

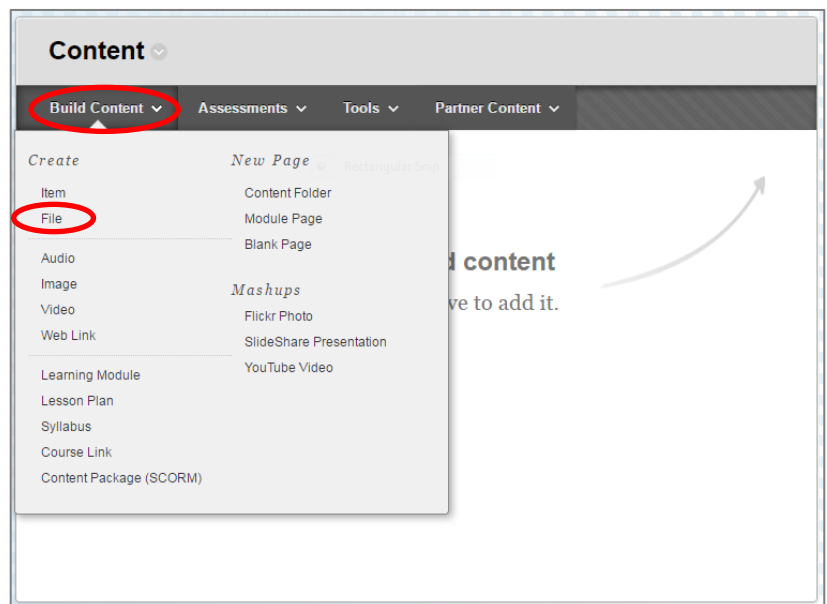
Content in Blackboard: Add a File

Blackboard Quick Guide

This is a very quick and easy option of making files available to your internal students.

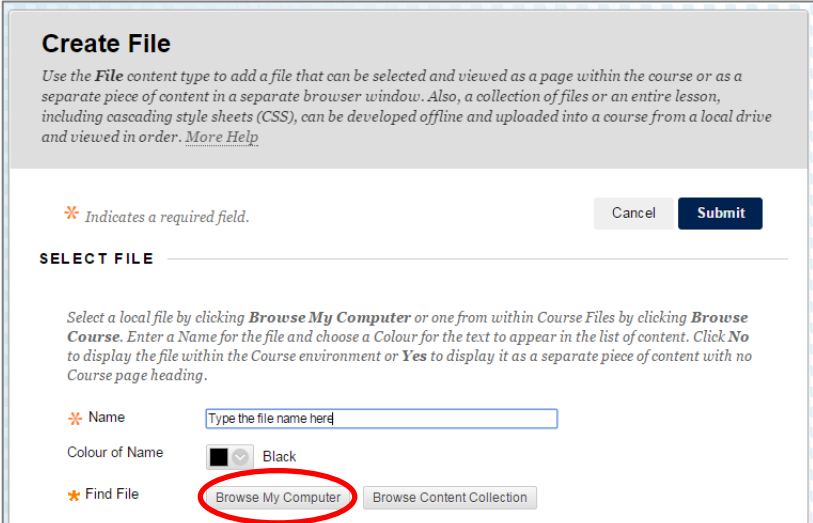
Please note that if you teach fully online or blended classes, you are better off posting your file as an attachment inside a content “item” (please see a relevant Quick Guide) so that you can use a text box to explain the file to students (e.g., where does it fit within the course, what do you want them to do with it, what to focus on, etc).

1. Navigate to the area you want the file to appear e.g. content area, learning module, lesson plan or folder and click on the **Build Content** tab and select **File**.



2. **Select File**
Give your file a **name** and then browse for a file. Click on **Browse My Computer** to upload a file from your computer.

Or click the **Browse Content Collection** button to link to a file from your collections.



The screenshot shows the 'Create File' form. It includes a title 'Create File', a description, and a 'SELECT FILE' section. The 'Find File' section has two buttons: 'Browse My Computer' (circled in red) and 'Browse Content Collection'. There are also fields for 'Name' and 'Colour of Name'.

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* Indicates a required field. Cancel Submit

SELECT FILE

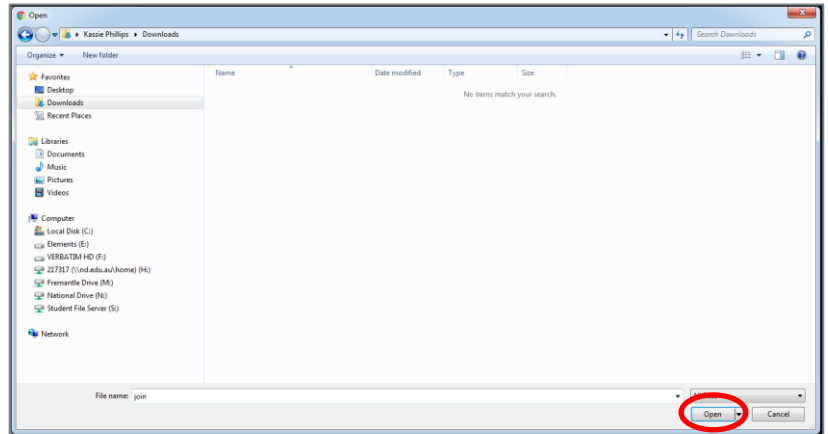
Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Colour for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Colour of Name

* Find File Browse My Computer Browse Content Collection

- Find and select the file you wish to upload, then click **Open**.



- Indicate your preferences and then click the **Submit** button.

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

STANDARD 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 dd/mm/yyyy. Time may be entered in any increment.

Display Until

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

Click **Submit** to proceed. Click **Cancel** to go back.

- The file you created will appear in the selected area.

