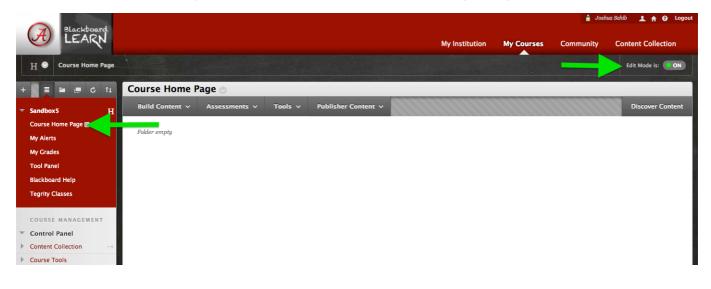
## Adding a File to a Blackboard Learn Course

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.



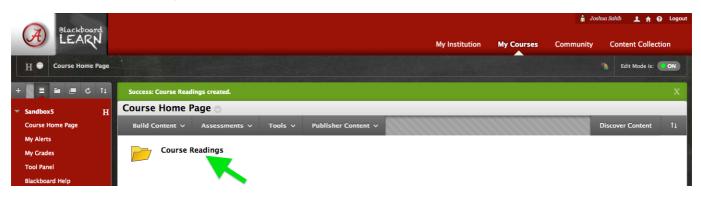
2. When the Content Area screen appears, click on Build Content, located above the main page frame, and choose Content Folder from the list that appears. -- Using a folder will allow you to organize all of the course readings into one location.

A Blackboard LEARN				MA-1	estitution	Mr. Courses	Community	Co	ntent Celler	ction
				МУП	nstitution	My Courses	Community	Col	ntent Colleo	ction
Course Home Page									Edit Mode is:	
E = C ti	Course Home Page	0								
andbox5 H	Build Content V	Tools V	Publisher Content 🗸					10	Discover (	Conte
ourse Home Page 🔳	Create	New Page								
ly Alerts	Item	Content Folder								
ly Grades	File	Module Page								
ool Panel	Pearson's MyLab / Mastering	Blank Page								
lackboard Help	McGraw-Hill Content	Mashups								
egrity Classes	Link to LiveText	Flickr Photo								
	Audio	SlideShare Presentation								
OURSE MANAGEMENT	Image	YouTube Video								
ontrol Panel	Video									
ontent Collection	Web Link									
ourse Tools	OIRA Syllabus Link									
valuation	Learning Module									
rade Center 🛛 →	Lesson Plan									
sers and Groups	Syllabus									
ustomization ->	Course Link									
ackages and Utilities 🛛 →	Content Package (SCORM)									
elp	Bb									

3. 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						â Josh	ua Sahib 👤 🛖 🕢 Logout
(A) LEARN				My Institution	My Courses	Community	Content Collection
H 🗢 Course Home Page > Crea	ate Content Folder					•	Edit Mode is: 💽 ON ?
+ = = c ti 🕻	Create Content Folder						
▼ Sandbox5 H	Content Folder is a way of organizi	ng content items. Content Folders c	and sub-folders set up a hierarchy	to group related materia	l together. More Helj	D	
Course Home Page 🏾	Y to diaster a new find Gald					_	
My Alerts	★ Indicates a required field.						Cancel Submit
My Grades	8						
Tool Panel	1. Content Folder Infor	mation					
Blackboard Help	* Name	Course Readings					
Tegrity Classes	Color of Name	Black					
COURSE MANAGEMENT	Text						
Control Panel	TTT	\$ Tr 3 (12pt)	+ <b>T</b> · ∷≣ · i≣ · i	🌣 - 🖉 ö			i
Content Collection →							
Course Tools							
► Evaluation →							
► Grade Center →							
Users and Groups							
► Customization →							
▶ Packages and Utilities →							
Help	-						
	Path: p						Words:0
	2. Options	1					
	Permit Users to View this	💿 Yes 🔾 No					
	Content						
	Track Number of Views	🔘 Yes 💿 No					
The second second second	Select Date and Time Restrictions	Display After Enter dates as mm/dd/yyyy. Time ma					
		Display Until					
		Enter dates as mm/dd/yyyy. Time mo					
A WAR WAR	-						1.1
	3. Submit						
	Click Submit to proceed. Click C	Cancel to quit.				_	
and products of							Cancel Submit

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



5. 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.

Blackboard						â Joshu	a Sahib 🔔 🔒 🥹	Logour
LEARN				My Institution	My Courses	Community	Content Collection	ion
H O Course Home Page >	Course Readings						Edit Mode is:	ON
- = = = c 11	Course Readings							
Sandbox5 H	Build Content	sessments 🗸 🛛 Tools 🗸	Publisher Content 🗸			D	iscover Content	
Course Home Page	Create	New Page						
My Alerts	Item	Content Folder						
My Grades	File	Module Page						
Tool Panel	Pearson's MyLab / Mastering	Blank Page						
Blackboard Help	McGraw-Hill Content	Mashups						
Tegrity Classes	Link to LiveText	Flickr Photo						
	Audio	SlideShare Presentation						
COURSE MANAGEMENT	Image	YouTube Video						
Control Panel	Video Web Link							
Content Collection -+	OIRA Syllabus Link							
Course Tools								
Evaluation -+	Learning Module Lesson Plan							
Grade Center →	Syllabus							
Users and Groups Customization	Course Link							
Packages and Utilities -	Content Package (SCORM)							
Help		ALC: NO. IN CONTRACT OF		이야는 사실 수는 것이 같아.			al de State (Med	

6. 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.

					E-Reserve Project	\$]	Q		🔒 Joshi	ıa Sahib	1 + 6	Logout
	Blackboard		FAVORITES	Name			Date Modified					
	LE AKN		Desktop	🕨 🚞 Adding a			Today 9:36 AM	Courses	Community	Conte	ent Collect	ion
	STRATE OF THE STREET		Dropbox	Adding a			Jul 22, 2013 10:40 AM	-				
	H 💿 Course Home Page >	Course Readings > Crea	Documents	Adding a Eucoco	a User - Impact of Mobile Tech on		Jul 24, 2013 2:07 PM Today 9:35 AM	-	<u>&gt;</u>	Edit M	ode is: 💽 O	ON ?
		Contract of the local distance	MacintoshHD		leb Tools tote Engagem		Yesterday 11:24 AM					
+	E 🖬 🔳 C 14	Create File	All My Files									
		Use the File content typ						ce of conten	in a separate brow	ser windo	ow. Also. a	
۳	Sandbox5 H	collection of files or an e	O Downloads						om a local drive and			re Help
	Course Home Page		Movies									
		🔆 Indicates a requ	J Music						ſ	<b>C</b> 1		
	My Alerts	A manues a requ	Pictures							Cancel	Subm	iit
	My Grades		My Docume									-
	Tool Panel	1				<u></u>	-					
		1. Select File				Canc	el Open	_				
	Blackboard Help	Select a local fil	e by clicking Browse	My Computer	or one from within Cou	urse Files b	y clicking Browse C	ourse. Ente	a Name for the file	and choo	se a Color fo	or
	Tegrity Classes	the text to appe page heading.	ar in the list of content	. Click No to dis	splay the file within the	Course env	vironment or <b>Yes</b> to d	lisplay it as a	separate piece of c	ontent wi	th no Course	2
		★ Find File										
	COURSE MANAGEMENT	🛪 rind rile	Bro	owse My Comput	Browse Conten	nt Collection	n					
4	Control Panel	* Name	Imn	act of Mobile Tech	h on DE Eugen	1						
	Contraction of the contraction o			tet of Mobile Tech	n on DE - ruegen							
P	Content Collection →	Color of Name		Black								
	Course Tools	Open in New V	Window O'	res 💿 No								
Þ	Evaluation ->											
Þ	Grade Center →	Add alignment	to content	res 💿 No								
Þ	Users and Groups											
*	Customization →	2. Standard O	ntion									
÷	Packages and Utilities											
1	Help	Permit Users t	o View this 💿 🕥	res 💿 No								
	nep	Content										
		Track Number	of Views	res 💿 No								
		Select Date an	d Time 👘 👘	Display After			0					
		Restrictions			yyyy. Time may be entered	d in any incr	100					
			0.1	Display Until								
					yyyy. Time may be entered	d in any ince						
			Linter	dates as miny day	gggg. Time mag be entered	a th any the	concerne.					
		3. Submit									<b>A</b>	
		alt-hash in	and all a little a							2		
		Click Submit to	proceed. Click Cancel t	o quit.					ſ			
										Cancel	Subm	iit

For assistance with uploading library articles, contact the circulation department at: <a href="mailto:gorgres@bama.ua.edu">gorgres@bama.ua.edu</a> or (205) 348-9748.

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