded to your folder.

The screenshot shows the Blackboard LMS interface for creating a file. A file explorer window is open over the 'Create File' page. Green arrows highlight the following elements:

- The **Open** button in the file explorer window.
- The **Browse My Computer** button in the 'Find File' section.
- The **Name** input field containing 'Impact of Mobile Tech on DE - Fuegen'.
- The **Standard Options** section, specifically the 'Permit Users to View this Content' radio button set to 'Yes'.
- The **Submit** button at the bottom right of the 'Create File' page.

The 'Create File' page includes a sidebar with navigation options like 'Sandbox5', 'Course Home Page', and 'My Alerts'. The main content area is titled 'Create File' and contains instructions and form fields for file selection and configuration.

For assistance with uploading library articles, contact the circulation department at: gorgres@bama.ua.edu or (205) 348-9748.

For technical assistance, contact the Faculty Resource Center at frc@ua.edu or (205) 348-3532.