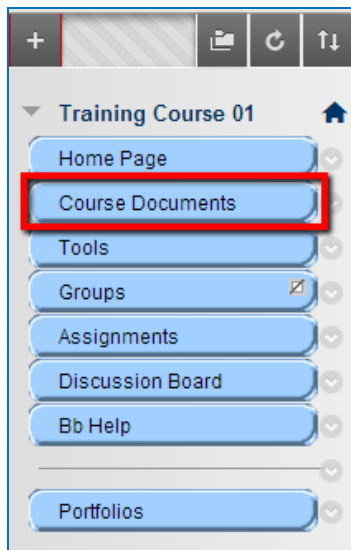




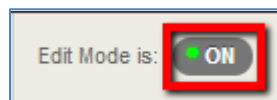
## Adding Content: Items

The term *Item* refers to a file or a collection of related files uploaded to Blackboard that a user can view in the course or download by clicking the appropriate links. You can add an item to any Content Area, Learning Module, Lesson Plan, or Content Folder. In this example, we will use a Content Area called Course Documents.

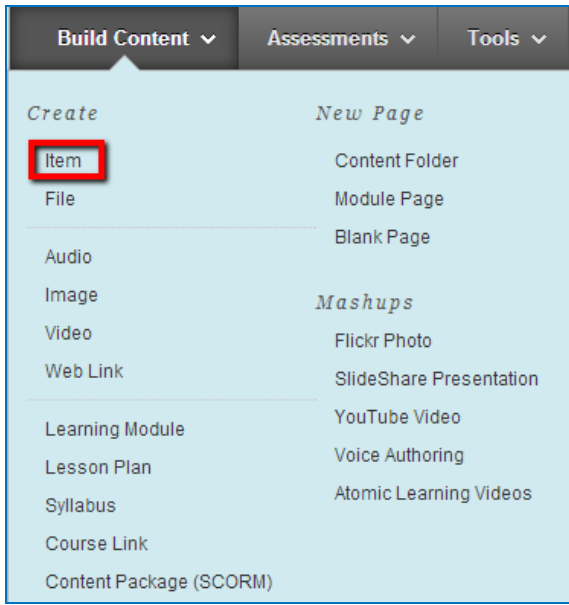
1. Open a Content Area by clicking its link on the Course menu.



2. Ensure **Edit Mode** is ON.



3. On the Action Bar, point to **Build Content**, and select **Item** from the drop-down list.



4. On the Create Item page, type a Name for the item and, optionally, select a color for the name.

**CONTENT INFORMATION**

\* Name

Color of Name  Red

5. Type instructions or a description in the Text box. Format the text using the Text Editor functions, if needed.

Text

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools.

Path: p Words:0

6. Click **Browse My Computer** or **Browse Course** for a file to attach. You may add multiple files, but only one at a time. You can type a Link Title to replace the complete file name. If you add the wrong file, click **Do not attach** in order to remove the file.

**ATTACHMENTS**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File Browse My Computer Browse Course

Attached files

File Name	Link Title	File Action
TM 1 Intro to Blackboard Proposed Revision.docx	<input type="text" value="Intro"/>	Create a link to this file <span style="float: right;">Do not attach</span>
TM 2 Discussion Boards & Comm Tools Proposed Revision.docx	<input type="text" value="Discussion Board"/>	Create a link to this file <span style="float: right;">Do not attach</span>

7. Determine the Options.

**STANDARD OPTIONS**

Determine your 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.*

- Select **Yes** to **Permit Users to View this Content**, i.e. make it available to students.
- Select **Yes** or **No** for **Track Number of Views**.
- Use the **Display After** and **Display Until** date and time fields to limit availability of the content. Select the **Display After** and **Display Until** checkboxes in order to enable the date and time selections. Display restrictions do not affect the content, only the appearance of the content.

8. Click **Submit**. This uploads all files and returns you to the Content Area.

Cancel Submit

9. The Item appears last in the Content Area. Test the Item by clicking a link to view or download one of the files.

↑↓

**Blackboard Training Manual** ▼

Attached Files: **Intro** ▼ (3.247 MB)

**Discussion Board** ▼ (4.623 MB)