

Adding an Item to Blackboard

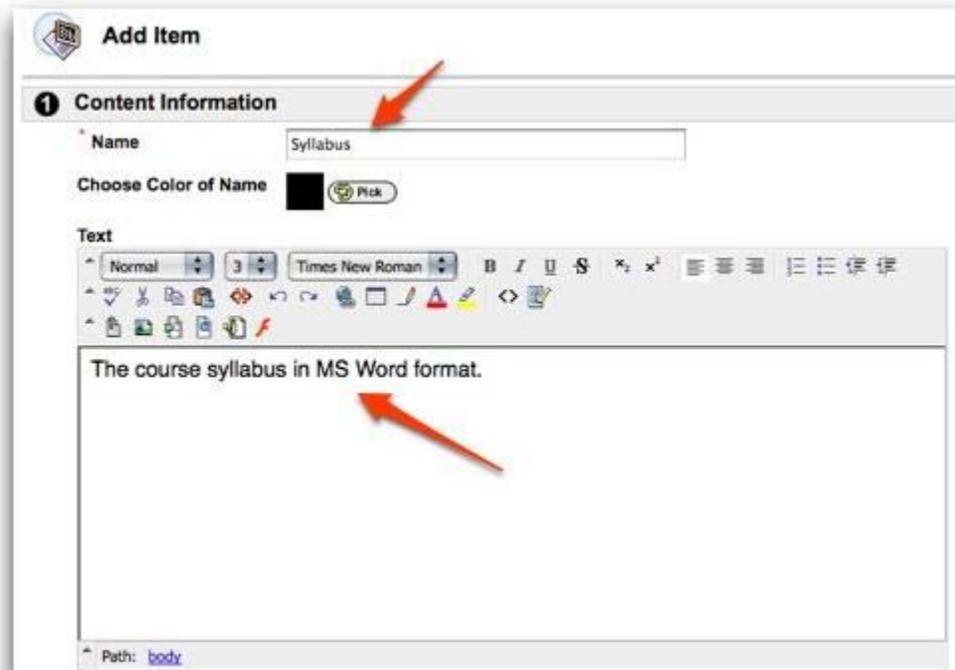
In Blackboard, an Item represents any form of content (e.g., Word documents, PDF files, JPG files) that you may want to add to your course. An item is most often added to the **Course Documents** section, but may be in other Content Areas as well. For the following example, we'll add a Word document containing the class syllabus to the Course Documents section.

Edit the Course Documents page

1. Open the **Control Panel** and click **Course Documents**, or click Course Documents on the menu on the left and then click **Edit View** in the upper right corner.
2. Click the **Item** button.



3. The **Add Item** options will open. Add the name of the item and a short description.



- Under the Content heading, click **Browse...** and locate the file on your computer that you want to post. If you're ready to make this item available to students, choose **Yes** next to **Make the content available**. Otherwise, choose a date for the content to become available. Click the **Submit** button.

The screenshot shows a web form with four main sections:

- 2 Content**: Includes a text box for "Name of Link to File" and a "Special Action" dropdown menu set to "Create a link to this file".
- 3 Options**: Contains radio buttons for "Make the content available" (Yes is selected), "Track number of views" (No is selected), and date/time pickers for "Display After" and "Display Until".
- 4 Submit**: Includes a "Required Field" label with a red asterisk and a red arrow pointing to it.

Red arrows in the image point to the "Attach local file" label, the "Yes" radio button, and the "Required Field" label.