

# Blackboard

## Adding a File

### Adding a File to your Course

You can use Blackboard to virtually distribute files for your students to reference throughout the semester. Files can be uploaded to different content areas within your course. Files can also be organized within specific content areas using folders.

#### *Adding a File to your course*

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. Enter the **content area** where you'd like your file to appear (i.e. **Content**)
5. Select **Build Content**

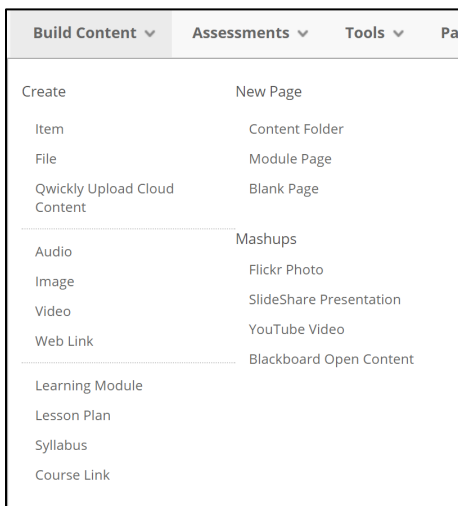


Figure 1

#### Just 1 file

1. In the **Build Content** menu, select **Item**
2. Give your item a **Name** (i.e. Syllabus, Rubric, Reading 1, etc.)
3. Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**. You can upload more than one file to an item at a time.
4. Determine which **Standard Options** you would like to enable
  - a. **Permit Users to View this Content:** This will allow your students to view the file you are uploading to your course. Selecting yes will allow students to view the item immediately. If you select no, you will need to edit the item in the future to allow students to view it.
  - b. **Track Number of Views:** This will allow you to view the total number of times users have view this file. This will not track how many times each user views the document, but the overall number of views it has.
  - c. **Select Date and Time Restrictions:** This will allow students in your course to be able to view the file for a limited date and time period.
5. Click **Submit**

## Blackboard: Adding a File

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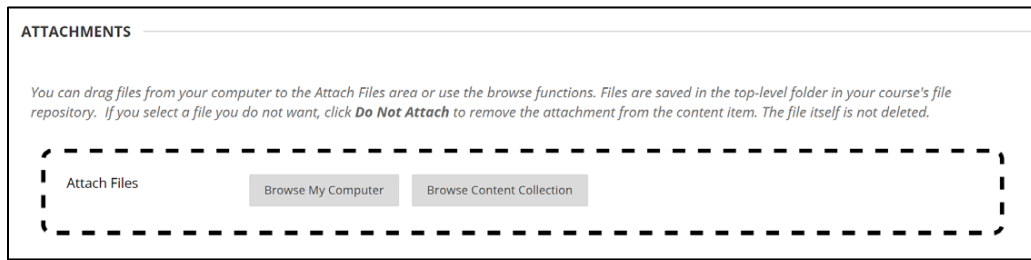


Figure 2

### Adding Files to an Existing Item

1. Locate the **item** you want to add files to
2. Select the **drop down arrow** to the right of the **Item Name**
3. Select **Edit**
4. Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection**.
5. Click **Submit**

### Adding Text Only

You can add only text to an **Item**. While we do not recommend copying and pasting your entire syllabus or course schedule into the text editor box, you can certainly create an **Item** without an attached file (i.e. using the text box to post updated office hours).

***Please Note:** In every text box, there is a help icon “i”. Clicking this will provide information on what each icon does, including the math editor.*

### Adding a Folder

Folders are helpful for organizing your file.

1. Select **Content Folder**, which is beneath the **New Page** sub-header of the Build Content menu
2. Give your folder a **Name** (i.e. Week 1 Readings, Assignments, etc.)
3. Click **Submit**